



2020/21

# **Bachelor of Arts (Honours) in Counselling and Psychotherapy, Level 8, 240 ECTS**

(with an embedded award of the Higher  
Certificate in Applied Social Studies,  
Level 6, 120 ECTS)

## **Programme Handbook**

## Foreword

Welcome to DBS where we will help you realise your ambition. We have an international reputation for delivering a high-quality student experience and our intention is to do everything we can do to support you during your time with us.

Dublin Business School (DBS) is Ireland's largest independently owned, third level institution. Our campus is in Dublin's city centre and comprises four buildings where nationalities from over 95 countries participate in a bustling and thriving student life.

We offer programmes across a range of disciplines from business to data science, cybersecurity to artificial intelligence, marketing to psychology, accounting and finance through law, film and creative media. We are committed to enabling strong academic outcomes through employer-led programmes and continuing to deliver an out-standing student experience.

This year coming contains many significant challenges for higher education providers due to the COVID-19 pandemic. At DBS we will meet this challenge head-on and draw on our experience of delivering high-quality teaching and learning through hybrid and multi-modal learning. Our utmost priority is the protection of your health and safety and DBS actively commits to government guidelines and protocols in order to ensure this. We will also do everything we can to maximise the opportunities for you to be on campus as much as possible and this will mean that some of your learning will be on campus and some will be online. You will find the specific details in your online timetable as well as in your Module and Assessment Guides.

The information contained in this handbook is crucial to your learning. It provides important information on your programme, your assessments and the key individuals you will meet. For these reasons we want you to constantly read and refer to this handbook and use it as a key information source during your time with us.

We are dedicated to ensuring that you have a rewarding and fulfilling experience while studying at DBS and intend that, through your programme of study, you begin to realise your ambitions and your career goals.

Good luck on your journey!

## Kerry

Dr Kerry McCall Magan

Head of Academic Programmes

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## Section 1 Programme Information

### Welcome Message from Course Director

Hello and a very warm welcome to Dublin Business School. My name is Dr Rosie Reid, and I am the Course Director for your Counselling and Psychotherapy programme.

You have made the right choice on deciding to study at Dublin Business School. We are Ireland's largest independent third-level institution, offering a range of undergraduate, postgraduate, and professional programmes in Business, Arts and Law. Your choice to study Counselling and Psychotherapy will enhance your personal, academic, and professional development.

DBS has built on a reputation of "Excellence through Learning" and we pride ourselves on our ability to design and deliver programmes which are academically rigorous and innovative whilst ensuring they meet the demands of an ever-changing inter-disciplinary field of research and practice and professional standards and requirements. All faculty members are experienced tutors who are specialists in their chosen field. As well as being highly qualified academically, they are also actively engaged in research and practice, bringing a wealth of experience to the classroom that feeds directly into your learning experience.

I look after the undergraduate programmes which include the BA (Hons) in Counselling and Psychotherapy and the postgraduate programmes including the Higher Diploma in Counselling and Psychotherapy and MA in Psychotherapy. I work closely with your Programme Coordinator Laura Mulqueen and your lecturers. Some examples of areas that I can assist with include: Academic planning and choices:

- Navigating Moodle
- Assignments and Examinations

Your student portal is a one stop shop for accessing your email, timetables and more. I would like to note the DBS email assigned to you. It is important that you correspond with DBS staff using this email only. We will send a number of important communications to this email during your studies. This information and more, is available in your Student Handbook, which can be accessed via [students.dbs.ie/academic-operations](https://students.dbs.ie/academic-operations)

It is appreciated that new students each have particular needs. This handbook is designed to provide you with much of the information you will require in the first few weeks of your programme of study. It will aid your study immensely if you familiarise yourself with the contents of this handbook and keep it somewhere safe. It is to be used in conjunction with the Module and Assessment Guides that you will also receive via Moodle. We hope you enjoy your time with us here in DBS and look forward to helping you during your learning journey. I am here to help you with the academic side of your programme from now until you graduate, and beyond.

Please do not hesitate to contact me on [rosie.reid@dbs.ie](mailto:rosie.reid@dbs.ie) if you have any questions.  
Best wishes to you all for a great year!

## Rosie

**Dr Rosie Reid**  
**Acting Course Director for Human & Social Sciences**



## 1.1 Programme Administration

### Coordinator Roles in the Department of Psychotherapy

The Department of Psychotherapy also has a number of coordinator roles arising from the specific requirement that the programmes in the department be delivered predominantly by practitioner-teachers. This follows distinctions in the modules delivered on some of the programmes between the experiential skills-based modules, the theoretical modules and supervision and process group modules. The coordinator roles receive administrative support from a designated member of the *Academic Operations Unit* in the college.

