QUALITY ASSURANCE HANDBOOK

2019 Edition – Change Tracker

DBS
Dublin
Business
School

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, QQI 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

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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 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 Ourignal, 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.
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

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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 Panopto 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 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

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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.
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

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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 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 *Assessment and Standards, Revised,* from 2013 edition to 2022 edition.

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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.
The College's Academic Board approved the outcomes of a large review of Part B of the Quality Assurance Handbook on 2nd March 2023. These changes were largely focussed on increasing clarity among a number of complex processes and policies, with some amendments reflecting the evolution of the teaching and learning environment in recent years.				
27/03/2023	A.1.2.1 Governance Overview	Amendment	Added clause regarding Diversity, Equity and Inclusion in Governance	Updated clause to recognise the value and importance placed on diversity, equity and inclusion on College governance bodies, where possible.
27/03/2023	A.2.9.2 Equality, Diversity and Inclusion Policy	Amendment	Added clause regarding Diversity, Equity and Inclusion in Governance	Updated clause within diversity, equity and inclusion policy to make explicit the commitment within College governance bodies.
27/03/2023	A.1.2.2 The Board of Directors	Updates	Updated detail of Independent Board Members	Updated membership of the Board of Directors, L. Nelson and A. O'Sullivan.
27/03/2023	B.3.7 Cameras On Policy	New Policy	New Policy	Additional clarity and information regarding requirement to have cameras on for online classes
27/03/2023	B.2.7.2-3 Digital Wellbeing Policy	Updates	Cross-reference to new policy	Cross-reference required to new Cameras On Policy (B.2.7)
27/03/2023	B.3.2.2 Policy Statement: DBS Code of Conduct	Updates	Formatting update	Updated formatting to make more explicit as a Code of Conduct
27/03/2023	B.3.2.2 Policy Statement: DBS Code of Conduct	Amendment	Additional clarity regarding behaviour	Updated clarity regarding expected behaviours (respect in online and offline environments) and stakeholders this extends to.
27/03/2023	B.3.2.6 Penalties for Minor Offences	Amendment	Updates to potential outcomes for Minor Offences against the Code of Conduct	Additional potential outcomes to allow for more suitable penalties where Minor Offences are found against the Code of Conduct, and removes requirement to only be determined by the Disciplinary Committee.
27/03/2023	B.3.2.7 Online Code of Conduct	Amendment	Addition of restrictions against unauthorised sharing of content	Additional clarity regarding restrictions against sharing DBS intellectual property and content of others without their consent.

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27/03/2023	B.3.2.7 Online Code of Conduct	Amendment	Addition of remit of staff to end an interaction where Code of Conduct is breached	Additional clause to support faculty and staff being protected to end an interaction with a learner where the learner does not adhere to the Online Code of Conduct.
27/03/2023	B.3.3 Academic Impropriety/ Integrity Policy	Amendment	Retitled Policy	Re-titled policy to shift focus from the punitive approach to a broader supporting positon for addressing academic integrity and its breaches.
27/03/2023	B.3.3.1 Academic Integrity Policy	Update	Additional cross-reference to NAIN	Additional reference to underpinning principles of academic ethics and the National Academic Integrity Network.
27/03/2023	B.3.3.2 Academic Integrity Policy - Statement	Amendment	Additional College remit to review ratified grades or awards.	Additional College remit to investigate concerns raised regarding graduated learners' records, where raised in good faith.
27/03/2023	B.3.3.3 Academic Impropriety Examples	Update	Additional clarity regarding unacceptable behaviour.	Additional detail regarding inappropriate behaviour in closed book exams, the infiltration of student groups or systems by third parties (and the facilitation of this by learners), deliberately misleading references, and the sharing of College material to external File Sharing sites.
27/03/2023	B.3.3.4 Support Available to Avoid Academic Impoverishment or Impropriety	Amendment	New subsection (displaces previous B.3.3.4 down to 3.3.5, etc.)	New subsection to set out supports available for learners, to support their academic integrity and redirect them from impropriety.
27/03/2023	B.3.3.6 Whistleblowing Suspicions of Academic Impropriety	Amendment	New subsection (displaces previous B.3.3.5 down to 3.3.7, etc.)	New subsection to set out parameters and mechanism for whistleblowing suspicions of Academic Impropriety
27/03/2023	B.3.3.5 Suspected Academic Impropriety in Examinations	Amendment	Re-ordered section to clarify on-site and online exams	Re-structured and re-ordered to properly set out the different aspects of on-site and online exams.
27/03/2023	B.3.3.11 Faculty Academic Integrity	Amendment	New subsection (displaces previous B.3.3.10 down to 3.3.12, etc.)	New section setting out College expectations for faculty academic integrity, recognising that faculty must role-model for learners and transparency for learner understanding of ethics at all levels.
27/03/2023	B.3.4 Disciplinary Policy	Update	Switches place with B.3.6	Re-sequencing in order to better align with escalation of policies

