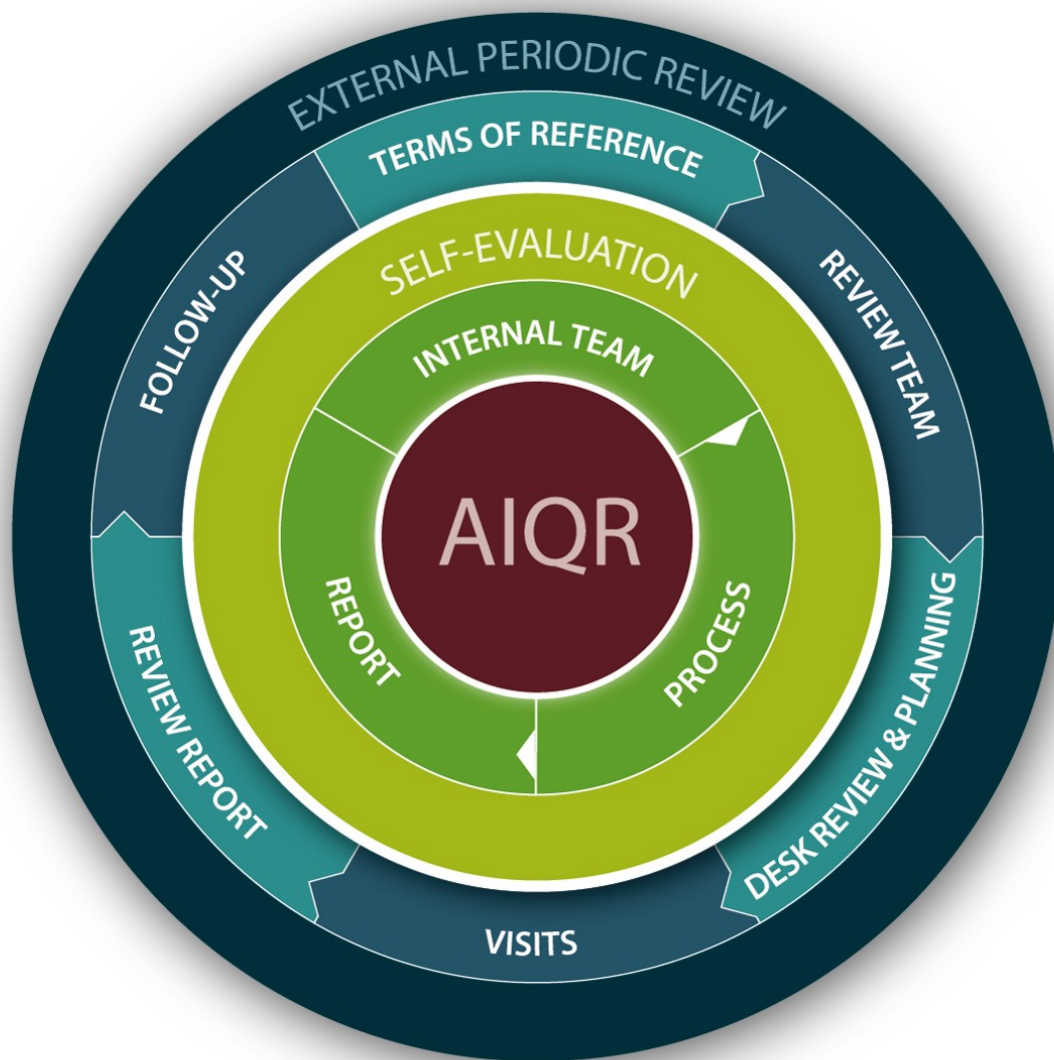


Letterkenny Institute of Technology

Annual Institutional Quality Assurance Report 2019

Based on the reporting period 1 September 2017 – 31 August 2018



The Cyclical Review Process

Part 1

Overview of internal QA governance, policies and procedures

Overarching institution-level approach and policy for QA (ESG 1.1)

1. Overarching Institution Quality Policy

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.

Letterkenny Institute of Technology is governed by a legislative framework which includes:

Regional Technical Colleges Acts and Amendment Acts (1992; 1994; 1999)

Institutes of Technology Act (2006)

Qualifications (Education and Training) Acts (1999 and 2012)

The Institute through its Quality Assurance Policy sets out to establish a coherent framework for enhancing the quality of education and training provided and showing that standards are safeguarded. The Academic Council oversees the monitoring and review of the Quality Assurance Handbook and the associated quality assurance procedures.

The Quality Assurance Handbook encompasses procedures to ensure that the Quality Assurance Policy is delivered upon and learners' rights prioritised. Additional procedural documents on support services, management, human resources and the campus environment complete the set. The Quality Assurance Policy is set out with reference to the 15 areas: Transparency, Learner Population, Learner Participation, Learning, Learner Support, Assessment, Teaching, Programmes, Lifelong Learning, Research, Management, Verifiable Data, Committee Structure, Human Resources, and Campus Environment. The Quality Assurance Handbook comprises seven sections and is published on the Institute's website:

<https://www.lyit.ie/aboutus/organisation/academiccouncil/qahandbook/>

- Chapter 1 Quality Assurance Policy
- Chapter 2 Periodic Review Procedures
- Chapter 3 Programme Design Monitoring and Evaluation
- Chapter 4 Access Transfer and Progression
- Chapter 5 Marks and Standards
- Chapter 6 The Learner Charter
- Chapter 7 Research

The Institute’s Quality Assurance Handbook has been amended to take account of the publication of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015) as well as QQI’s Core Statutory and Sector Specific Quality Assurance Guidelines (2016).

The Institute has delegation of authority to make awards up to taught level 9 on the NFQ. This is subject to the requirements set out in the legislation including procedures and criteria. The Institute has robust procedures in place for the approval of programmes (in keeping with QQI’s Core Policy and Criteria for the Validation of Education and Training Programmes) and for assessment of learners (as per sectoral conventions and protocols documented in QQI Assessment and Standards, 2013). The Institute operates with due regard to the quality assurance approach to, and guidelines on, research degrees at NFQ level 9 as set out in the Sectoral Protocols for the Awarding of Research Master Degrees at NFQ Level 9 under delegated authority from QQI (2015) and the quality assurance approach to, and guidelines on, making joint awards under the NFQ, as set out in the Sectoral Protocols for the Delegation of Authority by QQI to the Institutes of Technology to make Joint Awards (2014).

2. Quality assurance decision-making fora

A brief description of institution-level quality assurance decision-making fora

Governing Body

The Governing Body consists of a Chairman and seventeen ordinary members and the President of the Institute. The Chairman is appointed by the Minister for Education and Skills. The seventeen ordinary members are appointed by the Minister for Education and Skills on the recommendation of the Education and Training Boards as follows:

- Six persons of whom at least three shall be members of a local authority nominated by the Education and Training Board
- Two full-time members, one male and one female, of the academic staff of the institute elected by the academic staff in accordance with regulations made by the Governing Body
- One non-academic member of staff elected by the non-academic staff in accordance with regulations made by the Governing Body
- Two registered students, one male and one female, of the institute chosen in accordance with regulations made by the Governing Body
- One person nominated by the Irish Congress of Trade Unions
- Five persons nominated by the Education and Training Board from nominations by organisations that the institute on the recommendation of the Academic Council considers require representation having regard to the activities of the institute.

There is a gender requirement that at least seven of those nominated are male and at least seven are female. The term of office of Governing Body members is five years with the exception of the two student representatives who are appointed annually.

Academic Council

The role of the Academic Council is to:

- assist the Governing Body in the planning, co-ordination, development and overseeing of the educational work of the college, and
- protect, maintain and develop the academic standards of the courses and the activities of the college.