- **Training Officer** has responsibility for the coordination, organisation and delivery of the training modules on the BA (Hons) in Counselling and Psychotherapy, Higher Diploma in Counselling and Psychotherapy and the MA in Psychotherapy, that is, all modules entitled Counselling and Psychotherapy Skills and Theory and Practice as well as the Stress Response modules. Finally, the training coordinator organises the mid-term and end of year feedback interviews and all interviews for admission onto our courses.
- **Academic Coordinator** has responsibility for the coordination of the organisation and delivery of the theoretical modules across the BA (Hons) in Counselling and Psychotherapy, Higher Diploma in Counselling and Psychotherapy and the Masters in Psychotherapy. The Academic Coordinator also monitors assessment schedules for all programmes to ensure academic integrity. All PMCs must go through the AC.
- **Practicum Coordinator** has responsibility for the coordination of the organisation and delivery of the supervision modules, the process group modules as well as for the monitoring and recording of arrangements for personal psychotherapy and for individual supervision. The Practicum Coordinator collates all documentation to provide evidence that students have completed the requisite number of hours of personal psychotherapy, of process group and of individual supervision and client hours.
- **Clinical Placement Officer**  
In DBS the Clinical Practice Officer works closely with students to facilitate, indeed ensure, placement possibilities for all students. The Clinical Placement Officer works closely with the Subject Leader, Trainers and Supervisors in the Department of Psychotherapy, attending regular Coordinator meetings for the Department. It is the role of the Clinical Placement Officer to develop and maintain placement possibilities for students on the psychotherapy training programmes in the Department of Psychotherapy. The Clinical Placement Officer vets and works closely with the centres of clinical placement and receives regular updated reports from them.
- **Module Leader**  
The Module Leader is the Lecturer responsible for the module. Their primary function is to lecture and assess learners on subjects or modules according to the programme document. Their duties and responsibilities relate to teaching, assessment and completion of the module. Module leaders work hard to ensure a high-quality teaching and learning experience for all students.

## 1.2 Main Points of Contact for the programme

	Name	E-mail
<b>Programme Coordinator</b>	Laura Mulqueen	Laura.mulqueen@dbs.ie
<b>Acting Course Director</b>	Dr Rosie Reid	Rosie.reid@dbs.ie
<b>Acting Subject Leader, Academic Coordinator &amp; Clinical Placement Officer</b>	Dr Siobáin O'Donnell	Siobain.odonnell@dbs.ie
<b>Training Officer</b>	Martina Vaughan	Martina.vaughan@dbs.ie
<b>Practicum coordinator</b>	Rachel Murphy	Rachel.murphy@dbs.ie

## 1.3 Programme Team

Your lecturer will outline their appointment hours to you on their Moodle page. You can send an email to them by using the following format: [firstname.surname@dbs.ie](mailto:firstname.surname@dbs.ie).

The list below is an indicative list and it's subject to change.

Module Title	Module Leader
Introduction to Psychology	Martin Humphreys
Developmental Psychology	Martin Humphreys
Process Group	Maryrose Kiernan
Stress Response I	Eugene McHugh Ray McKiernan
Counselling Skills I	Margaret Kinsella
Approaches to Counselling and Psychotherapy	Stephen McCoy Rachel Keogh

Contemporary Issues I	Aiveen Farrelly
Introduction to the Work of Freud	Stephanie Metcalfe
Counselling Skills II	Maggie O'Neill Dr Susan Eustace
Stress Response II	Ray McKiernan Eugene McHugh
Contemporary Issues II	Aiveen Farrelly
The Family System	Stephen McCoy
Process Group	Paul Price Maggie O'Neill
Human Sexuality	Stephen McCoy
Approaches to Addiction	Dr Siobáin O'Donnell
Freud's Case Histories	Stephen McCoy
Psychotherapy Skills I - Psychodynamic	Wilma Millar
Clinical Supervision I	Alison Kinsella Margaret Kinsella Heather Moore
Existentialism and Psychotherapy	Alan Oates
Psychopathology	Mary Peyton
Research Methodology	Aiveen Farrelly
Psychotherapy Skills II - Integrative	Wilma Millar
Clinical Supervision II	Liz McEvoy Carmel Lehane Eileen Tastchl

Cognitive Behaviour Therapy	Paul Halligan
The Body in Psychotherapy	Wilma Millar
Ethics	Alan Oates Dr Angelo Bottone
Group Psychotherapy	Aiveen Farrelly
Research Project	Dr Siobáin O'Donnell

*There are also other valuable points of contact and support in DBS such as [Student Services](#), the Student Engagement and Success Unit, [Student Welfare and Support](#), [IT Helpdesk](#) and the award winning [DBS Library](#). Your DBS Handbook and the [DBS website](#) will contain more information on these and other great DBS services and supports.*