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27/03/2023	B.3.6 Complaints Policy	Update	Switches place with B.3.4	Re-sequencing in order to better align with escalation of policies
27/03/2023	B.3.6.2 Disciplinary Policy - Policy Statement	Update	Restructured section	Restructure of subsection to be clearer.
27/03/2023	B.3.6.5 Failure to Respond to an Allegation	Update	Re-classified as a sub-section below 3.6.4 (displaces previous B.3.4.7 to B.3.6.5)	Clearer structuring within document
27/03/2023	B.3.6.6 Potential Outcomes from an Investigation	Update	Re-classified as a sub-section below 3.6.4 (displaces previous B.3.4.7 to B.3.6.5)	Clearer structuring within document
27/03/2023	B.3.6.8 Malicious or Bad Faith Allegations	Amendment	New subsection (displaces previous B.3.4.10 to B.3.6.8)	Inclusion of repercussions for malicious or bad faith allegations to deter such allegations.
27/03/2023	B.3.5.3 The Appeals Committee	Update	Removed subsection where integrated in subsequent section (displaces previous B.3.5.4 to B.3.5.3, etc.)	Reduces duplication and disjointed structure of policy.
27/03/2023	B.3.5.3.1 Appeal Fees	Update	Extracted subsection for policy detail around Appeal fees.	Separated out into a new subsection and consolidating disparate reference to Appeal fees, for greater clarity for learners.
27/03/2023	B.3.5.4.1 Academic Judgement and the Assessment Process	Update	Extracted subsection for policy detail around appealing Academic Judgement	Separated out into a new subsection and consolidating disparate reference to appealing academic judgement (not a valid ground for appeals), for greater clarity for learners.
27/03/2023	B.3.5.8 Responsibility for Convening the Committee	Amendment	Subsection removed to align with other updates, Committee convened only where necessary.	Subsection removed to reduce confusion around convening the Committee, where this is only convened where necessary, and straight forward cases the decision or correction can be made through the Exams Office (assessment appeals).
27/03/2023	B.3.5.9 The Appeals Committee and its role in the Appeals process	Amendment	Subsection revised to reduce duplication.	Subsection revised and consolidated for clarity for learners.
27/03/2023	B.5.10 Dissatisfaction with the Outcome of the Appeals Process and lodging a Petition, B.3.5.11 Determination of a Complaint	Amendment	Updating and consolidating subsections to align with Petition process (Complaints)	Subsections consolidated and aligned for consistency with the Complaint's Petition process

