



Incorporating any amendments approved at subsequent Council meetings

XX = Board relevance

Trinity College Dublin
The University of Dublin

A meeting of the University Council was held on Wednesday 13 May 2020 at 10.45am remotely and hosted from the Provost's Library.

<i>Present</i>	Provost, Vice-Provost/Chief Academic Officer, Registrar, Senior Lecturer/Dean of Undergraduate Studies, Senior Tutor, Dean of Graduate Studies, Senior Tutor, Dean of Research, Vice-President for Global Relations, Dean of Students, Dean of Arts, Humanities and Social Sciences, Dean of Engineering, Mathematics and Science, Dean of Health Sciences, Professor D. Murchan, Professor S. Alyn Stacey, Professor D. Shepherd, Professor C. Kelly, Professor M Monaghan, Professor R.A. Kenny, Professor A.M. Brady, Professor M. Clarke, Professor M. Corry, Professor A. Long, Ms. D. Kelleher, Ms N. McCay, Ms. E. Black, Mr D. O'Reilly, Ms. I. Lis, Ms G. Scanlon.
<i>Apologies</i>	Professor M. Ruffini, Dr. S. Kerr, Dr. A. Guha,
<i>In attendance</i>	Secretary to the College, Academic Secretary, Librarian and College Archivist, Director of Student Services, Assistant Academic Secretary, Ms. A. Crawford, Ms S. Brown.
<i>Observers</i>	Mr F. Frank, Mr. D. Ringis.

SECTION A

The Provost welcomed everyone to Council. He requested that Council members declare any potential conflicts of interest in relation to the agenda. The Secretary to the College noted that a Statement of Interest was reported by Ms. D. Kelleher in relation to agenda item 7 'Review of RIAM Quality Assurance Procedures'. He explained that it was agreed that Ms. D. Kelleher would make a statement at the beginning of the item and would leave the meeting for the discussion of the item.

CL/19-20/147 Minutes

The minutes of the meeting of Council on 8 April 2020 were approved and signed.

CL/19-20/148 Matters Arising

There were no Matters Arising.

Prof. R.A. Kenny joined the meeting.

CL/19-20/149 Provost's Report

The Provost explained that an extensive report on how College was responding to the challenges presented by COVID-19 was provided at the last meeting, and that he would update Council on actions being taken by College to manage the crisis. The Provost reported that four groups have been established to manage the emergency presented by COVID-19, which are as follows:

- The Emergency Financial Management Group consisting of the Chief Operations Officer and the Chief Finance Officer and chaired by the Vice-Provost/Chief Academic Officer. The Provost advised that the group has provided its first assessment of the financial crisis facing College to the College Finance Committee, adding that it is expected that the College finances will run into a deficit by the end of the academic year. He noted that Trinity is required by legislation to inform the Higher Education Authority (HEA) of a deficit in its finances.
- A Recruitment Sub-Committee of the Executive Officers' Group (EOG), chaired by the Vice-Provost/Chief Academic Officer. The Sub-Committee will make decisions on recruitment and staffing within the context of the recruitment freeze within College, except for where a strong business case is accepted. The Provost highlighted that the decision was made in response to the financial challenges arising from the Covid-19 crisis.
- The Trinity's Futures Group, chaired by the Bursar and Director of Strategic Innovation, is tasked with looking at the medium to long-term consequences of the COVID-19 crisis on College activity. The Group will present a discussion paper to EOG, and to Council at a later date.
- The Phased Resumption of Activities on Campus, a sub-group of EOG, chaired by the Provost, has been established to oversee the phased resumption of activities on campus.

The Provost invited the Annual Officers to update Council on measures taken across College in response to COVID-19.

The GSU Vice-President joined the meeting.

- (i) The Vice-Provost/Chief Academic Officer referred Council to items on the agenda relating to Trinity's academic mission, item 8 'Assessment Accommodations for Students on Erasmus and International Exchanges' and item 9 'Direct Non-EU Undergraduate Admissions 2020/21'. He reported that there is an ongoing effort by College to manage the crisis and to minimise the impact of COVID-19. The recent Government announcement by the Minister for Education on the Leaving Certificate examination, he explained, means that it is likely that incoming first-year students can commence their studies with the undergraduate student population, though clarification is required on when the Leaving Certificate grades will become available. He advised that the Irish Universities Association (IUA) is seeking clarity on this from the Department of Education and Skills (DES). The Vice-Provost/Chief Academic Officer noted that it is expected that the academic year will commence later than usual, with undergraduate students proposed to start on 28 September 2020, facilitating the completion of the 12-week Michaelmas term before Christmas. He added that assessment will be held at the beginning of January 2021, and that the proposed approach is consistent with that of the other Irish and UK universities. The Vice-Provost/Chief Academic Officer highlighted that in the event of first-year students having to commence term later than the end of September, the commencement of the academic term will be pushed out for all undergraduate students. He advised that postgraduate students will possibly commence their studies at the end of October 2020. The Vice-Provost/Chief Academic Officer explained that it is expected that the commencement of the academic year will involve a blended learning approach, with online teaching provided to groups of 25 students and greater, and face-to-face teaching with small class groups and tutorials.
- (ii) The Senior Lecturer/Dean of Undergraduate Studies reported that the assessments as presented under CL/19-20/132 had proceeded very well, and that he acknowledged the efforts of IT Services, the Academic Registry and Schools in making this happen.

