

QUALITY ASSURANCE HANDBOOK

2025 Edition – Change Tracker

2025

The DBS Quality Assurance Handbook Change Tracker – 2025 edition

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

Changes reflected here relate to those made following the transition from the 2019 to 2024 edition, and into the 2025 edition. Changes made prior to, and as part of, this transition are reflected on the 2019 edition of the Change Tracker.

Date Change	Section Changed	Change Type	Change made	Rationale
25/02/2025	B.4 Programme Participation	Updates	update to international student attendance policy,	simplification of the process
25/02/2025	Exemptions policy	Updates	Exemptions policy updated to include exceptions to exemptions at award level	Policy agreed at AB 20/2/25
10/06/2025	Throughout documents	Updates	Update of 'Registrar and Director of Campus Operations' to 'Chief Operating Officer & Registrar'	Updates aligned to revised governance structures implemented February 2025
10/06/2025	Throughout documents	Updates	Update 'Head of Teaching Delivery and Content Production' to 'Head of Faculty Management'	Updates aligned to revised governance structures implemented February 2025
10/06/2025	Throughout documents	Updates	Update 'Head of Corporate Strategy and People' to 'Head of Human Resources'	Updates aligned to revised governance structures implemented February 2025
10/06/2025	Part A Section 1.3.14	Updates	note Head of Academic Operations as Chair and update the title of the meeting to reflect College Wide Operations Meeting	Update following revision of meeting structure and name
10/06/2025	Part A Section 1.4 Figure 4	Updates	DBS Leadership Figure	Update to reflect revised Leadership Structure
10/06/2025	Part A Section 1.2.2	Updates	Membership to the Board of Directors	Update to reflect revised membership
10/06/2025	Part A Section 1.4.6	Updates	Removal of the 'Head of Teaching Delivery and Content Production' from the Senior Leadership Team, Retitled 'Head of Professional Programmes to 'Head of Digital Ventures',	Revision of role replacements and descriptions based on internal role changes
10/06/2025	Part A Section 1.4.5 and 1.4.7	Updates	Head of Teaching Delivery and Content Production' and 'Head of Professional Programmes to 'Head of Digital Ventures' role descriptions.	Revision of role descriptions based on internal role changes
10/06/2025	Part A Section 2.2.6	Updates	Change Exam Location to Online	Change Exam Location to Online
10/06/2025	Part A Section 2.4.2 and 2.4.3	Updates	change name of committee from QERMC to QAESC	change name of committee from QERMC to QAESC
10/06/2025	Part A Section 2.2.8	Updates	Inclusion of English Language Policy to list of policies	Inclusion of English Language Policy to list of policies

Date Change	Section Changed	Change Type	Change made	Rationale
10/06/2025	Part B Section 2.1.1	Updates	Updated Student Engagement Officer to Senior Learner Support and Retention Officer	Updated Student Engagement Officer to Senior Learner Support and Retention Officer
10/06/2025	Part B Section 2.1.3	Updates	removed the word room and replaced with schedule in relation to timetable changes	removed the word room and replaced with schedule in relation to timetable changes
10/06/2025	Part B Section 2.1.3	Updates	updated the link for learners to change their details to the Helpdesk	update link for the Helpdesk
10/06/2025	Part B Section 2.1.4	Updates	section 2.1.4 removed this blurb 'The Exams section of the site lists direct contact details for the Exams Team. These named Officers can be contacted via their DBS e-mail address or direct line should learners have questions or concerns regarding exams.' and replaced with 'The Exams section of the site outlines the contact information for the Exams Team. DBS handles queries and requests via the Student Helpdesk.'	update to contact methods
10/06/2025	Part B Section 2.1.5	Updates	removed the word email and direct line in reference to programme coordinators	removed the word email and direct line in reference to programme coordinators
10/06/2025	Part B Section 2.1.5	Updates	included (IST) into service desk hours	included (IST) into service desk hours
10/06/2025	Part B Section 2.3	Updates	updated the number of IT teaching suits from 16 to 21 across all campuses	update to lab classrooms
10/06/2025	Part B Section 2.3	Updates	retitling of Computer Services to IT Department	retitling of Computer Services to IT Department
10/06/2025	Part B Section 2.3	Updates	included (IST) into service desk hours	included (IST) into service desk hours
10/06/2025	Part B Section 5	Updates	ncluded (IST) INTO STUDENT EXPERIENCE OFFICE HOURS	ncluded (IST) INTO STUDENT EXPERIENCE OFFICE HOURS
10/06/2025	Part B Secion 2.6.7	Updates	removed 'in the class roomsetting from the following sentence 'The Library delivers a Library induction to all new and returning learners in the classroom setting.'	removed 'in the class roomsetting from the following sentence 'The Library delivers a Library induction to all new and returning learners in the classroom setting.'

