

Document Control

A. Document Details

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| Title: | Status and Interpretation of Academic QA Policies and Procedures at CIT under MTU. |
| Owner(s): | Registrar and Vice President for Academic Affairs |
| Author(s): | |
| This Version Number: | 1 |
| Status: | Approved |
| Effective Date: | 1 January 2021 |
| Review Date: | |

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

| Version Number | Revision Date | Summary of Changes | Changes tracked? | Proposed Revision Date |
|----------------|---------------|--------------------|------------------|------------------------|
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C. Relevant/Related Existing Internal/External Documents

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| Technological Universities Act 2018 Qualifications and Quality Assurance (Education and Training) Act 2012 Standards and Guidelines for Quality Assurance in European Higher Education Area (4 th edition) 2015 Core Statutory Quality Assurance Guidelines (QQI 2016) |
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D. Consultation History

This document has been prepared in consultation with the following bodies:

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E. Approvals

This document requires following approvals (in order where applicable):

| Name | Date | Details of Approval Required |
|-------------------------|--------------|---|
| The transitional MTU AC | January 2021 | Status and Interpretation of Academic QA Policies and Procedures at CIT under MTU to be approved. |
| Governing Body MTU | January 2021 | Status and Interpretation of Academic QA Policies and Procedures at CIT under MTU to be approved. |

F. Responsible for Communication and Implementation

The Manager/Functional Area responsible for communication and implementation of the policy:

| Title | Functional Area | Date Implemented |
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| Registrar and Vice President for Academic Affairs | Office of the Registrar and Vice President for Academic Affairs | |
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Glossary

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| Academic Council (AC) | Appointed by the Governing Body to assist it in the planning, co-ordination, development and overseeing of the educational work of the university. Protects, maintains and develops the academic standards of the courses and is responsible for making academic regulations. |
| Approval | Policies must be approved by the relevant committee or board. |
| Approval Authority | The appropriate level of governance to approve a given policy e.g. Governing Body, Academic Council. |
| Consultation | Discussion with relevant stakeholders in order to get their advice or opinion on policies. |
| Designation Day | The day applicant institutes are dissolved and MTU is established. |
| Effective Date | The date that a policy comes into effect following approval by the relevant approval authority. |
| Governing Body (GB) | The authority established by law to govern the university which manages and controls the affairs of the university. |
| Higher Education Authority (HEA) | Statutory planning and development body for higher education and research in Ireland. |
| MTU | Munster Technological University. |
| Policy | A policy is a written statement that clearly indicates the position and values of the organisation on a given subject. |
| Policy Author | Responsible for drafting, consulting and submitting the final policy version. |
| Policy Owner | The appropriate individual, department or support unit of MTU who is responsible for developing and administering a policy. |

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| Policy Working Group | Group of staff representatives collaborating on policy development, consultation and review of policies which are deemed to be cross functional and have a wider impact on multiple functional areas. |
| Procedure | A series of interrelated steps or step by step instructions to implement the policy. |
| Quality and Qualifications Ireland (QQI) | An independent State agency responsible for promoting quality and accountability in education and training services in Ireland. |
| Regulations | Rules governing the operation of all assessments. |
| Review | In-depth look at existing policies to determine if a policy is still needed, whether the purpose and goal of the policy is still being met, determine if changes are required to improve the effectiveness or clarity of the policy and procedures, ensure that appropriate education, monitoring and ongoing review of the policy is occurring. |
| Review Date | The date that a policy was reviewed. |
| Status | The various stages that policies go through i.e. draft, review, approval. |
| Technological Universities Act (TU Act) | Legislation: TU Act 2018, law/regulation, legally binding, QQI Act 2012. |
| University Legal Officer | Legal Officer of the university. |

Acronyms

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| GB | Governing Body |
| CIT | Cork Institute of Technology |
| QA | Quality Assurance |

1. Purpose

This policy sets out the status and interpretation of existing (at 31/12/2020) Academic QA Policies and Procedures at CIT under MTU.

2. Scope

This policy applies to all of the Academic QA Policies and Procedures at CIT that pre-dated the establishment of MTU on 1/1/2021.

3. Definitions

None are included.

4. Roles and Responsibilities

Responsibility for implementation and operational maintenance of this policy lies with the Office of the Registrar & Vice-President for Academic Affairs. Responsibility for review of this policy lies with the Academic Council of the University, more particularly the Council's Regulations, Quality Assurance and Enhancement Committee.

5. Policy

This policy sets out the status and interpretation of Academic Affairs QA procedures at CIT that pre-dated the establishment of MTU on 1/1/2021.

