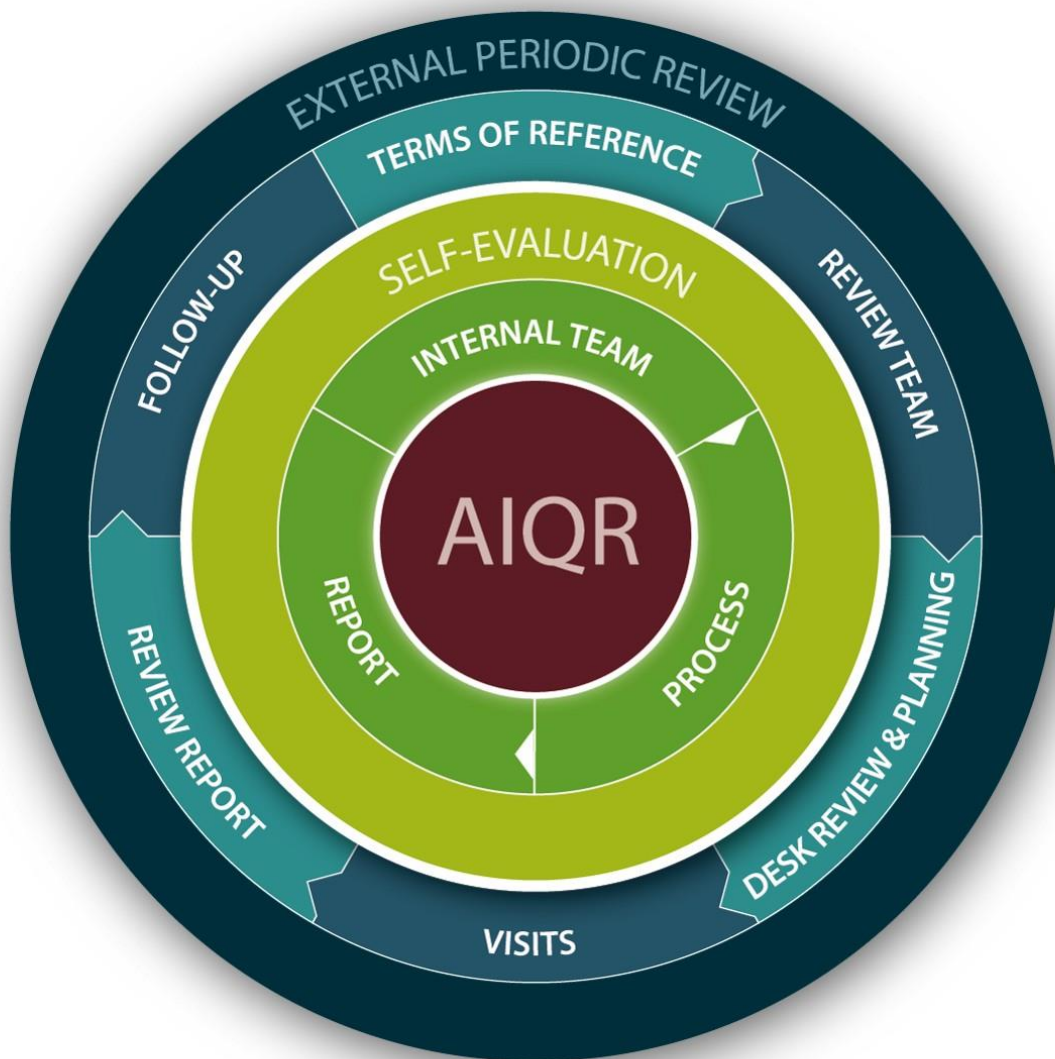


Letterkenny Institute of Technology

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.

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 sixteen sections and is published on the Institute's website:

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

Section 1	Background
Section 2	Quality Assurance Policy
Section 3	Procedures and Guidelines for the Design and Validation of New Programmes
Section 4	Procedures and Guidelines for the Ongoing Monitoring of Programmes
Section 5	Procedures and Guidelines for Periodic Evaluation
Section 6	Procedures and Guidelines for Assessment Planning
Section 7	Examination Procedures
Section 8	External Examiner Procedures
Section 9	LYIT Marks and Standards
Section 10	Executive Board Reports
Section 11	Recognition of Prior Learning
Section 12	Learner Complaints Procedure
Section 13	Learner Charter
Section 14	Procedures and Guidelines Governing Collaborative Programmes
Section 15	Postgraduate Research Degree Regulations
Section 16	Modularisation and Semesterisation Framework 2015

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).

