



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Academic Affairs, Trinity Teaching & Learning Annual Report 2021/22

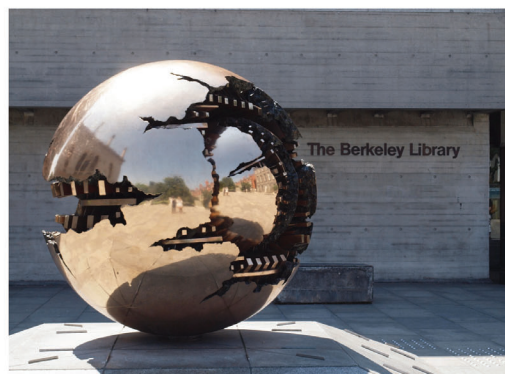




Table of Contents

FOREWORD.....	3
INTRODUCING ACADEMIC AFFAIRS.....	4
Remit.....	4
Key activities.....	4
Personnel.....	5
REPORT STRUCTURE.....	6
I. COURSE PROPOSALS, CURRICULUM DEVELOPMENTS AND INTER-INSTITUTIONAL FRAMEWORK AGREEMENTS	7
II. MICRO-CREDENTIALS (HCI PILLAR 3)	8
III. COMMITTEES.....	10
Management and support	10
University Council.....	10
Undergraduate Studies Committee (USC)	11
Graduate Studies Committee (GSC)	11
Associated Colleges Degrees Committee (ACDC)	11
Membership of Trinity committees	12
IV ACADEMIC POLICIES	14
V ANNUAL OFFICERS.....	15
Senior Lecturer/Dean of Undergraduate Studies	15
Dean of Graduate Studies	15
Registrar	15



Trinity College Dublin

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The University of Dublin

VI	STRATEGIC INITIATIVE - STRATEGIC ALIGNMENT OF TEACHING AND LEARNING ENHANCEMENT (SATLE) FUNDING IN HIGHER EDUCATION	16
VII	TRINITY TEACHING & LEARNING (TT&L) INITIATIVES.....	17
	Trinity Institutional Review (CINNTE).....	17
	Professional Class of Award and the Diploma Supplement	17
VIII	LOOKING FORWARD TO 2022/23	18
	Academic Affairs Quality Review	18
	Postgraduate course proposal process	18
	Academic policies	19



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Foreword

I am delighted to present the third annual report of Academic Affairs. The report captures the work of Academic Affairs during 2021/22, which proved to be a very busy year for the team in providing information, advice, and guidance on the development of academic policy and regulations, supporting the development of course proposals, and articulation and inter-institutional agreements across undergraduate and graduate education, and in managing the academic committees of University Council.

The COVID-19 crisis which resulted in College closure saw Academic Affairs continuing to deliver the majority of its activities remotely, harnessing the affordances of online platforms such as ZOOM and Microsoft Teams to convene meetings of the Graduate Studies Committee (GSC) and the Undergraduate Studies Committee (USC) for most of the academic year. There was a return to in-person meetings for GSC and USC in May 2022.

The Academic Affairs team returned to West Theatre during March and April 2022 with most staff opting to participate in the College's Blended Working Pilot, which will continue to August 2023. The majority of Academic Affairs activities are continuing to be delivered online, however, it is expected that there will be a greater number of in-person meetings in the coming academic year.

2022/23 is expected to be another busy year with several new initiatives and developments presenting opportunities for Academic Affairs. Such new initiatives include the implementation and delivery of the Horizon 1 Work Plan of the Postgraduate Renewal Programme, a strategic objective of the Trinity Strategic Plan (2020-2025); development of new College policies and resources on Academic Integrity by the Academic Integrity Working Group (AIWG); a Quality Review of Academic Affairs, which will involve the preparation of a Self-Assessment Report by Academic Affairs and hosting of an in-person visit of the External Review Panel from 31 January to 2 February 2023.

Over the coming year Academic Affairs will be concentrating its efforts on continuing to develop online interactive resources and its online presence to ensure that new academic policies/procedures, regulations, and Academic Affairs' activities are better communicated and disseminated across the Trinity community.

Lastly, I would like to acknowledge the dedication and commitment of the team who ensure the delivery of the Academic Affairs' remit to the highest standards.

Assistant Academic Secretary

Academic Affairs



Introducing Academic Affairs

Academic Affairs is one of five divisions of Trinity Teaching & Learning (TT&L). Staff members work closely with colleagues in all divisions of TT&L in carrying out its remit.

Remit

Academic Affairs is responsible for informing the development of academic policy, regulations and standards, course proposals and collaborative agreements in line with national and European legislation and Trinity policy; and supporting the Academic Secretary and the Annual Officers on policy development, strategic initiatives, and the management of academic committees.