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30/03/2023	A.1.3.4 Terms of Reference Quality Enhancement and Risk Management Committee	Amendment	Replaced Quality Enhancement and Risk Management Committee with the new Quality Assurance, Enhancement and Sustainability Committee	Committee evolution arising through the Committee Structure Review by the Academic Board, March 2023
30/03/2023	A.1.3.10 Terms of Reference Learning, Teaching and Assessment Committee	Amendment	Replaced Learning, Teaching and Assessment Committee with the new Learning and Teaching Committee	Committee evolution arising through the Committee Structure Review by the Academic Board, March 2023
30/03/2023	A.1.3.12 Terms of Reference Library Committee	Amendment	Incorporation of the Library Committee with the new Learning and Teaching Committee	Committee evolution arising through the Committee Structure Review by the Academic Board, March 2023
30/03/2023	A.1.3.12 Terms of Reference Academic Strategy, Planning and Performance Committee	New Policy	New Academic Board subCommittee	Committee evolution arising through the Committee Structure Review by the Academic Board, March 2023
30/03/2023	A.1.3.15 Terms of Reference Student Feedback Committee	Amendment	Replaced Student Feedback Committee with the new Student and Graduate Experience Committee	Committee evolution arising through the Committee Structure Review by the Academic Board, March 2023
30/03/2023	A.1.3.13 Terms of Reference Research Committee	Amendment	Replaced Research Committee with the new Applied Research and Practice Committee	Committee evolution arising through the Committee Structure Review by the Academic Board, March 2023
30/03/2023	A.1.3.16 Terms of Reference Academic Programmes Committee	New Policy	New Academic Board subCommittee	Committee evolution arising through the Committee Structure Review by the Academic Board, March 2023
31/03/2023	A.1.2.3 Boards and Committees	Amendment	Updates to new Committee structure in Summary, Visualisation and Calendar	Committee evolution arising through the Committee Structure Review by the Academic Board, March 2023
31/03/2023	A.1.6 Management and Support Roles	Amendment	Update of Assessment & Regulations Manager to Exams Officer	Update following the structural changes in the Registrar's Office.
05/04/2023	B.4.1 Attendance Policy	Update	Additional clarity regarding attendance requirements for visa-requiring learners	Greater clarity of the importance of attendance for visa-requiring learners, and the expectations to adhere to, and the process around capturing attendance.
05/04/2023	B.4.1.9 Recording Attendance	Update	Restructured section	Subsection incorporated into revised B.4.1.4, duplication removed, results in subsequent sections from 4.1.10 onwards to update to 4.1.9, etc

Date Change	Section Changed	Change Type	Change made	Rationale
05/04/2023	B.4.2.2 Deferral Policy Statement	Update	Added cross-reference to Attendance Policy	Additional linking to related policy for greater learner clarity
05/04/2023	B.4.2.3 Procedures for Seeking a Deferral	Update	Added clarity on the process to request a deferral	Greater clarity for learners
06/04/2023	B.4.3.2 Personal Mitigating Circumstances (PMC) Policy Statement	Update	Addition of a flowchart mapping the types of PMCs and their respective routes for approval	Greater clarity for learners and staff
06/04/2023	B.4.3.5 PMCs Impacting Performance During an Exam	Amendment	Revision and restructuring of section for added clarity for different exam modes	Updates in recognition of the different exam modes and different requirements accordingly.
06/04/2023	B.4.3.6 Academic Judgement and the Assessment Process	Amendment	Removal of subsection	Subsection removed to reduce confusion regarding the scope of a PMC decision. Subsequent subsections updated, 4.3.7 to 4.3.6, etc.
06/04/2023	B.4.3.6 (formerly 4.3.7) PMCs Preventing a Learning Sitting an Examination	Amendment	Removal of reference to Fit-to-Sit principle	Removal of reference to Fit-to-Sit principle as not appropriate for this category of PMC.
06/04/2023	B.4.3.7 (formerly 4.3.8) Limitations of PMCs	Amendment	Subsection revised	Replacement of unrelated detail with more aligned and relevant detail for subsection.
06/04/2023	B.4.3.8 (formerly 4.3.9) Retrospective PMC Applications	Update	Additional clarity on terms	Additional clarity regarding what constitutes a Retrospective PMC introduced.
06/04/2023	B.4.4.4 Extra Provision for Specific Disabilities and Additional Needs, B.4.4.5 Practical NEP Arrangements	Amendment	Extraction of subsections to external appendix	Specific details extracted from policy as expected to be more updated more regularly and requires additional appendix
14/04/2023	B.5.1.5 Role of the Moderator	Amendment	Removal of Head of Teaching Delivery from Moderator appointment	Management of Moderator appointments has devolved to Academic Directors under the academic leadership changes implemented.
14/04/2023	B.5 Assessment Regulations	Correction	Update of title of Assessments and Regulations Manager to Exams Manager	Updates to titles following internal governance updates
14/04/2023	B.5.1 Assessment Overarching Policy	Amendment	Separation out of overarching and CA subsections, significant restructuring	Large revision to subsections to separate out overarching principles from CA-only subsections
14/04/2023	B.5.2 Continuous Assessment Policy	Amendment	Replaces B.5.2 Assessment Procedures, incorporating relevant B.5.2, B.5.1, B.5.3 (formerly Word Count policy) and B.5.4 (Late Submission) subsections	Large revision to subsections to separate out overarching principles from CA-only subsections

