**UNIVERSITY OF DUBLIN
TRINITY COLLEGE**

GRADUATE STUDIES COMMITTEE
Minutes of the meeting held at 9am on Thursday 21st May 2015
Boardroom, Provost's House

***Present*:** Professor Aideen Long, Dean of Graduate Studies (*Chair*),

Directors of Teaching and Learning (Postgraduate) as follows:
Professor Frank Barry, School of Business
Professor Dónall Mac Dónaill, School of Chemistry
Professor Lucy Hederman, School of Computer Science and Statistics
Professor Melissa Sihra, School of Drama, Film and Music
Professor Damian Murchan, School of Education
Professor Martine Cuypers, School of Histories & Humanities
Professor Anne Fitzpatrick, School of Languages, Literatures and Cultural Studies
Professor Alex Schuster, School of Law
Professor Orla Sheils, School of Medicine
Professor Patrick Wyse Jackson, School of Natural Sciences
Professor Joan Lalor, School of Nursing and Midwifery
Professor John Gilmer, School of Pharmacy and Pharmaceutical Sciences
Professor David Hevey, School of Psychology
Professor Benjamin Wold, Confederal School of Religions, Peace Studies and Theology
Professor William Phelan, School of Social Sciences and Philosophy
Professor Stephanie Holt, School of Social Work and Social Policy

Ms Megan Lee, Graduate Students' Union President   (*Ex officio*)
Mr Trevor Peare, Keeper of Readers' Services (in attendance *Ex officio*)
The Academic Secretary, Ms Patricia Callaghan, CAPSL Representative   (*Ex officio*)
Ms Helen O'Hara, Information System Services Representative   (in attendance *Ex officio*)

***Apologies*:** Directors of Teaching and Learning (Postgraduate) as follows:
Professor Amir Khan, School of Biochemistry and Immunology
Professor Michael O'Sullivan, School of Dental Science
Professor Roger West, School of Engineering
Professor David O'Shaughnessy, School of English
Professor Kevin Devine, School of Genetics and Microbiology
Professor Christer Gobl, School of Linguistic, Speech and Communication Sciences
Professor John Stalker, School of Mathematics

Professor Louise Bradley, School of Physics

Professor Vinny Cahill, Dean of Research   (*Ex officio*)
Mr Adam Hanna, Graduate Students' Union Vice President (*Ex officio*)

In attendance: Mr Dimitrios Paraskevas, Trinity Teaching and Learning,
Secretary to the meeting   (*Ex officio)*
Ms Helen Thornbury, Graduate Studies Office   (*Ex officio*)

Ms Leona Coady (AR) and Mr Neil Brennan (AR) for item GS/14-15/39
Professor Brian Lucey and Professor Sarah Browne for item GS/14-15/40
Professor Timothy Savage and Professor Julie Byrne for item GS/14-15/42
Ms Ewa Sadowska (TTL) and Ms Sarah Coyle (TTL) for item GS/14-15/43

GS/14-15/37   Minutes of 23rd April 2015
The minutes were approved by the Committee as circulated.

GS/14-15/38   Matters Arising
Following the last Committee meeting of 23rd April 2015, the Dean informed members that the Postgraduate Certificate in Creative Thinking, Innovation and Entrepreneurship (item GS/14-15/34) had received a very positive external review and that the proposal was on the June Council agenda for approval.

GS/14-15/39   Report of the Academic Transcript Working Party (full report appended for Council)
Under the remit of the AR Enhancement Programme (details of which were presented to GSC on April 23rd, 2015 (minute GS/14-15/32)) an Academic Transcript working party was convened in March 2015 with the following terms of reference:

- Define a College-wide standard for the issue of all academic transcripts.
- Consider the centralisation of transcript production to the AR and the implications for same.
- Consider the standardisation of charges for the issue of academic transcripts.
- Consider implications for adherence to data protection College policies and legislation.

