



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

Academic Affairs, Trinity Teaching & Learning Annual Report 2022/23





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Foreword

I am delighted to present the fourth annual report of Academic Affairs (AA). The report captures the work of AA during 2022/2023, which proved to be an exceptionally busy year for the team. The year was particularly challenging due to staffing constraints coupled with a busy workload, which included the Quality Review of Academic Affairs, supporting the work of the Postgraduate Renewal Programme through the Horizon 1 workplan, and progressing work on Academic Integrity. AA continued to deliver on its core activities, with the management and support of six academic committees resulting in 36 meetings, and the review of new programme proposals.

2022/23 saw significant changes to the AA team, with Ciara Conlon being appointed as Education Support Manager on 1 December 2022, Lizzie Witcher taking on the role of Education Policy Developer (Academic Integrity) on 27 March 2023, and Liz Donnellan joining the team on 12 April 2023 as an Education Policy Developer. Sorcha De Brunner departed Academic Affairs to take up the position of Governance Manager in the Secretary's Office in September 2022. A new post of Education Support Officer was approved by the Planning Group in February 2023, and Michael Cleary-Gaffney started in the role on the 25 September 2023.

Over the coming year, AA will be concentrating its efforts on implementing the six recommendations from the Quality Review of AA. AA will also work on reviewing and developing academic policies, along with the development of new templates and online interactive resources to support the introduction of the new two-stage postgraduate programme development and approval process in January 2024, the delivery of information sessions/workshops on programme proposal development, and the development of its online presence to ensure that new academic policies/procedures, regulations, and Academic Affairs' activities are better communicated and disseminated across the Trinity community.



I would like to commend the dedication and commitment of the team, especially Ciara Conlon and Ewa Sadowska who took on additional commitments in 2022/23 to ensure the delivery of the AA remit.

Linda Darby

Assistant Academic Secretary: Academic Affairs



Introducing Academic Affairs

Academic Affairs is one of five divisions of [Trinity Teaching & Learning \(TT&L\)](#) . The team works closely with colleagues in all divisions of TT&L to carry out its remit.

Remit

Academic Affairs is responsible for informing the development of academic policy, regulations, and standards, programme 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 new programme proposals, micro-credentials, and stand-alone modules for credit.
- Guide the review and development of new collaboration agreements and memoranda of understanding.
- Develop, update, and review academic policy, 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 Council and of 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 the Undergraduate Studies Committee (USC) and the Graduate Studies Committee (GSC), provide documentation for the Council agenda, and act as minute secretary to Council.
- Manage all aspects of work relating to the sub-committees of USC and GSC.
- Manage activities relating to the administration of the Associated Colleges Degrees Committees (ACDC).



- Provide representation on College and externally convened committees/working groups that relate to the remit of Academic Affairs.
- Provide guidance to Schools and disciplines on the interpretation and implementation of academic policy, regulations, and programme 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 programme proposal development and the implementation of academic policy and regulations.
- Manage strategic funding initiatives relating to teaching and learning.
- 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.

The Academic Affairs Team

Three new members of staff, Lizzie Whitcher, Education Policy Developer (Academic Integrity); Liz Donnellan, Education Policy Developer; and Michael Cleary-Gaffney, Education Support Manager, joined the Academic Affairs team in 2023, bringing the staff complement to six.

Staff profiles



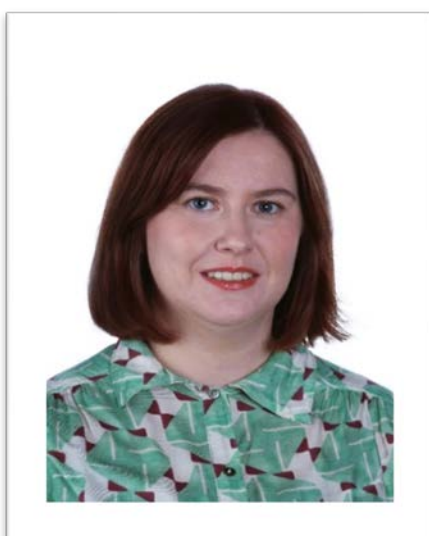
Linda Darbey, Assistant Academic Secretary: Academic Affairs

Linda has responsibility for implementing the remit of Academic Affairs in respect of undergraduate and graduate education. She ensures that Academic Affairs 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, Administrative Officer

Ewa 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 guidance and 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.