Please enter 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 8 May 2014. 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. A 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, craft 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 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.</p> <p>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

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

Yes

Links for Policy/Procedure relating to Programme Design and Approval

Section 3 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Design and Validation of New Programmes

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20the%20Design%20and%20Validation%20of%20New%20Programmes>

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

Yes

Links for Policy/Procedure relating to Programme Delivery and Assessment

Section 4 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Ongoing Monitoring of Programmes

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20the%20Ongoing>

Section 6 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Assessment Planning

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20Assessment%20>

Section 9 of LYIT's Quality Assurance Handbook sets out Marks and Standards:

<https://www.lyit.ie/media/LYIT%20Marks%20and%20Standards%202011.pdf>

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

<https://www.lyit.ie/media/Teaching%20Learning%20and%20Assessment%20Strategies>

Do you have a Policy/Procedure for Research Quality?

Yes

Links for Policy/Procedure relating to Research Quality

The Institute's Research Ethics Policy and Procedures address the requirement for ethical clearance of all research undertaken within the Institute. Section 15 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/media/Section%2015%20\(Final\).pdf](https://www.lyit.ie/media/Section%2015%20(Final).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. Section 5 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/media/Section%205%20-%20Procedures%20and%20Guidelines%20for%20Periodic%20Evaluation.pdf>

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

Yes

Links for Policy/Procedure relating to Student Lifecycle

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

Section 4 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Ongoing Monitoring of Programmes

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20the%20Ongoing%20Monitoring%20of%20Programmes.pdf>

Section 6 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Assessment Planning:

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20Assessment%20Planning.pdf>

Section 7 of LYIT's Quality Assurance Handbook sets out the Examination Procedures:

<https://www.lyit.ie/media/Section%207.pdf>

Section 8 of LYIT's Quality Assurance Handbook sets out the External Examiner Procedures:

<https://www.lyit.ie/media/Section%208.pdf>

Section 9 of LYIT's Quality Assurance Handbook sets out Marks and Standards:

<https://www.lyit.ie/media/LYIT%20Marks%20and%20Standards%202011.pdf>

Section 11 of LYIT's Quality Assurance Handbook sets out the Recognition of Prior Learning Policy:

<https://www.lyit.ie/media/Recognition%20of%20Prior%20Learning%20Policy.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 12 of LYIT's Quality Assurance Handbook sets out the Learner Complaints Procedure:

<https://www.lyit.ie/media/Learner%20Complaints%20Procedure.pdf>

Section 13 of LYIT's Quality Assurance Handbook sets out the Learner Charter:

<https://www.lyit.ie/media/Learner%20Charter.pdf>

Section 15 of LYIT's Quality Assurance Handbook sets out the Postgraduate Research Degree Regulations:

[https://www.lyit.ie/media/Section%2015%20\(Final\).pdf](https://www.lyit.ie/media/Section%2015%20(Final).pdf)

Section 16 of LYIT's Quality Assurance Handbook sets out the Modularisation and Semesterisation Framework (2015):

[https://www.lyit.ie/media/Section%2016%20\(Final\).pdf](https://www.lyit.ie/media/Section%2016%20(Final).pdf)

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

<https://www.lyit.ie/media/Teaching%20Learning%20and%20Assessment%20Strategies.pdf>

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

<https://www.lyit.ie/media/LYIT%20Plagiarism%20Policy.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/gateways/policiespublications/qualityassurance/programmevalidationreports/>

LYIT's Internal Transfer Policy for CAO First Year Entrants is published on the Institute's website:

<https://www.lyit.ie/media/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/studentlife/studentervices/learningsupportunit/>

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

Yes

Links for Policy/Procedure relating to Teaching Staff

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:

LYIT Staff Handbook

Adoptive Leave Guidelines

Children in Workplace Policy

Disciplinary Procedure

Equal Opportunities Guidelines

Flexible Working Scheme - Administration Staff

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/media/Teaching%20Learning%20and%20Assessment%20Strategies.>

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/full-timecourses/lawhumanities/lyltm/>

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.

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

Yes

Links for Policy/Procedure relating to Teaching and Learning

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

<https://www.lyit.ie/media/Teaching%20Learning%20and%20Assessment%20Strategies.>

Other Institute policies relevant to Teaching and Learning include:

Section 6 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Assessment Planning:

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20Assessment%20>

Section 7 of LYIT's Quality Assurance Handbook sets out the Examination Procedures:

<https://www.lyit.ie/media/Section%207.pdf>

Section 8 of LYIT's Quality Assurance Handbook sets out the External Examiner Procedures:

<https://www.lyit.ie/media/Section%208.pdf>

Section 9 of LYIT's Quality Assurance Handbook sets out Marks and Standards:

<https://www.lyit.ie/media/LYIT%20Marks%20and%20Standards%202011.pdf>

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

<https://www.lyit.ie/media/LYIT%20Plagiarism%20Policy.pdf>

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

Yes

Links for Policy/Procedure relating to Resources and 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 10 of LYIT's Quality Assurance Handbook sets out the approach to Executive Board Reporting.

