



# University College Dublin

## QQI Institutional Review of UCD

### Summary Briefing Paper

November 2018

## 1. Introduction

Cyclical institutional review is an element of the broader quality framework for Designated Awarding Bodies (i.e. 7 Irish universities; RCSI; NUI; DIT). Designated Awarding Bodies derive, from law, the authority to make awards and are listed in the Qualifications and Quality Assurance (Education and Training) Act, 2012 (the 2012 Act). QQI reviews provide an external dimension to an institution's internal quality assurance processes. Cyclical review is also interdependent on, and integrated with, a wider range of QQI engagements: Quality Assurance Guidelines; each institution's Quality Assurance Procedures; Annual Institutional Quality Reports (AIQR); and Dialogue Meetings. This is the third review cycle for Irish Universities. Previous rounds took place in 2004/05 and 2009/12. UCD was last reviewed in 2011.

## 2. Review Schedule

The 2018-2023 Review Cycle for Designated Awarding Bodies is:

Institution	ISER Sent to QQI	Completion Dates		Report
		Planning Visit	Main Review Visit	
Dublin City University	Q2 2018	Q3 2018	Q4 2018	Q1 2019
Maynooth University	Q2 2018	Q3 2018	Q4 2018	Q1 2019
National University of Ireland, Galway	Q4 2018	Q1 2019	Q2 2019	Q3 2019
<b>University College Dublin</b>	<b>Q2 2019</b>	<b>Q3 2019</b>	<b>Q4 2019</b>	<b>Q1 2020</b>
University of Limerick	Q4 2019	Q1 2020	Q2 2020	Q3 2020
Dublin Institute of Technology	Q2 2020	Q3 2020	Q4 2020	Q1 2021
Trinity College Dublin	Q4 2020	Q1 2021	Q2 2021	Q3 2021
University College Cork	Q2 2021	Q3 2021	Q4 2021	Q1 2022
National University of Ireland	Q4 2021	Q1 2022	Q2 2022	Q3 2022
Royal College of Surgeons in Ireland	Q2 2022	Q3 2022	Q4 2022	Q1 2023

### 3. Cyclical Review

Cyclical Review evaluates the **effectiveness of institution-wide quality assurance procedures** for the purposes of establishing, ascertaining, maintaining and enhancing the quality of education, training, research and related services the institution provides. Such reviews are coordinated by Quality and Qualifications Ireland (QQI) and underpinned by the relevant sections of the 2012 Act.

The review process is also in keeping with parts 2 and 3 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015) and based on the internationally accepted and recognised approach to reviews, i.e.:

- The publication of Terms of Reference
- An Institutional Self-Evaluation Report (ISER)
- An external assessment and Site Visit by a team of reviewers
- The publication of a review report including the findings and recommendations and
- A follow-up procedure to review actions taken

### 4. The Self Evaluation Process

Self-evaluation is a self-reflective and critical evaluation compiled by UCD, which outlines how effectively it assures and enhances the quality of its teaching, learning and research activities. The report produced is called the **Institutional Self-Evaluation Report (the ISER)**. The ISER (with the AIQR) will shape the key points of dialogue with the Review Team, the structure of the review visits and the resulting review report. The Institution is required to provide a concise Institutional Self-Evaluation Report (approx. 40 pages/15,000 words).

### 5. The Review Team

The review Team will be appointed by QQI in keeping with the following profile:

#### 1. A Review Chairperson

The role of the Chairperson is to act as the leader of the Review Team. This is an international reviewer who is a (serving or recently former) senior third-level institution leader – usually a head of institution or deputy head of institution or a senior policy advisor.

#### 2. A Coordinating Reviewer

The role of the Coordinating Reviewer is to act as secretary to the Team as well as to be a full Review Team member. This is usually a person with expertise in the Higher Education system and has had prior experience of participating in external institutional reviews.

#### 3. A Student Reviewer

The role of the Student Reviewer is to represent the student voice in the Review Team. The Student Reviewer will typically be a PhD student with significant experience of higher education, or an undergraduate student, who has completed a specific programme preparing them for the role, or who has previously had a key role in other institutional reviews.

#### 4. An External Representative

The role of the External Representative is to bring a ‘third mission’ perspective to the Review Team (e.g. an Irish employer).

