



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

A meeting of the Undergraduate Studies Committee was held 29^h April 2025 at 2.00 pm in the Boardroom, Trinity Business School.

Present: Professor Vincent Wade, Senior Lecturer Dean of Undergraduate Studies (*Chair*)
Professor Stephen Smith, Senior Tutor
Professor Mark Sweetnam, Associate Dean of Undergraduate Common Architecture (ADUCA)
Professor Fraser Mitchell, Associate Dean of Undergraduate Science Education (ADUSE)
Professor Julie Bates, School of English
Professor Goetz Botterweck, School of Computer Science and Statistics
Professor Tylor Brand, School of Languages, Literatures and Cultural Studies
Professor Anna Chahoud, School of Histories and Humanities
Professor Phillip Curry, School of Social Work and Social Policy
Professor Deirdre D'Arcy, School of Pharmacy and Pharmaceutical Science
Professor Richard Deane, School of Medicine
Professor Paul Dockree, School of Psychology
Professor Miranda Fay Thomas, School of Creative Arts
Professor Jean Fletcher, School of Biochemistry and Immunology
Professor Alexandra Grieser, School of Religion, Theology, and Peace Studies
Professor Dino Hadzic, School of Social Sciences and Philosophy
Professor Sarah Hamill, School of Law
Professor Kevin Kelly, School of Engineering
Professor Damian Murchan, School of Education
Professor Yvonne Lynch, School of Linguistic, Speech and Communication Sciences
Professor Jan Manschot, School of Mathematics
Professor Cormac McGuinness, School of Physics
Professor Valeria Nicolosi, School of Chemistry
Professor Ana Perez-Luno, Academic Director of Portal
Professor Richard Porter, Dean of Students
Professor Heather Reilly, School of Dental Science
Dr Pauline Rooney, Head of Academic Practice
Ms Breda Walls, Director of Student Services
Mr Eoghan Gilroy, Education Officer, Students' Union

Apologies: Ms Patricia Callaghan, Academic Secretary
Professor Juan Pablo Labrador, School of Genetics and Microbiology
Professor Martha O'Hagan Luff, Trinity Business School
Professor Matthew Saunders, School of Natural Sciences
Mr Conchur O Cathasaigh, Student Representative

In attendance: Ms Joanna Kozielec, Academic Affairs, Ms Siobhan Dunne, Library Representative Ms Rima Fitzpatrick, Assistant Academic Secretary: Academic Affairs, Helen Shenton (to item USC/24-25/075), Jennifer Pepper, Head of Academic Registry (to item USC/24-25/076), Ms Patricia Barry, Head of Services (to item USC/24-25/077 i); Dr. Liz Donnellan Development Policy Officer (to item USC/24-25/077 ii, iii, iv)

USC/24-25/065 Minutes of the meeting of 25th March 2025

The minutes of the meeting of 25th March were approved.

USC/24-25/066 Matters arising

The following were approved by Council on 16th April

- i. **USC/24-25/054** Update on the Academic Year Structure
- ii. **USC/24-25/055** The curriculum mapping between School of Medicine and Universiti Brunei Darussalam
- iii. **USC/24-25/056** Embedding Education for Sustainable Development proposal
- iv. **USC/24-25/058** Proposed changes to admission entry requirements for Physical Sciences (TR063)
- v. **USC/24-25/059 (i)** Revised policy of Return of Coursework policy
- vi. **USC/24-25/059 (ii)** New Policy on Late Submission of Assessments

In addition, the Senior Lecturer and Dean of Undergraduate Studies noted, following consultation with the Registrar, that the memorandum on the Dual Columbia Degree calculation (USC/24-25/057) should exclude any reference to the parchment and requested the USC's approval of this revision.

Senior Lecturer updated USC that the revised the Dual Columbia Degree calculation (USC/24-25/057) will proceed to Council for approval without the change in parchments, as, on further consultation with the Registrar, this was not deemed necessary.

Action/Decision:

USC/24-25/066: USC approved the updated revision of the Dual Columbia Degree Calculation.

USC/24-25/067 Senior Lecturer's Updates

The Senior Lecturer and Dean of Undergraduate Studies provided a brief update regarding general activities in Teaching and Learning. He expressed his deep appreciation of the dedication and service of the Directors of Undergraduate Teaching and Learning (DUTLs) who are concluding their term in 2025/26. He also thanked the Academic Secretary (in her absence) for her tremendous contribution to College.

