



BA (Hons) in Film

Programme Handbook

2019/20

Welcome / Céad Mile Fáilte

Welcome to Dublin Business School (DBS) where we will help you realise your ambition. We have an international reputation for high quality teaching and learning and our intention is to do everything we can do to support you during your time with us.

DBS is Ireland's largest independently owned, third level institution. We have five campuses in Dublin's city centre and nationalities from over 50 countries participate in a bustling and thriving student life.

We offer programmes across a range of disciplines from business to data science and business analytics, marketing to psychology and psychotherapy, from accounting and finance through law, arts and creative media. We are committed to enabling strong academic outcomes through employer-led programmes and delivering an outstanding student experience.

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 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



A New Home and a Sense of Community

I hope you will feel at home here in Dublin Business School. I also hope that your experience at the DBS Arts, Languages & Study Abroad Department will contribute to your academic, personal and professional development.

Dublin Business School is Ireland's largest private third level institution with more than 9,000 registered students in a diverse range of Business, Law and Arts courses at undergraduate and post-graduate level.

We, as a team, believe that your academic pursuits will contribute to us becoming a better institution through the active involvement of faculty, staff, students, employers and alumni in the life of the college. DBS encourages you to collaborate with faculty and staff on research, creative and academic projects, and to share the results of your work with a wider community of scholars.

This handbook will give you all the academic information you require for your course here in the Dublin Business School. If there is anything you would like us to clarify, do please let us know.

Finally, on behalf of our lecturers, administrators and management team at DBS, all the teaching staff and myself, we all wish you an excellent and rewarding time with us.

Michael Kielty

Michael Kielty

Head of Department – Arts,
Languages & Study Abroad
michael.kielty@dbs.ie



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Section 1 Programme Information

The BA (Hons) in Film programme is a three-year programme that has been designed to enable you to understand the study of film as an ongoing exploration of an extraordinarily diverse set of related audiovisual practices. The programme is made up of three interlocking elements, the critical, the practical, and the developmental.

The Critical

You have the opportunity to develop an ongoing and deepening relationship with the critical, theoretical, historical, technological and other relevant debates that take Film as their starting point.

The Practical

You will undertake a wide range of practical activities including digital filmmaking, editing and post-production, sound, lighting, digital photography, scriptwriting, and organising film festivals, exhibitions and installations.

The Developmental

The BA (Hons) in Film also helps you develop a very wide range of transferable skills that prepare you for life after graduation.

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1.1 Programme Administration

If you have any questions or concerns about any aspect of your course, or a problem relating to any aspect of your time here at DBS you should contact your Course Director or Programme Coordinator. If they cannot tackle the question or problem themselves, they can help you identify the person who can and they will refer you on to them. Below is short description of the people you will meet on your programme:

- **Head of Department**
The Head of Department has responsibility for ensuring academic quality and standards for learners (particularly in the areas of teaching, learning and assessment). They are the academic lead in the discipline area and are a key contact point for programme team liaison and co-operation. They work to ensure programmes contain high quality teaching and learning and are committed to enabling strong employer-aligned, academic outcomes.
- **Programme Coordinator**
Programme Coordinators provide administrative support on programmes and ensure all learners are provided with full details of their programme of study. They are the first point of contact for learners on a range of issues such as programme queries, deferrals, personal mitigating circumstances (PMCs) that may affect their learning.
- **Lecturer**
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

Laura Mulqueen
School of Arts Undergraduate &
Postgraduate Programme Coordinator



Extension: 602
Email: laura.mulqueen@dbs.ie

Michael KIELTY
Head of Department- Arts, Language
and Study Abroad Programmes



Extension: 605
Email: michael.kielty@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.familyname@dbs.ie.



