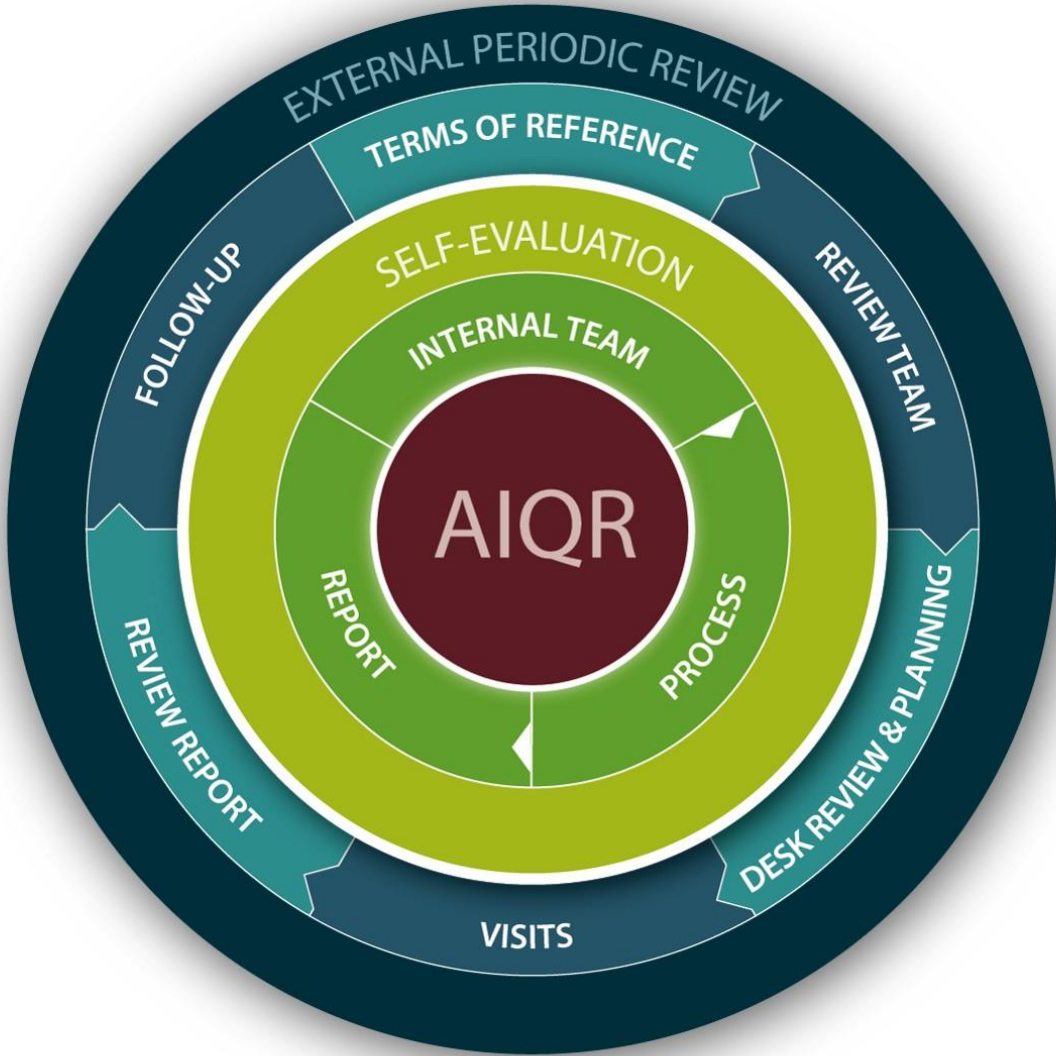


Institute of Art, Design and Technology, Dún Laoghaire

Annual Institutional Quality Assurance Report 2017

Based on the reporting period 1 September 2015 – 31 August 2016



The Cyclical Review Process

AIQR - PART 1

Please enter a brief synopsis of the overarching institution quality policy which sets out the links between QA policy and procedures and the strategy and strategic management of the institution.

The Institutes Strategic Plan 2014 – 2018 set out a number of strategic priorities, amongst which is ‘to provide a high quality and fulfilling educational experience for students’. IADT’s Quality Assurance Framework sets out the key documents both internal and external which together provide a clearly stated set of policies and procedures for the provision of quality services and for the assessment and review of the provision of these services.

IADT understands its **Quality Assurance Infrastructure** to be composed of four inter-related elements:

1. Statutory Provisions
2. National Policy and Standards
3. International Policy and Standards
4. IADT established policies, procedures and guidelines.