Ciara Conlon, Education Support Manager

Ciara joined Academic Affairs in November 2021. She is Secretary to the Undergraduate Studies Committee and provides guidance and support in the development of undergraduate course developments and curriculum revisions. Ciara also provides guidance on undergraduate policy, regulations and other educational developments. She holds a MSc in Applied Social Research from Trinity College Dublin and a BA (Hons) in Anthropology from the University of Sussex.



Lizzie Whitcher, Education Policy Developer (Academic Integrity)

Lizzie joined Academic Affairs in March 2023. She has responsibility for the management and oversight of Academic Affairs activities relating to Academic Integrity and Misconduct, academic policy and regulation development, review, and implementation. She is also Secretary to the GSC Sub-Committee on HCI Pillar 3 Micro-Credentials. Lizzie has almost a decade of experience in academic policy development, with a particular focus on academic integrity. She holds a BA (Hons) in Linguistics from the Open University.



Liz Donnellan, Education Policy Developer

Liz joined Academic Affairs in April 2023, having previously worked in the Quality Office and in Graduate Studies. Her areas of responsibility include the annual Academic Affairs work programme for academic policy and regulation review, and the management, development, and review of Calendar Part II regulations. She is also responsible for the management of the Associated College Degrees Committees (ACDC). Liz holds a B.Sc. (Hons) and Ph.D. in Plant Science from University College Dublin.



Michael Cleary-Gaffney, Education Support Officer

Michael joined Academic Affairs as Education Support Officer in September 2023. His responsibility lies in managing the administration of the Associated College Degree Committees of Trinity's Linked Providers (RIAM and MIE), and the Trinity Electives Sub-Committee. Michael also supports the Linked Providers in the development of their academic policies, regulations, and programme proposals. Michael completed a BA, MSc by Research and PhD in Psychology at Maynooth University. Michael also holds a Certificate in Teaching and Learning. Michael previously worked as a lecturer in Research Methods and Statistics. Prior to joining Trinity, Michael worked as a Quality and Enhancement Specialist for an Independent College.



Report structure

This report presents the work of Academic Affairs delivered during 2022/23 under the following headings:

1. Quality Review of Academic Affairs
 2. Programme of Postgraduate Renewal
 3. Academic Integrity
 4. Programme proposals, curriculum developments and inter-institutional framework agreements
 5. Micro-credentials (HCI Pillar 3)
 6. Academic Committees
 7. Membership of Trinity Committees
 8. Membership of External Committees
 9. Academic Policies
 10. Trinity Teaching & Learning (TT&L) initiatives
 11. Looking forward to 2023/24
- Appendix 1



1. Quality Review of Academic Affairs

The Academic Affairs (AA) division of Trinity Teaching and Learning (TT&L) was established in January 2019. It was considered timely for a Quality Review of Academic Affairs to be undertaken in the academic year 2022/23 to enable the TT&L division to review its performance and work practices, establish priorities in line with the goals of the Trinity Strategic Plan (2020/25), and to effectively plan for the future. The team initiated planning of the Quality Review in June 2022, and began work on the drafting of the Self-Assessment Report (SAR) and on consultation with the College community on its experience of Academic Affairs. A detailed SAR, including a report presenting the findings of a consultation process with members of the College community and Trinity's Linked Providers was provided to the external review panel in advance of the site visit (31 January – 2 February 2023) along with other supporting documentation. During the site visit the Panel¹ met with the Academic Officers of the College, academic, teaching, and professional staff, and students, and the Academic Affairs team. On completion of the visit, a [report](#) of the findings with recommendations was submitted to the Quality Office, which was subsequently considered and approved by the Quality Committee on the 20 April 2023 and Council on the 10 May 2023.