Programme Team



Dr. Barnaby Taylor
Email: barnaby.taylor@dbs.ie
Extension: 554



Claire Dix
Email: claire.dix@dbs.ie



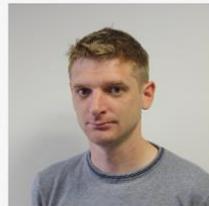
Conor Murphy
Email: conor.murphy@dbs.ie
Extension: 707



Dr. Piotr Sadowski
Email: piotr.sadowski@dbs.ie
Extension: 608



Stephen Henderson
Email: stephen.henderson@dbs.ie
Extension: 576



John Gunning
Email: john.gunning@dbs.ie
Extension: 672



Kenny Leigh
Email: kenny.leigh@dbs.ie



Matthew Nolan
Email: matthew.nolan@dbs.ie
Extension: 606



Susan Sweeney
Email: susan.sweeney@dbs.ie
Extension: 517

| | |
|--|----------------|
| A6FM100_T - Digital Photography | Kenny Leigh |
| A6FM102_T - Introduction to Digital Filmmaking | Kenny Leigh |
| A6FM104_T - Hollywood Cinema | Barnaby Taylor |
| A6FM106_T - European and World Cinemas | Barnaby Taylor |
| A6FM108_T - Film Studies Today | Matthew Nolan |
| A7FM100_T - Style Stardom and Performance | Barnaby Taylor |
| A7FM102_T - New Waves in European and World Cinema | John Gunning |
| A7FM104_T - Scriptwriting Production and Development | Claire Dix |
| A7FM106_T - Film Craft | Matthew Nolan |
| A7FM108_T - Documentary and Non-Fiction Film and Television | Conor Murphy |
| A8FM102_T - Cultures and Contexts | Piotr Sidowski |
| A8FM104_T - Film in the Digital Age | Conor Murphy |
| A8FM106_T - Film Theory and Criticism | Matthew Nolan |
| A8FM108_T - Contemporary Cinemas | John Gunning |
| A6LL100_T - Learning to Learn | Keelin Lee |
| A6LL102_T - Communication for Success | Piotr Sidowski |
| A7LL100_T - Employability Skills | Barnaby Taylor |
| A7LL102_T - Innovation and Entrepreneurship | Barnaby Taylor |
| A8LL100_T - Employability in Action | Conor Murphy |
| A8LL102_T - Lifelong Learning | Barnaby Taylor |

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.

Section 2 Programme Details

2.1 Aims of the Programme

The aims of the BA (Hons) Film programme are:

1. To demonstrate that the study of film is an on-going exploration of an extraordinarily diverse set of related and developing practices.
2. To allow learners to move from textual meaning to cultural identity, via the relevant theoretical, critical, historical, political, economic, technological, and other allied debates.
3. To provide a framework for self and further reflection in relation to learning and personal development.
4. To allow learners to develop key transferable skills such as self-direction, teamwork, time and project management, networking, entrepreneurship, diplomacy, tact and negotiation.
5. To expose learners to a wide range of industry-facing and workplace-aware audiovisual production, post-production and other allied practical and academic practices.
6. To prepare learners for advanced study and/or the workplace.

2.2 Programme Learning Outcomes

On successful completion of this programme graduates will be able to;

PLO1

Critically engage with a range of key writings and methodologies in the history of Film Studies and the demonstration of a detailed knowledge of major debates within and around this history.

PLO2

Apply a wide range of appropriate theoretical and technical vocabulary and terminology relevant to the study of film as a medium, establishing connections and outlining related divergences between and within aesthetic practices, oppositional forms and established norms.

PLO3

Demonstrate understanding of critical thinking, theoretical perspectives, self-directed learning, coordinating research activities, synthesising arguments, utilising material from a variety of sources and establishing connections between ideas.

PLO4

Identify, evaluate and employ strategies for the development and communication of imaginative and creative ideas, assembling projects and portfolios that showcase their particular development of skills.

PLO5

Work independently and collaboratively, meeting deadlines, managing workloads, and demonstrating sound technical proficiency in the manipulation of materials and the use of appropriate technology.

PLO6

Reflect on their learning experience and draw upon this experience through the future effective use of and appropriate response to feedback, consultation, collaboration, guidance and review.