Meetings of the Academic Council are held approximately three times per semester. A new Academic Council was formed in June 2014, elected in accordance with the regulations made by the

Governing Body on 22 June 2017. Membership of the Council is as follows:	
1	President ex-officio
1	Registrar ex-officio
1	Head of Development ex-officio
4	Heads of School ex-officio
9	Heads of Department in Schools of Letterkenny Institute of Technology ex-officio
1	Librarian ex-officio
2	<p>Students appointed by the governing body on the nomination of a student representative body recognised by the governing body for the purpose. The persons nominated shall at all times:</p> <p>(a) be one male representative and one female representative</p> <p>(b) be registered students of the Letterkenny Institute of Technology or full-time officers of a student representative body recognised by the governing body for this purpose</p> <p>(c) agree, in a letter accompanying their nomination, that they shall be deemed to have resigned from the academic council on ceasing to be registered students of the Institute or full-time officers of a student representative body recognised by the governing body for this purpose.</p> <p>The Students Union in Letterkenny Institute of Technology, being the student representative body currently recognised by the Institute, shall be asked, through its President, to nominate two representatives in accordance with the foregoing.</p>
1	<p>Person, being a member of the technical support staff, i.e. technician and craft assistant and attendant grades, elected by that staff in accordance with these regulations. person elected to the academic council through this process shall be deemed to have resigned his/her place on ceasing to be employed by the Institute as a technician, assistant or attendant. The election shall provide for one alternate who will assume a place on the council should it be vacated for any reason by the person first elected.</p>
21	<p>Persons, being members of the academic staff of the Institute [other than the Registrar, Heads of School, Heads of Department], 10 of whom shall be females and 10 males, who are employed on a permanent, full-time basis or who are required, during the</p>

	<p>period beginning on the 1st day of September in the preceding academic year and ending on the 31st day of August of that academic year, to teach not less than 280 time-tabled hours in the Institute, elected by that staff in accordance with these regulations. A person elected to the academic council through this process shall be deemed to have resigned her place on ceasing to be employed by the Institute as a member of the academic teaching staff. The election shall provide for eight alternates, four on the female list in order and four on the male list in order, who will assume any places on the council vacated for any reason by an elected academic staff member.</p>
41	Total membership

For the purposes of undertaking its workload Council has five sub-committees:

Academic Standards

Planning

Programmes

Learning, Teaching and Student Engagement

Research

Executive Board

The membership of the Executive Board is:

President, Registrar, Secretary/Financial Controller, Head of Development, Head of School of Business, Head of School of Engineering, Head of School of Science, and Head of School of Tourism.

Executive Council

The membership of the Executive Council is as follows:

President, Registrar, Head of Development, Secretary/Financial Controller, Head of School of Business, Head of School of Engineering, Head of School of Science, Head of School of Tourism, Head of Department of Business Studies, Head of Department of Design and Creative Media, Head of Department of Law and Humanities, Head of Department of Civil Engineering and Construction, Head of Department of Electronics and Mechanical Engineering, Head of Department of Science, Head of Department of Computing, Head of Department of Nursing & Health Studies, Head of

Department of Hospitality, Tourism and Culinary Arts, Librarian, Human Resources Manager, Academic Administration & Student Affairs Manager, Estates Manager, Finance Manager, IT Manager and External Services Manager.

Strategic Plan

The Institute's Quality Assurance Framework fits within the Institute's overarching Strategic Plan.

Strategic Plan 2014-17 has five strategic domains:

Teaching and learning

Student experience

Research, innovation and enterprise

Collaboration and regional engagement

Sustainability and resource utilisation

Confirmation of QA Policy and Procedures

1. Programme Design and Approval (ESG 1.2)

Links and/or text relating to the institution-wide quality assurance policy and procedures for the design and approval of new programmes.

Section 3.1 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Design and Validation of New Programmes

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

2. Programme Delivery and Assessment (ESG 1.3)

Links and/or text relating to the institution-wide quality assurance policies and procedures for the ongoing delivery and assessment of programmes.

Section 3.2 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Ongoing Monitoring of Programmes

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Section 5.2 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Assessment Planning

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Chapter 5 of LYIT's Quality Assurance Handbook sets out Marks and Standards:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

LYIT's Learning, Teaching and Assessment Strategy 2015-2020 is published on the Institute's website:

<https://www.lyit.ie/Portals/0/PDF/Policies/Teaching%20%20Learning%20%20and%20Assessment%20%20Strategies.pdf>

3. Research Quality (ESG 1.2, 1.3, 1.4, 1.9)

Links and/or text relating to any specific quality assurance procedures for the design, approval, delivery, assessment and monitoring of research programmes, if they exist.

The Institute's Research Ethics Policy and Procedures address the requirement for ethical clearance of all research undertaken within the Institute. Chapter 7 of LYIT's Quality Assurance Handbook sets out the Postgraduate Research Degree Regulations, including the Institute's Research Ethics Policy and Procedures:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Research Quality is formally reviewed at school level as part of the Periodic Programme Evaluation Process (Research and Consultancy - Review of research activity within the scope of the programmatic review – is formally included in the Programmatic Review template. Chapter 2 Section 2.3 of the Quality Assurance Handbook Procedures and Guidelines for Periodic Evaluation sets out the process involved and is published on the Institute's website:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

4. Student Lifecycle (ESG 1.4)

Links and/or text relating to the institution-wide quality assurance procedures that are encompassed by the student lifecycle.

LYIT has a suite of policies and procedures in place for the student lifecycle:

Section 3.2 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Ongoing Monitoring of Programmes

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Section 5.2 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Assessment Planning:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Section 5.3 -5.5 of LYIT's Quality Assurance Handbook sets out the Examination Procedures:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Section 5.5 of LYIT's Quality Assurance Handbook sets out the External Examiner Procedures:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Chapter 5 of LYIT's Quality Assurance Handbook sets out Marks and Standards:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Section 4.6 of LYIT's Quality Assurance Handbook sets out the Recognition of Prior Learning Policy:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

In collaboration with its partners in the Connacht Ulster Alliance, LYIT has developed an online tool to facilitate prospective students wishing to apply on the basis of recognition of prior learning:

<http://www.myexperience.ie/>

Section 6.2 of LYIT's Quality Assurance Handbook sets out the Learner Complaints Procedure:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Chapter 6 of LYIT's Quality Assurance Handbook sets out the Learner Charter:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Chapter 7 of LYIT's Quality Assurance Handbook sets out the Postgraduate Research Degree Regulations:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Section 5.1.3 of LYIT's Quality Assurance Handbook sets out the Modularisation and Semesterisation Framework (2015):

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

LYIT's Learning, Teaching and Assessment Strategy 2015-2020 is published on the Institute's website:
<https://www.lyit.ie/Portals/0/PDF/Policies/Teaching%20%20Learning%20%20and%20Assessment%20%20Strategies.pdf>

LYIT's Plagiarism Policy is published on the Institute's website:
<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Access, transfer and progression arrangements for all programmes are included in the programme submissions which are formally reviewed by an external Panel of Assessors. Final reports from Panel of Assessors are published on the Institute's website:
<https://www.lyit.ie/About/Policies-Publications/Annual-Reports>

LYIT's Internal Transfer Policy for CAO First Year Entrants is published on the Institute's website:
<https://www.lyit.ie/Portals/0/PDF/Policies/LYIT%20Internal%20Transfer%20Policy%20for%20CAO%20First%20Year%20Entrants.pdf>

<https://www.lyit.ie/Portals/0/PDF/Policies/LYIT%20Internal%20Transfer%20Policy%20for%20CAO%20First%20Year%20Entrants.pdf>

The Institute has a dedicated learning support centre (The Curve). In addition to offering two access programmes (Certificate in Preparatory Studies for Higher Education and Certificate in Access Studies), The Curve has a dedicated Mathematics Learning Centre and Communications Learning Centre. The Curve also administers the Student Assistance Fund and provides support for learners under the auspices of the Fund for Students with Disabilities:

<https://www.lyit.ie/Study-at-LYIT/How-to-Apply-for-Part-time-Courses/Preparatory-Foundation-Certificates>

<https://www.lyit.ie/Student-Hub/Academic-Life/The-Curve>

5. Teaching Staff (ESG 1.5)

Links and/or text relating to the institution-wide quality assurance procedures for assuring the competence of teaching staff, including staff recruitment and staff development.