- (iii) The Dean of Graduate Studies stated that the postgraduate taught assessments had gone well also, and that students were now undertaking their dissertations. He acknowledged the work of Schools in developing alternative assessment modalities in response to the challenges presented by COVID-19. The need for postgraduate taught programmes to balance maximum recruitment needs with modes of delivery was identified by the Dean of Graduate Studies, and he acknowledged that different options for programmes may need to be explored.
- (iv) The Dean of Research reported that there has been some resumption of research activity, and that a list of eight essential research activities was published and circulated to the College community by email. She highlighted that COVID-19 related research is now being conducted and added that there is a process in place to request access to College for research purposes. The Dean of Research explained there will be a phased resumption of research activities on campus, which will need to be commenced in a planned and coordinated manner with plans put in place at the School/TRI/Unit level rather than at the level of the individual Principal Investigator. Once these plans are signed-off, she added, the prioritised access can commence. She emphasised that it is important for those who can continue to work remotely to do so, and that those who have been prioritised to come back on campus leave as soon as they no longer require access to specific campus facilities. She explained the need for the resumption of research activities on campus to be done in a controlled and methodical way to ensure the safety of all involved, acknowledging that there are some members of staff who are not in a position to come on campus due to personal circumstances. The Dean of Research reported that guidance on the phased resumption of research activities on College premises will be issued shortly.

The Provost thanked the Dean of Research for her report and advised that the Dean of Research will be presenting a paper to the Phased Resumption Group at its meeting on 14 May 2020.

- (v) The Librarian/College Archivist reported that after College closure the library had prioritised making e-resources available to staff and students by providing remote access to licensed electronic resources, purchasing additional e-books, holding virtual consultations with staff and students, and making a list of e-books available to researchers. She noted that Cambridge University Press had provided free access to a collection of e-books hosted on Cambridge Core for university libraries and their associated students and faculty, which has been extended to June 2020.

The Librarian/College Archivist referred to a scheme for final year students who are unable to make it on campus, organised by the library in association with An Post, enabling these students to post books back to the library from anywhere in Ireland free of charge. She added that the library has worked closely with the Graduate Students' Union (GSU) Vice-President enabling material to be collected from the 1937 Library for postgraduate students.

Referring to library staff, the Librarian/College Archivist advised that all 150 members of library staff are working remotely, and that work is progressing on developing the online 1872 catalogue of early printed books.

The Librarian/College Archivist outlined the phased resumption of library activities, which is similar to the national phased approach. Phase 1, she advised, is providing online access to library material, phase 2 is providing limited access to the Berkeley Library through a 'click and collect' model on-site, whereby material is ordered in advance and collected. She acknowledged that staff and students would like access to library material and advised that the plan is to open the Berkeley, Lecky and Usher Libraries initially, with other library sites to follow.

The Provost thanked the Librarian/College Archivist and invited questions and comments on the

reports that had been provided.

The Provost in responding to a question raised on the phased resumption of College activities confirmed that initial direction will be provided by College. He added that the initial focus will be on resuming research activities, then the re-opening of laboratories with Principal Investigators invited to submit proposals on this. The Dean of Research added that the initial top-down approach will be informed by local knowledge. A question was raised on the phased re-opening of College accommodation and how this would be managed. The Provost acknowledged the challenges presented by social distancing for the reopening of College accommodation to full occupancy highlighting the need for changes in the provision of accommodation, which will be re-opened on a phased basis. He emphasised the need for students in College accommodation to do things differently by ensuring that kitchens and shared spaces are kept clean and tidy at all times. He noted that international students will need to be quarantined for 14 days on arrival into Ireland and that College will need to support these students' needs during this time. A member recommended that access to laundry facilities and other shared facilities for students who are quarantined be taken into consideration also.

Responding to a query from the GSU Vice-President and a query from the Provost, the Librarian/College Archivist undertook to investigate the possibility of posting books to international students who had returned home and were unable to use the 'click and collect' model.

Responding to a question raised relating to students' attendance on campus for lectures, the Vice-Provost/Chief Academic Officer highlighted the preference for as much face-to-face teaching as possible, acknowledging that the first-year student experience of Trinity being an online one, was not ideal. However, he noted the challenges presented by the two metre social distancing requirements for face-to-face teaching approaches, which will result in only 20% of the student population being accommodated on campus.

A member raised the challenges presented to Trinity staff working remotely from home and highlighted the need for an audit to be conducted on the IT and equipment needs of staff. Referring to the 20/21 academic year, the member highlighted the knock-on effect of the timing of supplemental exams for staff who will be under considerable pressure to ensure that their courses are available online for the beginning of the academic year, and she suggested that the term dates for 20/21 take this into consideration. The Vice-Provost/Chief Academic Officer acknowledged the IT and equipment needs of staff working remotely and advised that this was being examined.

CL/19-20/150 **Proposal for the Management Structure for the Undergraduate Common Architecture**
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The Vice-Provost/Chief Academic Officer introduced the proposal for the establishment of a management structure for the undergraduate common architecture to manage and develop Trinity Joint Honors and to administer the shared elements of the common architecture. Referring to the features of the common architecture, the Vice-Provost/Chief Academic Officer noted that it is a collective enterprise consisting of flexible pathways with entry routes decoupled from exit routes, new minor subjects and open modules, subjects presented in a pillar structure, a blocked timetabling system, and possibilities for additional subjects and new subject combinations. The Vice-Provost/Chief Academic Officer noting the complexity and logistical requirements presented by the common architecture referred to the need for centralised timetabling, the provision of open modules and new minor subjects with sufficient capacity, online module enrolment and the coordination of Court of Examiners. Speaking to the new governance structures being proposed to accommodate a wider remit and to facilitate rebranding for 20/21, the Vice-Provost/Chief Academic Officer remarked that the structures involve the appointment of an Associate Dean of Undergraduate Common Architecture (ADUCA), and the establishment of a Common Architecture Governance Committee and a Common Architecture Office. He noted that the existing TSM structure would not be adapted to house the new Common Architecture Office and explained that the TSM Office will manage the phasing out of the existing TSM programme. He commended the work of the Senior Lecturer/Dean of

Undergraduate Studies in leading the development of the proposed new structures to meet the requirements of the common architecture.