The external review panel commended the AA team on its commitment to the University, its work ethic, and the agility it demonstrated in dealing with HCI P3 programme approval and micro-credentials. Six recommendations were presented in the report, namely:

¹ Dr. Alexandra Paffen, Policy Officer, Quality Assurance Education, University of Amsterdam, Dr. Mark Hollingsworth, Deputy Chief Operating Officer, City, University of London, and Mr Paul O'Donovan, Academic Secretary, University College Cork



1. AA should be supported by the University to assess current (and potential) workload capacity, particularly in the area of course approval, and then seek support for/make case to the University to be more strategic in terms of business cases for new courses. This might involve the creation of a multi-year calendar with visibility of the pipeline so that work is **more** proactive rather than reactive. Spare capacity would need to be built in to provide for response to Government initiatives such as the Human Capital Initiative.
2. AA should consider its portfolio of tasks and responsibilities in light of its current capacity and the requirements of the TCD strategic plan. In particular, the responsibility and ownership for all stages of course development and approval should be clarified: ideally AA would reposition their role in the process as being a source of support and advice in a collaborative partnership with Faculties and Schools, and TT&L, rather than AA being seen as 'delivering' approval.
3. Capitalise on current pockets of good practice (e.g. in Medicine) as models for renewed partnership models of working and seek to spread these in other areas. The expansion of induction training for Directors of Teaching & Learning (Postgraduate) and Directors of Undergraduate Teaching & Learning would also be useful in this regard.
4. AA and the Assistant Academic Secretary: Academic Affairs could benefit from enhanced peer-support from, and team building between, other sections in TT&L to provide action learning and good practice examples of, e.g. dealing with the demands of the rest of the University. It may be that some resource pooling across and between areas can also act as a short-term amelioration of resourcing challenges.
5. The University should consider more student input in terms of co-creation in the development and enhancement of courses.
6. With regard to the PG Renewal, there should be clear sight of the role of AA in the project and capacity provided for AA to participate. Ideally the involvement of AA should be structured so that it contributes to the development of new IT solutions and enhanced ways of working.

Academic Affairs progressed work on the Implementation Plan to address the recommendations over the summer, which was subsequently approved by the Quality Committee on 21 September 2023.

2. Programme of Postgraduate Renewal

AA, on behalf of the Postgraduate Renewal Programme, is leading the development and implementation of a new two-stage approach to postgraduate programme development and approval



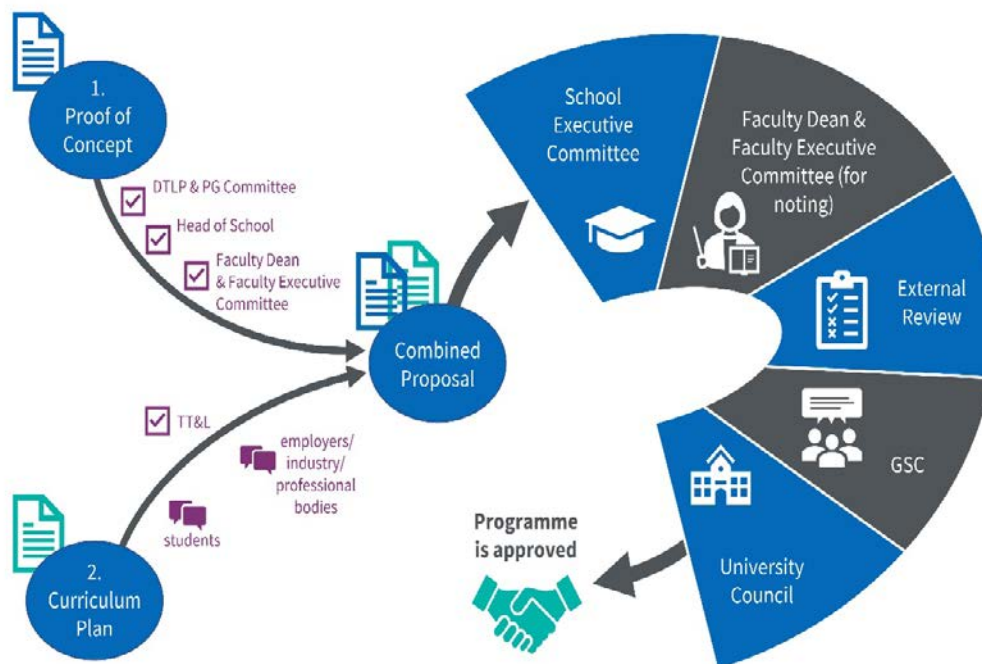
(further details can be found [here](#)). The development of the two-stage process has been informed by (i) a review of the practices of comparator institutions undertaken by SUMS Consulting as part of the Postgraduate Renewal Programme, (ii) the recommendations presented in the Report of the Quality Review of Academic Affairs (see section 1 of this report), and (iii) consultation undertaken with Directors of Teaching and Learning, Postgraduate (DTLPs), Faculty Deans, GSC, and the working groups of the Postgraduate Renewal Programme governance structure. Findings of the review identified the need for Trinity to streamline the programme approval process, harness the affordances of technology, place greater ownership and responsibility for the development of programme proposals at School and Faculty level, and design programmes to meet market, industry, and student needs, and ensure the financial viability and sustainability of new programmes.

