



## Appendix 3.4

### Letterkenny Institute of Technology

#### Report of the Panel of Assessors

## PART 1 GENERAL INFORMATION

SCHOOL/DEPARTMENT: School of Business

DATE OF VISITATION: 2 March 2017

#### PROGRAMMES EVALUATED:

Bachelor of Business Common Entry with named award options: Accounting, Management, Marketing Level 7 (180 ECTS)

#### MEMBERS OF PANEL OF ASSESSORS:

- Dr Patricia Moriarty, Vice President for Academic Affairs & Registrar, Dundalk IT, (Chair)
- Owen Ross, Head of Department of Business and Management, Athlone IT
- Helen Shiels, Dept. of International Business, University of Ulster
- Terry Reilly, Team leader, Pramerica
- Mr Richard Hoare, School of Business, GMIT

Secretary to Panel: Dr Lynn Ramsey

#### INSTITUTE STAFF:

Michael Margey (Head of School)

Patricia Doherty (Head of Department)

Michael Farren, Paul Tracy, Eugenia Moran, Paul Mc Guckin, Paul O'Sullivan, Isobel Cunningham, Katheleen Mc Gettigan, Grainne Blaney, Sarah Diffley, James Kearns, Vicky O'Rourke, Simon Stevens, Suzie Roarty, Libby Harte, Paul Mc Devitt, Una Carthy, Paul Mc Cusker, Deirdre Casey, Grainne Bolland, Mary Rose Burke, Grainne Boland.

## **PART 2 FINDINGS OF ASSESSORS**

The Panel of Assessors are satisfied that the proposal adequately addresses the following criteria:

### **(1) Education and Training Requirements**

The programme is consistent with the Institute's mission, avoids redundant provision and makes efficient use of resources (collaborating where this is beneficial).

### **(2) Unity**

There is an underlying unifying theme and the modules are bonded by interactions which are either implicit or explicit. The proposal demonstrates how the standard (of knowledge, skill and competence), determined by QQI for the named award to which the programme proposes to lead, evolves throughout the programme as a whole.

### **(3) Teaching and Learning**

The proposed approach to teaching and learning is clearly indicated and justified.

### **(4) Learner Assessment**

The learner assessment methods are fully elaborated and consistent with QQI's policy on fair and consistent assessment. The assessment methods are capable, among other things, of demonstrating attainment of the standards of knowledge, skill or competence, determined by QQI, for the related award.

### **(5) Resources**

The proposed staffing levels are appropriate and the levels of qualifications and competence of the staff is sufficient to deliver the programme. The necessary facilities available in terms of accommodation, equipment, and library and information technology resources are satisfactory to support the proposed programme.

### **(6) Quality Assurance**

The proposal demonstrates how the Institute's quality assurance procedures have been applied in the development of the proposed programme and satisfactory procedures exist for the on-going monitoring and periodic review of programmes.

### **(7) Programme Title and Award Title**

The award title is consistent with the named awards determined by QQI. The programme title is clear, accurate, succinct and fit for the purpose of informing prospective learners and other stakeholders.

### **(8) QQI Standards**

The learning outcomes of the programme are stated in such a way that the compliance with the appropriate QQI standard is demonstrated.

### **(9) Access Transfer and Progression**

This programme incorporates the procedures for access transfer and progression that have been established by the NQAI and is consistent with QQI policy in accommodating a variety of access and entry requirements.

## Commendations

- **Enthusiasm and integrated focus of the team in their interaction with the panel**
- **Superb quality of documentation**
- **Commend the management of the School for the integration between the programme and the School Strategy.**

### PART 3 RECOMMENDATIONS

(For the attention of the Academic Council)

The Panel of Assessors advises the Academic Council that the Institute and the School/Department should take cognisance of following recommendations:

- **Review overall programme assessment strategy**  
Each programme assessment strategy has been reviewed.
- **Review integrated assessment opportunities, particularly in semesters 2 of year 1 with regard to the writing skills module**  
The programme team have discussed the opportunities for integrated assessments and propose to pilot the following:  
Semester 1:  
Integrated assessment between **Learning to Learn & ICT** and **Fundamentals of Marketing** modules. Students will be given a brief marketing case study and will work initially individually on part of the brief, and then come together to work in groups (collaborative learning) and present in groups. This will map to the collaborative learning and presentation (including use of ICT eg. Powerpoint) learning outcomes in Learning to Learn & ICT and some content areas of Fundamentals of Marketing. If this works well, the programme team propose to extend the case study to include elements of Business Management and Law in subsequent years.  
Semester 2:  
Integrated assessment (10%) between **Economics 1** and **Basic Business Statistics 1**. Students will be asked to explain why certain concepts are important in Economics and Statistics. It is proposed that this assessment would be scheduled for Week 4. It is felt that it would be preferable to pilot an integrated assessment between these two modules in the first instance (as they have a similar CA/Exam balance) before integrating with the Writing Skills module.
- **Entry criteria- recommend inclusion of criteria in document for international applicants.**  
This has now been included in the document, see p12.
- **Review resource materials to reflect current literature in use.**  
Where relevant, syllabi have been revised to reflect current literature in use and to update text books.

**Note: It is Institute policy to publish the final reports of the Panel of Assessors**



- **Progression - consider additional level of support for the quantitative modules in year 1, semester 2.**

The institute/school is actively considering the deployment of additional supports and interventions for challenging modules and, in collaboration with the Curve (learner support office), is implementing two interventions (pre and postexam):

- Repeat Exam Pilot: Each identified 'challenging' module to be assigned 2 days revision support
- Ongoing support Pilot: The recruitment of a learner support tutor accessed via the Curve.

