



A meeting of the Undergraduate Studies Committee was held on 23 May 2023 at 2.00 pm.

Present: Professor David Shepherd, Senior Lecturer/Dean of Undergraduate Studies (*Chair*)
Professor Catherine McCabe, Dean of Students
Professor Stephen Smith, Senior Tutor
Professor Fraser Mitchell, Associate Dean of Undergraduate Science Education (ADUSE)
Professor Graeme Murdock, Associate Dean of Undergraduate Common Architecture (ADUCA)
Professor Catherine Welch, Trinity Business School
Professor Miranda Fay Thomas, School of Creative Arts
Professor Mark Sweetnam, School of English
Professor Robert Armstrong, School of Histories and Humanities
Professor Martin Worthington, School of Languages, Literatures and Cultural Studies
Professor David Kenny, School of Law
Professor Margaret Walshe, School of Linguistic, Speech and Communication Sciences
Professor Clare Kelly, School of Psychology
Professor Michelle D'Arcy, School of Social Sciences and Philosophy
Professor Julie Byrne, School of Social Work and Social Policy
Professor Jacob Erickson, School of Religion, Theology, and Peace Studies
Professor Aileen Lynch, School of Nursing and Midwifery
Professor Astrid Sasse, School of Pharmacy & Pharmaceutical Sciences
Professor Vincent Kelly, School of Biochemistry and Immunology
Professor Kevin Kelly, School of Engineering
Professor Juan Pablo Labrador, School of Genetics and Microbiology
Professor John Stalker, School of Mathematics
Professor Matthew Saunders, School of Natural Sciences
Professor David O'Regan, School of Physics
Professor Jake Byrne, Academic Director of Tangent
Mr Yannick Gloster, Student Representative

Apologies: Ms Patricia Callaghan, Academic Secretary
Professor Goetz Botterweck, School of Computer Science and Statistics
Professor Joe Harbison, School of Medicine
Professor Iouri Gounko, School of Chemistry
Professor Ann Devitt, School of Education
Professor Heather Reilly, School of Dental Science
Ms Zöe Cummins, Education Officer, Students' Union
Ms Siobhán Dunne, Library Representative

In attendance: Ms Ciara Conlon, Academic Affairs; Ms Linda Darbey, Assistant Academic Secretary: Academic Affairs; Dr Pauline Rooney, Director of Academic Practice; Ms Breda Walls, Director of Student Services; Dr Liz Donnellan, Academic Affairs; Catherine Arnold, Incoming Education Officer, Students' Union; Ms Lizzie Whitcher (for item USC/22-23/086) Mr Ronan Hodson, Admissions Officer (for item USC/22-23/088); Mr Declan Coogan, Associate Director: Student Recruitment and Ms Beibhinn Coman, Director of Marketing, for item USC/22-23/089); Ms Roisin Smith, Quality Officer (for item USC/22-23/090).

The Senior Lecturer/Dean of Undergraduate Studies welcomed Catherine Arnold and Dr Liz Donnellan to the meeting, noting that Catherine has been elected the Education Officer, Students' Union for 2023/24.

USC/22-23/082 Minutes of the meeting of 18 April 2023

The minutes of the meeting of 18 April 2023 were approved.

USC/22-23/083 Matters arising.

- i. **USC/22-23/074** The Senior Lecturer/Dean of Undergraduate Studies confirmed that Council approved the Senior Lecturer's Annual Report 2021/22.
- ii. **USC/22-23/076** The Senior Lecturer/Dean of Undergraduate Studies confirmed that Council approved the English Language Policy, as recommended by USC.
- iii. **USC/22-23/081** The Senior Lecturer/Dean of Undergraduate Studies confirmed that Council approved the Expansion of FET prerequisites for Engineering (TR032) and Integrated Computer Science (TR033), as recommended by USC.