PLO7

Demonstrate evidence of self-improvement, having developed such skills as oral communication, diplomacy, debating, consideration of other opinions, tact, networking, and the use of appropriate language and tone in social and professional situations.

2.3 Programme Structure

Course Content

The BA (Hons) in Film programme has the following content.

| Year 1 | Year 2 | Year 3 |
|-------------------------------------|---|---------------------------|
| Core Modules | Core Modules | Core Modules |
| Hollywood Cinema | Style, Stardom and Performance | Final Year Projects |
| European and World Cinemas | New Waves in European and World Cinema | Film in the Digital Age |
| Communications for Personal Success | Scriptwriting, Production and Development | Film Theory and Criticism |
| Learning to Learn | Film Craft | Cultures and Contexts |
| Film Studies Today | Documentary and Non-Fiction Film and Television | Contemporary Cinemas |
| Digital Photography | Employability Skills | Employability in Action |
| Introduction to Digital Filmmaking | Innovation | Lifelong Learning |

Your goal is to achieve **180 credits** and to achieve the best award classification possible or 60 ECTS per year.

| Stage/Level | Module Code | Module Title | Credits | % Award Weighting |
|----------------------------------|------------------------------|---|------------|-------------------|
| Stage 1 Level 6 (QQI) | A6FM100_T | Digital Photography | 10 | None |
| | A6FM108_T | Film Studies Today | 10 | |
| | A6FM102_T | Introduction to Digital Filmmaking | 10 | |
| | A6FM104_T | Hollywood Cinema | 10 | |
| | A6FM106_T | European and World Cinemas | 10 | |
| | A6LL100_T | Learning to Learn | 5 | |
| | A6LL102_T | Communication for Success | 5 | |
| | TOTAL CREDITS LEVEL 6 | | 60 | |
| Stage 2 Level 7 (QQI) | A7LL100_T | Employability Skills | 5 | 20% |
| | A7LL102_T | Innovation and Entrepreneurship | 5 | |
| | A7FM100_T | Style Stardom and Performance | 10 | |
| | A7FM102_T | New Waves in European and World Cinema | 10 | |
| | A7FM104_T | Scriptwriting Production and Development | 10 | |
| | A7FM106_T | Film Craft | 10 | |
| | A7FM108_T | Documentary and Non-Fiction Film and Television | 10 | |
| | TOTAL CREDITS LEVEL 7 | | 60 | |
| Stage 3 Level 8 (QQI) | A8LL100_T | Employability in Action | 5 | 80% |
| | A8LL102_T | Lifelong Learning | 5 | |
| | A8FM102_T | Cultures and Contexts | 10 | |
| | A8FM104_T | Film in the Digital Age | 10 | |
| | A8FM106_T | Film Theory and Criticism | 10 | |
| | A8FM108_T | Contemporary Cinemas | 10 | |
| | A8RS104_T | Final Year Project | 10 | |
| | TOTAL CREDITS LEVEL 8 | | 60 | |
| | OVERALL TOTAL CREDITS | | 180 | 100% |

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:

- academic exercises
- issue summaries,
- literature reviews
- journals
- essays
- critical journals
- case studies
- site reports
- reviews
- group projects
- presentations
- organising exhibitions and festivals

You will also get the chance to produce a wide range of digital content including short films, documentaries, experimental films, music videos, information films and installations

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](#)).

The assessment schedule is below and Moodle syncs with the Student Dashboard to provide a calendar of deadlines. The schedule lists the due dates for all your assessments due over the academic year. 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 assessment 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 Harvard 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 [Disability Officer](#) well in advance of any assessment or exam dates

3.2 Assessment Schedule

Please see the individual Moodle pages for each module for the exact time, date and format required.

