



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

## **Terms of Reference for the Royal Irish Academy of Music Associated College Degrees Committee (Nov 2016)**

### **Context**

The Royal Irish Academy of Music Associated College Degrees Committee (RIAM ACDC) was established in 2013 with the terms of reference approved in March 2013 and amended by the first meeting of the RIAM ACDC in June 2013. The Royal Irish Academy of Music (RIAM) is a linked provider under the *Qualification & Quality Assurance (Education & Training) Act 2012*.

Generic proposed terms of reference for the linked providers' governance committees were presented at the committee meeting of 4 May 2016 for introduction for the 2016/17 academic year. The generic proposed terms of reference reflect the regulatory framework and functions under the 2012 Act and associated quality assurance guidelines including the Core Statutory Quality Assurance Guidelines (April 2016), and the Sector Specific Quality Assurance Guidelines for Designated Awarding Bodies (July 2016). The committee approved the revised terms of reference with minor amendments. The generic proposed terms of reference were subsequently presented and approved by the Quality Committee on the 12 May 2016.

It is within the above context that a review of the specific RIAM ACDC terms of reference has now been completed.

### **Principles**

1. Trinity does not wish to be involved in any arrangement that simply amounts to a straight validation of courses carried out in colleges external to our own systems. Any validation must therefore be embedded in a developing partnership of collaboration and complementarity and located within a strategy which has a clear rationale across a range of courses: undergraduate, postgraduate, and research.
2. The robust system of quality assurance and enhancement of external College provision needs to be underpinned by current College policy and the regulatory framework. Its objective is to protect the academic standards and reputation both of Trinity and of its linked providers and the education provision of learners enrolled in validated programmes. It addresses issues of programme design, delivery, recruitment, assessment, evaluation, provision, teaching, representation and support, not the actual work of students themselves. We are assuring ourselves of the quality of delivery, assessment, support and administration, not managing the systems themselves
3. Quality Assurance (QA) implies Quality Enhancement (QE) and seeks to identify and agree procedures and approaches to ensure effective monitoring and periodic review of educational programmes. While based on a legislative framework that requires compliance, procedures should be set within a developing professional relationship of self-evaluation and guidance, be sufficiently flexible to apply to a range of delivery contexts

(face to face, online/blended, on-campus, off-campus including in professional placement locations and where applicable in other jurisdictions); and across the range of courses: undergraduate, postgraduate, and research degrees.

## Procedures

1. The minutes of ordinary committee meetings of the RIAM ACDC will continue to be reported to Undergraduate Studies Committee and the Graduate Studies Committee as compliance committees of the University Council. The minutes of the extraordinary meeting will be reported to the Quality Committee as a compliance committee of both the University Council and the College Board.
2. The *ex officio* membership of the RIAM ACDC should comprise the following representatives:
  - Registrar, Trinity (Chair);
  - Dean of Graduate Studies;
  - Dean of Undergraduate Studies/Senior Lecturer;
  - Quality Officer as the delegate of the Academic Secretary;
  - Heads of School of (i) School of Education and (ii) School of Creative Arts (formerly Drama, Film and Music); a second representative of the School of Education and the Head of the Department of Music (School of Creative Arts);
  - Director of the Royal Irish Academy of Music, the RIAM research representative and the Head of each of the course committees and the Administrative Officer (Registry);
  - Other subject matter experts may be co-opted onto the committee from the linked provider and Trinity as required (refers to the annual extraordinary meeting below).
3. This committee will normally meet three times per year with respect to the ordinary academic business to cover matters outlined under 5(i) below.
4. A fourth annual extraordinary meeting will be held to discuss/monitor institutional-level quality assurance matters outlined under 5 (ii) below or any other matters as required under changes to the QQI Act, quality assurance guidelines, policies or codes.
5. The Terms of Reference of the committee will include
  - i. All ordinary academic matters with respect to new course proposals and/or changes to previously approved courses and monitoring activities associated with same, such as:
    - a. Learning Outcomes at programme or module level;
    - b. Regulations impacting on new or existing Calendar entries;
    - c. Nomination for new External Examiners for new programmes and for replacement external examiners upon completion of their term;
    - d. Assessment criteria and/or framework aligned with learning outcomes and pedagogy;
    - e. External Examiners' reports, reports of professional or statutory body accreditation that apply to the course/programme and periodic review reports (annual and/or cyclical);
    - f. Outcomes of student evaluation activities at programme and/or module level, in addition to the Irish Survey of Student Engagement and/or International Student Barometer, if applicable;
    - g. Student progression, retention and achievement outcomes, annually and by cohort;
    - h. Recruitment, admissions, induction procedures for domestic, visiting and international students;
    - i. Student handbooks and other published material on the student portal or web that communicates the requirements of the course, programme and Award to applicants and students;
    - j. Marketing and/or published content on web that informs potential applicants and the public of matters related to the course/programme;

- ii. Matters relating to monitoring of institutional quality assurance of the linked provider will be discussed at an annual extraordinary meeting of the committee, at a date to be agreed and will review:
- a. Linked provider's strategy with respect to teaching, learning, research and partnerships that have the potential to impact on arrangements with Trinity, validated programmes, the enrolled students and ongoing accreditation by professional and statutory bodies, the QQI or HEA.
  - b. Risks (financial, operational, contractual or reputational) that impact on the sustainability of the linked provider, the validated programmes and/or Awards granted by Trinity and recognised on the National Framework of Qualifications or listed on the Interim International Register.
  - c. Following initial approval of quality assurance policies and procedures under §7 of the Trinity Policy/Procedure on the 'Approval of Higher Education Institutions Quality Assurance Procedures'; any new or revised policies and procedures to be submitted for approval under §8 of the Trinity Policy/Procedure on the 'Approval of Higher Education Institutions Quality Assurance Procedures'.
  - d. Action Plans (retrospective and prospective) to address/redress issues related to academic standards, quality assurance and /or enhancement outcomes, QQI policies, procedures and codes.
  - e. Staffing Profiles, continuing professional development, staff recruitment and retention, quality assurance.
  - f. Third-party partnerships with national, European or international higher education providers that could result in recognition of Trinity ECTS by another party with whom Trinity does not have an existing partnership or on whom Trinity has not conducted due diligence.
  - g. Compliance of student record systems with the National Qualification Framework, Data Protection and Freedom of Information legislation and European requirements under Bologna e.g. European Diploma Supplement.
  - h. Fitness for purpose of the learning environment on and off-campus (professional placement locations) including formal and informal learning spaces, equipment, IT systems (VLE, computing, wifi), access to library resources (hard copy and online), other student learning supports.

Any issues or risks identified as requiring action from the annual extraordinary meeting are to be responded to in writing (Action Plan) by the linked provider within three months to the Registrar of Trinity in the capacity as Chair of the committee, with progress on implementation to be reported and assessed at the next annual extraordinary meeting.