USC/22-23/084 Senior Lecturer's Updates

- i. The Senior Lecturer/Dean of Undergraduate Studies advised that the Sustainability Working Group membership will now include the recently appointed Sustainability fellows, and work will progress on the Sustainability vision previously approved by USC. He stated that it is not yet confirmed if the implementation plan will extend to postgraduate students.
- ii. The Senior Lecturer/Dean of Undergraduate Studies invited the Director of Student Services to provide a brief update on Online Module Enrolment (OME). The Director of Student Services advised that curriculum set-up spreadsheets were submitted in a timely manner by all Schools involved and that 75% of Diets have now been validated, with testing to commence shortly. She indicated that OME is scheduled to open from 29 July to 9 August 2023 for just one round of enrolments for all cohorts of students. This addresses issues previously faced by certain students returning from Study Abroad or sitting reassessment, who can now enrol in modules smoothly and in a timely manner. She advised that other improvements have been implemented, including the simplification of the data collection process with the introduction of a new data collection document which replaced the excel template originally utilized. She further advised that Schools now have the capability to modify student selection and adjust module capacities, although caution is advised in relation to the reduction of capacity. In response to a query, the Director of Student Services confirmed that the OME Future Requirements document that was previously circulated to USC in December 2022 will be updated and recirculated to members. The Senior Lecturer/Dean of Undergraduate Studies thanked the Director of Student Services, acknowledging that while there are still issues to be addressed, incremental improvements have been delivered due to the cooperation of staff in Schools, Student Services, IT Services, and Academic Registry.

Action/Decision

084.01: The Director of Student Services to circulate an updated version of the OME Future Requirements document.

USC/22-23/085 Calendar Changes 2023/24

XX A memorandum from Dr Liz Donnellan, Academic Affairs, dated 11 May 2022, was circulated along with the following sections of the Calendar Part II for 2023/24:

- i. General Regulations
- ii. Common Architecture
- iii. Trinity Joint Honours
- iv. Faculty of Arts, Humanities and Social Sciences
- v. Faculty of Health Sciences
- vi. Faculty of Science, Technology, Engineering and Mathematics
- vii. Foundation Scholarship
- viii. Validated Courses

The Senior Lecturer/Dean of Undergraduate Studies invited Dr Liz Donnellan to speak to the item. Dr Donnellan advised that there are some updates to course entries in the Faculty sections. In relation to the Foundation Scholarship section, she highlighted that potential changes may be made in relation to the proposed new confirmation process, if approved by USC. Speaking to the General Regulations, Dr Donnellan advised that arising from the work of the Academic Integrity Working Group, the Plagiarism section will be retitled Academic Integrity and several changes to that section are proposed, if approved by USC. Changes are proposed to the section on the conduct of examinations and submission of assessed work with other proposed changes to the General Regulations falling under general housekeeping.

Elaborating on the changes in relation to reassessment, the Senior Lecturer/Dean of Undergraduate Studies highlighted the changes proposed to §48, §49 and §61 of the Conduct of examinations and submission of assessed work (pg 36 – 38) which reflect the discussion at USC on the 18 April 2023 on the alignment of reassessment practice with policy. He explained that the Undergraduate Regulations Working Group (URWG) met to consider how the regulations can be amended to permit reassessment of students, either by component or module. He encouraged those who reassess by component to continue to do so but stated the changes were deemed necessary due to the practical and pedagogical reasons presented to the last USC meeting, and the need to align College policies with practices. He advised that the variation in reassessment practices require the procedures for the non-submission of coursework and absence from examinations to be removed from the regulations, as to implement these would result in disproportionately penalising some students. The procedures will not be implemented in their current form.

Action/Decision

085.01: USC noted and approved the changes to the General Regulations, including the removal of reference to the procedures for the non-submission of coursework and absence from examinations from Section 48 and to changes to Section 61 to allow for reassessment on either the component or the module level.

085.02: USC noted and approved the changes to the faculty and course sections.

USC/22-23/086 Academic Integrity

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A memorandum from the Senior Lecturer/Dean of Undergraduate Studies, Dean of Graduate Studies, and Ms Lizzie Whitcher, Academic Affairs, dated 16 May 2023 was circulated. The Senior Lecturer/Dean of Undergraduate Studies welcomed Ms Lizzie Whitcher to USC, who has recently been appointed Education Policy Developer in Academic Affairs.

Speaking to a presentation, the Senior Lecturer/Dean of Undergraduate Studies explained that the Academic Integrity Working Group (AIWG) subgroup 'Responding to and Managing Misconduct', chaired by the Dean of Graduate Studies, has proposed a new Academic Integrity procedure, which draws from a framework created by the National Academic Integrity Network (NAIN). He explained that the proposed process reframes the response to academic misconduct, shifting from a punitive process and placing greater emphasis on the role of pedagogy in upholding academic integrity.

The Senior Lecturer/Dean of Undergraduate Studies took the meeting through a flow chart of the proposed process, noting that this was for visual purposes only and will be further refined before being made available across College. An academic misconduct rubric has been developed to support teaching staff to adjudicate misconduct in a fair and consistent manner, which will be rigorously tested and recalibrated if necessary, before implementation. This will be reviewed after one year.

