

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)	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
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

Date Change	Section Changed	Change Type	Change made	Rationale
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)	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)	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)	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)	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