



DRHEA Graduate Education Strand

Guidelines for the Design and Delivery of Modules and Master Classes

Purpose

This guidelines document is written for academic members of staff of DRHEA institutions who are or are considering developing a module for the DRHEA alone or in collaboration with other institutions

1. Introduction

The overall aim of the DRHEA Graduate Education Strand is to combine the strengths of the participating institutions in the delivery of advanced taught modules and Master Classes to PhD students in the following disciplines:

- Chemistry
- Physics
- Biomedical Science
- Economics
- Politics/Sociology/Public Policy
- Engineering

The core component of doctoral education is the advancement of knowledge through a significant contribution to scholarship culminating in the award of PhD. In line with the 'Salzburg Principles'¹ and the IUQB' National Guidelines of Good Practice in the Organisation of PhD Programmes in Irish Universities'² Irish Higher Education Institutions are now providing more structured support for PhD students. The intention of the structured PhD is to broaden the student's education through the provision of advanced disciplinary courses as well as research and generic skills training opportunities. This increased support aids students in the successful completion of their studies and the development and management of their careers.

¹ http://www.eua.be/eua/jsp/en/upload/Salzburg_Conclusions.1108990538850.pdf

² http://www.iuqb.ie/info/good_practice_guides.aspx?article=a5b735f2-8618-4af8-8713-9bee30a780fd

Primary Contact for each discipline

Discipline	Disciplinary Group Coordinator	Email
Chemistry	Dr David Grayson (TCD)	headchem@tcd.ie
Physics	Prof Gerry O'Sullivan (UCD)	Gerry.osullivan@ucd.ie
Biomedical Science	Prof Tom Connor (TCD)	Connort@tcd.ie
Economics	Dr Tuvana Pastine (NUIM)	Tuvana.pastine@nuim.ie
Politics/Sociology/Public Policy	Dr John Doyle (DCU)	John.doyle@dcu.ie
Engineering	Dr David Timoney (UCD)	David.timoney@ucd.ie

*Details are correct as of the 1st July 2011

All discipline leaders can be found at appendix 1

2. Modules and Master Classes

PhD students are registered to one institution (or more in the case of a joint PhD) and will receive their PhD award from that institution(s). In addition to the parchment, the PhD students will receive a diploma supplement/transcript. This document will list all modules taken by the student regardless of which institution provided the module.

What is a module?

A module is a coherent and self-contained unit of learning, teaching and assessment, which comprises a defined volume of learning activity, expressed in terms of learning outcomes, which are in turn linked to assessment tasks. The volume of educational activity is expressed in hours of Student effort and which is linked directly to the credit value of the module. 1 credit is equivalent to 20-25 hours of student effort

Graduate taught modules may be delivered in sizes of 2.5, 5, 7.5, 10, 15 or 20 ECTS credits

DRHEA modules should be of an appropriate advanced level i.e. masters level (NQAI 9) or PhD level (NQAI level 10)

PhD students taking the DRHEA Modules or Master Classes can be in any year of their doctoral education when they register for the module/master classes but are more likely to be in year 1 or 2.

In accordance with the DRHEA inter-institutional agreement the student must have the permission of their Principal Supervisor or programme coordinator and be accepted by the module coordinator in the host institution

Example of a module descriptor in NUIM
http://www.nuim.ie/courses/?Target=MODULE&Mode=VIEW&MODULE_CODE=HM801

What is a Master Class?

A master class aims to provide PhD students with an in-depth knowledge of a particular aspect of a discipline. The majorities of master classes are credit-bearing and are normally delivered over 2-3 days. The master class may have a number of elements to it, including tutorials, projects, written assignments etc but will normally be focused around lectures given by a leading international expert(s). There is usually an element of preparation expected of the students such as pre-reading or preparation of a paper. In some instances students are expected to have a prior sound background in the area in question which can be tested in a prerequisite exercise.

Example of a 2.5 credit master class: <http://www.drhea.ie/userfiles/Photochemistrymodule-descriptor.pdf> and programme details http://www.drhea.ie/userfiles/Photochemistry_programme.pdf

Module Approval

If an academic member of staff is considering a new module it is recommended that they discuss their plans with the Discipline Group Coordinator since the coordinator may be aware of other modules in development where there may be synergies or duplication.

Modules can be designed and delivered by one institution or the design and delivery can be shared with other DRHEA members. No matter which method is used, there must be one lead institution which 'owns' the module. The 'owner' has responsibility for the quality of the module, having it approved in their institution, assigned a code, and must designate module coordinator who will be responsible for student registration and assessment. The rules of the host institution will apply to all aspects of the module including the grading system used. PhD level modules are recommended to be assessed as Pass/Fail. If a more detailed grading system is applied a table of equivalencies can be drawn up.

Any new module must undergo the normal institutional approval processes and procedures. The local internal quality systems for modules in each of the institutions are recognised by all members.

