

UNIVERSITY STANDARDS COMMITTEE

MINUTES

Thursday 9 January 2020

9.30 a.m. – 10.45 a.m. in A204

Present: Mr Jonathan Begg, Dr Lorraine Delaney, Ms Margaret Irwin-Bannon (Secretary), Mr Billy Kelly (Chair), Dr Anna Logan, Prof Christine Loscher, Dr Kenneth McDonagh, Dr Catherine McGonagle, Mr Peter McGorman, Ms Phylomena McMorrow, Prof Edgar Morgenroth and Dr Joseph Stokes

Apologies: Mr Callaghan Commons, Dr Yseult Freeney and Dr Jennifer McManis

The Chair opened the meeting and welcomed the following new members to their first meeting of University Standards Committee: Dr Anna Logan, Associate Dean for Teaching and Learning, DCU Institute of Education, Mr Peter McGorman, Director of ISS and Professor Edgar Morgenroth, representative of Heads of School.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda as circulated was adopted.

2. Minutes of the meeting of 14 November 2019

The minutes of 14 November 2019 were approved and signed by the Chair.

3. Matters arising from the minutes of 14 November 2019

- 3.1** The Secretary noted that a meeting had taken place, involving the faculties and ISS to discuss the web links on the programme regulations template. It was noted that the item was

resolved and one further item was outstanding. The Secretary noted that she would circulate the finalised programme regulations template for 2020-21, over the coming week (Item 7.1).

- 3.2** It was noted that the linking of programme regulations to the Loop programme page was proving difficult in terms of the efficiency of the process. As programme regulations continued to be amended throughout the year, it was not possible to provide a definitive finalised set to link to the Loop programme pages (Item 3.3).
- 3.3** It was noted that the Chair has raised the issue of 'attendance' as reflected in the programme regulations with TEU and it was now under consideration (Item 7.2).
- 3.4** It was noted that a revised Admissions Appeals Policy, a first draft of which was considered at the 14 November 2019 meeting, is on the agenda (Item 6) of this meeting (Item 10).
- 3.5** It was noted that a revised English language requirements document was circulated for consideration to USC electronically following the meeting of 14 November 2019. It was decided following further consideration that a revised proposal should be considered by USC at its meeting of 9 January 2020. The item is on the agenda (item 8) of this meeting (Item 11).
- 3.6** It was noted that a minor amendment to the programme regulations for the International Master in Security, Intelligence and Strategic Studies 2018-2019 and 2019-2020 was completed (Item 3.8).
- 3.7** It was noted that the follow-up with respect to the legacy re-admission of a student on to the BSc in Computer Applications programme was completed (Item 5.1.1).
- 3.8** It was noted that the amendments to the External Examiners handbook were completed and the document is currently being designed (Item 6.1).
- 3.9** It was noted that the nomination of an external examiner for the School of Nursing, Psychotherapy and Community Health was approved by Chair's Action, 25 November 2019 (Item 4.1.3, 23 May 2019 and item 3.3, 14 Nov 2019).

SECTION B: Faculty issues**4. External examiners for taught programmes****4.1 Nominations**

4.1.1 Cranfield University
DCUBS, GTE modules
Decision deferred

4.1.2 University of Malta
MA in Data Protection and Privacy Law
Approved

4.1.3 Maynooth University
BA in Media Production Management
Approved

4.1.4 University of Glasgow
Professional Master of Education
Approved

4.2 Renewal of appointment/changes to duties

There were no submissions made.

5. Other issues**5.1 DCU Institute of Education**

5.1.1 Legacy readmission request: Professional Diploma in Special and Inclusive Education
Approved

5.1.2 Legacy readmission request: Professional Diploma in Special and Inclusive Education
Approved

The Director of Registry noted that examination results for some former students of the Professional Diploma in Special and Inclusive Education programme who are seeking re-admission were not formally approved by a Progression and Award Board prior to the incorporation of St Patrick's College. A process was designed during the incorporation project to manage the approval of examination results for relevant students. As this process is now out of date, Registry is currently working on developing a new process with colleagues in the DCU Institute of Education to ensure that relevant results will be formally ratified in an appropriate manner.