The Institute has a range of policies and procedures in place for teaching and other staff. These are all published on the Institute's Intranet:

Annual leave Guidelines

Adoptive Leave Guidelines

Children in Workplace Policy

Disciplinary Procedure

Equal Opportunities Policy

Flexible Working Scheme - Administration Staff

Flexible Working Scheme - Technicians

Flexible Working Scheme - Attendants

Force Majeure Guidelines

Grievance Procedures

Job Sharing Guidelines

Sick Leave Guidelines

Term Time Scheme

Respect and Dignity at LYIT

Code of Conduct for Employees

Child Protection Policy

Intellectual Property Policy and Procedure

Protected Disclosure Policy

LYIT's Learning, Teaching and Assessment Strategy 2015-2020 is published on the Institute's website:

<https://www.lyit.ie/Portals/0/PDF/Policies/Teaching%20%20Learning%20%20and%20Assessment%20%20Strategies.pdf>

LYIT has a Master of Arts in Learning & Teaching (MALT) which is available for Institute staff and for lecturing / teaching professionals working in the educational domain. Details of the MALT programme are available on the Institute's website:

https://www.lyit.ie/CourseDetails/D403/LY_HMALT_M/Learning&Teaching

A formal induction is in place for all new staff. A range of training workshops and seminars for staff are run by Human Resources, Teaching & Learning Co-Ordinator and Estates Office.

6. Teaching and Learning (ESG 1.4, 1.5, 1.6)

Links and/or text relating to the institution-wide quality assurance procedures for assuring the quality of teaching and learning.

LYIT's Learning, Teaching and Assessment Strategy 2015-2020 is published on the Institute's website:

<https://www.lyit.ie/Portals/0/PDF/Policies/Teaching%20%20Learning%20%20and%20Assessment%20%20Strategies.pdf>

Other Institute policies relevant to Teaching and Learning include:

Section 5.2 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Assessment Planning:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Section 5.3 – 5.5 of LYIT's Quality Assurance Handbook sets out the Examination Procedures:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Section 5,5 of LYIT's Quality Assurance Handbook sets out the External Examiner Procedures:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Chapter 5 of LYIT's Quality Assurance Handbook sets out Marks and Standards:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

LYIT's Plagiarism Policy is published on the Institute's website:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

7. Resources and Support (ESG 1.5)

Links and/or text relating to the institution-wide quality assurance procedures for assuring funding and resources for learning, teaching and research. Also, links and or text relating to the quality assurance procedures for learning resources and student support.

The Institute is committed to maintaining a comprehensive quality assurance system to demonstrate and enhance the quality of education provided and to safeguard standards. The Executive Board reports are fundamental to this aim and identify the clear lines of authority required for efficient quality management. Executive Board reports cover all aspects of Institute activity including resources and supports available to staff and students. Section 1.4 of LYIT's Quality Assurance Handbook sets out the approach to Executive Board Reporting.

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

A range of resources and supports are available in the Institute (published on the Institute's website):

Student Services:

<https://www.lyit.ie/studentlife/studentservices/>

<https://www.lyit.ie/Student-Life>

Library:

<https://library.lyit.ie/>

The Curve (including Mathematics Learning Centre and Communications Learning Centre):

<https://www.lyit.ie/Student-Hub/Academic-Life/The-Curve>

8. Information Management (ESG 1.7)

Links and/or text relating to the institution-wide quality assurance procedures for collecting, analysing and using relevant information about programmes and other activities.

The Institute's Quality Assurance Handbook sets out the policy/ procedures relating to information management across a wide variety of domains. In most instances there is a formal reporting mechanism via Academic Council/ Executive Board/ Governing Body. These policies and procedures are set out in detail in each of the sections of the Quality Assurance Handbook:

<https://www.lyit.ie/aboutus/organisation/academiccouncil/gahandbook/>

Executive Board reports cover all aspects of Institute activity, including Programme Board Reports and External Examiner reports from each of the academic schools. Section 1.4 of LYIT's Quality Assurance Handbook sets out the approach to Executive Board Reporting.

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

LYIT has established a student survey group to manage data in respect of the following student surveys:

Irish Survey of Student Engagement (ISSE)

Online QA1/2 Quality Assurance Surveys

U-Multirank

LYIT also has a range of legacy policies relating to information management:

- Data Protection Policy
- Data Protection Procedures
- Data Governance Policy
- Data Handling and Clean Desk Policy
- Data Protection Incident Response & Breach Notification Policy
- Data Access Management Policy
- Privileged User Policy
- Data Retention Policy
- Acceptable Usage Policy
- New Policy on Loan of Assets to Employees, Students and Third Parties
- Procurement Policy (Single tender action)

Areas being developed:

- Risk Management Policy
- Internet/Cyber Risk Security Policies
- Intellectual Property (IP) and Conflict of Interest (update to policy)

9. Self-evaluation and Monitoring (ESG 1.9)

Links and/or text relating to the institution-wide quality assurance procedures for self-evaluation and internal monitoring.

Section 3.2 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Ongoing Monitoring of Programmes.

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

Section 2.1 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Regular Periodic Evaluation.

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

LYIT is subject to institutional review in accordance with QQI's Policy on Cyclical Review of Higher Education Institutions (2016):

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

10. Stakeholder Engagement (ESG 1.1)

Links and/or text relating to the institution-wide quality assurance procedures for the involvement of external stakeholders in quality assurance.

The Innovation and Regional Engagement Functional Area Plan (linked to LYIT's Strategic Plan 2014 - 17) was approved by the Institute's Executive Board in 2015/16.

The Institute's Quality Assurance Handbook sets out the policy for stakeholder engagement in new programme development, ongoing monitoring of programmes and regular periodic evaluation:

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

11. Engagement with Other Bodies (ESG 1.1)

Links and/or text relating to the institution-wide quality assurance procedures for engagement with professional, statutory and regulatory bodies and other quality assurance and awarding bodies (details of specific engagements should be provided in the online section of the form).

Section 3.4 of LYIT's Quality Assurance Handbook sets out Procedures and Guidelines Governing Collaborative Programmes (including Transnational Programmes and Programmes Leading to Joint Awards)

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

The Procedures and Guidelines Governing Collaborative Programmes have been approved by QQI and the Institute was successful in obtaining delegated authority from QQI to make joint awards.

The Innovation and Regional Engagement Functional Area Plan (linked to LYIT's Strategic Plan 2014 - 17) was approved by the Institute's Executive Board in 2015/16.

12. Provision and Use of Public Information (ESG 1.8)

Links and/or text relating to the institution-wide quality assurance procedures for the provision of clear, accurate, up-to date and accessible public information.

The Freedom of Information (FOI) Act 2014 establishes three key rights:

- Right of any member of the public to access to records;
- Right of any member of the public to amend records containing personal information;
- Right of interested parties to reasons for decisions.

In general, members of the public are entitled to obtain official information from the Institute provided it does not conflict with the public interest and the right of privacy of individuals. Requests for information must be submitted in writing to the Freedom of Information Office at LYIT.

<https://www.lyit.ie/About/Policies-Publications/Freedom-of-Information>

Consistent with European Standards and Guidelines (2015), the Institute publishes a wide range of documents and policies as well as the outcomes of Quality Assurance processes, including:

Strategic Plan

<https://www.lyit.ie/Staff-Hub/Strategic-Plan>

Quality Assurance Handbook

<https://www.lyit.ie/About/Policies-Publications/Quality-Assurance>

Prospectus

<https://www.lyit.ie/About/Policies-Publications/Prospectus>

Student Handbook

<https://www.lyit.ie/Student-Hub/Administration-Services/Student-Handbook>

New programme validations - Final reports from Panel of Assessors

<https://www.lyit.ie/About/Policies-Publications/Annual-Reports>

Periodic Programme Evaluations - Final reports from Panel of Assessors

<https://www.lyit.ie/About/Policies-Publications/Annual-Reports>

Student policies

<https://www.lyit.ie/gateways/policiespublications/studentpolicies/>

Staff policies

<https://www.lyit.ie/Student-Hub/Academic-Life/Student-Academic-Policies>

Finance reports

<https://www.lyit.ie/About/Policies-Publications/Annual-Reports>

Scéim Ghaeilge (Official Languages Act 2013)

<https://www.lyit.ie/About/Policies-Publications/Irish-at-LYIT>

13. Linked Providers (for Designated Awarding Bodies) (ESG 1.1)

Links and/or text relating to the institution-wide quality assurance procedures for assuring engagement with linked providers including the procedures for approval, monitoring, review, withdrawal of approval and appeal for linked providers.