The Vice-Provost/Chief Academic Officer outlined the responsibilities of the ACUCA, which are equivalent to the Associate Dean for Undergraduate Science Education (ADUSE), and explained that the proposed Governance Committee will provide academic leadership in the development of the common architecture, promote the offerings of the common architecture, and ensure the management of the shared elements of the common architecture. The Vice-Provost/Chief Academic Officer explained that the Common Architecture Office will have a responsibility for among other things:

- co-ordinating the shared elements of the common architecture playing a supporting role for School and Disciplines in managing open modules and new minor subject offerings - the approval process, capacity and enrolment;
- providing pathway advice to students and ensuring progression towards valid exit routes,
- collating exam results and running central Courts of Examiners,
- collating Calendar and Prospectus changes.

He concluded with an overview of the reporting lines, reporting that the Common Architecture Office will be established within the Academic Services Division (ASD), with administrative staff reporting to the Manager of ASD and working under the direction of the ADUCA. The ADUCA, he added, will report to the Senior Lecturer/Dean of Undergraduate Studies.

The Senior Lecturer/Dean of Undergraduate Studies emphasised the significant changes presented by the new common architecture and highlighted the need for the coordination of Joint Honors offerings and the shared elements of the common architecture. He explained that there are opportunities to develop the common architecture further and that this development will require oversight and management. He drew attention to concerns expressed by the Undergraduate Studies Committee (USC) relating to the relationship of the proposed Governance Committee with Schools and course offices, advising that a table (page 9 of the document) presenting the tasks that need to be undertaken to ensure the common architecture operates as planned was circulated to USC to clarify roles and responsibilities. The Senior Lecturer/Dean of Undergraduate Studies acknowledged that there may be some restrictions to School autonomy due to the nature of the common architecture, adding that Schools will retain autonomy over the curriculum. He highlighted the activities currently undertaken by the Trinity Education Project (TEP) office, which will need to be continued once TEP concludes in September 2020.

The Provost thanked the Vice-President/Chief Academic Officer and the Senior Lecturer/Dean of Undergraduate Studies for their reports and invited comments and questions.

A member endorsed the need for the common architecture management structure and asked how the ADUCA role will interface with the ADUSE in relation to major and minor subjects offered across faculties. The Senior Lecturer/Dean of Undergraduate Studies advised that the two Annual Officers will both play a leadership role in the interface and will work together on the shared elements of the common architecture. Responding to an observation on the membership of the Common Architecture Governance Committee, the Senior Lecturer/Dean of Undergraduate Studies confirmed that a representative from Academic Affairs will be on the Governance Committee, explaining that this was an oversight. The Vice-Provost/Chief Academic Officer in responding to the question raised by the Academic Secretary on the Annual Review referenced on page 2 of the document, clarified that the proposal arose out of a review and was committed to in a report approved by EOG in April 2019.

The Provost in referring to the diagram of the proposed governance structure on slide 9 of the presentation suggested that the dotted line denoting the reporting line of the Common Architecture Office to the ASD Manager and the solid line to the ADUCA should be in reverse order. He added that under *The 2010 Consolidated Statutes* the Senior Lecturer/Dean of Undergraduate Studies, while reporting into the Vice-Provost/Chief Academic Officer, has an independent role in relation to Undergraduate Studies. He also observed the title School Manager employed throughout the document is inaccurate and should be 'School Administrative

Manager’.

In responding to a concern raised relating to the absence of a Head of School (HoS) on the membership of the Governance Committee on page 5 of the document, the Vice-Provost/Chief Academic Officer explained that the Directors of Teaching and Learning, Undergraduate (DUTLs) are represented on the Committee and ensure academic representation on the Committee. It was highlighted by the member that in some instances DUTLs are junior colleagues who may take decisions without taking advice and direction from Schools, and for this reason representation of Heads of Schools on the Committee would be important. The Provost suggested that the second bullet ‘Course Directors/Directors of Teaching and Learning (Undergraduate) from those Schools involved in the Common Architecture’ include the words ‘or Heads of School’ after the word ‘(Undergraduate)’. He commended the work of all involved in the development of the excellent proposal.

Decisions:

CL/19-20/150.1: Council approved the proposal for the establishment of a management structure for the Undergraduate Common Architecture with the agreed changes.

**CL/19-20/151
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2010 Consolidated Statutes – Changes to Schedule to the Chapter on Student Conduct and Capacity: Procedures Relating to Research Misconduct

The Provost welcomed the Senior Dean and the Associate Dean of Research to the meeting outlining that there are proposed changes to the *Schedules to the Chapter on Student Conduct and Capacity Procedures relating to Research Misconduct*.

The Registrar reported that changes for the approval of Board to Schedule 2 to the *Statutes Chapter on Student Conduct and Capacity* changes are proposed, advising that the ‘Schedules to this Chapter may be revised by Board only with the consent of Council (Chapter on Student Conduct and Capacity Part 7(1))’. She informed Council that a proposal on procedures relating to research misconduct had been brought to the Schedules Working Party by the Senior Dean and the Associate Dean of Research. Reasons for the update, she advised, included the need for research misconduct by students to be included. She outlined that the full proposal to be brought to Board for approval will involve changes to several Schedules to Statute Chapters as follows:

- Schedule 1 to the Chapter on Academic Staff Conduct.
- Schedule 1 to the Chapter on Administrative, Technical and Support Staff Conduct.
- Schedule 2 to the Chapter on Student Conduct and Capacity (pending the consent of Council).