The new two-stage process being piloted from January 2024 will be introduced for new proposed postgraduate programme proposals initially. The process, which was approved by Council on 10 May 2023 is presented in Figure 1 below. To support the implementation of the new process, AA began work on the development of new proposal templates, namely a proof-of-concept template (business case) and a curriculum plan template, in January 2023. The templates, which have been developed in consultation and collaboration with the Dean of Graduate Studies, Academic Practice, Global Engagement, the Financial Services Division (FSD), and the Academic Registry (AR), and the Dean of Graduate Studies will be finalised in the Michaelmas term 2023/24. Resources to support completion of the templates commenced in June 2023 and work on these will continue in the Michaelmas term.

In June 2023, Schools were invited to submit expression of interest forms. In 2023/24, Academic Affairs, the Dean of Graduate Studies, and the Director of the Postgraduate Renewal Programme will meet with these Schools to present the new process, and they will also deliver information sessions to all Schools to socialise the process.



Figure 1: Overview of [new two-stage postgraduate programme proposal process](#)



3. Academic Integrity

3.1 Framework for Academic Misconduct Investigation

In 2022/23, AA, in consultation and collaboration with the Dean of Graduate Studies, the Senior Lecturer/Dean of Undergraduate Studies, and as part of the Academic Integrity Working Group (AIWG) subgroup on *Responding to and Managing Academic Misconduct*, led the development of a Trinity Framework for Academic Misconduct Investigation and Case Management based on the [NAIN Framework](#) of the same name (includes a rubric based on the AmBER plagiarism reference tariff) for the detection and management of instances of academic misconduct in Trinity. Development of the new Framework included the following:

- Updated Calendar II and III regulations
- A [flow chart](#) to visually represent the new procedure to internal staff
- An interactive rubric for staff



The Framework was approved by University Council in June 2023, with work on the rubric, including testing, undertaken over the summer. To support the implementation of the new Calendar regulations and the introduction of the tariff, resources are in development for the Academic Affairs [website](#).

3.2 Workshops

A modified version of the Phil Dawson 'let's cheat to make your assessment better' run by AA and Academic Practice took place in August 2023 and was attended by a wide variety of Schools and disciplines. The workshop focused on assessment validity and assessment re-design, as well as the new procedures for academic misconduct.

Two tutor training sessions have taken place already, with an additional one planned with the Postgraduate Advisory Service. These workshops focus on the new misconduct procedures and the role of the tutor within that.

3.3 Updated websites

AA supported the review and development of the [Libguide](#), which reflects the change in the Calendar regulations, and the broadening of academic misconduct from only plagiarism.

TT&L is developing a website on Academic Integrity for staff, which will include links to AA and resources to support staff with the new academic misconduct procedures.