*This year coming contains many significant challenges for higher education providers due to the COVID pandemic. At DBS we will meet this challenge head-on and draw on our experience of delivering high-quality teaching and learning through hybrid and multi-modal learning. Our utmost priority is the protection of your health and safety and DBS actively commits to government guidelines and protocols in order to ensure this. We will also do everything we can to maximise the opportunities for you to be on campus as much as possible and this will mean that some of your learning will be on campus and some will be online. You will find the specific details in your online timetable as well as in your Module and Assessment Guides.*



## Section 2 Programme Details

### 2.1 Aims of the Programme

The BA (Hons) in Counselling and Psychotherapy programme has three broad strands which provide a firm foundation in core academic issues, personal development and skills training. The successful combination of these three strands enables you to:

- Have a thorough grounding in the theoretical aspects that will inform your practice;
- Be supported and directed in personal development and self-care through engaging in personal therapy, stress response modules and process groups;
- Hone your skills in order to be competent in the practice of counselling and psychotherapy.

The general programme aims are as follows:

1. Practise the skills of humanistic and psychodynamic counselling and psychotherapy utilising an integrative model.
2. Demonstrate, in concurrence with the integrative model, theoretical comprehension of the major modalities of psychotherapy, in particular the humanistic and psychodynamic modalities.
3. Demonstrate practical research methodology skills so that they may pursue individual intellectual and research interests within the framework of the field of psychotherapy.
4. Appraise the ethical, professional and contemporary regulatory issues in the fields of counselling and psychotherapy.

### 2.2 Programme Learning Outcomes

The learning outcomes of the BA (Hons) in Counselling and Psychotherapy have been informed by the QQI Counselling and Psychotherapy Major Awards Standards at Level 8 on the NFQ. It is important for students to familiarise themselves with these Awards Standards.

Upon successful completion of the BA (Hons) in Counselling and Psychotherapy programme, graduates will be able to:

PLO1	Demonstrate a critical understanding of the skills of humanistic/psychodynamic counselling in accordance with the integrative model in a classroom context.
PLO2	Provide evidence of competence in self-care.
PLO3	Demonstrate theoretical knowledge of the major modalities of counselling and psychotherapy, in particular the humanistic and psychodynamic modalities in accordance with the integrative model.
PLO4	Practise the skills of humanistic/psychodynamic counselling in accordance with the integrative model.

PLO5	Demonstrate proficiency in the principles and practice of research methods appropriate to the field of psychotherapy.
PLO6	Evaluate the ethical, professional and contemporary regulatory issues in the field of psychotherapy.

## 2.3 Programme Structure

The BA (Hons) in Counselling and Psychotherapy programme will provide you with a broad graduate-level education and grounding in the theory and practice of counselling and psychotherapy. The programme offers you a practical training in therapeutic skills and an understanding of the ethical implications of therapeutic work. During the programme you will be guided in developing a capacity for reflective self-awareness through personal therapy and group experiences.

The BA (Hons) in Counselling and Psychotherapy programme is a supervised practice-based training programme in humanistic and psychodynamic forms of counselling and psychotherapy combined in accordance with the integrative model. It is aimed, primarily, at those who have expressed an interest in the programme or those who are already working in related fields. The four years also meets the criteria for training in counselling and psychotherapy in Ireland as required by the *Irish Association for Counselling and Psychotherapy* (IACP).

The BA (Hons) in Counselling and Psychotherapy consists of three interconnected strands:

- Experiential training and supervision group.
- Personal development through the experience of psychotherapy and process groups.
- Theoretical modules which support the two strands named above.

Supervised clinical practice and Supervision (both group and individual) are introduced in the third year of the programme in accordance with best practice and the recommendation of the professional body. Personal psychotherapy, undertaken at the latest in the second year of the programme, is a requirement that is not represented in the modules of the course. The other major component of personal exploration and development, namely the Process Group Work is represented.

In summary, the division between the first two years and the second two years of the four year BA (Hons) in Counselling and Psychotherapy programme is crucial to allow a decision to be made on the basis of a knowledge of a student's work and participation concerning their suitability for supervised clinical practice. The first two years is therefore a period primarily of personal development and academic endeavour which allows the core trainer and stress response trainer to establish a profile of each student so that a fair and balanced informed decision can be made regarding professional suitability for supervised clinical practice. Students who exit after year 2 of this programme can avail of a Higher Certificate. The availability of the Higher Certificate in Applied Social Studies as an effective

mechanism for the management of the question of suitability for clinical practice is crucial to the delivery of the BA (Hons) programme. The premise is that it is possible to succeed in the academic study of the field of counselling and psychotherapy without necessarily being suitable to work as a practitioner in the field.

If you have any questions in relation to the above, please discuss with your trainer or one of the coordinators.