The Registrar explained that the proposed changes to Schedule 2 (Discipline) are intended to bring about the following adjustments:

- i. Research misconduct and plagiarism to be added to the list of matters constituting student misconduct in section 1 of the Schedule on Discipline.
- ii. A distinction to be drawn between students in general and two specific categories of students who might also fall under categories of staff: postgraduate students who are also Teaching Fellows, Research Fellows, or Research Assistants, and thus hold titles listed in the Table on Academic Titles to the Schedule on Titles (Schedule 1 to the Chapter on Academic Staff); and students who support themselves by taking jobs in College as members of the administrative, technical and support staff. She advised that research misconduct by students not within either of the other two categories are proposed to be dealt with by the Junior Dean. In the case of research misconduct by students overlapping with either of the two categories of staff, the Registrar highlighted that it would be a decision of the Junior Dean, the Dean of Students, and the Dean of Research, as to whether it should be dealt with by the Junior Dean pursuant to the procedures applicable to members of the academic staff, or of the administrative, technical and support staff, as the case may be. She indicated that

this is provided for in a new section 2(3) in the Schedule on [Student] Discipline and reflected in other Schedules.

- iii. A new section 39 of the Schedule on [Student] Discipline provides a mechanism for dealing with ill-founded grievance or disciplinary issues, in terms broadly similar to the new proposed section on this issue for staff.

The Registrar informed Council that the proposed changes were considered and refined by the Schedules Working Party at its meeting of 15 January 2020 and by email in March 2020. She advised that the relevant Schedule with tracked changes and proposed new text presented in bold and/or red font, was circulated to Council.

Speaking to the item, the Senior Dean advised Council that the rationale for the changes were as follows:

- the Irish Universities Association's (IUA) revision of the Research Integrity Paper to which Trinity had been a contributor,
- practice in College requiring more clarity with a firmer foundation,
- the omission of students, professional and technical staff,
- the need to address the General Data Protection Regulation (GDPR).

He drew attention to the existing definition of plagiarism in the College Calendar advising that this needed to be placed into the Schedules.

The Provost noted the important changes and invited comments and questions.

A member sought clarification on new text proposed under Part 9, 39 (1) on what constituted an 'ill-founded' issue, highlighting that in the event that an issue raised was 'ill-founded' that there may be reputational consequences for the person raising it. The Registrar informed Council that the wording had been duly considered by the Schedules Working Party, and that a member of the Working Party was from the School of Law. The Vice-Provost/Chief Academic Officer drew attention to 39 (3) that provides a definition of an 'ill-founded' issue.

Decision:

CL/19-20/151.1: Council approved the changes to *The 2010 Consolidated Statutes Schedules to the Chapter on Student Conduct and Capacity Procedures relating to Research Misconduct*.

The Senior Dean and Associate Dean of Research left the meeting.

Prof. A.M. Brady joined the meeting.

CL/19-20/152 Integrating Non-Pillar Subjects

The Senior Lecturer/Dean of Undergraduate Studies informed Council that the proposal on integrating non-pillar subjects into the pillar system followed on from item 4 'Management Structure for the Undergraduate Common Architecture'. He explained that the review of TSM entry (07/03/2018) led to the distribution of TSM subjects across four pillars and that this had been done on the basis of a blocked timetable system, where subjects within a pillar are assigned to the same timetable block. He explained that subjects can be paired (at entry) with selected subjects from other pillars but not from the same pillar enabling shared curriculum and new subjects and combinations to be added. The TSM subjects under each of the four pillars were presented by the Senior Lecturer/Dean of Undergraduate Studies, and he clarified that other Joint Honors subjects/combinations had not been assigned to the pillars at the time including, Business, Economics and Social Studies (BESS) and Philosophy, Political Science, Economics and Sociology (PPES), and that these now needed to be included as they had shared components with other subjects. The Senior Lecturer/Dean of Undergraduate Studies added that Linguistics and Social Policy are subjects proposed to join the pillar system also. The pillar system with the new subjects assigned to pillars was outlined by the Senior Lecturer/Dean of Undergraduate Studies - Pillar 1 (Sociology moved from Pillar 3), Pillar 2 (Law and Linguistics, Pillar 3 (Political Science and Computer Science) and Pillar 4 (Business and Social Policy). He explained that

the solution proposed with the assignment of new subjects to pillars resulted in some current offerings continuing, while other offerings were now disabled - Sociology and History, French and Drama Studies; Computer Science and German (continues to be an option in Computer Science, Linguistics and a Language for 2020/21 only); and Business and Spanish (can be retained through specialist language teaching). The Senior Lecturer/Dean of Undergraduate Studies provided examples of possible new offerings facilitated by proposed solution.

The Senior Lecturer/Dean of Undergraduate Studies presented the single-subject quota grid system, whereby all subjects within the grid have a single-subject quota resulting in demand being distributed across the grid and facilitating timetabling. He advised that all combinations with Business, Law, Political Science, Computer Science and Sociology and Social Policy will have dedicated Joint Honors quotas. A modelling of admissions systems, undertaken by SUMS Consulting, he reported, identified a major risk for Law and a language, and Business and a language, not to fill quotas if Law and Business were to be brought fully into single-subject quotas. To mitigate this risk, he advised, that it is proposed that Law and a language, and Business and a language have ring-fenced quotas, and that other Law and Business quotas be brought into the grid.

The Senior Lecturer/Dean of Undergraduate Studies outlined the proposed new subject combinations and cessation of offerings brought about as a result of bringing the new subjects into the pillar system from 2021. He indicated that the new subject quotas were effective from 2021 highlighting the ring-fenced quotas retained and all other quotas added to the grid.

