



**A meeting of the Royal Irish Academy of Music, Associated College Degrees Committee (RIAM ACDC) was held on 01 May 2024 at 10.00am at the Royal Irish Academic of Music.**

Present: Professor Neville Cox, Registrar (*Chair*)  
Professor Martine Smith, Dean of Graduate Studies  
Professor David Shepherd, Senior Lecturer/Dean of Undergraduate Studies  
Ms. Roisin Smith, Quality Officer  
Professor Justin Mac Gregor, Head of School of Creative Arts  
Professor Richard Duckworth, Second Representative from the School of Creative Arts  
Professor Carmel O Sullivan, Head of School of Education  
Professor Susan McCormick, Second Representative from the School of Education  
Professor Lynsey Callaghan, Research Representative & Chair of Doctoral Committee, RIAM  
Mr. Pdraig Rynn, Administrative Officer, Registry, RIAM

Apologies: Professor David Collins, RIAM Chair of Undergraduate; Mr Conn McCluskey, School of Education Manager; Professor Deborah Kelleher, RIAM Director; Ms Jo McNamara, School of Creative Arts Manager; Professor Kathleen Tynan, Chair of Postgraduate Committee, RIAM.

In attendance: Dr Michael Cleary-Gaffney, Academic Affairs; Dr Liz Donnellan, Academic Affairs; Ms Rima Fitzpatrick, Assistant Academic Secretary: Academic Affairs

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**RIAM/ACDC/23-24/015      Draft minutes of 07 February 2024 RIAM ACDC meeting**

The minutes of the meeting of the 07 February 2024 were approved.

**RIAM/ACDC/23-24/016      Matters Arising**

**RIAM/ACDC/23-24/07.1:** The Registrar stated that USC and Council approved an amended admissions process for the Bachelor in Music Education.

The Quality Officer stated that RIAM's English Language Policy and Education Recruitment Agent Policy was approved by Quality Committee and Council.

The Dean of Graduate Studies noted that at February's RIAM ACDC meeting it was noted that RIAM may have difficulty submitting external examiner nomination using the new automated process as RIAM staff did not have "tcd.ie" email addresses. The Quality Officer stated that RIAM can submit external examiner nominations to the Quality Office to enable the nomination to be considered for approval by the Dean of Graduate Studies.

**RIAM/ACDC/23-23/017      Standing update on Quality Assurance of Linked Providers by Quality Officer**

The Registrar invited the Quality Officer to provide an update on the following items:

- **Institutional Quality Review**

RIAM's Institutional Quality Review occurred on the 23<sup>rd</sup>-25<sup>th</sup> of April. The Quality Officer thanked RIAM for their work in preparing for the Institutional Quality Review. The Quality Officer noted that the Panel's Draft Review Report would be available in 12 weeks. The Quality Officer noted that the Final Review Report will come to RIAM ACDC for noting next year.

The Registrar and the Head of School of Education stated that they had attended some of RIAM Institutional Quality Review meetings and noted how pleasant the experience was. The Registrar also thanked RIAM for their work in preparing the for the review.

- **International Education Mark (IEM)**

The Quality Officer stated that the prospective launch date of the IEM is May 13<sup>th</sup> with the intention that institutions submit their IEM application on November 25<sup>th</sup>. The Quality Officer advised RIAM to commence preparing their application to be ready to submit in November. She noted that the dates are still tentative and that this was due to a delay with the Department of Further and Higher Education, Research, Innovation and Science.

- **Annual Dialogue Meeting**

The Quality Officer advised that RIAM's Annual Dialogue meeting with Trinity will be held on May 22<sup>nd</sup>. An agenda will be provided to RIAM and RIAM will make a presentation aligned to the agenda.

- **RIAM Policies**

The Quality Officer noted that the RIAM's English Language Policy and Education Recruitment and Agent Policy have been approved by Quality Committee and Council and RIAM can now publish these policies. RIAM's Fee Support and Education Assistance Policy will be considered for approval by Board in May. Once Board have approved RIAM can then publish the Fee Support and Education Assistance Policy.

**RIAM/ACDC/23-24/018**

**RIAM Programme Entries for Calendar part II and III for 2024/25**

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Proposed changes to RIAM programme entries for Calendar Part II and III were circulated. Mr Padraig Rynn stated that the proposed changes to part II relate to RIAM introducing two deadline application dates (December and March) for entry onto undergraduate programmes and two audition dates (January and April).