[https://www.lyit.ie/media/Section%2010%20\(Final\).pdf](https://www.lyit.ie/media/Section%2010%20(Final).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/>

Library:

<http://library1.lyit.ie/>

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

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

Do you have a Policy/Procedure for Information Management?

Yes

Links for Policy/Procedure relating to Information Management

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/qahandbook/>

Executive Board reports cover all aspects of Institute activity, including Programme Board Reports and External Examiner reports from each of the academic schools. Section 10 of LYIT's Quality Assurance Handbook sets out the approach to Executive Board Reporting.

[https://www.lyit.ie/media/Section%2010%20\(Final\).pdf](https://www.lyit.ie/media/Section%2010%20(Final).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 QA1/2/3 Quality Assurance Surveys

U-Multirank

LYIT also has a range of legacy policies relating to information management. The Institute has drafted, and is currently in the process of approving, a number of new policy documents:

Acceptable Usage Policy

Data Governance Policy

Compliance Policy

Information Security Policy

Do you have a Policy/Procedure for Self-evaluation and Monitoring?

Yes

Links for Policy/Procedure relating to Self-evaluation and Monitoring

Section 4 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Ongoing Monitoring of Programmes.

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20the%20Ongoing>

Section 5 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Regular Periodic Evaluation.

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20Regular%20Peri>

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

<http://www.qqi.ie/Downloads/Cyclical%20Review%20of%20Higher%20Educa>

Do you have a Policy/Procedure for Stakeholder Engagement?

Yes

Links for Policy/Procedure relating to Stakeholder Engagement

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/media/Procedures%20and%20Guidelines%20for%20the%20Design%](https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20the%20Design%20and%20Ongoing%20Monitoring%20of%20Programmes%20and%20Regular%20Periodic%20Evaluation.pdf)

[https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20the%20Ongoing'](https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20the%20Ongoing%20Monitoring%20of%20Programmes%20and%20Regular%20Periodic%20Evaluation.pdf)

[https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20Regular%20Peri](https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20Regular%20Periodic%20Evaluation.pdf)

Do you have a Policy/Procedure for Engagement with other Bodies?

Yes

Links for Policy/Procedure relating to Engagement with other Bodies

Section 14 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/media/Section%2014%20\(2015\).pdf](https://www.lyit.ie/media/Section%2014%20(2015).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.

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

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/aboutus/freedomofinformation/>

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/gateways/policiespublications/strategicplan/>

Quality Assurance Handbook

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

Prospectus

<https://www.lyit.ie/prospectus/>

Student Handbook

[https://www.lyit.ie/media/LYIT_SH%202016-17_\(WEB\).pdf](https://www.lyit.ie/media/LYIT_SH%202016-17_(WEB).pdf)

New programme validations - Final reports from Panel of Assessors

<https://www.lyit.ie/gateways/policiespublications/qualityassurance/programmevalidationreports/>

Periodic Programme Evaluations - Final reports from Panel of Assessors

<https://www.lyit.ie/gateways/policiespublications/qualityassurance/ppereports/>

Student policies

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

Staff policies

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

Finance reports

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

Scéim Ghaeilge (Official Languages Act 2013)

<https://www.lyit.ie/aboutus/irishatlyit/officiallanguagesact/>

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's only)	<p>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:</p> <p>https://www.lyit.ie/aboutus/organisation/academiccouncil/qahandbook/</p> <p>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).</p>
Do you have a Policy/Procedure for Collaborative Provision?	Yes
Links for Policy/Procedure relating to Collaborative Provision	<p>Section 14 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.</p> <p>https://www.lyit.ie/media/Section%2014%20(2015).pdf</p>
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	<p>BSc. (Hons) General Nursing</p> <p>BSc. (Hons) Psychiatric Nursing</p> <p>BSc. (Hons) Intellectual Disability Nursing</p> <p>https://www.nmbi.ie/Education/Undergraduate-programmes</p>
Date of last review or accreditation	08-08-2013
Next review year	2018
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>.Eng. in Electronic Engineering (L7);</p> <p>B.Eng. in Computer Engineering (L7);</p> <p>B.Eng. in Mechanical Engineering (L7);</p> <p>B.Eng. in Civil Engineering (L7);</p> <p>B.Eng. in Building Services and Renewable Energy(L7);</p> <p>B.Sc (Hons) in Fire Safety Engineering (L8)</p> <p>http://www.engineersireland.ie/Services/Accredited-Courses/Associate-Engineer.aspx</p>
Date of last review or accreditation	01-11-2013
Next review year	2018
Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies	Third Set of Records
Type of Arrangement	PRSB
Name of the Body	Association of Chartered Certified Accountants (ACCA), Certified Public Accountants (CPA) and Chartered Accountants Ireland (CAI)
Programme Titles and Links to Publications	<p>BBS (Hons) in Accounting</p> <p>MA in Accounting</p> <p>http://www.accaglobal.com</p> <p>http://www.cpaireland.ie/students/exemptions/colleges-universities/letterkenny-i-t-</p> <p>http://charteredcareers.ie/exemptions/</p>

