

UNIVERSITY STANDARDS COMMITTEE

MINUTES

Thursday 16 January 2014

9.00-11.30 a.m. in A204

Present: Mr Billy Kelly (Chair), Dr Brian Corcoran, Mr Eamon Costello, Professor Barbara Flood, Dr Mairéad Nic Giolla Mhichíl, Dr Lisa Looney, Ms Louise McDermott (Secretary), Dr Enda McGlynn, Ms Phylomena McMorrow, Dr Caroline McMullan, Mr Ciarán O'Connor, Dr Pádraig Ó Duibhir, Ms Michele Pringle, Ms Annabella Stover, Mr Ronan Tobin, Dr Sheelagh Wickham

Apologies: Ms Barbara McConalogue

In attendance: Ms Valerie Cooke

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted subject to the exclusion of Item 4.1.3, the inclusion of one additional submission under Item 5.2 and the inclusion of two submissions under Item 12.

2. Minutes of the meeting of 14 November 2013

The minutes were confirmed and were signed by the Chair.

3. Matters arising from the minutes

- 3.1** Noted that the information and forms relating to external examiners for taught programmes were now on the web page of the Office of the Vice-President Academic Affairs (Registrar), as responsibility for this issue had transferred to this office from the Registry. (Item 3.4)
- 3.2** The revised EE1 (appointment of external examiners for taught programmes/ modules) form was approved subject to the inclusion on the *curriculum vitae* template of a request for information about the nominee's previous and/or current experience in teaching, programme design and programme management. Agreed that this form would come into use with immediate effect and that previous versions would not be accepted for submission to the USC. (Item 3.5)
- 3.3** Noted that guidance on a range of issues relating to the management of the relationships with external examiners would be provided by the working group on external examiners after this had reconvened. (Items 3.5 and 4.1.1)
- 3.4** Noted that discussions were in progress about the importance of ensuring the intelligibility and clarity of the policy on academic integrity and plagiarism while also maintaining its rigour. (Item 3.6)
- 3.5** The proposals for transitional arrangements for students on the first year of concurrent teaching programmes in the Faculty of Science and Health who do not progress with their cohort but none the less must meet new Teaching Council requirements were approved. Noted that the Chair had raised with the Vice-President Academic Affairs (Registrar) the broad issue of making provision for students in this situation and that it would be discussed by the IUA Registrars. Agreed that the Chair would mention to the Vice-President the possibility of holding a meeting between DCU and the Teaching Council on the matter as well as the possibility of identifying a DCU representative who would co-ordinate the issues and lead the discussions. The importance of taking account, in this connection, of programmes which are not designated as teacher education programmes but none the less encompass subjects which graduates may wish to teach was noted. (Items 3.7 and 5.3.1)
- 3.6** The nomination form for external experts for the purposes of Periodic Programme Review was approved for use. (Item 3.8)

- 3.7** An issue in a Faculty relating to a legacy readmission request was discussed. Arising out of the discussion, it was agreed that Student Enrolment in the Registry would be informed as a matter of course about the outcomes of all legacy readmission requests considered by the USC. (Item 3.11)
- 3.8** Noted that the working group on Marks and Standards would be reconvened and would have concluded its deliberations by the 11 June 2014 meeting of Academic Council. (Item 3.12)
- 3.9** Noted that the arrangements with respect to the management of examinations in remote locations were under review and that a report would be made to the USC in due course. (Item 3.13)
- 3.10** Noted that clarification about a number of issues had been obtained in respect of a nominated external examiner and that the nomination had been approved by Chair's action on 15 November 2013. (Item 4.1.3)
- 3.11** Noted that the proposal on issues relating to additional repeat academic sessions had been approved by Academic Council at its meeting of 11 December 2013. (Item 6.1)
- 3.12** Noted that a request from the Faculty of Engineering and Computing to hold examinations for the MEng in Electronic Engineering on a remote basis (in SIT-LC, China) had been approved by Chair's action on 6 December 2013.