In their presentation, Ms Leona Coady and Mr Neil Brennan provided a brief overview of the work that had been carried out up to then, informing members that

the working party had collected information on current practice and obtained sample transcripts from both College and from other universities across the island of Ireland. They sought the Committee's approval of the working party's proposed postgraduate transcript templates and recommendations to centralise production of transcripts within the Academic Registry and standardise charges for the issue of transcripts. Furthermore, the presenters explained that production of the proposed templates was subject to the entry of results data by Schools, delivery of additional functionality in SITS, and the migration of remaining data from the old student information system (Admin5) to SITS (the latter two requirements being part of the AR Enhancement Programme and due for completion before the beginning of 2015/16).

In the discussion that ensued members welcomed the initiative and debated whether:

- prompting assessors to use the AR website for grade conversion instead of including this information on the transcript should be the preferred practice (with arguments in favour being to keep documents short, and arguments against being that this could be perceived as a less formal grade conversion, and also being unhelpful to both TCD students and prospective assessors).
- recording details on the Ph.D. transcript of reasons a student extended their studies beyond Year 4 was necessary or not (with arguments for being that this information is regularly sought by assessors and arguments against being that this could be potentially confusing and disadvantaging to students, particularly since the terminology College uses may not be immediately understood internationally).

At the end of the discussion, the Committee approved the working party's recommendations to centralise production of transcripts within the Academic Registry and to standardise charges for their issue. The transcript format for postgraduate taught courses was also approved.

In addition, the Committee requested the following:

- That grade conversion tables are added to the transcripts instead of prompting end users to a website.
- That some sample Ph.D. transcripts (e.g. from North America) be reviewed to inform the design/content of a comprehensive TCD Ph.D. transcript that would be easily interpreted worldwide. Moreover, and in relation to the existing Ph.D. proposed template, registered periods to be recorded without further definitions (i.e. remove content in brackets next to dates) on the Ph.D. transcript.

GS/14-15/40 School of Business Course Proposals: i) M.Sc. in Financial Risk Management, ii) M.Sc. in International Finance, iii) M.Sc. in Investments, iv) M.Sc. in Marketing, v) M.Sc. in Advanced Accounting, vi) M.Sc. in Management with Finance, vii) M.Sc. in Management with Marketing, viii) M.Sc. in Management with Accounting, ix) P.Grad.Dip. in Accounting

The Dean invited Professor Brian Lucey and Professor Sarah Browne to present this item (Professor Andrew Burke was unavailable to attend). The two presenters began with a brief summary of the School's plans to expand both physically and organisationally, as already agreed by TCD. They explained that this suite of nine new course proposals was part of these plans and that it was also the result of intensive and extensive market research undertaken by the School. Prof. Lucey and Prof. Browne continued with providing the key points behind each individual course proposal (going through each proposal's overall learning outcomes, and explaining how would these be achieved through the overall course and individual module content) and reassured the Committee that the School had the knowledge to work with the relevant accrediting professional bodies (where applicable) to ensure that in addition to their academic qualification graduates would also have appropriate professional designation.

In the discussion that followed the presenters clarified that although prior learning was not being reflected in the proposed courses' admissions criteria the School was willing to consider professional qualifications in place of undergraduate degrees. Moreover, they agreed with Mr Trevor Peare's view that the number of students these courses are projected to recruit would potentially require additional resources for all of College's services. Prof Lucey informed members that the School of Business would be fully supportive of a related Library request to College Officers. In addition, they reassured the Committee that the School had already prepared for the projected student number increase, including provision for the supervision of dissertations. Regarding the latter, the School was proposing a structured approach (similar to universities in the UK) in order to facilitate those students willing to complete dissertations as part of internships or through employment in industry projects as well. The discussion concluded with members hearing that as courses would not be offered before September 2016 the School was not in a position to provide more details in terms of their academic content (i.e. full module descriptors) as yet. Approval was being sought though at this early stage as marketing of courses needed to begin as soon as possible.

Following the presentation, the strategic importance of this suite of course proposals was discussed at some length and the Committee accepted the necessity and rationale for expanding the repertoire of postgraduate courses offered by the School of Business. Members did however express concerns regarding parts of the proposals and as these were in critical areas (module content, learning outcomes and assessments – which must be fit for external review and robust enough to withstand potential appeals in the future) the decision was that they must be addressed before courses could be approved.