4. Programme proposals, curriculum developments and inter-institutional framework agreements

AA reviews proposals for new programmes and proposals related to significant curriculum developments at both undergraduate and postgraduate levels. Additionally, AA provides feedback and support to Schools throughout the programme development and approval process. Advice is also



provided to Schools on minor curriculum revisions. All Trinity programme proposals are developed and approved in line with the '[New Programme Design and Approval Policy](#)' (note: updated Policy currently under consideration by the academic committees of Council), which ensures that the same standards are applied to all programmes, including programme proposals submitted by Trinity's Linked Providers, MIE and RIAM, and those developed under inter-institutional framework agreements/partnerships.

AA also reviews undergraduate programme curriculum mapping documentation, due diligence forms, and legal agreements concerning proposed articulation routes and for dual and joint degree programmes. Guidance on the development of Trinity Electives is provided by AA through management and membership of the Trinity Electives sub-committee of USC, and on the development of micro-credentials (Human Capital Initiative (HCI) Pillar 3) through the GSC sub-committee on micro-credentials.

A list of undergraduate and postgraduate proposals and curriculum developments, which were both reviewed and supported by AA and subsequently approved by University Council, can be found in Appendix 1.

Information on University Council-approved programmes is available from a designated webpage on the [Academic Affairs website](#).

5. Micro-credentials (HCI Pillar 3)

Trinity continued its development of micro-credentials under HCI Pillar 3 in 2022/23, 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. In April 2023 there was a call for new proposals from non-pilot Schools,



from which six proposals were considered by the GSC sub-committee on micro-credentials. Of these, two proposals were approved - one from the School of Medicine and one from the School of Psychology. A list of all micro-credential proposals approved in 2022/23 can be found [here](#).

6. Academic Committees

6.1 Management and support

AA 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, USC and its sub-committee on Trinity Electives; GSC and its sub-committee on micro-credentials; and the sub-committees of University Council; ACDC of MIE and RIAM. Table 1 below provides information on the number of committee meetings held in 22/23.

Table 1: Committees supported by Academic Affairs – Key figures 2022/23

Key figures 2022/2023	
36	Committee/sub-committees supported
	Individual meetings supported
9	University Council
9	Undergraduate Studies Committee
9	Graduate Studies Committee
6	Associated College Degrees Committee
3	Trinity Electives Sub-committee (inc. Trinity Electives assessment review meeting)
4	GSC Sub-committee on HCI Pillar 3 Micro-credentials



6.2 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 programme proposals are communicated on the [Course Developments](#) webpage and to Academic Affairs staff responsible for undergraduate and graduate education. In 2022/23, there were eight meetings of University Council. All meetings were held in person in the Trinity Board Room, Trinity Business School.

6.3 Undergraduate Studies Committee (USC)

Nine meetings of USC were held in 2022/23. Four of these were conducted online using ZOOM and the remaining meetings were held in-person in the Trinity Boardroom, Trinity Business School, with some members attending online. Support was provided to the Senior Lecturer/Dean of Undergraduate Studies in setting meeting agendas, collating and circulating papers, 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 2021/22 and in the revision and development of policies.

6.4 Graduate Studies Committee (GSC)

Nine meetings of the GSC were held in 2022/23. Four meetings were held on ZOOM and the remainder were held in-person in the Trinity Board Room, Trinity Business School, with some members attending online. A member of AA acts as Secretary to the GSC. 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 review and progression of postgraduate course proposals, the development and revision of policies, and on uploading circulated papers to SharePoint and Diligent.

6.5 Associated College Degrees Committee (ACDC)

There were three scheduled meetings each of the MIE and the RIAM ACDCs in 2022/23. The Education Support Manager 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. In 2022/23, the improvements to the process for submission of programme/course proposals and to the agreements between MIE/RIAM and Academic Affairs, which had been initiated in 2021/22, were implemented.