The rubric outlines four levels of academic misconduct, ranging from Level 1 (deemed as poor academic practice rather than misconduct) to Level 4, which is the most severe and will be referred directly to the Junior Dean. He explained that in instances of suspected cases of

level 1 – 3 misconduct, the module coordinator will seek approval from the relevant DUTL or DTLP (or delegate) before informing the student of the suspected infringement and appropriate consequence. The student will then be informed of the suspected infringement and have the opportunity to admit to the misconduct and accept the appropriate consequence. If the student denies misconduct took place, they will be invited to an Academic Integrity (AI) meeting. Students will submit a written response, which will be used in the meeting should they be unavailable or choose not to attend.

Concluding the presentation, the Senior Lecturer/Dean of Undergraduate Studies pointed out that the relevant Senior Lecturer or Dean of Graduate Studies will have scope to suggest an alternative consequence, however, he noted this will be used sparingly.

In the discussion that followed, members commended the extensive efforts made to develop the proposed process. The following questions, comments, and suggestions were made:

- It was recommended to revise language throughout the regulations to avoid prejudicing the case if students dispute the finding of misconduct.
- The flow chart should indicate when a decision on the case is finalised.
- It would be helpful if further clarity on what constitutes a repeat offense is provided.
- How will student's extenuating circumstances be considered throughout the process?
- Further consideration of phrasing in relation to the submission of work that has been created through the use of artificial intelligence is recommended.
- It was recommended that 'supervised exam' be referred to just as 'exam' in the AI rubric.
- Self-plagiarism currently appears under basic violations, however, some instances of this can be more serious and it was suggested to revise this.
- The reference to reduced or capped marks being confirmed at the reassessment Court of Examiners in the Level 2(201-350): Academic Misconduct (Minor Infringement) section in the general regulations should be amended to reflect they can be confirmed at the annual CoE meetings, where deemed feasible or desirable by the School.
- It was pointed out that Level 1 cases cannot be applied to online exams as students will be unable to resubmit the work.
- The Director of Tangent suggested the use of the term 'programme director' is also included in the regulations as Tangent does not have a DUTL.

The conduct of the Academic Integrity meeting was discussed at length, and in response to a query on the provision of guidelines, Ms Whitcher explained that these are included in the Calendar Regulations to ensure consistency across college. She clarified that the proposed Calendar regulations state that in instances where the student is participating in a module delivered by a School different from that which owns the programme, the School which owns the relevant module will be responsible for organising the AI meeting. Referring to the footnote stating that AI meetings are to be organised at the start of the year, a member pointed out that assessment and progression timelines will not be available then, to which the Senior Lecturer/ Dean of Undergraduate Studies replied that it is intended to give Schools optionality to arrange meetings in advance if preferable. Several members expressed concern at the number of academic participants required to attend the AI meeting, particularly in instances when the student is on a programme delivered by several Schools, pointing out that this would be intimidating for students and be difficult to convene due to these taking place at an already busy assessment and progression period. Referring to questions on instances of misconduct in the context of groupwork, Ms Whitcher stated that students should be given equal opportunity to represent themselves in an AI meeting, therefore it is necessary to meet with each individual.

In response to concerns expressed regarding the appropriateness of the student and their tutor/representative not attending the AI meeting, the Senior Lecturer/Dean of Undergraduate Studies explained that students will be encouraged to attend but if they are unwilling to do so or unavailable, they have the opportunity to respond in a written format. As a member of the AIWG 'Respond' sub-group, Professor Kelly provided further context for this, stating that this is to address instances involving international students who may have returned home. A member queried if the module co-ordinator could attend in the capacity of the academic colleague from the School, to which Ms Whitcher explained that best practice dictates that the module co-ordinator can inform but should not be involved in the adjudication *per se* to avoid student appeals on the grounds of bias. The need for an academic colleague from the student's discipline was queried, to which Ms Whitcher explained that this should instead be the discipline to which the module in question belongs.

Several comments related to the need for clear, student focused communication strategies to ensure students fully understand the process. The Senior Lecturer/Dean of Undergraduate Studies advised that templates will be carefully designed and made available before implementation. He stated that the manner in which students can submit their written response will not be prescriptive, however, they should be encouraged to provide a comprehensive response. Several members stressed the need for a face-to-face meeting with the student earlier in the process and highlighted the importance of the student perspective in contextualising the case. The Senior Lecturer/Dean of Undergraduate Studies explained that the process was designed to streamline the process and ensure the relevant DUTL agrees with the approach taken by the module co-ordinator, however, he acknowledged members' feedback and stated that this could be reconsidered.