SECTION B: FACULTY ISSUES

4.1 Appointment of external examiners

- 4.1.1 Dr Ning Zhang, University of Manchester
MSc in Security and Forensic Computing
Approved.
- 4.1.2 Professor David Coghlan, Trinity College Dublin
MSc in Organisational Change and Leadership Development
Approved.
- 4.1.3 Dr Tim Murphy, Leeds Metropolitan University
Professional Doctorate in Education
Not considered, on the basis that consideration was not required at this time.

- 4.1.4 Dr Sheila Spong, University of South Wales
MSc in Psychotherapy, Doctorate in Psychotherapy
Approved.
- 4.1.5 Professor Brian O'Connor, University College Dublin
Modules in Philosophy, BA in Humanities, Oscail
Approved.
- 4.1.6 Ms Gail Eason, Stranmillis University College, Queen's University Belfast
Teaching Practice on the Bachelor of Education and the Graduate Diploma in
Education (Primary Teaching), St Patrick's College
Approved.
- 4.1.7 Professor Barbara Kelly, Keele University
Modules in Music on the MA in Humanities, St Patrick's College
Approved.
- 4.1.8 Dr Tom Walker, Queen's University Belfast
MA in Ethics, Mater Dei Institute of Education/DCU

4.2 Changes to duties of external examiners

- 4.2.1 Dr Ian Pitt, University College Cork
BSc in Computer Applications (Software Engineering)
Approved.

Agreed to give consideration to one change to *External examiners for taught programmes/modules: regulations and guidelines* and to discuss this matter more fully at the meeting of the USC of 27 February 2014.

The importance of Teaching Council stipulations with respect to external examiners for School Placements was noted, as was the fact that all current examiners are in compliance with these.

5. Other issues

5.1 Faculty of Engineering and Computing

5.1.1 Request for readmission of a legacy candidate to the MSc in Computer-aided Mechanical and Manufacturing Engineering

Approved on condition of completion within one year. In the event that further time is required, a new request must be submitted to the USC.

5.2 Dublin City University Business School

5.2.1 Request for readmission of a legacy candidate to the BA in Accounting and Finance

Decision deferred pending submission of a transcript of results and resolution of issues with respect to the Year 2 modules already taken by the candidate.

5.2.2 Request for readmission of a legacy candidate to the MBA programme

Decision deferred pending submission of a transcript of results and further consideration of the proposed maximum completion time of two years. The request is to be considered again at the meeting of the USC 27 February 2014.

5.2.3 Request for readmission of a legacy candidate to the MSc in Investment, Treasury and Banking

Approved for readmission to the MSc in Investment and Treasury rather than the MSc in Investment, Treasury and Banking.

5.2.4 Request for readmission of a legacy candidate to the MSc in Investment, Treasury and Banking

Approved subject to the submission of a transcript of results.

5.2.5 Request in respect of a student on the MSc in Investment, Treasury and Banking

Not approved. Noted that appealing his most recent examination results would have been a possible course of action for the candidate.

5.2.6 Request for a change to English language entry requirements for the Bachelor of Business Studies International

Agreed that the proposal did not appear to be workable in that the one CAO code cannot accommodate two different types of entry requirement. Agreed that the first part of the proposal would need to be submitted for the consideration of the Education Committee in any event. Agreed to hold further discussions on the proposal in Dublin City University Business School prior to the 27 February 2014 meeting of the USC and to consider it again at this meeting.

5.2.7 Request for readmission of a legacy candidate to the Certificate in Digital Marketing

Approved subject to the submission of a transcript of results and subject to completion by September 2014.

5.3 Faculty of Humanities and Social Sciences**5.3.1 Request for readmission of a legacy candidate to the MA in Political Communication**

Approved.

5.4 Faculty of Science and Health**5.4.1 Request for readmission of a legacy candidate to the MSc in Nursing/Health Care Practice**

Approved. Noted that, should it be required, and on the basis of a new request to the USC, consideration could be given to a completion date of September 2015.