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10/06/2025	Part B Section 2.7.2	Updates	remove years 2021-2025 after strategic plan	removed to keep the QAH relevant
10/06/2025	Part B Section 2.6.10	Updates	updated the newspapers from 1,200 to 2,600, updated electronic resources list, updated information on Computers, removal of Incorporated Law Society of Ireland Library. from the Inter-Library Loans Services	update to the Library electronic resources lists
10/06/2025	Part B Section 2.6.3	Updates	removal of second class honours from library dissertation criteria	removal of second class honours from library dissertation criteria
10/06/2025	Part B Section 2.6.11	Updates	updating of professional affiliations within the library	updating of professional affiliations within the library
10/06/2025	Part B Section 3.3	Updates	updating owner of AI policy to Assistant Registrar	updating owner of AI policy to Assistant Registrar
10/06/2025	Part B Section 3.3.5	Updates	point of contact for raising suspected cases of AI updated to Registrars Office and Assistant Registrar, removing Exams and Exams Manager	point of contact for raising suspected cases of AI updated to Registrars Office and Assistant Registrar, removing Exams and Exams Manager
10/06/2025	Part B Section 3.3.10	Updates	added in 'endeavour to' The QA Officer will endeavour to notify learners of the outcome or decision within five working days of the sitting of the committee.	added in 'endeavour to' The QA Officer will endeavour to notify learners of the outcome or decision within five working days of the sitting of the committee.
10/06/2025	Part B Section 3.4	Updates	removed QA Officer as role with aligned responsibility, updated to School Administrative Officer	update to role responsibility
10/06/2025	Part B Section 3.4.2 and 3.4.4	Updates	removal of 'Where the complainant or subject of the complaint wishes to be accompanied, the corresponding discussion must take place face-to-face.', 'Where the discussion is to take place face-to-face' ,Where the discussion is to take place face-to-face, the investigating manager may be accompanied by a note taker so that an accurate record can be created.	removal of 'Where the complainant or subject of the complaint wishes to be accompanied, the corresponding discussion must take place face-to-face.', 'Where the discussion is to take place face-to-face' ,Where the discussion is to take place face-to-face, the investigating manager may be accompanied by a note taker so that an accurate record can be created.

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10/06/2025	Part B Section 3.6	Updates	update to roles with aligned responsibility from Head of Student Services to Head of Student Experience	update to roles with aligned responsibility from Head of Student Services to Head of Student Experience
10/06/2025	Part B Section 3.6.5	Updates	Inclusion of Assistant Registrar to Disiplinary Committee Membership	update to role responsibility
10/06/2025	Part B Section 3.2.4	Updates	inclusion of the word suspected into 'suspected or alleged'	inclusion of the word suspected into 'suspected or alleged'
10/06/2025	Part B Section 2.6.10	Updates	removal of the personal and professional membership	removal of the personal and professional membership
10/06/2025	Part B Section 4	Updates	update to policy owner on 'Attendance Policy'	update to role responsibility
10/06/2025	Part B Section 5.3.4.8.1	Updates	<p>included the following to the Proctored Exam Process '</p> <ul style="list-style-type: none"> Students taking an online exam are expected to start at the published time. There's a 35-minute access window for the exam from the scheduled start time. It is the student's responsibility to ensure they enter the exam within this timeframe. If a student tries to access the exam at the very end of this window and fails to enter, they will be marked as absent.' and 'Students are responsible for conducting the necessary compatibility test before the exam. If a student experiences technical issues on exam day due to not performing this test and cannot resolve them, they will be marked absent.' <p>removed the IT hepdesk, ticketing and contct numbers as support channels- updated to the following 'The approved support channel is the "Chat with an</p>	update to include online procotored exams