Your goal is to achieve 240 credits (60 per year) and to achieve the best award classification possible.

Stage/Level	Module Code	Module Title	Credits	% Award Weighting
<b>Stage 1 Level 6 (QQI)</b>	A6PP002	The Stress Response I	10	<b>None</b>
	A6PP003	Contemporary Issues I	10	
	A6PP004	Approaches to Counselling and Psychotherapy	10	
	A6PP005	Developmental Psychology	5	
	A6PP006	Process Group	10	
	A6PP101	Counselling Skills I – Introduction	10	
	A6PS002	Introduction to Psychology	5	
	<b>TOTAL CREDITS LEVEL 6</b>			
<b>Stage 2 Level 6 (QQI)</b>	A6PP022	Contemporary Issues II	10	<b>None</b>
	A6PP023	Human Sexuality	5	
	A6PP024	The Family System	10	
	A6PP025	Process Group	10	
	A6PP026	The Stress Response II	10	
	A6PP113	Counselling Skills II – The Therapeutic Relationship	10	
	A6PS181	Introduction to the work of Freud	5	
	<b>TOTAL CREDITS LEVEL 6</b>			
<b>Stage 3 Level 7 (QQI)</b>	A7PP003	Existentialism and Psychotherapy	10	<b>20%</b>
	A7PP004	Research Methodology	5	
	A7PP005	Freud’s Case Histories	5	
	A7PP007	Approaches to Addiction	5	
	A7PP008	Supervised Practice I	10	
	A7PP009	Psychopathology	5	
	A7PP100	Psychotherapy Skills I - Psychodynamic	10	
	A7PP102	Clinical Group Supervision I	10	
	<b>TOTAL CREDITS LEVEL 7</b>			
<b>Stage 4</b>	A8PP022	Cognitive Behavioural Therapy	5	<b>80%</b>

<b>Level 8 (QQI)</b>	A8PP023	Ethics	5	
	A8PP025	Group Psychotherapy	5	
	A8PP026	Research Project	10	
	A8PP100	Psychotherapy Skills II – Integrative	10	
	A8PP112	Supervised Practice II	10	
	A8PP162	Clinical Group Supervision II	10	
	A8PP164	The Body and Psychotherapy	5	
	<b>TOTAL CREDITS LEVEL 8</b>			
<b>OVERALL TOTAL CREDITS</b>			<b>240</b>	<b>100%</b>

## 2.4 Other Relevant Programme Information

Supervised clinical practice is at the core of the BA (Hons) in Counselling and Psychotherapy and is mandatory from year 3. The programme serves primarily to introduce students to client work in a way that is appropriate, manageable and formative. Alongside both group and individual supervision, the counselling and psychotherapy skills training and a student's own personal therapy support the very core foundation of a competent practice as a counsellor and psychotherapist. No applicant gains entry on to the BA (Hons) in Counselling and Psychotherapy year 3 without a clear, unequivocal endorsement of their suitability from practitioner-trainers in humanistic/integrative/psychodynamic psychotherapy such as comes from the feedback component of the counselling skills modules of the in year 1 and 2. On the basis of feedback sessions as well as the student's overall academic performance a decision can be reached by training staff and the student regarding continued suitability for clinical practice.

### *Clinical Placements:*

It is crucially important that trainees can begin clinical practice in safe, secure, professional settings. In DBS the Clinical Placement Officer works closely with all students to facilitate placement possibilities. The Clinical Placement Officer works closely with the Course Director, Subject Leader, Trainers and Supervisors in the Department of Psychotherapy, attending regular Coordinator meetings for the Department. It is the role of the Clinical Placement Officer to develop and maintain placement possibilities for students on the counselling and psychotherapy training programmes in the Department of Psychotherapy. The Clinical Placement Officer works closely with the centres of clinical placement and receives regular updated reports from them.

### *Assessment of Clinical Practice:*

Students who successfully complete the programme will have provided evidence of having been in their own personal psychotherapy for the duration of the BA (Hons) in Counselling and Psychotherapy programme and have shown evidence of engagement in both group and individual supervision of their clinical practice.

They will have shown evidence of engagement in process group work over the course of the programme and have completed the required period of both group and individual supervision. It is important that trainees will have engaged fully in the supervisory process and have shown understanding that clinical supervision is an on-going component of continuing clinical practice. Trainees will have been offered an opportunity to have studied and critically assessed the ethical, professional and contemporary regulatory issues in the fields of counselling and psychotherapy. A major component of the assessment process for the Module on Clinical Supervision is the completion of a Case History.

## 2.5 Teaching and Learning Strategy for a multi-modal environment

The teaching and learning (T&L) strategy refers to the teaching modes, approaches and activities that the lecturer will use to help you work toward achieving the learning outcomes for the module.