Key activities

The core activities of Academic Affairs in carrying out its remit are to:

- Inform and guide the development of course proposals, micro-credentials, and stand-alone modules for credit.
- Guide the review and development of new collaboration agreements and memorandums of understanding.
- Develop, update, and review academic policies, procedures, and regulations.
- Review and update specific sections of the Calendar Part II and advise on changes to the Calendar Part III annually.
- Develop proposals that inform decision-making in the context of the work of the academic committees of University Council, and the wider remit of Academic Affairs.
- Produce guidelines and reports, including annual reports, to inform academic policy and practice development.
- Manage all aspects of work relating to USC and GSC, provide documentation for the University Council agenda, and act as its minute secretary.
- Manage all aspects of work relating to the sub-committees of USC and GSC, working groups, and the Associated Colleges Degrees Committees (ACDC).
- Represent Academic Affairs on College and externally convened committees/working groups relating to the remit of Academic Affairs.
- Provide guidance to Schools and disciplines on the interpretation and implementation of academic policy, regulations, and course proposal development.
- Ensure that academic regulations, policies, and procedures are in a format accessible to the College community.
- Deliver workshops and information sessions and provide resources to Schools and disciplines to support course proposal development and the implementation of academic policy and regulations.
- Manage strategic funding initiatives relating to teaching and learning on behalf of the Academic Secretary.
- Inform and support the annual Academic Officers (Senior Lecturer/Dean of Undergraduate Studies, Dean of Graduate Studies, and the Registrar) on academic policy/regulations development, academic committee work, and on strategic initiatives.



- Establish and build relationships with members of the College community and work in partnership with colleagues to achieve the remit of Academic Affairs.

Personnel

In 2021/22, Academic Affairs had a complement of five full-time members of staff consisting of the Assistant Academic Secretary: Academic Affairs, two Administrative Officers and two Education Support Officers.

Personnel profiles

Linda Darbey is the Assistant Academic Secretary: Academic Affairs with responsibility for implementing the remit of Academic Affairs in respect of undergraduate and graduate education. Linda ensures that Academic Affairs realises its remit and acts as a centre of expertise, and delivers on Trinity's strategic priorities and objectives.

Linda holds an M.Ed. and a PG Dip. in Technology and Learning from Trinity, and a B.A. (Psychology) from UCD. Linda has 27 years' experience working in the education sector with over 20 years' experience of leading initiatives and projects at EU and national levels. Linda joined Trinity in January 2019.

Ewa Sadowska joined Trinity in September 1995 and holds an M.Phil. (Warsaw), M.Litt., Grad. Dip. Bus. St. (N.C.E.A.), Dip. H.E.P. As an administrative officer Ewa provides support to the Dean of Graduate Studies as Secretary to GSC, and as advisor to Schools in the development of postgraduate course proposals and agreements. Ewa advises the Assistant Academic Secretary: Academic Affairs on matters relating to graduate education.

Sorcha De Brunner joined Trinity in 2004 and holds a B.A. and LL.B. from NUIG and M.Sc. (Equality Studies) from UCD. She received the M.A. (j.o.) in 2021. As an administrative officer Sorcha is currently focused on undergraduate education, particularly in the areas of academic regulations,

policy, and course proposal development. She has been reviewing and providing feedback on undergraduate course proposals, internally and externally, since 2008. In 2021/22 Sorcha also had the responsibility for managing and coordinating the work of the USC and the review work associated with the Calendar Part II.

Laoise Quinn was a member of the team in Academic Affairs from March 2021 – February 2022. Laoise's areas of responsibility included, acting as Secretary to GSC and to the USC/GSC Sub-committee on HCI Pillar 3 Micro-credentials, advising on the development of course proposals and supporting the activities of Academic Affairs. Laoise left Academic Affairs to take up the position of School Administrative Manager in the School of Genetics and Microbiology.

Welcoming Ciara Conlon who joined the team in November 2021. Ciara joined Academic Affairs in November 2021 as an Education Support Officer. She is Secretary to the ACDC and the Trinity Electives Sub-committee and provides support to Academic Affairs in the areas of undergraduate education, academic policy development and website management. She holds an M.Sc. in Applied Social Research from Trinity and a B.A. (Hons) in Anthropology from the University of Sussex. Ciara has previously worked in the higher education sector in a research capacity.



