

ACADEMIC COUNCIL - STANDING COMMITTEE

MINUTES

Thursday, 2 December 1999

at 9:00 am in Executive Meeting Room

PRESENT: Prof J Carroll (Chairperson), Mr S Derby, Mr J Dowling, Dr L MacMathúna, Dr B McMullin.

APOLOGIES: Dr A N Glynn, Dr C Long, Dr K Monks, Dr J Murray, Prof R O'Kennedy, Dr T Ryan.

1. ADOPTION OF AGENDA

(ref. AC-SC99/M10/1)

The agenda was adopted subject to the inclusion of some matters to be considered under 'any other business'. The Chairperson welcomed Mr Shane Derby, Education Officer of the Students' Union, to his first meeting of Standing Committee.

2. MINUTES OF MEETING OF 4 NOVEMBER 1999

(ref. AC-SC99/M10/2)

The minutes of the meeting of 4 November 1999 were adopted and signed by the Chairperson.

3. MATTERS ARISING FROM THE MINUTES

a. FACULTY/COMMITTEE/PROGRAMME BOARD MINUTES

(ref. AC-SC99/M9/4)

The Chairpersons of the relevant Programme Boards have been advised of the decisions of Standing Committee of Academic Council in respect of the specific issues raised in the minutes for consideration.

b. APPOINTMENT OF EXTERNAL EXAMINERS

(ref. AC-SC99/M9/5)

The Registrar reported that invitations had been issued to the various External Examiners recommended for appointment for Research Degrees and for Taught Programmes.

c. APPOINTMENT OF INTERNAL & EXTERNAL EXAMINERS

(ref. AC-SC99/M7/8 & AC-SC99/M8/8)

- Members of Standing Committee were requested to submit their views to the Registrar on his draft guidelines relating to internal examiners, the independent Chairperson and potential conflicts of interest in the appointment of External Examiners.

- With the assistance and cooperation of the Registrar and other members, Professor Brian MacCraith will introduce proposals for the establishment of a Graduate Studies Office for the University.
- The views of the members of Standing Committee were requested in bringing forward proposals for more realistic fee remuneration levels for the various categories of external examiners.

d. **GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY**

(ref. AC-SC99/9/6.2)

The Graduate Diploma in Information Technology Programme Board have been requested to apply directly to Academic Council for a derogation from Regulation 65a of the University's *Marks & Standards* and to provide further details on how the proposal would be implemented.

e. **MSc IN THE MANAGEMENT & APPLICATIONS OF IT IN ACCOUNTING**

(ref. AC-SC99/9/7)

Standing Committee has requested the assistance of the Course Team in formulating a proposal which would address the issues of eligibility for the exit awards of Graduate Certificate and Graduate Diploma and the recognition, in terms of credit transfer, to be provided for students wishing to return to the programme having earlier received one or both of these awards.

f. **ENTRY REQUIREMENTS FOR THE BEng MEBS PROGRAMME**

(ref. AC-SC99/9/8.1)

Standing Committee recommended that the proposal be considered, in the first instance, by the Programme Board and, in recognition of the significant changes being proposed at the start of the first year of implementation, not least the new entry requirements in Mathematics, the new award title, and an amended set of core and option modules in all four years of the programme, that the issue of programme re-accreditation be given serious consideration.

Standing Committee noted a revised proposal from the Programme Board which was tabled at the 2 December 1999 meeting and, in view of both the timing and the significance of the proposed amendments to the programme, it recommended that the proposal be placed on the agenda of the next meeting of Standing Committee for detailed consideration.

g. **REVISED CREDIT ALLOCATION FOR I-MBA DISSERTATION ELEMENT**

(ref. AC-SC99/9/8.4)

The Chairperson was requested to seek clarification as to whether or not such a significant change to the dissertation element of the programme had been discussed and agreed by the Programme Board. Subject to such discussion and agreement, Standing Committee approved the proposal but recommended that, on adoption of the revised arrangements, a full review be conducted and a report submitted at the end of the academic year.