Examples of T&L modes include:

Mode	Description
In-class	Where the lecturer and all the students are in the class
Live Online	Where the lecturer and all of the students are online at the same time
Hybrid	Where some of the students are online and some are in the class and the lecturer is either in-class or online
Pre-Recorded	Where the lecturer pre-records a session
On Demand	Where the lecturer has prepared teaching content or activities and made it available to you online for you to engage with at your own convenience

Examples of T&L approaches include:

Approach	Description
Lecture	Where the lecturer presents or talks about concepts, ideas, topics or theories
Tutorial	Where the lecturer and students engage in a discussion
Workshop	Where the lecturer and students engage in activities either collectively or in groups
Lab Demonstrations	Where the lecturer or students demonstrate processes usually on a computer

Examples of T&L Activities include

Activity	Description
Case Study	Students review real-world examples of what they are learning about
Guest Speaker	A practitioner talks about real-world examples of what students are learning about
Group work	Students are divided into groups to work on a particular activity
Peer Review	Students review and comment on other students' work
Peer discussion	Students engage in a discussion about a topic which the lecturer observes and can contribute to

Quizzes	Students work through a series of short questions
Practical Exercises	Students carry out an individual task during the class
Peer Presentations	Students present either individually or as a group to their fellow students
Controlled Debate	Students are divided into groups and argue the merits of a specific stance on a topic usually determined by the lecturer
Reading	Students engage in a reading activity and either write or report back on what they have read
Watching Videos	Students analyse videos and have peer discussions on what they have seen
Peer Pairing	Students are split into pairs. Individually they carry out a task and then swap their work for the other student to review.
Role Play	Students act out a scenario from the real world for the whole group

Typically, a timetabled class will take place in one mode or another, for example through online, in-class, recorded or hybrid mode. Although the on-demand mode can be used on its own or with any of the other modes.

Usually, the lecturer will adopt the same approach for the length of each timetabled class, so your class will be a lecture or a tutorial or a workshop or a demonstration. However, the lecturer may mix approaches during a class. So, for example, the timetabled class may start with a lecture before moving into a workshop and then finishing with a tutorial approach.

Lecturers can also draw on any of the activities above, and others not mentioned above, during a class whether it is online, hybrid or in-class. However, some activities and approaches are better suited to some modes.

You will find the specific details of which mode applies to which module in your online timetable as well as in your Module and Assessment Guides.

Should you have any queries, please do not hesitate to contact your Programme Coordinator or Module Leader.



## Section 3 Assessment

### 3.1 Introduction to Assessment

The purpose of assessment is to ensure that you achieve the learning outcomes of each module. Learning outcomes are statements that specify what you will know or be able to do as a result of a learning activity. Assessment types will include self-reflective statements, group and individual presentations and reports, case histories, feedback sessions, in-class exercises, essays and closed book examinations.

It is important that you familiarise yourself with the format and number of assessments, assessment weighting, and due dates. These are published in the Module Guide which is available on [Moodle](#). An Assessment Brief is also published for each individual piece of continuous assessment. This will give details on the format, weighting and due date, as well as set out what task you are required to complete in the assignment. It also gives the marking scheme for each assignment, and you should use this to guide your completion of the assignment.

All assessments are marked and graded by your lecturer and are reviewed by an internal moderator and an external examiner. This is to ensure fairness, consistency of marking and the correct standard across all assessment. Results are always provisional until they are approved by the External Examiner and are processed through the programme Exam Board. The purpose of an Exam Board is to formally ratify results and determine award classification (for more information please refer to the [Quality Assurance Handbook](#)).

An assessment schedule will be made available, which will list the due dates for all your assessments over the academic year. Submission links on Moodle will be set to these dates and Moodle syncs with the student dashboard to provide a calendar of deadlines. The schedule ensures that the workload is balanced across the academic year. Any extension requests need to be considered in light of this schedule, as changes might risk clashing deadlines, so it is very important to be aware of the potential impact of changes to assessment dates. The exam timetable is published on the [exam page](#) in the DBS current student area and is usually available about four weeks in advance of the exam period.

Your goal is to achieve the highest mark possible in your assessment. In order to do this, it is expected that learners:

- Complete ALL assessment components.
- Submit all assessments on time as indicated on the assessment specification.
- Complete all parts of each assessment.
- NEVER copy/plagiarise or submit content that is not yours by ensuring that you apply the correct referencing standard. DBS uses the APA Referencing style. A guide to this can be found [here](#).
- Always ask your lecturer if you are not sure about any requirements, not your fellow students.
- Always complete the required number of questions in an exam.