Report structure

This report presents the work of Academic Affairs delivered during 2021/22 under the following sections:

- I. Course proposals, curriculum developments and inter-institutional framework agreements
- II. Micro-credentials (HCI Pillar 3)
- III. Committees
- IV. Academic policies
- V. Annual officers
- VI. Strategic initiative - Strategic Alignment of Teaching and Learning Enhancement (SATLE) funding in Higher Education
- VII. Trinity Teaching & Learning (TT&L) initiatives
- VIII. Looking forward to 2022/23



I. Course proposals, curriculum developments and inter-institutional framework agreements

Academic Affairs reviews proposals for new programmes and those related to significant curriculum developments at undergraduate and postgraduate levels, providing extensive feedback and support to Schools throughout the development and approval process. Advice is also provided to Schools with minor curriculum revisions. All Trinity course proposals are developed and approved in line with the 'New Programme Design and Approval Policy' (<https://www.tcd.ie/teaching-learning/academic-policies/assets/new-prog-design-approval-jan2020.pdf>), which ensures that the same standards are applied to all programmes, including course proposals submitted by Trinity's linked providers, Marino Institute of Education (MIE) and the Royal Irish Academy of Music (RIAM), and those developed under inter-institutional framework agreements/partnerships.

Academic Affairs also reviews undergraduate course curriculum mapping documentation, due diligence forms, and legal agreements concerning proposed articulation routes and for dual and joint degree programmes.

The development of stand-alone modules for credits is an area of growth in Trinity. Academic Affairs provides feedback on Trinity Electives through membership of the Trinity Electives sub-committee of USC, and advice and feedback on new bespoke open modules, the Human Capital Initiative (HCI) Pillar 3 Micro-credentials (Micro-credentials, p. 8 below), and the HEA-funded blended mobility modules related to Sustainable Development Goals overseen by Trinity Global.

During 2021/22 Academic Affairs undertook significant work on developing course proposal templates, guidelines, and online resources to reflect the new undergraduate curriculum architecture and types of postgraduate awards. Information on University Council approved courses is available from a designated webpage <https://www.tcd.ie/teaching-learning/academic-affairs/course-development/course-proposals/index.php>

A list of course proposals reviewed and supported by Academic Affairs, the majority of which were sent for consideration and approval by University Council in 2021/22, is presented in Table 1 below, along with other curriculum developments supported by staff.



Table 1: Course proposals and curriculum developments 2021/22

Undergraduate proposals & curriculum developments 2021/22		Postgraduate proposals & curriculum developments 2021/22	
1	Revised Music curriculum for single- and joint-subject entry routes.	1	Validated M.E.S. with a PG Dip. in Primary Mathematics Education.
1	Re-accreditation curriculum review of the B.Mus.Ed.	1	Revised PME (Post Primary with PG Dip. in Educational Studies
3	Review of blended mobility modules for HEA funding.	1	PG Cert. in Equity in Brain Health (Atlantic Fellows).
7	Review of four new modules in MIE, and of amendments to three existing modules.	2	M.Sc. in Global Mental Health with PG Dip. exit.
1	Review of Global Engagement module from School of Nursing and Midwifery.	1	M.Sc. in Applied Clinical Neuropsychology, with a PG Dip. exit.
1	Initial work in relation to a new minor subject in Arabic.	1	Framework-based M.Phil. in Applied Intercultural Communications, PG Dip. and PG Cert. (HCI) Pillar 3.
4	Trinity Electives: i. Creativity and Technology ii. Life and Death in Data: Plagues, Pestilence and Pandemics iii. Systems – the Science of Everything iv. Music Making, The Arts and Society	1	(HCI) Pillar 3 Expansion of existing 1-year full-time PG Dip. in Engineering for Climate Action with the introduction of a 2-year part-time framework-based PG Cert./PG Dip. Top-up from 2022/23.
		1	HCI Pillar 3 Revised Framework-based PG Cert. and PG Dip. (Top-up) in Immune Therapies.
		1	MSc in Statistics and Sustainability with PG Dip. exit.
		1	Dual Postgraduate arrangement with Columbia University for the Integrated Engineering, and Engineering with Management programmes.

II. Micro-credentials (HCI Pillar 3)

Trinity continued its development of micro-credentials under HCI Pillar 3 in 2021/22 allowing for flexible and inclusive professional learning that is designed to meet the needs of industry, business, and employees.



Four Trinity Schools are participating in the HCI Pillar 3 micro-credential pilot programme – the Schools of Engineering, Nursing and Midwifery, Social Work and Social Policy, and the Trinity Business School.

The following criteria apply to micro-credentials:

- Credit that is offered for continuing/professional development purposes.
- Specifically designed to upskill the workforce.
- May be stackable.
- Flexible delivery to meet the needs of industry, business, and employees.

For the purposes of the micro-credentials pilot programme Trinity micro-credentials are offered at level 9 of the National Framework of Qualifications (NFQ) and are offered in units of 2.5¹ ECTS, 5 ECTS or 10 ECTS.