6.6 Trinity Electives Sub-committee

In 2022/23, Academic Affairs coordinated and supported the work of two meetings of the Trinity Elective sub-committee, in partnership with the Chair. The following activities were managed and delivered by Academic Affairs in 2022/23:

- An assessment review meeting to consider a report on the marks and grades awarded to students across all the Trinity Electives.
- Drafting the Trinity Electives Annual Report.
- Updating the information on the Trinity Electives website.
- Collation and updating of programme rules to enable online selection by students.

In 2022/23, AA and the Chair conducted a review of the sub-committee's activities resulting in the streamlining of activities across administrative units to ensure the continued successful delivery of Trinity Electives.

6.7 GSC Sub-committee on HCI Pillar 3 Micro-credentials

The sub-committee met once per term in 2022/23 (22 October 2022, 20 April 2023, and 17 May 2023) with one additional meeting taking place to accommodate additional proposals from the call for non-pilot schools. The sub-committee reviewed 13 proposals, resulting in seven being approved for delivery in 2023/24.



7. Membership of Trinity Committees

7.1 Academic Integrity Working Group (AIWG)

In 2022/23, Trinity's Academic Integrity Working Group (AIWG), established in February 2022 and co-chaired by the Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies, continued the work initiated by the group in 2022/23. The working group continued to circulate information from the National Academic Integrity Network (section 8.1) to relevant stakeholders in Trinity, and Council received regular updates from the AIWG.

AA was represented on the '*Responding to and Managing Academic Misconduct*' sub-group, chaired by the Dean of Graduate Studies. This sub-group was tasked with developing new procedures in relation to academic integrity and misconduct, in line with the draft [Framework for Academic Misconduct Investigation and Case Management](#), drawn up by the National Academic Integrity Network (see section 3). In July 2022, the AIWG provided feedback on the draft Framework, which had been circulated for consultation by QQI.

A dedicated email address academic.integrity@tcd.ie was set-up for communication with stakeholders in 2022/23. College-wide emails were sent out from the address in February and May 2023 providing guidance on how to respond to assessment challenges posed by ChatGPT and highlighting [Faculty-specific assessment integrity clinics](#) offered by Academic Practice in May 2023.

Funding for an Education Policy Developer with specific responsibilities for Academic Integrity was secured under SATLE 22, and Lizzy Witcher was appointed to the role in March 2023.

7.2 Postgraduate Renewal PGT Renewal – PG Taught Work Package

Following approval by Council in May 2022 of the Postgraduate Programme Renewal Horizon 1 Work Plan, Academic Affairs began work to support a streamlined process for the development of postgraduate taught programmes. Working as a member of the 'PGT Renewal – Taught' Work



Package, the Assistant Academic Secretary: Academic Affairs worked with the Dean of Graduate Studies, the Faculty Deans, Directors of Postgraduate Teaching and Learning in 2022/23 to develop a two-staged approach to Postgraduate Programme Proposal Development, which was approved by Council in May 2023, and will be piloted in 2023/24. In parallel, resources supporting the development of new programme proposals were developed and published on the Academic Affairs website.

7.3 Undergraduate Common Architecture Governance Committee (UCAGC)

The Education Support Manager represented Academic Affairs on the Undergraduate Common Architecture Governance Committee (UCAGC), of which there were seven meetings in 2022/23.

8. Membership of External Committees

8.1 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. The network comprises nominated members from HEIs and other organisations and its focus is to actively supporting higher education institutions in embedding a culture of academic integrity and addressing the challenges presented by academic misconduct. The Assistant Academic Secretary: Academic Affairs was one of six Trinity representatives on the NAIN in 2022/23 and attended events organized as part of Ireland's [National Academic Integrity Week 17-20 October 2022](#), which dovetailed with the QQI 10th anniversary conference. These included the launch of the [Global Academic Integrity Network \(GAIN\)](#) and a QQI and QAA joint anniversary webinar: *At the frontline of protecting Academic Integrity, what can be done at an institutional level?*

8.2 Irish Quality and Qualifications Forum (IQQF)

The Irish Quality and Qualifications Forum (IQQF) was established by QQI in 2022 to enable a high-level discussion of quality and qualifications issues at national level, such as the future development



of the NFQ and the educational quality assurance infrastructure. A subgroup of Statutory Awarding Bodies met three times in 2022/23 – in September, March and May, and the Assistant Academic Secretary: Academic Affairs represented Trinity at these meetings. The wider IQQF, when fully established, will involve representatives from the FET provision, PSRBs, employers and unions.

