

CERTIFICATE OF VALIDATION

New validation

Validation Process: **Revalidation**

Provider Name	Dublin Business School
Date of Validation	10-Apr-25

	Code	Title	Award	Exit Only
Principal Programme	PG26215	Master of Science in Information and Library Management	Master of Science (Masters Degree at NFQ Level 9) 9M22844 90 credits	N/A
Embedded Programme	PG26216	Postgraduate Diploma in Science in Information and Library Management	Postgraduate Diploma in Science (Postgraduate Diploma at NFQ Level 9) 9M22842 60 credits	Yes

	First Intake	Last Intake
Enrolment Interval	Sep-25	Aug-30

Principal Programme

	Full Time	Part Time	Delivery Mode: full-time / part-time
Intakes per Annum:	2	2	Full Time, Part Time
Minimum Learners per Intake:	8	8	
Maximum Learners per Intake:	100	100	
Duration (months)	12	24	

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 MSc 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 in modules such as Information Organisation, Information Architecture for the Digital Library and Educational Services in Library and Information Organisations. Beyond integrating traditional library skills with modern information technologies, this programme focuses on critical thinking, advanced research capabilities and the practical skills and management of library and information organisations, laying a strong foundation for learners stepping to roles within the library sector or pursuing academic research.

Learners will participate in classroom-based lectures - either online or on campus, practical workshops, group work, presentations and online lectures and tutorials, notwithstanding the significant amount of independent study required at masters level, all of which will be supported by directed online content. Over one-year full-time or two-year part-time, the programme consists of eleven taught modules of 65 ECTS and a capstone project of 25 ECTS, leading to an award of Master of Science in Information and Library Management that is accredited by both Quality and Qualifications Ireland (QQI) and the professional body, the Library Association of Ireland (LAI).

Minimum Intended Programme Learning Outcomes

On completion of this programme the learner will be able to:

1. Demonstrate applicable understanding of the theories and concepts of information retrieval, management and dissemination.
2. Critically assess technological, political, social, regulatory and economic developments affecting the information and library management environment.
3. Utilise advanced research skills for collecting, analysing, synthesising and summarising data.
4. Identify from a range of technical skills the most appropriate to apply to different situations that arise in an information and library management environment.
5. Devise effective technical and nontechnical solutions to a range of issues in the information and library management environment.
6. Apply standard information retrieval, management and dissemination mechanisms in a business context.
7. Respond ethically and informatively to any manner of unpredictable situations that may arise from information user needs.
8. Manage multi-functional teams to enact information and library management solutions to achieve strategic goals.
9. Maintain a current awareness of information and library management issues by initiating self-learning to address identified knowledge deficiencies.
10. Review accepted behaviours and practices in information and library management and identify when to challenge them.

Teaching and Learning Modes

1. Directed Learning
2. E-learning (directed)
3. E-learning (self-directed)
4. Group Discussions
5. Group Discussions/Interactions
6. Laboratory / Studio
7. Lectures / Classes
8. Practical Sessions
9. Practical/workshop/Laboratories/studio sessions
10. Self Directed Learning
11. Tutorials
12. Workshops

Approved Countries

Ireland

Physical Resource Requirements

Appropriately equipped computer work area.

Lecture rooms of sufficient size for work in breakout groups/with appropriate multimedia resources.

Appropriate software resources to be used in the teaching and learning of all modules.

Learners are also required to have ongoing access to a computer, related software, and a reliable internet connection. This means that for learners their laptop or desktop computer will require a minimum of a supported version of a Windows operating system and 4GM RAM. There is no programme-specific technology required for the programme.