Ten micro-credentials were approved by the USC/GSC Sub-committee on HCI Pillar 3 Micro-credentials, which met on three occasions in 2021/22 (see Table 2 below).

Table 2: University Council approved Micro-credentials 2021/22

University Council approved Micro-credentials 2021/22	
4	School of Engineering Advanced Spatial Analysis using GIS; Introduction to XR: Applications and Technologies; Motion Picture Engineering; Spatial Audio
3	School of Nursing and Midwifery Enacting Human Rights in the Lives of Adults with Intellectual Disabilities; Application of Simulation Practice in Healthcare; Advanced Health and Assessment Practice for Healthcare Practitioners
1	School of Social Work and Social Policy Equality, Diversity, and Inclusion: Policy and People
2	Trinity Business School The Principles and Practices of Business & Human Rights; Entrepreneurship for the Nature-based Enterprise

A Micro-credential Award Architecture Working Group was established by University Council in June 2021 with the remit to review, advise on, and recommend a postgraduate level award architecture for micro-credentials leading to a non-major award. Academic Affairs, which was represented on the working group, informed the development of options for a flexible structured framework for micro-credentials which were approved by University Council on 6 April 2022. Following approval of the options five recommendations for implementation of the award pathways were approved by University Council on 1 June 2022. Recommendation 2: ‘Adopt the EU definition of a micro-credential’ resulted in the adoption of the European Council definition of micro-credentials by Trinity as follows:

¹ For the 2021/22 academic year micro-credentials consisted of 5 ECTS or 10 ECTS.



‘Micro-credential means the record of the learning outcomes that a learner has acquired following a small volume of learning. These learning outcomes have been assessed against transparent and clearly defined standards. Courses leading to micro-credentials are designed to provide the learner with specific knowledge, skills and competences that respond to societal, personal, cultural, or labour market needs. Micro-credentials are owned by the learner, can be shared and are portable. They may be stand-alone or combined into larger credentials. They are underpinned by quality assurance following agreed standards in the relevant sector or area of activity (European Council, 2021).²

III. Committees

Management and support

Academic Affairs works closely with the Senior Lecturer/Dean of Undergraduate Studies, the Dean of Graduate Studies, and the Registrar, and provides support to University Council and its principal committees namely, the Undergraduate Studies Committee (USC) and the Graduate Studies Committee (GSC), and the sub-committees of University Council – the Associated Colleges Degree Committees (ACDC) of Marino Institute of Education (MIE) and the Royal Irish Academy of Music (RIAM).

Table 3: Committees supported by Academic Affairs – Key figures 2021/22

Key figures 2021/2022	
7	Committee/sub-committees supported
37	Individual meetings supported
9	University Council
8	Undergraduate Studies Committee
9	Graduate Studies Committee
6	Associate College Degree Committees
3	Trinity Electives Sub-committee (inc. Trinity Electives assessment review meeting)
3	USC/GSC Sub-committee on HCI Pillar 3 Micro-credentials

University Council

The Assistant Academic Secretary: Academic Affairs is the minute secretary for University Council and ensures that decisions relating to University Council’s consideration of course proposals are communicated on the [Course Developments](#)’ webpage and to Academic Affairs staff responsible for undergraduate and graduate education. In 2021/22 there were nine meetings of University Council. Six meetings took place on ZOOM due to Covid-19 restrictions.

² Proposal for a Council recommendation on a European approach to micro-credentials for lifelong learning and employability, European Commission (paragraph 5(a)), 10/12/2021.



Undergraduate Studies Committee (USC)

Eight meetings of USC were held in 2021/22. Seven of these were conducted online using ZOOM, with the final meeting of the year held in-person and online in the Trinity Boardroom, TBS, which was preceded by a lunch to provide members and attendees an opportunity to interact informally. Support was provided to the Senior Lecturer/Dean of Undergraduate Studies in setting meeting agendas, collating and circulating papers, reviewing undergraduate course proposals, reviewing various undergraduate initiatives and practices across the University, reviewing documentation submitted for circulation, in the compilation and preparation of the Senior Lecturer's Annual Report 2020/21, and in the revision and development of policies. Papers were circulated using both the Diligent platform and SharePoint.

Graduate Studies Committee (GSC)

Nine meetings of the GSC were held in 2021/22. Eight meetings were held on ZOOM and the final meeting of the year was held both online and in-person. Support was provided to the Dean of Graduate Studies (DGS) in the drafting of documentation, in the collation and review of papers for circulation, setting up the agenda, in the progression and review of postgraduate course proposals, the development and revision of policies, and on uploading circulated papers to SharePoint and Diligent.