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			<p>Expert" feature on moodle.'</p> <ul style="list-style-type: none"> ● Candidates are strongly encouraged to type answers directly into the online exam platform. In circumstances where file uploads are necessary, candidates must ensure they are aware of the permitted file types and adhere to the specified file size limit within the online exam platform. Files that do not meet these technical requirements cannot be uploaded. All exam answers must be submitted solely via the online exam platform. ● Students must complete the exam within the allotted time. Once the exam duration expires or a candidate submits their exam, re-entry is not possible, nor can any additional answers be added. 	
10/06/2025	Part B Section 5.3.4.6	Updates	insertion of 'To maintain exam integrity, using a second screen is not allowed during online exams. Online invigilation platforms monitor the students screen to prevent academic misconduct. If a second screen is detected at any stage during an exam, the exam will automatically end, and the student will not be permitted to re-join the exam session.'	update to include online proctored exams process
10/06/2025	Part B Section 5.3.10	Updates	added in 'For in-person exams, students must be on time and remain in the exam hall for at least the first 30 minutes.'	update to in person exam rules and regulations
10/06/2025	Part B Section 5.6.2	Updates	added in virtual meeting to viewing of exam script	provide alternative methods for script viewing
10/06/2025	Part B Section 5.6.4	Updates	added in '/or' under third marking	provision of clarity to the third marking process

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10/06/2025	Part B Section 5.6.4	Updates	shifted responsibility from Exams office to Registrars Office, updated process for links to forms to go through the help desk	updates to departmental responsibility and links to forms
10/06/2025	Part B Section 5.8	Updates	updated document owner to Assistant Registrar	updated document owner to Assistant Registrar
10/06/2025	Part B Section 5.8.2	Updates	update responsible person from Exams Manager to QA Officer	update responsible person from Exams Manager to QA Officer
10/06/2025	Part B Section 5.8.3	Updates	update responsible person from Exams Manager to QA Officer, update to how to request a verification- now through helpdesk and link to helpdesk inserted	update responsible person from Exams Manager to QA Officer, update to how to request a verification- now through helpdesk and link to helpdesk inserted
10/06/2025	Part B Section 6.2.4	Updates	updated the last point where it states that an attendance sheet is distributed to '• The Examinations Office records attendances/apologies at an Examination Board Meeting.'	update to how attendance is captured at Examination Boards
10/06/2025	Part B Section 6.2.2	Updates	the following wording included 'Both internal and external examination boards are conducted online.'	update to advise the online hosting of Examination Boards.
10/06/2025	Part C Section 1.1.3	Updates	updated AASC membership- removal of Academic Dean and included Head of HR	update to role responsibility
10/06/2025	Part C Section 1.1.11	Updates	first setence updated to 'Formal learner surveys are conducted each year, at the end of each module'	first setence updated to 'Formal learner surveys are conducted each year, at the end of each module'
10/06/2025	Part C Section 1.2.6	Updates	updated academic impropriety to academic integrity	to maintain consistency is language used in the Inst
30/09/2025	Part A Section 1.1.3	Updates	Updates to wording in recognition of online delivery, online learning and online learners	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part A Section 1,3,2	Updates	Update to Terms of Reference for the Academic Board to include online delivery	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part A Section 1.3.5	Updates	Update to the Terms of Reference for the QAESC to include online delivery	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery

Date Change	Section Changed	Change Type	Change made	Rationale
30/09/2025	Part A Section 1.3.6	Updates	Update to the Programme Approval Sub Committee Terms of Reference with revisions to the process	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part A Section 1.3.11	Updates	Update to the Terms of Reference for the Learning and Teaching Committee to include online delivery	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part A Section 1.3.16	Updates	Update to the Terms of Reference for the Academic Programmes Committee to include online delivery	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part A Section 2	Updates	Update to policy statement to include Devolved Responsibility	update to repsonsibilities when scheduling panels
30/09/2025	Part A Section 2.2.6	Updates	Updates to wording in recognition of online delivery, online learning and online learners	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part A Section 2.2.7	Updates	Updates to wording in recognition of online delivery, online learning and online learners	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part A Section 2.6.2	Updates	Updates to wording in recognition of online delivery, online learning and online learners	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part A Seciton 2,6,7	Updates	Updates to wording in recognition of online delivery, online learning and online learners	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part A Section 2.12	New Policy	New Policy 'Policy on Gathering Learner Feedback on the Quality of Online Provision and Supports'	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part B Section 1.1	Updates	Update to policy with revisions to maintain accuracy in the 'Information for Applicants' policy	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part B Section 1	Updates	Inclusion of 'Transnational Programmes' to all areas of applicability	update to include Transnational Programmes
30/09/2025	Part B Section 1.2	Updates	inclusion of 'Communicating clear and valid reasons for refusal.'	provision of transparency to internal decision making processes
30/09/2025	Part B Section 1.2.3	Updates	update to where the Admissions Committee reports to - the Quality Assurance Enhancement and Sustainability Committee'	update to where the Admissions Committee reports to - the Quality Assurance Enhancement and Sustainability Committee'

