MINUTES OF MEETING NO. 204
OF THE ACADEMIC COUNCIL
OF DUNDALK INSTITUTE OF TECHNOLOGY
HELD ON FRIDAY 24th APRIL, 2026.

Meeting No 204

204.1.1 In attendance:

Ms. Tobi Bewaji	Dr. Diana Bogusevschi	Dr. Conor Brady
Mr. Frank Brady	Dr. Breda Brennan	Dr. Kevin Burns
Dr. Anita Byrne	Ms. Maeve Caraher	Mr. Dermot Clarke
Dr. Adele Commins	Dr. Coleman Dennehy	Ms. Sinead Dunne
Dr. Sheila Flanagan	Dr. Joe Gildea	Mr. Peter Gosling
Dr. Peadar Grant	Dr. Edel Healy	Ms. Helen Howley
Mr. Shane Hill	Dr. Siobhan Jordan	Dr. Briege King
Dr. Paul Mac Artain	Dr. Moira Maguire	Dr. Annaleigh Margey
Ms. Catherine McCloskey	Mr. Pat Mc Cormick	Dr. Martin Mc Hugh
Dr. Ruth Mc Keever	Dr. Kevin Mc Kenna	Ms. Linda Murphy
Mr. Paul Murphy	Dr. Kieran Nolan	Mr. Gerry O'Brien
Dr. Diarmuid O'Callaghan	Ms. Geraldine O'Connor	Ms. Deirdre O'Malley
Dr. Teresa O'Rourke	Dr. Jade Pollock	Ms. Denise Quigley
Mr. Conor Reidy	Dr. Brendan Ryder	Ms. Jacqueline Toal
Dr. Arjan Van Rossum		

204.1.2 Apologies:

Ms. Karen Commins	Prof. Colette Henry	Ms. Irene Mc Causland
Dr. Patricia Moriarty		

204.1.3 Absent:

Ms. Amy Flood	Dr. Diako Khodaei	Dr. Eamonn Martin
Prof. Fergal Mc Caffrey	Dr. Tim Mc Cormac	Ms. Eimear Rice
Ms. Michelle O'Shea		

204.1.4 Minutes & Matters Arising of Academic Council Meeting No. 203

Dr. Diarmuid O' Callaghan, President welcomed Ms. Geraldine O'Connor to Academic Council in her new role as Head of Department.

Minutes of Meeting No. 203 Approved

Proposed by: Mr. Gerry O' Brien
Seconded by: Dr. Anita Byrne

Matters arising

No Matters arising

204.2.1 Sub-committee Minutes

Standing Committee (AC:DOC:204:02:01)

Dr. Anita Byrne submitted a set of minutes from the Standing Committee for consideration by the Academic Council.

Academic Quality Sub-Committee (AC:DOC:204:02:02)

Dr. Arjan Van Rossum provided the Academic Council with an update on the ongoing work of the Academic Quality Sub-Committee

Research Sub-Committee (AC:DOC:204:02:03)

Dr. Adele Commins reported on the recent significant work of the Research Sub-Committee including two policies for approval on today's agenda.

Programme Evaluation Sub-Committee (AC:DOC:204:02:04)

Mr. Shane Hill presented three sets of minutes from the Programme Evaluation Sub-Committee for consideration by Academic Council.

204.3.1 Student Voice (AC:DOC:204:03:01)

Mr. Gerry O'Brien, President of the Student Union, provided an update on recent activities and ongoing student concerns.

RAG Week was held from 2–5 March, featuring both on- and off-campus events, with over €1,000 raised for local charities.

The Union also completed a constitutional review initiated in the previous semester. Following consultation with the review committee and engagement with students, a draft constitution was brought to referendum on 10 March; however, it was not passed, falling short of the required 10% student participation threshold by 20 votes.

Student Union elections took place online on 24 March.

The following officers were elected:

- President – Tobi Bewaji;
- Engagement Officer – Kshitiz Mittal (Kayzee);
- Welfare Officer – Rosheen Hornby.

