

UNIVERSITY STANDARDS COMMITTEE

MINUTES

Thursday 15 November 2018

9.30 a.m. – 11.05 a.m. in A204

Present: Mr Jonathan Begg, Mr Callaghan Commons, Dr Lorraine Delaney, Dr Yseult Freney, Dr Charlotte Holland, Ms Margaret Irwin-Bannon (Secretary), Mr Billy Kelly (Chair), Dr James Lovatt, Dr Garrett McGuinness, Ms Phylomena McMorrow, Dr Joseph Stokes and Dr Blanaid White

Apologies: Dr Jennifer Bruen and Dr Justin Rami

The Chair opened the meeting and welcomed Dr Charlotte Holland to her first meeting of University Standards Committee as representative of the Associate Deans for Research.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda as circulated was adopted.

2. Minutes of the meeting of 6 September 2018

The minutes were approved and signed by the Chair.

3. Matters arising from the minutes of 6 September 2018

- 3.1** It was noted that discussions with faculties on a procedure for the amendment of marks where errors come to light following the online publication of semester one examination marks were ongoing (Item 3.5).

- 3.2** It was noted that the regulations and guidelines document for legacy re-admission decisions is on the agenda of this meeting (Item 3.4).
- 3.3** It was noted that the proposal on a new module type to address the issues raised with respect to formative continuous assessment where the terminal examination assesses all module learning outcomes was approved by Academic Council on 3 October 2018 (Item 3.4/6).
- 3.4** It was noted that clarification was provided by the School of Physical Sciences with respect to two nominated examiners examining the same modules (Items 4.2.2 and 4.2.3).
- 3.5** It was noted that an application for legacy re-admission for a candidate for re-entry onto the Master of Education programme, which was due to be reconsidered electronically by USC, was no longer being pursued (Item 5.3.3).
- 3.6** It was noted that the USC meeting schedule was amended and circulated as agreed (Item 7.1).
- 3.7** It was noted that a change to the academic structure of the Professional Master of Education Primary programme was approved by Chair's Action, 17 September 2018. The change required the addition of a module to the programme regulations, and to the approved derogations.
- 3.8** It was noted that an external examiner was approved for the MSc in Bioprocess Engineering by Chair's Action, 19 October 2018.
- 3.9** It was noted that an application for legacy re-admission for a candidate for re-entry to the MSc in Education and Training Management (Leadership) was approved by Chair's Action, 1 November 2018.

4.1 Nominations

- 4.1.1 Universitat Politecnica de Catalunya
BEng in Electronic & Computer Engineering
Approved
- 4.1.2 Institute of Technology Waterford
Certificate in Homeless Prevention/Intervention
Approved

- 4.1.3 Deloitte Rewards & Benefits Ltd
Modules in the School of Mathematical Sciences, Institute and Faculty of Actuaries,
Noted (the external examiner is representing the Institute and Faculty of Actuaries).
The administration of the DCU Business School related examination papers was
queried and it was agreed that the issue would be discussed at local level.
- 4.1.4 University of Trento, Italy
Modules in School of Law & Government
Approved
- 4.1.5 Napier University
MSc in Emerging Media
Approved
- 4.1.6 University of Exeter
Modules in School of Law & Government
Approved
- 4.1.7 The Open University
Modules in Open Education
It was noted that this nomination was withdrawn.
- 4.1.8 University of Ulster (Jordanstown)
Modules in School of Law & Government
Approved
- 4.1.9 Liverpool Hope University
Certificate in Religious Studies
Approved, subject to clarification of the specific modules to be examined by the
nominated examiner. It was noted that the nominated external examiner is being
appointed to examine the Certificate in Religious Studies programme (FT and PT),
however the modules listed on the nomination form include modules on the structure
of the Bachelor of Education and the Bachelor of Early Childhood Education
programmes.

It was noted that the programme title for the part-time programme on the submitted
Guru form was incorrect and should be amended on the ITS system.

4.2 Renewal of appointment/changes to duties

- 4.2.1 University College Cork
BSc in Genetics & Cell Biology
Approved

5. Other issues

5.1 Faculty of Science & Health

- 5.1.1 Nomination of Periodic Programme Review external expert
School of Chemical Sciences
Approved

5.2 DCU Institute of Education

- 5.2.1 Change to Programme Regulations, Bachelor of Education 2018-2019

Approved. The background to the requested amendment was discussed and it was queried how, in practical terms, a student would know which credits are attached to the Bachelor of Education qualification and/or the Certificate in Religious Studies, for reasons of progression. It was requested that further work should be completed to ensure clarity is provided for students.

5.3 Faculty of Humanities and Social Sciences

- 5.3.1 Change to Programme Regulations 2018-2019, International Master in Security, Intelligence and Strategic Studies
Approved

It was noted that consideration should be given to a change to Marks and Standards to reflect the circumstances where another institution is the lead partner in a joint award programme and the lead partner's progression rules take precedence over those of DCU.

Other issues (not faculty-specific)**6. Periodic Programme Reviews, 2017-2018 and those planned for 2018-2019**Noted

The Chair requested that DCU Business School provide an amended update to USC, mapping its planned curriculum review to the University Periodic Review Process. The Chair indicated that this was required in the context of the HEA Mission-based Performance Compact.

7. Programme Regulations Template and Template Guidelines 2019-2020

It was noted that there were no substantial changes to the programme regulations template for 2019-2020 and the documentation was approved. It was noted that faculties have concerns about the workload involved in adhering to the template as presented and agreed that this issue would be discussed through another forum.

A brief discussion took place on the best methods of ensuring that students are aware of the existence of programme regulations and it was agreed that this issue would be considered at a future meeting of USC.

8. Regulations and Guidelines to support Legacy Re-admission decisions

The draft document *Regulations and Guidelines to support Legacy Re-admission decisions* was considered and the following points/suggested amendments noted in the discussion:

Section 1: Definition

- Add the following: ‘or its incorporated Colleges where DCU accredited programmes were awarded’ after ‘former students of DCU’.

Section 2.1

- Under eligibility consider merging items (i), (ii) and (iii) into the first paragraph and place the condition numbered (iv) as a stand-alone item.

Section 2.2

- Change the first sentence to begin with the following: ‘In exceptional circumstances’
- Change ‘four’ years to ‘three’ years (second sentence)
- It was suggested that more guidance is required as to the nature of ‘relevant and additional learning (formal or experiential)’ i.e. how do faculties judge that circumstances have changed that would warrant a different decision by the PAB?

Section 2.3

- It was suggested that the phrase ‘programme is no longer offered’ requires further elaboration. It was noted that it might be feasible for a student to register to complete a dissertation module from a discontinued programme.

It was agreed that ‘legacy’ related admissions, where exemptions for credits previously completed on the programme to which the candidate is re-applying are being sought, should be considered by USC. All other admissions should be handled through the Registry admissions process.

It was requested that USC members would provide additional feedback on the latter half of the draft document following the meeting, with a view to a finalised document being submitted for the consideration of the January 2019 meeting of USC.

8. Report on Granting of Exceptional Repeat Academic Year 2017-2018

It was noted that four students were granted an additional exceptional repeat academic year in 2017-2018.

9. Examination Regulations

Approved

10. Any other business

There were no items of business.

Signed: _____ Date: _____
Chair

Date of next meeting:

Thursday, 10 January 2019

9.30 a.m. in A204