

# CERTIFICATE OF VALIDATION



QQI

Quality and Qualifications Ireland  
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

ReValidation

<b>Provider Name</b>	Dublin Business School
<b>Date of Validation</b>	12-Sep-19

	<b>First intake</b>	<b>Last intake</b>	<b>Intakes per annum</b>
<b>Enrolment Interval</b>	Sep-19	Aug-24	2

	<b>Code</b>	<b>Title</b>	<b>Award</b>	<b>Duration (Months)</b>	<b>Intakes per annum</b>
<b>Principal Programme</b>	PG24214	Master of Science in Information and Library Management	Master of Science (Major Award at NFQ Level 9) 9M20825 90 credits	1 year FT 2 years PT	2
<b>Embedded Programmes</b>	PG24215	Postgraduate Diploma in Science in Information and Library Management	Postgraduate Diploma in Science (Major Award at NFQ Level 9) 9M20826 60 Credits	9 months FT 18 months PT	N/A

## Principal Programme

**5 Year Plan: Planned total enrolment i.e. aggregated across all intakes and all approved centres**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Minimum Intake into first year</b>	8	8	8	8	8
<b>Maximum Intake into first year</b>	100	100	100	100	100

**Target Learner groups**

This programme is aimed at learners with second class second division (2.2) honours undergraduate/ bachelor degree in any discipline, from a recognised third level institution, or equivalent qualification, who wish to pursue a career in information and library management at a professional level.

The programme is also aimed at existing library personnel who wish to obtain a professional library qualification for entry into a professional role in the sector.

On completion of this programme, learners will have the applied professional knowledge, research skills and competencies required of a manager within the information and library sector.

Moreover, they will be able to identify and critically evaluate technological, political, social, regulatory and economic change and to solve practical and complex problems within a variety of information and library environments.

**Brief Synopsis of the programmes**

Given the transformative and increasingly diverse nature of the sector, information and library professionals need analytical, organisational, communicative and strategic skills built on a systematic understanding of the principles, theory and application of information and library management.

The Master of Science in Information and Library Management provides that theoretical foundation and exposes learners to the necessary skills required for managing the retrieval, organisation and dissemination of information, whether for the general public, business or academia. In achieving those goals on the programme, learners will participate in classroom-based lectures, practical workshops, group work, presentations and online lectures and tutorials, notwithstanding the significant amount of independent study required at level nine, all of which will be supported by directed online content. Over one-year full-time or two-year part-time, the programme consists of nine taught modules of 65 ECTS and a research dissertation of 25 ECTS, leading to an award of Master of Science in Information and Library Management.

<b>Delivery mode: full-time / part-time</b>	Full-time and part-time										
<b>Teaching and Learning Modes</b>	<ul style="list-style-type: none"> <li>●Case-based learning</li> <li>●Practical skills workshops</li> <li>●Tutorials</li> <li>●Classroom lectures</li> <li>●Guest lectures delivered by practitioners</li> <li>●Student presentations</li> <li>●Individual and group work</li> <li>●Online lectures</li> <li>●Online tutorials</li> <li>●Directed online activities</li> <li>●Supervised research</li> <li>●3-week work placement in a library/information management environment</li> </ul>										
<b>Approved countries</b>	Ireland										
<b>Physical resource requirements</b>	Lecture rooms suitable for group work with overhead projectors. Labs with internet-connected PCs or laptops.										
<b>Staff Profiles</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="text-align: left;">Qualifications and Experience</th> <th style="text-align: right;">WTE</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> Lecturing staff will have a minimum of a Level 9 Postgraduate Diploma or Masters level qualification in the following areas: <ul style="list-style-type: none"> <li>●Information management</li> <li>●Information technology and librarianship</li> </ul> In modules where industry experience is desirable, those who are exceptionally qualified by virtue of senior significant library management experience may also be considered. </td> <td style="text-align: right; vertical-align: top; padding: 5px;">1.89</td> </tr> </tbody> </table>		Qualifications and Experience	WTE	Lecturing staff will have a minimum of a Level 9 Postgraduate Diploma or Masters level qualification in the following areas: <ul style="list-style-type: none"> <li>●Information management</li> <li>●Information technology and librarianship</li> </ul> In modules where industry experience is desirable, those who are exceptionally qualified by virtue of senior significant library management experience may also be considered.	1.89					
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PG21019	Master of Science in Information and Library Management	11-Jul-14									