The Institute does not have a single “quality” text or handbook, but rather a suite of inter-related policies and procedures which support the work of the Institute and its mission.

Link to Quality Assurance Framework,

http://www.iadt.ie/content/files/Quality_Framework_AC_Dec_2015.pdf

Please enter a brief description of institution-level quality assurance decision-making fora.

IADT operates with the structure of: a Governing Body (with a chair appointed by the minister for Education and Skills); an accountable officer (President); an Academic Council (with a range of sub-committees); an Executive and a Management Team and a number of working groups.

Appropriate oversight of all business is maintained through these structures and mechanisms.

Academic Council is appointed to assist Governing Body in the planning, co-ordination, development and oversight of the academic work of the Institute and to protect, maintain and develop the academic standards of Institute programmes. Academic Council has appointed six sub-committees which report regularly:

Programme Validation

Academic Planning, Co-ordination and Review

Research and Development

Student Experience

Teaching and Learning

Quality Enhancement

Each programme in the Institute has a Programme Board and these are also formally sub-committees of Academic Council.

Sub-committees are comprised of a chairperson and staff and student representatives; recommendations are presented to Academic Council for discussion and adoption. The Quality Enhancement sub-committee provides guidance to Academic Council on issues of quality and provides a forum for the review of quality processes and procedures. It is the central forum for monitoring and improving standards of academic quality. It is involved in reviewing, improving and standardising policies and procedures within the faculties and across the Institute as they relate to admissions, examinations, programme review and development.

Do you have a Policy/Procedure for Programme Design and Approval?

Yes

Links for Policy/Procedure relating to Programme Design and Approval

Procedure for the Development and Approval of New Programmes,
http://www.iadt.ie/content/files/Development_and_Approval_of_New_Programmes_Procedure.

Template for Presentation of a New Programme for Approval,
http://www.iadt.ie/content/files/New_Programme_Document_Template_Sample.pdf;

Do you have a Policy/Procedure for Programme Delivery and Assessment?

Yes

Links for Policy/Procedure relating to Programme Delivery and Assessment

Programme Board Procedures, <http://www.iadt.ie/content/archive/Thefile.4373.en.pdf>;
Marks and Standards, <http://www.iadt.ie/content/archive/Thefile.3970.en.pdf>;
Plagiarism Policy and Procedures, http://www.iadt.ie/content/files/Plagiarism_Policy.pdf;
Assessment Appeals Policy and Procedures, http://www.iadt.ie/content/files/Assessment_Appeals_Procedures.pdf;
Policy for the Granting of Reasonable Accommodations in Examinations to Students with Disabilities, <http://www.iadt.ie/content/archive/Thefile.3572.en.pdf>;
Exit Awards Policy, http://www.iadt.ie/content/files/Exit_Awards_Policy.pdf;
IADT Assessment (Administration Procedures and Regulations), <http://www.iadt.ie/content/archive/Thefile.3789.en.pdf>;

Do you have a Policy/Procedure for Research Quality?

Yes

Links for Policy/Procedure relating to Research Quality

Research Degrees - Procedures and Guidelines, <http://www.iadt.ie/content/archive/Thefile.3792.en.pdf>;
Research Strategy, <http://www.iadt.ie/content/archive/Thefile.3793.en.pdf>;
Ethics Policy, <http://www.iadt.ie/content/archive/Thefile.3788.en.pdf>;
Intellectual Property Policy, <http://www.iadt.ie/content/archive/Thefile.3790.en.pdf>;
IADT is committed to facilitating the protection and exploitation of IP arising as part of its work. We also aim to have clear procedures in this area so as to make the process as straightforward as possible for all concerned. IADT has a range of policies and related forms in this regard, listed here, <http://www.iadt.ie/researchandindustry/-supports/for-industry/policies-forms>;

Do you have a Policy/Procedure in place for Student Lifecycle?

Yes

Links for Policy/Procedure relating to Student Lifecycle

Policy and Strategy for Participation, Equal Access and Lifelong Learning, <http://www.iadt.ie/services/institute-student-services/access-social-inclusion>;

Recognition of Prior Learning, <http://www.iadt.ie/study/how-to-apply/recognition-of-prior-learning>;

Learner Charter, http://www.iadt.ie/content/files/Learner_Charter.pdf;

Student Handbook (Undergraduate), <http://www.iadt.ie/study/current-student-info/student-handbooks>

Library Charter, <http://www.iadt.ie/content/archive/Thefile.2715.en.pdf>;

Do you have a Policy/Procedure in place for Teaching Staff?