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

14. DA Procedures for use of QQI Award Standards (IoTs only)

Links and/or text relating to the specific procedures for the approval of programmes in keeping with Core Policy and Criteria for the Validation of Education and Training Programmes by QQI, the Sectoral Protocols for the Awarding of Research Master Degrees at NFQ Level 9 under Delegated Authority (DA) from QQI and the Sectoral Protocols for the Delegation of Authority by QQI to the Institutes of Technology to make Joint Awards, May 2014.

The whole of the Institute's Quality assurance Framework is designed to support the Institute's authority delegated to it by QQI to make awards for approved programmes. Policies and Procedures for DA procedures for use of QQI award standards are embedded throughout relevant sections of the Institute's Quality Assurance Handbook:

<https://www.lyit.ie/aboutus/organisation/academiccouncil/qahandbook/>

The Institute has delegation of authority to make awards up to taught level 9 on the NFQ. This is subject to the requirements set out in the legislation including procedures and criteria. The Institute has robust procedures in place for the approval of programmes (in keeping with QQI's Core Policy and Criteria for the Validation of Education and Training Programmes) and for assessment of learners (as per sectoral conventions and protocols documented in QQI Assessment and Standards, 2013). The Institute operates with due regard to the quality assurance approach to, and guidelines on, research degrees at NFQ level 9 as set out in the Sectoral Protocols for the Awarding of Research Master Degrees at NFQ Level 9 under delegated authority from QQI (2015) and the quality assurance approach to, and guidelines on, making joint awards under the NFQ, as set out in the Sectoral Protocols for the Delegation of Authority by QQI to the Institutes of Technology to make Joint Awards (2014).

15. Collaborative Provision (ESG 1.1)

Links and/or text relating to the institution-wide quality assurance procedures for engagement with third parties for the provision of programmes.

Section 3.4 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines Governing Collaborative Programmes (including Transnational Programmes and Programmes Leading to Joint Awards). These procedures were approved by QQI in February 2014.

<https://www.lyit.ie/Portals/0/PDF/About/Quality%20Assurance%20Handbook.pdf>

16. Additional Notes

Any additional notes can be entered here.

Delete this message and insert text here. The box will expand.

17. Internal Review Schedule

The internal reviews schedule or cycle at the level of unit of review within the institution. The units of review can be: module; programme; department/school; service delivery unit; faculty. The cycle will usually run over a 5-7 year period and all units should be encompassed over the full period of the cycle.

Year	2016/17
Areas/Units	School of Science School of Business School of Engineering School of Tourism
Number	4
Link(s) to Publications	https://www.lyit.ie/gateways/policiespublications/qualityassurance/ppereports/

Year	2017/18
Areas/Units	Academic Administration and Student Services (including Admissions, Examinations, Grants, Marketing and The Curve) Library Computer services
Number	3
Link(s) to Publications	Links will be updated when reports completed still at draft stage

Year	2017/18
Areas/Units	Institution (Review Cycle)
Number	1
Link(s) to Publications	https://www.qqi.ie/Downloads/Cinnte-LyIT-Report2018a.pdf

Year	2018/19
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Areas/Units	Industrial liaison Research and international and life-long learning Finance Human Resources Estates
Number	5
Link(s) to Publications	Links will be updated when reports completed still at draft stage

Year	2019/20
Areas/Units	
Number	
Link(s) to Publications	
Year	2020/21
Areas/Units	
Number	
Link(s) to Publications	

Year	2021/22
Areas/Units	
Number	
Link(s) to Publications	

Year	2022/23
Areas/Units	
Number	
Link(s) to Publications	

Annual Institutional Quality Assurance Report

Year	
Areas/Units	
Number	
Link(s) to Publications	

AIQR - PART 1

Overview of internal QA governance, policies and procedures

[AIQR Part 1 LYIT.docx](#)

PRSBs

11

Awarding Bodies

0

QA Bodies

1

Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies

First Set of Records

Type of Arrangement

PRSB

Name of the Body

Bord Altranais agus Cnáimhseachais na hÉireann

Programme Titles and Links to Publications

Bachelor of Science (Hons) General Nursing;

</p>

https://www.lyit.ie/CourseDetails/D203/LY_NNRSG_B/GeneralNursing

Bachelor of Science (Hons) Intellectual Disability Nursing;

</p>

https://www.lyit.ie/CourseDetails/D203/LY_NNRSM_B/IntellectualDisabilityNursing

Bachelor of Science (Hons) Psychiatric Nursing;

</p>

https://www.lyit.ie/CourseDetails/D203/LY_NNRSP_B/PsychiatricNursing

<https://www.nmbi.ie/Home>

Date of last review or accreditation

20-02-2018

Next review year

2023

Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies

Second Set of Records

Type of Arrangement

PRSB

Name of the Body

Engineers Ireland

Programme Titles and Links to Publications	<p>B.Eng. in Electronic Engineering (L7);</p> <p></p></p> <p>B.Eng. in Computer Engineering (L7);</p> <p></p></p> <p>B.Eng. in Mechanical Engineering (L7);</p> <p></p></p> <p>B.Eng. in Civil Engineering (L7);</p> <p></p></p> <p>B.Eng. in Building Services and Renewable Energy (L7);</p> <p></p></p> <p>B.Sc (Hons) in Fire Safety Engineering (L8)</p> <p>https://www.engineersireland.ie/home.aspx</p>
Date of last review or accreditation	<p>21-02-2014</p>
Next review year	<p>2019</p>
Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies	<p>Third Set of Records</p>
Type of Arrangement	<p>PRSB</p>
Name of the Body	<p>Association of Chartered Certified Accountants (ACCA), Certified Public Accountants (CPA) and Chartered Accountants Ireland (CAI)</p>
Programme Titles and Links to Publications	<p>B Bus. (Hons) in Accounting;</p> <p>MA in Accounting;</p> <p>https://www.accaglobal.com/ie/en.html</p>
Date of last review or accreditation	<p>01-06-2015</p>

Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies	Fourth Set of Records
Type of Arrangement	PRSB
Name of the Body	Veterinary Council of Ireland
Programme Titles and Links to Publications	Bachelor of Science in Veterinary Nursing; http://www.vci.ie/ ; https://www.lyit.ie/CourseDetails/D201/LY_SVETN_D/VeterinaryNursing;
Date of last review or accreditation	12-11-2015
Next review year	2020
Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies	Fifth Set of Records
Type of Arrangement	PRSB
Name of the Body	Dental Council of Ireland
Programme Titles and Links to Publications	Higher Certificate Dental Nursing; https://www.lyit.ie/CourseDetails/D201/LY_SDENT_C/DentalNursing http://www.dentalcouncil.ie/
Date of last review or accreditation	14-02-2018
Next review year	2023
Joint research degrees	0
Joint/double/multiple awards	1
Collaborative programmes	8
Section: Collaborative Provision	First Set of Records
Type of arrangement:	Joint/double/multiple awards
Name of the Body (Bodies)	Ulster University
Programme Titles and Links to Publications	https://www.ulster.ac.uk/ MSc Public Service Leadership and Innovation

Date of last review	24-05-2017
Next review year	2022
Section: Collaborative Provision	Second Set of Records
Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	North West Regional College, Derry
Programme Titles and Links to Publications	<p><sdt id="2116707394" docpart="C140228C4CEE45309A57CE3102DF1D9D"></p> <p>Various programmes</p> <p><sdtpr /></p></p> <p>(including BSc (hons.) in Early Childhood Care, Health and Education https://www.lyit.ie/full-timecourses/nursinghealthstudies/ly968/</p> <p></p></p> <p>BSc (Hons) in Sports Coaching and Performance)</p> <p></p></p> <p>https://www.lyit.ie/full-timecourses/lawhumanities/ly228/</p> <p></p></p> <p>BA in Hospitality and Tourism</p> <p></p></p> <p>BA (Hons) in Destination Marketing</p> <p></p></p> <p>BA (Hons) in Hotel, Restaurant and Resort Management</p> <p></p></p> <p>https://www.lyit.ie/CourseDetails/D501/LY_THOST_D/Hospitality&Tourism(CommonEntry)</p> <p></p></sdt></p>
Date of last review	19-09-2015

