

UNIVERSITY STANDARDS COMMITTEE

MINUTES

Thursday 10 January 2019

9.30 a.m. – 11.15 am in A204

Present: Mr Jonathan Begg, Dr Jennifer Bruen, Mr Callaghan Commons, Dr Lorraine Delaney, Dr Mark Glynn, Dr Charlotte Holland, Ms Margaret Irwin-Bannon (Secretary), Mr Billy Kelly (Chair), Dr Garrett McGuinness, Ms Phylomena McMorrow, Dr Justin Rami, Dr Joseph Stokes and Dr Blanaid White

Apologies: Dr Yseult Freney and Dr James Lovatt

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda as circulated was adopted.

2. Minutes of the meeting of 15 November 2018

The minutes were approved and signed by the Chair.

3. Matters arising from the minutes of 15 November 2018

3.1 It was noted that final discussions with Faculty administrators on a procedure for the amendment of marks, where errors come to light following the online publication of semester one examination marks, would take place over the coming weeks. It was noted that once a procedure is agreed it would be operationalised at local level (Item 3.1).

3.2 Mr J. Begg provided an update on the Periodic Programme Reviews planned for DCUBS for 2018-2019 on behalf of the Associate Dean for Teaching and Learning, Dr Y. Freney. He noted that the MSc in Accounting and the Master of Business Administration programmes would be undergoing external accreditation in 2018-2019

and he indicated the process would be mapped to the Periodic Programme Review process. The Chair indicated that he would follow-up with Dr Y. Freeney in this regard. He noted that the priority was to ensure that the PPRs were taking place to an agreed schedule and that DCU is adhering to its commitment under the HEA Performance Compact (Item 6)

- 3.3** The Chair informed the Committee that he had discussed the placing of a link to programme regulations on the Loop programme page with Dr Mark Glynn. This would make programme regulations more accessible and easier to locate for students (Item 7).

The Secretary indicated that following a request from the Faculty of Humanities and Social Sciences a link to the programme regulations location had been placed on the DCU Student App page.

- 3.4** It was noted that work on changes to Marks and Standards relating to joint awards and progression is ongoing (Item 5.3.1)
- 3.5** It was noted that an updated version of the regulations and guidelines document for legacy re-admission decisions is on the agenda of this meeting (Item 8).
- 3.6** It was noted that the Chair had clarified with Mr D. Molloy that it is technically possible to ensure that the actuarial external examiners for actuarial exemptions do not appear on DCUBS examination papers on Guru. A facility is available to allow different types of user access which would enable external examiners for the purposes of actuarial exemption to have sight of materials for which they have responsibility without their names necessarily appearing on the examination paper (Item 4.1.3).
- 3.7** It was noted that clarification was provided with respect to the external examiner duties for the Bachelor of Education and Certificate in Religious Studies programmes (Item 4.1.9)
- 3.8** It was noted that the DCU Institute of Education was advised to ensure that clarity is provided to Bachelor of Education (BEd) students who are also taking the Certificate in Religious Studies programme on the related credits which count towards progression on the BEd programme (Item 5.2.1).
- 3.9** The following approval by Chair's Action, 28 November 2018, was noted:

That the following *Evidence of English Competency for Non-Native English Speakers* would apply to the programmes listed below: IELTS (or equivalent) of overall score 6.5 or above and 6.5 in writing and speaking. Other sections scores are 6.0 or above.

- MA in Contemporary Screen Industries
- MA in Journalism
- MA in Political Communication

- MA in Social Media Communications
- MSc in Climate Change
- MSc in Emerging Media
- MSc in Public Relations and Strategic Communications
- MSc in Science and Health Communication

The Director of Registry requested that Registry would be formally notified by the Faculty of Humanities and Social Sciences of the English language requirements for the above-named programme.

B. Faculty issues

4. External examiners for taught programmes

4.1 Nominations

4.1.1 University College Dublin
Modules in Open Education
Approved

4.1.2 Queen's University Belfast
Modules in the School of Communications
Approved

4.1.3 St. Angela's College, NUIG
MA in Special Educational Needs
Approved

4.1.4 University of Strathclyde
Master of Education
Approved. It was noted that the number of modules, for which the external examiner would have responsibility, was clarified in advance of USC.

4.1.5 Purdue University
BSc in Athletic Therapy and Training
Approved

4.1.6 Dublin Institute of Technology
BA in Media Production Management
Approved subject to receipt of Head of School signature

4.2 Addition of GTE/Stand-alone modules

There were no items for consideration.