Understanding the urgency to have these courses marketed, and to ensure that the School would not have to wait for a Committee meeting in the 2015/16 academic year to re-present the proposals, a sub-Committee agreed to meet to review the final proposals when the issues identified have been addressed. Membership of the sub-Committee is as follows: Prof. Alexander Schuster, Prof. Martine Cuypers, Prof. Stephanie Holt and the GSU President Ms Megan Lee.

GS/14-15/41   Report of working group on plagiarism

Based on feedback received from members of both USC and GSC (GSC meetings of January 22nd, minute GS/14-15/17, and of February 19th, minute GS/14-15/23), a review of policies and practices in other institutions in Ireland and abroad, and consultation with the Junior Dean, a draft report of the working group on plagiarism was prepared and brought to the Committee by the Dean for consideration. Members heard that the same report was also presented to USC by the Senior Lecturer, and that comments agreed at USC and at GSC would be incorporated to the report prior to submission to Council for its meeting of June 10th.

Talking to members, the Dean went through the recommendations the working group made in relation to the Calendar entry (proposing an amended entry on plagiarism), and to the procedures and penalties to deal with cases of plagiarism (proposing cases to be formally classified on a scale from 1 to 4 according to their severity). In discussion as to whether level 1 should be applicable to postgraduate students, it was agreed that it was and applied to, for example, non-EU and to students with a professional rather than an academic background. The report also proposed clear definitions and regulations regarding group work and self-plagiarism and the creation of a central online repository that will contain a centralised bank of material and provide a common source of reference for all students and staff (with the Library agreeing to host this repository, and the Calendar and course handbooks containing a link to it).

Concluding her presentation, the Dean informed members that another recommendation of the working group was that all students complete a signed cover sheet when submitting work for continuous assessment, confirming that the work is their own, that they understand that plagiarism is a serious offence and that they have read and understood the guidelines. Moreover, the report proposed that the working group would reconvene to implement the agreed policy in College.

In the discussion that arose, members agreed with the working group's view that the involvement of Heads of School for minor offences was not necessary, noted that transition from level 2 to level 3 may sometimes be difficult to distinguish, and debated whether the proposed guidelines may favour students in particular situations. In the end, the Committee agreed that the proposed policy covered most cases and any inequalities that may arise from its implementation would be few and far between. The Committee also welcomed the fact that the proposed policy on plagiarism allowed for discretion in exceptional cases (as it proposed guidelines and not rigid regulations), and that it will also be periodically reviewed by USC and GSC in order to reflect the latest trends on the subject by amending it as and if required.

The discussion concluded with the Dean agreeing to a member of the Committee's suggestion to investigate whether the term 'self-plagiarism' could be replaced by a more suitable phrase that reflects the offence/action.

The Committee approved the policy and recommendations of the working group, subject to the following amendments:

- Under paragraph 6 on page 16 of the report, to add examples of whom the 'other appropriate representative' attending the informal meeting might be (e.g. a representative of the GSU).
- Paragraph 8 on page 20, to be corrected to reflect that for level 1 offences the Dean of Graduate Studies does not need to be notified.

GS/14-15/42   M.Sc. Applied Social Studies

Professor Holt, along with Professor Byrne and Professor Savage presented this proposal to the Committee informing members that this was a one academic year online top-up to the existing P.Grad.Dip. in Social Studies.

During the presentation, Prof. Holt explained that based on the P.Grad.Dip.'s popularity the School was confident they would attract at least the minimum number of students required to run the top-up M.Sc. in September 2015. Furthermore, and in relation to ensuring that adequate support/supervision is provided to students (this being a course offered online), members were informed that all online student activity (attendance, sharing of documents, accessing of tutorials, etc.) will be recorded and monitored, and that supervision sessions, module content, etc. will also be recorded/videoed and made available online on an interactive multimedia presentation platform. To further facilitate learning, students will have unlimited access to these recordings/videos, on the condition of adherence to terms of usage (e.g. that the recorded material could not be posted to social media). Members also heard that it was in the School's plans to reuse the recorded Research Methods module content in other courses that share this module (thus maximising use of resources), making adaptations as required for each course. At that point, Prof. Savage explained that there were no industry standards regarding online supervision and recording of tutorials/content but it was part of his task to look at implications of recording/videoing material as standard. Finally, queried on finances, Prof. Holt explained that that they were comparable to other courses in the School and in other institutions, and that they had already been approved by the Faculty Dean. The Committee approved the top-up course proposal as circulated.

