



Academic Quality Framework

Quality Framework Development and Review Process

**Approved by Academic Quality
Assurance and Enhancement
Committee 16th March 2022**

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Document Control Summary

Area	Document Information
Author	Academic Affairs
Owner	Academic Affairs
Reference number	QFT – QFDRP - 01
Version	1
Status	Approved
Approved by / to be approved by	Academic Quality Assurance and Enhancement Committee
Approval date	16 th March 2022
Document Classification	TU Dublin Internal/Wide

1 Purpose

1.1 The University Quality Framework includes all academic quality enhancement processes underpinning academic policies and the associated forms and templates. This document describes the processes for:

- Developing and approving a new quality enhancement process;
- Reviewing and revising a quality enhancement process;
- Developing and revising a Quality Framework form or template;
- Developing and revising an academic policy.

2. Development of a new Quality Enhancement Process

2.1 Academic Affairs will initiate the development of a new Quality Enhancement Process on request by Academic Council or the Academic Quality Assurance and Enhancement Committee (a sub-committee of the Academic Council).

2.2 Academic Affairs will establish a small team from within Academic Affairs to produce a first draft of the process. This will be informed by relevant national and international policies and guidelines, best practice, and feedback from stakeholders.

2.3 The first draft (Version 1.0) of the process will be made available to all staff via the University intranet and staff will have the opportunity to provide feedback via an online submission form. An email will be sent to all staff to inform them of the feedback deadline date, how to access the draft documents, and how to provide feedback.

2.4 Academic Affairs will revise the process based on the feedback from staff and publish the updated process (Version 2.0), along with the feedback and actions taken, on the staff intranet.

- 2.5 Version 2.0 of the process will be circulated to Faculty Boards for feedback. It will also be circulated to other relevant key stakeholders internally (e.g. Students Union), and where appropriate, externally (e.g. external examiners).
- 2.6 Academic Affairs will revise the process based on the feedback from the Academic Boards and other stakeholders, and publish the updated process (Version 3.0), along with the feedback and actions taken, on the staff intranet.
- 2.7 Version 3.0 of the process will be submitted to the Academic Quality Assurance and Enhancement Committee for review and consideration. Amendments may be made to Version 3.0 of the process until the Academic Quality Assurance and Enhancement Committee is satisfied with the process and can make a recommendation for approval to Academic Council.
- 2.8 Version 4.0 will be tabled at Academic Council for approval. Academic Council may request further changes before the quality enhancement process can be approved.
- 2.9 Once approved, the new quality enhancement process will be published on the University website.

3. Review and Revision of a Quality Enhancement Process

- 3.1 Academic Affairs will initiate a review of all quality enhancement processes 18 months in advance of a Quality and Qualifications Ireland (QQI) Institutional Review of TU Dublin. However, it may initiate a review or revision of a particular process at any time, should this be considered necessary by Academic Council, or one of its sub-committees, or by Academic Affairs.
- 3.2 Academic Affairs will lead the review through its own office and will report to the Academic Quality Assurance and Enhancement Committee.

- 3.3 The review will involve stakeholder consultation and may involve surveys of staff and students on the effectiveness of the current quality enhancement processes. Stakeholder focus groups may also be convened to further explore quality enhancement-related matters.
- 3.4 Academic Affairs will revise the quality enhancement process based on stakeholder consultations to ensure alignment with national and European regulations and guidelines. The revised quality enhancement processes will be forwarded to the Academic Quality Enhancement Committee for consideration.
- 3.5 If satisfied with the revised quality enhancement processes, the Academic Quality Assurance and Enhancement Committee will recommend approval of these revised processes to Academic Council.
- 3.6 The revised processes will be tabled at Academic Council for approval. Academic Council may request further changes before the processes can be approved.
- 3.7 Once approved, the new quality enhancement process will be published on the University website.

4. Development or Review of a Quality Enhancement Form or Report Template

- 4.1 Academic Affairs will develop, and review quality enhancement forms and report templates as required to support the implementation of the Quality Framework.

- 4.2 A draft of a new, or revised, form or template will be submitted to the Academic Quality Assurance and Enhancement Committee for review. Amendments may be made to the draft document until the Academic Quality Assurance and Enhancement Committee is satisfied and approves the new form or template.
- 4.3 Once approved, the new quality enhancement form or template will be published on the University website.

5. Development or Review of an Academic Policy

- 5.1 Academic Council, one of its sub-committees, or Academic Affairs may initiate the development of a new academic policy, or the review of an existing policy. A working group may be established to undertake the development/review under the guidance and support of Academic Affairs. The working group will report to Academic Council, or one of its sub-committees, as appropriate to the terms of reference of the sub-committee.
- 5.2 The working group will produce a first draft of the policy. This will be informed by relevant national and international policies and guidelines, best practice, and feedback from stakeholders.
- 5.3 The first draft will be circulated to Faculty Boards for feedback. It will also be circulated to other relevant key stakeholders internally (e.g. Students Union) and where appropriate, externally (e.g. external examiners) for feedback.
- 5.4 The working group will revise the draft policy based on the feedback from the Faculty Boards and other stakeholders as appropriate.
- 5.5 Where the working group was established by Academic Council, the draft policy will be submitted directly to Academic Council for consideration and approval. Academic Council can propose changes to the draft policy and/or

ask the working group to consider additional issues or aspects and resubmit a revised version to a later meeting.

- 5.6 Where the working group was established by an Academic Council sub-committee, the draft policy will be tabled at that sub-committee for consideration. If satisfied, the sub-committee can recommend approval of the policy to Academic Council. The sub-committee can propose changes to the draft policy and/or ask the working group to consider additional issues or aspects and resubmit a revised version to a later meeting.
- 5.7 Once approved by Academic Council, the new academic policy will be published on the University website.