

# QUALITY ASSURANCE HANDBOOK

2019 Edition – Change Tracker

2019

## **The DBS Quality Assurance Handbook Change Tracker**

This document reflects any amendments made to the College's *Quality Assurance Handbook* (QAH). College policies are subject to change, as technology and socio-cultural factors evolve locally, nationally, and globally. To ensure transparency for all stakeholders (learners, staff, and external agents) regarding the development of College policies, this Tracker is intended to identify changes made to existing policies, and the introduction of any new policies.

Changes will be recorded in terms of DATE the change was made, the SECTION of the QAH the changes were made in, a CHANGE TYPE classification, a brief identification of the CHANGE MADE, and the RATIONALE for the change.

Change Types are classified as:

- Amendments – amendments to an existing policy or element of the Handbook
- Correction – spelling/ grammar correction to the documentation, or correction of an incorrectly noted role/ title. These would not substantially change the content of a policy or procedure
- Formatting – updates to address formatting issues, that do not substantially change the content of a policy or procedure
- New Policy – the introduction of a new policy into the Handbook
- Updates – amendments to existing policy, procedure or forms to reflect changes in external bodies or factors, or to improve clarity for stakeholders in interpreting the relevant section. These would not substantially change the content of a policy or procedure

Date Change	Section Changed	Change Type	Change made	Rationale
16/7/2019	A.1 Governance	Amendments	Edits to Governance structure map and ToR	Greater clarity of Academic Board's final role in Academic decision-making (as per ReEngagement panel)
16/7/2019	A.2 Overarching Policies	Updates	Updated College Values and Principles	College ReBranding
16/7/2019	C.2 Programme Review	Amendments	Inclusion of Completion Rates in Programme Review process	Required by ReEngagement panel
16/7/2019	B.5.4.2 Late Submissions	Amendments	Cap to penalty for late submissions included (passing submission should not fail due to late submission penalty, unless past the 14 days point)	The repeat attempt will be identical to the original, as it is a Pass already, and changing it would be unnecessary, however the penalty should be applied (up to 40%). A submission post-14 days is subject to 0% as normal.
16/7/2019	B.5.6.3 Trailing ECTS	Amendments	Conditions for Trailing amended, to replace inability to claim subsequent credits if Exhausted Opportunities, with notice that Withdrawal may be applied	Limited grounds (and capacity) to refuse recognition of credits subsequently achieved while trailing a lower level module, which Exhausts Opportunities.
26/7/2019	A.1.3.2	Correction	Updated title Head of Academic Enhancement to Head of Quality Enhancement and Innovation in Teaching & Learning	Retroactive amendment to reflect title change in role
29/7/2019	A.1.3.9 AASC	Amendments	Inclusion of Assistant Registrar to AASC, and increase of quorum to 4 of 5 members	Broader base for academic judgement in review, but maintained management of appropriate quorum
2/8/2019	Every section	Formatting	Cover page replaced	New College logo
14/8/2019	A.1.8	Correction	Professional body IMI changed to ICM	IMI is an error, should reflect ICM
14/8/2019	B.2 website screenshots	Updates	Exams and Registry website screenshots updated	Website changes resulted in changes to subsections in screenshot
14/8/2019	Every policy header	Formatting	College logo replaced	New College logo
18/09/2019	Every doc and policy header	Formatting	Watermark for DRAFT removed, approval and Live date updated	Launch of live version
6/11/2020	C.1.5	New Policy	Addition of Recording Learning Activities policy	Clarity regarding recording of learning content and sessions, particularly with regards to the move online with Blended Learning and Covid-19