Mr Padraig Rynn stated that the English Language requirements for entry onto RIAM's undergraduate programmes and Master in Music Performance would remain unchanged with a minimum IELTS score of 5.5 or equivalent and for the Doctorate in Music Performance the score would be 6.5. In response to a question from the Quality Officer relating to how RIAM assisted prospective learners whose English may be weaker be admitted onto RIAM programmes, Mr Rynn stated that RIAM reviews all applications on a case-by-case basis and prospective students are made aware that all teaching occurs through English. In some cases, prospective students whose English may not be at a required standard will be recommended by RIAM to attend an English Language School prior to enrolling on a RIAM programme. Mr Rynn confirmed that recommendations to attend an English Language School is separate to applying to study on one of RIAM programmes.

The Dean of Graduate Studies noted that Trinity offers a 10-week pre-session intensive academic English programme for applicants with a conditional or unconditional offer for undergraduate and postgraduate study at Trinity. This programme may be something that RIAM could consider recommending to prospective RIAM learners with conditional offers. The Dean stated that information related to the pre-session programme would be shared with RIAM.

**Action:**

**RIAM/ACDC/22-23/018.1** Information relating to Trinity's Pre-Sessional Programmes be shared with RIAM.

**Decision:**

**RIAM/ACDC/22-23/018.2** RIAM ACDC approved the entries for the Calendar Part II and III 2024/25.

**RIAM/ACDC/23-24/019**

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**Changes to RIAM Handbooks for 2023/24**

A memorandum from the RIAM Director, dated 19 April 2024 was circulated which outlined a summary of minor changes being made to programme handbooks. Mr Rynn spoke to the item and stated that these changes relate to updating staff details, correcting typos, and deleting any duplicating information. Mr Rynn stated that the handbooks for 2024/25 would be completed by end of May.

**Decision:**

**RIAM/ACDC/22-23/019.1** RIAM ACDC approved the changes to the RIAM Handbooks for 2024/25.

**RIAM/ACDC/23-24/020**

**MMusPerf Curriculum Review – Update**

A memorandum from Dr Lynsey Callaghan dated 24 April 2024 was circulated which provided a curriculum update on the MMusPerf programme. Dr Callaghan spoke to the item and noted that RIAM are considering developing 5 specialised streams within the current master's programme. The proposed streams would provide focus on a particular area of study but within the broad design of the MMusPerf programme. These proposed streams are currently under consideration by external reviewers who are acting as critical friends and will be offering feedback on the proposals in mid-May.

The Registrar commended RIAM for critically evaluating their programmes and identifying ways to enhance their programme. The Senior Lecturer queried the genesis of the proposed streams. Dr Callaghan stated that RIAM had reviewed the curricula of similar programmes/conservatoires and considered feedback from external examiners when considering the development of new streams.

Dr Callaghan noted that introduction of streams would not lead to changes to the course title. Prospective learners would enrol onto the MMusPerf and then choose their stream. Each stream would comprise of a number of core modules which a student would complete. RIAM were advised to engage with Academic Affairs to support in the development of the proposed streams.

**RIAM/ACDC/23-24/021 Standing items on communication:**

- i) Inter-institutional collaboration including research: Heads of School of Education and Creative Arts and RIAM Director

The Registrar invited the Head of School of Education to provide an update.

The Head of School of Education stated that the School of Education and RIAM are working collaboratively to supervise PhD students. It is hoped that this collaboration will build both experience and capacity to in time supervise more PhD students. It is hoped that staff RIAM may contribute to the delivery of the Master in Education Music which is offered by the School of Education.

The Trinity Elective "*Music Making, The Arts and Society*" which is co-delivered by the School of Education and RIAM ran during Hilary term and was open to students from RIAM. Students on the elective used RIAM's facilities during the in-person music creations sessions. Feedback from students has been noted to be positive.

The Head of the School of Education stated that there was no update on funding applications made which RIAM and TCD are collaborating on.

The Registrar invited the Head of School of Creative Arts to provide an update.

The Head of School of Creative Arts stated that the Samuel Beckett Theatre has now become a school asset. The School has also acquired the Arts Technology Research Laboratory (ATRL) located on Pearse Street and the School is at present doing an inventory of the existing equipment within the ATRL.