USC/24-25/068 Senior Lecturer Annual Report 2023/24

The Senior Lecturer and Dean of Undergraduate Studies delivered a short presentation summarising the *Senior Lecturer Annual Report 2023/24* highlighting key areas. Following a short discussion some observations were made by committee members:

- The new entrant undergraduate students are predominately from Leinster with a very Dublin centric profile and significantly lower representation from the other provinces and Northern Ireland. Several reasons were identified including the shortage of affordable accommodation. Also noted was that new entrants from Northern Ireland were low. It was acknowledged that efforts to increase enrolment from Northern Ireland are being undertaken via Global office and SL office. Also changes in the way grades from NI are being recognised should assist in those applying from NI and UK.s.
- The challenge in accommodating students with Non-Standard Accommodation (NSRA) LENS accommodations was raised. SL indicated that work had been done in addressing policies in this area and more was planned.

Action/Decision:

USC/24-25/068 (i) USC approved Senior Lecturer Report 2023/24 and recommend for Council.

USC/24-25/068 (ii) SL to clarify the feedback and response time in relation to QQI report on HE degree classification.

USC/24-25/069 USC workplan 2024/25

A memorandum from the Senior Lecturer and Dean of Undergraduate Studies was circulated on April 22nd, 2025. The Senior Lecturer and Dean of Undergraduate Studies acknowledged the significant amount of work that took during the 2024/25 academic year across strategic initiatives, new and existing UG policies introduced/revised, new UG programmes introduced, and regulation revisions. SL expressed appreciation to all involved for their valuable contributions.

- USC/24-25/70 Review of curriculum mapping for articulation agreement with IMU University (Malaysia) – for 2026/27**
 Prof. Richard Deane, DUTL for School of Medicine spoke to the memorandum dated 14th April 2025. He sought USC approval for the curriculum mapping for Undergraduate Medicine programme between Trinity and the International Medical University (IMU), Kuala Lumpur, Malaysia as a part of establishment of new articulation agreement for entry year 2026/27.
Action/Decision:
USC/24-25/070 USC approved the curriculum mapping between School of Medicine, Trinity College Dublin and the International Medical University (IMU), Kuala Lumpur, Malaysia for entry year 2026/27 and recommended for Council.
- USC/24-25/071 Non-EU Student Admission Pathway to BSc Gen Nursing Programme proposal – from 2026/27**
 Prof. Aillen Lynch, DUTL from School of Nursing and Midwifery, spoke to memorandum dated 4th April 2025, from Professor Jacqueline Whelan, Director of Global Engagement School of Nursing and Midwifery, which sought USC approval of an establishment of non-EU Admission Pathway for the BSc General Nursing Course in the School of Nursing and Midwifery, Trinity College Dublin from 2026/27 academic year.
Action/Decision:
USC/24-25/071 USC approved Non-EU Student Admission Pathway to BSc Gen Nursing Programme proposal from 2026/27 entry and recommended for Council.
- USC/24-25/072 BSc Nursing Award classification proposal – from 2025/26**
 Prof. Aillen Lynch, DUTL from School of Nursing and Midwifery, spoke to memorandum dated 10th April, which requested ratification to the Award Classification for the Nursing and Midwifery undergraduate programmes, commencing 2025/26 academic year. The proposal will address the disadvantage faced by the School's students in postgraduate applications by aligning the undergraduate award classification more closely with other universities, and other programmes in Trinity, ensuring that students with equivalent numerical grades receive comparable classifications.
Action/Decision:
USC/24-25/072 USC approved BSc Nursing Award classification proposal and recommended for Council.
- USC/24-25/073 Request for derogation from General regulations for Chemistry TR061 – from 2025/26**
 Prof. Valeria Nicolosi, Director of Teaching and Learning (Undergraduate), School of Chemistry, spoke to memorandum dated 4th April 2025 requesting derogation from General regulations for Chemistry TR061.
 There two requirements: i) students must pass all practical components, modules, and capstone projects at the pass mark; progression with compensated or qualified fails in these areas is not permitted. Any deviation from university policy must be reported to the Royal Society of Chemistry RSC) (KR12); ii) The current 60% resit cap should be lowered to 40% to align with best practice the Royal Society of Chemistry.
 The following issues were raised during a short discussion and actions were agreed:
 - The capping must apply to all four years as a common practice required by RSC.
 - Address the concern raised about students receiving late notifications about new reassessment capping.
 - Students failing practical component in summer can do a resit.
 - SU Representative objectives were noted.**Action/Decision:**
USC/24-25/073 (i) USC approved request for derogation from General regulations for Chemistry TR061 . SU officer objections are noted for the record.
USC/24-25/073 (ii) USC requested for School to communicate new capping regulations to students through class reps, modules information on VLE and or and lecturers' slides.

