

QUALITY ASSURANCE HANDBOOK

2024 Edition – Change Tracker

2024

The DBS Quality Assurance Handbook Change Tracker – 2024 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 2023 edition, and into the 2024 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
17/05/2023	All sections - cover page	Updates	Updated edition year to 2023	Significant review of QAH in 2022-2023 resulting in substantial revision and restructuring, meriting an updated edition year
19/05/2023	B.5.3.5 Online Exams - Additional Documents	Updates	Addition of reference to the Missed Exam Submission report form	New report form to report technical issues in online exams cross-referenced, with direction where this can be accessed
19/05/2023	B.3.3.13 Academic Impropriety - Additional Documents	Updates	Updated reference to the Academic Impropriety Form	Update of form from Word doc to an online form for enhanced tracking and oversight of submitted cases.
14/07/2023	Appendix B.3.3 Policy Statement on Generative AI	New Policy	New Policy Statement introduced	Evolution of generative AI requiring additional clarity and guidance for stakeholders around appropriate use and the College's perspective. Not a policy, but a policy statement, as the statement will be reviewed regularly due to the rapidly evolving nature of the technology
14/07/2023	Appendix C.1.3 SLATE2	New Policy	New appendix of the new SLATE	Revision of the Strategy for Learning, Assessment and Teaching Enhancement (2023), SLATE2.
22/11/2023	A.1.3.2 Academic Board Terms of Reference	Correction	Frequency of meetings from 4 to 5	Correction following 2021 update to additional functional April meeting
22/11/2023	A.1.5.2 Lecturer/ Teaching Faculty (roles)	Correction	Correction of abbreviation of CD for legacy Course Director for AD for new Academic Directors	Correction following role updates, not tracked due to abbreviation
22/11/2023	A.1.8 Other Parties Involved in Education and Training	Correction	Addition of King's Inns, CIPD and PMI to list of professional bodies	Established and new relationships not previously included
22/11/2023	A.1.3.4 Terms of Reference Quality Enhancement and Risk Management Committee	Updates	Inclusion of PSRBs in Terms of Reference	Explicit clarification of the role of the Committee in ensuring oversight of PSRBs
22/11/2023	A.1.3.16 Terms of Reference Academic Programmes Committee	Updates	Inclusion of PSRBs in Terms of Reference	Explicit clarification of the role of the Committee in ensuring oversight of PSRBs
22/11/2023	A.1.3.12 Terms of Reference Academic Strategy, Planning and Performance Committee	Updates	Re-ordered to A.1.3.4 (all other ToRs subsequently re-sequenced accordingly)	Re-ordering of a new Committee in recognition of its functional importance as a major SubCommittee of the Academic Board
18/12/2023	A.2.6 Child Protection Policy	Amendments	Terminology change to Safeguarding Policy, and inclusion of 'Adults at Risk'	Alignment with formal guidance from the HSE

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19/12/2023	Throughout documents	Updates	Update of 'Registrar' to 'Registrar and Director of Campus Operations'	Updates aligned to revised governance structures implemented Dec 2023
19/12/2023	A.1.4.5 Registrar, and A.1.4.7 Head of Academic Operations	Amendments	Merger of the two governance roles (and updated sequencing for Head of Student Experience)	Updates aligned to revised governance structures implemented Dec 2023
19/12/2023	A.1.1.2 Background to DBS	Updates	Updated information regarding parent companies	Updates from the 2003-2019 data regarding the parent companies.
19/12/2023	A.1.2.2 Senior Governance	Updates	Updated details of the Board of Directors	Updates to align to the updated membership of the Board of Directors
19/12/2023	A.1.3.14 ToR Academic Operations Meeting	Updates	Update of 'Academic Systems Manager' to 'Head of Academic Operations'	Revision of the role of Academic Systems Manager to new title of Head of Academic Operations (which in turn was revised into Registrar and Director of Campus Operations - new 'Head' does not carry the roles of the previous version of the role)
19/12/2023	A.1.6.4 Academic Systems Manager	Updates	Update of 'Academic Systems Manager' to 'Head of Academic Operations'	Revision of the role of Academic Systems Manager to new title of Head of Academic Operations (which in turn was revised into Registrar and Director of Campus Operations - new 'Head' does not carry the roles of the previous version of the role)
19/12/2023	A.1.6.8 Assistant Registrars	Updates	Clarification of distinction in types of Assistant Registrar roles	Clarification of different roles, to differentiate functions and prevent presumed overlap of activities and responsibility
19/12/2023	A.1.8 Other Parties Involved in Education and Training	Updates	Update of journal title	Update to the title of the journal published by the College library
19/12/2023	Throughout documents (except A.2.4)	Updates	Revised title of Quality Enhancement and Risk Management Committee to the Quality Assurance, Enhancement and Sustainability Committee	Updates to align with restructured Academic Board subCommittees
19/12/2023	Throughout documents	Updates	Update of 'Assessments and Regulations Manager' to 'Exams Manager'	Alignment to updated title of role
19/12/2023	B.6.3.3 Undergraduate Programmes	Updates	Addition of cross reference to capped award resulting from Academic Impropriety finding	Cross-reference included to make explicit the potential impact on an award following an impropriety investigation.