Year 1

| Code | Name | ECTS | CA % | CA% | Type | Week | Feedback | Exam % | Note |
|------|------------------------------------|------|------|----------------------|--|---------------------|---|--------|------|
| M1.1 | Learning to Learn | 5 | 100 | 60 40 | Journal Entry Group Presentation | 7 13 | Individual personalised written feedback Individual personalised written feedback | 0 | |
| M1.2 | Communication for Personal Success | 5 | 100 | 20 40 40 | Individual Report Team Presentation Group Report | 6 12 16 | Individual personalised written feedback Formative written feedback per group and individual summative feedback. Oral feedback per group | 0 | |
| M1.3 | Hollywood Cinema | 10 | 100 | 50 50 | Topic Overview Module Dossier | 10 25 | Individual personalised written feedback Individual personalised written feedback | 0 | |
| M1.4 | Film Studies Today | 10 | 100 | 50 50 | Issue Overview Written Exercise | 13 25 | Individual personalised written feedback Individual personalised written feedback | 0 | |
| M1.5 | European and World Cinemas | 10 | 100 | 30 30 40 | Report Presentation Written Exercise | 8 17 26 | Individual personalised written feedback Individual personalised verbal/written feedback Individual personalised written feedback | 0 | |
| M1.6 | Digital Photography | 10 | 100 | 20 20 10 50 | Issue Overview Compositional Demonstration Photoshop exercise Themed portfolio | 5 13 15 26 | Individual personalised written feedback Individual personalised written feedback Individual personalised written feedback Individual personalised verbal/written feedback | 0 | |
| M1.7 | Introduction to Digital Filmmaking | 10 | 100 | 15 35 50 | Short Film Treatment Short Film Production Short Film (Final Cut) | 5 13 24 | Individual personalised written feedback Oral feedback per group Individual personalised written feedback | 0 | |

Year 2

| Code | Name | ECTS | CA % | CA | Type | Week | Feedback | Exam % | Note |
|------|---|------|------|----------------|---|---------------|--|--------|---|
| M2.1 | Employability Skills | 5 | 100 | 60 | CV, Cover Letter & Social Media Profile | 6 | Individual written feedback through Moodle | 0 | |
| | | | | 40 | Career Plan | 10 | Individual written feedback and clinics | | |
| M2.2 | Innovation | 5 | 100 | 100 | Individual business plan | 13 | Individual written feedback through Moodle | 0 | |
| M2.3 | Style, Stardom and Performance | 10 | 100 | 20 20 60 | Report Analysis Exercise Self-directed Project | 5 12 25 | Individual written feedback through Moodle Individual written feedback through Moodle Individual written feedback through Moodle | 0 | Practical assessment option is available here |
| M2.4 | New Waves in European and World Cinema | 10 | 100 | 40 60 | Digital Presentation Essay | 11 23 | Individual personalised verbal/written feedback Individual written feedback through Moodle | 0 | |
| M2.5 | Film Craft | 10 | 100 | 40 60 | Essay (Digital) Case Study | 12 24 | Individual written feedback through Moodle Individual written feedback through Moodle | 0 | Practical assessment option is available here |
| M2.6 | Scriptwriting, Production and Development | 10 | 100 | 30 35 35 | Short Film Script Pre-production and production Post production | 14 | Written feedback Written feedback with individual mark based on contribution Written feedback with individual mark based on contribution | 0 | |
| M2.7 | Documentary and Non – Fiction Film and Television | 10 | 100 | 50 50 | Essay Artefact or Written Exercise | 11 21 | Individual written feedback through Moodle Individual written feedback through Moodle | | |