GS/14-15/43   Policy on Joint and Dual Awards

Ms Sarah Coyle and Ms Ewa Sadowska provided a brief summary of the context, purpose, benefits, principles and definitions of this policy and explained that this was a proposal to facilitate the general process of setting up such awards, with details in relation to fees, registration, etc. depending on each individual agreement with the partner institution(s). Furthermore, prompted by relevant queries, the two presenters clarified the following in relation to dual awards:

- Students will have completed a curriculum in the partner institution before coming to TCD. No credit will be given from TCD for work done elsewhere but we would allow partner institutions to count credits obtained in TCD with such information being visible on the parchment.

- The proposal of TCD being the second institution for such collaborations (i.e. the one at which the student completes the dual award programme (with the first being the institution where a student registers to commence the programme and undertake the first part of the curricula)) means that there would be no interference with our courses, and that the integrity of our own degrees remains protected.
- Any postgraduate course in TCD could potentially participate in a dual agreement without any modification. It is expected that a number of TCD postgraduate courses will complement courses in other institutions to the benefit of students.
- In terms of using Library resources, such students will be easily identified by the Library as they will be registered TCD students while completing their studies in College.

The discussion concluded with members welcoming the development of such programmes, as long as details of each agreement were transparent. The Committee approved the proposed policy as circulated.

GS/14-15/44   Self-evaluation of Graduate Studies Committee
The Dean informed members of the annual self-evaluation requirement for each principal Committee in College and invited members to complete this year's online survey for the Graduate Studies Committee at their earliest convenience.

GS/14-15/45   AOB
The Dean informed the Committee that preparations for the launch of the Framework for Doctoral Education were underway, with invitations being sent out in due course (and once a date, most likely in June, had been fixed). Furthermore, she explained that as part of the event, poster presentations related to structured PhDs were being sought and invited members who had such posters in mind for nomination or who were willing to put one forward to get in touch with the Office of the Dean of Graduate Studies.

On behalf of the Committee, the Dean thanked Mr Trevor Peare for his excellent service to the GSC throughout the years and wished him the very best for his retirement.

The Committee noted a memo from the GSU President regarding the incoming GSU Sabbatical Officers, Ms Katie Crowther and Dr Gianna Hegarty (as President and Vice-President), for 2015/16.

Section B for noting and approval
B1.   Calendar Part III changes

(i) The Committee noted and approved the proposed Confederal School of Religions, Peace Studies and Theology Calendar Part III changes for 2015/16.

(ii) The Committee noted and approved the proposed School of Languages, Literatures and Cultural Studies Calendar Part III changes for 2015/16.

(iii) The Committee noted and approved the proposed School of Psychology Calendar Part III changes for 2015/16.

(iv) The Committee noted and approved the proposed School of English Calendar Part III changes for 2015/16.

(v) The Committee noted and approved the proposed School of Pharmacy and Pharmaceutical Sciences Calendar Part III changes for 2015/16.

(vi) The Committee noted and approved the proposed School of Social Work and Social Policy Calendar Part III changes for 2015/16.

(vii) The Committee noted and approved the proposed School of Drama, Film and Music Calendar Part III changes for 2015/16.

(viii) The Committee noted and approved the proposed School of Business Calendar Part III changes for 2015/16.

(ix) The Committee noted and approved the proposed School of Nursing and Midwifery Calendar Part III changes for 2015/16 (with the exception of the "Nursing – Advanced Nurse Practitioner including Nurse Prescribing Certificate" entry (page 34 of the circulated document) for which potential double counting of credit issues need to be addressed prior to approval), subject to the following amendments:

- Across all entries, it should be explicitly stated when students are required to rescind a qualification in order to progress to the next level of study (progression from P.Grad.Cert. to P.Grad.Dip. to Masters needs to be clear and as per the approved framework in all cases).
- Across all entries, references to students being able to attend a specific award ceremony under certain conditions should be removed.

(x) The Committee noted and approved the proposed School of Law Calendar Part III changes for 2015/16.

(xi) The Committee noted and approved the proposed School of Education Calendar Part III changes for 2015/16.