8.3 EUA Thematic Peer Group

The EUA Learning & Teaching Thematic Peer Groups gather a selected group of EUA member universities each year to discuss and explore practices and lessons learnt in organising and implementing learning and teaching at the institutional level. In 2022/23, Trinity was accepted to participate in the EUA Thematic Peer Groups (TPGs) on Transnational Joint Education Provision. The group aims to discuss the key challenges related to the theme and to establish the institutional, national, and European policies and processes to help address the challenges. The Assistant Academic Secretary: Academic Affairs attended the first in-person meeting of the Group in May 2023, and a second meeting in October 2023. One further meeting will take place in 2023.

9. Academic Policies

Academic Affairs reviews, updates, and develops academic policies/procedures on an ongoing basis. In 2022/23, work on the review of a number of academic policies was suspended due to resource constraints within Academic Affairs. The Implementation of the Procedures for the non-submission of coursework and absence from examinations, approved in 2019/20, was deferred for 2023/24. The External Examiner Policy was reviewed in 2022/23 and two new Policies resulted, published in August 2023 – [External Examiners \(Research Programmes\)](#) and [External Examiners \(Taught Programmes\)](#). An [English Language Policy](#) was approved in June 2023. Significant work was progressed on updated new programme design and approval policy which will be considered by Council in November 2023.



10. Trinity Teaching & Learning (TT&L) initiatives

In 2022/23, Academic Affairs assisted with activities driven by TT&L, which included:

10.1 IUA Subgroup on Non-Major Awards

The Assistant Academic Secretary: Academic Affairs represented the Academic Secretary on the IUA subgroup on non-major awards from January to April 2023, which was tasked with developing a new sectoral approach on the use of non-major awards to ensure harmonisation across the universities. The recommendations, which included the use of non-major awards for professional practice, were presented to the IUA Registrars/Vice-Provosts Academic Group in March 2023 and the IQQF Statutory Awarding Bodies Subgroup on 11 May 2023. QQI will be engaging and consulting with Designated Awarding Bodies (DABs) on a sectoral convention in early 2023/24.

10.2 QQI consultations

QQI published several calls for submissions to inform the development of policy and guidelines in 2022/23. Academic Affairs engaged with TT&L divisions and the Academic Secretary on the preparation of submissions on QQI draft 'Quality Assurance Guidelines for Providers of Programmes supported by digital education' in May 2023 and Professional awards, clarifying the status, purposes, and applications of the NFQ Professional Award-type descriptors in September 2022.

11. Looking forward to 2023/24

Significant developments are planned for 2023/24, namely the implementation of the new two-stage postgraduate programme development and approval process on a pilot basis from January 2024, and the implementation of the new process and procedures for detecting and responding to academic misconduct. Academic Affairs is developing templates and resources to support the implementation of these two new initiatives and will be delivering information sessions/workshops to Schools



throughout the 2023/24 academic year to raise awareness and build the knowledge-base re the new processes.

Planning is well underway for the review and updating of several College academic policies and it is envisaged that the following policies will be considered for approval by USC and GSC prior to the end of the 2023/24 academic year:

- 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
- Appeals Policy

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.

Academic Policies are currently published on the TT&L website. A new portal to house all College policies is under development, managed by the Secretary's Office. Once this is implemented, AA will be migrating academic policies to that site.

Business as usual in 2023/24 will comprise the management and support of USC and GSC and their respective sub-committees – Trinity Electives and micro-credentials and providing guidance and support to the Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies.

The AA team looks forward to providing continuing guidance and support to the College community in 2023/24. If you have any ideas/feedback to inform our work, please do get in touch!