Once a module has been approved and is ready to be advertised, UCD Graduate Studies should be notified (emer.cunningham@ucd.ie). Please provide a link to the module descriptor as it appears on the institutional website or if this is not possible, complete the DRHEA module descriptor template Appendix ii. The information will be uploaded on the relevant DRHEA webpage. It is recommended that the other disciplinary leaders are notified so that they can also advertise locally.

Time Tabling of Modules

In the early stages of the development of the DRHEA, the majority of modules provided to the DRHEA were existing modules often from taught Masters curricula in the institutions. This arrangement was convenient for the 'home' students who could attend a course once a week over a semester but more difficult for visiting students since there would be significant travel time included. It was noted by the disciplinary leaders that this method of delivery particularly suited courses had a lot of new concepts to learn such as statistics since students could return each week to the lecturer with their questions

In designing new modules for the DRHEA, the mode of delivery should be carefully considered. Some modules could certainly remain delivered over a semester but feedback from disciplinary leaders and students would say that 'block' delivery is preferred overall. 'Block' delivery includes courses/master classes that are run fulltime from 2-3 days to a couple of weeks, depending on the credit value.

Please refer to Table 1 to see the timetables of the DRHEA partners, which may help in determining an appropriate time to deliver the module/master class.

Assessment and grading of modules

The recommendation of the DRHEA Graduate Education Coordination Committee would be to grade modules at Distinction/Pass/ Fail.

If a student fails a module, the rules of the module provider apply.

Appendix i

Table 1. Teaching and Exam Schedule for 2011/2012 Academic Year in DRHEA Institutions

	week 37	week 38	week 39	week 40	week 41	week 42	week 43	week 44	week 45	week 46	week 47	week 48	week 49	week 50
	12.9.11	19.9.11	26.9.11	3.10.11	10.10.11	17.10.11	24.10.11	31.10.11	7.11.11	14.11.11	21.11.11	28.11.11	5.12.11	12.12.11
TCD														
UCD														
NUIM														
DCU														
DIT														
ITT Dublin														
	week 51	week 52	week 1	week 2	week 3	week 4	week 5	week 6	week 7	week 8	week 9	week 10	week 11	week 12
	19.12.11	26.12.11	2.1.12	9.1.12	16.1.12	23.1.12	30.1.12	6.2.12	13.2.12	20.2.12	27.2.12	5.3.12	12.3.12	19.3.12
TCD														
UCD														
NUIM														
DCU														
DIT														
ITT Dublin														
	week 13	week 14	week 15	week 16	week 17	week 18	week 19	week 20						
	26.3.12	2.4.12	9.4.12	16.4.12	23.4.12	30.4.12	7.5.12	14.5.12	21.5.12	28.5.12	4.6.12	11.6.12	18.6.12	25.6.12
TCD														
UCD														
NUIM														
DCU														
DIT														
ITT Dublin														

Note:  = Examinations

Module Registration and Credit Transfer

Module registration

Students should browse DRHEA web pages (www.drhea.ie) to find what modules and master classes are available. The student should contact the module coordinator directly to ascertain if there are places available on the course. Once this has been established the student should register to the module preferably via the relevant online registration form (this is not currently available for all institutions) which is adjacent to the module title on the DRHEA website.

Using the online registration form allows

- the student a transparent means of registering to the DRHEA module. Please note this system does not supersede any institutional practices therefore they will also have to register for the module locally
- the Module Coordinator to see how many have registered to the module and the student contact details for any correspondence
- the institutional administrator to generate an 'visiting student' status for the student which will give the student access to any relevant virtual learning environment such as 'Blackboard' or 'Moodle' and facilitate the generation of a transcript

Credit Transfer

Each institution will determine their own system to log and report externally delivered modules. In some institutions an external module will keep its external coding in others a local coding will be assigned (example of a TCD module in UCD system [Spectroscopic Techniques \(TCD\) \(CHEM40240\)](#)). Regardless of the internal systems, all institutions are under obligation to be able to generate a transcript of credit-bearing activity for a the visiting student. Upon successful completion and assessment of module the visiting student can request the transcript from the institution hosting the module/master class and bring it to their home institution for uploading onto their student record.

DRHEA Graduate Education Strand: Disciplinary Leaders, **Support Staff** and Central Administrative Coordination in each institution