In referring to the regular review of the pillar system, the Senior Lecturer/Dean of Undergraduate Studies reported that the remit of the review in 2022 and 2023 will include the following:

- i. Conversion of dedicated joint entry quotas to a single-subject quota system, in particular effects on the uptake of previously dedicated Joint Honors combinations or on other subjects in the grid.
- ii. Ring-fencing of Law and a language, and Business and a language combinations.
- iii. Demand for and viability of new grid subjects and new combinations.
- iv. Visibility and marketing of individual subjects and specific combinations.
- v. Possibility of introducing new combinations, including Business and Maths, Law and Social Policy, Computer Science and Economics, Political Science and Modern Languages.

Summarising the proposals being brought to Council for approval, the Senior Lecturer/Dean of Undergraduate Studies advised that these were as follows, to:

- Bring Business, Law, Computer Science, Political Science, Social Policy and Linguistics into the pillar system.
- Cease four current entry offerings.
- Introduce 15 new subject combinations on entry with new entry codes.
- Include new subjects in single-subject quota system with the exception of Law and a language, and Business and a language.
- Expand offerings under Modern Languages to all available languages for all other subjects, with no new entry codes.

The Senior Lecturer/Dean of Undergraduate Studies drew attention to the extensive consultation undertaken with Schools on the proposal, and that the proposal was recommended to Council for approval by USC.

The Provost thanked the Senior Lecturer/Dean of Undergraduate Studies for his report and commended the Vice-Provost/Chief Academic Officer, the Senior Lecturer/Dean of Undergraduate Studies and all involved in the development of the proposal.

Decisions:

CL/19-20/152.1: Council approved the proposed placement of subjects in pillars.

CL/19-20/152.2: Council approved the proposed cessation of offerings with the final intake of students into these courses in September 2020.

CL/19-20/152.3: Council approved the proposed new combinations in Joint Honors, and to begin to offer a selected subset of new combinations for intake in September 2021.

CL/19-20/152.4: Council approved the proposal to include the new subjects in a single-subject quota system with the exception of Law and a language, and Business and a language, and that as subjects are brought into the pillar system, they are simultaneously incorporated into a single, integrative admissions system, based on single-subject quotas.

CL/19-20/152.5: Council approved ring-fenced quotas for Law and a language, Business and a language, and Computer Science, Linguistics and a language.

CL/19-20/152.6: Council approved the review of changes to the pillar system following admissions in 2021 and again in 2022, and the proposed remit for the review.

CL/19-20/153
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Review of Royal Irish Academy of Music (RIAM) Quality Assurance Procedures

The Provost invited Ms. D. Kelleher to make a statement before leaving the meeting for discussion of the item. In making her statement, Ms. Kelleher explained that the development and review of RIAM quality assurance procedures was a robust process with intensive scrutiny of the policies and procedures from the Trinity Quality Office and the working group established to review the 60 plus policies developed. She confirmed that the process, while very intensive has resulted in RIAM having robust policies and procedures ready for implementation.

Ms. D. Kelleher left the meeting.

The Registrar acknowledged the work undertaken by the Academy advising that she was providing her report as Chair of the Linked Provider Working Group (LPWG). She drew Council's attention to the legislative requirement under the Qualifications and Quality Assurance (Education and Training) Act 2012 that Trinity as a Designated Awarding Body (DBA) approves the quality assurance procedures of its Linked Providers, which are Marino Institute of Education (MIE) and the Royal Irish Academy of Music (RIAM). She added that Trinity validates the programmes and awards the Degrees, Diplomas and Certificates of MIE and RIAM. The Registrar invited Council to consider the report of the LPWG detailing the process undertaken to review the RIAM Quality Assurance (QA) Procedures and the recommendation of the Working Group to approve the Procedures, which were endorsed by the Quality Committee at its meeting on 2 April 2020. She highlighted that the review was a long process and that the interaction with RIAM was very positive and had strengthened their understanding of QA processes.

The Provost thanked the Registrar acknowledging the detailed and thorough job undertaken as required by the legislation. He observed that the review of RIAM's QA Procedures further strengthens the relationship of RIAM and Trinity. The Vice-Provost/Chief Academic Officer added that the Report had come before the Quality Committee and had been discussed at all the relevant committees.

Decision:

CL/19-20/153.1: Council approved the report on the review of the RIAM Quality Assurance Procedures.

Ms. D. Kelleher joined the meeting.

CL/19-20/154

Assessment Accommodations for Students on Erasmus and International Exchanges

The Senior Lecturer/Dean of Undergraduate Studies explained the need for assessment accommodations for students on Erasmus and International Exchanges due to many students

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facing difficult circumstances, both academically and personally, due to the COVID-19 crisis and uneven provision of online teaching across host universities. He advised that it is proposed to set out a set of safety net measures for students on Erasmus placements, noting that the normal arrangement of counting credits provides some buffer for these students, as the best 45 ECTS out of 60 ECTS are applied to their overall third year mark and where applicable, their degree award. The two measures already approved for students taking assessments in Trinity, he advised, should be applied to Erasmus students namely, discretionary powers to Boards of Examiners and Aggregation. Additional measures proposed for Erasmus students, he remarked, are as follows:

1. **Pass/Fail:** in cases where the host university has converted some or all modules to Pass/Fail, a student's grade for the year can be pro-rated from whatever modules have already been graded from the first and/or second semester (up to 45 ECTS). The Senior Lecturer/Dean of Undergraduate Studies added that Aggregation will also apply.
2. **Deferral:** some host universities have a reassessment session, which students may be able to defer to under the policies of the host university.
3. **Alternatives to deferral:** where students on international exchanges or placements may not have had a viable remote learning experience, or, where the host university is not providing for reassessment, two alternatives for students whose second semester is affected are proposed as follows:
 - a. Students may apply to retrospectively go off-books for the second semester of 2019/20 and the first semester of 2020/21 and return to complete the second semester of their third year in Spring 2021 at Trinity. The Senior Lecturer/Dean of Undergraduate Studies highlighted that these students would carry their first semester marks with them and no additional fees would be paid by the student.
 - b. Students may contact Schools to discuss the possibility of local provision of an alternative project or piece of independent work for the second semester as a replacement for missing credits, and that any such provision would need to be approved by the School and the Senior Lecturer/Dean of Undergraduate Studies after consultation has been undertaken between the coordinator and the host institution about the conditions under which learning took place.
4. **Resits:** students who are unhappy with the grades they receive for their third year could apply to go retrospectively off-books for the current semester and come back for the spring semester of 2021, which would be completed at Trinity.
5. **Additional considerations** for required modules cancelled by the host institution or no longer feasible or available, will need to be considered by the relevant coordinator in consultation with the DUTL and verified with relevant host institution, and arrange for the setting of alternative assignment as assessments for students, with delivery due at reassessment period.

The Provost thanked the Senior Lecturer/Dean of Undergraduate Studies for his report and asked if the information had been communicated. The Senior Lecturer/Dean of Undergraduate Studies reported that the Global Office and Schools had been in touch with students on Erasmus. In responding to a concern raised relating to an instance that may arise where the discretionary powers of Boards of Examiners had been exercised and the student subsequently appealing the marks, he stated that appeals processes are already in place in College and that these would apply. The Dean of Students highlighted the need for a record of the Board of Examiners deliberations to address any such appeals that may arise. The Senior Lecturer/Dean of Undergraduate Studies highlighted that such a mechanism is already in place as Board of Examiners present at appeals. A member drew attention to 'alternatives to deferral' and the extent to which Schools will be encouraged to have local provision. The Senior Lecturer/Dean of Undergraduate Studies reported that he has had discussions with Schools on this, and that specifics will need to be worked out on a case by case basis.

Decision:

CL/19-20/154.1: Council approved the plans and proposals for Assessment Accommodations for students on Erasmus and International Exchanges.

CL/19-20/155 Direct Non-EU Undergraduate Admissions 2020/21

In introducing this item, the Provost explained the need for Trinity to have a robust system for recruiting non-EU students in light of the financial challenges facing the College as a result of the impact of COVID 19.

The Vice-President for Global Relations explained that the COVID-19 crisis has led to the cancellation or delay of many international secondary school examinations and standardised testing such as the Scholastic Assessment Test's (SATs), that lead to direct (non-EU) admission to undergraduate programmes. She emphasised the need for an evaluation of applications in the absence of examinations, and that while English language testing has been cancelled in most countries that the online DuoLingo version approved by Council at its April meeting was in place.

The Vice-President of Global Relations explained the process that is currently in place in respect of non-EU applications and offers, advising that applications for direct admission to undergraduate programmes are made prior to the completion of final school/national/international examinations with conditional offers made based on predicted grades or prior achievement with the cut-off level benchmarked to 90% of the CAO points for each course. Proposed changes due to not having final exam results for many non-EU applicants were outlined by the Vice-President for Global Relations as follows:

1. Conditional offers to be converted to firm offers on the basis of predicted grades or prior achievement, without final exam results.
2. In countries where predicted grades have strong predictive validity it is proposed to lower the thresholds for acceptance by approximately 10% of CAO level, and where a cut-off of 90% of the CAO points was previously applied, a cut-off of 80% will be used.
3. In systems that do not have as strong predictive validity or where predicted grades are not provided conditional offers to be converted to firm offers as below.
4. Where applicants have not submitted predicted grades or any school performance assessments that may be used for this purpose, such as GPA, students will be contacted and invited to do so. She noted that many applications made last semester may now have additional information to support applications.
5. General and subject-specific requirements will have to be met under either mechanism.

The Vice-President of Global Relations drew Council's attention to Table 1 on page 3 of the document, which sets out the proposed offer level for relevant courses, advising that if Council approves the proposal extensive engagement with those provided offers will take place.

Decision:

CL/19-20/155.1: Council approved the proposals for evaluation of non-EU direct entry applications to undergraduate programmes for the academic year 2020/21 due to COVID-19.

CL/19-20/156 Postgraduate Course Proposal – MSc in Quantum Fields, Strings and Gravity

The Dean of Graduate Studies presented the course proposal for the MSc in Quantum Fields, Strings and Gravity from the School of Mathematics, consisting of 90 ECTS to be delivered full-time over one year. He explained that the course will have an intake of a minimum of 10 and maximum of 20 students, with non-EU students accounting for five and 15 places respectively. The Dean of Graduate Studies advised that the course received a very positive external review from Prof. Toby Wiseman, Professor of Theoretical Physics, Faculty of Natural Sciences, Department of Physics, from Imperial College London, and that the MSc will provide Theoretical Physics undergraduate students with an important bridge to PhD level. The School of Mathematics, he added, engaged with the School of Physics on the development of the programme, and had received support from the School of Physics for it.

The Dean of Engineering, Mathematics and Science endorsed the programme stating

Incorporating any amendments approved at subsequent Council meetings

that it was a boost to the School of Mathematics.

Decision:

CL/19-20/156.1: Council approved the proposal for a course in Quantum Fields, Strings and Gravity (School of Mathematics) leading to a MSc in Quantum Fields, Strings and Gravity with the exit award of postgraduate diploma, with a first intake in September 2020.