- Practice writing out answers for end -of term exams by doing [previous papers](#), in particular hand writing answers to ensure that your writing is legible.
- Always write/type your ID number on any assessment or exam script.
- If you require support for exams/assessment, ensure that you have completed the appropriate paperwork and submitted it to the [Learner Supports Services](#) well in advance of any assessment or exam dates

### 3.2 Assessment Schedule

Please refer to the definitive Assessment Schedule document that can be found on the BA (Hons) in Counselling and Psychotherapy Noticeboards on Moodle. Any amendments to the Assessment Schedule will be made here.

### 3.3 Reassessment

Module assessment has been designed to allow the student to demonstrate level-appropriate knowledge and skills, often through the lens of application. CAs assess student knowledge of the theoretical and practical components of the module. Assessment design ensures that weaker and stronger students can be differentiated by allowing strong students to display the advanced knowledge they have gained by going beyond lecture materials, and providing evidence of their own relevant in-depth research on a topic.

Students must acquire a variety of knowledge and skills both individually and in teams, and demonstrate competence in the disciplines involved. This is designed into the programme with the mix of individual and group work required across the programme as the student builds towards achieving the Programme learning outcomes. Where a student has not achieved the learning outcomes and needs to be reassessed, an appropriate re-assessment task is determined. It is a requirement that the re-assessment task must provide the student with an opportunity to demonstrate that they have achieved the module learning outcomes.

### 3.4 General Submission Requirements

1. All relevant provisions of the Assessment Regulations ([QAH Part B Section 5](#)) must be complied with, in addition to the requirements set out in the Assessment Brief:
  - Students are required to refer to the assessment regulations in their [Student Handbooks](#) and in [Part B Section 5 of the Quality Assurance Handbook](#).
2. Assignments should be submitted through the appropriate link on the module Moodle page (unless explicitly excepted by the lecturer). Assignments not submitted through Moodle may not be graded.
3. Online assignments must be submitted **no later than the stated deadline**:

- Late submissions (up to 14 days) will receive the Late Submission penalty (see [QAH Section B Part 5.4](#));
  - After 14 days, late submissions will be awarded **0%**.
4. Extensions to assignment submission deadlines will be not be granted, other than in exceptional circumstances:
- To apply for an extension please go to <https://students.dbs.ie/registrar-office/dbs-faq> and download the *Assignment Extension Request Form*, to complete and return, with supporting documentation, to your Programme Coordinator;
  - Ongoing exceptional circumstances can be considered for deferrals. To apply for a deferral, submit the completed *Personal Mitigating Circumstances Form*, with supporting documentation, to your Programme Coordinator
5. Students are required to retain a copy of each assignment submitted.
6. Dublin Business School penalises students who engage in Academic Impropriety (i.e. plagiarism, collusion, copying, essay mills, etc.):
- Refer to the [QAH Part B Section 3.3](#) for further information on Academic Impropriety and the potential penalties;
  - Refer to the [Library](#) for information on correct referencing, and support classes.

### 3.5 Awarding Body and NFQ Level

This programme has been validated and approved by the Irish state agency, QQI (Quality and Qualifications Ireland), responsible for validating all third level programmes in Ireland. The programme is positioned at Level 8 on the National Framework of Qualifications (NFQ), a framework for the development, recognition and award of qualifications in Ireland.

The BA (Hons) in Counselling and Psychotherapy programme is also recognised by the IACP.

### 3.6 Useful links and tips

Door codes for Bow Lane and Balfe Street are available at Reception desks.

Once registered, a learner should use the calendar in their student email account for personalised timetables.

Timetables can be synced with mobile devices, see <https://www.dbs.ie/about-dbs/news-and-events/2018/05/17/dublin-business-school-moodle-app> for more information.

- . [www.dbs.ie](http://www.dbs.ie)
- . <https://elearning.dbs.ie/> (Moodle)
- . [www.mydbs.ie](http://www.mydbs.ie) (student email)
- . [tts.dbs.ie](http://tts.dbs.ie) for generic timetables

- . <https://library.dbs.ie/>
- . [Lorls.dbs.ie](https://lorls.dbs.ie/) (to access your reading list online)
- . [esource.dbs.ie](https://esource.dbs.ie/) (repository of student and faculty research)
- . [servicedesk.dbs.ie](https://servicedesk.dbs.ie/) (to log support queries or issues)
- . Moodle App available for download (Play Store and iTunes): <https://elearning.dbs.ie/>

If you have any problems with your timetable or require technical support, please log a ticket at [servicedesk.dbs.ie](https://servicedesk.dbs.ie/).