Yes

Links for Policy/Procedure relating to Teaching Staff

Staff Training, Learning and Development, Policy, http://www.iadt.ie/content/files/StaffTraining_Development_Policy.pdf;

Do you have a Policy/Procedure in place for Teaching and Learning?

Yes

Links for Policy/Procedure relating to Teaching and Learning

Teaching + Learning in IADT is supported and developed by the Teaching and Learning Committee. This is a representative sub-committee of Academic Council. The work of the Committee is determined by its terms of reference. The Teaching and Learning Committee draws its members from across the Institute – from the two faculties, the Library, Access and ICT and includes the Registrar and the Staff Training Learning + Development Officer.

<http://www.iadt.ie/about/teaching-learning>;

Learning, Teaching and Assessment Strategy, http://www.iadt.ie/content/files/Learning_Teaching_Assessment_Strategy_2014-2019.pdf;

Do you have a Policy/Procedure in place for Resources and Support?

Yes

Links for Policy/Procedure relating to Resources and Support

<http://www.iadt.ie/about/teaching-learning>;

Do you have a Policy/Procedure for Self-evaluation and Monitoring?	Yes
Links for Policy/Procedure relating to Self-evaluation and Monitoring	<p>Programme Board Procedures, http://www.iadt.ie/content/archive/Thefile,4373,en.pdf;</p> <p>Policy for the Ongoing Monitoring of Programmes, http://www.iadt.ie/content/files/Ongoing_Monitoring_of_Programmes_Policy.pdf;</p> <p>Policy for the Periodic Review of Programmes, http://www.iadt.ie/content/files/Periodic_Review_of_Programmes_Policy.pdf;</p> <p>Procedure for the Periodic Review of Programmes, http://www.iadt.ie/content/files/Periodic_Review_of_Programmes_Procedure.pdf;</p>
Do you have a Policy/Procedure for Provision and use of Public Information?	Yes
Links for Policy/Procedure relating to Provision and use of Public Information	<p>Freedom of Information and Data Protection Information, http://www.iadt.ie/contact/freedom-of-information;</p>
Do you have a Policy/Procedure for DA procedures for use of QQI award standards?	Yes
Links for Policy/Procedure relating to DA procedures for use of QQI award standards (IoT only)	<p><i>Higher Education and Training General Programme Validation Manual</i> (QQI, Revised 2013), <a :http:="" het%20general_programme_validation_manual%"="" href="http://www.qqi.ie/Publications/HET%20General_Programme_Validation_Manual%" publications="" www.qqi.ie="">http://www.qqi.ie/Publications/HET%20General_Programme_Validation_Manual%;</p>
Do you have a Policy/Procedure for Collaborative Provision?	Yes
Links for Policy/Procedure relating to Collaborative Provision	<p>Quality Assurance of Collaborative Programmes, including Transnational Programmes and Programmes leading to Joint Awards, http://www.iadt.ie/content/archive/Thefile,4372,en.pdf;</p>
Joint/double/multiple awards	0
Collaborative programmes	1
Franchise programmes	0
Section: Collaborative Provision	First Set of Records
Type of arrangement:	Collaborative programmes

Name of the Body (Bodies)	Sound Training College
Programme Titles and Links to Publications	BA in Creative Music Production; http://www.iadt.ie/courses/creative-music-production
Date of last review	20-05-2014
Next review year	2019

