

## UNIVERSITY STANDARDS COMMITTEE

### MINUTES

Thursday 7 September 2017 in A204

9.30 am – 11.20 am

**Present:** Mr Jonathan Begg, Dr Jennifer Bruen, Dr Lorraine Delaney, Dr Greg Foley, Dr Mark Glynn, Ms Margaret Irwin-Bannon (Secretary), Mr Billy Kelly (Chair), Dr Garrett McGuinness, Ms Phylomena McMorrow, Dr Brien Nolan, Mr Brendan Power, Dr Justin Rami, Dr Joseph Stokes

**Apologies:** Dr Caroline McMullan

The Chair opened the meeting and welcomed Dr Lorraine Delaney as representative of Open Education and Mr Brendan Power, Student's Union representative, to their first meeting of University Standards Committee. He noted Dr Greg Foley was about to complete his term as Associate Dean of Teaching and Learning, Faculty of Science and Health and was stepping down from USC. He thanked him most sincerely for his contribution to USC.

### SECTION A: MINUTES AND RELATED ISSUES

#### 1. Adoption of the agenda

The agenda was adopted, subject to the addition of four items under AOB.

#### 2. Minutes of the meeting of 25 May 2017 (electronically approved 12 June 2017)

The minutes of the meeting of 25 May 2017 were noted and signed by the Chair.

#### 3. Matters arising from the minutes of 25 May 2017

- 3.1** It was noted that an exercise to eliminate duplicate modules on Akari has taken place and a structure is being put in place so that only those with administrator privileges can copy and edit (Item 3.1).

- 3.2** It was noted that a review of the structure of the Bachelor of Education and Professional Master of Education programmes, in order to reduce the need for derogations from Marks and Standards, had been completed. An outline proposal had been submitted to the Chair in August 2017 as requested, and it was expected that a revised version will be circulated for the consideration of University Standards Committee at its November 2017 meeting (Items 5.3.3 and 5.3.4).
- 3.3** It was noted that the Chair had discussed the issue of allowing changes to provisional results post-publication on the web, following the Semester 1 examination diet, with the Student Awards Manager. The issue had been raised originally in the context of incorrect marks impacting on students' INTRA placements in DCUBS. It was noted that Registry had concerns about introducing this practice. However, it was acknowledged that in specific cases, it may need to be addressed. It was suggested and agreed that the DCUBS would contact Registry in this regard, with a view to bringing a proposal to USC for its consideration (Item 3.6).
- 3.4** It was noted that the Chair and Secretary of USC are currently reviewing practice in other institutions with the aim of producing a draft external examiner's manual for the consideration of USC. It was noted too that the consideration of allowing flexibility with respect to the reciprocity regulations in the appointment of external examiners would be included within the document (Item 3.2).
- 3.5** It was noted that a policy document, which had been initiated in the context of rescinding an award in the case of plagiarism for research students, had been extended to include the revocation of awards and credits for all programmes both taught and research. It was noted that the draft was substantially completed and once agreed would be circulated to USC for information (Item 3.3).
- 3.6** It was noted that information on Period Programme Reviews and review by professional accreditation bodies had been provided by each of the faculties for reviews completed up to 2017 (Item 3.4).
- 3.7** It was noted that a process to address legacy re-admission applications, where a Progression and Award Board originally requested a student to withdraw, and then later submits a legacy re-admission request on the student's behalf, is currently being drafted (Item 5.2.2).

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

4.1.1 Professor Melanie Giles, University of Ulster  
BSc in Psychology  
Approved

4.1.2 Professor Aislinn O'Donnell, Maynooth University  
Modules in Open Education  
Approved

4.1.3 Dr Volodymyr Bilotkach, Newcastle University  
MSc in Management (Aviation Leadership)  
Approved

4.1.4 Professor David Kennedy, DIT  
BSc in Manufacturing Engineering with Business Studies  
Approved

**4.2 Change of Duties**

4.2.1 Ms Doris Corkin, Queen's University Belfast  
Higher Diploma in Children's Nursing  
Approved

4.2.2 Dr Margaret Graham, University of Limerick  
BSc in General Nursing)  
Approved

4.2.3 Professor Louise Bradley, TCD  
BSc in Applied Physics, BSc in Physics with Astronomy, BSc in Physics with Biomedical Studies  
Approved. It was noted that the change of duties for this external examiner and the external examiner referenced below (4.2.4) are the same on the submitted documentation. It was requested that clarification would be sought if both external examiners were covering off the same additional modules.

- 4.2.4 Professor Paul Callanan, UCC  
BSc in Applied Physics, BSc in Physics with Astronomy, BSc in Physics  
with Biomedical Studies  
Approved (please see note above under 4.2.3)

## 5. Other issues

The Chair noted concerns on the incidences of legacy re-admission applications coming before USC, where the time between first registration of the student and final completion following re-admission was extensive. It was noted in the discussion which followed that in the context of these types of applications additional guidelines and rules are required. This would be in addition to the need to provide guidance on a process where a student has been asked to withdraw and then returns through the legacy re-admission process.