### 6. Key Review Stages:

1. Preparation of the Institutional Self-Evaluation Report (ISER).
2. Desk Review of the ISER by the Review Team.
3. Planning Visit (4 September 2019) to UCD by the Review Team Chair and Coordinating Reviewer, to receive information about the ISER preparatory process; discuss the schedule for the Main Review Visit (MRV); and discuss additional documentation requests.
4. Main Review Visit (14 – 18 October 2019) to UCD to receive and consider evidence about the ways in which UCD meets the objectives as set out in the Review Terms of Reference.
5. Review Team Report sent to UCD approx. 12 weeks after the MRV to check factual accuracy.
6. UCD Response to the Review Team Report approx. 2 weeks after final report.
7. Follow-up by UCD – preparation of an institutional implementation plan, which will be published.
8. One-year follow-up report to be prepared by UCD and submitted to QQI and then published.

### 7. Provisional Summary Timeframe for UCD Preparations

2017	October	<ul style="list-style-type: none"><li>• Initial briefing for ACQEC</li></ul>
2018	Feb/March	<ul style="list-style-type: none"><li>• Initial briefing for ACEC &amp; UMT</li></ul>
	April/May	ACQEC establishes: <ul style="list-style-type: none"><li>• ISER Steering Group to oversee development of ISER</li><li>• ISER Drafting Group to prepare sections of the ISER</li></ul>
	June - Nov	<ul style="list-style-type: none"><li>• Initial briefing for Governing Authority; and other UCD Governance Bodies</li></ul>
	May - Dec	<ul style="list-style-type: none"><li>• Preparation of ISER and collation of evidence</li><li>• <b>Phase 1 Consultation on Draft ISER</b> – (Individual sections of the ISER will be sent to appropriate faculty, staff &amp; student groups to facilitate focused feedback)</li><li>• ISER updated</li></ul>
2019	Jan-March	<ul style="list-style-type: none"><li>• <b>Phase 2 Consultation</b> – Feedback will be sought on an advanced draft ISER from: senior UCD Governance Bodies</li></ul>

		and College Executives; faculty & staff (via the UCD Intranet); and Students' Union representatives
	April - June	• ISER endorsed/approved by AC/ACEC, UMT, ACQEC, GA
	4 <sup>th</sup> Sept	• <b>Planning Visit – Review Team (Chair &amp; Co-Ord. Reviewer)</b>
	14 – 18 <sup>th</sup> Oct	• <b>Main Site Visit – Review Team</b>
2020	Jan - Mar	• Review Team Report prepared for QQI
	April- June	• UCD Response + Follow-Up

## 8. Key UCD people the review team are expected to want to meet:

Institutional Attendees	Planning Visit (1 Day)	Main Review Visit
President	√	√
Deputy President /Registrar	√	√
Director of Quality	√	√
Steering/Drafting Group that produced the ISER	√	√
Members of e.g. ACQEC, UMT, Academic Council, UPB, GEG, etc.		√
Members of the Governing Authority (Internal & External – including the Chair)		√
Staff that have engaged in quality assurance and enhancement processes within the institution (including staff from the quality office/HR/T & L/International; Strategic Planning, Research, Student Services, Library and IT services, Marketing and Communications, etc.)		√
Students (Student representatives, in addition to UG, Master and Doctoral level students – including those on and off the main campus or online)		√
External stakeholders and partners (linked and recognised colleges, TNE collaborating institutions, employers, professional bodies, agencies)		√
College Principals /HoS/Programme Deans– particularly those with devolved responsibilities for quality assurance and enhancement		√
Faculty, staff and students from schools or services that have engaged in internal quality reviews		√
Staff involved in teaching and learning support and student support services		√
Faculty (including staff who manage institutional research centres)		√

## 9. **Development of the ISER**

ACQEC has established two groups to oversee preparations for the review, in particular, the development of the Institutional Self-evaluation Report (ISER). An ISER Steering Group provides high-level oversight and co-ordination of the development of the ISER, as well as providing advice and guidance, as required, to GA; AC; UMT; and ACQEC on the preparations for review. A second group, the ISER Drafting Group, is responsible for drafting the various sections of the ISER and reports to the ISER Steering Group.