(xii) The Committee noted and approved the proposed Validated CICE and other MIE courses Calendar Part III changes for 2015/16.

(xiii) The Committee noted and approved the proposed RIAM courses Calendar Part III changes for 2015/16.

(xiv) The Committee noted and approved the proposed School of Histories and Humanities Calendar Part III changes for 2015/16.

B2.   The Committee noted and approved the proposed revised module descriptors for the M.Ed. Science Education strand.

B3.   The Committee noted and approved the proposed Professional Master of Education (PME) module amendment i.e. the introduction of a 20 credit Research

Methods and Professional Dissertation module to run collaboratively between the four institutions currently offering PME courses (TCD, UCD, MIE and NCAD). Furthermore, the Committee noted that this development was a stepping stone towards the long term objective of the PME Working Group to replace the four currently separate degree programmes of Professional Master of Education in these institutions with one collaborative inter-institutional PME degree programme of Professional Master of Education. The Committee also noted that following this approval, the respective Calendar Part III entry would also need to be amended accordingly.

B4.   The Committee noted and approved the proposed amendment to the current Higher Diploma in Midwifery course structure.

B5.   The Committee noted and approved the proposed update to modules on the Child, Adolescent and Family Mental Health strand of M.Sc. in Mental Health.

B6.   The Committee noted and approved the proposed update to modules on the Orthopaedic strand of M.Sc. in Specialist Nursing.

B7.   The Committee noted and approved the proposed course title amendment from M.Sc. in Business and Management to M.Sc. in Management with effect from the 2016/17 academic year.

Section C for noting
C1.   The Committee noted an update from the Library on the introduction of the electronic theses (eTheses) deposit process.

C2.   The Committee noted the schedule of the GSC meetings for the academic year 2015-2016.

There being no other business, the meeting ended.

Prof. Aideen Long   Date: 29th May 2015

Appendix to GSC Minutes (meeting of May 21st, 2015)

Report of the
Academic Transcript Working Party

I. Introduction

The objective of the Academic Registry Enhancement Programme is to develop the Academic Registry and ensure that it can provide the services required to support the student lifecycle, support schools in delivering College's mission, and to enable College to grow student numbers with confidence that the structures, processes and systems in the Academic Registry can support that growth.

Under the remit of that program, the Academic Transcript Working Party was convened with Terms of Reference and membership as detailed in Appendix A and B respectively.

The main aim of this group was to define a College-wide standard for the issue of academic transcripts (UG and PG). Prior to designing the TCD-specific transcripts, a review of practices followed by other Irish and Northern Irish institutions was undertaken. Information was gathered from their respective websites and, in most cases, individual contact persons in Examinations / Records Offices were surveyed for further information.
The information gathered related to transcript production (how and when they are produced and by whom), the content of the documents and formats used, how the documents are issued and any charges that may apply.
Sample transcript documents from the other institutions were also obtained. Additionally, members of the Working Party gathered information and sample transcripts from within Trinity. This assisted in establishing an understanding of current practices and in developing a best practice approach going forward.

Using the collated information together with the expertise of the working group, a set of template transcripts was designed that would serve TCD undergraduate (UG), postgraduate (PG) and visiting students. It is proposed that these transcripts should be available to students while registered and following graduation and be produced within the SITS system.

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II. A College-Wide Standard for Academic Transcripts

Standard template transcripts were recommended for consideration by the Graduate Studies Committee and the Undergraduate Studies Committee. These were approved at their meetings of May 16th and 19th respectively.

III. Centralisation of Transcript Production to the Academic Registry

The survey of other Irish Universities demonstrated that they produce their transcript documentation centrally. Centralised production aims to simplify and streamline the student experience: the student or graduate can be directed to interact with one entity within the College regardless of the course or courses of study they have followed. This initiative aligns with the objectives of the Strategic Plan 2014-2019, where the stated goal (A2.3) in relation to the Academic Registry is to enhance the student experience and support process improvement. Centralised production is also linked to the proposed standardisation of transcript content and format.

The Working Party recommends that transcript production be centralised within the Academic Registry. In recognising that some academic performance information is not currently recorded centrally in SITS (and therefore not possible to include in a standardised transcript), it acknowledges that this will lead some students to request supplementary documentation directly from Schools / Departments in order to satisfy professional or regulatory bodies' requirements.