CL/19-20/157 Undergraduate Course Developments

(i) Proposal for a Certificate course in Christian Theology and Practice

The Senior Lecturer/Dean of Undergraduate Studies in presenting the proposal for the course in Christian Theology and Practice explained that the foundation course to prepare applicants for the Masters course has been to-date delivered by a College in the UK. He observed that the proposal for the course represents a deepening of the partnership between Trinity and the Church of Ireland Theological Institute (CITI) in that it provides for the co-delivery of an indigenous foundation course to provide a defined entry route to the M.Th. course. The 30 ECTS foundation course, he reported, leads to a Special Purpose Award at National Framework of Qualifications (NFQ) level 7. The Senior Lecturer/Dean of Undergraduate Studies advised that the course is aimed at prospective candidates for stipendiary ministry in the Church of Ireland, and those training to be Church of Ireland Lay Readers, and lay people seeking faith formation.

The Head of School of Religion stated that he endorses the course and that the School of Religion is delighted to have the course in Trinity.

The Provost raised a question on whether an undergraduate degree is required for entry into a Masters programme. The Dean of Graduate Studies clarified that a degree is not always required for entry to postgraduate courses. The Senior Lecturer/Dean of Undergraduate Studies added that the foundation course proposed is an entry route to the M.Th. course. The Provost noted the absence of a reference to how students would be assessed for admissions. The Academic Secretary noted that an Admissions Committee would be in place. The Provost requested that the composition of the admissions group be provided as a Matter Arising at the June Council meeting.

The Librarian/College Archivist drew Council's attention to '23' on page 4, and the reference to online access to the library. She reported that this will present the library with additional licensing requirements, which when taken into account with other programme needs, results in a resourcing issue for the library. The Provost agreed that this was an issue that needed to be addressed when course proposals with partner institutions were being developed and recommended that this matter be advanced.

Decision:

CL/19-20/157.1: Council approved the proposal subject to clarification on the composition of the admissions group, for a foundation course in Christian Theology and Practice delivered in collaboration with CITI and the Trinity School of Religion, leading to a Trinity awarded Certificate in Christian Theology and Practice with a first intake in January 2021.

(ii) Proposal for a new Joint Honors subject in Linguistics

The proposal for a new Joint Honors subject in Linguistics from the School of Linguistic, Speech and Communication Sciences was presented by the Senior Lecturer/Dean of Undergraduate Studies. He highlighted that the proposed Joint Honors subject in Linguistics was considered by the Undergraduate Studies Committee (USC) in April 2019, and that it has now come forward to Council due to significant progress been made on the integration of the remaining Joint Honors subjects into pillars and the identification of suitable subject partners. The subject with a quota of 18 EU and 2 non-EU students, he advised, received a very positive review from Prof. Maggie Tallerman,

Emerita Professor of Linguistics, Newcastle University.

The Dean of Arts, Humanities and Social Science endorsed the proposal.

Decision:

CL/19-20/157.4: Council approved the proposal for Linguistics as a subject within the Joint Honors structure with Joint Honors, Major Award and Minor pathways, from the School of Linguistic, Speech and Communication Sciences, with a first intake in September 2021.

(iii) Proposal for a new Joint Honors subject in Social Policy

The new Joint Honors subject in Social Policy proposed by the School of Social Work and Social Policy was presented by the Senior Lecturer/Dean of Undergraduate Studies. He highlighted that the proposed Joint Honors subject was considered by the Undergraduate Studies Committee (USC) in April 2019, and that it has come forward to Council due to significant progress been made on the integration of the remaining Joint Honors subjects into pillars and the identification of suitable subject partners. The subject with a quota of 27 EU and 1 non-EU students, he advised, received a very positive review from Dr. Daniel Clegg, Senior Lecturer in Social Policy, University of Edinburgh.

A member expressed her support for the subject, Social Policy, and remarked that that it was important for College to protect less popular courses also in order to preserve the diversity of programmes offered by Trinity.

Decision:

CL/19-20/157.5: Council approved the proposal for Social Policy as a subject within the Joint Honors structure with Joint Honors, Major Award and Minor pathways, from the School of Social Work and Social Policy, with a first intake in September 2021.

(iv) Proposal to discontinue the course in Sociology and Social Policy

The Senior Lecturer/Dean of Undergraduate Studies advised that due to the proposal to deliver a new Joint Honors subject in Social Policy, Council is invited to consider and approve the cessation of the existing programme in Sociology and Social Policy effective from 21/22 onwards.

Decision:

CL/19-20/157.6: Council approved the cessation of the B.A. in Sociology and Social Policy noting the last intake of students in September 2020.

CL/19-20/158 Any Other Urgent Business

The Provost advised Council that it was the last meeting of the Registrar and he commended her for her achievements over her four-year term, adding that she had done a thorough job and had produced high quality work. The Registrar thanked the Provost and reported that it had been a privilege to work with academic, professional and administrative colleagues, and with Council, all of whom had been supportive and professional in their dealings with her. She noted that being Registrar had been an enriching experience for her.

The Provost acknowledged that there is a lot happening in the research and teaching spaces and that a journey of returning to some normality had begun. He extended his thanks and appreciation to all academic and professional staff for their efforts to-date.

SECTION B

CL/19-20/159 Engagement Advisory Group

- (i) 6 June 2019
- (ii) 12 September 2019
- (iii) 23 January 2020
- (iv) 16 April 2020

The Registrar drew Council's attention to two items in the minutes of 16 April 2020, namely Trinity's draft University of Sanctuary application, which is well under way and due for submission to the University of Sanctuary by the end of May, and the Registrar's Civic Engagement Award, now in its third year with the awards to be announced on 26 May 2020.

