**UNIVERSITY STANDARDS COMMITTEE**

**MINUTES**

Thursday 30 May 2013

9.00 a.m.-12.35 p.m. in A204

**Present:**          Mr Billy Kelly (Chair), Ms Olivia Bree, Mr Aaron Clogher,
                          Mr Eamon Costello, Ms Louise McDermott (Secretary),
                          Ms Mairéad Nic Giolla Mhichíl, Dr Enda McGlynn,
                          Ms Phylomena McMorrow, Dr Caroline McMullan,
                          Ms Michele Pringle, Ms Annabella Stover, Mr Ronan Tobin,
                          Dr Sheelagh Wickham

**Apologies:**      Professor Barbara Flood, Dr Lisa Looney, Mr Paul Sheehan,
                          Mr Ray Walshe

The Chair, on behalf of the University Standards Committee, expressed appreciation to:
- Ms Olivia Bree, who will shortly step down as Registrar of St Patrick's College
- Mr Aaron Clogher, the outgoing Vice-President – Education Officer of the Students' Union
- (in her absence) Dr Anne Morrissey, the outgoing Oscail representative on the USC
- (in his absence) Mr Paul Sheehan, Director of Library Services

for their significant contribution to the work of the USC during their memberships.  He expressed good wishes to Mr Clogher is his forthcoming new role as President of the Students' Union, and wished Ms Bree and Mr Sheehan well in their forthcoming retirements.  He welcomed Mr Eamon Costello, incoming Oscail representative, Dr Caroline McMullan, recently-appointed Associate Dean for Teaching and Learning in DCU Business School, and Ms Michele Pringle, interim representative of the Faculty Administration Peer Group, to membership of the USC.

**SECTION A:          MINUTES AND RELATED ISSUES**

**1.      Adoption of the agenda**

         The agenda was adopted subject to the inclusion of two submissions under Item 6.3.

**2.      Minutes of the meeting of 4 April 2013**

The minutes were confirmed subject to the following:
- the substitution of the word 'Studies' for the word 'Students' in the second line of Item 3.15
- the substitution of '24 January 2013' for '29 November 2012' in the title of Item 4
- the substitution of 'Appendix C' for 'Appendix A' in the last line of Item 10.1.

They were signed by the Chair.


**3.      Matters arising from the minutes**

**3.1**    <u>Noted</u> that the policy on assessment had been approved by the Education Committee at its meeting of 29 May 2013, subject to minor amendments, and that the revised version would be submitted for the consideration of Academic Council at its meeting of 24 June 2013.  (Item 3.1)

**3.2**    <u>Noted</u> that an issue relating to NARIC would not now be progressed and required no further discussion.  (Item 3.3)

**3.3**    <u>Noted</u> that, with respect to a number of ongoing items, updated information would be provided to the USC as and when possible and appropriate.  (Item 3.6)

**3.4**    <u>Noted</u> that a pilot project was under way in SALIS aimed at improving student attendance at lectures and seminars by means of including class participation requirements in module learning outcomes.  The outcome of the pilot is awaited and will be of particular relevance to other disciplines in the Faculty in which, as is the case for Languages, attendance and participation are of critical importance. (Item 3.13)

**3.5**    <u>Noted</u> that, in Spring 2014, a report would be submitted to the USC about the effectiveness of the inclusion, in the programme regulations 2013/14 for the Faculty of Humanities and Social Sciences, of information on resit categories.  (Item 3.13)

**3.6**    <u>Noted</u> that the revised USC terms of reference would be submitted for the consideration of Academic Council at its meeting of 5 June 2013.  (Item 3.14)

**3.7**    <u>Noted</u> that the revised title 'Graduate Research Students Board' would form part of the revised terms of reference of the Graduate Studies Board, to be submitted for the consideration of Academic Council at its meeting of 5 June 2013.  (Item 3.15)

**3.8**    Noted, in the case of a nominated external examiner, that the nomination was within regulations in terms of prior appointments and had therefore been deemed approved.  (Item 5.1.4)


**3.9**    Noted that the proposed changes to English-language requirements, on a pilot basis, for non-native speakers who apply for admission to programmes in the Faculty of Engineering and Computing had, subject to their being applied to all Schools in the Faculty, been approved by Academic Council at its meeting of 10 April 2013 and would be implemented.  Noted that the EC had been notified of the proposal. (Item 6.1.1)

**3.10**   Noted that the first part of the work of the working group on external examiners had been completed, i.e. the rewriting of parts of *Regulations and Guidelines: External Examiners for Taught Programmes/Modules*, and that the group would progress the other aspects of its work (including consideration of the extent to which a representative sample of work from all modules should be sent to external examiners) as soon as possible. Noted that the revised *Regulations and Guidelines* had been approved by Academic Council at its meeting of 10 April 2013 and publicised to stakeholders, and that they had come into effect.   (Item 9.1)

