

UNIVERSITY STANDARDS COMMITTEE

MINUTES

Thursday 27 February 2014

9.00-9.55 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, Dr Pádraig Ó Duibhir, Ms Michele Pringle, Ms Annabella Stover, Dr Sheelagh Wickham

Apologies: Ms Barbara McConalogue, Mr Ciarán O'Connor, Mr Ronan Tobin

In attendance: Ms Valerie Cooke

The Chair noted that this was the last meeting to be attended by Dr McGlynn, in his capacity as representative to the University Standards Committee of the Associate Deans for Research. On behalf of the USC, he expressed appreciation to Dr McGlynn for his very significant commitment to the work of the USC during his period of office.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted subject to the inclusion of one additional submission under Item 4 and one submission under Item 7.

2. Minutes of the meeting of 16 January 2014

The minutes were confirmed and were signed by the Chair.

3. Matters arising from the minutes

- 3.1** Noted, with respect to the revised EE1 form, that it must be used with effect from the meeting of the USC of 3 April 2014, and previous versions will not be accepted. Stakeholders have been informed. (Item 3.2)
- 3.2** Noted that the working group on external examiners would shortly be reconvened and that it was likely that some additional items would be added to its original remit. (Item 3.3)
- 3.3** Noted that, following consultation between the Chair and stakeholders, it had been established that no further discussions were required about the wording of the policy on academic integrity and plagiarism. (Item 3.4)
- 3.4** Noted, with respect to transitional arrangements for students on teacher education programmes who do not progress with their cohort but none the less must meet new Teaching Council requirements, that the Chair had spoken with the Vice-President Academic Affairs (Registrar), Professor Eithne Guilfoyle, who had in turn undertaken to raise the matter at sectoral (IUA) level as soon as possible. (Item 3.5)
- 3.5** Noted that the working group on Marks and Standards would shortly be reconvened with a view to making recommendations, if necessary and appropriate, to the 29 May 2014 meeting of the USC and, if approved there, to the 11 June 2014 meeting of Academic Council. Noted, with respect to the procedures for permitting an additional repeat academic session on an exceptional basis, that the Chair would ascertain from Ms Gillian Barry, Student Awards Officer in the Registry, the procedures for communicating with Programme Chairs. (Item 3.8)
- 3.6** 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 3.9)
- 3.7** With respect to *External examiners for taught programmes/modules: regulations and guidelines*, the proposed new footnote was approved subject to rewording to make its relationship to the (existing) first footnote more explicit than is the case at present, thereby making it clear that the regulations on reciprocity of nomination apply to the Groups in Dublin City University Business School rather than to DCUBS as a whole. (Item 4)
- 3.8** Noted that the legacy readmission form and procedure introduced in 2012/2013 would be the subject of review at the end of 2013/14. (Item 5)

- 3.9** Noted, with respect to a request for readmission on a legacy basis, that the transcript of previous results had been made available and the request had therefore been deemed approved. (Item 5.2.4)
- 3.10** Noted that a Faculty had decided not to proceed with a request for amendments to the University's English-language requirements with respect to a programme. (Item 5.2.6)
- 3.11** Noted, with respect to a request for readmission on a legacy basis, that the transcript of previous results had been made available and the request had therefore been deemed approved. (Item 5.2.7)
- 3.12** Noted that a candidate readmitted on a legacy basis would be requested, on the basis of normal procedures, to surrender the parchment already presented to her. (Item 5.5.1)
- 3.13** With respect to APR and PPR, the following were noted:
- a report on APR activity in each academic year is to be made annually (in April) to the Education Committee by the Deans or their nominees
 - the EC had advised that, where a decision had to be taken whether or not to appoint an additional external expert for PPR following external scrutiny by a professional body, that decision could be made on a local and situation-specific basis.
- (Item 7)
- 3.14** Noted that the issue of RPL would be included on the agenda of the meeting of the USC of 3 April 2014. (Items 8.3 and 8.4)
- 3.15** Noted that the policy on feedback and assessment would shortly be placed on the web page relating to the Office of the Deputy President/Dean of Teaching and Learning. (Item 9)
- 3.16** 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 Professor Eithne Guilfoyle, Vice-President Academic Affairs (Registrar), was giving consideration to the implementation of best practice. (Item 12.2)
- 3.17** Noted that revised programme regulations 2013/14 in respect of the BSc in Environmental Science and Health had been approved by Chair's action on 19 February 2014.

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

- 4.1.1 Professor Mary O’Sullivan, University of Limerick
BSc in Physical Education with Biology, BSc in Physical Education with Mathematics
Approved subject to clarification with respect to the apparent duplication of oversight of modules between the nominee and Dr Fiona Chambers (see Item 4.2.1 below).
- 4.1.2 Dr Lynne Grant, University of the West of Scotland
Master of Teaching, Education Department, St Patrick’s College
Approved.
- 4.1.3 Professor Andrew Douglas, University of the West of England
MSc in Strategic Procurement
Not approved, on the grounds of insufficient consonance between the nominee’s professional background and the proposed responsibilities.

4.2 Renewals/changes to duties of external examiners

- 4.2.1 Dr Fiona Chambers, University College Cork
BSc in Physical Education with Biology, BSc in Physical Education with Mathematics
Approved subject to clarification with respect to the apparent duplication of oversight of modules between this examiner and Professor Mary O’Sullivan (see Item 4.1.1 above).
- 4.2.2 Professor Aleš Černý, City University, London
BSc in Financial Mathematics, MSc in Financial Mathematics
Approved.

5. Other issues**5.1 Dublin City University Business School****5.1.1 Request for readmission of a legacy candidate to the BA in Accounting and Finance**

Approved.

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

Approved.

5.2 Oscail**5.2.1 Request for readmission of a legacy candidate to the BSc in Information Technology**

Approved subject to the surrender of the parchment already presented to the candidate.

5.3 Faculty of Science and Health**5.3.1 Notification of a change to the minimum Mathematics programme entry requirements for the BSc in Science Education and the BSc in Physical Education with Mathematics**

Noted.

SECTION C: OTHER ISSUES (NOT FACULTY SPECIFIC)**6. Marks and Standards issues****6.1 Request for continued derogations from Marks and Standards in respect of the MSc in Plasma and Vacuum Technology**

Agreed that the Chair would inform Professor Eithne Guilfoyle, Vice-President Academic Affairs (Registrar), of the issues relating to the request, and in particular the fact that it is being made in the context of discussions about a new Memorandum of Understanding with Queen's University Belfast, in conjunction with which the programme is offered. Agreed that the request would be discussed again at the 3 April 2014 meeting of the USC, by which time Dr Wickham would be in a position to provide updated information about the status of the discussions relating to the MoU. Agreed that Dr Wickham would investigate an issue relating to the wording of one of the derogations.

7. Any other business

Ms McDermott noted the importance, for all USC stakeholders, of adherence to the schedule of notification and submission dates made available prior to each academic year.

Date of next meeting:

**3 April 2014
9.00 a.m. in A204**

Signed: _____
Chair

Date: _____