Associated Colleges Degrees Committee (ACDC)

Marino Institute of Education (MIE) and the Royal Irish Academy of Music (RIAM)

There were three scheduled meetings of each of the MIE and the RIAM ACDC in 2021/22. The Education Support Officer acted as Secretary to the two committees, providing information, advice, and guidance to the Registrar regarding Trinity's inter-institutional relationships with the Associated Colleges of Education. In 2021/22, work was undertaken to enhance the process of submission of course proposals, such as creating a course proposal outline form and reviewing the agreements between MIE and RIAM and Academic Affairs, and the timelines for the submission of documentation to ACDC for consideration and approval.

Trinity Electives Sub-committee

In 2020/21, the Trinity Electives Sub-committee was established as a sub-committee of USC and the administrative support for the Trinity Electives Sub-committee moved into Academic Affairs. The Education Support Officer assisted two full sub-committee meetings, and an assessment review meeting to consider a report on the marks and grades awarded to students across all the Trinity Electives delivered during 2021/22. Support work included the setting of agendas, circulation of papers, minute taking, initial drafting of the Trinity Electives Annual Report, collation of reports on marks and grades awarded and capacity of Trinity Electives, preparation of documents, and follow up on actions. Other activities carried out by the Education Support Officer to aid the Trinity Electives sub-committee includes, the maintenance and updating of the Trinity Electives website, collation and updating of programme rules to enable online selection, collation and revising of information on each Trinity Elective to feed into the online system and the website, responding to a significant number of queries during the year (particularly the start of each semester, the marking and results periods and the submission of students' online preferences). In addition, the Trinity Electives module proposal form was reviewed and redrafted to make it more accessible, and [online resources](#) to support the development of Trinity Electives proposals were created for the Academic Affairs website.



[USC/GSC Sub-committee on HCI Pillar 3 Micro-credentials](#)

The Sub-committee met once per term, with additional meetings at the discretion of the Chair. In 2021/22 three meetings were held – 22 September 2021, 7 February 2022, and 9 May 2022.

The Terms of Reference and membership of the sub-committee were reviewed and updated to reflect the focus of the micro-credentials pilot programme on NFQ level 9. The sub-committee has been renamed as the GSC sub-committee on HCI Pillar 3 Micro-credentials.

Membership of the sub-committee in 2021/22 comprised Directors of Undergraduate Teaching and Learning (DUTL), Directors of Teaching and Learning, Postgraduate (DTLP), module co-ordinators, TT&L divisions - Academic Practice and the Trinity Careers Service, the Graduate Studies Office, Academic Registry, Programme Director: Micro-credentials, and representatives from Students' Unions. Administrative support for the sub-committee was provided by Academic Affairs.

[Membership of Trinity committees](#)

[Quality Committee](#)

The Assistant Academic Secretary: Academic Affairs was in-attendance at meetings of the Quality Committee in 2021/22, of which there were four.

[Academic Integrity Working Group](#)

The Assistant Academic Secretary: Academic Affairs was invited to represent TT&L on the Academic Integrity Working Group from 9 February 2022. There were five meetings of the Working Group in 2022. A [Statement of Principles on Integrity](#) developed by the Working Group was approved by University Council on 4 May 2022. Three workstreams of the Working Group were established on 2 June 2022 with the Assistant Academic Secretary: Academic Affairs representing Academic Affairs on the 'Policies, Procedures, and Promoting Academic Integrity Awareness' workstream. The workstream is tasked with reviewing existing Trinity policies, procedures, and regulations relating to Academic integrity and misconduct and will recommend the development of new policies and changes to existing policies as appropriate.

[Postgraduate Renewal Systems and Processes Work Package](#)

The Assistant Academic Secretary: Academic Affairs is a member of the 'Postgraduate Renewal Systems and Processes' Work Package, the establishment of which was approved by Council on 15 December 2021. Three meetings of the Work Package were held in 2022. The Work Package proposed recommendations on Systems and Processes priorities to be addressed by the Programme Renewal Work Plan in 2022/23. The Work Plan was approved by Council on 4 May 2022.

[HCI Logistics Advisory Group](#)

The HCI Logistics Advisory Group was established in November 2020 by the Vice-Provost/Chief Academic Officer to ensure that the necessary technical, information technology, logistical, operational and support needs of the HCI Pillar 3 clusters are in place to ensure the execution of the HCI Pillar 3 deliverables over the five years of the initiative. The Assistant Academic Secretary: Academic Affairs represented Academic Affairs on the Advisory Group, which met each month in 2021/22.



[HCI Cluster 1 Working Group on TCD/IUA Micro-credentialing Pilot Project](#)

The Cluster 1 Working Group is responsible for delivering the Trinity element of the cross-disciplinary pilot project on micro-credentials in close cooperation with the IUA and involves four Trinity Schools participating in the pilot project. The Assistant Academic Secretary: Academic Affairs represents Academic Affairs on the Working Group, which met on four occasions in 2021/22.

