

UNIVERSITY OF DUBLIN
TRINITY COLLEGE

Undergraduate Studies Committee

A meeting of Undergraduate Studies Committee was held on 26th June 2012 at 2.15pm in the Board Room.

Present: Senior Lecturer, Dr Patrick Geoghegan (*Chair*)
Dean of Students, Dr Amanda Piesse
Senior Tutor, Dr Clair Laudet
Assistant Academic Secretary, Ms Orla Sheehan
Directors of Teaching and Learning (Undergraduate)
Ms Christine Poulter, School of Drama, Film and Music
Dr Peter Cherry, School of Histories and Humanities
Dr Paul O'Grady, School of Social Sciences and Philosophy
Dr Mary Lee Rhodes, School of Business
Dr Oran Doyle, School of Law
Dr Andrew Butterfield, School of Computer Science and Statistics
Dr David Chew, School of Natural Sciences
Dr Stefan Hutzler, School of Physics
Dr Clair Gardiner, School of Biochemistry and Immunology
Dr Martina Hennessy, School of Medicine
Dr Jacinta McLoughlin, School of Dental Science
Professor Moray McGowan, Director of TSM
Ms Rachel Barry, Education Officer, Students' Union
Mr Daniel Ferrick, Student Representative

Apologies: Dr Philip Coleman, School of English
Dr Rachel Hoare, School of Languages, Literatures and Cultural Studies
Dr Pauline Sloane, School of Linguistic, Speech and Communication Sciences
Dr Benjamin Wold, Aspirant School of Religions, Theology and Ecumenics
Ms Gloria Kirwan, School of Social Work and Social Policy
Dr Michael Gormley, School of Psychology
Dr Michael Shevlin, School of Education
Dr Dermot O'Dwyer, School of Engineering
Professor Richard Timoney, School of Mathematics
Dr Wolfgang Schmitt, School of Chemistry
Professor Dan Bradley, School of Genetics and Microbiology
Dr Catherine McCabe, School of Nursing and Midwifery
Dr Anne Marie Healy, School of Pharmacy and Pharmaceutical Sciences
Dr Francis O'Toole, Director of BESS
Professor Graeme Watson, Director of Science (TR071)
Mr Trevor Peare (Library Representative)

In attendance: Ms Sorcha De Brunner

UGS/11-12/074 Minutes

The use of the new academic titles at the Undergraduate Studies Committee (USC) was queried. The Secretary to USC advised the meeting that following an earlier discussion of this topic (UGS/11-12/026) the use of the new titles at USC would commence in the 2012/13 academic year. The minutes of the 22nd May 2012 were approved.

UGS/11-12/075 Matters arising

- (i) UGS/11-12/070: The Senior Lecturer commented that the Vice-Provost for Global Relations had noted, with interest, the discussion related to International Exchanges and he reported that she hopes to attend a meeting of USC during 2012/13.

UGS/11-12/076 Calendar Changes

(i) **General Regulations:** A revised copy of the 'General Regulations and Information' from the University Calendar was circulated. The Secretary to USC brought the Committee through the relevant proposed changes, as circulated. In particular, the following amendments were discussed.

