

UNIVERSITY STANDARDS COMMITTEE

MINUTES

Thursday 11 September 2014

9.00-9.55 a.m. in A204

Present: Mr Billy Kelly (Chair), Dr Brian Corcoran, Dr Eamon Costello, Professor Barbara Flood, Mr Gary Gillick, Dr Mairéad Nic Giolla Mhichíl, Dr Lisa Looney, Ms Louise McDermott (Secretary), Ms Phylomena McMorrow, Dr Pádraig Ó Duibhir, Professor Colm O’Gorman, Mr Christopher Pressler, Ms Michele Pringle, Mr Ronan Tobin, Dr Sheelagh Wickham

Apologies: Dr Caroline McMullan, Ms Annabella Stover

The Chair, on behalf of the University Standards Committee, welcomed Mr Gary Gillick, Vice-President – Education Officer of the Students’ Union, Professor Colm O’Gorman, representative of the Associate Deans for Research, and Mr Christopher Pressler, Director of the Library, to their first meeting. He expressed appreciation to Dr Sheelagh Wickham, outgoing Associate Dean for Teaching and Learning in the Faculty of Science and Health, for her very significant contribution to the work of the USC during her two terms of office. He also thanked Ms Barbara McConalogue, Director of Information Systems and Services, for her commitment to the USC during her membership in 2014/15.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted subject to the inclusion of an additional submission under Item 4.2

2. Minutes of the meeting of 29 May 2014

The minutes, which had been confirmed electronically on 19 June 2014, were noted.

3. Matters arising from the minutes

- 3.1** Noted that a candidate readmitted on a legacy basis had surrendered the parchment already presented to him. (Item 3.4)
- 3.2** Noted that the issue of RPL would be included on the agenda of one of the meetings in the academic year 2014/15. (Item 3.5)
- 3.3** Noted that the policy on feedback and assessment would be placed on the web page of the Deputy Registrar/Dean of Teaching and Learning and that an audit tool would be developed. (Item 3.6)
- 3.4** With respect to the management of records of (re-)accreditations of programmes by external professional bodies, and the sign-off of documentation, it was noted that consideration was being given to the implementation of best practice. (Item 3.7)
- 3.5** Noted that a candidate readmitted on a legacy basis would surrender the parchment already presented to him. (Item 3.8)
- 3.6** Noted that discussions were ongoing in relation to the proposed revisions to the Memorandum of Understanding with Queen's University Belfast about the MSc in Plasma and Vacuum Technology. (Item 3.9)
- 3.7** Noted that consideration would be given to the possibility of requiring a rationale to be provided in instances where the serving external examiner was not selected as the external expert for PPR. (Item 3.10)
- 3.8** Noted that the derogation in respect of English language requirements for applicants for research degrees in the Faculty of Engineering and Computing and the Faculty of Science and Health had been approved by Academic Council at its meeting of 11 June 2014, that Dr Looney had made relevant documentation available to stakeholders and that she would make a presentation on the issue to the Heads' and Deans' meeting of 16 October 2014. (Item 3.12)
- 3.9** Noted that the guidelines on dissertations/projects would be placed on the web page of the Deputy Registrar/Dean of Teaching and Learning. (Item 3.13)

- 3.10** Noted that no problems had arisen to date at 2014 Progression and Awards Boards in respect of equity of treatment of students across PABs but that the issue would nonetheless be reviewed again by the working group on PABs. (Item 3.14)
- 3.11** Noted that an exit award, Graduate Certificate in Work and Organisational Behaviour, had been approved by Chair's action on 3 July 2014 and that the request by a candidate for readmission on a legacy basis had thereby been deemed approved. (Item 5.1.3)
- 3.12** Noted that a candidate readmitted on a legacy basis had surrendered the parchment already presented to her. (Item 5.2.1)
- 3.13** Noted that an alternative module to an existing module had been made available in respect of a candidate readmitted on a legacy basis. (Item 5.3.2)
- 3.14** Noted that a School had decided to withdraw a request for a derogation from Marks and Standards. (Item 5.4.1)
- 3.15** Noted that a revised request for readmission of a candidate on a legacy basis had been made available and had been approved by Chair's action on 15 July 2014. (Item 5.5.1)
- 3.16** Noted that a revised request for readmission of a candidate on a legacy basis had been made available and had been approved by Chair's action on 18 June 2014. (Item 5.5.2)
- 3.17** Noted that the approval process for the Programme Regulations 2014/15 was due for completion on the evening of 11 September 2014 and that these regulations would replace the 2013/14 versions on line with effect from the beginning of the new academic year. Noted that, where regulations did not preclude the carrying of a failed module into the following academic year, and a student carried a module, manual intervention was required to ensure correct processing of examination results. Noted that Ms McDermott intended to discuss with Faculties some operational issues relating to the regulations, with a view to sharing good practice. Noted that the issue of ownership of the regulations would be discussed further with Professor Eithne Guilfoyle, Vice-President Academic Affairs (Registrar). (Item 6.2)
- 3.18** Noted that amendments to *Academic Regulations for Postgraduate Degrees by Research and Thesis* had been approved by Academic Council at its meeting of 11 June 2014 and would come into effect for 2014/15. (Item 7)