5.5 Faculty of Science and Health**5.5.1 Request for readmission of a legacy candidate to the MSc in Internet Systems**

Approved subject to the surrender of the parchment for the corresponding Graduate Certificate.

Noted that, in all cases, the form for requesting legacy readmission must be accompanied by a transcript of results obtained by the candidate from the Registry and submitted to the Programme Chair.

Agreed to give consideration to the fitness for purpose of footnote no. 8 on the form. Noted, however, in a more general sense, that the planned review of the fitness for purpose of the form itself and the procedure would need to take account of the possibility of more than one readmission request, over time, in the case of the same candidate as well as the role of Progression and Awards Boards – for example, in respect of granting additional repeat academic sessions.

SECTION C: OTHER ISSUES (NOT FACULTY SPECIFIC)**6. Marks and Standards issues**

No issues.

7. Report on PPR activity completed in 2012/13 and planned for 2013/14

The schedule of planned PPR exercises was noted. It was noted that the broader context of APR and PPR activity had been discussed on several occasions by the Education Committee and formed part of the EC goals 2013/14, and that there would be further discussion at the EC meeting of 5 February 2014. It was noted that it would be important to ensure alignment, to the extent possible, between PPR and accreditation exercises conducted by external professional bodies. It was noted that, where such alignment took place, clarity as to whether or not an additional external expert was required for PPR would be needed.

8. Report on implementation of RPL policy in Faculties

8.1 It was noted that difficulties with implementation had arisen because it had not been possible to put in place the staffing resource that had originally been envisaged. Among the critical issues to be addressed in ensuring implementation are the provision of information for potential applicants, a sufficient knowledge base on the part of those involved in admissions, consistency of decision-making and appropriateness of record-keeping.

8.2 It was noted that the compact discussions with the HEA included reference to the requirement to admit increased numbers of mature and other non-traditional students.

8.3 It was agreed that the Associate Deans for Teaching and Learning would submit, for the consideration of the USC at its meeting of 27 February 2014, a document outlining the current visibility of local policies and their relationship to the central University policy and summarising the main difficulties resulting from the absence of a dedicated resource.

8.4 It was further agreed that Ms McMorrow would check the position with respect to the presence on a student's record of an indication that he/she had been admitted by means of RPL.

9. Report on developments with respect to the policy on feedback/assessment

It was noted that the combined policy had been submitted to the Education Committee at its meeting of 4 December 2013 and that it had been agreed there that it would be placed on the web pages pertaining to the Deputy President/Dean of Teaching and Learning. It was noted that work was in progress with a view to developing an appropriate audit tool.

10. Request to hold remote examinations: St Patrick's College

It was agreed that the circumstances relating to this request were such that permission from the USC was not required.

11. Approval mechanisms for changes to entry requirements for programmes

It was noted that no central mechanism existed in the University for agreeing changes to programme entry requirements. It was agreed that no such central mechanism was necessary but that it would be useful and appropriate for the USC to get information from Faculties as to what changes had been approved by them, together with the rationale for the changes and the date of implementation. It was agreed that any changes currently undergoing approval in Faculties, or very recently approved, would be made known to the USC at the meeting of 27 February 2014, together with the rationales and the dates of implementation. The broader sectoral context was noted, with particular reference to the current discussions about reductions in CAO codes and convergence of entry requirements per discipline across institutions.

12. Any other business

12.1 An issue which was raised was deemed to be an operational one and was therefore referred to the appropriate parties for discussion.

12.2 An issue was raised about University procedures for the management of records, and official sign-off, in respect of accreditation of programmes by external professional organisations. It was recognised that this is not a matter for the USC. The Chair nonetheless undertook to mention it to the Vice-President Academic Affairs (Registrar).

Date of next meeting:

**27 February 2014
9.00 a.m. in A204**

Signed: _____
Chair

Date: _____