- **§17, H5:** A new section in relation to 'Students with disabilities' had been inserted. It was clarified that the code of practice mentioned in the new section relates to College rather than specifically to the Disability Service and it was noted that this would be amended accordingly.
- **§23, H6:** New sentences had been inserted to cover students who experience difficulties attending lectures and other classes due to their disability. Following a discussion of the wording it was noted that the insertion should appear in a separate section.
- **§36, H9:** This section related to the submission of medical certificates by students with disabilities, it was replaced to reflect current practices. Where students are registered with the Disability Service their certificates and reports are normally submitted to their Disability Officer and not to the Senior Lecturer. However, in determining the appropriateness of examination accommodations for certain students the Senior Lecturer may request a confidential report from the Disability Service, the Health Service or the Counselling Service.
- **§38, H9-H10:** Following a discussion about the new section concerning particular students with a disability being permitted to split their annual examinations over the annual and supplemental sessions, and being permitted to take repeat examinations during the special examination period, it was agreed that this should be removed until the issues are more fully discussed at USC. However, to clarify the options open to the Senior Lecturer, additional wording was added to §36, as revised.
- **§39&§40, H10:** Wording was included to cover students who are prevented from taking their annual examinations or their moderatorship examination, due to their disability, and, as with §23, it was decided that the wording related to disability, should be separated out and presented in new sections.
- **§51, H12:** A new section related to courts of first appeal was added which clarified the powers of the Senior Lecturer to accept or reject decisions submitted to him/her, and, if rejected, the ability to determine an appropriate alternative course of action. In discussing the insertion, it was clarified by the Senior Tutor that if a student wishes to make an appeal, even if they do not have grounds, they should be permitted to do so. In such a case the appeal committee can reject the case on the basis of there being no grounds. It was further clarified that hearing these cases does not create a legal expectation that there are acceptable grounds.
- **§52, H13:** The section related to the Academic Appeals Committee was amended based on work that had been carried out by the Registrar, the Senior Tutor and others, during the academic year 2011/12, in relation to the procedures for academic appeals. The changes included a clarification of the role of the Senior Lecturer at meetings of the Academic Appeals Committee and the inclusion of external members for cases concerning clinical placements. Following a discussion of the wording, it was noted that it should include reference to the Students' Union, in terms of student representation, and that the Chair of the Academic Appeals Committee should be responsible for the nomination of an external member in appropriate cases.

During the discussion of the General Regulations certain items were raised for future discussion. These included supplemental examinations in the Sophister years, the timing of special examinations and the Dean of Students' Consultative Group.

- (ii) **Calendar Changes Update:** A memorandum from the Senior Lecturer 'Calendar Changes Update', dated 21st June 2012 was circulated. The meeting noted that information related to course model options under the new harmonised assessment and progression regulations should be sent to the USC Secretary as a matter of urgency.

UGS/11-12/077 GeneSIS

A memorandum from the Senior Lecturer 'GeneSIS', dated 22nd June 2012, was circulated. The Senior Lecturer noted that there are certain technical matters related to the assessment of students in SITS:Vision, such as, rounding, the number of decimal places and the storing of provisional marks, for which decisions are required so that configuration work can commence. He informed the meeting that he and the Dean of Graduate Studies propose that a standing committee, with members from both the Undergraduate Studies Committee and the Graduate Studies Committee, could discuss and make decisions on these items during July. He noted that information would be sent to all members who are welcome to attend or, if they are not available, could send their comments by e-mail.

USC agreed the proposed process.

UGS/11-12/078 Any other business

- (i) The Senior Lecturer informed the Committee that the Scholarship Review Work Group had held its first meeting. He also noted that the name of an additional Scholar would be presented to Board at its meeting on 27th June 2012. Due to a miscalculation of marks s/he had not been included on the list of Scholars read out on Trinity Monday. He commented that this error should have been discovered at the court of examiners, however, not all areas hold courts of examiners for Scholarship results; the Working Group will consider this and make appropriate recommendations in this regard.
- (ii) The Dean of Students informed the meeting about 'Skills4Study', an interactive learning resource to help improve the study skills of students. She noted that it is particularly useful to help students transition from second- to third-level education. She noted that this had been piloted on Junior Freshman students in certain courses and students enrolled in the Trinity Access Programmes and is being funded by the Disability Services for 2012/13. She asked members of the Committee to promote the resource, which can be found on the College website, within their courses. The Senior Lecturer agreed to send further details to members via e-mail.
- (iii) The Student Union's Education Officer noted that this was her last meeting of USC. She thanked the Senior Lecturer, USC Secretary and her fellow Committee members. The Senior Lecturer, on behalf of the meeting wished her well in her future endeavours.

UGS/11-12/079 Items for noting

The meeting noted the memorandum from the Secretary to USC, 'Meeting schedule for the academic year 2012/13', dated 20th June 2012.

signature

date