During the Easter break, SU representatives attended the national congress, Comhdháil, in Sligo, with over 300 delegates present. Additionally, on 16 March, the Union hosted a visit from Queen's University Belfast Students' Union, facilitating engagement with Student Services to explore collaboration opportunities.

The Union collaborated with Student Services on DKIT Pride (23–25 March), delivering a programme of events including a theatre performance, author reading, creative workshops, and a social event.

A Student Union Race Day was also held at Leopardstown on 15 April, attended by 180 students.

Preparations are ongoing for exam support initiatives, including information campaigns, access to welfare and support services, provision of refreshments, and external engagement activities during the exam period.

A number of student issues were highlighted, most notably concerns regarding timetabling. Students reported delays in the publication of timetables and frequent changes which created difficulties in managing childcare, employment, and commuting arrangements. The lack of clarity and user-friendliness in the current system has been identified as a significant source of stress.

Additionally, students raised concerns about the limited availability of microwaves on campus, particularly in the context of high food costs. Increasing access to such facilities was identified as a practical measure to alleviate financial pressure and support student wellbeing particularly in the Carroll Building and the Apprentice Area.

Dr. Diarmuid O'Callaghan, President congratulated Tobi on her successful election.

204.4.1 External Examiners

School of Health and Science

Motion 204.01

"That the Academic Council confirms the appointment of the External Examiner(s) for the School of Health and Science"

Title and Position: Dr. Geraldine Cuskelly, Programme Co-ordinator & Lecturer in Nutrition, BSc Nutrition & Health Science (Technological University of the Shannon; TUS. (Covering Maternity Leave)

Programme(s): Bachelor of Science (Hons) Nutrition and Health

Time: 1st May, 2026 – 30th January 2027.

Proposed by: Dr. Arjan Van Rossum
Seconded by: Dr. Edel Healy

Votes:	**32**
In Favour:	**32**
Against:	**0**
Abstention:	**0**

School of Informatics and Creative Arts

Motion 204.02

"That the Academic Council confirms the appointment of the External Examiner(s) for the School of Informatics and Creative Arts"

Title and Position: Dr. Robin Parmer, Lecturer, University of Limerick

Programme(s): Certificate in Sound Design and Implementation for Interactive Media

Time: 1st April, 2026 to 30th September 2029

Proposed by: Dr. Adele Commins
Seconded by: Prof. Fergal Mc Caffrey

Votes: 34
In Favour: 34
Against: 0
Abstention: 0

205.5.1 DkIT/QUB Update

Consideration of this agenda item was deferred to 19 June to allow for the continuation of ongoing work.

206.6.1 Validations

School of Health and Science

Motion 204.03

That the Academic Council ratifies approval of the following programme (designated as a micro credential)(AC:DOC:204:06:01):

Department	Programme Title(s)	Validation Type	NFQ Level	Award Class	ECTS Credits	Delivery Mode(s)
Agriculture, Food and Animal Health	*Certificate in Agricultural genetics*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Agricultural Policy and Professional Practice*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Applied Soil Science*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Data Preparation and Statistics*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Digital Agriculture*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended

Agriculture, Food and Animal Health	*Certificate in Energy Management in Agriculture*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Herd Health*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Lean Agriculture*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Sustainable Production Systems in Agriculture*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Value Added Food*	Existing Module as a Non-Major Award	8	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Agricultural Food Quality Management*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Agricultural Entrepreneurship and Diversification*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Agriculture and Climate Change*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Agricultural Biochemistry and Nutrition*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Biology and Chemistry in Agriculture*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Crop and Forage Science*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Food Processing*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Maths and Physics*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Poultry and Pig Production Systems*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended
Agriculture, Food and Animal Health	*Certificate in Soil Science and Sustainable Farming*	Existing Module as a Non-Major Award	7	Special-Purpose	5	Part-time Blended

Proposed by: Dr. Edel Healy
Seconded by: Dr. Arjan Van Rossum

Votes:	**36**
In Favour:	**36**
Against:	**0**
Abstention:	**0**

Dr. Edel Healy and Dr. Siobhán Jordan presented a list of micro-credentials to Academic Council for ratification. The list comprised existing modules associated with major awards, which were considered by the Programme Evaluation Sub-Committee.