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14/04/2023	B.5.2.2.2 Group Work	Amendment	Some replication of C.1.6	Greater clarity for learners through consolidation of relevant policy within overarching assessment policy
14/04/2023	B.5.2.2.5 Word Count for CA	Amendment	Formerly B.5.3 Word Count for CA Policy	Large revision to subsections to separate out overarching principles from CA-only subsections
14/04/2023	B.5.2.2.6 Late Submission Penalty	Amendment	Formerly B.5.4 Late Submission Policy	Large revision to subsections to separate out overarching principles from CA-only subsections
14/04/2023	B.5.2.2.7 In class Test Deployment	Amendment	New subsection proposed	Large revision to subsections to separate out overarching principles from CA-only subsections
14/04/2023	B.5.3 Examination Policy	Amendment	Replaces B.5.3 CA Word Count Policy, separated subsection B.5.10 from B.5.1, into a distinct subsection	Large revision to subsections to separate out overarching principles from CA-only and Exam-only subsections
14/04/2023	B.5.3.4 Online Exams	Amendment	Replaces B.5.10 Online Exams Policy, to become new subsection under broader Exams Policy	Large revision to subsections to separate out overarching principles from CA-only and Exam-only subsections
14/04/2023	B.5.4 (formerly B.5.5) Repeating a Failed Module Policy	Update	Whole section to align under the new order as B.5.4.	Restructuring requiring new sequencing
14/04/2023	B.5.4.2.1 Repeat Regulations	Update	Rewording of clause regarding learner's responsibility to be aware of repeat schedule.	Rewording for greater clarity and less ambiguity for learners.
14/04/2023	B.5.4.3 Management of Failed Assessments	Amendment	Explicit reference to requirement to pass ethical approval before undertaking research modules.	Strengthening of the College's rights to prevent progression to research activities where ethical considerations have not been sufficiently addressed.
14/04/2023	B.5.5 (formerly B.5.6) Progression with ECTS Deficit (Trailing) Policy	Update	Whole section to align under the new order as B.5.5.	Restructuring requiring new sequencing
14/04/2023	B.5.6 (formerly B.5.7) Feedback on Examinations Policy	Update	Whole section to align under the new order as B.5.6.	Restructuring requiring new sequencing
14/04/2023	B.5.6 (formerly B.5.7) Feedback on Examinations Policy	Amendment	Modification of policy to distinguish physical scripts from online submission annotations or feedback	Updates in recognition of both physical and online exam scripts.
14/04/2023	B.5.7 (formerly B.5.8) Access, Retention and Destruction of Examination Script Policy	Amendment	Whole section to align under the new order as B.5.7.	Restructuring requiring new sequencing

Date Change	Section Changed	Change Type	Change made	Rationale
14/04/2023	B.5.8 Access, Retention and Destruction of Examination Script Policy	Amendment	Updated wording in recognition of online exams	Update in recognition of online exams.
14/04/2023	B.5.8 (formerly B.5.9) Verification of an Assessment Result Policy	Amendment	Whole section to align under the new order as B.5.8.	Restructuring requiring new sequencing
14/04/2023	B.5.10 Online Exams Policy	Amendment	Transferred into B.5.3.4	Restructuring requiring new sequencing
14/04/2023	B.5.9 (formerly B.5.11) Assessment Marking, Feedback and Moderation Policy	Amendment	Whole section to align under the new order as B.5.9.	Restructuring requiring new sequencing
14/04/2023	A.2.2.8 List of Policies	Update	Updated Policy numbers with QAH revision and restructuring	Updated policy numbers for 019, 020, and 042 with revised policy titles or sequencing
17/04/2023	B.6.1 External Monitoring of Programmes Policy	Update	Updating of External Examiner purpose and function.	Greater clarity regarding the role, purpose and function of External Examiners, and removal of aspirational/ future-looking language, reflecting the currency of the processes and policies.
17/04/2023	B.6.1.3 Process for the Appointment of an External Examiner	Amendment	New section to consolidate and set out Process	New subsection detail to clarify processes, extracting relevant parts from other subsections into a coherent revised unit.
17/04/2023	B.6.1.4 Criteria for the Appointment of an External Examiner	Amendment	Whole section to align under the new order as B.6.1.3, subsequent sections reordered accordingly	Restructuring requiring new sequencing
17/04/2023	B.6.2 Examination Boards Policy	Amendment	Limited editing to reduce duplication and unnecessary clauses	Reduced duplication to make policy clearer for learners and other stakeholders.
17/04/2023	B.6.2.1 Exam Boards Policy Statement	Update	Increased level of detail regarding the timing, role and requirements of the Exam Board	Increased clarity for learners and other stakeholders
17/04/2023	B.6.2.4 Preparation for the Board	Update	Re-sequenced under 'Conduct of Examination Boards' (formerly B.6.2.5)	Re-structuring and ordering for greater coherence and clarity for stakeholders
17/04/2023	B.6.2.4 (formerly B.6.2.5) Conduct of Examination Boards	Update	Re-sequenced above 'Conduct of Examination Boards' (formerly B.6.2.4)	Re-structuring and ordering for greater coherence and clarity for stakeholders
17/04/2023	B.6.2.4.2 Remit of Internal and External Examination Boards	Amendment	New subsection setting out specific detail regarding Board remit.	Restructuring and ordering from other sections with additional clarity regarding the remit of the Boards.