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30/09/2025	Part B Section 1.3	Updates	update to the process and procedures at admission stage	update to the process and procedures at admission stage
30/09/2025	Part B Section 1.3.6	Updates	update to wording of 'Non- Standard Entry Requirements' policy	update to wording of 'Non- Standard Entry Requirements' policy
30/09/2025	Part B Section 1.3.7	Updates	update to 'English Language Entry Requirements' policy	update to 'English Language Entry Requirements' policy
30/09/2025	Part B Section 1.3.8	Updates	update to wording to include EU and Non-EU (including Transnational)	update to wording to include EU and Non-EU (including Transnational)
30/09/2025	Part B Section 1.3.8	Updates	minor update to the application process	minor update to the application process
30/09/2025	Part B Section 1.3.9	Updates	updates to RPL Application process	updates to RPL Application process
30/09/2025	Part B Section 1.3.9	Updates	updates to RPL to include exception to the 'no exemptions at award stage' rule	updates to RPL to include exception to the 'no exemptions at award stage' rule
30/09/2025	Part B Section 1.3.12	Updates	update to process of Articulation Agreements with Partner Colleges	update to process of Articulation Agreements with Partner Colleges
30/09/2025	Part B Section 1.4.3	Updates	inclusion of the Disability and Inclusion Officer role for those who wish to inform th College of a disability	inclusion of the Disability and Inclusion Officer role for those who wish to inform th College of a disability
30/09/2025	Part B Section 1.4.1	Updates	Update to include the word 'soft' copies to the requirement of supporting documentation	Update to include the word 'soft' copies to the requirement of supporting documentation
30/09/2025	Part B Section 1.4.4	Updates	Update to wording on deferred enrolments 'An applicant may hold an offer for one intake only. However, an applicant can defer and can be considered for a future intake.'	clarity on the deferral of an offer and deferral of enrolment
30/09/2025	Part B Section 1.5.4	Updates	Updates to wording in recognition of online delivery, online learning and online learners	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part B Section 2.1	Updates	Updates to wording in recognition of online delivery, online learning and online learners	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part B Section 2.1.5	Updates	Update to include time zones	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learners in different time zones

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30/09/2025	Part B Section 2,3	Updates	Update to include time zones	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learners in different time zones
30/09/2025	Part B Section 2.5	Updates	Update to include time zones and note that all Student Services and Career Services are available online	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learners in different time zones
30/09/2025	Part B Section 2,6	Updates	Update to Library Opening hours	Update to Library Opening hours
30/09/2025	Part B Section 2.6.4	Updates	Update to wording to include the annual revision of the collection	Update to wording to include the annual revision of the collection
30/09/2025	Part B Section 2.6.8	Updates	Update to section to include the Digital Literacy suite of classes/workshops: <ul style="list-style-type: none"> • Assignment planning • Referencing assignments (including APA, Harvard and OSCOLA systems), avoiding academic impropriety/ plagiarism/ using referencing software • Effective use of electronic resources • Critical Thinking for Academic Research • Preparing a Literature review • Understanding GenAI • Revision and examination techniques 	Update to section to include the Digital Literacy suite of classes/workshops
30/09/2025	Part B Section 2.9	New Policy	New Policy on Benchmarking the Learner Experience	policy created to enhance the learner experience, instil a culture of continuous improvement and ensure rigorous quality assurance
30/09/2025	Part B Section 3.1.2	Updates	Minor updates to the DBS Learner Charter	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part B Section 3.2	Updates	Minor update to include online learning platforms and communication	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part B Section 3.2.5	Updates	Update to Major Offences to be inclusive of online environments	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part B Section 3.3.3	Updates	Update to Cheating Section to include 'or any unauthorised external assistance for online assessments.'	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery

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30/09/2025	Part B Section 3.3.4	Updates	Update to include 'including specific guidance for online research and citation.' in relation to support services students can avail of	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery
30/09/2025	Part B Section 3.6	Updates	Update to the disciplinary policy to include allegations relating to online conduct	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learning environments
30/09/2025	Part B Section 4.1.2	Updates	Update to capture attendance monitoring for online classes	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learning environments
30/09/2025	Part B Section 4.1.5	Updates	Update to capture range of online virtual support services	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learning environments
30/09/2025	Part B Section 4.1.6	Updates	Update to Learner Responsibilities to include online learning environments	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learning environments
30/09/2025	Part B Section 4.3.5	Updates	Inclusion of advice to learners undertaking online examinations to ensure that system compatibility checks are carried out in advance	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learning environments
30/09/2025	Part B Section 4.4	Updates	Update to 'Support for Learners with Additional Needs' policy statement to include 'The College is committed to providing online learning materials and platforms that are accessible to all learners, including those with additional needs, in compliance with relevant accessibility standards.'	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learning environments
30/09/2025	Part B Section 4.4	Updates	Inclusion of roles with aligned responsibility	provision of clarity on points of contact for support to learners
30/09/2025	Part B Section 4.5	New Policy	new 'Accessibility Policy'	policy created to enhance the learner experience, and create an inclusive and equitable environment for all learners

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30/09/2025	Part B Section 5.1	Updates	updates to 'Assessment Overarching Policy' to be inclusive of online assessment environments	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and assessment environments
30/09/2025	Part B Section 5.2	Updates	updates to 'Continuous Assessment Policy' to be inclusive of online assessment environments	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and assessment environments
30/09/2025	Part B Section 5.2.2.6	Updates	update to Late Submission Penalties to advise of channels for reporting technical issues	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and assessment environments
30/09/2025	Part B Section 5.3.2	Updates	update to policy statement to include fully online examinations within Moodle	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and assessment environments
30/09/2025	Part B Section 5.3.4.2	Updates	update to include the following 'This includes ensuring secure digital access to submitted scripts for examiners and moderators, and outlining clear guidelines for digital annotation and feedback where applicable.'.	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and assessment environments
30/09/2025	Part B Section 5.3.4.6	Updates	Update to Academic Integrity in Online exams- prohibition of the use of second screens	to ensure standards of academic integrity in online environments is upheld
30/09/2025	Part B Section 5.3.4.6.1	Updates	update to include 'The use of artificial intelligence (AI) tools to generate or augment answers during an online exam is strictly prohibited and will be considered academic impropriety, subject to the same penalties as other forms of cheating.'	to ensure standards of academic integrity in online environments is upheld
30/09/2025	Part B Section 5.3.4.6.1	Updates	update to include 'The use of text comparison software is a standard practice for all text-based submissions in online exams to detect plagiarism and improper citation. Students are expected to be aware of how their submissions will be analysed and to avoid practices that may trigger high	to ensure standards of academic integrity in online environments is upheld

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			similarity scores, such as excessive quoting without proper attribution.'	
30/09/2025	Part B Section 5.3.4.6.8.1	Updates	update to proctoring exam process to include flagging of suspicious behaviours	to ensure standards of academic integrity in online environments is upheld
30/09/2025	Part B Section 5.4	Updates	inclusion of online examinations and virtual continuous assessments to the policy	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and assessment environments
30/09/2025	Part B Section 5.6	Updates	inclusion of onlinelearners in virtual environments to the 'feedback on examinations policy'	inclusion of onlinelearners in virtual environments to the 'feedback on examinations policy'
30/09/2025	Part B Section 5.7	Updates	update to 'Access Retention and Destruction of Examination Scripts Policy' to include online assessment materials, digital assessments. updated the destruction period to 13 months	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and environments
30/09/2025	Part B Section 5.8	Updates	update to 'Verification of an Assessment Result Policy' to include reference to online assessment and digital submissions	update to 'Verification of an Assessment Result Policy' to include reference to online assessment and digital submissions
30/09/2025	Part B Section 5.9	Updates	update to 'Assessment Marking, Feedback and Moderation Policy' to reference remote and online delivery	update to 'Assessment Marking, Feedback and Moderation Policy' to reference remote and online delivery
30/09/2025	Part B Section 6	Updates	Update to location of Examination Boards, now hosted online	Update to location of Examination Boards, now hosted online
30/09/2025	Part C Section 1.1.6	Updates	Update to teaching staff induction process and content	Update to teaching staff induction process and content
30/09/2025	Part C Section 1.1.10	Updates	Update to supports to include interal CPD	Update to supports to include interal CPD
30/09/2025	Part C Section 1.2	Updates	Update to Learning and Teaching policy to include differing modes of delivery and learning environments	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learning environments
30/09/2025	Part C Section 1.6	Updates	inclusion of remote learners in group work and group work in online environments	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learning environments