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19/12/2023	B.6.3.4 Postgraduate Programmes	Updates	Replication of 'Resit' section as set out under B.6.3.3 Undergraduate Programmes	Replication to reduce confusion/ inconsistency of whether Resit regulations apply to Postgraduate programmes as well as Undergraduate programmes.
19/12/2023	C.1.2.11 DBS Learning, Teaching and Assessment Strategy 2018-2022	Updates	Update from 2018-22 version to reflect the next phases of the Strategy	Replacement of the 2018-22 Strategy with SLATE and SLATE2
19/12/2023	Throughout documents	Updates	Revised title of Learning, Teaching and Assessment Committee to the Learning and Teaching Committee	Updates to align with restructured Academic Board subCommittees
19/12/2023	Throughout documents	Updates	Merger of Library Committee into Learning and Teaching Committee	Updates to align with restructured Academic Board subCommittees
19/12/2023	Throughout documents	Updates	Revised title of Student Feedback Committee to the Student and Graduate Experience Committee	Updates to align with restructured Academic Board subCommittees
19/12/2023	Throughout documents	Updates	Revised title of Research Committee to the Applied Research and Practice Committee	Updates to align with restructured Academic Board subCommittees
22/04/2024	B.3.4.7 The Right to Appeal a Complaint Outcome (Petition)	Correction	Corrected URL to ACCA Complaints webpage	Incorrect URL to the external complaints procedure specifically for ACCA learners
28/05/2024	A.1.3.2 ToR Academic Board	Updates	Updated membership	Additional members identified through the Academic Board subcommittee review process and the review of subcommittees.
11/06/2024	B.3.4.7 The Right to Appeal a Complaint Outcome (Petition)	Updates	Additional clarity regarding ACCA learner appeal escalation	Additional detail required from PSRB
15/08/2024	A.1.3.13 Terms of Reference Research Committee	Amendments	Addition to Ex-Officio membership of Student Rep	Recommendation by Committee, approved by Academic Board, to extend membership to a Student Council rep, to include student voice in Committee.
15/08/2024	A.1.5.1 Academic Directors	Updates	Note of clarity regarding the Academic Director title	Two distinctly titled versions of the Academic Director role, the <i>Head of Department - Arts, Languages & Study Abroad Programmes</i> and the <i>Academic and Clinical Director</i> , noted as understood throughout QAH as being included in any reference to Academic Directors.
15/08/2024	A.1.2.2 Senior Governance	Updates	Addition of the Head of Professional Programmes to the Executive Board (SLT)	Introduction of a new role, the Head of Professional Programmes, to lead on the Professional Institute.