Mr. Pat McCormick and Mr. Shane Hill highlighted the increased workload of the Programme Evaluation Sub-Committee arising from the growing demand for micro-credentials, particularly in the absence of a designated minute-taker. It was further noted that the operationalisation of micro-credentials is placing significant pressure on already constrained resources, particularly in relation to aligning systems such as CRM, Banner, entry requirements, and the stacking of credits.

A discussion followed regarding the potential to further simplify processes in cases involving existing modules.

It was noted that current procedures have already been streamlined; however, as micro-credentials constitute special purpose awards, they must continue to adhere to robust Quality Assurance processes.

It was agreed that the format of documentation and the timing of validation would be re-examined in light of the volume currently being presented.

204.7.1 Policies

(A) Revised Student Voice Policy

Motion 204.04

That Academic Council approves the revised Student Voice Policy (AC:DOC:204:07:01)(AC:DOC:204:07:02).

Proposed by: Dr. Moira Maguire
Seconded by: Dr. Anita Byrne

Votes:	**37**
In Favour:	**37**
Against:	**0**
Abstention:	**0**

Dr. Moira Maguire presented an updated version of the Student Voice Policy to Academic Council for approval. This policy has been in existence since 2015 and aimed to promote student participation in decision making and to set out how DkIT staff and students communicate and engage with each other, working in partnership to improve our students' experience.

The revised version is in line with the Institute's Strategic Plan (2024-2028) which recognises that

"it is critical that students have a voice and feel they are co-creators in enhancing their student experience" (DkIT Strategic Plan 2024-2028 p 15).

In doing so, as articulated by Quality and Qualifications Ireland (QQI),

"we strive to ensure the learner voice and perspective is included in decision-making, and that we have an up-to-date and comprehensive understanding of the learner experience".

Dr. Maguire acknowledged the work of the sub-group of the Learning and Teaching Sub-Committee and input form Student's Union.

A separate discussion took place regarding the Institute-wide requirement for a standardised policy template, as recommended by the EDI Committee. It was noted that a template currently exists within the Registrar's Office; however, it may require review to ensure it meets accessibility standards.

(B) Visiting Research Scholar Policy

Motion 204.05

That the Academic Council approves the Visiting Research Scholar Policy (AC:DOC:204:07:03).

Proposed by: Dr. Tim Mc Cormac
Seconded by: Dr. Sheila Flanagan

Amended Motion

Motion 204.05

That the Academic Council approves the Visiting Researcher Policy and Procedure (AC:DOC:204:07:03).

Proposed by: Dr. Adele Commins
Seconded by: Dr. Sheila Flanagan

Votes:	**36**
In Favour:	**36**
Against:	**0**
Abstention:	**0**

Dr. Adele Commins presented the Visiting Researcher Policy and Procedure to Academic Council on behalf of Dr. Suzanne Smith and the Research Sub-Committee.

The College regularly invites outstanding research scholars to collaborate with our research community, expand their research capacity, and contribute to Irish national research priority areas by visiting DkIT and engaging in collaborative research projects.

Researchers from other universities, academic institutions, and enterprise (funded from sources external to Dundalk Institute of Technology) are welcomed to visit the DkIT campus to engage in research aligned with our strategic priorities, under the sponsorship of a current DkIT researcher.

The Visiting Researcher Policy and Procedure sets out the protocols governing such visits.

Dr. Commins formally acknowledged the contribution of Dr. Suzanne Smith, the Research Sub-Committee, and all those who participated in the consultation and feedback process. It was noted that the document was modelled on the current policy at Queen's University Belfast and benchmarked against comparable international higher education institutions.

The policy was broadly welcomed by members of Academic Council.

(C) Authorship and Attribution Policy

Motion 204.06

That the Academic Council approves the Authorship and Attribution Policy (AC:DOC:204:07:04).