[Micro-credential Award Architecture Working Group](#)

Academic Affairs was represented on this Working Group by one of its Administrative Officers. The Working Group was established to explore the relevant academic and administrative issues associated with the establishment of postgraduate award pathways for Trinity Micro-credentials, and to prepare recommendations on an award architecture for consideration by the University Council. It met on three occasions and produced two papers, the first contained a preliminary set of options for micro-credentials, which were approved by Council in April 2022. The second document put forward several recommendations to support the implementation of a micro-credential award pathway and was approved by Council in June 2022.

[Academic Affairs meetings with Trinity Global](#)

Academic Affairs and Trinity Global met on two occasions during the academic year to discuss new and existing initiatives and activities, and to share and exchange information and practice. The 2021/22 meetings were convened and chaired by Trinity Global.

[Undergraduate Prospectus Working Group](#)

An Administrative Officer represented Academic Affairs on the Undergraduate Prospectus Working Group. The Working Group met on one occasion to discuss the information to be provided to potential undergraduate applicants and agree on format changes to course and subject entries. The Administrative Officer provided inputs related to USC decisions and ensured that information on new courses was included.

[Undergraduate Common Architecture Governance Committee \(UCAGC\)](#)

An Administrative Officer represented Academic Affairs on the Undergraduate Common Architecture Governance Committee and ensures a strong link between it and USC. UCAGC was established in 2020/21 and there were seven meetings in 2021/22, with further business conducted via an e-mail approval procedure.

[Membership of external committees](#)

[Programme for Access to Higher Education \(PATH\) Steering Group](#)

In 2016 the HEA established the Programme for Access to Higher Education (PATH). PATH provides funding to Higher Education Institutions (HEIs) to increase access to higher education for individuals from under-represented groups (socio-economic groups with low participation levels, first-time mature students, students with disabilities, Irish Travellers, lone parents, ethnic minorities, and students progressing on the basis of a further education award).

The Assistant Academic Secretary: Academic Affairs was the Trinity institutional representative on the Leinster Pillar 1 Cluster PATH Management Steering Group led by University College Dublin until March 2022 and attended three meetings of the group in 2021/22. PATH comprises Trinity College



Dublin (Trinity Access), Institute of Art, Design and Technology (IADT), the National College of Art and Design, and Marino Institute of Education. The PATH Strand 3 programme consists of the following four projects:

1. Community Mentoring (CM) led by Trinity Access
2. The Creative Arts Summer School (CASS)
3. Open Learning (OL)
4. Dublin Learning City (DLC)

National Academic Integrity Network (NAIN)

The National Academic Integrity Network (NAIN) is a peer-driven network on Academic Integrity that was established by Quality and Qualifications Ireland (QQI) in November 2019. NAIN has produced 'Academic Integrity Guidelines' and 'Academic Integrity National Principles and Lexicon of Common Terms' for Higher Education Institutions.

The Assistant Academic Secretary: Academic Affairs is one of four Trinity representatives on NAIN. She attended the NAIN Plenary meeting on 5 May 2022, which discussed the 'Draft Framework for Academic Misconduct Investigation and Case Management' and the 'NAIN Strategy 2022-24'.

IV Academic policies

Academic Affairs, in association with the Quality Office, reviews, updates and develops academic policies/procedures on an ongoing basis. In 2021/22 Academic Affairs progressed work on four policy areas, which were subsequently approved by University Council (<https://www.tcd.ie/teaching-learning/academic-policies/>):

1. Return of Coursework Policy – changes to the policy were approved by Council on 6 April 2022.
2. The Programme Handbook Policy Appendices were updated and published on the TT&L website in February 2022.
3. Curriculum Glossary (new) – the Glossary of curriculum-related definitions was developed by Academic Affairs in consultation with the Academic Secretary, TT&L Directors, HCI Pillar 3 Project Manager and Cluster Chairs, the Undergraduate Common Architecture Officer Manger, Trinity-INC Academic Project Director, and the Academic Officers in 2021/22. Council approved the Curriculum Glossary in June 2022. The [Glossary](#) is available from the Academic Policies webpage.
4. Statement of Principles on Integrity (new) – Academic Affairs informed the development of the Statement of Principles through its membership of the Academic Integrity Working Group. The Statement was approved by Council on 4 May 2022.



V Annual officers

Senior Lecturer/Dean of Undergraduate Studies

Academic Affairs provided support to the Senior Lecturer/Dean of Undergraduate Studies in the management of USC, drafting memoranda and policies/procedures, conducting research, progressing work on course proposals and curriculum reviews.

