

# ACADEMIC COUNCIL

## MINUTES

**Meeting 22:** 11.00am on Wednesday 28<sup>th</sup> June 2023 *via Microsoft Teams and in Room 5050 Aungier St*

**Present:** John Doran (Chairperson), Brian Bowe, Catriona Barrett, Kevin Byrne, Ruth Casey, Michael Collins, Joe Condon, Ann Curran, James Curtin, Dominic Dillane, Amanda Dixon, Jennifer Farrell, Adrienne Fleming, Chris Hills, Amit Jaiswal, Brian Jordan, Allison Kavanagh, Ian Kelly, Con Kennedy, Aidan Kenny, Gemma Kinsella, Eoin Langan, Mary Lennon, Tania Malik, Jen Manning, Orla McDonagh, Mark McGrath, Mairead Murphy, Helen O’Brien Gately, Rachel O’Connor, Bob O’Mhurcu, Pramod Pathak, Jessica Perez, Will Peters, Mary Scally, Nikolaos Valantasis Kanellos, Claire Wynne

**Apologies:** David FitzPatrick, Mary Meaney, Zeinab Badri, Anna Cruickshank, Brendan Jennings, Pilar Molina, Chris O’Ralaigh

**Absent:** Gary Clynch, James Curry, Saoirse Daly, Clare Erikson, Anthony Grennan, Tim Mc Nulty, Thomas Stone

**In attendance:** Bronagh Lowe, Michaela Murray

<b>Documents circulated:</b>	<b>Agenda</b>	
	<b>Item 2</b>	Draft Minutes of meeting held on 26/04/23
	<b>Item 5</b>	Ratification of Awards
		(i) Graduate Research School Board
		(ii) Faculty of Arts and Humanities
		(iii) Faculty of Business
		(iv) Faculty of Computing, Digital and Data
		(v) Faculty of Sciences and Health
		(vi) Faculty of Engineering and Built Environment
	<b>Item 6(b)</b>	Membership of Sub Committees
	<b>Item 6(c)</b>	Faculty Board Document submission to Academic Council and its Committees
	<b>Item 6(d)(i)</b>	Exit Awards Policy
	<b>Item 6(d)(ii)</b>	Assessment Regulations (Part 1)
		External Examiner Policy
		Student Academic Complaint Procedure
		Collaborative Provision (Types 2-8)
		Digital Education Policy
		TU Dublin Graduate Attributes
	<b>Item 6(e)</b>	Student Conduct Panel – Membership
		Memo in relation to appointment of Student Disciplinary Officer (& Deputy)
		Student Disciplinary Procedures (Updated)
	<b>Item 6(f)</b>	Draft Schedule of meetings Academic Council and Sub Committees – 2023/2024 (including document submission schedule)
	<b>Item 8</b>	Derogation from Academic Calendar 2023/24 to allow Semester 1 examinations to take place before Winter break

Ref	Item	Action (including Action Owner & Timeline)
	Owing to the unavailability of the President and Registrar Professor John Doran chaired the meeting.	
22/1	<b>Apologies</b> Apologies were recorded.	<b>NOTED</b>

22/2	<p><b>Agenda</b> The agenda was approved as circulated, subject to the deferral of Agenda Item 7 – Strategic Plan.</p>	<b>APPROVED SUBJECT TO DEFERRAL OF ITEM 7</b>
22/3	<p><b>Draft minutes of previous meeting</b> Draft minutes of the meeting held on 26<sup>th</sup> April 2023 were approved.</p>	<b>APPROVED</b>
22/4	<p><b>Matters arising</b></p> <p><b>Minute 21/6 Risk Management Committee Academic Council Representative</b> It was noted that Dr Kevin Byrne has agreed to participate in the above Committee as the Academic Council representative.</p> <p><b>Minute 21/8 – Ratification of Awards</b> It was clarified that the last sentence under the above minute in relation to the suggestion ‘that only those Students who successfully complete their assessments in May/June should be included in the Autumn Conferral Ceremony’ reflected a comment made by a member and was not an agreed decision.</p>	<p><b>NOTED</b></p> <p><b>NOTED</b></p>
22/5	<p><b>Ratification of Awards</b> Academic Council ratified the awards submitted as follows:</p> <ul style="list-style-type: none"> <li>(i) Graduate Research School Board</li> <li>(ii) Faculty of Arts and Humanities</li> <li>(iii) Faculty of Business</li> <li>(iv) Faculty of Computing, Digital and Data</li> <li>(v) Faculty of Sciences and Health</li> <li>(vi) Faculty of Engineering and Built Environment</li> </ul>	<b>RATIFIED</b>
22/6	<p><b>Academic Council and its Committees</b></p> <p>(a) <b>Approved Minutes</b> Academic Council noted the following approved minutes of its Sub Committees:</p> <ul style="list-style-type: none"> <li>(i) University Programmes Board (28/03/23): <a href="https://www.tudublin.ie/intranet/academic-council/university-programmes-board/">https://www.tudublin.ie/intranet/academic-council/university-programmes-board/</a></li> <li>(ii) Academic Quality Assurance &amp; Enhancement Committee (22/03/23): <a href="https://www.tudublin.ie/intranet/academic-council/aqaec/">https://www.tudublin.ie/intranet/academic-council/aqaec/</a></li> <li>(iii) Academic Regulations, Policies and Procedures Oversight Committee (08/11/22) <a href="https://www.tudublin.ie/intranet/academic-council/arppoc/">https://www.tudublin.ie/intranet/academic-council/arppoc/</a></li> </ul> <p>(b) <b>Membership of Sub Committees</b> Academic Council noted the membership of its Sub Committees.</p> <p>It was noted that the Academic Regulations, Policies and Procedures Oversight Committee has 2 unfilled seats under the category ‘3 Academic Council members (elected)’.</p> <p>Dr Michael Collins agreed to fill one of these seats. With regard to the 1 remaining unfilled seat members were requested to convey their interest in participating in the Committee to Academic Affairs (<a href="mailto:academicaffairs@tudublin.ie">academicaffairs@tudublin.ie</a>).</p> <p>(c) <b>Faculty Board Document submission to Academic Council and its Committees</b> Academic Council noted the Faculty Board Document submission to Academic Council and its Committees.</p>	<p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>AGREED MEMBERS TO CONVEY INTEREST TO ACADEMIC AFFAIRS</b></p> <p><b>NOTED</b></p>