**3.11**   With respect to the policy on academic integrity and plagiarism, it was noted that Professor Eithne Guilfoyle, Vice-President Academic Affairs (Registrar), had advised that it would be essential for it to be fully intelligible to all readers, and that to that end, if resources permitted, contact would be made with NALA, the National Adult Literacy Agency, with a view to using their advice service on plain English in respect of the policy.  Noted that the policy would be submitted for the consideration of Academic Council at its meeting of 5 June 2013.  It was agreed that, in the event that legal advice proved necessary in the future with respect to any aspect of the policy, it would be sought.  (Item 10.1)

**3.12**   Noted that Academic Council had, at its meeting of 10 April 2013, approved the existence of the revised form and procedure with respect to legacy admission requests.  Noted that all stakeholders had been informed about the new form and procedure.   (See also Item 6 below.)   (Item 8)


**4.**      **Minutes of the Graduate Studies Board meeting of 7 March 2013**

Approved.

**SECTION B:          FACULTY ISSUES**

**5.1      Appointment of external examiners**

5.1.1    Dr Prue Holmes, Durham University
         Modules in Intercultural Studies, SALIS
         Approved.
5.1.2    Professor Jonathan Winterton, Toulouse Business School
         MSc in Human Resource Strategies
         Approved.
5.1.3    Dr Anthony Keating, Edge Hill University
         BA in Communication Studies
         Approved.
5.1.4    Dr Bethany Klein, University of Leeds
         BA in Communication Studies
         Approved.
5.1.5    Dr Tim Murphy, Leeds Metropolitan University
         Professional Doctorate in Education, School of Education Studies
         Approved.
5.1.6    Professor Christopher Elton, Royal Academy of Music, London
         BA in Music Performance, BA in Music Composition, Master of Music in
         Performance, Royal Irish Academy of Music
         Approved.
5.1.7    Dr Murray Scott, National University of Ireland, Galway
         MSc in Management of Information Systems Strategy
         Approved.
5.1.8    Dr Fiona Lyddy, National University of Ireland, Maynooth
         BSc in Psychology
         Approved.
5.1.9    Professor Pádraig Ó Macháin, University College Cork
         Modules in Irish on the BA, BEd, MA and Graduate Diploma in Education
         (Primary Teaching), Roinn na Gaeilge, St Patrick's College
         Approved.
5.1.10   Professor Thérèse Smith, University College Dublin
         Bachelor of Religious Education and Music, Mater Dei Institute of Education
         Approved.
5.1.11   Dr Gemma Simmonds, Heythrop College, University of London
         BA in Theology and Lifelong Education, Mater Dei Institute of Education
         Approved.

5.1.12   Dr Niall Coll, St Mary's University College, Queen's University, Belfast
         MA in Religious Education (Primary), MA in Chaplaincy Studies and Pastoral
         Work, Mater Dei Institute of Education
         Approved.
5.1.13   Dr Maria Stuart, University College Dublin
         MA in Poetry Studies, School of Humanities, Mater Dei Institute of Education
         Approved.
5.1.14   Dr Catherine Kavanagh, Mary Immaculate College, University of Limerick
         BA in Theology and Philosophy, All Hallows College
         Approved subject to the resolution of the overarching strategic issues.
5.1.15   Professor Tony Fahey, University College Dublin
         MA in Social Justice and Public Policy, All Hallows College
         Approved subject to the resolution of the overarching strategic issues.
5.1.16   Dr Thomas Whelan, Milltown Institute
         BA in Theology/Philosophy/Psychology/English Literature
         Approved subject to the resolution of the overarching strategic issues.

Noted that it would be important to avoid a situation in which a number of inexperienced examiners were appointed at the same time by the same School or linked college.

Noted that the section on the EE1 (external examiner nomination) form designed to elicit details about the nature and extent of current and previous external examining experience did not always yield useful information and that it would be redesigned as part of the overhaul of the EE1 and EE2 forms in July/August 2013.  Noted that the EE2 form would require very substantial revision because, while it would still be required to request changes to duties, its function as a means of requesting renewals of appointment is now obsolete.


**5.2      Renewal of appointment of external examiners, and/or changes to duties**

5.2.1    Mr David Clarke, European Commission
         All undergraduate and postgraduate French German and Spanish modules in
         Translation, SALIS
         Approved.
5.2.2    Dr Emer O'Beirne, University College Dublin
         Modules in French Culture and Society, SALIS
         Approved.
5.2.3    Professor PJ Mathews, University College Dublin
         Modules in English-language Literature, SALIS
         Approved subject to a maximum term of service of four years, in line with
         regulations.