5. Other issues

5.1 Faculty of Engineering and Computing

5.1.1 Proposed derogation from Marks and Standards: BEng/MEng in Biomedical Engineering

Approved, subject to confirmation that the total credits to be taken should be 255 rather than 265

5.1.2 Programme regulations: BEng/MEng in Biomedical Engineering

Approved, subject to the following:

- Confirmation that the total credits to be taken should be 255 rather than 265
- Insertion of detail of derogation according to the Programme Regulations Template

5.1.3 Proposed derogation from Marks and Standards: BEng/MEng in Mechanical & Manufacturing Engineering

Approved, subject to confirmation that the total credits to be taken should be 255 rather than 265

5.1.4 Programme regulations: BEng/MEng in Mechanical & Manufacturing Engineering

Approved, subject to the following:

- Confirmation that the total credits to be taken should be 255 rather than 265
- Insertion of detail of derogation according to the Programme Regulations Template

5.2 Faculty of Humanities & Social Sciences

5.2.1 Legacy Readmission Request: MA in International Relations

Decision deferred. It was noted that in order to make a decision on this application some further clarification was required with respect to the student's registration record and appeal details.

It was noted that details under Question 3 of the form should be revised to reflect the student's record.

5.3 Faculty of Science & Health

5.3.1 Legacy Readmission Request: BSc in Biotechnology

Approved

5.3.2 Revision of programme regulations: BSc in Biotechnology and BSc in Genetics & Cell Biology

The change proposed was ‘to revise the programme regulations to ensure that in all cases, the third year contribution is calculated based on the 30 credits from semester one only’.

Approved, subject to the following:

- Confirmation that the proposed amendment impacts both the calculation of the precision mark in third year, and the year three contribution in year four
- That from 2019-2020 onwards the three five-credit modules (alternative INTRA pathway) taken by students in semester two would be classified as pass/fail modules on the academic structure. They therefore would not be included automatically in the third year precision mark calculation.

It was noted that the proposed amendment to the programme regulations approved for 2018-2019 would not be necessary from 2019-2020 onwards as the issue would be addressed through the classification of the alternative INTRA pathway modules as pass/fail, as outlined above.

5.4 DCU Institute of Education

5.4.1 Legacy Readmission Request: Professional Certificate/Diploma in Special and Inclusive Education

Approved, subject to the candidate surrendering the certificate parchment, if it has already been conferred

Other issues (not Faculty-specific)

6. Regulations and guidelines to support legacy re-admission decisions

The following amendments/issues were noted with respect to the discussion on the circulated document:

- To separate the regulatory and guideline elements into different sections of the document
- To further elaborate the definition of ‘Programme of Study’

- To provide links to exemptions forms in the document
- To add under paragraph 5.2 that Registry should receive a copy of any supporting medical documentation for legacy re-admission applicants, where applicable.
- It was clarified that in the cases of joint award programmes where an MOU/MOA exists then those rules apply in the context of legacy re-admission
- To consider if a student has appealed the decision of the PAB to request him/her to withdraw and the appeal is not upheld, can the legacy re-admission decision, overturn the appeal decision?
- It was suggested that it would be useful if the document also provided a link to the 'fitness to practice' policy, when it is available
- It was confirmed that USC will have oversight of the exemptions granted by Faculties in cases where a student has re-entered the same programme *ab initio* following an eight-year registration gap.

It was noted that the Chair would amend the document in light of USC's feedback and circulate to Faculties for discussion. It was anticipated that the document would be finalised at the 21 February 2019 meeting of USC.

7. Any other business

7.1 Operationalisation of the new module type

It was noted in implementing the new module type agreed by Academic Council in October 2018, Registry found that for the calculation to apply both in June and September the new module type could not be classified as resit Category 3B, as originally proposed, as a different code to instruct the module result calculation will have to be used. This will apply at module type level as it impacts on all the examination sittings and not just the resit.

The Director of Registry recommended to USC that existing category 3 resit module classification remains unchanged in definition for existing modules, which will remain classified as category 3. She requested that Faculties indicate the modules they wish to denominate as the new module type and indicated that Registry would allocate the relevant code to them once it is agreed with ITS.

This proposed change was agreed by University Standards Committee.

Signed: _____ Date: _____
Chair

Date of next meeting:

Thursday, 21 February 2019 9.30 a.m. in A204