Date of last review or accreditation	01-06-2015
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
Date of last review or accreditation	12-11-2015
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 in Science in Dental Nursing http://www.dentalcouncil.ie/
Date of last review or accreditation	01-12-2011
Joint research degrees	0
Joint/double/multiple awards	1
Collaborative programmes	3
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	Master of Science in Innovation Management in the Public Service https://www.lyit.ie/full-timecourses/businessstudies/lybimpsm/
Date of last review	13-02-2014
Next review year	2017

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>Various programmes</p> <p>(including BSc (hons.) in Early Childhood Care, Health and Education https://www.lyit.ie/full-timecourses/nursinghealthstudies/ly968/</p> <p>BSc (Hons) in Sports Coaching and Performance) https://www.lyit.ie/full-timecourses/lawhumanities/ly228/</p>
Date of last review	19-09-2014
Next review year	2017
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>Various programmes (including BSc (hons.) in Early Childhood Care, Health and Education)</p> <p>https://www.lyit.ie/full-timecourses/nursinghealthstudies/ly968/</p>
Date of last review	10-06-2016
Next review year	2017
Section: Collaborative Provision	Fourth Set of Records
Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	Cavan Institute
Programme Titles and Links to Publications	<p>Various</p> <p>programmes approved</p> <p>(No programmes running currently)</p>
Date of last review	13-06-2014
Next review year	2017
Articulation Agreements	3

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 Science (Pharmacy Technician) https://www.lyit.ie/full-timecourses/science/ly806/
Date of last review of arrangement/agreement	23-05-2016
Next Review Year	2017

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 Science (Pharmacy Technician) https://www.lyit.ie/full-timecourses/science/ly806/
Date of last review of arrangement/agreement	01-06-2012
Review year for agreements	2017

Section: Articulation Agreements	Third Set of Records
Name of the Body	Teagasc
Name of the Programme and Links to Publications	BSc in Agriculture https://www.lyit.ie/full-timecourses/science/ly877/
Date of last review of arrangement/agreement	03-02-2017
Review year for agreements	2017

Section: Internal Review Schedule	First Set of Records
Year	2016/17
Areas/Units	School of Science School of Business School of Engineering School of Tourism

Number	4
Link(s) to Publication(s)	https://www.lyit.ie/gateways/policiespublications/qualityassurance/ppereports/
Section: Internal Review Schedule	Second Set of Records
Year	2016/17
Areas/Units	<ul style="list-style-type: none"> ▪ Academic Administration and Student Services (including Admissions, Examinations, Grants and The Curve) ▪ Library ▪ Computer services ▪ Industrial liaison ▪ Research and international and life-long learning ▪ Finance ▪ Human Resources ▪ Estates
Number	8
Link(s) to Publication(s)	PPE Published reports:
Section: Internal Review Schedule	Third Set of Records
Year	2017/18
Areas/Units	Institution (Cyclical Review)
Number	1
Submission	Final Submission

AIQR - PARTS 2-6

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.

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 sixteen sections and is published on the Institute's website: (<http://www.lyit.ie/aboutus/organisation/academiccouncil/qahandbook/>)

Section 1	Background
Section 2	Quality Assurance Policy
Section 3	Procedures and Guidelines for the Design and Validation of New Programmes
Section 4	Procedures and Guidelines for the Ongoing Monitoring of Programmes
Section 5	Procedures and Guidelines for Periodic Evaluation
Section 6	Procedures and Guidelines for Assessment Planning
Section 7	Examination Procedures
Section 8	External Examiner Procedures
Section 9	LYIT Marks and Standards
Section 10	Executive Board Reports
Section 11	Recognition of Prior Learning
Section 12	Learner Complaints Procedure

Section 13	Learner Charter
Section 14	Procedures and Guidelines Governing Collaborative Programmes
Section 15	Postgraduate Research Degree Regulations
Section 16	Modularisation and Semesterisation Framework (2015)

A new Academic Council was formed in June 2014, elected in accordance with the regulations made by the Governing Body on 8 May 2014.

