Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

A meeting of the Undergraduate Studies Committee was held on 14 October 2025 at 2.00 pm in the Boardroom, Trinity Business School.

Present:	Professor Vincent Wade, Senior Lecturer & Dean of Undergraduate Studies (*Chair*)
	Ms Patricia Maguire, Academic Secretary
	Professor Stephen Smith, Senior Tutor
	Professor Mark Sweetnam, Associate Dean of Undergraduate Common Architecture (ADUCA)
	Professor Andrew Jackson, Associate Dean of Undergraduate Science Education (ADUSE)
	Professor Martha O'Hagan Luff, Trinity Business School
	Professor Mark Faulkner, School of English
	Professor Dan Geary, School of Histories and Humanities
	Professor Tylor Brand, School of Languages, Literatures and Cultural Studies
	Professor Brian Barry, School of Law
	Professor Yvonne Lynch, School of Linguistic, Speech and Communication Sciences
	Professor Paul Dockree, School of Psychology
	Professor Paul Scanlon, School of Social Sciences and Philosophy
	Professor Julie Byrne, School of Social Work and Social Policy
	Professor Alexandra Grieser, School of Religion, Theology, and Peace Studies
	Professor Jean Fletcher, School of Biochemistry and Immunology
	Professor John Southern, School of Chemistry
	Professor Goetz Botterweck, School of Computer Science and Statistics
	Professor John Gallagher, School of Engineering
	Professor Cormac McGuinness, School of Physics
	Professor Robin Edwards, School of Natural Sciences
	Professor Jan de Vries, School of Nursing and Midwifery
	Professor Judith Meehan, School of Medicine
	Professor Heather Reilly, School of Dental Science
	Professor Deirdre D'Arcy, School of Pharmacy and Pharmaceutical Science
	Mr. Buster Whaley, Education Officer, Students' Union
	Ms. Eve Martin, STEM Faculty Convenor for TCDSU/AMLCT
	Ms Siobhán Dunne, Trinity Library
	Ms Breda Walls, Student Services
Apologies:	Professor Richard Porter, Dean of Students; Professor Juan Pablo Labrador, School of Genetics and microbiology (2-3pm); Professor Damian Murchan, School of Education (2-3pm); Professor Yvonne Lynch, School of Linguistic, Speech and Communication Sciences; Professor Jan Manschot, School of Mathematics; Professor Miranda Fay Thomas, School of Creative Arts; Professor Ana Perez-Luno, Academic Director of Portal
In attendance:	Ms. Rima Fitzpatrick, Assistant Academic Secretary: Academic Affairs; Dr. Solange Daini, Academic Affairs; Dr. Pauline Rooney, Head of Academic Practice; Mr. Jennifer Pepper Director of Academic Registry and Karen Bebbington Deputy Director of Academic Registry and Head of Operations (for item USC/25-26/012 and USC/25-26/013); Dr. Liz Donnellan, Academic Affairs (for items USC/25-26/15i. and USC/25-26/15ii.).

The Senior Lecturer & Dean of Undergraduate Studies welcomed all members to the meeting.

USC/25-26/009   Minutes of the meeting of 16th September 2025

The minutes of the meeting of 16th September 2025 were approved and two ongoing actions were noted.

USC/25-26/010   Matters arising:

i.   The University council approved Suspension of Dual Degree Programme with University of Sydney for 3 years.

Discussion was held around the implementation of the new Late Submission policy, noting the manual workload for module coordinators implementing NRSA and the need for clear student communication. Suggestions included flagging extensions on Power BI/Blackboard and issuing unified guidance. It was agreed that Senior Lecturer's office, Disability Services and IT Services will collaborate on a coordinated operational plan and messaging.

Action:

USC/25-26/010i. A coordinated implementation plan to be developed and circulated by Senior Lecturer Office / Academic Affairs within the next couple of weeks.

USC/25-26/011   Senior Lecturer's Updates

The Senior Lecturer & Dean of Undergraduate Studies reported strong CAO admissions for 2025/26, though deferrals have increased, highlighting the importance of effective Open Day engagement. Updates were also provided on the new Research Hub for Learning Innovation (ReLI), supporting teaching innovation and AI-enhanced pedagogy, with pilot projects underway and a formal launch planned before Christmas.

USC/25-26/012   Examination Operations

The Director and Deputy Director of Academic Registry presented on exam operations and answered questions. A significant percentage of exam papers had errors, causing student anxiety and appeals. The Committee discussed quality assurance measures, including updated templates, clearer guidance, and peer or programme-level review systems.

Action:

USC/25-26/012.1: Each School must confirm their chosen exam paper review process to AR by 1 November 2025 to reduce error rates and improve the student examination experience.

USC/25-26/012.2: Academic Registry to compile error report for MT exam session for USC's review.

USC/25-26/013   Use of the word "Excluded" in students' results

The Senior Tutor presented a memorandum on the term "Exclude" appearing in student records for failed or missed reassessments, noting it was perceived as punitive and confusing, as well as creating considerable student anxiety. The meeting discussed various alternatives but cautioned that the term must retain its formal meaning for SITS and transcript accuracy.