The School's commitment to addressing the challenges presented by retention and challenging modules is evident in the various initiatives it has undertaken to date. During 2016 a total of 24 activities/actions were implemented up from 5 initiatives in 2010/11.

For this Bachelor of Business programme the Department of Business Studies will consider additional supports for students in Semester 2. Under consideration (and subject to the availability of resources) are:

- Intensive Courses in Week 1 and 2
- Revision sessions mid-semester
- Revision sessions at the end of Semester 2
- Additional tutorials for one or more of the modules for the second half of the semester

The Panel of Assessors advises the Academic Council that approval of the programmes subject to general conditions of approval together with the following additional condition:

- **Exit and embedded award should be articulated in the document (Higher Certificate in Business Studies)**

The embedded exit award, Higher Certificate in Business Studies, has now been articulated in the document, see p257.

**PART 4 PROPOSED PROGRAMME SCHEDULE(S)**

Title of Award: **Bachelor of Business**  
 Area Of Specialisation: **Accounting**  
 Learning Mode Offered: **Fulltime and/or Part-time**  
 Date Effective: **September 2017**

**Year 1 (Sem1)**

Semester	Module Title	Subject status	ECTS		Total Contact hours				Allocation of marks (%)		
			Level	Number	Lecture	Tutorial	Lab/Studio/ Practical	Online	Coursework	Final Exam	Total
1	Learning to Learn & ICT	M	6	5	1	1	1		100	-	100
1	Business Management	M	6	10	6	-	-		30	70	100
1	Business Law	M	6	5	3	-	-		30	70	100
1	Fundamentals of Marketing	M	6	5	3	-	-		30	70	100
1	Introduction to Sociology	E	6	5	3	-	-		30	70	100
1	Beginners Spanish 1	E	6	5	3	-	-		100	-	100
1	Language & Culture 1 (French/German/Irish/Spanish)	E	6	5	3	-	-		100	-	100
1	Introduction to the Teaching of English	E	6	5	3	-	-		100	-	100
1	Personal Finance	E	6	5	3	-	-		30	70	100

*Students choose one 5 credit elective.*

**Year 1 (Sem2)**

Semester	Module Title	Subject status	ECTS		Total Contact hours				Allocation of marks (%)		
			Level	Number	Lecture	Tutorial	Lab/Studio/ Practical	Online	Coursework	Final Exam	Total
2	Writing Skills	M	6	5	1	1	1		100	-	100
2	Economics 1	M	7	5	3	-	-		30	70	100
2	Basic Business Statistics 1	M	6	5	3	-	-		25	75	100
2	Introduction to Accounting	M	6	10	5	1	-		30	70	100
2	Beginners Spanish 2	E	6	5	3	-	-		50	50	100
2	Language & Culture 2 (French/German/Irish/Spanish)	E	6	5	3	-	-		50	50	100
2	Critical Thinking Skills	E	6	5	1	-	2		100	-	100
2	Civic & Community Engagement	E	6	5	1	-	2		100	-	100

Students choose one 5 credit elective.

**Year 2 (Sem3)**

Semester	Module Title	Subject status	ECTS		Total Contact hours				Allocation of marks (%)		
			Level	Number	Lecture	Tutorial	Lab/Studio/ Practical	Online	Coursework	Final Exam	Total
3	Financial & Cost Accounting	M	6	10	5	1	-		30	70	100
3	Business Information Systems	M	6	10	3	-	2		40	60	100
3	Basic Business Statistics 2	M	6	5	3	-	-		25	75	100
3	Marketing Principles	M	7	5	3	-	-		30	70	100

**Year 2 (Sem4)**

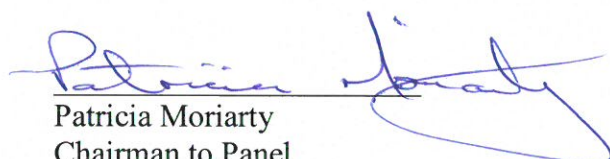
Semester	Module Title	Subject status	ECTS		Total Contact hours				Allocation of marks (%)		
			Level	Number	Lecture	Tutorial	Lab/Studio/ Practical	Online	Coursework	Final Exam	Total
4	Economics 2	M	7	5	3	-	-		30	70	100
4	Business Communications	M	6	5	2	-	1		100	0	100
4	Digital Marketing 1	M	6	10	5	-	-		100	0	100
4	Entrepreneurship & Innovation	M	6	5	2	1	-		30	70	100
4	Introduction to Business Process Management	M	6	5	3	-	-		25	75	100

**Year 3 (Sem5)**

Semester	Module Title	Subject status	ECTS		Total Contact hours				Allocation of marks (%)		
			Level	Number	Lecture	Tutorial	Lab/Studio/ Practical	Online	Coursework	Final Exam	Total
5	Financial Reporting 1	M	7	10	5	-	-		20	80	100
5	Management Accounting & Finance	M	7	10	5	-	-		20	80	100
5	Computerised Accounts	M	7	5	-	-	3		100	-	100
5	Law for the Business Environment	M	7	5	3	-	-		20	80	100

**Year 3 (Sem6)**

Semester	Module Title	Subject status	ECTS		Total Contact hours				Allocation of marks (%)		
			Level	Number	Lecture	Tutorial	Lab/Studio/ Practical	Online	Coursework	Final Exam	Total
6	Management Accounting 2	M	7	10	5	-	-		20	80	100
6	Company Law & Governance	M	7	10	5	-	-		30	70	100
6	Business Tax	M	7	10	5	-	-		30	70	100

**Programme Evaluation Report Approved by:**


Patricia Moriarty  
Chairman to Panel  
(Vice President for Academic Affairs &  
Registrar, Dundalk IT, (Chair))  
Date 23/3/17



Billy Bennett

(Registrar, Letterkenny IT)  
Date 23/3/17