Staff Profiles	Qualifications and Experience	WTE
Lecturer	<p>Lecturing staff will have a minimum of a Level 9 Postgraduate Diploma or Masters level qualification in the following areas:</p> <ul style="list-style-type: none"> Information management Information technology and librarianship Computing <p>In modules where industry experience is desirable, those who are exceptionally qualified by virtue of senior significant library management experience may also be considered.</p>	1
Academic Director	<p>The Academic Director will be responsible for the overall management and development of the programme, the coordination of the organisation and delivery of the programme, and the management and support of learners on the programme through Assistant Academic Directors and Programme Level Managers. The Academic Director is responsible for the suite of programmes in their discipline area and ensures programme offerings are current, employment-focused and academically robust and coherent in construct. The Academic Director provides academic leadership to Faculty and to Programme Teams in the development and delivery of high-quality, progressive, learner-centred education. The Academic Director role is focused around 3 distinct areas:</p> <ul style="list-style-type: none"> Governance of discipline area programmes. Programme development, review, and retention for discipline areas. Programme innovation, employer engagement and foster business opportunity in the discipline area. 	1
Assistant Academic Director	<p>The Assistant Academic Director works alongside the Academic Director across many of their duties, including the management and development of the programme, the coordination of the organisation and delivery of the programme, and the management and support of learners on the programme. The Assistant Academic Director also works in a student facing capacity, through teaching and supporting students more generally throughout their time as DBS. The Assistant Academic Director role is focused around 3 distinct areas:</p> <ul style="list-style-type: none"> Effective programme management and teaching, learning and assessment initiatives in DBS programmes. Implementation of programme development, review, and retention initiatives in the discipline area. Supporting the discipline Academic Director in discipline development, enhancement and innovation including opportunities for business development, employer-facing initiatives and improved graduate outcomes. 	1
Programme Level Manager	<p>The Programme Level Manager (PLM) provides professional leadership and management for an allocated subject area in order to facilitate teaching and learning and to secure effective use of resources. This includes undertaking teaching duties as appropriate to the requirements of a programme and consistent with the area(s) of expertise, keeping up to date with teaching and learning developments and being alert to best practice, providing guidance to colleagues on content, methodology and resources regarding the subject area and answering subject specific queries and requests for accommodations from learners.</p>	1

Approved Centres	Centre	Minimum Enrolment per Annum	Maximum Enrolment per Annum
	38628L Dublin Business School	8	400

Additional Locations	Location Name	Minimum Enrolment per Annum	Maximum Enrolment per Annum
	N/A		

Learner Teacher Ratios	Learning Activity	Ratio
	Online Lectures	1:60
	Classroom Sessions	1:60
	Workshops	1:30
	Practical Sessions	1:30

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	PG24214	Master of Science in Information and Library Management	25-Apr-24

Embedded Programme

Validation Process: **Revalidation**

Code	Title	Award	Exit Only
PG26216	Postgraduate Diploma in Science in Information and Library Management	Postgraduate Diploma in Science (Postgraduate Diploma at NFQ Level 9) 9M22842 60 credits	Yes

	Full Time	Part Time	Delivery Mode: full-time / part-time
Duration (months)	9	18	Full Time, Part Time

Target Learner Groups

The Postgraduate Diploma in Information and Library Management is an embedded exit award in the Master of Science in Information and Library Management.

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 in modules such as Information Organisation, Information Architecture for the Digital Library and Educational Services in Library and Information Organisations. Beyond integrating traditional library skills with modern information technologies, this programme focuses on critical thinking, advanced research capabilities and the practical skills and management of library and information organisations, laying a strong foundation for learners stepping to roles within the library and information sector.

Learners will participate in classroom-based lectures - either online or on campus, practical workshops, group work, presentations and online lectures and tutorials, notwithstanding the significant amount of independent study required at masters level, all of which will be supported by directed online content. Over one-year full-time or two-year part-time, the programme consists of ten taught modules of 60 ECTS, leading to an award of Postgraduate Diploma in Information and Library Management that is accredited by both Quality and Qualifications Ireland (QQI) and the professional body, the Library Association of Ireland (LAI).