Next review year	2020
Section: Collaborative Provision	Third Set of Records
Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	Dorset College
Programme Titles and Links to Publications	<p>Level 7 BSc in Early Childhood Care, Health and Education (180 credits)</p> <p>https://www.dorset-college.ie/</p>
Date of last review	10-06-2016
Next review year	2021
Section: Collaborative Provision	Fourth Set of Records
Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	Retail Ireland Skillnet
Programme Titles and Links to Publications	<p>Bachelor of Business in Retail Management Practice;</p> <p></p></p> <p>Bachelor of Business (Hons) in Retail Management Practice;</p> <p>www.retailirelandskillnet.com</p> <p></p></p>
Section: Collaborative Provision	Fifth Set of Records
Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	Alcohol Forum
Programme Titles and Links to Publications	<p>Master of Science in Therapeutic Interventions for Alcohol and Other Drugs;</p> <p>http://www.alcoholforum.org/</p> <p>https://www.lyit.ie/CourseDetails/D203/LY_NTIAAD_M/TherapeuticInterventionsforAlcohol&OtherDrugs</p>
Section: Collaborative Provision	Sixth Set of Records

Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	Queens University Belfast
Programme Titles and Links to Publications	PhD http://www.qub.ac.uk/
Date of last review	12-09-2017
Next review year	2021
Section: Collaborative Provision	Seventh Set of Records
Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	IT Tralee
Programme Titles and Links to Publications	BA Culinary Arts BA (Hons) Culinary Arts
Date of last review	10-12-2018
Next review year	2022
Section: Collaborative Provision	Eighth Set of Records
Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	Athlone IT, DKIT, IT Tralee, Waterford IT
Programme Titles and Links to Publications	National Unscheduled Care Education Foundation Programme in Emergency Nursing
Date of last review	01-06-2017
Next review year	2022
Section: Collaborative Provision	Ninth Set of Records
Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	Athlone Institute of Technology; Galway-Mayo Institute of Technology; Institute of Technology Tralee, Waterford Institute of Technology Dundalk Institute of Technology

Programme Titles and Links to Publications	Certificate in Acute Medicine;
Date of last review	06-06-2017
Next review year	2022
Articulation Agreements	6
Section: 1 Articulation Agreements	First Set of Records
Name of the Body	Ulster University
Name of the Programme and Links to Publications	Higher Certificate in Pharmacy Technician
Date of last review of arrangement/agreement	23-05-2016
Next Review Year	2019
Section: Articulation Agreements	Second Set of Records
Name of the Body	University of Brighton
Name of the Programme and Links to Publications	Higher Certificate in Pharmacy Technician
Date of last review of arrangement/agreement	01-06-2012
Review year for agreements	2019
Section: Articulation Agreements	Third Set of Records
Name of the Body	Teagasc
Name of the Programme and Links to Publications	Bachelor of Science in Agriculture
Date of last review of arrangement/agreement	03-02-2017
Do you wish to make a final submission?	Yes, this is my final submission
On behalf of the President/Provost/CEO I confirm that the information submitted in this AIQR is accurate and correct.	Confirmed

Overview of internal governance, policies and procedures (Word Template).	Confirmed
Arrangements with PRSBs, Awarding Bodies, QA Bodies.	Confirmed
Collaborative Provision.	Confirmed
Articulation Agreements.	Confirmed
Date of Final Submission	19-02-2019

Parts 2-6

Institution-led QA – Annual Information

Parts 2-6 are completed annually with information pertaining to the reporting period (i.e. the preceding academic year only).

Part 2: Institution-led QA – Annual

Part 2 provides information relating to institution-led quality assurance for the reporting period.

Section 1: Quality Assurance and Enhancement System Developments

1.1 The evolution of quality assurance and enhancement systems in support of strategic objectives in the reporting period.

Letterkenny Institute of Technology is governed by a legislative framework which includes:

- Regional Technical Colleges Acts and Amendment Acts (1992; 1994; 1999)
- Institutes of Technology Act (2006)
- Qualifications (Education And Training) Acts (1999 and 2012)

The Institute through its Quality Assurance Policy sets out to establish a coherent framework for enhancing the quality of education and training provided and showing that standards are safeguarded. The Academic Council oversees the monitoring and review of the Quality Assurance Handbook and the associated quality assurance procedures.

The Quality Assurance Handbook encompasses procedures to ensure that the Quality Assurance Policy is delivered upon and learners' rights prioritised. The Quality Assurance Handbook comprises seven chapters and is published on the Institute's website: (<https://www.lyit.ie/About/Policies-Publications/Quality-Assurance>)

Chapter 1 Quality Assurance Policy
Chapter 2 Periodic Review Procedures
Chapter 3 Programme Design, Monitoring and Evaluation
Chapter 4 Access, Transfer and Progression
Chapter 5 Marks and Standards
Chapter 6 Complaints Procedures
Chapter 7 Research

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

The development of Version 3.0 of our QAH is a response to international and national policy developments including the publication of QQI's Core and Sector specific Quality Assurance guidelines. In developing Version 3.0 we are cognisant of the need to:

1. Enhance our engagement with learners and their participation in quality assurance.
2. Respond to the challenges of ensuring equality and embracing diversity.
3. Improve the documentation of our access, transfer and progression procedures.
4. Develop quality assurance policies and procedures as they relate to research activity.

Version 3.0 facilitates the (re)structuring of our Quality Assurance procedures into seven chapters. QAH Version 3.0 is available in hard copy and via www.lyit.ie.

Future versions of our QAH will follow the 3-year life-cycle of Academic Council. Academic Council will be briefed on the body of work to be undertaken at its first meeting and it is envisaged that any subsequent new version will be developed and approved during the first year of the life cycle.

1.3 The schedule of QA governance meetings.

Academic Council Meetings 2017/18

Academic Council meetings are normally held at least three times per semester. There were seven Ordinary meetings, two Special Purpose meetings and one General Purpose meeting of Academic Council during 2017/18:

- 1 October 2017
- 2 December 2017
- 15 December 2017 (Special Meeting)
- 4 January 2018
- 6 March 2018 (General Purposes Meeting)
- 16 March 2018
- 7 April 2018
- 7 May 2017
- 15 June 2018
- 15 June 2018 (Special Meeting)

Section 2: Reviews in the reporting period

2.1 Internal reviews that were completed in the reporting period.

Central Service Reviews took place in 3 of the 8 Central Services:

- Library
- Computer Services
- Academic Administration and Student Services (including Admissions, Examinations, Grants, Marketing and The Curve)

New Programme Validations

13 new programmes were approved during 2017/18 (11 Major Awards and 2 Minor/Special Purpose awards). New programmes are validated by Academic Council following receipt of a Final Report from an external Panel of Assessors.

Programme Title	School	Award Type	Panel Members	Panel Date
Master of Science in Computing in Cloud Technologies and Master of Science in Computing in Cloud Technologies Research	Science	Major	Professor Mike Murphy Registrar DIT, Dr Barry Feeney, IT Tallaght, Professor Martin McKinney, UU Coleraine, Dr Christian Horn, Dundalk IT and Ronan Comer Pramerica	15/05/2018
Master of Science in Computing in Cybersecurity with Named Award Options: Information Security Management, Software Compliance, Threat Management and MSc in Computing in Cybersecurity	Science	Major		
Certificate in DevOps Software Engineering	Science	Minor Award	Dr Sheila Flanagan Vice President for Academic Affairs & Registrar, Dundalk IT, Nigel Whyte, IT Carlow, Professor Martin McKinney, UU Coleraine, Pdraig Harte, IT Sligo and Lorna Given, InterNETalia Ltd	22/05/2018
Certificate in Analysis and Design with UML	Science	SPA		
Higher Diploma in Science in Computing for Educators with a number of Minor Awards	Science	Major		