It is anticipated that further reviews of the Quality Assurance Handbook will be required to reflect the following:

Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015)

Core Statutory Quality Assurance Guidelines (QQI April 2016)

Institutes of Technology Sector Specific Quality Assurance Guidelines (QQI July 2016)

Technological Higher Education Quality Framework (THEQF)

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

New and revised sections were developed in respect of the following sections of the Quality Assurance Handbook and approved in 2015/16:

Section 3	Procedures and Guidelines for the Design and Validation of New Programmes
Section 10	Executive Board Reports
Section 14	Procedures and Guidelines Governing Collaborative Programmes (including Transnational Programmes and Programmes Leading to Joint Awards)
Section 15	Postgraduate Research Degree Regulations (15.15 Ethics Policy and Procedures)
Section 16	Modularisation and Semesterisation Framework (2015)

In addition, a number of draft policies and strategies were developed:

LYIT Academic Plan 2015/16 – 2016/17

West/ North-West Cluster Academic Planning Document

Learning and Teaching Strategy 2015 – 2020

Assessment Strategy 2016-2020

Research Strategy 2015/16 – 2019/20

Central Services Periodic Review Process (Section 5 of QAH Procedures and Guidelines for Periodic Evaluation)

Anti-Bullying Policy for Students

In response to the publication of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015), final Periodic Programme Evaluation Reports from the External Expert Groups are now published on the Institute's website:

<http://www.lyit.ie/gateways/policiespublications/qualityassurance/ppereports/>

Periodic Programme Evaluation Report of the External Expert Group - School of Science

Periodic Programme Evaluation Report of the External Expert Group - School of Business

Periodic Programme Evaluation Report of the External Expert Group - School of Engineering

Periodic Programme Evaluation Report of the External Expert Group - School of Tourism

A significant enhancement introduced in 2015/16 is the publication of all programme validation reports on the Institute's website:

<http://www.lyit.ie/gateways/policiespublications/qualityassurance/programmevalidationreports/>

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

Academic Council Meetings 2015/16

Academic Council meetings are normally held at least three times per semester. There were seven ordinary meetings, one Special meeting and one General Purpose meeting of Academic Council during 2015/16:

- 18 September 2015
- 16 October 2015
- 27 November 2016

- 21 January 2016 (Ordinary and Special Meeting)
- 11 March 2016
- 6 May 2016
- 10 June 2016
- 16 June 2016 (General Purposes Meeting)

Committees of Academic Council 2015/16

There are five standing committees of Academic Council.

Academic Standards Committee	Planning Committee
Paul Hannigan, President	Paul Hannigan, President
Billy Bennett, Registrar	Billy Bennett, Registrar
Dr Seán Duffy	Tena Patten
Dr Kim McFadden	Finbarr Dunwoody (Chair)
John Conaghan	Michael Margey
Majella Mc Bride	Anne Boner
Dr Nicola Anderson	Ronan Doherty
Dr Christina Forbes (Chair)	Anne Burke
Austin Sammon	Denis Mc Fadden
Dr Eoghan Furey	
Programmes Committee	Research Committee
Paul Hannigan, President	Paul Hannigan, President
Billy Bennett, Registrar	Billy Bennett, Registrar
Nollaig Crombie (Co –Chair)	Louise Mc Bride
Maureen O Neill	Dr Jim Morrison
Thomas Dowling (Co –Chair)	Dr Bill Scott (Chair)
Ken McIntyre	Ciarán O hAnnracháin
Dr Paddy Hannigan	Dr Nick Timmons
Patricia Doherty	Dr Eoghan Furey
Dr Gertie Taggart	Dr Gertie Taggart
Dylan Mc Gowan	John Andy Bonar
Learning, Teaching and Student Engagement Committee (retitled in 2015/16)	
Paul Hannigan, President	

Billy Bennett, Registrar	
Dr Sharon McLaughlin (Chair)	
Joe Coll	
Dr Lynn Ramsay	
Deirdre MacNamara	
Dr Joanne Gallagher	
Dylan Mc Gowan	
Maureen O Neill	

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

Reviews in the Reporting Period

Area/Unit and links to relevant publications

14 new programmes were approved during 2015/16 (11 Major Awards and 3 Special Purpose Awards). New programmes are validated by Academic Council following receipt of a Final Report from an external Panel of Assessors.

New Programme Validation Panels 2015 /16 are set out below

Programme Title
School
Award Type
Panel Members
Date of Panel

Higher Diploma in Arts in Mainframe Business Information Systems and Infrastructure

Business

Major

Mr Stephan Mc Manus, Former Registrar Dundalk IT, Cathal Kearney Dorset College, Eoin Langan, AIT, Dr Christian Horn, Dundalk IT, Michael Pogue UU, Patricia Mc Mahon, Pramerica and

Mairead Murray, Pramerica

20/6/16

Higher Diploma in Arts in Governance and Compliance in Financial Services

Business

Major

Diploma in Performance Coaching

Business

SPA

Dr Joe Cox, Former HETAC, Trevor Mc Sharry, IT Sligo, Professor David Hassan, UU, Pearse Lafferty, Derry City and Michael Cooke, Development Officer NI.

13/01/16

Higher Diploma in Arts in 3D Modelling and Animation

Business

Major

Dermot Finan Former Registrar IT Sligo, Dave Quin, IADT, Terry Quigley, UU Derry, Conán FitzPatrick, UU Belfast and Edward Harte, 360 Productions

23/06/16

Bachelor of Arts (Hons) in Animation

Business

Major

Dr Joe Ryan (Registrar Athlone IT), Mike Fox, LIT, Conán Fitzpatrick, UU, Keith Foran, IADT, Edeard Harte and 360 Productions.