Some members pointed out the need for a mechanism to allow students to object to findings of Level 1 case before a consequence is applied as this can impact on future findings, given that repeat violations are to be treated with greater severity. The Senior Lecturer/Dean of Undergraduate Studies advised that this was considered by the WG, who decided against including a mechanism to allow for this, given that there was normally no opportunity to appeal a module coordinator's judgment of poor academic practice. Ms Whitcher explained that the process attached to Level 1 is intended to be informal and focused on providing supports to students while addressing the issue in an efficient manner. She advised that the recording of cases is solely for the purposes of identifying repeat issues. In relation to recording cases, a member enquired as to the mechanism utilized, advising that double counting across Schools should be avoided. The Senior Lecturer/Dean of Undergraduate Studies advised caution will be taken to avoid double counting.

A member expressed concern that the direct referral of Level 4 cases to the Junior Dean would lead to less scrutiny of these cases. The Senior Lecturer/Dean of Undergraduate Studies confirmed that these cases are rare and are decided in consultation with the Senior Lecturer, which provides sufficient oversight. Ms Whitcher pointed out that once referred, a separate conduct and capability process may take place.

Concluding the item, the Senior Lecturer/Dean of Undergraduate Studies thanked members for the valuable contributions and advised that the feedback will be considered carefully, and suggested amendments made where necessary. He requested that USC approve the proposal in principle, to allow it to proceed to Council in June 2023, with feedback from USC and GSC incorporated.

Action/Decision

086.01: USC approved in principle the proposed Academic Integrity process and Calendar regulations.

086.02: The Senior Lecturer/Dean of Undergraduate Studies and Ms Witcher to amend the proposal based on feedback provided by USC members before it is submitted to Council for approval.

USC/22-23/087 Progression and Award Regulation Derogation

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A memorandum from the Director of Teaching and Learning (Undergraduate), School of Law, dated 15 May 2023 was circulated and the Senior Lecturer/Dean of Undergraduate Studies invited Professor David Kenny to speak to the item.

Professor Kenny advised that the Law School is seeking a derogation in relation to 14 core professional modules from TEP regulation 4iii that requires that all modules and components within modules are “compensatable”. He explained that the programme is a pre-professional one, and students who wish to progress to legal qualification must pass specific core modules. He advised that professional bodies are no longer accepting pass by compensation and the School has received some student appeals in relation to the matter.

Action/Decision

087.01: USC supported the derogation requested by the Law School and recommended it to Council.

USC/22-23/088 Feasibility Studies

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A memorandum from the Senior Lecturer/Dean of Undergraduate Studies and the Admissions Officer, dated 16 May 2023, was circulated, with enclosed reports.

The Senior Lecturer/Dean of Undergraduate Studies welcomed Mr Ronan Hodson to the meeting, who spoke to the item. He provided some context relating to the development of both Feasibility Studies, outlining the many previous approvals to extend both Studies on a time limited basis. He explained that following discussions with relevant people across College, it is proposed to conclude the Trinity Admissions Feasibility Study and the Northern Ireland Feasibility Study this academic year.

Referring to the Northern Ireland Feasibility Study (NIFS), the Admissions Officer explained that it was introduced to provide a fairer admissions mechanism for A-Level applicants. He advised that since its introduction, the CAO points for A-Levels were recalibrated to reduce the competitive disadvantage students from Northern Ireland faced. He advised that the numbers of applicants through the Study have declined over the years, and are related to barriers that the study cannot address, such as the misalignment of CAO and UCAS timelines. He brought the meeting through alternative options that are being considered to continue to facilitate the recruitment of NI students, advising that sectorial engagement would be one such option. He advised that the possibility of implementing a deferral quota for 2024-25 will be explored, and the Admissions Strategy that is currently being developed will also incorporate the aims of NIFS.

In relation to the Trinity Admissions Feasibility Study (TAFS), the Admissions Officer explained that at the time of implementation, the Study was intended to be implemented for a limited time only. The Study has limited resourcing, and he pointed out that the CAO has signalled that it may not continue to support the administration of TAFS. The Admissions Officer outlined alternative actions the College can take, including, increasing the proportion of CAO places reserved for HEAR, DARE, and mature students, or those presenting with QQI-FET qualifications. The Senior Lecturer/Dean of Undergraduate Studies thanked the Admissions Officer, stating that learning taken from the Studies can be applied in other areas. He invited questions or comments from members.