5.2.4    Professor Tina Overton, University of Hull
         MSc in Science Education
         Approved.
5.2.5    Professor Sarah Edge, University of Ulster
         BSc in Multimedia and MSc in Multimedia
         Approved.
5.2.6    Dr Neil Gavin, University of Liverpool
         BA in Journalism
         Approved.
5.2.7    Dr Stephen Cushion, Cardiff University
         MA in Political Communication and MA in Journalism
         Approved.
5.2.8    Dr James Power, National University of Ireland, Maynooth
         BSc in Computer Applications
         Approved.
5.2.9    Dr Michael Manzke, Trinity College Dublin
         BSc in Computer Applications
         Not approved, on the grounds that approval would entail a breach of regulations.
5.2.10   Dr Leslie Fletcher, Liverpool John Moores University
         Diploma/BSc in Information Technology
         Approved.
5.2.11   Professor Sheelagh Drudy, University College Dublin
         Master's in Special Educational Needs, Special Education Department,
         St Patrick's College
         Approved.
5.2.12   Dr Anna Rowlands, King's College London
         Bachelor of Religious Education, Mater Dei Institute of Education
         Approved.
5.2.13   Dr Richard Hull, National University of Ireland, Galway
         MA in Ethics, Mater Dei Institute of Education/Institute of Ethics
         Approved.
5.2.14   Professor Ann Loades, Durham University
         MA in Theology, Mater Dei Institute of Education
         Approved.
5.2.15   Dr Declan Marmion, St Patrick's College, Maynooth
         BA in Irish Studies and Religious Studies, Mater Dei Institute of Education
         Approved.
5.2.16   Dr Adrian-Mario Gellel, University of Malta
         MA in Christian Spirituality, All Hallows College
         Approved subject to the resolution of the overarching strategic issues.

5.2.17  Mr David McCormack, National University of Ireland, Maynooth
          MA in Supervisory Practice, All Hallows College
          Approved subject to the resolution of the overarching strategic issues.
5.2.18  Dr Eugene Duffy, Mary Immaculate College, University of Limerick
          BA in Theology/Philosophy/Psychology/English Literature, All Hallows
          Approved subject to the resolution of the overarching strategic issues.
5.2.19  Mr Séamus Mac Gabhann, National University of Ireland, Maynooth
          BA in Theology and English Literature, All Hallows College
          Approved subject to the resolution of the overarching strategic issues.


**6.      Other issues**

**6.1     Faculty of Humanities and Social Sciences**

**6.1.1   Request for readmission of legacy candidate: BSc in Multimedia**

Approved.

**6.1.2   Request for readmission of legacy candidate: MSc in International Relations (part time)**

Approved subject to the provision of transcripts.

**6.2     Faculty of Science and Health**

**6.2.1   Request for readmission of legacy candidate: MSc in Nursing/Healthcare Practice**

Approved.

**6.2.2   Request for readmission of legacy candidate: MSc in Counselling and Psychotherapy (Integrative)**

Approved.

**6.3     Oscail**

**6.3.1   Request for readmission of legacy candidate: MSc in Management of Internet Systems**

Approved subject to the provision of appropriate detail in respect of examination results and to clarification as to the identity of the staff member in Oscail who had approved the request.

**6.3.2   Request for readmission of legacy candidate: MSc in Management of Operations**

Approved subject to the provision of appropriate detail in respect of examination results and to clarification as to the identity of the staff member in Oscail who had approved the request.

**6.3.3   Request for readmission of legacy candidate: MSc in Management of Operations**

Approved subject to the provision of appropriate detail in respect of examination results and to clarification as to the identity of the staff member in Oscail who had approved the request.

**6.3.4   Request for readmission of legacy candidate: MSc in Management and Applications of IT in Accounting**

Approved subject to the provision of appropriate detail in respect of examination results, clarification as to the identity of the staff member in Oscail who had approved the request and clarification as to which modules (totalling 30 credits) the candidate is to be allowed to retain in terms of credits.

**6.4     Dublin City University Business School**

**6.4.1   Request for readmission of legacy candidate: MSc in Investment, Treasury and Banking**

Approved subject to a stipulation that the proposed maximum completion time be indicated as one year.