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30/09/2025	Part C Section 1.7	New Policy	new 'Policy on Staffing for Online Programme Development and Delivery'	revisions made to ensure the Quality Assurance Handbook is fully inclusive of all modes of delivery and learning environments
30/09/2025	Part C Section 1.8	New Policy	new 'Fully Online Learning Programmes Policy'	policy on the development , delivery and monitoring of fully online programmes
30/09/2025	Part C Section 2.1	Updates	inclusion of reference to online delivery	policy on the development , delivery and monitoring of fully online programmes
30/09/2025	Part C Section 2.1.6	Updates	inclusion of reference to the 'QQI Programme Descriptor Template 2024' and revisions to the PASC process	policy on the development , delivery and monitoring of fully online programmes
30/09/2025	Part C Section 2.1.7	Updates	update to include 'Any extension application must be made to QQI for consideration at the PAEC meeting, and must adhere to the PAEC schedule of dates as outlined by QQI.'	policy on the development , delivery and monitoring of fully online programmes
30/09/2025	Part C Section 3	Updates	Inclusion of Finance Director and Transnational Partnership Manager roles	Inclusion of Finance Director and Transnational Partnership Manager roles
30/09/2025	Part C Section 3.1.2	Updates	Update to list of documentation required for submission to the validation bodies	Update to list of documentation required for submission to the validation bodies
30/09/2025	Part C Section 3 Schedule 4	Updates	update to contact details for General Counsel in Kaplan Legal	update to contact details for General Counsel in Kaplan Legal
14/10/2025	Part A Section 2.2.8	Updates	Update to list of policies to include <ul style="list-style-type: none"> • 053 Policy on Misuse of Student Identification Cards • 054 Student Pregnancy and Parental Support Policy 	update to list of policies
14/10/2025	Part B Section 2.3	New Policy	New Policy on Student Pregnancy and Parental Support	Policy inclusion to provide supports to those experiencing pregnancy and/or availing of parental support
14/10/2025	Part B Section 4.6	New Policy	New Policy on the Misuse of Student Identification Cards	New Policy on the Misuse of Student Identification Cards
14/10/2025	Part B Section 5	Updates	Update to the 'Feedback Marking and Assessment Policy to include the	update to provide consistency and clarity to learners on where to obtain feedback

Date Change	Section Changed	Change Type	Change made	Rationale
			institutional move towards the delivery of all feedback through moodle	
21/10/2025	Part A Section 2	New Policy	GenAI Policy	GenAI Policy
10/12/2025	Throughout documents	Updates	Updating of Academic Dean Title to Chief Academic & Innovation Officer	Updating of Academic Dean Title to Chief Academic & Innovation Officer
10/12/2025	update to Section 3.4	Update	The School Administrative Officer, or the investigating manager (as appropriate), will formally respond, in writing, to both parties to inform them of the findings of the investigation, any decisions made, the reason for the decision(s) and any subsequent action(s) to be taken, where appropriate. The communication of the outcome may take more than 14 days. The College will endeavour to complete any investigation within no more than 30 days, subject to the nature of the case in question.	The School Administrative Officer, or the investigating manager (as appropriate), will formally respond, in writing, to both parties to inform them of the findings of the investigation, any decisions made, the reason for the decision(s) and any subsequent action(s) to be taken, where appropriate. The College will endeavour to complete any investigation within a 40 day timeline, subject to the nature of the case in question.
10/12/2025	Throughout documents	Updates	retitling of Head of Finance to Finance Director	Revision of role title
10/12/2025	Throughout documents	Updates	removal of Head of Digital Ventures role	Role no longer exists
10/12/2025	Throughout documents	Updates	removal of Head of Student Experience from Senior Leadership Team/Executive Board	A result of internal restructuring
10/12/2025	Throughout documents	Updates	retitling of Academic Programmes Manager to Portfolio Performance Manager	Revision of role title
10/12/2025	Part A Section 1	Updates	Update Chair of the Board of Studies from Academic Dean to Assistant Registrar	Update to reflect the responsibility aligned with the Assistant Registrar role

[End]