Key activities undertaken were:

- Collating and drafting the Senior Lecturer's Annual Report for 2020/21.
- Reviewing and updating of the Calendar Part II.
- Updating derogations on the assessment and progression regulations.
- Reviewing and developing policies/procedures.
- Contributing to assessment contingency plans related to COVID.
- Contributing significantly to the resolution of issues related to the implementation of new Gold Medal criteria.
- Providing guidance in relation to progression and award regulations, documentation submitted for circulation to USC and other undergraduate education developments.
- Drafting documents for circulation to Council and/or Board.

Dean of Graduate Studies

Academic Affairs provided support to the Dean of Graduate Studies in the management of GSC, drafting memoranda and policies/procedures, progressing work on course proposals and on the Calendar Part III. Support was also given to the GSC Sub-committee on HCI Pillar 3 Micro-credentials as well as assisting a School with the development of a Structured PhD module (Category 2), and advising on the revision of several existing postgraduate courses.

In addition, support was provided for the running of GSC meetings. An Administrative Officer acted as Secretary to GSC. Academic Affairs also managed the collation of the Dean of Graduate Studies Annual Report 2020/21.

Registrar

The Education Support Officer acted as Secretary to ACDC - MIE and RIAM, providing information, advice, and guidance to the Registrar on matters relating to the Linked Providers and the preparation and circulation of documentation for meetings.

The Registrar was also assisted with miscellaneous proposals and queries concerning degree titles, amending programme degree outcomes, and altering degree classification, through the provision of information and advice.

Following the inclusion of Law as a subject in the Trinity Joint Honours programme and the creation of a new combination with History, an Administrative Officer in Academic Affairs prompted the creation of a new degree title, Bachelor in Law and History. The Registrar was assisted in this matter



through the drafting of documentation for Council approval. This degree title is currently awaiting Senate approval.

The amalgamation of RIAM's undergraduate degree programmes in Music Performance and Music Composition was finalised in 2021/22. One programme in Music Performance and Composition, leading to the degree of Bachelor in Music (Mus.B.), which was an existing but unused degree title in the University was established. Representations from RIAM to alter the abbreviation from Mus.B. to B.Mus. was investigated by the Administrative Officer to see if such a change could be accommodated. The change was approved by the University Senate.

Assistance was provided to the Academic Officers in relation to a request from RIAM to lower the International English Language Testing System (IELTS) language requirement for RIAM Diploma, Bachelor, and Master programmes from 6.5 to 5.5 on a two-year trial basis. Academic Affairs provided advice in relation to the IELTS requirements in comparable institutions and the implications of changing this requirement. The proposal was approved by RIAM ACDC and subsequently by USC and Council.

VI Strategic initiative - Strategic Alignment of Teaching and Learning Enhancement (SATLE) funding in Higher Education

In February 2021 Trinity received Strategic Alignment of Teaching and Learning Enhancement (SATLE) 2020 funding from the Higher Education Authority (HEA) through the National Forum for the Enhancement of Teaching and Learning to support seven Trinity projects under the theme 'Transforming Teaching and Learning for Student Success'. The [Trinity projects](#) addressed Goal 3 of the Trinity Strategic Plan 2020-25, to 'practice next generation teaching and learning for student success' and one or more of the following National Forum enablers of student success:

- i. Enabling Policies and Practices
- ii. Engagement and Student Partnership
- iii. Professional Development of those who Teach
- iv. Evidence-based Decision-Making
- v. Supporting Transitions and Cultivating Belonging
- vi. Assessment and Feedback

The Assistant Academic Secretary: Academic Affairs who acted as Institutional Lead for the SATLE20 Initiative worked closely with the TT&L Senior Executive Officer (SEO) to oversee the management of, and to provide guidance and support to each of the seven Trinity projects. Five virtual meetings with all project leads were held during the lifetime of the initiative to facilitate the provision of key information updates and to serve as a forum for the sharing and exchange of practices (community of practice); individual meetings with project leads were held as required; and all project leads met and presented their work to two meetings of the Trinity Review Panel, which comprised the Vice-Provost/Chief Academic Officer (Chair), the Academic Secretary, the Senior Lecturer/Dean of Undergraduate Studies, the Dean of Graduate Studies, the Students' Union Education Officer, the President of the Graduate Studies' Union, the Assistant Academic Secretary: Academic Affairs, and



the TT&L Senior Executive Officer. To disseminate and share the work of their projects all project leads presented their projects to USC and/or GSC in 2021/22.