AIQR - PARTS 2-6 **2015-2016**

Submission Date	15-02-2017 11:27:36
Organisation	IADT Dun Laoghaire
Reporting Year	2015 - 2016
Full Name	David Doyle
E-mail	david.doyle@iadt.ie
Which Part do you wish to complete?	PART 6: Preparation for Periodic Review
Submission	Final Submission
PART 2 - Section 1: Institution-led QA - Annual	Quality Assurance and Enhancement System Developments
A piece in relation to the evolution of quality assurance and enhancement systems to support strategic objectives in the reporting period.	<p>IADT is committed to continuous Quality Enhancement. IADT's QA systems are aligned with the relevant QQI policies as well as international guidelines and policy instruments. IADT has formally adopted the <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area 2015</i> (ESG) as guiding principles for internal quality assurance. While IADT recognises that the ESG is neither itself a standard for quality, nor a prescriptive method for the implementation of quality assurance processes, the Institute uses the ESG as point of reference to provide guidance for successful, and highest quality, learning and teaching environments in Higher Education.</p> <p>With this in mind IADT has developed significant quality assurance and improvement policies, procedures and structures in line with QQI's guidance. At their heart is a commitment to a) the vision, mission and strategic plan of the institute, and b) a student centred learning and teaching ethos. To aid the normal structures for quality development in the institute IADT also established the Quality Enhancement Committee. This committee's main function is to facilitate an integrated approach to academic quality, including IADT's policies, procedures and systems.</p>
Significant specific changes (if any) to QA within the institution.	<p>During the period 2015-16 the following documents were reviewed, revised and updated:</p> <ul style="list-style-type: none">IADT Marks and Standards (2015)IADT Quality Framework (2015)Policy for the Ongoing Monitoring of Programmes (2015)Policy for the Periodic Review of Programmes: Programmatic ReviewProcedure for the Periodic Review of Programmes: Programmatic ReviewProgramme Boards Terms of Reference and ProceduresQuality Enhancement Committee Terms of Reference <p>In concert with the process of updating and upgrading the policy systems and procedures within IADT, we are enhancing the accessibility of these documents by placing them on our new website in a clear and codified manner.</p>

The schedule of QA governance meetings for the period should be inserted here.

Quality governance in IADT is covered by Academic Council and a number of its sub-committees. Academic Council and its sub-committees meet on a monthly basis as laid-out below.

Academic Council	Programme Validation Committee	Quality Enhancement Committee	Teaching & Learning Committee
5/10/15	13/10/15	7/10/15	23/9/15
2/11/15	10/11/15	11/11/15	21/10/15
7/12/15	5/1/16	9/12/15	25/11/15
11/1/16	9/2/16	20/1/16	13/1/16
8/2/16	8/3/16	17/2/16	10/2/16
7/3/16	19/4/16	16/3/16	9/3/16
11/4/16	17/5/16	20/4/16	11/4/16
9/5/16	17/6/16	18/5/16	13/5/16
13/6/16			8/6/16

**PART 2 - Section 2:
Institution-led QA - Annual**

Reviews in the Reporting Period

Area/Unit and links to relevant publications

Masters of Business in Digital Entrepreneurship/ Postgrad Cert. in Business in Digital Start up
27th May 2016
Panel Chair - male
Panel members:
1 male
1 female

Links to published internal reviews

Second Set of Records

Area/Unit and links to relevant publications

MA in Creative Production and Finance
15th June 2016
Panel Chair - male
Panel members:
1 male
1 female

Number of internal approval/evaluations and reviews completed in respect of Validation/Programme Approval

2

Number of internal approval/evaluations and reviews completed in respect of Research Accreditation/Validation.	0
Number of internal approval/evaluations and reviews completed in respect of Programme Review.	0
Number of internal approval/evaluations and reviews completed in respect of Research Review.	0
Number of internal approval/evaluations and reviews completed in respect of School/Department/Faculty Review.	0
Number of internal approval/evaluations and reviews completed in respect of Service Unit Review.	0
Number of internal approval/evaluations and reviews completed in respect of Review of arrangements with a partner organisation.	1
Number of internal approval/evaluations and reviews completed.	0
Composition of Panels: % Internal	0
Composition of Panels: % National	71.4
Composition of Panels: % UK	22
Composition of Panels: % EU	2.5
Composition of Panels: % Student	3.8
Composition of Panels: % Other	0
Chair Profile: % Internal	0
Chair Profile: % Similar institution	0

Chair Profile: % Different institution	83.3
Chair Profile: % International	16.6
PART 2 - Section 3: Update on Institutional QA Overview	Other Implementation Factors
This institution can use this section to set out the ways in which data is used to support quality assurance and the management of the student learning experience.	<p>Reports: Annual and Multi-Annual Synoptic and Trend analysis</p> <ul style="list-style-type: none"> ○ Reports <ul style="list-style-type: none"> ○ New students <ul style="list-style-type: none"> ○ CAO and ○ Direct entry ○ Exam statistics ○ Persistence/Progression and Completion rates ○ Award classification rates ○ Graduate – First Destination Survey ○ Updates on revised/new policies & procedures ○ Internal Reports are presented to: <ul style="list-style-type: none"> ○ Academic Council [student reps] ○ Governing Body [Student reps] ○ Central Management Team ○ All-staff meetings ○ Faculty meetings
The institution may choose to highlight in this section information relating to factors that have impacted on quality and quality assurance in the reporting period. These may be factors relating to national developments or initiatives, such as clusters/alliances/mergers, other external factors or intra-institutional factors.	Nothing to report
Any other implementation issues of interest can be noted here.	Nothing to report
PART 3	Effectiveness and Impact

A commentary about the effectiveness of QA policies and procedures in the reporting period may be inserted here.