In the discussion that followed, some members noted the importance of establishing alternative mechanisms for entry of NI students be put in place, before concluding these Studies. Referring to the NIFS in particular, a member requested assurances that NI students

will continue to be supported to enter Trinity, as there continues to be disparity in the points conversion for A-level students, despite the sectorial recalibration. The member highlighted the need for a careful communication strategy to ensure a strong message of continuous support and commitment to students from NI. Responding to the comments, the Senior Lecturer/Dean of Undergraduate Studies committed to bringing more concrete plans back to USC and assured the meeting that communications will be carefully considered.

Action/Decision

088.01: USC supported the conclusion of the Northern Ireland Feasibility Study (NIFS) and the Trinity Admissions Feasibility Study (TAFS) and recommended it to Council.

USC/22-23/089 Spring Open Day

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A memorandum from the Senior Lecturer/Dean of Undergraduate Studies; Mr Declan Coogan, Associate Director: Student Recruitment and Ms Beibhinn Coman, Director of Marketing, dated 15 May 2023 was circulated. The Senior Lecturer/Dean of Undergraduate Studies welcomed the Associate Director: Student Recruitment and the Director of Marketing to the meeting.

The Senior Lecturer/Dean of Undergraduate Studies advised that USC had approved in principle (USC/21-22/013) the holding of a Spring Open Day in 2022. In proposing to follow through on this plan and hold a Spring Open Day in 2024 without overburdening colleagues, it is proposed that Trinity would not be represented at the Higher Options event this year, allowing the University to instead invest energy in events that will engage potential students in a more meaningful way. He advised that after careful consideration, it is proposed that the Trinity Undergraduate Open Day on Campus will take place on Saturday 4 November 2023 from 10am to 5pm and the Trinity Spring Open Day would take place on Saturday 23 March 2024 from 10am to 5pm.

In the discussion that followed, a member warned of the optics of Trinity not attending Higher Options. In response, the Associate Director of Student Recruitment stated Trinity will continue to have a presence at Higher Options in other capacities and that this decision was taken following consultation with guidance counsellors. He went on to explain that efforts will instead be directed at higher quality face to face engagement with prospective students through the Trinity open days.

Some members highlighted difficulties in recruiting staff to assist with Open Day due to the weekend scheduling, with one member stating that the responsibility can fall entirely on the DUTL. It was suggested that clear guidance as to what will be requested from Schools be provided.

In response to a query, the Senior Lecturer/Dean of Undergraduate Studies stated that two Open Days are necessary to accommodate the numbers expected to attend and that this will be advertised accordingly to ensure as even a spread of attendees as possible. In response to concerns about work life balance due to the event being held on a Saturday, the Director of Marketing advised of the difficulty in finding a time when sufficient space on campus is available. The Senior Lecturer/Dean of Undergraduate Studies asked the Director of Marketing to determine whether the Saturday is necessary and whether peer institutions use Saturday for their Spring Open Days.

Action/Decision

089.01: USC approved the proposal to hold an additional Open Day on 23 March 2024.

089.02: Director of Marketing to determine whether the Saturday is necessary and whether peer institutions use Saturday for their Spring Open Days.

USC/22-23/090 Faculty Deans' Review of Foundation and Non-Foundation Scholarship

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A memorandum from the Senior Lecturer/Dean of Undergraduate Studies dated 16 May 2023 was circulated. Speaking to the item, the Senior Lecturer/Dean of Undergraduate Studies advised that the Central Scholarship Committee met to consider the Deans' review and recommendations for implementation for 2023-24. He brought the meeting through the recommendations, which include the strengthening and standardisation of communication and supports to students across College. He highlighted the proposal to introduce a confirmation of attendance process to address the issue of absenteeism. He advised that a review of the distribution of awards across disciplines was also recommended, and the Senior Lecturer/Dean of Undergraduate Studies will engage with relevant Schools on the matter. In response to a query on the thresholds in relation to measuring the under-awarding or over-awarding of Scholarship, the Senior Lecturer/Dean of Undergraduate Studies acknowledged that the differing abilities of students on admission will be considered.