4. **FACULTY/COMMITTEE/PROGRAMME BOARD MINUTES**

(ref. AC-SC99/M10/4)

- a. Programme Board: MBS in Marketing, 24/03/99

Noted.

- b. Programme Board: GDiploma/MEng in Electronic Systems, 02/07/99

Noted.

- c. Programme Board: IBL/IML, 08/09/99

Standing Committee noted the revised regulations, effective from the 2000/01 academic year, for IBL/IML3 assessments for which successful completion in the business, language and cultural project elements will merit the awards of 30 credits, 10 credits and 20 credits respectively (totalling 60 ECTS credits for the year).

- d. Programme Board: BSc in Sport Science & Health, 23/09/99

The Chairperson agreed to seek clarification from the Programme Board, via the Examinations Office, on the arrangements (communications, presentation and assessment strategy) for the planned joint examination of modules CS105 and BE103.

- e. Programme Board: Bachelor of Business Studies, 29/09/99

Noted.

- f. Programme Board: BSc in Multimedia, 06/10/99

Noted.

- g. Programme Board: MSc in Multimedia, 13/10/99

Noted.

- h. Programme Board: International MBA, 19/10/99

Standing Committee noted the Programme Board's intention to allow future students to select 4 option modules from a prescribed list of 7, namely from the 3 International MBA options (International Accounting Environment, Organisation Behaviour & Change and Process Innovation) and from the 4 current MBA options (Business Finance, Business Ethics, Electronic Commerce and Services Marketing).

- i. Programme Board: BA in Accounting & Finance, 02/11/99

Standing Committee noted and complimented the Programme Board for its presentation and review of the Autumn 1999 Examination Results and for its publication of the continuous assessment schedule for all three years of the programme during Semester 1.

- j. Programme Board: BSc in Computer Applications, 03/11/99

Noted.

- k. Programme Board: MBA, 03/11/99

Noted.

I. Programme Board: International MBA, 09/11/99

In accordance with the construction agreed under matters arising (noted earlier in the meeting), Standing Committee approved a proposal from the International MBA Programme Board to replace the 10,000-word, 10-credit research-based dissertation with a 5,000-word, 10-credit work-placement report, a company case study or project, or an extended essay on a theoretical concept related to their work placement. As with the existing dissertation, the new requirement must also be completed in the student's non-native language.

ACTION: REGISTRAR

5. **APPOINTMENT OF EXTERNAL EXAMINERS**

a. **APPOINTMENT OF EXAMINERS: TAUGHT PROGRAMMES**

(ref. AC-SC99/M10/5.1)

Standing Committee approved the underlisted nomination for appointment as the external examiner for the indicated taught programme:

- i. Dr O Ryan, NUI Galway

BSc in Science Education

b. **APPOINTMENT OF EXAMINERS: POSTGRADUATE RESEARCH STUDENTS**

(ref. AC-SC99/M10/5.2)

Standing Committee approved the underlisted nominations for appointment as external examiners for the indicated postgraduate research students:

- . Dr S M Draper, TCD

Student No. 95970746, PhD, School of Chemical Sciences

- i. Dr D G Kennedy, Department of Agriculture, Northern Ireland

Student No. 95970941, PhD, School of Chemical Sciences

- ii. Dr M Eaton, University of Limerick

Student No. 92700438, MSc, School of Computer Applications

- iii. Dr V Toal, Dublin Institute of Technology

Student No. 97971197, MSc, School of Physical Sciences

6. **URGENT CHANGES TO THE ACADEMIC STRUCTURES FOR IML4**

(ref. AC-SC99/M10/6)

Standing Committee was requested by DCUBS Associate Dean for Taught Programmes to grant approval for two amendments to the academic structures for IML4.

- o AC317: Corporate Financial Management

This is a core module on the final year of the IML programme. The IBL/IML Programme Board meeting of 20 May 1999 indicated that the syllabus for these students would have to be adjusted to suit their particular needs. The minutes noted that another module, namely "Quantitative Techniques for Marketing" would be devised. Students are still registered for AC317 but, in reality, have been attending the new module "Quantitative Techniques for Marketing".