## Section 4 Academic Calendar

The academic calendars can be found on the DBS website:

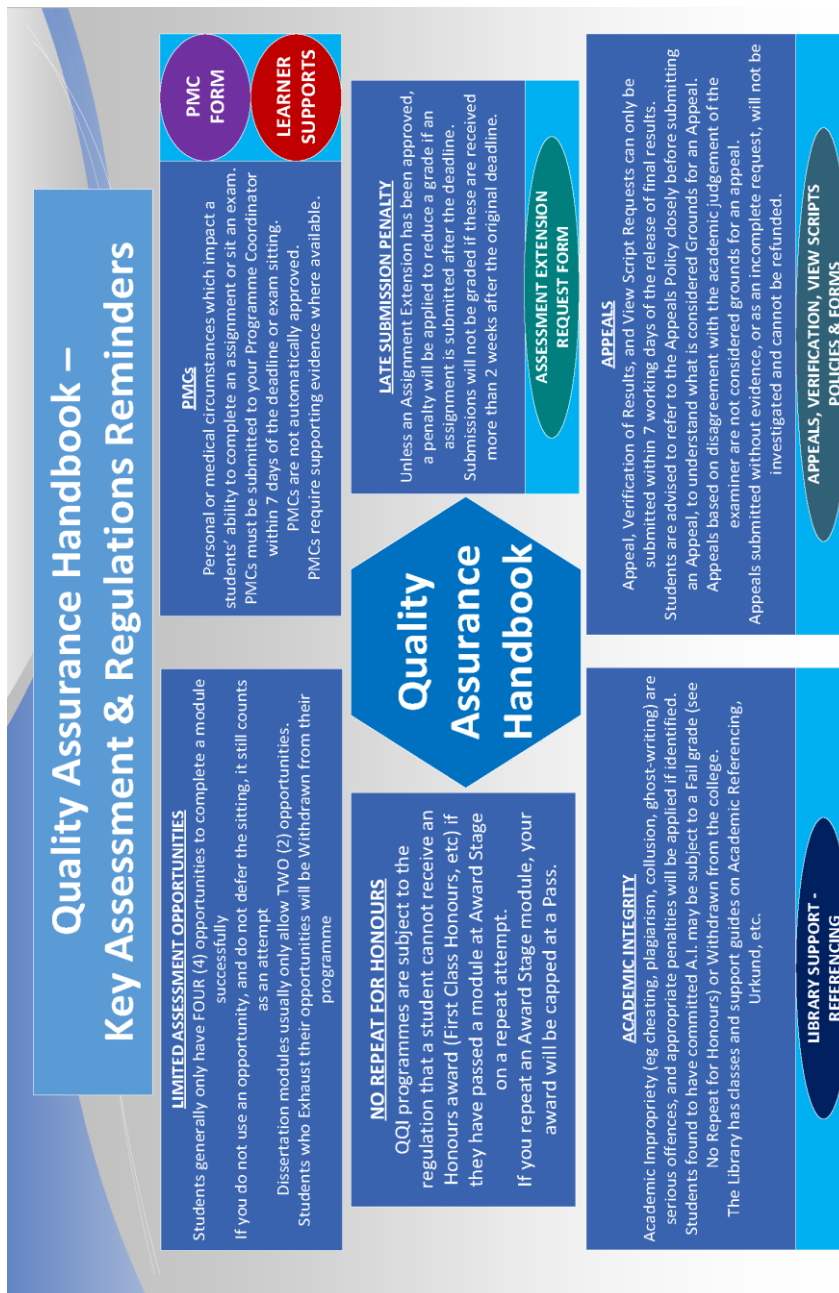
<https://students.dbs.ie/academicoperations/academic-calendars>

It shows the term dates, as well as reading weeks, the Christmas break and the exam session, including the repeat exams.

## Section 5 Quality Assurance Handbook

All programmes delivered by DBS are delivered within a robust and established quality assurance infrastructure encapsulated by a *Quality Assurance Handbook*. This is available on the DBS website: <https://students.dbs.ie/registrar-office/gah>.

### 5.1 Key Assessment Regulations



**Quality Assurance Handbook – Key Assessment & Regulations Reminders**

**LIMITED ASSESSMENT OPPORTUNITIES**  
Students generally only have FOUR (4) opportunities to complete a module successfully, and do not defer the sitting, it still counts as an attempt.  
Dissertation modules usually only allow TWO (2) opportunities.  
Students who Exhaust their opportunities will be Withdrawn from their programme.

**NO REPEAT FOR HONOURS**  
QQJ programmes are subject to the regulation that a student cannot receive an Honours award (First Class Honours, etc) if they have passed a module at Award Stage on a repeat attempt.  
If you repeat an Award Stage module, your award will be capped at a Pass.

**ACADEMIC INTEGRITY**  
Academic Impropriety (eg cheating, plagiarism, collusion, ghost-writing) are serious offences, and appropriate penalties will be applied if identified.  
Students found to have committed A.I. may be subject to a Fail grade (see No Repeat for Honours) or Withdrawn from the college.  
The Library has classes and support guides on Academic Referencing, Urkund, etc.

