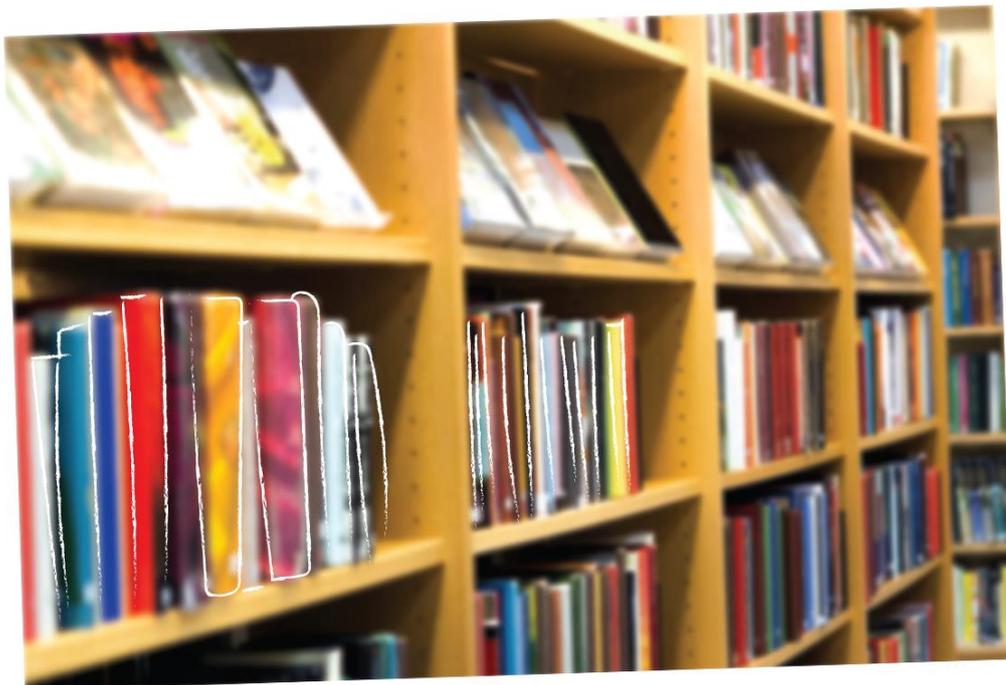


THE AUTISTIC GUIDE TO STARTING COLLEGE

ASIAM.IE



Your Programme

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YOUR PROGRAMME

Generally, in university your programme will sit under a school in a faculty. A degree programme will run over three or four years depending on the subject of the degree, the level of the qualification e.g. level 7 or level 8 and whether it has professional accreditation from an outside body e.g. Teaching Council, Psychological Association of Ireland, Institute of Engineers.

The structure of the academic programmes runs in this way:

Chair: this person is in charge of running the programme. They make sure that the programme is marketed each year and that members of the public understand what the programme is about and what a student can expect to learn from a programme. They will attend open days and careers events such as Higher Options, they will give talks about the programme and answer email queries. Their name is put as a contact for the programme on the university website. They work with the Programme academic staff to make sure that all modules are timetabled and will be delivered each year. They also work with careers services and other services in the university to make sure that all students on the programme have access to all relevant resources and services. They represent the programme at university boards and committees and they make sure that the correct procedures and standards are followed for the university. They oversee the recording and documenting of marks and awards including signing off on results of assessments that are released each year to students. You can email this person and arrange to talk with them if you are concerned or have questions about the programme that cannot be addressed by your Year Head.



Year Head: Many programmes have a designated person as a year head for each year of a programme. They will introduce themselves to you and your year group at induction or in the first week of lectures. They will provide you with their contact details. Their job is to meet with the year group representative on a frequent basis over the semesters and address any issues or needs that are raised by the year group. The year head also liaises with the Chair and other academic staff such as lecturers on the programme to ensure that the student experience is as it should be.



Module Coordinator/Lecturer: The module coordinator is usually the lecturer for a module on your programme. They will generally have written the module that is being delivered, devised the learning outcomes, the content, how it is taught and how it is assessed. They can answer any questions you may have about the module content, delivery or assessment. They will be happy to discuss your coursework and your approach to it with you and should be able to advise you and guide you in the right direction. Sometimes a module will be taught by a lecturer who is not the module coordinator. They will still be able to advise you and guide you on the module content and what is required from you for the assessment.

Tutor: Sometimes individual modules on a programme may deliver the content through tutorials. These sessions are like lectures except there may be another person helping the lecturer with the delivery of certain information. These people are sometimes called tutors. They are usually PhD students or other research students or academic assistants in the university. Tutorials tend to be smaller group meetings where the lecturer or a tutor may meet with you and 5/6 others to discuss a particular piece of work or a project. These meetings tend to be less formal than lectures and gives you an opportunity to talk freely about your work or your view of a particular approach or a theory. Sometimes these tutorials are held with the whole year group. In this case the lecturer won't provide a presentation or specific input but instead will answer any questions from students or work through a specific topic or particular section of the coursework.