# Embedded Programme

Code	Title	Award	Duration (Months)	Annual Intakes
PG24215	Postgraduate Diploma in Science in Information and Library Management	Postgraduate Diploma in Science 9M20826 60 credits	9 months FT 18 months PT	N/A

## 5 Year Plan: Planned total enrolment i.e. aggregated across all intakes and all approved centres

	Year 1	Year 2	Year 3	Year 4	Year 5
Minimum Intake into first year	8	8	8	8	8
Maximum Intake into first year	100	100	100	100	100

### Target Learner groups

This programme is aimed at learners with second class second division (2.2) honours Level 8 undergraduate/ bachelor degree in any discipline, from a recognised third level institution, or equivalent qualification, who wish to pursue a career in information and library management at a professional level. The programme is also aimed at existing library personnel who wish to obtain a professional library qualification for entry into a professional role in the sector.

On completion of this programme, learners will have the applied professional knowledge and competencies required of a manager within the information and library sector. Moreover, they will be able to identify and critically evaluate technological, political, social, regulatory and economic change and to solve practical and complex problems within a variety of information and library environments. In common with the main programme, this programme is designed for graduates of all disciplines wishing to pursue a career in information and library management on a professional level. The programme also enables existing library personnel to obtain a professional library qualification for entry into a professional role in the sector.

This award comprises 60 ECTS, which is all the taught modules (65 ECTS), minus the 5 ECTS for Research Methods, from the Master of Science in Information and Library Management. This is an exit award.

### Brief Synopsis of the programmes

Given the transformative and increasingly diverse nature of the sector, information and library professionals need analytical, organisational, communicative and strategic skills built on a systematic understanding of the principles, theory and application of information and library management.

The Postgraduate Diploma in Information and Library Management provides that theoretical foundation and exposes learners to the necessary skills required for managing the retrieval, organisation and dissemination of information, whether for the general public, business or academia. In achieving those goals on the programme, learners will participate in classroom-based lectures, practical workshops, group work and presentations, notwithstanding the significant amount of independent study required at Level 9, all of which will be supported by directed online content. Over 9 months full-time or 19 months part-time, the programme consists of nine taught modules of 60 ECTS to exit with the Postgraduate Diploma in Information and Library Management.

### Delivery mode: full-time / part-time

Full-time and part-time

### Teaching and Learning Modes

- Case-based learning
- Practical skills workshops
- Tutorials
- Classroom lectures
- Guest Lectures delivered by practitioners
- Student presentations
- Individual and group work
- Online lectures

- Online tutorials
- Directed online activities
- 3-week work placement in a library/information management environment

**Approved countries where enrolled learners will be based**

Ireland

**Physical resource requirements**

Lecture rooms suitable for group work with overhead projectors. Labs with internet-connected PCs or laptops.

**Staff Profiles**

<b>Qualifications and Experience</b>	<b>WTE</b>
Lecturing staff will have a minimum of a Level 9 Postgraduate Diploma or Masters level qualification in the following areas: <ul style="list-style-type: none"> <li>●Information management</li> <li>●Information technology and librarianship</li> </ul> In modules where industry experience is desirable, those who are exceptionally qualified by virtue of senior significant library management experience may also be considered.	1.89

**Approved Centres**

<b>Centre</b>	<b>Minimum per intake per Centre</b>	<b>Maximum per intake per Centre</b>
DBS Main Campus	8	50