- 3.19** Noted that discussions were ongoing with respect to the drafting of proposals about the management of communication with external examiners and that, in this context, the Chair and the Associate Deans for Teaching and Learning/Education had drawn up a work plan for the remainder of 2014. (Item 8)
- 3.20** Noted that discussions were ongoing with respect to the drafting of revised proposals about the conduct of examinations in remote locations. (Item 9)
- 3.21** Noted that a request for readmission of a candidate to the MA in International Relations (part time) had been approved by Chair's action on 11 June 2014 subject to a completion deadline of September 2015 (rather than September 2014 as had originally been requested). Noted too that one module referred to in the request was not actually of relevance and would not need to be taken.
- 3.22** Noted that Professor David Rae, University of Lincoln, had been approved as external examiner for the stand-alone module *ES540 – Enterprise and Entrepreneurial Learning*, by means of Chair's action on 26 June 2014.
- 3.23** Noted that Dr Derek Coyle, St Patrick's College, Carlow, had been approved as external examiner for modules in English in All Hallows College, by means of Chair's action on 27 June 2014.
- 3.24** Noted that Dr Peter Tyler, St Mary's University, Twickenham, had been approved as external examiner for the MA in Applied Christian Spirituality in All Hallows College, by means of Chair's action on 27 June 2014.
- 3.25** Noted that Dr Shane Kilcommins, University College Cork, had been appointed as external examiner for modules on the BCL (Law and Society), for a fourth and final year, by means of Chair's action on 9 July 2014.
- 3.26** Noted that Professor Jack Anderson, Queen's University, Belfast, had been approved as external examiner for modules in the School of Law and Government, for a fourth and final year, by means of Chair's action on 30 July 2014.
- 3.27** Noted that Professor Gregory Connor, National University of Ireland, Maynooth, had been appointed as external examiner for modules in Dublin City University Business School, for a fourth and final year, by means of Chair's action on 6 August 2014.

SECTION B: FACULTY ISSUES**4.1 Appointment of external examiners**

- 4.1.1 Professor Vitor Duarte Tedoro, New University of Lisbon
MSc in Education and Training Management (e-Learning)
Approved.
- 4.1.2 Dr Jorge Oliveira, University College Cork
MSc in Bioprocess Engineering
Approved.
- 4.1.3 Dr Jessie Rogers, St Patrick's College, Maynooth
Modules in Religious Studies on the BA in Irish Studies and Religious Studies,
Mater Dei Institute of Education
Approved.
- 4.1.4 Dr Eoin Devereux, University of Limerick
BA in Media Production Management, Ballyfermot College of Further Education
Approved.

4.2 Changes to duties of external examiners

- 4.2.1 Dr Neil Buttimer, University College Cork
Modules in Fiontar
Approved.
- 4.2.2 Professor Javaid Rehman, Brunel University London
Modules in the School of Law and Government
Approved.

5. Other issues**5.1 Dublin City University Business School****5.1.1 Request for readmission of a legacy candidate to the MSc in Investment, Treasury and Banking**

Approved.

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

Agreed that the Chair would discuss this request with Dr Caroline McMullan, Associate Dean for Teaching and Learning in Dublin City University Business School.

5.2 Faculty of Science and Health**5.2.1 Request for readmission of a legacy candidate to the MSc in Nursing/Health Care Practice**

Approved.

5.2.2 Request for readmission of a legacy candidate to the MSc in Nursing/Health Care Practice

Approved.

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

Noted that discussions about these issues were in progress and that the working group would submit proposals to the USC in due course.

7. Review of legacy readmission request procedure and form

7.1 Appreciation was expressed to Student Enrolment in the Registry for having compiled the information on the progress of candidates readmitted to date. Noted that the completion rate was quite good.

7.2 Agreed that a list would be compiled of those whose requests for readmission had not been approved and that it would be made available to the USC.

7.3 Agreed to amend the form to include a request for confirmation that, in cases where medical issues had precluded a candidate from completing a programme when originally registered, relevant documentation had been made available to the Programme Chair. Agreed to request approval of the amended form by the USC on an electronic basis and to make it available for use immediately afterwards. Noted that the amendment did not imply any change in relation to the documentation to be sent by Faculties to the USC; as is the case at present, no medical or other extraneous documentation is to be made available to the USC in any circumstances.

8. Proposed minor amendments to the Academic Integrity and Plagiarism policy

Approved subject to the replacement of the slash between ‘paraphrasing’ and ‘discussion of ideas’ by a comma. Noted that the revised policy, if approved by Academic Council at its meeting of 8 October 2014, would come into effect immediately afterwards.

9. Proposed minor amendments to the examination regulations

Approved.

10. Any other business

None.

Date of next meeting:

**13 November 2014
9.00 a.m. in A204**

Signed: _____
Chair

Date: _____