Year 3

| Code | Name | ECTS | CA % | CA | Type | Week | Feedback |
|------|---------------------------|------|------|-------------------|---|---------------|--|
| M3.1 | Employability in Action | 5 | 100 | 50 | E-Portfolio Entry 1 - | 5 | Personal feedback |
| | | | | 50 | E-Portfolio Entry 2 - | 11 | Personal feedback |
| M3.2 | Lifelong Learning | 5 | 100 | 50 50 | Poster presentation Lifelong learning plan | 20 23 | Personal feedback Personal feedback |
| M3.3 | Contemporary Cinemas | 10 | 100 | 50 50 | Critical Overview Festival Programme Exercise | 13 25 | Individual written feedback through Moodle Individual written feedback through Moodle |
| M3.4 | Final Year Projects | 10 | 100 | 100 100 100 | Dissertation Digital media group project to include production log and/or reflection piece Individual digital media project to include production log and/or reflection piece | 27 27 | Written feedback Written feedback with individual mark based on contribution Written feedback |
| M3.5 | Cultures and Contexts | 10 | 100 | 50 50 | Critical Study In-house Publication | 13 25 | Individual written feedback through Moodle Individual written feedback through Moodle |
| M3.6 | Film Theory and Criticism | 10 | 100 | 50 50 | Case Study Case Study | 12 22 | Individual written feedback through Moodle Individual written feedback through Moodle |
| M3.7 | Film in the Digital Age | 10 | 100 | 25 25 50 | Digital Film Review Technology Report Digital Project | 7 14 26 | Individual written feedback through Moodle Individual written feedback through Moodle Individual written feedback through Moodle |

3.3 Reassessment

Students will be reassessed by completion of the same assessment component.

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.

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 sync'd 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
- . <https://elearning.dbs.ie/> (Moodle)
- . www.mydbs.ie (student email)
- . tts.dbs.ie for generic timetables
- . <https://library.dbs.ie/>
- . Lorls.dbs.ie (to access your reading list online)
- . esource.dbs.ie (repository of student and faculty research)
- . 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.

Section 4 Academic Calendar

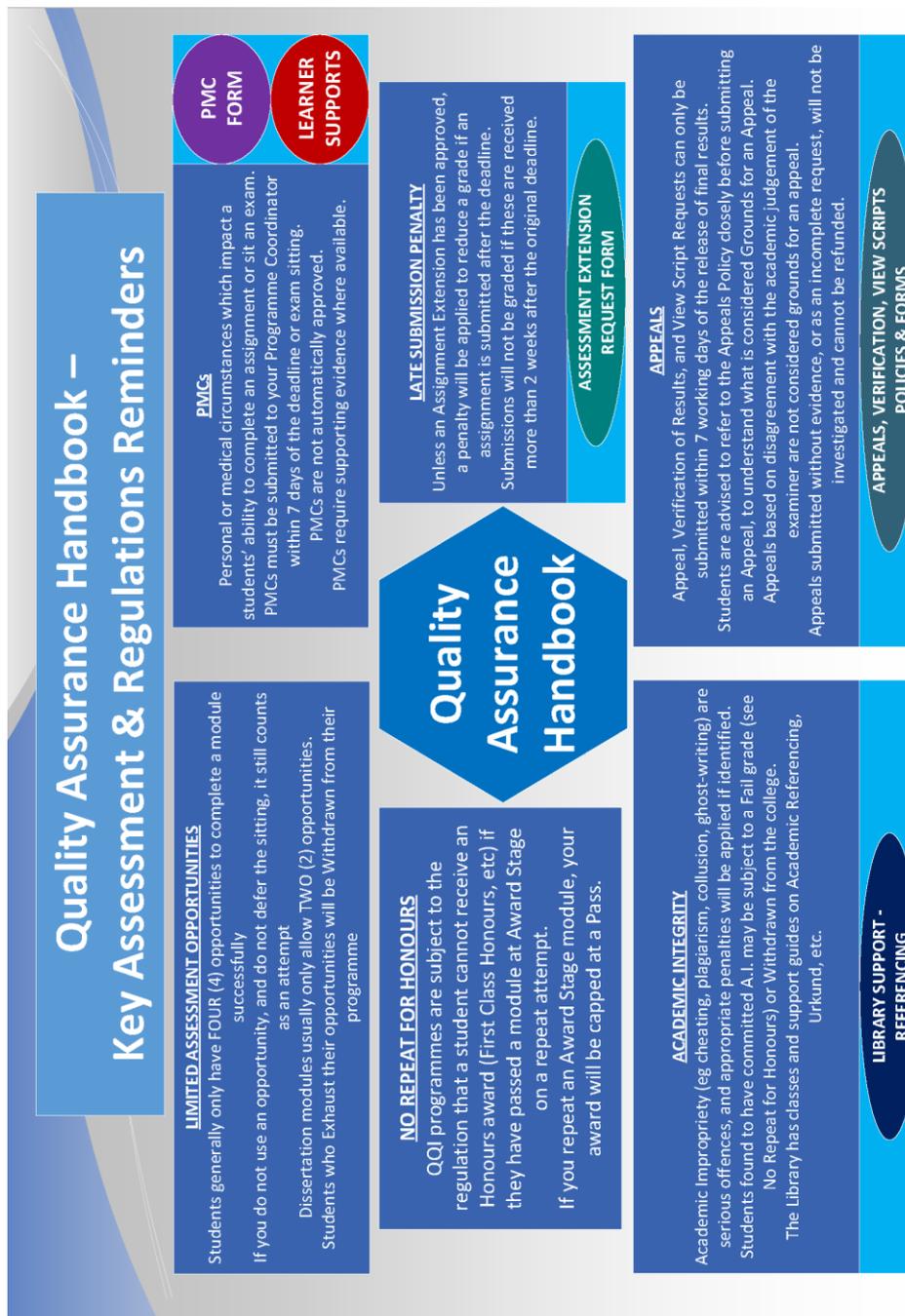
This is the academic calendar. It shows the term dates, as well as reading weeks, the Christmas break and the exam session, including the repeat exams.