**Learner Teacher Ratios**

<b>Learning Activity</b>	<b>Ratio</b>
Workshops	1:25
Practical sessions	1:25
Classroom sessions	1:50

**Programme being replaced by this programme**

<b>Prog Code</b>	<b>Programme Title</b>	<b>Validated</b>	<b>To Close</b>
na	n/a		

# Conditions of Validation of the Programmes Covered by this Certificate of Validation

## Part 1: Statutory Conditions of Validation

The statutory (section 45(3) of the 2012 Act) conditions of validation are that the provider of the programme shall:

- 1.co-operate with and assist QQI in the performance of QQI's functions in so far as those functions relate to the functions of the provider,
- 2.establish procedures which are fair and consistent for the assessment of enrolled learners to ensure the standards of knowledge, skill or competence determined by QQI under section 49 (1) are acquired, and where appropriate, demonstrated, by enrolled learners,
- 3.continue to comply with section 65 of the 2012 Act in respect of arrangements for the protection of enrolled learners, if applicable, and
- 4.provide to QQI such information as QQI may from time to time require for the purposes of the performance of its functions, including information in respect of completion rates.

## Part 2 Conditions of Validation Established by QQI Under section 45(4)(b) of the 2012 Act

### Part 2.1 Condition of Validation Concerning a Change in the QQI Award or Award Standard

- 1.Where QQI changes an award title, an award specification or an award standard that a programme depends upon, the provider shall not enrol any further learners on the affected programmes unless informed otherwise in writing by QQI (e.g. by the issue of a revised certificate of validation). The programme is considered validated for learners already enrolled on the affected programme.

### Part 2.2 Condition of Validation Concerning the Duration of Enrolment

- 1.The duration of enrolment is the interval during which learners may be enrolled on the validated programme.

Validation is determined by QQI for a specified number of years of enrolment appropriate to the particular programme as indicated on the certificate on validation subject to unit 9.2.1. It is a condition of validation that the programme does not enrol any new learners outside this interval. A typical duration would be five years.

If a provider wishes to continue to enrol learners to the programme beyond this interval the provider must arrange in good time for it to be validated again by QQI, or exceptionally the provider may apply for extension of the duration of enrolment (unit (14)). In this context the provider may apply for validation of the programme from first principles or, alternatively, the provider may avail of the process for revalidation (unit (13)) by QQI.

### Part 2.3 General Condition of Validation

The provider of the programme shall:

- 1.Ensure that the programme as implemented does not differ in a material way from the programme as validated; differing in a material way is defined as differing in any aspect of the programme or its implementation that was material to QQI's validation criteria.
- 2.Ensure that the programme is provided with the appropriate staff and physical resources as validated.
- 3.Implement in respect of the programme its written quality assurance procedures (as approved by QQI).
- 4.Make no significant change to the programme without the prior approval of QQI. (See unit (8)).
- 5.Unless otherwise agreed by QQI in writing, start implementing the programme as validated and enrol learners within 18 months of validation.

6. Continue in respect of the validated programme to comply with section 56 of the 2012 Act in respect of procedures for access, transfer and progression.
7. Implement the programme and procedures for assessment of learners in accordance with the Approved Programme Schedule and notify QQI in writing of any amendments to this arising from changes to the programme; see unit (9).
8. When advertising and promoting the programme and awards, use the programme title as validated, and the correct QQI award title(s), award type(s) and award class(es) indicating the level of the award(s) on the National Framework of Qualifications.
9. Adhere to QQI regulations and procedures for certification.
10. Notify QQI in writing without delay of:
  - a. any material change to the programme;
  - a. anything that impacts on the integrity or reputation of the programme or the corresponding QQI awards;
  - b. anything that infringes the conditions of validation; or
  - c. anything that would be likely to cause QQI to consider reviewing the validation.
11. Notify QQI in writing to determine the implications for the provider's validated programmes, where the provider is likely to, or planning to, merge (amalgamate) with another entity or to acquire, or be acquired by, another entity (see unit (12.5)).
12. Report to QQI, when required or requested, on its implementation of the programme and compliance with the conditions of validation.