Proposed by: Dr. Tim Mc Cormac
Seconded by: Dr. Sheila Flanagan

Amended Motion

Motion 204.06

That the Academic Council approves the Research Authorship Code of Practice (AC:DOC:204:07:04).

Proposed by: Dr. Adele Commins
Seconded by: Dr. Sheila Flanagan

Votes:	**34**
In Favour:	**34**
Against:	**0**
Abstention:	**0**

Dr. Adele Commins presented the background to this motion.

All researchers, including research students, should disseminate their research in a timely fashion, and through as effective a means as possible. We have a responsibility to those who invest in research, an ethical responsibility to society, and both institutional and personal self-interest in having our research output reach where it will have impact. Authorship establishes accountability as well as credit.

Individual Dundalk Institute of Technology (DkIT) researchers have a responsibility to ensure their names are included in publications of research to which they have contributed.

This ensures they are credited with the work they have done, allows them to take responsibility for this output, and evidences the originality of their contribution. Publication and authorship must be approached in a responsible, open, honest, fair, and accurate

manner. Joint authorship, common in many disciplines, can bring significant benefits once based on good practice principles.

This policy outlines the principles and practices governing authorship of research outputs at DkIT, in alignment with national and international standards. Dr. Commins formally acknowledged the contribution of Dr. Suzanne Smith, the Research Sub-Committee.

It was agreed that both policies should be presented on the Registrar's correct template.

204.8.1 Register of Prizes

Motion 204.07

That the Academic Council confirms the establishment of the following School Prize(s) in the School of Informatics and Creative Arts (AC:DOC:204:08:01):

- Best Team Project for BSc(Hons) in Computing in Software Development
- Best Team Project for BSc(Hons) in Computing in Games Development

Proposed by: Dr. Martin Mc Hugh
Seconded by: Prof. Fergal McCaffrey

Votes:	**33**
In Favour:	**33**
Against:	**0**
Abstention:	**0**

Motion 204.08

That the Academic Council confirms the establishment of the following School Prize(s) in the School of Informatics and Creative Arts (AC:DOC:204:08:02):

- Best Student Portfolio for the Department of Visual and Human Centred Computing
- Best Project in Computing Systems and Operations
- Best Individual Project in Maths & Data Science

Proposed by: Dr. Martin Mc Hugh
Seconded by: Prof. Fergal McCaffrey

Amended Motion

Motion 204.08

That the Academic Council confirms the establishment of the following School Prize(s) in the School of Informatics and Creative Arts (AC:DOC:204:08:02):

- Best Project in Computing Systems and Operations
- Best Individual Project in Maths & Data Science

Proposed by: Dr. Martin Mc Hugh

Seconded by: Prof. Fergal McCaffrey

Votes:	**34**
In Favour:	**34**
Against:	**0**
Abstention:	**0**

Dr. Martin McHugh and Dr. Peadar Grant presented a number of additional School Prizes for inclusion in the Register of Prizes and outlined the rationale for these proposed additions to members of Academic Council.

204.9.1 SECBA Partner Quality Assurance Agreement

Motion 204.09

That the Academic Council approves the Partner Quality Assurance Agreement associated with the PEACEPLUS-funded South-East HE/FE/Industry Cross-Border Alliance (SECBA) Project (AC:DOC:204:09:01)

Proposed by: Dr. Arjan Van Rossum
Seconded by: Prof. Fergal McCaffrey

The Motion was withdrawn as the SECBA Partner Quality Assurance Agreement was for noting only

Dr. Arjan Van Rossum outlined the rationale for noting the SECBA Partner Quality Assurance Agreement to members of Academic Council.

The purpose of the Agreement is to establish a clear and consistent framework for the quality assurance of the SECBA portfolio, as agreed between the partner institutions.

The contributions of Dr. Fiona Lawless and Dr. Brendan Ryder to the development of this work were acknowledged.

A discussion followed regarding SECBA Certificates, during which it was clarified that these certificates do not constitute awards as indicated on page three and four of the document.

204.10.1 A.O.B.

A query raised by Dr. Kieran Nolan in relation to the new telecommunications system was referred to the relevant Head of Department/Head of School for follow-up.