27/5/16

MSc. in Computing in Private Cloud technologies (with embedded minor and major awards

Science

Major

BSc.(Hons) in Computing in Data Centre Management

Science

Major

Higher Diploma in Science in I.T. Project Management

Science

Major

Certificate in Development and Operations

Science

SPA

Mr Michael Hannon, Registrar, GMIT, Dr Barry Feeney, IT Tallaght, Nigel Whyte, IT Carlow, Derek Woods, UU and Eamon Foy, SITA.

26/05/16

BA in Hospitality and Tourism (Common Entry) Level 7 common first year with 3 specialisms in years 2 & 3 (i) Hotel, Restaurant and Resort Management, (ii) Front Office Management and (iii)

Destination Marketing

Tourism
Major
Dr. Patricia Moriarty, Vice President for Academic Affairs & Registrar, Dundalk IT, Catriona Murphy, LIT, Ursula Quinn, UU, Mr Ralf Burbach, DIT and Joan Crawford, Fáilte Ireland.
26/04/16

Higher Diploma in Arts in Tourism Destination Marketing
Tourism
Major
Dr. Patricia Moriarty, Vice President for Academic Affairs & Registrar, Dundalk IT, Catriona Murphy, LIT, Ursula Quinn, UU, Mr Ralf Burbach, DIT and Joan Crawford, Fáilte Ireland.
26/04/16

BSc Culinary Arts and Food Technology (Common Entry) Level 7 with Specialisms in Year 2 and 3: (i) Culinary Arts and Food Technology (ii) Bakery and Confectionery Technology"
Tourism
Major

Higher Diploma in Arts in Food Product Development
Tourism
Major

Certificate in Seafood and Marine Tourism
Tourism
SPA

Mr Brendan McCormack, Former Registrar IT Sligo, Dr Seán T Ruane, Shannon College of Hotel Management, Dr Frank Cullen, DIT, Brianain Erraught, Dundalk IT and Eve-Anne McCarron, Local Enterprise Office. 23/05/16

All published at:
<https://www.lyit.ie/gateways/policiespublications/qualityassurance/programmevalidationreports/>

Links to published internal reviews

Second Set of Records

Area/Unit and links to relevant publications

Changes to programmes are approved by Academic Council following receipt of a Final Report from an External Panel of Assessors. Programme reviews were undertaken in respect of the following programmes:

Changes to Programmes Panels 2015/16 are laid out as:
Programme Title
School
Panel Members
Date of Panel

B.Sc. (Honours) in Computing with Cloud and Green Technologies Science
Dermot Finan Former Registrar IT Sligo, Dave Quin, IADT, Terry Quigley, UU Derry, Conán FitzPatrick, UU Belfast and Edward Harte, 360 Productions
23/06/16

Revisions to Engineering Programmes
Engineering
Dr Joe Cox, Former HETAC, Trevor Mc Sharry, IT Sligo, Professor David Hassan, UU.
13/01/16

Revisions to BSc Early ChildCare and Health and Social Care Programmes
Science

Revisions to Engineering Programmes (BSc in Digital Construction (Management) and BSc in Digital Construction (Sustainable Design))

Higher Cert. in Sports Studies and BSc (Hons) in Sports Coaching and Performance (Revisions to both programmes)
Dr Joe Ryan (Registrar Athlone IT), Mike Fox, LIT, Conán Fitzpatrick, UU, Keith Foran, IADT, Edeard Harte and 360 Productions.
27/05/16

Master of Science in Computing in Big Data Analytics
Science
Mr Michael Hannon, Registrar, GMIT, Dr Barry Feeney, IT Tallaght, Nigel Whyte, IT Carlow, Derek Woods, UU and Eamon Foy, SITA.
26/05/16

Links to published internal reviews

Third Set of Records

Area/Unit and links to relevant publications

External Accreditation Panels 2015/16
Programme: BSc (Hons) Quantity Surveying
School: Engineering
Professional/Industry Body: Society of Chartered Surveyors Ireland

Panel Membership
Noel McKenna (Chair); Neil Mc Beth; Laurence Kennedy, Zoë O'Connor

Panel Date 12 March 2015

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

14

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.	6
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
Section	N/A
Number of internal approval/evaluations and reviews completed.	0
Composition of Panels: % Internal	0
Composition of Panels: % National	76
Composition of Panels: % UK	24
Composition of Panels: % EU	100
Composition of Panels: % Student	0
Composition of Panels: % Other	0
Chair Profile: % Internal	0
Chair Profile: % Similar institution	100

Chair Profile: % Different institution 0

Chair Profile: % International 0

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.