**PMCs**  
Personal or medical circumstances which impact a students' ability to complete an assignment or sit an exam. PMCs must be submitted to your Programme Coordinator within 7 days of the deadline or exam sitting. PMCs are not automatically approved. PMCs require supporting evidence where available.

**LATE SUBMISSION PENALTY**  
Unless an Assignment Extension has been approved, a penalty will be applied to reduce a grade if an assignment is submitted after the deadline. Submissions will not be graded if these are received more than 2 weeks after the original deadline.

**APPEALS**  
Appeal, Verification of Results, and View Script Requests can only be submitted within 7 working days of the release of final results. Students are advised to refer to the Appeals Policy closely before submitting an Appeal, to understand what is considered Grounds for an Appeal. Appeals based on disagreement with the academic judgement of the examiner are not considered grounds for an appeal. Appeals submitted without evidence, or as an incomplete request, will not be investigated and cannot be refunded.

**PMIC FORM**

**LEARNER SUPPORTS**

**ASSESSMENT EXTENSION REQUEST FORM**

**APPEALS, VERIFICATION, VIEW SCRIPTS POLICIES & FORMS**

**LIBRARY SUPPORT - REFERENCING**



## 5.2 Programme Specific Regulations

Please refer to all special regulations on the timetables that have been emailed to you by the programme coordinator. Also, please pay close attention to personal therapy requirements as per the IACP and our own internal requirements. If you have any questions, please contact the practicum coordinator, academic coordinator or the training coordinator for further information.

### **Personal Psychotherapy and Individual Supervision**

Psychotherapeutic experience as a client is provided through individual psychotherapy requirements during training and through group process experience.

**Personal therapy** is a fundamental basis for training and subsequent practice in humanistic /integrative/psychodynamic psychotherapy. Students on the BA (Hons) programme are required to undergo personal psychotherapy for the duration of the training from year 2. Although it is mandatory from year 2, it is strongly recommended to begin from year 1 and to continue throughout the training. The orientation of your therapist must also be humanistic/integrative/psychodynamic and must be accredited with IACP or IAHIP, for example. Fulfilment of this requirement is assessed on the basis of receiving a form from the psychotherapist that the student has attended **a minimum** of 80 hours therapy during the BA (Hons) programme. The importance is that this is weekly, continuous personal therapy and **not an hours counting exercise**. Therefore, irrespective of the hours attained, no student should cease personal therapy at any point whilst attached to this training. This is monitored by the core trainers and the Practicum Coordinator.

**Individual supervision** is also monitored in the same way on the programme which commences prior to client practice in years 3 and 4. Individual supervision is fortnightly regardless of the quantity of current client hours. Students are not expected to take on any more than 4 clients per week. It is required that students are in their own personal therapy contemporaneously with the taking of the module Clinical Supervision, whereby the students will also be in Group Supervision. Individual supervisors must also be experienced and accredited by IACP or IAHIP.

See documentation that was emailed to you by the programme coordinator for personal therapy and individual supervision requirement forms and forms to be signed by therapists and supervisors for the review and sign off by the Practicum Coordinator, Rachel Murphy. No students should continue with either their chosen therapist or supervisor until the Practicum Coordinator has signed off. For those in years 3 and 4, see also your Clinical Handbook.

Without testimony of satisfactory engagement in your own personal psychotherapy or individual supervision it is not possible to achieve the award of BA (Hons) in Counselling and Psychotherapy. Individual therapy prior to the programme does not count towards meeting the requirement that there be personal psychotherapy co-incident with the programme. All students are encouraged to work with the same therapist and supervisor until completion of the programme. Requirements for both should be reached by May of the final year in order to graduate from the programme.

This is in no way to suggest that one's personal therapy or individual supervision is complete at this stage.

**Professional Suitability Interview Process:**

The Feedback and Professional Suitability Interview process provides assessment through a system of dialogue and feedback to trainees from trainers and supervisors. Professional Suitability interviews take place twice yearly with trainers and supervisors engaging in the assessment of experiential and practical modules. Supervised Clinical Practice and the Skills modules on the BA (Hons) in Counselling and Psychotherapy programme share in a capstone module which allows a combined assessment of theory and clinical practice and which offers an opportunity for students to gain constructive feedback on their progress. Your trainers will discuss this feedback process in greater detail with you in class. If you have any queries in relation to this process, please speak with your trainers or contact the Training Coordinator, Martina Vaughan.

## Section 6 Conclusion

We hope you have found the programme handbook helpful. If you have any queries, please contact your Course Director or Programme Coordinator. Their contact details can be found in Section 1 of this handbook.

Enjoy your time at DBS!