#### **Part 2.4 General Condition of Validation Arising from Specialised Validation Policy and Criteria**

1. n/a

#### **Part 2.5 Special Conditions of Validation**

1. n/a

## Approved Programme Schedule(s)

### MSc Full-Time

<b>Name of Provider:</b>		Dublin Business School										
<b>Programme Title (i.e. Named Award):</b>		Master of Science in Information and Library Management										
<b>Award Title (HETEC Named Award):</b>		Master of Science										
<b>Stage Exit Award Title:</b>		Postgraduate Diploma in Information and Library Management										
<b>Modes of Delivery (FT/PT)</b>		FT										
Award Class	Award NFQ Level	Award EFQ Level	Stage (1,2,3,4, ..., or Award Stage)	Stage NFQ	Stage EFQ	Stage Credits (ECTS)	Date Effective	ISCED Subject Code				
Major	9	7	Award	9	7	90	September 2019	0322				
Module Title (Up to 70 characters including spaces)	Semester Number where applicable (Semester 1 or 2)	Module		ECTS Credit Number	Total Student Effort Module (hours)				Allocation of Marks (from the module assessment strategy)			
		Status	NFQ Level where specified		Total hours	Contact Hours	Directed E-learning	Independent Learning hours	CA %	Supervised Project %	Practical Exam %	Proctored Written Exam %
The Teaching Librarian	1	M	9	5	125	24	25	76	100			
Records Management and Information Law	1	M	9	5	125	24	49	52	100			
Information Technologies	1	M	9	10	250	48	32	170	100			
Information Organisation	1	M	9	10	250	48	22	180	100			
Research Methods	2	M	9	5	125	24	50	51	100			
Management for Information and Library Professionals	2	M	9	10	250	36	62	152	100			
Information Architecture	2	M	9	5	125	24	25	76	70		30	
Open Librarianship	2	M	9	10	250	48	50	152	100			
Professional Development and Organisational Awareness	2	M	9	5	125	24	16	85	100			
Dissertation/ Applied Research Project	3	M	9	25	625	12		613	100			
<b>Special Regulations:</b>												
Learners will not progress to the Dissertation/ Applied Research Project unless all taught modules have been passed.												

**MSc Part-Time**

<b>Name of Provider:</b>		Dublin Business School										
<b>Programme Title (i.e. Named Award):</b>		Master of Science in Information and Library Management										
<b>Award Title (HETEC Named Award):</b>		Master of Science										
<b>Stage Exit Award Title:</b>		Postgraduate Diploma in Information and Library Management										
<b>Modes of Delivery (FT/PT)</b>		PT										
Award Class	Award NFQ Level	Award EFQ Level	Stage (1,2,3,4, ..., or Award Stage)	Stage NFQ	Stage EFQ	Stage Credits (ECTS)	Date Effective	ISCED Subject Code				
Major	9	7	Award	9	7	90	September 2019	0322				
Module Title (Up to 70 characters including spaces)	Semester Number where applicable (Semester 1 or 2)	Module		ECTS Credit Number	Total Student Effort Module (hours)				Allocation of Marks (from the module assessment strategy)			
		Status	NFQ Level where specified		Total hours	Contact Hours	Directed E-learning	Independent Learning hours	CA %	Supervised Project %	Proctored Practical Exam %	Proctored Written Exam %
The Teaching Librarian	4	M	9	5	125	18	31	76	100			
Records Management and Information Law	2	M	9	5	125	18	55	52	100			
Information Technologies	1	M	9	10	250	36	44	170	100			
Information Organisation	1	M	9	10	250	36	34	180	100			
Research Methods	4	M	9	5	125	18	56	51	100			
Management for Information and Library Professionals	2	M	9	10	250	28	70	152	100			
Information Architecture	4	M	9	5	125	18	31	76	70		30	
Open Librarianship	3	M	9	10	250	36	62	152	100			
Professional Development and Organisational Awareness	3	M	9	5	125	18	22	85	100			
Dissertation/ Applied Research Project	5	M	9	25	625	12		613	100			
<b>Special Regulations:</b>												
Learners will not progress to the Dissertation/ Applied Research Project unless all taught modules have been passed.												



