



Procedures for the Emergence and Review of Subjects University Secretariat

Approved: Academic Council 10 October 2008
Last updated: ACEC 26 September 2018

Introduction and Context

This document outlines the approved procedures for the emergence of new subjects and the review of existing subjects in the University. These procedures were last updated and approved by the Academic Council Executive Committee at its meeting of 26 September 2018.

Where the appointment of a new Head of Subject or the extension of an existing Head of Subject appointment is required, the *Procedures for the Appointment of Head of Subject* should be followed.

UCD Subject Register

The University publishes the UCD Subject Register which lists all approved subjects in the University and approved Heads of Subject. The emergence of a new subject, the review of an existing subject, and the appointment of a new Head of Subject constitute an amendment to the UCD Subject Register.

The UCD Subject Register is noted at the first meeting of the Academic Council each year.

Procedures for the Emergence of a New Subject

Where the need for a subject not currently listed on the UCD Subject Register is identified, the below procedures should be followed:

- a. The Head of School, following consultation within a School and, where appropriate, across Schools, proposes a subject for approval to the College Principal. In order to become an established subject of the university, the proposal to the College Principal should include a written justification for the new subject, indicating how it satisfies the following criteria:
 - A number of academic staff identify the subject as their primary academic area
 - The subject contributes to an academic taught programme
 - There is a case for the visibility of the subject area at national and/or international level

A timeline for the introduction of the new subject should be specified, along with information as to how the existence of the subject will be communicated.

- b. Where the College Principal supports the proposal, the proposer completes the '[New Subject Proposal Form](#)'.
- c. Where a new subject is proposed, the proposed Head of Subject must be included for consideration also.
- d. This form is submitted to the Academic Council, or its Executive Committee, who will consider the proposed addition to the UCD Subject Register.
- e. Where the Academic Council, or its Executive Committee, approve the establishment of a new subject, the UCD Subject Register will be updated accordingly.

- f. The UCD Subject Register for a given academic year will be presented to Academic Council at its first meeting of that academic year, typically in November. Subsequent changes to the UCD Subject Register will not be presented to Academic Council until the following academic year.
- g. The proposer will be informed of the decision by University Secretariat.

Procedures for the Review of an Existing Subject

Where the need to review or amend an existing subject on the UCD Subject Register arises, the below procedures should be followed:

- a. The Head of School, following consultation within a School and, where appropriate, across Schools, proposes an amendment of a subject for approval to the College Principal. The proposal should include a written justification for the amendment to the existing subject (for example, change of subject name).
- b. Where the College Principal supports the proposal, the proposer completes the ['Amendment to Existing Subject Form'](#).
- c. This form is submitted to the Academic Council, or its Executive Committee, who will consider the proposed amendment.
- d. Where the Academic Council, or its Executive Committee, approve the amendment to a subject, the UCD Subject Register will be updated accordingly.
- e. The UCD Subject Register for a given academic year will be presented to Academic Council at its first meeting of that academic year, typically in November. Subsequent changes to the UCD Subject Register will not be presented to Academic Council until the following academic year.
- f. The proposer will be informed of the decision by University Secretariat.

Responsibilities

The Academic Council, supported by University Secretariat, is responsible for the maintenance of the UCD Subject Register and its publication on the University website.

Schools are responsible for the communication of proposed subjects and amendments to the UCD Subject Register to the appropriate approval body. Only those subjects approved by the Academic Council, or its Executive Committee, through the specified approval mechanism and included on the UCD Subject Register, will be considered the official subjects of the University.

All forms related to this procedure are subject to review by University Secretariat and may be updated where deemed necessary.