The seven Trinity projects are as follows:

- i. Digital by Design: Building Capacity for Digital Education, Academic Practice
- ii. Enhancing Resilience in Undergraduate Dental Training, School of Dental Science
- iii. Enhancing Blended Learning in Anatomy Education, Discipline of Anatomy, School of Medicine
- iv. ALADDIN Assessing Languages: Digital Development and Innovation, School of Linguistic, Speech and Communication Studies
- v. DEPTH Digitally Enhanced Practical Teaching in Health Science, Discipline of Physiotherapy, School of Medicine
- vi. Co-Designing a Blended Model of Practice Education, Department of Clinical Speech and Language Studies, School of Linguistic, Speech and Communication Sciences
- vii. Supporting Student Success through Clinical Teacher Training, School of Medicine

The projects concluded on 31 May 2022. Information on each project is available from the [TT&L website](#).

VII Trinity Teaching & Learning (TT&L) initiatives

Academic Affairs assisted with activities driven by TT&L, which included:

[Trinity Institutional Review \(CINNTE\)](#)

Academic Affairs contributed to the development of Trinity's Self-Evaluation Report through the collation of content related to the Trinity Education Project (TEP) and the course proposal development process, and provided feedback and commentary on circulated drafts of the Report prior to submission to QQI. Academic Affairs participated in three meetings held with the External Review Panel during the week of 7-11 March as follows:

- Representatives of Council and the Academic Committees of Council.
- Professional and Administrative Staff.
- Curriculum Renewal and Innovation.

[Professional Class of Award and the Diploma Supplement](#)

Academic Affairs consulted with QQI on the Professional Class of Award and Award Type and prepared a discussion paper on Professional Awards for the Academic Secretary.

Guidance was provided to Academic Registry on the development of the Diploma Supplement template to replace the letter issued to students.



VIII Looking forward to 2022/23

Academic Affairs Quality Review

A Quality Review of Academic Affairs will be undertaken in 2022/23.

The review team will be asked to assess and make recommendations to the University as evidenced by Academic Affairs models in comparator institutions on the following:

- i. The extent to which the current course/module proposal development and approval process ensures the integrity of resulting curricula and academic awards and supports academic staff in curriculum development and renewal.
- ii. The extent to which academic policy and regulation development (undergraduate and postgraduate education) promotes knowledge and ownership of policies by Faculties and Schools.
- iii. How the Academic Affairs' structure can be best positioned in the future to contribute to the Goals of the Trinity Strategic Plan 2020-25.³
- iv. The extent to which current resources (human, and financial), and governance and structure achieve the remit of Academic Affairs.

Academic Affairs has compiled a draft of the Self-Assessment Report (SAR) which will be presented to the Review Team ahead of its visit to Trinity. As part of the self-assessment process, Academic Affairs is engaging with the Trinity community on its experience of Academic Affairs. Three consultative discussion groups, facilitated by an independent chair, are being convened as follows:

- Academic officers' consultative group
- Course proposal consultative group
- Professional staff consultative group

A survey will be distributed to MIE and RIAM as part of the consultative process.

Postgraduate course proposal process

A new process to support the development of postgraduate course proposals is being introduced on a pilot basis in 2022/23. The process which involves the submission of an expression of interest form by academic and teaching staff planning to submit a course proposal to GSC for consideration and approval in 2022/23; an invitation to attend a workshop on course structures and curriculum design ([recording of June 2022 workshop](#)); submission of a course outline form; and an individual meeting of the course proposer with a member of the Academic Affairs team to discuss the proposed course prior to the development of the proposal. Academic Affairs will work closely with DTLP's on new proposed courses. It is envisaged that the introduction of additional resources and supports, including the course outline form, will have a positive impact on the completion of course proposal templates, a reduction in the number of proposal drafts presented for review, and a shorter

³ Namely: Goal 1 'We will foster an ever more diverse and inclusive student community'; Goal 2 'We will support a transformative student experience'; Goal 3 'We will practice next generation teaching and learning'; Goal 4 'We will stand up for research, its quality and impact'; Goal 6 'We will enrich and expand our global network'.



timeframe in which proposals are finalised. The process will be reviewed at the end of the 2022/23 academic year to establish its effectiveness.

A new online course proposal template has been developed by Academic Affairs in collaboration with Academic Practice and in consultation with the Dean of Graduate Studies, the Quality Officer, Trinity Global, and the Academic Secretary. The online course proposal template and suite of resources to support completion of the template will be introduced in 2022/23.

Academic policies

Five academic policies will be due for review in 2022/23 as follows:

- Dual and Joint Awards
- New Programme Design and Approval Policy
- Programme Suspension and Cessation Policy
- Plagiarism Policy (under review as part of the work of the Academic Integrity Working Group above)
- Programme Handbook Policy and appendices

In addition, new policies will be developed relating to Academic Integrity, and micro-credential award pathways, and Academic Affairs will inform the development of these policies.