Note: further details of the information not recorded in SITS is included in Appendix C.

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IV. Standardisation of Charges for the Issue of Academic Transcripts

The Working Party recommends the standardisation of transcript documentation and the standardisation of and application of charges as follows:

A. Summary and detailed transcripts should be available for current students to view via the portal at MyTCD.ie

- detailed (module) results available from 2012/13 academic year onwards
- document to include a significant watermark, e.g. 'THIS IS NOT AN OFFICIAL DOCUMENT' for tamper-proofing purposes
- no charges to be applied for viewing online documentation

B. Official summary and/or detailed transcript documents can only be produced and issued internally by the Academic Registry

- to be printed on official headed / security paper
- no charges to be applied for official documentation provided to students prior to completion of their course of study

C. An official detailed transcript to be provided to all students following graduation / awarding of their qualification and upon completion of studies for visiting students

- to be printed on official headed / security paper
- no charges to be applied for this service

D. Requests for additional copies of official transcript documents should be submitted to the Academic Registry via the portal at MyTCD.ie

- to be printed on official headed / security paper
- charges to be applied in this instance
- charge level to be the subject of further discussion, informed by practices in place at other Universities nationally and approved by Finance Committee
- charge level may vary depending on category of request, e.g.:
  - summary and detailed transcripts may vary in cost
  - minimum charge for a specific number of documents
  - further charges depending on total number of documents requested

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V. Data Protection – Adherence to Legislation & College Policies

The Working Party acknowledges the requirement to provide transcripts in line with College Policy and data protection legislation (Data Protection Acts 1988 and 2003).

Documents shall not be provided to third parties without prior written consent being granted by the student. Third parties may include but not be limited to the following: other academic institutions; family members; agencies acting on behalf of the student.

VI. Assumptions

Some content of the proposed standardised transcripts and some other aspects of transcript production are contingent on the delivery of additional functionality in SITS, the migration of remaining data from the old student information system (Admin5) to SITS and the entry of results data by Schools.

Hence the recommendations of the Working Party are made on the following assumptions:

1. The relevant data must exist in SITS – the Schools will have entered all module results and will have calculated/entered the end of year and award results in SITS.

2. The Ceremonies, Alumni and Research Degree Student components of SITS will be delivered and operational (Stage 5 deliverable of the GeneSIS Project).

3. The migration of remaining data from Admin5 will be completed (Phase 2 deliverable of the Academic Registry Enhancement Program (Data Strand)).

Prof. Aideen Long
Dean of Graduate Studies
Chair of Academic Transcript Working Party   **May 29, 2015.**

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Appendix A

Terms of Reference

The Academic Transcript Working Party was convened with Terms of Reference as follows:

1. Define a College wide standard for the issue of all academic transcripts
2. Consider the centralisation of transcript production to the Academic Registry and its implications
3. Consider the standardisation of charges for the issue of academic transcripts
4. Implications for adherence to data protection College policies and legislation

The aim is to present recommendations to the May meetings of USC and GSC in order to gain approval for proposed transcript templates which can then be developed as part of the ongoing Academic Registry Enhancement Program (Systems and Process Strands).

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Appendix B

Membership of the Working Party

Prof Aideen Long, Dean of Graduate Studies (*Chair*)

Prof Gillian Martin, Senior Lecturer

Leona Coady, Director of Academic Registry

Mary McMahon, Examinations & Timetables Officer

Catherine Finnegan, School Administrator - Law (*Faculty of AHSS School representative*)

Dr Colm Stephens, School Administrator - Physics (*Faculty of EMS School representative*)

Frank O'Rourke, School Administrator - Nursing (*Faculty of HS School representative*)

Anne O'Reilly, Course Administrator - Science (*Course Offices representative*)

Ronan Hodson, Regional Officer - India (*Global Relations representative, alternating*)

Caroline Enright, Regional Officer for USA, Canada, Russian Federation and Central Asia (*Global Relations representative, alternating*)

Prof Jarlath Killeen (*Associate Professor in Victorian English*)

Neil Brennan, Academic Registry (*Secretary*)

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Appendix C

Content, Structure and Presentation of the Transcript Templates

The decisions and other considerations noted below serve to highlight how the proposed transcript templates have been designed in terms of the format and the content to be displayed.