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6/11/2020	B.5.5.2	Amendments	Repeat Lv9 Policy - clarification of the PG Repeat cycle and addition of Application to sit early	Prevent overloading repeat students in sem2, with application for exceptions where a resit can go early
6/11/2020	B.2.6 DBS Library	Updates	Addition of link to Library Policies page, including Fines policies	Signposting to further policies
6/11/2020	B.3.6 Complaints form	Updates	Addition of recipient address of schooladminofficer@dbs.ie	Reduces apparent obstruction to submitting a complaint
30/11/2020	B.3.4.2 Disciplinary Policy	Amendments	Additional clause regarding repeat offences resulting in suspension or withdrawal	Current policy does not explicitly allow College to apply these penalties despite risk to students or staff
02/12/2020	A.1.3.8 ToR Admissions Committee	Amendments	Frequency of meetings from 3 to 2 times per year, now Nov and May	More suitable for Committee's purposes, avoids duplication of April and June sittings
02/12/2020	A.1.2.3 Fig.3 Calendar of Committee meetings	Amendments	Aligns with change to Admissions Committee ToR	Consistency in QAH
02/12/2020	C.1.6	New Policy	Addition of Group Work Policy	Increased clarity and guidance on College policies regarding group work
02/12/2020	A.2.9	New Policy	Addition of Equality, Diversity & Inclusion Policy	Sets out the College responsibility to ensure equality, diversity and inclusion at all levels of the institution
13/01/2020	A.2.10	New Policy	Conflict of Interest Policy for Programme Delivery	Integrity of delivery and assessment requires declaration and tracking mechanism for potential Conflicts of Interest for staff in design, teaching and assessment.
16/02/2021	B.3.5.2 Appeal Form	Updates	Variant of Appeals form created to distinguish Decision Appeals from Result Appeals	Existing form only clearly indicated Results being appealed, but Appeals policy extends to other decisions made by the College
24/02/2021	C.1.1.9 Dissertation Supervision	Amendments	Clarity made on number of students a supervisor can take on	Distinction needed between supervisors with full teaching schedule, vs supervisor-only capacity
24/02/2021	B.5.10	New Policy	Online Exams Policy	Movement to online exams platform long term requires clear policy for this process
24/03/2021	C.2.1.6 New Programme development	Amendments	Updates to Phase 5, QOI review process	Amendments to recognise online panel events
20/04/2021	B.3.6.7 Complaints Policy	Amendments	Addition of ACCA escalation mechanism	Requirement for ACCA accreditation
20/04/2021	B.3.6.4-6 Complaints Policy	Amendments	Clarity on role of investigating manager in determining Complaint outcome	Ambiguous process clarified, investigating manager to determine and resolve Complaint in

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				the same way as Committee, but making this explicit.
27/04/2021	A.1.2.2; A.1.3.2; A.1.3.3; A.1.3.11; A.1.4.2; A.1.4.5; A.1.5.1; A.2.6.4; A.2.7.5; B.2.1.2; C.2.1.5; C.2.1.6; C.3.1	Correction	Update of title of Executive Dean to President (of DBS and Head of the Institution)	Updates to title following internal governance updates
27/04/2021	A.1.2.2; A.1.3.3; A.1.3.8; A.1.3.11; A.1.4.3; B.1.1; B.1.2; B.1.3; B.3.5.2; C.2.1.6; C.3.1	Correction	Update of title of Director of Marketing and Admissions to Chief Commercial Officer	Updates to title following internal governance updates
27/04/2021	A.1 Fig.1, Fig. 4, Fig. 5	Correction	Update of titles for President and Chief Commercial Officer	Updates to titles following internal governance updates
27/04/2021	A.1 Fig.7	Correction	Update of titles for President, Chief Commercial Officer, Validation & Accreditation Manager, Student Engagement Officer, Online Development Team	Updates to titles following internal governance updates and expansion of Online Development team
27/04/2021	A.1.6.8; A.1.3.4; A.1.3.5; A.1.3.9; A.2.1; A.2.2; A.2.3; A.2.4; A.2.6; A.2.7; B.1.1; B.3.4; B.3.5; B.4.1; B.4.2; B.4.3; B.4.4; B.5.1; B.5.3; B.5.4; B.5.5; B.5.6; B.5.7; B.5.9; B.6.2; C.2.1; C.2.1.5; C.2.2; C.2.2.3	Correction	Update of title of Assistant Registrar to Validation & Accreditation Manager	Updates to title following internal governance updates
10/06/2021	B.2.2 Premises & Facilities	Correction	Correction of trailing-off line	Correction of formatting and update error
10/06/2021	B.4.4 Supports for Learners with Additional Needs	Updates	Clarity of supports for on-site exams	With move to online exams, clarity regarding the support for on-site assessments set out
10/06/2021	B.4.4 Supports for Learners with Additional Needs	Amendments	Move from Library to Student Services	Re-alignment of support services within the Student Services team, under Disability and Inclusion Officer
10/06/2021	B.2.3 IT Facilities	Updates	Removal of Balfe street as location of IT teaching suite	Relocation from Balfe Street of teaching delivery
10/06/2021	B.3.6.3 Submitting a Complaint	Updates	Addition of contact address for School Admin Officer	Clarity on contact mechanism, in place of redirection through Programme Coordinators
15/06/2021	C.21-2.2	Amendments	Devolved Responsibility process set out	Extension of QQI approval for the College to Devolved Responsibility, so process and mechanism set out
22/06/2021	Student Feedback Committee	New Policy	New Policy	Dedicated group to ensure the closure or resolution of student feedback mechanisms