Appendix 1

Table 2: Undergraduate Programme proposals and curriculum developments 2022/23

Description	Council
Change of subject title from 'English Literature' to 'English Studies' for the Trinity Joint Honours subject and from 'English' to 'English Studies' for the New Minor Subject which will apply from 2024/25.	30 Nov 2022
Four Trinity Electives approved: - Ages of Empire - Defence from the Dark Arts: Science and other Tools for Critical Thinking - Identities and Ecologies of Latin America and the Caribbean: Past, Present and Future - Inequality in the 21st Century	5 December 2022, 15 March 2023
Amendments to modules delivered by MIE: Communications and Technology module (PDE-Further Education) Teaching English as an additional Language/ Teagasc Cruthaitheach Teanga (Bachelor in Education) Language, Literacy and Literature 1 (Bachelor in Education)	18 January 2023, 7 June 2023
Review of proposal to introduce Capstone in RIAM undergraduate programmes	7 June 2023

Table 3: Postgraduate Course proposals and curriculum developments 2022/2023

Description	Council
Approval of 5 ECTS module 'Assessment & Feedback in a Digital Context' as an option for PGR students on the structured PhD at Trinity	2 Nov 2022
Approval of a postgraduate (CAT 2) generic module in School of Genetics & Microbiology. 'PGR External' form the School of Genetics & Microbiology	2 Nov 2022
MSc and MSc Top up in Applied Social Data Science as a follow on from the Postgraduate Diploma in Applied Social Data Science.	30 Nov 2022
Change of subject title from 'MSc in Entrepreneurship' to 'MSc in Entrepreneurship and Innovation' with a change in exit award from Postgraduate Diploma in Entrepreneurship to Postgraduate Diploma in Entrepreneurship and Innovation.	30 Nov 2022
Cessation of the MSc in Clinical Supervision from 2023/24.	18 Jan 2023
MSc with a Postgraduate Diploma exit in Affairs for Medical Devices	8 Feb 2023
Revision of the MSc in Health Services Management title to MSc in Health Policy with a Postgraduate Diploma exit in Health Policy Management	8 Feb 2023
Recommencement of MSc in Diagnostic Radiology from September 2023	8 Feb 2023
Framework-based MSc in Statistics and Data Science Online	15 March 2023
Suspension of the Theory, History Practice Strand of the MPhil in Film Studies for one year (2023/24)	15 March 2023



Description	Council
Approval of the two-year part-time course in Irish-Medium and Gaeltacht Education leading to a Masters in Education (100 ECTS) and exit awards of Postgraduate Diploma in Irish-Medium and Gaeltacht Education (60 ECTS) and Postgraduate Certificate in Irish-Medium and Gaeltacht Education (30 ECTS) at NFQ level 9 offered by the School of Education, first intake in September 2023.	12 April 2023
Approval of three-year part-time framework-based Masters course in Diversity and Inclusion in Further Education and Training (NFQ level 9, 90 ECTS), from the School of Education consisting of (i) retention of the existing Postgraduate Certificate in Diversity and Inclusion in Further Education and Training (30 ECTS), (ii) a new Postgraduate Diploma (Top-up) in Diversity and Inclusion in Further Education and Training (30 ECTS) from 2023, (iii) a new Master in Education (Top-up) in Further Education and Training (30 ECTS) from September 2023.	10 May 2023
Approval of the validated two-year part online Master's course in Christian School Leadership (90 ECTS) leading to a Master in Education Studies award and Postgraduate Diploma exit award (60 ECTS) at NFQ level 9 offered by Marino Institute of Education (MIE), with a first intake in September 2023.	10 May 2023
Discontinuation of the validated Master's course Leadership in Christian Education offered by MIE, from September 2023/24.	10 May 2023

Table 4: HCI P1 Postgraduate course proposals and curriculum developments 2022/2023

Description	Council
'HCI P1 Applied Social Data Science' discontinuation following the last intake of HCI funded students in 2022/23	30 Nov 2022
Proposed reduction for Year 1 of the HCI funded 'Entrepreneurship for Nature-based Enterprises'.	30 Nov 2022