Discipline	Convener	NUIM	DCU	TCD	UCD	ITT	DIT
Admin		Ms. Ellis Murray Ellis.murray@nuim.ie Tel: 708 6935	Tracy Dixon Tracy.dixon@dcu.ie Tel: 700 7655	Ms. Catherine O'Brien catherine.obrien@tcd.ie Tel: 596 1166	Dr. Emer Cunningham Emer.cunningham@ucd.ie Tel: 7164047	Dr. Mary Deasy Tel: (01) 4042803 mary.deasy@t-tallaqht.ie	Ms. Gerolmina Dinardo Gerolmina.dinardo@diti.ie Tel: 4023374/067 207 4902
Physics	UCD	Dr. Ceadra O'Sullivan Dept of Exp. Physics ceadra.osullivan@nuim.ie Tel: 708 3953	Dr. Tony Catolla, School of Physical Sciences, Tony.catolla@dcu.ie Tel: 01-7005332 Stephen O'Sullivan Steve.osullivan@dcu.ie	Prof Jonathan Coleman Director of Teaching and Learning (Postgraduate) in Physics colema.j@tcd.ie	Prof Gerry O'Sullivan, Head of UCD School of Physics Tel: 7162210 garry.osullivan@ucd.ie Dr. Rebekah D'Arroy Rebekah.darroy@yahoo.ie		Dr John Doran School of Physics john.doran@diti.ie Tel: 4024953
Chemistry	TCD	Prof. John Lowry, Head of Department of Chemistry, NUIM, john.lowry@nuim.ie Tel: 708 3770 Dr. John Collieran john.collieran@nuim.ie	Dr. Blanaid White Blanaid.white@dcu.ie Tel: 7005751/6731	Prof David Grayson headchem@tcd.ie Dr. Carola Schulzke schulzke@tcd.ie	Prof Declan Gineahy School of Chemistry and Chemical Biology Declan.Gineahy@ucd.ie Tel: 715 2880 Dr Susan Quinn Susan.quinn@ucd.ie	Dr. Mary Deasy Tel: (01) 4042803 mary.deasy@t-tallaqht.ie	Dr Declan McCormack, Head School of Chemical & Pharmaceutical Sciences DIT Kevin St. D8 Declan.McCormack@diti.ie Tel: 4024776
Engineering	UCD	Dr Ken Duffy Hamilton Institute ken.duffy@nuim.ie Tel: 7086796	Dr Dermot Brazzton Dermot.brazzton@dcu.ie Tel: 7008210	Prof Brian Broderick Email: bbrack@tcd.ie Tel: 01 896 2348	Dr David Timoney, Director Of Academic Centre - Energy Conversion Research david.timoney@ucd.ie Tel: 716 1631 Dr. Simos Oxiadis Simos.oxiadis@ucd.ie 7161835	Mr. Pat McLaughlin, Head of School of Engineering Contact pat.mclaughlin@ttdublin.ie Tel: 404 2501	Dr Marek Rebow, Engineering Head of Research, DIT Bolton St. D1, 4022970 Marek.rebow@diti.ie
Biomedical Science	TCD	Prof. Sean Doyle, Dept of Biology sean.doyle@nuim.ie Tel: 7083886 Dr David Fitzpatrick David.fitzpatrick@nuim.ie	Prof. Martin Clynes, Director, National Institute for Cellular Biotechnology, DCU, Dublin 9. Martin.Clynes@dcu.ie Tel: 01-7005720 Dr. Finbar O'Sullivan Finbar.osullivan@dcu.ie	Dr. Tom Connor connort@tcd.ie TCIN/School of Medicine Prof Kumlesh Dev devk@tcd.ie	Professor Stephen Gordon, School Of Ag., Food Science & Vet Medicine stephan.gordon@ucd.ie Tel: 716 6181 Dr Jennifer Mitchell Jennifer.mitchell@ucd.ie	Dr. Mary Deasy Tel: (01) 4042803 mary.deasy@t-tallaqht.ie	Dr Mary Hunt mary.hunt@diti.ie Assistant Head of School of Biological Sciences Phone: 4024753
Political Sociology or Public Policy	DCU	Prof Rod Kitchen, Director NIRSA, rod.kitchen@nuim.ie Tel: 708 3372 Dr. Delphin Anclen delphina.anclen@nuim.ie	Dr. John Doyle, Head of School of Law and Government, DCU, Dublin 9. John.Doyle@dcu.ie tel: 7008084 Dr Ken McDonagh Kenneth.mcdonagh@dcu.ie	Prof. Ken Benoit kbenoit@tcd.ie Dr Jon Slapin slapinj@tcd.ie	Prof. Ben Tonra Director of the Graduate School of Human Sciences Ben.tonra@ucd.ie Tel: 716 7615 Dr Basak Kus Basak.kus@ucd.ie		
Economics	NUIM	Dr Turvana Pastine Turvana.pastine@nuim.ie Tel: 708 6421 Dr Georg Man Georg.man@nuim.ie		Prof Philip Lane plane@tcd.ie Dr Eleanor Denny dennya@tcd.ie	Prof. Karl Whelan UCD School Of Economics karl.whelan@ucd.ie		



DRHEA Module Descriptor	
Title	Seminar in Political Economy'
Credits	
Coordinator name	
Coordinator contact details	
Places available	
Semester/ Term	Semester 2
Start date	January 21 st 2011, Fridays 10AM-1PM,3 College Green, Room 4.
Assessment (written exam, MCQ etc)	
Format	
Workload	
Prior Learning requirements (if any)	