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22/06/2021	Research Committee	Updates	Update ToR of Membership	Clarification of faculty members as two nominees per Course Director, in place of Faculty Manager nominees.
22/06/2021	Learning, Teaching & Assessment Committee	Updates	Update ToR of Membership	Addition of Exams and Registrar nominee, clarity of learner rep as SU VP for Education
22/06/2021	Library Committee	Updates	Update ToR of Membership	Addition of Head of Quality Enhancement and Innovation in Teaching and Learning
15/10/2021	Research Committee	Amendment	Update of ToR of Research Committee	Reviewed function and role of the Committee
22/10/2021	Sexual Harassment and Sexual Consent Policy	New Policy	New Policy	Explicit clarification of a subset of the existing Code of Conduct around sexual harassment and consent.
03/11/2021	B.2.2 Premises & Facilities	Updates	Removal of defunct process of Facilities and Systems review of timetabling	Defunct process no longer in operation, with more streamlined and effective mechanisms in place.
11/11/2021	A.1.3.5 Terms of Reference for the Programme Approval SubCommittee	Amendments	Changed membership, extending beyond Academic Board members	Removing the burden of over-relying on Academic Board members to ensure broad opportunity for participation in the Committee.
11/11/2021	C.2.1.6 New Programme development	Updates	Updates to Phase 5 in table	With Devolved Responsibility granted by QQI, slight functional shift in formation of QQI panel.
11/11/2021	B.3.2 Learner Code of Conduct	Updates	Addition of reference to the online learning environment	From March 2020, the move of more teaching, learning and assessment to online platforms requires recognition in the Code of Conduct guidance.
11/11/2021	B.3.3 Academic Impropriety Policy	Updates	Addition of clarity for some steps in the investigation process	Improved clarity for academic staff and learners.
11/11/2021	B.3.3.11 Academic Impropriety Policy	Updates	Addition of subsection with link to the required form	Additional Document linkage had been missing, added for clarity and accessibility.
11/11/2021	B.3.3 Academic Impropriety Policy	Correction	Amendment of 'Urkund' to 'Ouriginal'	The Urkund organisation was incorporated into a new entity, called Ouriginal, although both names can be used in different documents.
15/11/2021	B.3.4 Disciplinary Policy	Amendments	Amendment to steps in the process of Disciplinary investigation.	Amendments required in line with the move to more online mechanisms, and to extend the ability of the investigating manager to undertake the necessary review.