Minimum Intended Programme Learning Outcomes

On completion of this programme the learner will be able to:

1. Demonstrate applicable understanding of the theories and concepts of information retrieval, management and dissemination.
2. Critically assess technological, political, social, regulatory and economic developments affecting the information and library management environment.
3. Utilise advanced research skills for collecting, analysing, synthesising and summarising data.
4. Identify from a range of technical skills the most appropriate to apply to different situations that arise in an information and library management environment.
5. Devise effective technical and nontechnical solutions to a range of issues in the information and library management environment.
6. Apply standard information retrieval, management and dissemination mechanisms in a business context.
7. Respond ethically and informatively to any manner of unpredictable situations that may arise from information user needs.
8. Manage multi-functional teams to enact information and library management solutions to achieve strategic goals.
9. Maintain a current awareness of information and library management issues by initiating self-learning to address identified knowledge deficiencies.
10. Review accepted behaviours and practices in information and library management and identify when to challenge them.

Teaching and Learning Modes

1. Directed Learning
2. E-learning (directed)
3. E-learning (self-directed)
4. Group Discussions
5. Group Discussions/Interactions
6. Laboratory / Studio
7. Lectures / Classes
8. Practical Sessions
9. Practical/workshop/Laboratories/studio sessions
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12. Workshops

Approved Countries

Ireland

Physical Resource Requirements

Appropriately equipped computer work area.

Lecture rooms of sufficient size for work in breakout groups/with appropriate multimedia resources.

Appropriate software resources to be used in the teaching and learning of all modules.

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Staff Profiles	Qualifications and Experience	WTE
Lecturer	Lecturing staff will have a minimum of a Level 9 Postgraduate Diploma or Masters level qualification in the following areas: Information management Information technology and librarianship Computing 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
Academic Director	The Academic Director will be responsible for the overall management and development of the programme, the coordination of the organisation and delivery of the programme, and the management and support of learners on the programme through Assistant Academic Directors and Programme Level Managers. The Academic Director is responsible for the suite of programmes in their discipline area and ensures programme offerings are current, employment-focused and academically robust and coherent in construct. The Academic Director provides academic leadership to Faculty and to Programme Teams in the development and delivery of high-quality, progressive, learner-centred education. The Academic Director role is focused around 3 distinct areas: Governance of discipline area programmes. Programme development, review, and retention for discipline areas. Programme innovation, employer engagement and foster business opportunity in the discipline area.	1
Assistant Academic Director	The Assistant Academic Director works alongside the Academic Director across many of their duties, including the management and development of the programme, the coordination of the organisation and delivery of the programme, and the management and support of learners on the programme. The Assistant Academic Director also works in a student facing capacity, through teaching and supporting students more generally throughout their time as DBS. The Assistant Academic Director role is focused around 3 distinct areas: Effective programme management and teaching, learning and assessment initiatives in DBS programmes. Implementation of programme development, review, and retention initiatives in the discipline area. Supporting the discipline Academic Director in discipline development, enhancement and innovation including opportunities for business development, employer-facing initiatives and improved graduate outcomes.	1
Programme Level Manager	The Programme Level Manager (PLM) provides professional leadership and management for an allocated subject area in order to facilitate teaching and learning and to secure effective use of resources. This includes undertaking teaching duties as appropriate to the requirements of a programme and consistent with the area(s) of expertise, keeping up to date with teaching and learning developments and being alert to best practice, providing guidance to colleagues on content, methodology and resources regarding the subject area and answering subject specific queries and requests for accommodations from learners.	1

Approved Centres	Centre	Minimum Enrolment per Annum	Maximum Enrolment per Annum
	38628L Dublin Business School	0	0

Additional Locations	Location Name	Minimum Enrolment per Annum	Maximum Enrolment per Annum
	N/A		

Learner Teacher Ratios	Learning Activity	Ratio
	Online Lectures	1:60
	Classroom Sessions	1:60
	Workshops	1:30
	Practical Sessions	1:30

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	PG24215	Postgraduate Diploma in Science in Information and Library Management	25-Apr-24