Action:

USC/25-26/013: A review the of terminology in student records, IT systems, Calendar regulations to be coordinated by Senior Lecturer, Senior Tutor and Dean of Graduate Studies offices.

USC/25-26/014   USC Working groups

The Terms of Reference for three working groups were presented by the Senior Lecturer & Dean of Undergraduate Studies and the Associate Director of the Undergraduate Common Architecture. Feedback was invited as follows:

i.   Trinity Elective Review 2025 – to evaluate the structure and operation of Trinity Electives; volunteer Directors of Undergraduate Teaching and Learning were noted: Professor Robin Edwards, School of Natural Sciences and Professor Jan De Vries, School of Nursing and Midwifery.

Decision:

USC/25-26/014i. Terms of Reference for Trinity Electives Review were approved.

ii. Working Group on Modular Repeats and Carrying Failed Modules – to explore policy options allowing students modular repeats and carrying of a failed module; several volunteer Directors of Undergraduate Teaching and Learning were noted: Professor Martha O'Hagan Luff, Trinity Business School, Professor Juan Pablo Labrador, School of Genetics and microbiology and Professor John Southern, School of Chemistry.

Decision:

USC/25-26/014ii. Terms of Reference for a Working Group on Modular Repeats and Carrying Failed Modules were approved.

iii. Working group on Recording of Lectures – to examine feasibility of and draft a policy governing synchronous/asynchronous lecture recording; several volunteers from relevant schools were noted: Professor Deirdre D'Arcy, School of Pharmacy and Pharmaceutical Science and Professor Heather Reilly, School of Dental Science. Committee requested to add clarifying ownership issues to the Terms of Reference.

Decision:

USC/25-26/014iii. Terms of Reference for the working group on Recording of Lectures were approved.

USC/25-26/015 Academic Policies

Proposed changes to two updated academic procedures were presented by Dr. Liz Donnellan.

i. **Review of Procedure for the Transfer to External Examiners of Student Assessed Work**. The revision aligns the procedure with GDPR-compliant data processing terms and emphasises secure electronic transfer (e.g., via SharePoint). Outdated sections of the procedure on physical storage are removed.

Decision:

USC/25-26/015i. The proposed changed on the Procedure for the Transfer to External Examiners of Student Assessed Work were approved.

ii. **Review of Procedures for the Conduct of Focus Groups for Student Feedback on Modules and Programmes**. The updated procedure includes the use of online platforms (Teams/Zoom), simplified facilitation guidelines, and consent for recording sessions.

Both revised procedures (i), (ii) will proceed to the Graduate Studies Committee for parallel consideration.

Decision:

USC/25-26/015ii. The proposed changed on the Procedures for the Conduct of Focus Groups for Student Feedback on Modules and Programmes were approved.

USC/25-26/016 Programmes-Specific Items

The following proposed changes to Undergraduate Programmes were considered.

i. **Proposed changes to Business and a Language entry requirements for 2027/28 entry**

The Trinity Business School sought to raise mathematics entry requirements for Business and Language courses (effective 2027/28), citing non-EU student performance data.

Decision:

USC/25-26/016i. The Undergraduate Studies Committee approved the proposed changes to Business and a Language entry requirements for 2027/28 entry.

ii. **Proposed changes to Business Trinity Joint Honours subject entry requirements effective from 2027/28**

The Trinity Business School sought to amend TJH entry requirements.

Decision:

USC/25-26/016ii. The Undergraduate Studies Committee approved the proposed changes to

Business TJH subject entry requirements effective from 2027/28

iii.   Deposit Band for non-EU applications to the undergraduate General nursing Degree.
The School of Nursing and Midwifery proposed a new deposit band for non-EU applicants to General Nursing.
Decision:
USC/25-26/016iii. The Undergraduate Studies Committee approved the proposed amendment to Band E for General Nursing Non EU applicants.

USC/25-26/017 Trinity Inc. Evaluation Report Response and Implementation plan
Dr. Pauline Rooney presented the College's response and an Implementation Plan based on the evaluation of Trinity-INC. The Implementation Plan seeks to mainstream inclusive curriculum design and Universal Design for Learning (UDL) principles across all Undergraduate programmes by integrating UDL skills and competencies into current Centre for Academic Practice training modules and events. The Implementation Plan identifies five workstreams: professional development, research and evaluation, dissemination, governance, and policy review. The Implementation Plan will be led by Trinity Teaching and Learning in collaboration with Equality, Diversity and Inclusion.

USC/25-26/018   Any Other Business
A query was raised about the continuing rise in students with disability certification (DARE Programme) and possible misuse. The Senior Lecturer confirmed this rise in DARE numbers is across the Higher Education sector. The Committee noted that this matter is under active discussion at College and national level, though points adjustments are controlled by CAO.

Section B (Minutes)

USC/25-26/019.   Undergraduate Common Architecture Governance Committee
The minutes of the UCAGC meeting held on 15 April 2025 were approved without amendment.

Section C (For Noting)

USC/25-26/020   HEA Performance Agreement Targets Report
The Undergraduate Studies Committee noted HEA Performance Agreement Targets Report.