Master of Arts in Governance, Compliance & Data Protection in Financial Services	Business	Major	Ann Campbell, Former President, Dundalk IT, Martin Nolan, IT Tallaght, Ita Kavanagh, IT Limerick, Michael Pogue, UU and Charlie O Donnell Pramerica	06/06/2018
Higher Diploma in Science in Counselling Studies	Science	Major	Dr Yvonne Kavanagh Assistant Registrar IT Carlow, Justin Kerr, GMIT, Vincent Mc Cauley, Ulster University, Gerry McTaggart, Dundalk IT and Denise O Boyle, Killybegs	14/06/2018
BSc (Hons) in Advanced Veterinary Nursing	Science	Major	Terry Twomey, Registrar, LIT, Dr Don Faller, AIT, Karen Dunne, Dundalk IT, Orla O'Regan, Whitehouse Veterinary Clinic and Kathleen Ferry St Elmo's	18/06/2018
PG Dip in Arts in User Experience Design & Applied Innovation	Business	Major	Ann Campbell, Former President, Dundalk IT, Owen Ross, AIT, Aine Doherty, Lecturer, IT Sligo, Terry Quigley, Ulster University, Patricia Medcalf, IT Tallaght, Tommy Callaghan, Manna Design and Leanne Doohan, The Red Door	19/06/2018
Certificate in Business in Sales and Customer Service	Business	Major		
Diploma in Business in Digital Marketing	Business	Major		
Certificate in GDPR	Business	Major		

Bachelor of Arts (Hons) in Hotel Management	Tourism	Major	Terry Twomey, Registrar, LIT, Dr Don Faller, AIT, Raymond Keaney, IT Tallaght, Chris Molloy, Lemon Tree and Shiloe Gormley, Gallagher's Hotel	18/06/2018
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Programme Reviews

Changes to programmes are approved by Academic Council following receipt of a Final Report from an External Panel of Assessors. A programme review was undertaken in respect of the following programmes:

Programme Title	School	Panel Members	Date of Panel
Higher Certificate in Mainframe Technologies	Business	Ann Campbell, Former President, Dundalk IT, Martin Nolan, IT Tallaght, Ita Kavanagh, IT Limerick, Michael Pogue, UU and Charlie O Donnell Pramerica	06/06/18
Higher Diploma in Business and Finance and Technology-Fintech			
Higher Diploma in Business and Finance and Technology-Fintech			
BA in Culinary Arts	Tourism	Terry Twomey, Registrar, Dr Don Faller, AIT, Raymond Keaney, IT Tallaght, Chris Molloy, Lemon Tree and Shiloe	18/6/18
Year 1 & Year 2 Early Childhood Care, Health & Education programmes.	Science		

BSc Honours in Health and Social Care and Higher Certificate in Health and Social Care		Gormley, Gallagher's Hotel	
Bachelor of Engineering in Computer/Electronic Engineering	Engineering	Ann Campbell, Former President, Dundalk IT, Owen Ross, AIT, Aine Doherty, Lecturer, IT Sligo, Terry Quigley, Ulster University, Patricia Medcalf, IT Tallaght, Tommy Callaghan, Manna Design and Leanne Doohan, The Red Door	19/6/18
Bachelor of Engineering (Honours) in Electronics and Embedded Systems			

2.2 Profile of internal approval/evaluations and review completed in the reporting period.

Number of new Programme Validations/Programme Approvals completed in the reporting year	13
Number of Programme Reviews completed in the reporting year	8
Number of Research Reviews completed in the reporting year	0
Number of School/Department/Faculty Reviews completed in the reporting year	0

Number of Service Unit Reviews completed in the reporting year	3
Number of Reviews of Arrangements with partner organisations completed in the reporting year	3

2.3 Profile of reviewers and chairs internal approval/evaluations and review for reviews completed in the reporting period.

Composition of Panels	%
Internal	2.5
National	81
UK	14
EU	0
Student	2.5
Other	0

Chair Profile	%
Internal	0
Similar Institution	100
Different Institution	0
International	0

Section 3: Other Implementation Factors

3.1 A description of how data is used to support quality assurance and the management of the student learning experience.

Industry and employers play a significant role in formal quality assurance processes within the Institute, including:

- Governing Body membership
- New programme approvals – Panel of Assessors
- Changes to programmes – Panel of Assessors
- Periodic Programme Evaluation process – External Expert Group
- Recruitment and selection boards
- External Examiners
- Professional body accreditation
- Bespoke industry programmes
- Structured work placements (49% of our CAO programmes include an accredited work placement in 2016/17).

The Institute's quality assurance procedures are designed to ensure that learners play a significant role in quality assurance processes, including:

- Academic Council (Learning & Teaching and Student Engagement Committee)
- Programme Boards
- Student School Committee meetings
- Formal learner complaints and appeal processes
- New programme development process
- Periodic Programme Evaluation process

Learners are also formally surveyed for feedback using international, national and internal quality assurance surveys:

- Irish Survey of Student Engagement (ISSE)
- QA1/2
- U-Multirank

3.2 Factors that have impacted on quality and quality assurance in the reporting period.

External Examiners are appointed for a three year period, which may be extended by one further year. All External Examiners are issued with annual contracts and fees are paid on receipt of External Examiner Reports. All External Examiner reports are submitted to the Registrar's Office and then forwarded to the relevant School for consideration by the appropriate Programme Board(s). At the end of the academic year a list of External Examiners who have completed their term is submitted to each School by the Registrar's Office.

Following recommendations from the Academic Standards Committee, the following new External Examiners were appointed in 2017/18:

Title	Name		Institution / Company	School
Mr	Johnny	Bradley	IT Carlow	Business
Dr	Niall	Comer	Ulster University	Business
Mr	Damien	Cranny	Big Motive	Business
Ms	Nicola	Duffy	IT Blanchardstow	Business
Professor	William	Golden	NUIG	Business
Dr	Freda	Grealy	Law Society	Business
Dr	Tom	Lunney	Ulster University	Business
Ms	Patricia	Martyn	NUIG	Business
Dr	Gerard	McMahon	Ulster University	Business
Ms	Catherine	ODonoghue	Athlone IT	Business
Dr	Michelle	OSullivan	University of Limerick	Business
Dr	Marion	Palmer	National Forum for the Enhancement of Teaching and Learning	Business
Dr	Shivuan	Quinlivan	NUIG	Business
Mr	Juan Manuel	Real Espinosa	IT Sligo	Business
Dr	Susan	Rogers	GMIT	Business
Ms	Gail	Sheppard	IT Tallaght	Business
Mr	Kenneth	Sloane	Dundalk IT	Business
Ms	Caroline	Tighe	Gilroy Gannon	Business
Dr	Karen	Weekes	IT Tralee	Business
Mr	Robin	Stubbs	WIT	Engineering
Mr	Tony	McKinley	Jacobs Engineering	Engineering
Mr	Paul	Mc Donald	Kildare County Council	Engineering
Dr	Tom	O Connor	Royal College of Surgeons in Ireland	Science

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Dr	Jarlath	Mc Kenna	WIT	Science
Dr	Patricia	Chesser Smyth	WIT	Science
Dr	Máire	Mhic Mhathuna	DIT	Science
Ms	Colette	Murray	IT Blanchardstown	Science
Dr	Pamela	Cowan	Queens University	Science
Mr	Kevin	Ward	Athlone IT	Tourism
Mr	TJ	O Connor	IT Tralee	Tourism
Ms	Shirley	Millar	Cork IT	Tourism
Dr	Joanne	Malone	WIT	Tourism
Ms	Michelle	Glynn	GMIT	Tourism
Mr	Daniel	King	DIT	Tourism
Ms	Valerie	Hascoet	DIT	Tourism

The table below is a summary profile of the Institute's External Examiners in 2017/18:

Profile of External Examiners 2017/18							
Type of Organisation		Gender		School		Location	
	No.				No.		No.
Institute of Technology	53	Male	54 (53%)	Business	46	RoI	84
University	30	Female	47 (47%)	Engineering	13	Outside of RoI	17
Industry	16			Science	32		
Other	2			Tourism	10		
Total	101	101			101		101

3.3 A description of other implementation issues.

A series of seminars was held to inform staff about Quality Assurance Handbook Version 3 by the Quality Office.