USC/24-25/074 Request for admission requirement changes**i) Chemistry TR061 – from 2028/29**

Prof. Valeria Nicolosi, Director of Teaching and Learning (Undergraduate), School of Chemistry, spoke to Memorandum dated 4th April 2025 on revising entry requirements for Chemistry TR061 including raising mathematics requirement from H6/O4 to H4 and amending qualifying sciences subjects for students entering from 2028/29 academic year. She noted that 9% of LC CAO entrants between 2020-2024 had LC Maths of H5 or lower but their outcomes and progression have been very poor (18% progression to graduation rate) which informed the proposed change.

Action/Decision:

USC/24-25/074 (i) USC approved proposed changes to Chemistry TR061 entry requirements from 2028/29 and recommended for Council.

ii) Geography and Geoscience TR062 – from 2028/29

Prof. Fraser Mitchell, Associate Dean of Undergraduate Science Education (ADUSE), spoke to Memorandum dated 10th April 2025 on revising entry requirement for Geography and Geoscience TR062 from 2028/29 academic year by introducing Climate Action and Sustainable Development subject to the group of acceptable Science subjects. Prof. Mitchell noted these subject covers one of the objectives under Education for Sustainable Development in Trinity.

Action/Decision:

USC/24-25/074 (ii) USC approved proposed changes to Geography and Geoscience TR062 from 2028/29 and recommended for Council.

USC/24-25/075 Memorandum re new Laidlaw Library from Helen Shenton, Librarian and College Archivist

Helen Shenton delivered a presentation outlining the plans for a new digital library, which will be the first of its kind in Ireland. As part of the presentation, she included a link to a survey to gather feedback from staff on ideas for the new library. A brief discussion followed, during which the main suggestions were addressed as follows:

- the system could enable simultaneous user interaction with source material, allowing structured, collaborative engagement: such as shared commentary on a digital text, which isn't feasible with limited physical copies.
- including studio for creating podcasts and facility to use multiple screens.
- emphasis was placed on the importance of having dedicated staff resources to facilitate consultation and establish a hub of expertise to support research.
- library as a place of exploring instead of consuming information, dedicated to research on how content can be presented by AI.

USC/24-25/076 Student cases management, presentation from Jennifer Pepper

Jennifer Pepper delivered a short presentation on key features of a new HALO CRM system and the implementation timelines, going live in July for Enquiry and Case Management.

Following brief discussion, she provided following clarification:

- tutors will have different level of access.
- students or tutors will complete online forms, which will be submitted to the system and automatically generate notifications for the enquirer.
- email enquiries will be automatically re-directed into the system also.

Jennifer Pepper also gave a brief update on online module enrolment for outgoing one semester Erasmus Students which remains a challenge for students and Schools. She confirmed AR are actively working on a solution, but it is unlikely one will be developed in time for this year's OME process.

USC/24-25/077 Academic Policies**i.) New Student Garda Vetting Policy:**

Patricia Barry, Head of Services spoke to memorandum dated 22nd April 2025.

The following points arose during the discussion:

- Regarding 6.16, where a student who is 'off-books' must apply for re-vetting before they can register, a member from the School of Education stressed the importance of there

being a quick turn-around time in issuing an invitation to re-register when a student is coming back on-books, as these students need to reapply for re-vetting and may be going on placement as early as August.

- the member asked that provision be made for the 2-year full-time Professional Masters in Education in the vetting duration list in section 6.13.
- A member asked that clarification be provided as to how a student is informed that they are unsuitable for a course based on the outcome of the Garda vetting process.