During this period, IADT has reviewed policies and procedures with a mind to enhancing student experience and embedding the most up-to-date quality guidelines from QQI. IADT has moved from a static Quality Manual to a dynamic Quality Framework which provides a matrix of the policies, guidelines and best practice that guide quality assurance within IADT.

Collaborating with the student union and student body the Institute has streamlined the entire induction process to make it genuinely student centred. Also IADT has reviewed its online payment system to streamline and simplify it in order to enhance its user-friendliness and ease of operation.

An evaluation of the impact of QA policies and procedures through their implementation in the reporting period should be inserted here.

During this period a number of significant policies were updated and review. Such as Marks and Standards and the Quality Framework document. These were updated to align with and reflect both updated QQI policies and the ESG which IADT has adopted.

Another significant impact of the quality enhancement and assurance reviews was a change to the method by which Programme Board Annual Reports are communicated. These reports are now presented on an annual basis by Heads of Department to Central Management, in addition to being reviewed at Academic Council.

This section should highlight an analysis of the key themes arising within the implementation of QA policies and procedures, primarily through a thematic analysis of key recommendations, commendations and conditions for the reporting period.

A review of the monitoring of QA at an institute wide as well as programme level. The update of the quality framework as well as marks and standards set the tone for the review of documents like the Policy for the Ongoing review of Programmes as well as the Policy for the Periodic Monitoring of programmes. This brought about a holistic review of the Institute's engagement with quality assurance and quality enhancement.

PART 4

Quality Enhancement

A description of improvements or enhancements, impacting on quality or quality assurance, that took place in the reporting period, identifying the reasons for the improvements (for example an evaluation of effectiveness and impact from the previous period or objectives set out in strategic compacts).

IADT Marks and Standards (2015)	Periodic review and streamlining of policy. Changed “progress with credit deficit” regulations to (in exceptional circumstances) allow students with a GPA of 2.0 to progress to the following year with a deficit of 10 credits. This was done to improve the success rates for students who progress with credit deficit.
IADT Quality Framework (2015)	Updated to become a sign-post document
Policy for the Ongoing Monitoring of Programmes (2015)	Periodic review and streamlining of policy.
Policy for the Periodic Review of Programmes: Programmatic Review	Periodic review and streamlining of policy.
Procedure for the Periodic Review of Programmes: Programmatic Review	Periodic review and streamlining of policy.
Programme Boards Terms of Reference and Procedures	Periodic review and streamlining of policy. Change to reporting of programme boards. Rather than the annual reports of the programme boards being consolidated into one single report these annual reports are now presented on an annual basis by Heads of Department to central management, in addition to going to Academic Council.
Quality Enhancement Committee Terms of Reference	Updated to reflect IADT restructuring and periodic review.

Improvements and Enhancements

Key events are reviewed annually. In evaluating the effectiveness of the institute Student Registration process it was decided that the emphasis should change from a focus on the administrative needs of the institute to a focus on the needs of the incoming student body.

Web payments:

An online payment system (tuition fees, repeat exam fees, replacement student cards etc.) was introduced in July 2015. Previously a giro system was used; this could be extremely cumbersome for both students and staff. The new system facilitates straightforward payment using credit/debit card by the student or a third party; it also allows easy payment by installment.

Electronic submission of ID photographs:

In September 2015 we introduced a pilot system (for postgraduate and part-time students) so that ID photographs could be submitted electronically in advance of induction. The facility was extended to all students in September 2016. The facility is not – and will not be compulsory. This innovation has eliminated the need for students to wait in line for ID cards to be produced which was the last bottleneck in the registration process.

Registration for all new and continuing students has taken place online for several years.

This means that very little time needs to be spent on administrative tasks when new students arrive for induction. It also allows us to provide support on those students who are having difficulty with the online processes and focus our attention on students who may need additional ICT support.

Induction:

New students now arrive to an Induction Event (learner centred and focused on learner needs) rather than a Registration Event (driven by the bureaucratic imperatives of the organization). The Induction event is led by the First Year Matters team with the aim of integrating new learners as quickly and painlessly as possible into the institute and their class group by fostering a sense of belonging from the moment of their arrival in IADT.

An analysis of quality enhancement activities that were initiated by the institution. This could also include reference to any national or international quality assurance developments in which the institution is engaged. The institution is encouraged to highlight areas that may be of interest to other institutions and would benefit from wider dissemination.