Part 3: Effectiveness and Impact

Part 3 provides information relating to the effectiveness and impact of quality assurance policy and procedures for the reporting period.

1. Effectiveness

Evidence of the effectiveness of QA policies and procedures during the reporting period.

The Institute's published quality assurance procedures address issues relating to management, monitoring and ensuring of consistency. Examples of mechanisms employed by the Institute to ensure/monitor consistency of internal review include:

- Exam Boards are all chaired by a senior academic manager from outside of the School
- Secretaries to Panels of Assessors all come from outside of the proposing School/Department
- Periodic Programme Evaluations are scheduled to run in the same academic year (2016/17).

Details of changes to quality assurance procedures and to the Institute's Quality Assurance Handbook are referred to elsewhere in the report.

2. Impact

Evidence of the impact of QA policies and procedures during the reporting period.

The impact and implementation of QA policies and procedures is monitored by the Academic Council and its five standing committees. As appropriate, revisions are made to the Quality Assurance Handbook.

3. Themes

Analysis of the key themes arising within the implementation of QA policies and procedures during the reporting period.

An Institutional Review panel visit took place on the 23- 27 April 2018. The objectives of the institutional review process were:

1. To enhance public confidence in the quality of education and training provided by the institution and the standards of the awards made;
2. To contribute to coherent strategic planning and governance in the institution;
3. To assess the effectiveness of the quality assurance arrangements operated by the institution;
4. To confirm the extent that the institution has implemented the national framework of qualifications and procedures for access, transfer and progression;
5. To evaluate the operation and management of delegated authority where it has been granted;
6. To provide recommendations for the enhancement of the education and training provided by the institution.

The final report of the CINNTE IR panel is published on the QQI website and LYIT website at <https://www.qqi.ie/Downloads/Cinntte-LyIT-Report2018a.pdf>

Part 4: Quality Enhancement

Part 4 provides information which goes beyond the description of standard quality assurance procedures. Quality enhancement includes the introduction of new procedures but also extends the concept of quality assurance to other initiatives, activities and events aimed at improving quality across the institution.

4.1 Improvements and Enhancements for the Reporting Period

Improvements or enhancements, impacting on quality or quality assurance, that took place in the reporting period.

The Institute's published quality assurance procedures address issues relating to management, monitoring and ensuring of consistency. Examples of mechanisms employed by the Institute to ensure/monitor consistency of internal review include:

- Exam Boards are all chaired by a senior academic manager from outside of the School
- Secretaries to Panels of Assessors all come from outside of the proposing School/Department
- Periodic Programme Evaluations for all Schools are scheduled to run in the same academic year.

Details of changes to quality assurance procedures and to the Institute's Quality Assurance Handbook are referred to in Sections 1.1.1 and 1.1.2 above.

The following Reports are produced annually and were considered by Academic Council in the 2017/18 academic year:

- Report on Rechecks, Reviews and Appeals
- Report on Breaches of Assessment Regulations
- Report on Student De-Registrations
- Interim and Final Report on Examinations
- Report of Registered Student Numbers
- ISSE Institution Report
- CAO Application Statistics
- Report of Postgraduate Research Advisory Board (two reports in 2017/18)
- Report on End of Year Pass Rates by LYIT Admission Types and CAO Point Bands
- Report on Previous Higher Education Institutions that Full-Time LYIT Advanced Entry Applicants Attended Prior to Admission to LYIT.

4.2 Quality Enhancement Highlights

Analysis of quality enhancement activities that were initiated during the reporting period and which would be of interest to other institutions and would benefit from wider dissemination.

In addition, the Registrar participated in the following national and regional projects:

- Irish Survey of Student Engagement (ISSE) Plenary Group
- Council of Registrars (CoR)
- THEA/QQI Quality Working Group
- Connacht Ulster Alliance (CUA) Steering Group (along with Paul Hannigan and Dr Seán Duffy) and CUA Working Group 3
- Co-Chair of West/North-West Cluster Operational Group
- Cross Border Project Team, Higher Education Strategy for Northern Ireland (Project 11)
- Deputy Chair of the Alcohol Forum Board
- THEA Internal Audit Steering Group
- LYIT/Donegal ETB Strategic Planning Group

Part 5: Objectives for the coming year

Part 5 provides information about plans for quality assurance in the institution for the academic year following the reporting period (in this instance 1 September 2017 – 31 August 2018).

5.1 Quality Assurance and Enhancement System Plans

Plans for quality assurance and quality enhancement relating to strategic objectives for the next reporting period.

A Quality Improvement Plan (QIP) is a plan developed annually by the Institute's Executive Board. The QIP designates responsibilities and timeframes in order to address:

1. Priorities set out in the Institute's Strategic Plan.
2. Recommendations from the Cyclical Review (please refer to section 2.1).
3. Recommendations from School and Programmatic Reviews (please refer to section 2.2/3).
4. Recommendations from the Central Service Reviews (please refer to section 2.4).

The QIP includes an action plan in tabular format. Individual members of Executive Board are responsible for the delivery of objectives and targets in their school/functional area. The annual QIP also reviews performance against targets in the previous year's QIP. Planned actions are written to be 1) Specific, 2) Measurable, 3) Achievable, 4) Realistic and 5) Timed. The QIP is presented as follows:

1. Specific strategic objective or recommendation from the Cyclical Review, School Review, Programmatic Review or Central Service Review.

2. Responsible School, Department or Central Service.
3. Baseline (including an appropriate metric and date).
4. Target (including an appropriate metric and date).
5. Progress (reported annually in the AIQR).

1.2 Quality Improvement Plan 2018/19 (January 2019)

Strategic objective or Recommendation from Quality Review: Strategic Plan 2018-2022 (SP) Institutional Review 2018 (IR) School Review 2017 (SR) Programmatic Review 2017 (PR) Central Service Review 2018, 2019 (CSR)	Responsible School, Department, Central Service	Baseline (including an appropriate metric and date)	Target (including an appropriate metric and date)	Progress (December 2019)
Strategy and Governance				
IR (8.3.2; 8.3.10)	President	Consultation process commenced (November 2017)	New Strategic Plan 2018-2022 - December 2018 <ul style="list-style-type: none"> Articulate opportunities of future designation as a Technological University. Formal consultation and engagement with staff, students, employers and other stakeholders complete. 	
IR (8.3.4 8.3.13; 8.3.14) CSR (International B1) CSR (Industrial Liaison B1, B3)	President and relevant Heads of Function	Current Strategies linked to Strategic Plan 2014-2017 Existing Research strategy (2015/16 – 2019/20)	Develop a series of sub-strategies and operational plans linked to Strategic Plan 2018-2022 – 2018/19 and 2019/20 <ul style="list-style-type: none"> Internationalisation Research 	
IR (8.3.7)	President and Executive Council	Executive Council meets once per Semester	Review the functioning of Executive Council, with a view to establishing a committee	

	Secretary (HoS Engineering)		structure and meeting schedule that will enhance opportunities for institution-wide and cross-functional dialogue – June 2019	
IR (8.3.9)	President	Institutional Research Office attached to President's Office (September 2018)	Establish Institutional Research Office (central data unit) – September 2018	
IR (8.3.16) CSR (Academic Administration and Student Services B6) CSR (Lifelong Learning B1)	President and Executive Board	Existing structures (January 2019)	Undertake a review of structures (including clarity on the specific remits of all the Institute's governance entities, the parameters of their decision-making ability, and their reporting lines) 2018/19 – complete by June 2019. Consideration of a designated entity with a designated manager responsible for supporting and advocating for Lifelong Learning.	
Quality Assurance Procedures				
IR (8.3.2; 8.3.3)	Office of Vice President for Academic Affairs and Registrar	Strategic planning process not formally included in QAH (November 2018)	Strategic planning process formally documented in a revised Quality Assurance Handbook Version 3.1 – June 2019	
IR (8.3.11)	Office of Vice President for Academic Affairs and Registrar	Not formally included in QAH (November 2018)	Strategic criteria/principles driving collaborative partnerships in revised Quality Assurance Handbook Version 3.1 – June 2019	