Action/Decision:

USC/24-25/077 (i) The Student Garda Vetting Policy was approved, subject to (i) the inclusion of additional wording to clarify how a student is informed that they are unsuitable for a course based on the outcome of the Garda vetting process and (ii) provision be made for the 2-year full-time Professional Masters in Education in the vetting duration list in section 6.13, and recommended to Council.

ii.) Revised Academic Appeals Policy

Dr. Elizabeth Donnellan presented a memorandum dated 22 April 2025 outlining the consultation process and revisions to the policy based on feedback received. In response to a query, the Senior Lecturer/Dean of Undergraduate Studies confirmed that it was correct to include the Senior Lecturer/Dean of Undergraduate Studies in the Undergraduate appeal process as outlined in 7.1, as appeals against the application of the Calendar regulations can be made to the Senior Lecturer.

Action/Decision:

USC/24-25/077 (ii) Further consultation on the Policy will take place over the summer and a final version will be brought back to the Committee for approval in Michaelmas Term.

iii.) Revised VLE Policy

Dr. Elizabeth Donnellan presented a memorandum dated 22 April 2025, circulated with the meeting papers, which outlined the consultation process undertaken regarding the proposed revisions to the policy and the changes incorporated to reflect the feedback received.

The following points arose during the discussion:

- In relation to 7.1.4 regarding the use additional technologies that are not institutionally supported, the Director of Academic Practice stressed the importance of enabling staff to use the technologies they need without compromising on Trinity's legal requirements to protect student data and intellectual property.
- Regarding 7.3.4, a query arose in relation to the deletion of assignments in Turnitin, and whether assignments that are deleted by the module coordinator from Blackboard are still retained somewhere for plagiarism detection via Turnitin. Further clarification on this will be sought and communicated to staff.
- In relation to the timeline for retention of student data specified in the College's Data Management and Retention Policy, the Committee suggested that better communication to the College community on this should be provided.
- In response to a query, the Senior Lecturer/Dean of Undergraduate Studies clarified that it is the responsibility of the module coordinator or lead academic to delete content from the LMS according to the College's Data Management and Retention Policy.

Action/Decision:

USC/24-25/077 (iii) i.) Clarification will be sought on the process for retention of student data specified in the College's Data Management and Retention Policy; ii.) The Committee approved the revised VLE Policy, subject to rewording of Section 7.3.4 to reference the module coordinator/lead academic and recommended to Council.

iv.) Revised Programme Suspension and Cessation Policy

Dr. Donnellan presented a memorandum dated 22 April 2025, circulated with the meeting papers.

Action/Decision

USC/24-25/077 (iv) he Committee approved the revised Programme Suspension and Cessation Policy and recommended it to Council.

USC/24-25/078 Calendar Changes

Dr. Elizabeth Donnellan presented a memorandum dated 22 April 2025, circulated with the meeting papers which outlined Calendar Part II changes for 2025/26.

Action/Decision

USC/24-25/078 The Committee proposed changes to calendar entry to 2025/26 and recommended it to Council.

USC/24-25/079 Any Other Business

None

USC/24-25/080 Minutes (Section B)

USC noted and approved the following minutes:

- I. Undergraduate Common Architecture Governance Committee, 11th March 2025
- II. MIE ACDC, 16th April 2025

USC/24-25/081 Section C (For noting and approval)

USC noted and approved the following item:

- i. Trinity Electives for 2025/26
- ii. Request for continuation of suspension of Certificate in Innovation and Entrepreneurship for 2025/26
Action/Decision
USC/24-25/081 (ii) recommended to Council.
- iii. Bachelor of Nursing Studies and Bachelors of Midwifery Studies cessation
Action/Decision
USC/24-25/081 (iii) recommended to Council.
- iv. Request for continuation of Middle Eastern and European Languages and Cultures derogation
Action/Decision
USC/24-25/081 (iv) recommended to Council.
- v. Revised English Language Policy
Action/Decision
USC/24-25/081 (v) recommended to Council.
- vi. USC evaluation- Memorandum from Ms Joanna Kozielec, Academic Affairs
- vii. UCS dates for the next year- Memorandum from Ms Joanna Kozielec, Academic Affairs
Action/Decision
USC/24-25/081 (vii) – additional USC meeting date of 21st April will be included, memorandum to be updated