The School of Creative Arts noted the appointment of a new Associate Professor to the School. The School outlined its openness to enhance collaboration between the School and RIAM.

- ii) Policies and procedures relevant to RIAM: Senior Lecturer/Dean of Undergraduate Studies and Dean of Graduate Studies

The Registrar invited an update from the Senior Lecturer.

The Senior Lecturer advised members that TCD is currently reviewing its regulations relating to student attendance. The Senior Lecturer stated that he would welcome any comments or view from RIAM on how to enhance the attendance regulations. Dr Lynsey Callaghan stated that RIAM's smaller student population enables faculty to identify students who are not attending and follow up with them to understand poor attendance. Dr Callaghan also noted that when delivering her Trinity Elective that attendance from Trinity students was low. The Senior Lecturer stated that the Virtual Learning Environment is currently being reviewed and it is hoped that its functionality can be enhanced to include monitoring student attendance.

The Senior Lecturer noted that Trinity was continuing to explore avenues to ensure that all undergraduate students complete credit bearing modules that address Education for Sustainable Development themes and develop key competencies for sustainability both within and beyond their discipline(s). The Senior Lecturer queried if and how RIAM engaged with sustainability within its curricula. Dr Lynsey Callaghan stated that within the Trinity Elective entitled

*“Music Making, The Arts and Society”* students are exposed to topics related to climate change, climate action and sustainability. Dr Callaghan noted that RIAM Faculty are members the European Association of Conservatoires which promotes the inclusion of sustainability in music and music education.

The Registrar invited an update from the Dean of Graduate Studies.

The Dean of Graduate Studies stated that Trinity introduced new procedures for dealing with cases of suspected academic misconduct. The academic year 2023-24 saw a pilot of these procedures. Feedback on the new procedures was provided by key stakeholders which has led to some amendments being made to the regulations and procedure. The Dean of Graduate Studies stated that Trinity has enhanced its system to facilitate the recording of academic misconduct cases and noted that it is important that Schools record cases of academic misconduct. The Dean noted that Trinity has a number of resources relating to academic misconduct. The Senior Lecturer suggested that RIAM contact Ms Lizzie Whitcher in Academic Affairs who has responsibility for the management and oversight of activities relating to academic integrity and misconduct for guidance on matters related to academic integrity.

The Dean noted that Trinity is focusing on enhancing its regulations, and procedures in relation to generative artificial intelligence (Gen AI). She noted that Trinity is currently developing a statement on Gen AI. RIAM stated that it will also be reviewing its policies in relation to Gen AI. Currently, the use of Gen AI sits within RIAM’s plagiarism policy. The Dean stated that Trinity will share resources in relation to Gen AI.

The Dean noted that that that Trinity has adopted a Postgraduate Taught Research Model Framework where for postgraduate taught masters, the research project can entail 5 different models (dissertation, performance, digital artefact, portfolio and practice). Within this model, it is understood that co-supervision can be external to Trinity (e.g., supervising academic from other University, industry, line manager). Trinity is developing a framework for postgraduate taught research supervision which outlines the roles and responsibilities of all involved in the supervisor – student research. Trinity has also developed guidelines for resolving conflict in supervisor – research student relationship.

**RIAM/ACDC/23-24/022      Any Other Business**

- i.        The Registrar noted and congratulated the RIAM Director, Professor Deborah Kelleher on being elected to Honorary Fellowship of Trinity College Dublin.
- ii.       The Registrar noted that the Head of the School of Education, Professor Carmel O’Sullivan had been appointed as Faculty Dean for Arts Humanities and Social Sciences.
- iii.      The Registrar noted that Professor David Shepherd’s term as Senior Lecturer was coming to an end.
- iv.      RIAM ACDC members noted their thanks and appreciation to Professor Carmel O’Sullivan and Professor David Shepherd.

A memorandum from the RIAM ACDC Secretary was circulated and members noted the proposed RIAM ACDC dates for the next academic year. The Registrar suggested that the 1<sup>st</sup> and 3<sup>rd</sup> RIAM ACDC meeting be held in RIAM and the 2<sup>nd</sup> meeting be held in Trinity. Members agreed to this proposal.