### 5.1 DCUBS

#### 5.1.1 Legacy re-admission: MSc in Investment, Treasury and Banking

This application was approved under the strict condition that the student is granted only one academic session (2017-2018) to fully complete the programme. No deferral can be granted. The USC made this decision on the basis that the student has already had two repeat attempts in 2008-2009 and in 2009-2010. USC requested that this information would be communicated in writing by the Programme Chair to the student, in advance of registration.

#### 5.1.2 Legacy re-admission: Executive MBA Approved

USC has requested that the Programme Chair writes to the student indicating that it strongly recommends that the student completes the programme in the academic year 2017-2018.

### 5.2 Faculty of Humanities and Social Sciences

#### 5.2.1 Legacy re-admission: MA in Intercultural Studies Approved

### **5.3 DCU Institute of Education**

#### 5.3.1 CICE Legacy Academic Structure

USC approved the request that the existing programme structure be retained as accredited for the legacy CICE Bachelor of Education programme to bring the existing cohort (Year 3, 2017-2018) to completion of the programme.

#### 5.3.2 Legacy re-admission: Professional Certificate/Diploma in Special and Inclusive Education

Approved. It was noted the candidate has one year remaining which falls within the maximum registration period. The addition of two years, 2018-2019 and 2019-2020, to allow for the completion of the programme was approved.

## **6. Other issues (not Faculty-specific)**

### **6.1 Programme Regulations 2017-2018**

6.1.1 Undergraduate Certificate in Fundamentals of Plasma and Vacuum Studies 2017-2018  
Approved

6.1.2 BSc in Actuarial Mathematics 2017-2018 (revised)  
Approved

6.1.3 BSc in Biotechnology 2017-2018 (revised)  
Approved

### **6.2 Programme Regulations Template 2018-2019 amendment**

The Secretary proposed a change to the programme regulations template as follows:

- That under the heading *Resit Categories* it is required that Faculties provide the listing of resit category 2 and resit category 3 modules.

This was agreed.

It was suggested and agreed that some additional information would be inserted under the category 3 heading indicating that the continuous assessment mark (even if it is a

failed mark) is carried forward and used for calculating the overall module mark in the resit diet.

There was a general discussion on resit category 3 and the final examination of a module in terms of consistency of assessing learning outcomes, formative and summative assessment and the terminal examination assessing 100% of the learning outcomes. It was noted that these issues remain to be addressed and that the category 3 categorisation will be revisited to consider these issues.

## **7. Any other business**

### *7.1 Retrospective amendment to the programme regulations for the MINT programme*

A request to approve a retrospective change to the BSc in Marketing, Innovation and Technology programme regulations 2015-2016 was tabled. The proposed change was noted as follows:

*Under exceptional circumstances, and subject to the approval of the Faculty Teaching & Learning Committee, students may be permitted to progress to a year-long INTRA placement carrying one 5 credit module. Modules that have already been carried forward cannot be carried forward into a further academic year.*

In giving due consideration to the proposal USC decided that a retrospective change to the programme regulations for BSc Marketing, Innovation and Technology 2015-2016 was not the most appropriate way to deal with these exceptional circumstances. Rather USC approved the deviation from the published programme regulations for 2015-2016, in this particular case.

In addition, USC requested should there be similar exceptional cases in 2016-2017, (these should be identified by the Progression and Award Board) relating to the current published programme regulations (2016-2017), that a formal request is made by the Programme Board to USC for a change to the programme regulations. If approved, a change to regulations can then enable the Progression and Award Board to make the decision to allow the student(s) carry a 5-credit module to 2017-2018. It was agreed that this request would be considered electronically by USC.

Should there be potential changes to be made to the programme regulations already approved for 2017-2018, USC requested that these are submitted for its consideration at the November 2017 meeting.

### 7.2 *Update on Guru on automatisisation of EE1 forms*

It was noted that it was anticipated that following a planned presentation to Heads and Deans by Dr David Molloy in September 2017 on the automation of the EE1 process that a communication would issue to inform schools of the change to process in advance of the November meeting of USC.

### 7.3 *Programme Regulations publication date*

It was noted that the approved programme regulations for 2017-2018 would be published between Friday 8 September and Monday 11 September 2017.

### 7.4 *Feedback from Progression and Award Boards (PABs)*

The Chair noted two items of concern with respect to the conduct of the PABs in autumn 2017 as follows:

- There are emerging practices where staff, taking account of extenuating circumstances, are allowing students to resit category 2 modules. It was felt that the practice may cause inequity between students and suggested that it needs to be addressed through the programme regulations, rather than making decisions in an ad hoc manner. There is also no means to record these results.
- It is also noted that Progression and Award Boards in considering results for category 3 modules are allowing the examination only result to be the final module result in the autumn diet. This is also causing an inequity in the treatment of students between those who take the module in June and those who resit in autumn.

It was requested that both of these issues be addressed through amendment to programme regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Date of next meeting:**

Thursday, 9 November 2017

9.30 a.m. in A204