Noted that only the new form and procedure are to be used with respect to legacy admission requests.  (See also Item 3.12 above.)  This means, *inter alia*, that direct representation from candidates will not be countenanced by the USC.  Noted that the new form and policy would be reviewed for fitness for purpose at the end of the academic year 2013/14.  Noted that the question as to whether the candidate was willing to comply with readmission conditions might more usefully ask whether the candidate was aware of them, and agreed that this issue would form part of the review.  Noted that it would be helpful to have a procedure to assist Programme Chairs in answering the question as to whether previous readmission requests had been made by the candidate on a legacy basis.  Noted that, in time, the availability of electronic transcripts was likely to facilitate consideration of legacy readmission requests.

## SECTION C:          OTHER ISSUES (NOT FACULTY SPECIFIC)

**7.     Marks and Standards issues**

**7.1    Proposed revisions to Marks and Standards**

Approved subject to the following:
- the indication of the version as '2013.1'
- the deletion of the second proposed sentence at 'Supplemental Award' in Section 1.1.
- the inclusion in relevant tables of a reference to 'Professional Master's', as a major award at Level 9 and with modules at Levels 8 and 9, and with a minimum of 90 credits
- the inclusion above the new sentence in current Section 2.4 of an additional new sentence: 'For any major award, a minimum of 60 ECTS credits must be at the level of the award.'
- the renumbering of these two sentences as Section 2.5 and the consequent renumbering of subsequent subsections of Section 2
- the addition of a definition of 'previous contribution' to the glossary.

Noted that the revised Marks and Standards would be submitted for the consideration of Academic Council at its meeting of 24 June 2013.

**7.2    Proposal in respect of Section 2.2.4 of Marks and Standards**

It was agreed, following discussion, that no change was required to Section 2.2.4.

**7.3     Proposal in respect of Section 2.4 of Marks and Standards**

It was agreed, following discussion, that no change was required to Section 2.4 but that the issues would be kept under review.

**7.4     Request for derogation: Professional Diploma in Taxation**

Decision deferred pending receipt of details of the stipulation from the Irish Tax Institute which would render the derogation necessary and/or clarification as to whether or not Chartered Accountants Ireland might require the derogation (if it recognises the PDT as an entry qualification). Agreed that consideration could, if necessary, be given to making the derogation available on a per-module basis.

**7.5     Issue in respect of the MSc in Plasma and Vacuum Technology**

Noted that this programme would not run, as such, in 2013/14 but that modules from it would be offered on a stand-alone basis, and that the derogations from Marks and Standards which apply to the programme as a whole would also apply to the stand-alone modules.

**7.6     Issue in respect of the MEng in Healthcare Technologies**

Noted that compromise Marks and Standards had been approved in the context of the accreditation process for this programme to reflect the fact that it is a 3U Partnership programme.

**7.7     Programme regulations 2013/14**

Noted that the majority of these regulations were available for consultation on the V drive and that the remainder would be made available as soon as possible. Agreed that Friday 5 July 2013 would be the deadline for approving the regulations. Noted that, where regulations included the word 'draft' (e.g. as a watermark), this did not mean they were liable to change by Faculties but rather indicated that they were subject to approval by the USC. Noted that a small number of regulations for 2012/13 (for the BSc in Nursing, MSc in Psychotherapy and MSc in Integrative Counselling and Psychotherapy) had been replaced on line with fully updated versions.

**8.       Revised** *Academic Regulations for Postgraduate Degrees by Research and Thesis*

Approved.  Noted that the revised regulations on eligibility to supervise students reflected current realities in terms of contractual issues for academic staff.  Noted that the thrust of the revised regulations on dispute resolution was to utilise fully and appropriately the existing University mechanisms rather than creating parallel mechanisms.  With respect to situations in which an experienced practitioner wishes to supervise a PhD student but does not him/herself hold a PhD or an associate professorship or professorship, it was noted that the individual could participate in the supervisory panel even though ineligible to be principal supervisor.  Noted that the revised *Academic Regulations* would be submitted for the consideration of Academic Council at its meeting of 24 June 2013.

**9.       Issues in respect of remote examinations**

Noted that feedback was being collated on the basis of the examinations held to date in 2012/13 in remote locations and that this would inform a proposal on the issue to be submitted by the Chair and Ms McMorrow to the meeting of 12 September 2013.

**10.      Proposed external experts for Periodic Programme Review, Autumn 2013: programmes in the School of Communications**

Approved.  Agreed that consideration of such experts, for all Faculties, would henceforth be a standing item on the last meeting of the USC of each academic year.  Agreed that the Chair would speak to Faculties to ensure that all of them were making preparations for PPR in Autumn 2013 and had identified, or were in the process of identifying, external experts for this purpose whose details would be submitted for approval to the USC.

**11.      Any other business**

None.

**Date of next meeting:**

**12 September 2013**
**9.00 a.m. in A204**

Signed:  _____          Date:  _____
                  Chair