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

Part 2.5 Special Conditions of Validation

Programme and stage schedules

PG26215 Master of Science in Information and Library Management

Name of Provider		Dublin Business School											
Programme Title		PG26215 Master of Science in Information and Library Management											
Award Title		Master of Science						Exit Award Only		N/A			
Teaching and learning modalities		Tutorials; Self Directed Learning; Practical Sessions; Practical/workshop/Laboratories/studio sessions; Lectures / Classes; Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions; Group Discussions/Interactions; Laboratory / Studio; Workshops											
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level	Stage	Stage NFQ Level	Stage Credits			First Intake		ISCED Code		
Both	Major	9	7	Award Stage	9	90			Sep 2025		03.2.2		
Module				Total Student Effort Module (Hours)					Allocation of Marks				
Title	Semester	Status	Credit	Total Hours	Class Contact Hours	Direct e-learning	Hours of independent learning	Work-based learning efforts	C.A. %	Project %	Skills demonstration %	Exam %	Workbased %
Educational Services in Library & Information Org	1	M	5	125	24	101	0	0	100	0	0	0	0
Records Management and Archives	1	M	5	125	24	101	0	0	100	0	0	0	0
Information Technologies	1	M	5	125	24	101	0	0	100	0	0	0	0
Information Organisation	1	M	10	250	48	202	0	0	100	0	0	0	0
Research Methods	1	M	5	125	24	101	0	0	100	0	0	0	0
Management for Information & Library Professionals	2	M	10	250	48	202	0	0	100	0	0	0	0
Information Architecture in the Digital Library	2	M	5	125	24	101	0	0	100	0	0	0	0
Information Law	2	M	5	125	24	101	0	0	100	0	0	0	0
Open Librarianship	2	M	5	125	24	101	0	0	100	0	0	0	0
Professional Development & Organisational Awareness	2	M	5	125	24	101	0	0	100	0	0	0	0
Applied Research Methods	2	M	5	125	24	101	0	0	100	0	0	0	0
Applied Research Project	2	E	25	625	6	0	619	0	0	100	0	0	0
Dissertation	2	E	25	625	6	0	619	0	0	100	0	0	0

PG26216 Postgraduate Diploma in Science in Information and Library Management

Name of Provider		Dublin Business School												
Programme Title		PG26216 Postgraduate Diploma in Science in Information and Library Management												
Award Title		Postgraduate Diploma in Science							Exit Award Only		Yes			
Teaching and learning modalities		Tutorials; Self Directed Learning; Practical Sessions; Practical/workshop/Laboratories/studio sessions; Lectures / Classes; Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions; Group Discussions/Interactions; Laboratory / Studio; Workshops												
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level	Stage	Stage NFQ Level	Stage Credits	First Intake			ISCED Code				
Both	Major	9	7	Award Stage	9	60	Sep 2025			03.2.2				
Module				Total Student Effort Module (Hours)					Allocation of Marks					
Title		Semester	Status	Credit	Total Hours	Class Contact Hours	Direct e-learning	Hours of independent learning	Work-based learning efforts	C.A. %	Project %	Skills demonstration %	Exam %	Workbased %
Educational Services in Library & Information Org		1	M	5	125	24	101	0	0	100	0	0	0	0
Records Management and Archives		1	M	5	125	24	101	0	0	100	0	0	0	0
Information Technologies		1	M	5	125	24	101	0	0	100	0	0	0	0
Information Organisation		1	M	10	250	48	202	0	0	100	0	0	0	0
Research Methods		1	M	5	125	24	101	0	0	100	0	0	0	0
Management for Information & Library Professionals		2	M	10	250	48	202	0	0	100	0	0	0	0
Information Architecture in the Digital Library		2	M	5	125	24	101	0	0	100	0	0	0	0
Information Law		2	M	5	125	24	101	0	0	100	0	0	0	0
Open Librarianship		2	M	5	125	24	101	0	0	100	0	0	0	0
Professional Development & Organisational Awareness		2	M	5	125	24	101	0	0	100	0	0	0	0