Since the update of the *Programme Boards Terms of Reference and Procedures* Heads of Department have been presenting Programme Board Annual Reports to the central management committee as well as the report going to Academic Council. This has enabled enhanced cooperation and swifter responses to staff and student feedback by bringing the programme issues directly to the attention of other Heads of Department or Heads of Function.

IADT Marks and Standards was updated and reviewed in October 2015. This was a routine periodic review but also involved a number of actions that streamlined and clarified the policy. One change that was implemented involved adjustment to our regulations around “progression with credit deficit”. In exceptional circumstances IADT allows students with 50 credits and a GPA of 2.0 to progress to the following year with a deficit of 10 credits. These 10 credits would be made-up in the following year. The change to this policy was the addition of the caveat that the student must have attained a GPA of 2.0. This alteration was made in order to make sure that students progressing with the added burden of 10 credits into the following year would have the sufficient academic skills and abilities to be able to manage this workload.

PART 5

Objectives for the Coming Year

A piece in relation to strategic objectives in the coming period and plans for quality assurance and enhancement.

Further embedding of new and updated QQI policies and procedures, especially the new draft Programme Review and Revalidation templates and manuals.

- o Reasonable Accommodation Policy
- o Students with Disabilities Policy
- o Intellectual Property
- o Recognition of Prior Learning Policy
- o External Examiner Procedures
- o Student Complaints Policy and Procedures
- o General Complaints Policy
- o Assessment (Administration) Procedures and Regulations
- o Aergrotat and Posthumous Awards Policy
- o Exit Awards Policy
- o Plagiarism Policy

Review Plans: Area/Unit and Number

Quality Enhancement committee will continue to review and update policies with the Registrar. Included in the 2016-17 cycle are:

Thematic review of the repeat mechanisms and systems within IADT

Alongside the update of a range of policies and procedures due for renewal this year:

Any further information with respect to plans for the coming period.

Before the end of the 2016 calendar year it is planned that four further MOUs with local Further Educational Institutes will be signed.

PART 6

Preparation for Periodic Review

A description of the impacts of institutional review within the institution.

Nothing to report - Institutional review in 2022

A short evaluative and reflective summary of the overall impact of quality assurance in the reporting period or, over a more extensive period, in the review cycle.

Nothing to report - Institutional review in 2022

Developmental themes of importance to the institution which will be relevant to periodic review.

Nothing to report - Institutional review in 2022

**PART 2 - Section 1:
Institution-led QA - Annual**

Quality Assurance and Enhancement System Developments

A piece in relation to the evolution of quality assurance and enhancement systems to support strategic objectives in the reporting period.

IADT is committed to continuous Quality Enhancement. IADT's QA systems are aligned with the relevant QQI policies as well as international guidelines and policy instruments. IADT has formally adopted the *Standards and Guidelines for Quality Assurance in the European Higher Education Area 2015* (ESG) as guiding principles for internal quality assurance. While IADT recognises that the ESG is neither itself a standard for quality, nor a prescriptive method for the implementation of quality assurance processes, the Institute uses the ESG as point of reference to provide guidance for successful, and highest quality, learning and teaching environments in Higher Education.

With this in mind IADT has developed significant quality assurance and improvement policies, procedures and structures in line with QQI's guidance. At their heart is a commitment to a) the vision, mission and strategic plan of the institute, and b) a student centred learning and teaching ethos. To aid the normal structures for quality development in the institute IADT also established the Quality Enhancement Committee. This committee's main function is to facilitate an integrated approach to academic quality, including IADT's policies, procedures and systems.

Significant specific changes (if any) to QA within the institution.

During the period 2015-16 the following documents were reviewed, revised and updated:

IADT Marks and Standards (2015)

IADT Quality Framework (2015)

Policy for the Ongoing Monitoring of Programmes (2015)

Policy for the Periodic Review of Programmes: Programmatic Review

Procedure for the Periodic Review of Programmes: Programmatic Review

Programme Boards Terms of Reference and Procedures

Quality Enhancement Committee Terms of Reference

In concert with the process of updating and upgrading the policy systems and procedures within IADT, we are enhancing the accessibility of these documents by placing them on our new website in a clear and codified manner.

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Quality governance in IADT is covered by Academic Council and a number of its sub-committees. Academic Council and its sub-committees meet on a monthly basis as laid-out below.