> ➢ **All Transcript Templates**

1) For ease of identification, the student's name, date of birth and student number all appear on the document.

2) To aid document security, the student's name and the date of issue appear on all pages of the document and pages are numbered in the format *<Page 1 of 3>*.

3) Where a student has earned one or more awards/qualifications and where the student has attended an award ceremony or has had the degree conferred in absentia, the *Awards and Qualifications obtained* section will display the details of the relevant awards followed by the printed signature of the College Registrar.

4) Where a student has earned an award but has not yet attended an award ceremony or had the degree conferred in absentia, the transcript will display the student's *Awards and Qualifications* but the Date of Conferring will be displayed as "Not yet conferred" and the signature of the College Registrar will not appear. Instead, the signature of the Director of Academic Registry will appear at the end of the *Record of Assessments*.

5) Where a student has not yet earned an award, the transcript will only display the student's *Record of Assessments*, i.e. a record of published assessment outcomes to date, followed by the printed signature of the Director of Academic Registry.

6) Where a student has enrolled on multiple courses, all courses will be included on a single document (e.g. student transferred courses after completing at least one year; undergraduate course followed by taught postgraduate course or visiting course

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followed by a full degree course; research student registers on a Masters course code and progresses to a PhD course code after Year 2).

7) NFQ Level and Course Type are indicated in course <u>and</u> award details – this clarifies where a student registers on a course at a certain level but obtains an award at a lower level (e.g. UG students who are allowed to withdraw with an Ordinary BA; research masters students who are allowed to exit with a diploma).

8) Foundation, Undergraduate and Postgraduate status is noted in the course type.

9) Mode of Attendance (full-time or part-time) is noted in the course details.

10) Attendance at supplemental or special supplemental examination sessions will not be stated – instead the *No. of Attempts* detail will clarify where a student failed and repeated a module.

11) A key to the codes used in the '*Grade*' column will be provided at the end of the document, where only the specific grade codes that appear in the document are included in the key.

12) Marking Schemes will not be included due to the complexity of different grade schemes being in use for different modules, however, the percentage mark (where recorded on SITS) is included in the results – this alleviates the necessity of including a Marking Scheme key.

13) A link to a permanent webpage containing further information on grades, Marking Schemes and the ECTS and NFQ systems will be displayed.

14) Election to Foundation / Non-Foundation Scholarship will be noted on transcripts.

> **Taught Course Transcripts**

15) The Awards (where applicable) and the Record of Assessments will be displayed in a reversed chronological order; i.e. most recent first.

16) For two subject courses, particularly TSM Pattern B courses, the overall marks and grades for each of the two individual subjects will be displayed for each academic year and the Year 4 Major Subject result and overall Major Subject result will be displayed separately.

17) Distinction in Spoken Language displayed where applicable for language courses.

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> ➢ **Research Course Transcripts**

18) The Awards (where applicable) will be displayed in a reversed chronological order; i.e. most recent first.

19) The Record of Supervised Research (Registration Periods and Thesis Submission Details) will be displayed in chronological order.

20) Modules taken that are supplementary to the research course curriculum (e.g. Innovation Academy modules) will appear in a separate section.

The following list highlights items or information not included in the proposed transcript templates, as they are not available in SITS:

1) Some information for some courses, particularly Professional courses in the Health Sciences, is recorded locally and not in SITS – for example, information relating to students' attendance at clinical placements and the related number of hours is recorded for School of Nursing & Midwifery students in the ARC attendance system.

2) Breakdown of module results for study at another institution, e.g. Erasmus or other exchange-out programs – because the other institution modules results are not recorded in SITS, they cannot be included in the transcript; where a student has spent a full year abroad, only the overall result will appear on the transcript.

3) Capped marks – a capped mark in SITS is not currently identified as such, therefore the transcript will not include an indication of where a mark has been capped.

4) Foundation / Non-Foundation Scholarships - examination results will not be included as they are not currently recorded in SITS.

5) College Prizes & Awards will not be included as they are not currently recorded in SITS.

6) Class rank information – this data is not currently recorded calculated in SITS.

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