**(d) Recommendations to Academic Council for approval of Policies**  
Academic Council approved the following documents subject to revisions based on feedback received where indicated below.

*APPROVED, SUBJECT TO REVISIONS WHERE INDICATED*

**(i) University Programmes Board**

**(i) Exit Awards Policy**

*APPROVED SUBJECT TO REVISIONS*

**(ii) Academic Quality Assurance & Enhancement Committee**

**1. Assessment Regulations (Part 1)**

The above document was approved subject to revisions, except Section 1.5 Other University Awards – Honorary Awards. It was agreed that clarification should be provided in relation to the role of Academic Council with regard to noting or approving awards as per the TU Act.

*(1) APPROVED SUBJECT TO REVISIONS - HONORARY AWARDS SECTION NOT APPROVED PENDING CLARIFICATION*

It was noted that the above document supersedes the relevant sections of the Regulations of the 3 founding Institutes for implementation from the next academic year.

Following discussion Professor Bowe agreed to circulate the University's approved Academic Integrity Policy and Procedures for the Management of Suspected Cases of Student Academic Misconduct.

*B. BOWE TO CIRCULATE AI POLICY AND PROCEDURES*

It was agreed that a paper on guidelines to ensure consistency of Panel of Enquiry penalties across the Faculties should be brought forward to a future meeting.

*AGREED TO BRING FORWARD PAPER RE CONSISTENCY OF PANEL OF ENQUIRY PENALTIES*

**2. External Examiner Policy**

**3. Student Academic Complaint Procedure**

**4. Collaborative Provision (Types 2-8)**

**5. Digital Education Policy**

It was noted that AQAEC has adopted a proposal to establish a Digital Education Policy Implementation Working Group to oversee the implementation of the Digital Education Policy

**6. TU Dublin Graduate Attributes**

*(2, 3, 4, 5 & 6) APPROVED SUBJECT TO REVISIONS*

It was agreed that revised documents with feedback incorporated should be brought back to Academic Council for noting.

*REVISED DOCUMENTS TO BE BROUGHT BACK FOR NOTING*

**(e) Student Disciplinary related documents:**

**(i) Student Conduct Panel – Membership**

Academic Council approved the Student Conduct Panel.

*APPROVED*

It was noted that training was recently provided to 40 members of staff who have agreed to sit on the Student Conduct Panel and that Student Disciplinary Boards/ Fitness to Continue Study and Fitness to Practice Boards will be drawn from members of the Panel.

*NOTED*

**Memo in relation to appointment of Student Disciplinary Officer (& Deputy)**

Academic Council approved the appointment of Professor Brian Bowe as Student Disciplinary Officer and Dr David Irwin as Deputy Student Disciplinary Officer. It was noted that the appointments are required by the Student Disciplinary Procedures.

*APPROVED*

**Student Disciplinary Procedures (Updated)**

Academic Council noted the Student Disciplinary Procedures

*NOTED*

	<p>(Updated). It was noted that the Procedures have been updated to provide clarity on wording and process and to incorporate advice in relation to legal matters.</p> <p>It was also noted that each School will be requested to nominate a School Disciplinary Officer.</p> <p><b>(f) Draft Schedule of meetings Academic Council and Sub Committees – 2023/2024 (including document submission schedule)</b> Academic Council approved the draft Schedule of meetings Academic Council and Sub Committees – 2023/2024 (including document submission schedule).</p>	<i>APPROVED</i>
<b>22/7</b>	<p><b>Strategic Plan 2024-2028</b> The above item was deferred.</p>	<i>ITEM DEFERRED</i>
<b>22/8</b>	<p><b>Derogation from Academic Calendar 2023/24 to allow Semester 1 examinations to take place before Winter break</b> Academic Council approved the derogation from Academic Calendar 2023/24 to allow a number of Semester 1 examinations to take place before Winter break in 2 Schools of the Faculty of Sciences and Health.</p>	<i>APPROVED</i>
<b>22/9</b>	<p><b>Any other business</b></p> <p><b>(a) TU Dublin Students' Union Graduation Report</b> A member of the Students' Union addressed the meeting in relation to a survey to assess student opinion on the University's plans to rotate graduation locations annually between Tallaght &amp; Blanchardstown (and eventually City). It was agreed that the matter should be referred to J. Farrell who will liaise with appropriate staff.</p> <p>It was noted that the matter should also more appropriately be brought forward for discussion at the meeting of the Student Experience Committee early in the next academic year.</p>	<i>NOTED</i>
	<b><u>Date of next meeting: 11am on Wednesday 4 October 2023</u></b>	

SIGNED

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**Professor David FitzPatrick**  
**President**  
**CHAIRPERSON**

DATE: 4<sup>TH</sup> OCTOBER 2023