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8/2/16	8/3/16	17/2/16	10/2/16
7/3/16	19/4/16	16/3/16	9/3/16
11/4/16	17/5/16	20/4/16	11/4/16
9/5/16	17/6/16	18/5/16	13/5/16
13/6/16			8/6/16

**PART 2 - Section 2:
Institution-led QA - Annual**

Reviews in the Reporting Period

Area/Unit and links to relevant publications

Masters of Business in Digital Entrepreneurship/ Postgrad Cert. in Business in Digital Start up
27th May 2016
Panel Chair - male
Panel members:
1 male
1 female

Links to published internal reviews

Second Set of Records

Area/Unit and links to relevant publications

MA in Creative Production and Finance
15th June 2016
Panel Chair - male
Panel members:
1 male
1 female

Number of internal approval/evaluations and reviews completed in respect of Validation/Programme Approval

2

Number of internal approval/evaluations and reviews completed in respect of Research Accreditation/Validation.	0
Number of internal approval/evaluations and reviews completed in respect of Programme Review.	0
Number of internal approval/evaluations and reviews completed in respect of Research Review.	0
Number of internal approval/evaluations and reviews completed in respect of School/Department/Faculty Review.	0
Number of internal approval/evaluations and reviews completed in respect of Service Unit Review.	0
Number of internal approval/evaluations and reviews completed in respect of Review of arrangements with a partner organisation.	1
Number of internal approval/evaluations and reviews completed.	0
Composition of Panels: % Internal	0
Composition of Panels: % National	71.4
Composition of Panels: % UK	22
Composition of Panels: % EU	2.5
Composition of Panels: % Student	3.8
Composition of Panels: % Other	0
Chair Profile: % Internal	0
Chair Profile: % Similar institution	0

Chair Profile: % Different institution	83.3
Chair Profile: % International	16.6
PART 2 - Section 3: Update on Institutional QA Overview	Other Implementation Factors
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The institution may choose to highlight in this section information relating to factors that have impacted on quality and quality assurance in the reporting period. These may be factors relating to national developments or initiatives, such as clusters/alliances/mergers, other external factors or intra-institutional factors.	Nothing to report
Any other implementation issues of interest can be noted here.	Nothing to report
PART 3	Effectiveness and Impact

A commentary about the effectiveness of QA policies and procedures in the reporting period may be inserted here.

During this period, IADT has reviewed policies and procedures with a mind to enhancing student experience and embedding the most up-to-date quality guidelines from QQI. IADT has moved from a static Quality Manual to a dynamic Quality Framework which provides a matrix of the policies, guidelines and best practice that guide quality assurance within IADT.

Collaborating with the student union and student body the Institute has streamlined the entire induction process to make it genuinely student centred. Also IADT has reviewed its online payment system to streamline and simplify it in order to enhance its user-friendliness and ease of operation.

An evaluation of the impact of QA policies and procedures through their implementation in the reporting period should be inserted here.

During this period a number of significant policies were updated and review. Such as Marks and Standards and the Quality Framework document. These were updated to align with and reflect both updated QQI policies and the ESG which IADT has adopted.

Another significant impact of the quality enhancement and assurance reviews was a change to the method by which Programme Board Annual Reports are communicated. These reports are now presented on an annual basis by Heads of Department to Central Management, in addition to being reviewed at Academic Council.

This section should highlight an analysis of the key themes arising within the implementation of QA policies and procedures, primarily through a thematic analysis of key recommendations, commendations and conditions for the reporting period.

A review of the monitoring of QA at an institute wide as well as programme level. The update of the quality framework as well as marks and standards set the tone for the review of documents like the Policy for the Ongoing review of Programmes as well as the Policy for the Periodic Monitoring of programmes. This brought about a holistic review of the Institute's engagement with quality assurance and quality enhancement.

PART 4

Quality Enhancement

A description of improvements or enhancements, impacting on quality or quality assurance, that took place in the reporting period, identifying the reasons for the improvements (for example an evaluation of effectiveness and impact from the previous period or objectives set out in strategic compacts).

IADT Marks and Standards (2015)	Periodic review and streamlining of policy. Changed “progress with credit deficit” regulations to (in exceptional circumstances) allow students with a GPA of 2.0 to progress to the following year with a deficit of 10 credits. This was done to improve the success rates for students who progress with credit deficit.
IADT Quality Framework (2015)	Updated to become a sign-post document
Policy for the Ongoing Monitoring of Programmes (2015)	Periodic review and streamlining of policy.
Policy for the Periodic Review of Programmes: Programmatic Review	Periodic review and streamlining of policy.
Procedure for the Periodic Review of Programmes: Programmatic Review	Periodic review and streamlining of policy.
Programme Boards Terms of Reference and Procedures	Periodic review and streamlining of policy. Change to reporting of programme boards. Rather than the annual reports of the programme boards being consolidated into one single report these annual reports are now presented on an annual basis by Heads of Department to central management, in addition to going to Academic Council.
Quality Enhancement Committee Terms of Reference	Updated to reflect IADT restructuring and periodic review.