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15/08/2024	A.1.2.2 Senior Governance	Updates	Addition of the Head of Professional Programmes to the Executive Board (SLT)	Introduction of a new role, the Head of Professional Programmes, to lead on the Professional Institute.
06/12/2024	Multiple	Updates	Minor updates for 2024 cyclical review	Minor updates as part of annual review, correcting descriptions of Student Services, Library provision, governance breakdown.
06/12/2024	A.2.6 Child Protection Policy	Updates	Contact email for Child Protection Officer added to policy	Inclusion of contact address to facilitate stakeholders being able to follow procedure.
06/12/2024	A.1.5.1 Academic Directors	Updates	Clarification that 'Academic Director' can apply to the titles of Head of Department, and Academic and Clinical Director, as variants of the same role.	New versions of role introduced for specific discipline requirements.
06/12/2024	Multiple	Updates	Updating of links to new ticketing system	Replacement of ticketing systems resulting in new link.
06/12/2024	A.1.3.16 Terms of Reference - Academic Programmes Committee	Updates	Addition of Professional School programmes under Terms of Reference for Academic Programmes Committee	Greater clarity that oversight extends to non-NFQ programmes.
06/12/2024	A.1.4.8 Head of Professional Programmes	Updates	Addition of the Head of Professional Programmes to the College management	Introduction of a new role, the Head of Professional Programmes, to lead on the Professional Institute.
06/12/2024	A.2.4 Risk Management Policy	Updates	Revised title of Quality Enhancement and Risk Management Committee to the Quality Assurance, Enhancement and Sustainability Committee	Updates to align with restructured Academic Board subCommittees
06/12/2024	B.1.3.7 English Language Entry Requirements	Amendments	Removal of 'DBS English Assessment'	An internal English language assessment no longer in effect.
06/12/2024	B.5.1.12 Assessment Review	Amendments	Cross-reference to new policy	New policy introduced B.5.1.12.1
06/12/2024	B.5.1.12.1 Assessment Invalidation	New Policy	New policy setting out the management of assessment invalidation.	New policy to set out procedures for instances where assessment is compromised.
06/12/2024	B.5.4.2.1 Repeat Regulations	Amendments	Addition of clause noting academic impropriety findings remove eligibility to Resit Early	Additional clarity being made that a finding of academic misconduct resulting in a fail grade will remove a learner's eligibility to sit that module early.
06/12/2024	B.5.4.2.1 Repeat Regulations	Updates	Clarity regarding timelines of Resit Early requests and process.	To reduce ambiguity for learners regarding which exams are eligible for an early resit, and allow for requests to resit early to be managed by direct notification rather than submitting a request form.

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06/12/2024	B.3.3.12 Suspected Assessment Design Invalidation in Academic Integrity Reviews	Amendments	New subsection to cross-reference to new policy (and updated numbering of subsequent sections)	New policy introduced B.5.1.12.1
06/12/2024	B.3.3.3 Examples of Academic Impropriety	Updates	Cross-reference to new appendix setting out Academic Integrity Lexicon	Following alignment with the NAIN Lexicon, a new appendix provided to set out the Academic Integrity Lexicon to be used by the College.
06/12/2024	Appendix B.3.3.2 Academic Integrity Lexicon	New Policy	New Lexicon introduced	Alignment with the National Academic Integrity Network's lexicon, to standardised institutional reporting.
06/12/2024	C.2.2.3 (Phase 2) C.2.1.6 (Phase 5A) C.2.1.6 (Phase 5B)	Amendments	Additional clause setting out limits to introducing changes during programme validation panel process.	Improved clarity for internal stakeholders regarding the scope of change allowed to proposed programmes during the validation panel process.
06/12/2024	C.1.4 Blended Learning Policy	Amendments	Supplement of existing definitions and terminology with new terms derived from QQI guidance.	Alignment to QQIs updated statutory guidelines (2023), replacing the 2018 guidelines, setting out additional terminology and definitions.
15/08/2024	A.1.2.2 Senior Governance	Updates	Addition of the Head of Professional Programmes to the Executive Board (SLT)	Introduction of a new role, the Head of Professional Programmes, to lead on the Professional Institute.
06/12/2024	B.3.5.6 The Handling of an Appeal Application	Updates	Insertion of alternative reviewer of Appeal requests	To protect the review process integrity, an alternative reviewer of appeal cases is required where the normal reviewer may have already been involved in the case being appealed.

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