## Postgraduate Diploma Full-Time

<b>Name of Provider:</b>		Dublin Business School											
<b>Programme Title (i.e. Named Award):</b>		Postgraduate Diploma in Information and Library Management											
<b>Award Title (HETEC Named Award):</b>		Postgraduate Diploma											
<b>Stage Exit Award Title:</b>		N/A											
<b>Modes of Delivery (FT/PT)</b>		FT											
Award Class	Award NFQ Level	Award EFQ Level	Stage (1,2,3,4, ..., or Award Stage)	Stage NFQ	Stage EFQ	Stage Credits (ECTS)	Date Effective	ISCED Subject Code					
Major	9	7	Award	9	7	60	September 2019	0322					
Module Title (Up to 70 characters including spaces)		Semester Number where applicable (Semester 1 or 2)	Module		ECTS Credit Number	Total Student Effort Module (hours)				Allocation of Marks (from the module assessment strategy)			
			Status	NFQ Level where specified		Total hours	Contact Hours	Directed E-learning	Independent Learning hours	CA %	Supervised Project %	Proctored Practical Exam %	Proctored Written Exam %
The Teaching Librarian		1	M	9	5	125	24	25	76	100			
Records Management and Information Law		1	M	9	5	125	24	49	52	100			
Information Technologies		1	M	9	10	250	48	32	170	100			
Information Organisation		1	M	9	10	250	48	22	180	100			
Management for Information and Library Professionals		2	M	9	10	250	36	62	152	100			
Information Architecture		2	M	9	5	125	24	25	76	70		30	
Open Librarianship		2	M	9	10	250	48	50	152	100			
Professional Development and Organisational Awareness		2	M	9	5	125	24	16	85	100			
<b>Special Regulations:</b>													

## Postgraduate Diploma Part-Time

<b>Name of Provider:</b>		Dublin Business School										
<b>Programme Title (i.e. Named Award):</b>		Postgraduate Diploma in Information and Library Management										
<b>Award Title (HETEC Named Award):</b>		Postgraduate Diploma										
<b>Stage Exit Award Title:</b>		N/A										
<b>Modes of Delivery (FT/PT)</b>		PT										
Award Class	Award NFQ Level	Award EFQ Level	Stage (1,2,3,4, ..., or Award Stage)	Stage NFQ	Stage EFQ	Stage Credits (ECTS)	Date Effective	ISCED Subject Code				
Major	9	7	Award	9	7	60	September 2019	0322				
Module Title (Up to 70 characters including spaces)	Semester Number where applicable (Semester 1 or 2)	Module		ECTS Credit Number	Total Student Effort Module (hours)				Allocation of Marks (from the module assessment strategy)			
		Status	NFQ Level where specified		Total hours	Contact Hours	Directed E-learning	Independent Learning hours	CA %	Supervised Project %	Proctored Practical Exam %	Proctored Written Exam %
The Teaching Librarian	4	M	9	5	125	18	31	76	100			
Records Management and Information Law	2	M	9	5	125	18	55	52	100			
Information Technologies	1	M	9	10	250	36	44	170	100			
Information Organisation	1	M	9	10	250	36	34	180	100			
Management for Information and Library Professionals	2	M	9	10	250	28	70	152	100			
Information Architecture	4	M	9	5	125	18	31	76	70		30	
Open Librarianship	3	M	9	10	250	36	62	152	100			
Professional Development and Organisational Awareness	3	M	9	5	125	18	22	85	100			
<b>Special Regulations:</b>												