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16/11/2021	C.1.3.7 Research Ethical Guidelines	Amendments	Amendments to align with Ethical Guidelines for Research with Human Participants	Updates to the Ethical Guidelines, with corrected links and guidance and updated forms, requiring matching updates in the policy
29/11/2021	B.2.7.2 Digital Wellbeing Policy	Amendments	Additional clarity given for online behaviour	Increased delivery of teaching, assessment and learning through the online environment requiring more explicit detail to be set out around online conduct.
29/11/2021	B.2.8 Acceptable Usage Policy	New Policy	New Policy	The increased use of online platforms requiring the extended specification of Acceptable Usage for learners (staff are already subject to the College's employee Acceptable Usage policies)
29/11/2021	B.2.2 Premises & Facilities	Amendments	Addition of cross-reference to Code of Conduct and new Acceptable Usage Policy	Cross-reference required to new Learner Acceptable Usage policy.
29/11/2021	B.2.7.2 Digital Wellbeing Policy	Amendments	Addition of cross-reference to new Acceptable Usage Policy	Cross-reference required to new Learner Acceptable Usage policy.
29/11/2021	B.3.2.5 Learner Code of Conduct Policy	Amendments	Addition of Penalties for Major Offenses for misuse of College facilities or services.	Cross-reference required to new Learner Acceptable Usage policy.
29/11/2021	B.3.2.7 Online Code of Conduct	Amendments	Addition of cross-reference to new Acceptable Usage Policy	Cross-reference required to new Learner Acceptable Usage policy.
03/12/2021	C.1.1.3 Approval of Teaching Staff	Updates	Update of recommendations the AASC may make.	New Faculty Pathway introduced set out a variant version of conditions for new faculty appointments, replacement required of original conditions with new Pathways.
07/12/2021	B.2.1.4 Student website	Updates	Update of Registrar section, to Quality Assurance and Academic Operations	Restructure of information breakdown under the 'Registrar' tab to separate Academic Operations and Quality Assurance sections, into their respective functional and QA sections.
08/12/2021	C.1.5.3 DBS Strategic Plan	Updates	Updated link to Strategic Plan	Introduction of 2021 Strategic Plan, updated cross-reference required
08/12/2021	C.1.5.3 Panopto Privacy Policy	Amendment	Removal of cross-reference	Cessation of use of Panoptop in the College
08/12/2021	A.1.3.12 Terms of Reference for Library Committee	Amendment	Addition of members and removal of defunct role	Replacement of the Deputy Librarian in the team requires removal from Terms of Reference, and

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				addition of Information Literacy Manager and Reader Services Manager roles added.
08/12/2021	A.1.3.2 Academic Board Terms of Reference	Updates	Q1 meeting updated from March to February, addition of April meeting	Academic Board meeting in Q1 determined to be more appropriate in February than in March, functional need for additional meeting in April
08/12/2021	A.1.2.3 Calendar of Committee meetings	Updates	Updated move of Academic Board and QERMC from March to February, and addition of April; clarity of Board of Directors meetings	Academic Board meeting in Q1 determined to be more appropriate in February than in March, and additional meeting in April, consequent impact on QERMC
08/12/2021	A.1.3.9 Terms of Reference for Academic Appointment SubCommittee	Updates	Update of recommendations the AASC may make.	New Faculty Pathway introduced set out a variant version of conditions for new faculty appointments, replacement required of original conditions with new Pathways.
08/12/2021	Throughout documents	Correction	Update of titles for Academic Director, Assistant Academic Director, Academic Dean, Head of Teaching Delivery and Content Production	Updates to titles following internal governance updates
04/01/2021	A.1.3.5 A.1.3.9; A.1.6.8; A.2.1; A.2.2; A.2.3; A.2.4; A.2.6; A.2.7; B.1.1; B.3.4; B.3.5; B.4.1; B.4.2; B.4.3; B.4.4; B.5.1; B.5.3; B.5.4; B.5.5; B.5.6; B.5.7; B.5.9; B.6.2; C.1.1.3; C.2.1; C.2.1.5; C.2.1.7; C.2.1.8; C.2.2; C.2.2.3	Correction	Update of title for Validation & Accreditation Manager to Assistant Registrar	Updates to titles following internal governance updates
14/01/2022	A.1.6.12	Amendment	Replacement of the Professional School Product Manager with the Content Production and Relationship Manager	Update to functions and roles within the faculty management teams, with the Professional School Product Manager merging with Faculty Managers, and the new role of the Content Production and Relationship Manager arising out of the increased development of educational content for online delivery, and increased partnerships.
01/02/2022	C.2.1.9 Programme Development for Non-Framework Programmes and Professional Programmes	Updates	Replacement of the Professional School Product Manager with the Academic Director of the corresponding subject area	Update to functions and roles within the faculty management teams, with the Professional School Product Manager merging with Faculty Managers, and the ownership of Professional Diplomas moving under Academic Directors.