- o MG404: Introduction to International Marketing & MG405: Advanced International Marketing

These modules are being delivered as a 10-credit, year-long linked module. Rather than having project work and an end-of-module test in both Semester 1 and Semester 2, students are being asked to complete project work only in Semester 1 and, at the end of Semester 2, they will be examined on material covered over both semesters. It has been proposed that the project work would represent 20% of the grade associated with this linked module while the final examination (at end of Semester 2) would have a weighting of 80%.

In approving the proposed amendments, it was recognised that for the first amendment, implementation will necessitate de-registration of IML4 students from AC317 and registration for the new module while, for the second, all students will have to be de-registered from MG404 and MG505 and registered for the new linked module.

7. MODULE EXEMPTIONS: BSc IN COMPUTER APPLICATIONS (E)

(ref. AC-SC99/M10/7)

Standing Committee approved the underlisted students for exemptions from the indicated modules on the first three years of the BSc in Computer Applications (Evening Mode) programme:

BSc Computer Applications (Evening) Year 1

Student ID No.	CA103	MS120	PS125	EE190	AC106
99180405	E	E	E	E	E
99143917					E
99179717		E	E		
99175541			E		
99179911		E	E		
99143844			E	E	

BSc Computer Applications (Evening) Year 2

Student ID No.	CA201	CA205	CA209	CA210	EE290

98981218			E	E		
98980394			E	E		
98980351			E	E		
98981145			E	E		
98981358			E	E		
98981240			E	E	E	
98980777	E		E	E		
99144050	E		E	E		
99179741	E	E	E			
98981455			E	E		
98148201	E		E		E	
98980513			E	E		
98980289					E	

BSc Computer Applications (Evening) Year 3

Student ID No.	EF311	EF312	CA301	CA303	CA310/ MS303	CA309	CA312
98980998	E	E		E			
97986739	E	E					
98980904			E			E	
98981323				E			
98980947					E	E	E
98980076						E	

The Programme Board was requested to consider the standardization and publication of commonly-applied exemption arrangements, through a proposal to Academic Council, whereby students can expect on a more routine basis and subject to the provision of relevant certification and any other documentation or criteria specified by the Programme Board, to be exempted from named modules as a result of acquiring named qualifications or successfully completing named programmes or modules elsewhere.

8. FORMAT OF UNIVERSITY'S TRANSCRIPTS OF RESULTS

(ref. AC-SC99/M10/8)

Standing Committee approved a proposal from the Registrar which will facilitate some standardization in the format of students' transcripts of results. The following conventions were agreed:

- Where a module is being examined for the first time in Autumn (e.g. the dissertation/project element of a taught Master's programme), the result data (mark awarded, code, credit, etc) will be recorded only once and under the heading of "Autumn Examination". It will not appear on the Semester 2 transcript as a deferred result.
- In a similar way, the results for repeat Semester 1 and Semester 2 module examinations (i.e. those sat in the Autumn) will be presented on the Autumn

transcript of results under the heading of "Autumn Examination". It will not appear as a second entry under the semester in which the module was originally taken. In this way, the Autumn transcript will be a supplement (i.e. simply providing additional information) to the Semester 2 transcript.

9. UNIVERSITY SUPPORT FOR CONTINUOUS ASSESSMENT

(ref. AC-SC99/M10/9)

The Dean of Teaching & Learning, Dr Barry McMullin, presented a paper to Standing Committee which considered certain issues surrounding the University's structured and systematic support to academic staff in using forms of assessment other than terminal examinations. Standing Committee agreed to seek proposals and recommendations from the Teaching & Learning Committee towards the establishment of some specific, structured and systematic supports for certain kinds of continuous assessment. Additionally, Standing Committee endorsed the following statements and policy recommendations:

- Detailed responsibility for the choice of appropriate assessment instruments and modes lies with Programme Boards and Module Co-ordinators (subject to normal reporting and approval requirements through Standing Committee of Academic Council).
- Class tests are a valid and legitimate form of continuous assessment.
- Physical campus facilities, including rooms, are a sharply limited University resource, generally under extremely heavy demand.
- When planning in-class tests, academic staff should attempt, as far as possible, to use rooms and times that are already allocated for the module.
- Where the use of an existing room allocation is inappropriate or unsatisfactory for administering an in-class test, academic staff should communicate their needs to Education Services as early, as clearly, and with as much flexibility as possible.
- Education services *will* use their best efforts to satisfy all such requests. In particular, if the request can be directly satisfied (i.e. without compromising any existing allocations) then Education Services will do so. Where such a direct allocation is not possible, they will assist in seeking alternative arrangements.

10. ANY OTHER BUSINESS

- **APPOINTMENT OF EXTERNAL EXAMINERS**
 - **TAUGHT PROGRAMMES**

(ref. AC-SC99/10/10.1.1)

Standing Committee approved the underlisted nomination for appointment as the external examiner for the indicated taught programme:

A. Professor A Lyddiatt, University of Birmingham

BSc in Biotechnology

- **POSTGRADUATE RESEARCH STUDENTS**

(ref. AC-SC99/10/10.1.2)

Standing Committee approved the underlisted nominations for appointment as external examiners for the indicated postgraduate research students:

A. Professor F Murtagh, Queen's University of Belfast

94971056, PhD, School of Electronic Engineering

B. Professor L O'Malley, NUI Galway

97970832, PhD, DCUBS

○ **TEACHING & LEARNING COMMITTEE MEMBERSHIP**

(ref. AC-SC99/10/10.2)

Following approval by Academic Council on 13 October 1999 for the re-constitution of the Teaching & Learning Committee, Standing Committee approved a proposal from the Dean of Teaching & Learning, Dr Barry McMullin, for the following modifications to the core membership of the Committee:

▪ Student Representatives:

The student members will be the Education Officer of the Student Union, *ex officio*, plus one student member elected by and from the elected student members of Academic Council. This is an amendment to the original membership of two members elected by and from the elected student members of Academic Council and is motivated by a recognition of the specific brief of the Education Officer of the Student Union.

▪ DCUBS Representatives

There will be two members from DCUBS (changed from original proposal for a single member elected by academic staff), namely the DCUBS Associate Dean for Taught Programmes, plus one member elected by academic staff. The change is primarily motivated by a recognition of the specific brief of the DCUBS Associate Dean of Taught Programmes while the increase in representation was considered reasonable given the size and structure of DCUBS.

○ **ALJ3 STUDENT PROJECT**

(ref. AC-SC99/10/10.3)

- The Registrar tabled documentation which he had received from the Assistant Registrar regarding the academic standing of a registered ALJ4 student (ID No. 96815426) who, by virtue of being unable to complete the project requirements for ALJ3 during October and November due to extenuating circumstances, was asked to re-register as a year 3 student in order to complete the outstanding work during the 1999/2000 academic year.
- Standing Committee subsequently received a detailed explanatory memorandum from the Chairperson of the Programme Board which set out the reasons for the recommended actions and provided clarification on a number of important aspects of the case.
- Standing Committee recommended that:
 - A. the student be allowed to continue on his present course of action, namely to study for and undertake Semester 1 examinations in January.
 - B. the student be required to complete and submit any academic exercises outstanding from Year 3 during the two-

week period following completion of the Semester 1 examinations and the start of Semester 2 lectures.

- C. a special Progression & Award Board for the BA in Applied Languages programme be convened at the start of Semester 2 to assess the student's progress in respect of the outstanding Year 3 requirements.
- D. the recommendations of the Progression & Award Board be communicated to Standing Committee of Academic Council for its approval at the earliest opportunity thereafter.

The Chairman advised members of Standing Committee and the Programme Board that he had spoken to the student concerned who indicated his agreement to the arrangements as set out and, in particular, to comply with the recommendations from the Progression & Award Board (as approved by Academic Council).