



A meeting of the Royal Irish Academy of Music, Associated College Degrees Committee (RIAM ACDC) was held on 03 May 2023 at 10.00am in the Royal Irish Academy of Music.

Present: Professor Neville Cox, Registrar (*Chair*)
Professor Martine Smith, Dean of Graduate Studies.
Professor Carmel O Sullivan, Head of School of Education
Ms. Roisin Smith, Quality Officer
Professor Deborah Kelleher, RIAM Director
Mr. Pdraig Rynn, Administrative Officer, Registry
Professor Colma Brioscú, Chair of Doctoral Committee
Professor Kathleen Tynan, Chair of Postgraduate Committee
Professor Evangelia Rigaki; Representative from the School of Creative Arts

Apologies: Professor Susan McCormick, Second Representative from the School of Education
Professor David Shepherd, Senior Lecturer/Dean of Undergraduate Studies
Professor Lynsey Callaghan, Research Representative & Chair of Undergraduate Committee

In attendance: Ms Ciara Conlon, Academic Affairs; Ms Linda Darbey, Assistant Academic Secretary: Academic Affairs; Mr Conn McCluskey, School of Education Manager; Dr Liz Donnellan Academic Affairs.

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- RIAM/ACDC/22-23/016** **Draft minutes of 9 February 2023 RIAM ACDC meeting**
The minutes of the meeting of the 9 February 2023 were approved.
- RIAM/ACDC/22-23/017** **Matters Arising**
None
- RIAM/ACDC/22-23/018** **Standing update on Quality Assurance of Linked Providers by Quality Officer**
The Registrar invited the Quality Officer to provide an update on the following items:
- **Institutional Quality Review –**
The Quality Officer confirmed that the RIAM Institutional Quality Review will take place on the week starting 22 April 2024. The RIAM Director thanked the Quality Office for meeting with RIAM to discuss the process and stated that preparations have begun for the review.
 - **Annual Dialogue Meeting**
The Quality officer advised that the Annual Dialogue meeting will take place on the 31 May 2023.
 - **International Education Mark**
The Quality Officer stated that consultations in relation to the International Education Mark is still ongoing and guidelines have yet to be published. She advised that the definition of an international student is still under development however it is expected to differ from that used by the Higher Education Authority. She advised that

Council will consider the English Language Policy on 10 May 2023 and that RIAM can then use this to develop their own policy.

- **Revised QQI Quality Assurance Guidelines for providers of programmes supported by Digital Education (Blended, Hybrid, Online Programmes)**

The Quality Officer advised that QQI are seeking feedback on the draft quality assurance guidelines. Feedback is to be submitted before 9 June 2023. It is expected that these guidelines will be in place in the next academic year.

RIAM/ACDC/22-23/019

Capstone Proposal

A Memorandum from the RIAM Head of Programmes, Research and Academics, dated April 2023 was circulated. The Registrar noted that the Senior Lecturer/Dean of Undergraduate Studies had sent his apologies but noted that he was supportive of the proposal.

The RIAM Director spoke to the item, stating that the proposed capstone modules build on the existing academic modules offered to students on the Bachelor in Music and the Bachelor in Music Performance, with an increase in the ECTS credit load to reflect the additional presentations students will deliver. She explained that students will produce original research embedded in their artistic practice and/or related to music performance, bridging the gap between academic research and performance. The student research outputs will be disseminated through the Society for Artistic Research Catalogue. She thanked Academic Affairs for their support in bringing the proposal to ACDC and advised that a similar approach may be adapted in the postgraduate programmes in the future. Members welcomed this proposal, stating that it provides excellent examples on the dissemination of student research.

Action/Decision

RIAM/ACDC/22-23/019.1: RIAM ACDC approved the proposal to introduce three new capstone modules (Research, composition, and music technology) on the Bachelor in Music and the Bachelor in Music Performance, to replace the existing Academic Electives, from September 2023.

RIAM/ACDC/22-23/020

Update on the Lower IELTS requirement

A Memorandum from the RIAM Director, dated 3 May 2023, was circulated. The RIAM Director spoke to the item, stating that the lower requirements have brought RIAM into line with comparative institutions and as a result, applications have increased. She advised that RIAM have strengthened student supports, including the provision of English conversation classes and additional supports are offered to students through their appointed supervisors.

In response to a query on the availability of resources to meet the additional needs of these students from the Dean of Graduate Studies and the Registrar, the RIAM Director stated that there is ongoing engagement with staff on the matter and all supervisors will be provided with continuous professional development. She further advised that the External Examiner will be asked to reflect on the impact of this in their reports.

The Dean of Graduate Studies queried the increase in applications and in response, the RIAM Director stated that there was an approximately 25%

increase in the number of students enrolling in the affected programmes, with applications for next year also looking strong. She advised that approximately half of all applicants are offered a place and approximately 40% of these will go on to enrol in a programme. A new student information system that is being introduced to RIAM will provide a more accurate overview of the student data in the coming years.

It was agreed that the lower IELTS requirement would continue to be monitored.

Action/Decision

RIAM/ACDC/22-23/019.1: RIAM ACDC approved the continuation of a 5.5 IELTS requirement for entry to into the Diploma in Music Teaching and Performance, the Bachelor in Music and the Master in Music Performance delivered in RIAM for 2023/24.