IR (8.3.12; 8.3.17)	Executive Board Office of Vice President for Academic Affairs and Registrar	Draft Quality Improvement Plan in Institutional Self Evaluation Report (January 2018)	New Quality Improvement Plan 2018/19 – December 2018. Quality Improvement Plan template included in revised Quality Assurance Handbook Version 3.1 – June 2019	
IR (8.3.13; 8.3.14)	Head of Research and Innovation (with HoS and Senior Lecturer Quality Assurance)	No Postgraduate Research Handbook in place	Develop Postgraduate Research Handbook – February 2019	
CSR (Academic Administration and Student Services B7; Computer Services B5; The Library B8)	Office of Vice President for Academic Affairs and Registrar	CSR panels agenda did not include meetings with stakeholders.	CSR panel agenda to formally include meetings with stakeholders.	
Academic Schools				
SR	Heads of School with Executive Board	Previous Academic Programme Plan (2015/16 – 2016/17)	Develop Academic Programme Plan 2018/19 – 2019/20 – February 2019	
Further focus on enhancing progression and throughput rates of students	Academic Managers Programme boards Student support services	Exam pass rates report 18/19	5% increase/improvement 2022	
Enhanced tracking/monitoring and integration of attendance, and exam performance	Heads of School and Vice President for Academic Affairs and Registrar	Separate EAS and Exam Performance systems such as Banner	Develop pilot during term 2 2019.	
Develop Tailored induction for Lifelong Learning students	Academic Schools and Development office	Pilot induction for online/LLL students department of computing 2018/19	Rollout implementation to another School at commencement of 19/20	

Increase the number of LLL programmes with online elements and maintain quality assurance	Academic Managers and Vice President for Academic Affairs and Registrar	Baseline Pilot Programmes (10) agreed with TUI 18/19	Target to increase LLL online pilots across all Schools during 2019/20	
Central Services				
CSR (Academic Administration and Student Services; Library; Computer Services) CSR (Industrial Liaison; International and Lifelong Learning)	VP for Academic Affairs and Registrar; Vice President for Research, Equality and External Affairs; Vice President for Finance and Corporate Affairs	External Expert Group Panels complete for: <ul style="list-style-type: none"> Library Computer Services Academic Administration and Student Services; the Curve Industrial Liaison International and Lifelong Learning 	External Expert Group Panels (Including meetings with stakeholders) complete for all Central Services – March 2019 Final Reports from all Central Service Reviews – March 2019	
IR (8.3.6) CSR (Academic Administration and Student Services B5; Computer Services B4; The Library B4)	HR Manager (with HoS and Central Service Managers)	Plan not formally articulated. (November 2018)	Produce a Staff Continuing Development Plan – June 2019	
IR (8.3.8)	Head of Teaching and Learning, Academic Administration and Student Services Manager and Students' Union President	Plan not formally articulated. (November 2018)	Develop a new Student Services Plan, addressing the provision of student supports – June 2019	
IR (8.3.13; 8.3.14)	Head of Research and Innovation	Research Day and Research Poster Day held in 2018	Establish annual Research Day and Research Poster Day - annual	

	(with Research Committee)			
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5.2 Review Plans

A list of reviews within each category (module, programme, department/school, service delivery unit or faculty), as per the internal review cycle, planned for the next reporting period.

New programmes are validated by Academic Council following receipt of a Final Report from an external Panel of Assessors. A range of Major awards as well as Minor and Special Purpose awards are under consideration by Academic Council.

Programme Title	School	Award	Level
BSc (Hons) Architectural Technology	Engineering	Major	8
Certificate in English Language Skills for Speakers of Other Languages (ESOL)	Business	Minor	6
Higher Certificates in Science/BSc in the areas of Occupational Therapy, Physiotherapy and Dietetics in partnership with Coventry University UK	Science	Major	6
Certificate in Research Practice for STEM Disciplines	Science	Major	
MSc in Applied Computing and Research	Science	Major	9
MSc in Computer Science Education	Science	Major	9
MSc in Computing in DevOps Research	Science	Major	9
Certificate in Academic Programme Evaluation and Validation	Business	SPA	7
Certificate in Child Law	Business	SPA	7
Diploma in Employment Law	Business	Major	7
Diploma in Emerging Technologies for Industry	Science	Major	7

BEng (Honours) in Biomedical Electronics	Engineering	Major	8
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Central Service Reviews were completed for the following Central Services:

1. Industrial liaison
2. Research and international and life-long learning

The remaining 3 Central Service Reviews will be completed in this academic year:

- Finance
- Human Resources
- Estates

5.3 Other Plans

External Accreditations planned for 2018/19

Programme		School	Professional/Industry Body
BSc in Architectural Technology (L7)	June 2019	Engineering	RIAI
All programmes	20/21 Feb 2019	Engineering	Engineers of Ireland
Social Care Practice – Part A application for programme approval	Feb 2019	Science	CORU

Part 6: Periodic Review

Part 6 provides information that acts as a bridge between the AIQR and periodic external review.

6.1 The Institution and External Review

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

QQI CINNTE Cyclical Review April 2018

Top 5 Commendations and Recommendations

The Review Team wishes to highlight the following 5 commendations:

1. The Review Team commends the success of LYIT in growing its student numbers and its programme offerings, and for the possibilities of diversifying its income streams this growth has presented during a time of financial challenge.
2. The Review Team commends LYIT's commitment to the introduction of a Head of Research and Innovation and a Research Office.
3. The Review Team commends LYIT for the strong and effective links it is making with industry and employers which are, in turn, enhancing the student experience.
4. The Review Team commends the highly effective and wide range of activities pursued by LYIT to support the access, transfer and progression of students.
5. The Review Team commends the manner in which the Institute has developed collaborations and partnerships in order to develop its academic profile and capacity.

The Review Team wishes to highlight the following 5 recommendations:

1. The Review Team recommends that LYIT develop a series of sub-strategies and operational plans, each involving input and collaboration across education and training, research, and central support areas, where necessary, in order to develop institute-wide systems to support and manage the implementation of its strategy for 2018-2022.
2. The Review Team recommends that LYIT reviews its governance system and establishes if it can be streamlined with consideration to its effectiveness and impact, in the context of its plans for further decentralisation of decision-making, and in line with supporting the goals and targets in its renewed strategy.
3. In dialogues with students the Heads of Department were very frequently cited as the default port of call within the Department for all academic and related queries. The Review Team recommends that given the growth and

diversification in LYIT's portfolio since 2009, and its continued plans for expansion, LYIT introduces course coordinators.

4. The Review Team recommends that the Institute identifies how it can enhance opportunities for institution-wide and cross-functional dialogue on issues of common interest or shared responsibility.

5. The Review Team recommends that the Institute introduces the Institutional Research Office (central data unit) as a matter of priority and aligns it with its strategy, planning,

6.2 Self-Reflection on Quality Assurance

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.

2017/18 was a very significant year in the evolution of the Institute's Quality Assurance framework, culminating in a successful Institutional Review. Following the approval of a new policy on Periodic Reviews, Central Service Reviews of three of the Institute's professional services were undertaken in 2017/18 with the remaining services scheduled for review in 2018/19.

A number of policies and strategies were developed:

- Policy, Guidelines and Procedures for the Granting of Reasonable Accommodations in Examinations to Students with Disabilities
- Student Disability Policy
- Principles of Quality of Service for Customers and Clients of the Institute

Industry and employers play a significant role in formal quality assurance processes within the Institute, including:

- Governing Body membership
- New programme approvals – Panel of Assessors
- Changes to programmes – Panel of Assessors
- Periodic Programme Evaluation process – External Expert Group
- Central Service Review – Peer Review Group
- Recruitment and selection boards
- External Examiners
- Professional body accreditation
- Bespoke industry programmes

- Structured work placements (50% of our CAO programmes include an accredited work placement in 2017/18).

Future revisions to include:

1. Addition of section 1.5.1 on Strategic Planning process.
2. Addition of section 1.5.2 on Quality Improvement Plans.
3. Changes to Chapter 7 on the operation of the Postgraduate Research Committee.
4. Development of Quality Assurance for online Learning as part of the CUA iNote Project.

6.3 Themes

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

Development of Quality Assurance Policies governing online learning as part of ongoing work with the CUA as part of the iNote project. This is a priority for 2019.