The Institute is involved in three significant collaborations/alliances:

- Connacht Ulster Alliance
- West/North-West Regional Cluster
- Cross Border Cluster

Changes and enhancements to Quality Assurance arising from these collaborations are referred to elsewhere in this report and include the online QA1/2/3 project and the West/ North-West Cluster Academic Plan. Arising from this activity a new report on previous higher education institutions (HEI's) that full-time LYIT advanced entry applicants attended prior to admission to LYIT has been developed. This report quantifies student mobility across LYIT's clusters and alliances on an annual basis. In addition, a new draft policy 'Level 9 Research Discipline Area Validation Policy And Procedures' was developed collaboratively with partners in the Connacht Ulster Alliance.

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 LYIT's CAO programmes include an accredited work placement in 2015/16)

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

Irish Survey of Student Engagement (ISSE)

QA1/2/3

U-Multirank

Data from these surveys are formally considered by Academic Council and by Programme Boards. The Learning Teaching and Student Engagement Committee of Academic Council plays an important role in this regard.

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.

Any other implementation issues of interest can be noted here.

PART 3

Effectiveness and Impact

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

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.

A significant enhancement of the internal QA system was the introduction of a new Central Services Periodic Review Process (Section 5 of QAH Procedures and Guidelines for Periodic Evaluation) in 2015/16. This will be implemented in 2016/17.

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

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

The impact and implementation of QA policies and procedures is monitored by the Academic Council and its five standing committees:

Academic Standards

Programme Committee

Planning Committee

Research Committee

Learning, Teaching and Student Engagement

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.

See below

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).

See Below

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.

The Online QA1/QA3 survey is currently being rolled out across the Institute in 2015/16. A new internal Student Survey Working Group, has been established to work on enhancing survey response rates and on analysing survey results and their implications.

The following Reports are produced annually and were formally considered by Academic Council in the 2015/16 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 2015/16)
- Report on End of Year Pass Rates by LYIT Admission Types and CAO Point Bands
- Report on Source HEIs of Full Time Advanced Entry Students

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

- Irish Survey of Student Engagement (ISSE) Plenary Group
- Technological Higher Education Quality Framework (THEQF) Steering Group
- Council of Registrars (CoR) Vice-Chair 2015/16 and member of ad hoc COR/QQI working groups
- Connacht Ulster Alliance (CUA) Steering Group (along with Dr Seán Duffy) and CUA Registrar Sub-Group
- West/North-West Cluster Operational Group (along with Dr Seán Duffy) and West/North-West Cluster Registrar Sub-Group
- Northern Ireland Higher Education Strategy- Project 11 Cross Border Mobility Steering Group
- Alcohol Forum Board (May 2016)

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.

New programmes are validated by Academic Council following receipt of a Final Report from an external Panel of Assessors. The following programmes are scheduled for validation in 2016/17:

New Programme Validation Panels 2016/17				
Programme Title	School	Award Type	Panel Members	Date of Panel
Certificate in Professionalism in Computing	Science	Supplemental		

Certificate in Coding for Teachers	Science	SPA		
Other programmes currently before Programmes Committee Academic Council				

Revisions are under consideration by Academic Council in 2016/17 in respect of the following sections of the Quality Assurance Handbook:

- Section 5 Procedures and Guidelines for Periodic Evaluation
- Section 3 Procedures and Guidelines for the Design and Validation of New Programmes
- Section 15 Postgraduate Research Degree Regulations
- Section 16 Modularisation and Semesterisation Framework

A range of new policies are under development in 2016/17:

- Learning, Teaching and Assessment Strategy
- Research Strategy
- Engagement Strategy
- Plagiarism Policy
- West/North-West Cluster Interinstitutional Articulation Agreement
- Fitness to Study Policy

Significant work is under way on the Periodic Programme Evaluation process and the Central Service Reviews which will conclude during 2016/17. These represent an important basis for the Institutional/Cyclical Review which is scheduled for 2017/18.

Academic Year	Details
2008/09	Institutional Review North West Gateway Strategic Alliance Scoping Study (Indecon)
2009/10	CoLab opened
2010/11	National Strategy for HE to 2030 published Wind Energy Centre opened in Killybegs
	Policy and Revised Framework for Modularisation and Semesterisation at LYIT Periodic Programme Evaluations: <ul style="list-style-type: none"> • School of Business • School of Science