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17/04/2023	B.6.3 Progression and Classification of Awards	Update	Formal policy intro added, policy number assigned as 45, subsequent subsections re-numbered B.6.3.1 to B.6.3.3, etc.	Standardisation with other policy sections
17/04/2023	A.2.2.8 List of Policies	Update	Updated Policy numbers with QAH revision and restructuring	Updated policy numbers for 045, and 046
17/04/2023	B.6.3.2 Progression and Classification of Awards Policy Statement	Amendment	Introduction of max durations for course length	The re-introduction of a maximum course length per programme type (formerly in effect for LJMU-accredited programmes), to maintain programme coherence and validity within award completion and conferral.
17/04/2023	B.6.3.3 (formerly B.6.3.1) Undergraduate Programmes	Update	Subsection title changed from 'Recovering Failed Modules' to 'Pass by Compensation'	Re-titling to reflect the content of the subsection more accurately.
17/04/2023	B.6.3.6 (formerly B.6.3.4) Degree Classification Thresholds	Update	Extraction of the QQI tables into appendix B.6.3	Extraction of QQI tables to improve readability of policy but retain the details in an accompanying appendix.
17/04/2023	B.6.4 The Academic Board and the Confirmation of Grades	Update	Added line specifying the period in which the Academic Board approves grades.	Added point of clarity for stakeholders.
17/04/2023	C.2.1.6 Phases of the Development and Approval of New Programmes: Phase 1	Amendment	Addition of professional or statutory bodies as criterion 6	Requirement to consider professional and statutory body requirements and expectations in programme development.
17/04/2023	C.2.1.6 Phases of the Development and Approval of New Programmes: Phase 2	Amendment	Addition of professional or statutory bodies as element for consideration alongside validating body requirements.	Requirement to consider professional and statutory body requirements and expectations in programme development.
17/04/2023	C.2.1.6 Phases of the Development and Approval of New Programmes: Phase 4	Amendment	Addition of professional or statutory bodies expertise requirement on Independent Programme Review panels	Requirement to consider professional and statutory body requirements and expectations in programme development.
17/04/2023	C.2.1.6 Phases of the Development and Approval of New Programmes: Phase 5a	Amendment	Addition of professional or statutory bodies expertise requirement on Programme Validation panels	Requirement to consider professional and statutory body requirements and expectations in programme development.
17/04/2023	C.2.1.10 Recognition or Accreditation by Professional or Statutory Bodies	Amendment	New subsection specifying considerations where Professional or Statutory Bodies are involved in programmes.	Additional guidance and clarity regarding the quality assurance requirements where professional body or statutory bodies are involved with recognising or accrediting a programme of study.

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20/04/2023	B.3.3.3 Examples of Academic Impropriety	Amendment	Addition of explicit reference to text-generating artificial intelligence software	With the emergence of advanced text-generating artificial intelligence software, explicit reference clarifies that the misuse of this software does fall within the existing definitions of impropriety.
20/04/2023	Academic Impropriety Form (appendix)	Amendment	Addition of options for misuse of text-generating software	With the emergence of advanced text-generating artificial intelligence software, updated form to allow reporting of cases.

[End]