RIAM/ACDC/22-23/021

RIAM programme entries for Calendar part II and III for 2023/24

A Memorandum from the RIAM Director, dated 3 May 2023, was circulated with changes to RIAM programme entries for Calendar Part II and Part III. No changes were proposed for undergraduate programme, while details on assessment and progression were added and URLs were updated for Calendar Part III entries.

Action/Decision

RIAM/ACDC/22-23/021.1

RIAM ACDC approved the entries for the Calendar Part II and III 2023/24.

RIAM/ACDC/22-23/022

Changes to the RIAM Handbooks for 2023/24

A Memorandum from the RIAM Director, dated 3 May 2023 was circulated, along with changes to RIAM handbooks for the academic year 2023/24. The RIAM Director spoke to the item, stating that the changes addressed typos and a tidying up of wording. Information will be added to reflect the introduction of the Capstone modules.

Action/Decision

RIAM/ACDC/22-23/021.1

RIAM ACDC approved the changes to the RIAM Handbooks for 2023/24.

RIAM/ACDC/22-23/023

Standing items on communication:

- i) Inter-institutional collaboration including research: Heads of School of Education and Creative Arts and RIAM Director

The Registrar invited the Head of School of Education to provide an update, who first spoke to the Trinity Elective module delivered jointly by the School of Education and RIAM. She advised that students enrolled in the module are from a diverse range of disciplines and that student engagement was particularly strong. The collaboration has proven to be very fruitful, and several research outputs are planned based on the experience of the interdisciplinary module from a student perspective. The RIAM Director concurred, stating that it is hoped that they will continue to develop links with other disciplines in the School of Creative Arts in the delivery of the module. She noted that ten RIAM students have expressed an interest in taking a Trinity Elective in 2023/24 and queried the student enrolment timeline. The School of Education manager advised that RIAM are to provide the school with a list of RIAM students.

The Head of School of Education thanked RIAM for their support on the School's recent submission to the Teaching Council and advised that a site visit is expected.

The RIAM Director highlighted the nomination of Dr Lynsey Callaghan to the Arts Education Research Group, based in the School of Education. She noted the ongoing discussions between RIAM and Trinity in respect to access to Disability Services for RIAM students and advised that there are discussions with Trinity Global in regard to marketing activities. She also advised that RIAM are carrying out consultations with organisations to provide research services to RIAM.

The Registrar invited Professor Evangelia Rigaki to speak to the item on behalf of the School of Creative Arts. She advised that there is ongoing informal collaboration between the School and RIAM, in relation to the school's undergraduate programmes.

ii) Policies and procedures relevant to RIAM: Senior Lecturer/Dean of Undergraduate Studies and Dean of Graduate Studies

The Registrar invited an update from the Dean of Graduate Studies.

The Dean of Graduate Studies advised that the External Examiner policy has been revised and that separate policies in relation to taught programmes and research programmes have been developed. Revisions are in relation attendance requirements and the eligibility criteria have been expanded to address issues of recruitment of external examiners. The research viva will continue to be held online, with agreed procedures in place

She provided an update on academic integrity, advising that Trinity is continuing to provide guidance and support to staff in preventing misconduct. She highlighted a recent survey of students on the matter, which indicated that 100% of respondents have availed of AI text generators. She explained that there are differing approaches on addressing the issue, with some focused on preventing its use, and others opting to provide guidance on how to constructively utilize these tools. She highlighted a number of developments in relation to policies and processes that are currently progressing, explaining that the current regulations on plagiarism are being revised, along with the streamlining of the process. There are also plans to provide supports to staff on good assessment design to mitigate the risks of plagiarism.

Updating the meeting on policy developments in relation to Postgraduate Renewal, the Dean of Graduate Studies advised that the terms of reference for the Thesis Committee and supervision guidelines have been revised, and a student – supervisor agreement has been introduced. She advised that Council have agreed English language requirements for postgraduate students, which are to be further refined. Council have also approved a Postgraduate Taught research model framework, which offers five different models for showcasing the research element of postgraduate programmes, including an option for performance. She noted this will expand the ways in which research is captured.

The Dean of Graduate Studies reported that Board have approved a proposal to consolidate the existing three internal awards for postgraduate research

students into one Trinity Award, with a €25,000 stipend offered per annum. There is currently an examination of the precarity of employment for research staff, and it was noted that while the Irish University Association provide a pay scale for research staff, the Principal Investigator determines the pay. The RIAM Director noted that RIAM were approached by the National Library of Ireland in relation to co-funding a PhD student.

RIAM/ACDC/22-23/024

Any Other Business

- i. It was noted that Professors Colma Brioscu and Evangelia Rigaki will be stepping down from the RIAM ACDC at the end of this academic year. The Registrar thanked them for their contributions to the committee over the years. He also noted that Dr Liz Donnellan, Academic Affairs, will be taking over the management of ACDC from 2023/24.

Agenda B (for noting)

RIAM/ACDC/22-23/025

Provisional ACDC dates for 2023/24

A Memorandum from the Secretary to the RIAM ACDC, dated 25 April 2023 was circulated. The Quality Officer advised that due to the scheduling of the RIAM Institutional Review, the meeting date for May 2024 may not be suitable, and the Secretary confirmed that this will be revised. It was also agreed that the first meeting of 2023/24 will take place online, while the second and third will take place in Trinity and RIAM respectively.