Decision:

CL/19-20/159.1: The minutes of the meetings of 6 June 2019, 12 September 2019, 23 January 2020 and 16 April 2020 were noted and approved.

CL/19-20/160 Global Relations Committee

The minutes of the meeting of the 27 April 2020 were noted and approved.

CL/19-20/161 Graduate Studies Committee

The minutes of the meeting of 23 April 2020 were noted and approved.

CL/19-20/162 Library and Information Policy Committee

- (i) 4 November 2019
- (ii) 3 February 2020

The Library/College Archivist advised Council that work is progressing in relation to UK Legal Deposit and Brexit.

Decision:

CL/19-20/162.1: The minutes of the meetings of 4 November 2019 and 3 February 2020 were noted and approved.

CL/19-20/163 Quality Committee

The minutes of the meeting of 2 April 2020 were noted and approved.

CL/19-20/164 Research Committee

The minutes of 24 March 2020 were noted and approved.

CL/19-20/165 Student Life Committee

The Dean of Students drew Council's attention to three items in the minutes advising that StudentSurvey.ie has now been completed with an increase in the response rate from 22% in 2018/19 to 34% in 2019/20. He referred Council to the Senior Tutor's Annual Report 2018/19, commending the work of the Senior Tutor's Office, and drawing attention to the number of students accessing the Postgraduate Advisory Service (PAS), which recorded 938 student contacts with 59% of PAS clients identifying as international students. He noted that the resourcing of the

PAS needs to be examined, as it consists of only one staff member. The Dean of Students referred to the Mobile Student Crisis Procedure, advising that this will be finalised after the working group submits its report to the Student Life Committee.

The minutes of 30 March 2020 were noted and approved.

CL/19-20/166 Undergraduate Studies Committee

Minutes of the meeting of 21 April 2020 noting the following appendices:

- (i) Revised Admission and Transfer Policy
- (ii) Procedures for the Recognition of Foreign Qualifications

The Senior Lecturer/Dean of Undergraduate Studies drew Council's attention to item USC/19-20/055 'Senior Lecturer's Annual Report 2018/19', advising that he will present his report at the June Council meeting. He referred Council to item USC/19-20/057 'Admissions', noting that the *Admissions and Transfer Policy* had been revised and that a *Recognition of Foreign Qualifications Procedure* had been recommended by USC to Council. The 'Northern Ireland Feasibility Study' (USC/19-20/060) had been recommended by USC for continuation for an additional year for entrants in September 2021.

Decision:

CL/19-20/166.1: The minutes of the meeting of 21 April 2020 with appendices: (i) Revised Admission and Transfer Policy and (ii) Procedures for the Recognition of Foreign Qualifications were noted and approved.

CL/10-20/1661.2: Council approved the continuation of the 'Northern Ireland Feasibility Study' for an additional year for entrants in September 2021.

CL/19-20/166.3: Council approved the proposal for a one-year part-time course within the two-year part-time Diploma in Music Teaching and Performance course. Students completing the one-year part-time course, who choose not to progress to the second year, will graduate with a Certificate in Music Performance/Music Pedagogy/Music Performance and Pedagogy, depending on the modules completed, as a Special Purpose Award (30 ECTS) at level 7 of the National Framework of Qualifications, from 20/21.

SECTION C

CL/19-20/167 Inter-Institutional Collaboration Agreement with the National College of Art and Design

The Provost drew Council's attention to the Inter-Institutional Collaboration Agreement with the National College of Art and Design (NCAD) advising that he was delighted that the collaboration with NCAD is in place, with a public signing to take place once the current COVID-19 restrictions are lifted. He noted the Trinity Elective 'Contemporary Art Angles' is the first to be delivered by an institution outside of Trinity and that two future Trinity Electives are planned.

The Council noted and approved the Memorandum from the Associate Dean of Undergraduate Science Education dated 5 May 2020.

CL/19-20/168 Director of Trinity Long Room Hub

The Council noted and approved the Memorandum from the Dean of Research dated 5 May 2020.

CL/19-20/169 Academic Director

The Council noted and approved the following nomination:

- (i) Professor Jacqueline Hayden as Academic Director of Centre for European Studies, School of Languages, Literatures and Cultural Studies, for a three-year term from 1 June 2020 to 1 June 2023.

CL/19-20/170 Course Director

The Council noted and approved the following nomination:

- (i) Professor Eavan Brady as Course Director of the Master in Social Work, School of Social Work and Social Policy, for a three-year term from 3 June 2020 to 3 June 2023.

CL/19-20/171 Head of Discipline

The Council noted and approved the following nomination:

- (i) Professor Dmitri Tsiskarashvili as Head of Discipline of Russian and Slavonic Studies, School of Languages, Literatures and Cultural Studies, for a three-year term commencing 1 June 2020.

CL/19-20/172 External Examiner – Near and Middle Eastern Studies

The Council noted and approved the Memorandum from the Senior Lecturer/Dean of Undergraduate Studies dated 30 April 2020.

CL/19-20/173 Higher Degrees—Reports of Examiners

The Council noted and approved the reports of examiners on candidates for higher degrees, approved by the sub-committee of Board and Council on 8 April 2020 and noted by Board on 22 April 2020.

Higher Degrees by Research Alone

PhD Mohamed Mubarak Ukla Al-Hussain; Christian Humberto Cabrera Jojoa; Dervla Connaughton; Karima Mohamed M Elayati; Md. Khairul Hoque; Alan Francis McDonagh; Conor William McDonnell; Adwoa Serwaa Ofori; Ken William O’Reilly.

MSc Oluwatobiloba John Olajubu; Xiaolu Sun.

SECTION D

In compliance with the Data Protection Acts this information is restricted.

Signed

Date