| Draft ACADEMIC CALENDAR 2019/20 | | |
|--|---|--|
| Undergraduate Programmes - September Intake | | |
| WEEK COMMENCING | | NOTES |
| 16 September 2019 | Week 1 - Classes start on Wednesday 18th | |
| 23 September 2019 | Week 2 | |
| 30 September 2019 | Week 3 | |
| 07 October 2019 | Week 4 | |
| 14 October 2019 | Week 5 | |
| 21 October 2019 | Week 6 | |
| 28 October 2019 | Reading week | Bank holiday - Reading Week Graduation on Thurs/Fri |
| 04 November 2019 | Week 7 | |
| 11 November 2019 | Week 8 | |
| 18 November 2019 | Week 9 | |
| 25 November 2019 | Week 10 | |
| 02 December 2019 | Week 11 | |
| 09 December 2019 | Week 12 | |
| 16 December 2019 | classes finish on Tuesday 17th December | |
| 23 December 2019 | Christmas Break Semesterised exams, where applicable. Commencing 2nd January 2020 | |
| 30 December 2019 | | |
| 06 January 2020 | | |
| 13 January 2020 | Week 13 | |
| 20 January 2020 | Week 14 | |
| 27 January 2020 | Week 15 | |
| 03 February 2020 | Week 16 | |
| 10 February 2020 | Week 17 | |
| 17 February 2020 | Week 18 | |
| 24 February 2020 | Reading Week | |
| 02 March 2020 | Week 19 | |
| 09 March 2020 | Week 20 | |
| 16 March 2020 | Week 21 | 17th Bank Holiday |
| 23 March 2020 | Week 22 | |
| 30 March 2020 | Week 23 | |
| 06 April 2020 | Week 24 | Good Friday |
| 13 April 2020 | Reading Week | |
| 20 April 2020 | Exams Saturday 18th April until 8th May | |
| 27 April 2020 | | |
| 04 May 2020 | | |

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. If you do not use an opportunity, 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
QQI 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 student's 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.

PMc FORM

LEARNER SUPPORTS

ASSESSMENT EXTENSION REQUEST FORM

APPEALS, VERIFICATION, VIEW SCRIPTS POLICIES & FORMS

LIBRARY SUPPORT - REFERENCING

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!