Members raised concerns regarding any measures which would impact students' ability to sit the Scholarship exams, including additional related costs and the announcement process which could invoke a sense of shame should students not be successful. In response, the Senior Lecturer/Dean of Undergraduate Studies agreed that all students should have the equal opportunity to sit the exams and advised that he will raise with the Vice-Provost/Chief Academic Officer and the Provost, the need expressed in the Deans' Review for a more comprehensive review of Scholarship.

Action/Decision

090.01: USC approved the Faculty Deans' Review of Foundation and Non-Foundation Scholarship summary report and recommendations.

USC/22-23/091 External Examiner Policy (Taught)

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A memorandum from the Senior Lecturer/Dean of Undergraduate Studies dated 12 May 2023, with enclosed policy was circulated and he welcomed the Quality Officer to the meeting for the item. Speaking to the item, the Senior Lecturer/Dean of Undergraduate Studies went through the amendments made since the policy was presented at USC in April 2023. He stated that details on what may constitute a potential conflict of interest will not be included in the policy itself but will be made available on the appropriate webpage and advised that if there are any doubts on the eligibility of an external examiner, members should contact him before an approach is made. He advised the term 'education administration experience' has been replaced with 'course/curriculum management experience' for clarification purposes but highlighted that this experience is not essential. In relation to the recommendation that External Examiners attend in person at least once in their three-year term, he advised that some External Examiners have expressed a desire to visit Trinity to undertake their duties, and this should be accommodated where Schools judge that it is important for retaining and recruiting External Examiners.

The Senior Lecturer/Dean of Undergraduate Studies advised that, working with the Dean of Graduate Studies, he will draft guidelines on the conduct of meetings of Courts of Examiners which will be published on the relevant website. The default will remain in-person meetings, however, in exceptional circumstances, remote participation by members of the Court can be permitted, once approved by the relevant Head of School (who may delegate this responsibility). Where remote participation is approved assurance must be made that: anyone participating remotely is in a private space that protects the confidentiality of the process and student data; only College-approved platforms are used to protect the integrity of the data; and that all relevant data protection measures are implemented regardless of the format of participation. A member pointed out that practices across College vary regarding the hold of Courts, advising that in the School of Maths an External Examiner will attend in person to review exam scripts but may join Court itself remotely.

In response to a query regarding the review of the remuneration of external examiners, the Senior Lecturer/Dean of Undergraduate Studies indicated that this will be considered by the External Examiner review working group.

Action/Decision

091.01: USC approved the External Examiner Policy (Taught) and recommended it to Council.

USC/22-23/092 Any Other Business

- i. The Senior Lecturer/Dean of Undergraduate Studies highlighted items under Section C of the agenda. He asked members to note the meeting dates for 2023/24 and to complete the USC self-evaluation for 2022/23. Noting the revised Timetabling Policy, he advised that there were no substantive changes to the policy, with minor amendments to the procedures.
- ii. The Senior Lecturer/Dean of Undergraduate Studies thanked members for their contribution to USC during 2022/23, and expressed his particular gratitude to those members completing their term.

USC/22-23/093 Minutes (Section B)

USC noted and approved, where necessary, the following sets of minutes:

- i. **Undergraduate Common Architecture Governance Committee**
Minutes of the meeting of 28 March 2023.
- ii. **MIE Associated College Degrees Committee**
Draft minutes of the meeting of 11 May 2023.
- iii. **RIAM Associated College Degrees Committee**
Draft minutes of the meeting of 3 May 2023.
- iv. **RIAM Associated College Degrees Committee**
Minutes of the meeting of 9 February 2023.

USC/22-23/094 Items for Noting (Section C)

USC noted and approved, where necessary, the following items:

- i. **USC Dates for 2023/24**
Memorandum from Ms Ciara Conlon, Academic Affairs, dated 12 May 2023 was circulated.
- ii. **USC Self-Evaluation for 2022/23**
Memorandum from Ms Ciara Conlon, Academic Affairs, dated 12 May 2023 was circulated.
- XX iii. **Revised Timetabling Policy**
Memorandum from Ms Mary McMahon, Central Timetabling Unit Manager, dated 16 May 2023, with attached policy was circulated.
- iv. **International Foundation Programme Review**
Memorandum from the Registrar, Chair of MIE Associated College Degrees Committee, dated 17 May 2023, with attached report was circulated.
- v. **Laidlaw Scholars Leadership & Research Programme Annual Report**

Memorandum from Ms Orla Bannon, Director of Careers, dated 15 May 2023, with attached report was circulated.

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