5.1.3 Programme regulations: Graduate Diploma in Guidance Counselling

Approved

5.1.4 Programme regulations: Graduate Diploma in Guidance Counselling (Outreach)

Approved

5.1.5 Programme regulations: Professional Master of Education (Primary)

It was noted that as there had not been sufficient time following initial submission and before the USC meeting to complete some additional amendments notified to the School, it was agreed that a revised set of regulations would be submitted for approval by Chair's Action.

5.1.6 Programme regulations: MA in Religion and Education (Post Primary)

Approved, subject to minor amendments.

5.2 Faculty of Science and Health

5.2.1 Amendment to entry requirements: Graduate Certificate in Dermatology

The addition of the following to the requirements for the Graduate Certificate in Dermatology was noted.

Applicants wishing to apply for the programme must be registered or eligible for registration with the Nursing and Midwifery Board of Ireland (NMBI).

SECTION C: Other issues (not Faculty-specific)**6. Admissions Appeals Policy**

The Director of Registry indicated that the amendments recommended by USC at its 14 November 2019 meeting had been made and that she had also adapted the original document to fit the University Policy template. She sought advice on the scope of the document and the following wording was agreed:

‘This policy applies to all candidates who submit an application to DCU to enrol in a programme of study leading to the awarding of credits’.

It was noted that it would be too difficult to capture all the various exclusions of the scope of the policy and it was agreed that any candidate wishing to appeal an admissions decision should be directed to seek advice from Registry in the first instance. This is reflected as outlined below in the change to the *Contacts* section.

The following amendments were also agreed:

- Item 4.1 to read ‘Procedural irregularity: specific evidence of procedural irregularity in the University assessment process’.
- A rewording of paragraph 2 under 5.2 Appeal Assessment to read ‘The Registrar or nominee will conduct an initial review of the appeals submitted to establish....’
- To amend the *Contacts* Section from ‘Vice-President Academic Affairs/ Registrar’s Office’ to ‘Registry’ and provide an e-mail contact address.

The policy was approved subject to the amendments outlined above and it was noted that the policy would be referred for the consideration of Academic Council at its 5 February 2020 meeting.

7. Additional amendments to External Examiner Regulations and Guidelines

The Secretary noted that having reviewed the document she felt it would be better to ensure a greater alignment between the External Examiner Handbook and the External Examiner Regulations and Guidelines regulations. It was noted that items 2.5.5, 2.5.6 and 2.5.7 would be retained in the document.

She noted the main changes which were made subsequent to the meeting of 14 November 2019 were made to the following: Section 2: Terms of Appointment; Section 3: Duties of External Examiner.

It was recommended during the subsequent discussion that paragraph 3.1.5, which was repeated in a later section would be deleted.

The document was approved, subject to these minor amendments and It was noted that it would be referred for the consideration of Academic Council at its 5 February 2020 meeting.

8. English language entry requirements for international applicants to postgraduate taught programmes

The Chair outlined the background to the updated proposal noting that it was circulated for consideration to USC electronically following the meeting of 14 November 2019. It was decided following further detailed consideration that a revised proposal should be considered by USC at its meeting of 9 January 2020. In addition, a meeting had taken place in December 2020 with the proposer and some members of USC to work through specific elements of the proposal.

The proposal was approved and referred for consideration to the Academic Council meeting of 5 February 2020 subject to the following recommendations/amendments:

- Under section 3, paragraph 2 (page 3), amend the start date of the policy to 2020-2021.
- In terms of the second last paragraph and the pilot phase (page 4), it was felt that it was not sufficient for the review to only analyse the number of international applications and the proportion that were successful and the proportion rejected. USC requested that it is included in the proposal that a report containing an analysis of the academic success of those who have entered by this route would be completed at the end of the two years by the International Office. The shape of this report would be determined by USC at a later stage depending on the numbers who enter through this route.
- Delete the last paragraph of the proposal (page 4). It was felt that it would not be possible for Programme Chairs to verify the English language competency of these students.

9. Periodic Programme Reviews: Completed in 2018-2019 and planned 2019-2020

Noted

10. Any other business

It was noted that Mr Jonathan Begg had come to the end of a three-year term as representative of Faculty Administration Peer Group and the Chair thanked him for his valued contribution to USC over his term.

Signed: _____ Date: _____

Date of next meeting:

Thursday, 20 February 2020

9.30 a.m. in A204