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01/02/2022	A.1.2.2 The Board of Directors	Updates	Update of details of the independent Board member on the Board of Directors.	Appointment of the independent Board member (a late update to reflect a prior appointment)
21/04/2022	B.5.1.2 Assessment Overarching Policy	Amendment	Updated list of Underlying Principles of Assessment	More extensive and comprehensive breakdown of Assessment principles for enhanced learner experience
21/04/2022	B.5.1.7 Assessment & Feedback	Amendment	Updated Assessment Types and removal of 'Feedback' elements	Rationalisation of subsection into a more focussed breakdown of Assessment Types, with the Feedback elements relocated to B.5.11
21/04/2022	B.5.11 Feedback, Marking and Moderation Policy	New Policy	New Policy	Separating out Feedback, Marking and Moderation components from the Overarching Assessments (B.5.1) sections to be clearer and more explicit about these principles and definitions
21/04/2022	B.3.3.8 Potential AI Outcomes	Amendment	Standardisation and simplification of potential outcomes to Academic Impropriety findings for learners.	Greater clarity for learners regarding the potential outcomes of impropriety, removal of needlessly duplicated breakdowns, replaced with a standardised and simplified breakdown.
01/07/2022	A.1.3.9; C.1.1.3	Update	Addition of the Academic Developer to the membership of the Academic Appointment SubCommittee	Change in management structure (merger of Head of Academic Programmes and Head of Quality Enhancement roles) requiring a replacement appointed to the AASC.
08/07/2022	B.3.1.2 The DBS Learner Charter	Update	Update of the Learner Charter	Updates arising from a review of the Learner Charter by the Teaching, Learning and Assessment Committee, with stakeholder feedback, to ensure currency in the current learning environment.
31/08/2022	B.3.3.8 Potential AI Outcomes	Correction	Correction of "access" to "assess".	Correction of update error
31/08/2022	A.1.3.9; C.1.1.3	Correction	Correction of the title of the Academic Developer to Senior Academic Developer	Correction of update error
11/10/2022	B.6.3.2	Correction	Correction of the classification of the Pass by Compensation principle	The QQI principles of Pass by Compensation are set out as a Protocol, not a Convention as cited.
11/10/2022	B.5.4.2; B.5.5.3, B.6.3.1	Amendment	Removal of regulation that a failed Award Stage module results in a capped Award	Update in Sectoral Convention 3 by QQI, removing the restriction on entitlements to an

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				Honours award where Award Stage modules are completed on a repeat sitting, in March 2022.
11/10/2022	B.3.5, B.4, B.4.2, B.4.2.2, B.4.2.4, B.5, B.5.1, B.5.5, B.5.5.2, B.5.5.3, B.5.6, B.5.6.2, B.5.7, B.5.9, B.5.11, B.5.11.4, B.6.2, B.6.3.4, C.2.1.3, C.3 schedule 3	Update	Updated reference to QQI publication	Updated edition of QQI's <i>Assessment and Standards, Revised</i> , from 2013 edition to 2022 edition.
11/10/2022	B.3.3.8	Amendment	Update to Impropriety outcomes to the potential of a capped Award	Update in Sectoral Convention 3 by QQI, removing the restriction on entitlements to an Honours award where Award Stage modules are completed on a repeat sitting, in March 2022, but reserved as a potential outcome where Academic Impropriety is identified.

[End]