Improvements and Enhancements

Key events are reviewed annually. In evaluating the effectiveness of the institute Student Registration process it was decided that the emphasis should change from a focus on the administrative needs of the institute to a focus on the needs of the incoming student body.

Web payments:

An online payment system (tuition fees, repeat exam fees, replacement student cards etc.) was introduced in July 2015. Previously a giro system was used; this could be extremely cumbersome for both students and staff. The new system facilitates straightforward payment using credit/debit card by the student or a third party; it also allows easy payment by installment.

Electronic submission of ID photographs:

In September 2015 we introduced a pilot system (for postgraduate and part-time students) so that ID photographs could be submitted electronically in advance of induction. The facility was extended to all students in September 2016. The facility is not – and will not be compulsory. This innovation has eliminated the need for students to wait in line for ID cards to be produced which was the last bottleneck in the registration process.

Registration for all new and continuing students has taken place online for several years.

This means that very little time needs to be spent on administrative tasks when new students arrive for induction. It also allows us to provide support on those students who are having difficulty with the online processes and focus our attention on students who may need additional ICT support.

Induction:

New students now arrive to an Induction Event (learner centred and focused on learner needs) rather than a Registration Event (driven by the bureaucratic imperatives of the organization). The Induction event is led by the First Year Matters team with the aim of integrating new learners as quickly and painlessly as possible into the institute and their class group by fostering a sense of belonging from the moment of their arrival in IADT.

An analysis of quality enhancement activities that were initiated by the institution. This could also include reference to any national or international quality assurance developments in which the institution is engaged. The institution is encouraged to highlight areas that may be of interest to other institutions and would benefit from wider dissemination.

Since the update of the *Programme Boards Terms of Reference and Procedures* Heads of Department have been presenting Programme Board Annual Reports to the central management committee as well as the report going to Academic Council. This has enabled enhanced cooperation and swifter responses to staff and student feedback by bringing the programme issues directly to the attention of other Heads of Department or Heads of Function.

IADT Marks and Standards was updated and reviewed in October 2015. This was a routine periodic review but also involved a number of actions that streamlined and clarified the policy. One change that was implemented involved adjustment to our regulations around “progression with credit deficit”. In exceptional circumstances IADT allows students with 50 credits and a GPA of 2.0 to progress to the following year with a deficit of 10 credits. These 10 credits would be made-up in the following year. The change to this policy was the addition of the caveat that the student must have attained a GPA of 2.0. This alteration was made in order to make sure that students progressing with the added burden of 10 credits into the following year would have the sufficient academic skills and abilities to be able to manage this workload.

PART 5

Objectives for the Coming Year

A piece in relation to strategic objectives in the coming period and plans for quality assurance and enhancement.

Further embedding of new and updated QQI policies and procedures, especially the new draft Programme Review and Revalidation templates and manuals.

- o Reasonable Accommodation Policy
- o Students with Disabilities Policy
- o Intellectual Property
- o Recognition of Prior Learning Policy
- o External Examiner Procedures
- o Student Complaints Policy and Procedures
- o General Complaints Policy
- o Assessment (Administration) Procedures and Regulations
- o Aergrotat and Posthumous Awards Policy
- o Exit Awards Policy
- o Plagiarism Policy

Review Plans: Area/Unit and Number

Quality Enhancement committee will continue to review and update policies with the Registrar. Included in the 2016-17 cycle are:

Thematic review of the repeat mechanisms and systems within IADT

Alongside the update of a range of policies and procedures due for renewal this year:

Any further information with respect to plans for the coming period.

Before the end of the 2016 calendar year it is planned that four further MOUs with local Further Educational Institutes will be signed.

PART 6

Preparation for Periodic Review

A description of the impacts of institutional review within the institution.

Nothing to report - Institutional review in 2022

A short evaluative and reflective summary of the overall impact of quality assurance in the reporting period or, over a more extensive period, in the review cycle.

Nothing to report - Institutional review in 2022

Developmental themes of importance to the institution which will be relevant to periodic review.

Nothing to report - Institutional review in 2022