2011/12	<ul style="list-style-type: none"> · School of Engineering · School of Tourism <p>Memorandum of Understanding establishing the Connacht – Ulster Alliance between the Institutes of Technology at Galway-Mayo, Letterkenny and Sligo</p> <p>Towards a Future Higher Education Landscape (HEA) published</p>
2012/13	<p>Extension of Delegated Authority for the joint MSc in Innovation Management in the Public Service (LYIT/UU)</p> <p>HEA Report to the Minister – established West/North-West Regional Cluster</p>
2013/14	<p>Mission-Based Performance Compact (2014 - 16) agreed with the HEA</p>
2014/15	<p>LYIT Strategic Plan 2014-17 launched</p> <p>Connacht Ulster Alliance Expression of Interest for re-designation as Technological University</p> <p>North West Regional Science Park opened</p> <p>Extension of Delegated Authority to make Joint Awards (QQI)</p>
2015/16	<p>Approval of a range of strategies arising from LYIT Strategic Plan 2014-17:</p> <p>Academic Programme Plan 2015/16 – 2016/17</p> <p>Learning and Teaching Strategy 2015-2020</p> <p>Research Strategy 2015/16 – 2019/20</p>
2016/17	<p>School of Science, School of Business, School of Engineering and School of Tourism Programmatic Reviews</p> <p>Central Service Reviews</p> <p>Extension of Delegated Authority to Research Degrees at Level 9 (QQI)</p>
2017/18	<p>Institutional Review</p>

Review Plans: Area/Unit and Number

School of Science, School of Business, School of Engineering and School of Tourism Programmatic Reviews are scheduled for 2016/17.

Central Service Reviews for all central Services are scheduled for 2016/17.

Institutional Review is scheduled for 2017/18.

Any further information with respect to plans for the coming period.**Recognition of Prior Learning (RPL)**

Almost 400 RPL applications were made during the 2015/16 academic year. The vast majority of these were on work based learning programmes, whereby mature learners received recognition for their experiential learning. In 2016, the RPL Facilitator held a workshop for staff wishing to learn more about RPL policies and procedures. Representatives from all academic departments attended.

With the increase in number of mature learners returning to education, demand for RPL services has increased. Not alone are more learners seeking exemptions based on prior learning, but the number of learners seeking entry onto programmes such as our Masters and Higher Diploma programmes has also increased. These applicants had to develop an RPL portfolio and undergo an interview to ensure they met the required learning outcomes.

Access Programmes

The Institute ran two access programmes in 2015/16:

Certificate in Preparatory Studies for Higher Education (60 ECTS) – 100 students

Certificate in Access Studies (30 ECTS) – 31 students

PART 6

Preparation for Periodic Review

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

The last Institutional Review was undertaken in 2008/09, culminating in an Institutional Review panel visit in January 2009. 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.

Periodic Programme Evaluations were undertaken in all four Schools in the Institute in 2011/12.

The proposed Institutional Review/Periodic Programme Evaluation cycle for LYIT is as follows:

2008/09 - Institutional Review

2011/12 - Periodic Programme Evaluations

2014/15 - Strategic Plan 2014-2017

2016/17 - Periodic Programme Evaluations

2016/17 – Central Service Reviews

2017/18 - Institutional Review

Arising from Strategic Plan 2014-2017 a number of supporting plans have been approved or are under development, including a new Learning, Teaching and Assessment Strategy. Annual Reports from the four schools within the Institute now include retention analysis and retention initiatives.

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.

Periodic Programme Evaluations will be undertaken in each of the four Schools in the Institute and a new process of Central Service Reviews of all central services will take place in 2016/17, aligned with the scheduled Institutional Review, scheduled for 2017/18.

Separate to the formal review cycles, there is an ongoing process of review of quality assurance procedures and guidelines. Revisions are under consideration by Academic Council in 2016/17 in respect of the following sections of the Quality Assurance Handbook:

Section 5	Procedures and Guidelines for Periodic Evaluation
Section 3	Procedures and Guidelines for the Design and Validation of New Programmes
Section 15	Postgraduate Research Degree Regulations
Section 16	Modularisation and Semesterisation Framework

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

The Institute has prioritised key objectives in the LYIT Strategic Plan 2014-17 – these objectives have been aligned with the institutional objectives in the Institute’s Mission Based Performance Compact with the HEA.

Learning and Teaching: LYIT is committed to ensuring that students can fulfil their potential by empowering students to take greater responsibility for their own learning on high quality coherent programmes of study that are closely aligned with the needs of employment.

Student Experience: LYIT is determined to build on the excellent relationship that we enjoy with our student body by working collaboratively with students on all aspects of student services and campus facilities to contribute towards an improved student experience.

Research, Innovation, and Enterprise: LYIT is focused on building a suitable framework of research supports to sustain and grow existing research centres, leveraging collaboration with partner institutions; in addition the Institute will continue to offer a broad suite of services to local enterprise through CoLab and the NWRSP.

Collaboration and Regional Engagement: LYIT is dedicated to maximising the unique benefits arising from our inclusion in two regional clusters and through strong engagement with stakeholders play a key role in regional development and promoting the region’s rich cultural heritage.

Sustainability and Resource Utilisation: LYIT is committed to achieving greater coordination between its various policy and strategy bodies, improving Institute capacity for data capture and evidenced based decision making, and taking significant strides in strategy implementation.