5.1 Statement to Precede CIT QA Procedures

Insert the statement that follows (5.1.1) as a 'must read' before providing access to the following site,

[CIT - Cork Institute of Technology - Academic Regulations and Policies.](#)

<http://www.mycit.ie/>

<http://www.mycit.ie/examregulations>

<http://www.mycit.ie/studentdiscipline>

<https://www.cit.ie/prospectivestudents/postgraduates/policydocuments>

In the event that the statement cannot be inserted as a 'must read', then it will be included as a policy statement preceding the QA procedures, with the title 'Interpretation of Core Academic Regulations, Policies and Procedures specific to Munster Technological University that previously applied at Cork Institute of Technology'. The header section of each procedure will then include an advisory 'This procedure should be read in conjunction with the policy statement, 'Interpretation of Core Academic Regulations, Policies and Procedures specific to Munster Technological University that previously applied at Cork Institute of Technology'.

5.1.1 Policy Statement - Interpretation of Core Academic Regulations, Policies and Procedures specific to MTU that previously applied at Cork Institute of Technology

This section contains the current core academic regulations, policies and procedures specific to Munster Technological University ('MTU') that previously applied at Cork Institute of Technology (CIT) immediately before the establishment of MTU under the Technological Universities Act 2018 (hereafter 'MTU (Cork) Regulations').

The MTU (Cork) Regulations apply to the modules and programmes to which they applied immediately before the establishment of MTU, and any students of those modules and programmes are subject to the MTU (Cork) Regulations in respect of the matters covered by those regulations.

This decision has been ratified by MTU Governing Body in this regard and the regulations shall remain in place until such time as they are altered by way of amendment or replacement by MTU.

Oversight of MTU (Cork) Regulations and their implementation is provided by the Cork Academic Legacy Committee, a committee of MTU Academic Council. The Cork Academic Legacy Committee is accountable to MTU Academic Council for the responsibilities assigned to it.

Where reference is made in the MTU (Cork) Regulations to Cork Institute of Technology, this should be read as referring to MTU, unless explicitly stated otherwise.

Where reference is made in the MTU (Cork) Regulations to Academic Council, it should be read as referring to the Cork Academic Legacy Committee, unless explicitly stated otherwise.

Where reference is made in the MTU (Cork) Regulations to a particular Office or Post this should be read as referring to the Office or Post that previously applied at Cork Institute of Technology (CIT) immediately before the establishment of MTU on January 1st, 2021.

In the event that there is any doubt, uncertainty, or apparent conflict as to whether a particular regulation, policy or procedure applies in any given case, MTU has determined that any such questions will be resolved by consensus between the two Vice Presidents responsible for academic affairs. Failing such consensus, the President of MTU shall determine the position.

MTU is committed to the highest quality standards, to continuous quality improvement and enhancement and to the creation of a quality culture. The development of an integrated Academic Quality Assurance Framework for the University is being progressed as a matter of high priority.

End of Statement

5.2 Status and Interpretation of CIT Academic Affairs QA Procedures

Current core academic regulations, policies and procedures that applied at Cork Institute of Technology (CIT) immediately before the establishment of MTU under the Technological Universities Act 2018 shall be retained, replaced or retired, as documented in table 1, unless and until an alternative decision is made by the GB of the MTU on the recommendation of the transitional MTU Academic Council or 'Steady State' MTU Academic Council.

Where current CIT QA policies and procedures are being retired, they should be removed from the website.

Where current CIT QA policies and procedures are being replaced (by a common MTU policy), they should appear once only on the MTU website (i.e. there should not be a copy for Cork and a copy for Kerry).

Where current CIT QA policies and procedures are being retained, the term 'Academic Council', except where explicitly stated otherwise in table 1, should be read as referring to the Cork Academic Legacy Committee of the transitional MTU Academic Council.

Where current CIT QA policies and procedures are being retained, the 'Office/Post' stated in the policies and procedures should be read as referring to the Office or Post that previously applied at Cork Institute of Technology (CIT) immediately before the establishment of MTU on the 1/1/2021. Commonly mentioned references are set out below, as examples:

Where current CIT QA policies and procedures are being retained, the term 'President' should be read as referring to the post of President at CIT on 31/12/2020.

Where current CIT QA policies and procedures are being retained, the term 'Registrar & Vice President for Academic Affairs' should be read as referring to the post of 'Registrar & Vice President for Academic Affairs' at CIT on 31/12/2020.

Where current CIT QA policies and procedures are being retained, the term 'Dean of Academic Quality Enhancement' should be read as referring to the post of 'Dean of Academic Quality Enhancement' at CIT on 31/12/2020.

Where current CIT QA policies and procedures are being retained, the term 'Dean of Graduate Studies' should be read as referring to the post of 'Dean of Graduate Studies' at CIT on 31/12/2020.

Where current CIT QA policies and procedures are being retained, the term 'Head of Research' should be read as referring to the post of 'Head of Research' at CIT on 31/12/2020.

Where current CIT QA policies and procedures are being retained, the term 'Head of School/Department' should be read as referring to the post of 'Head of School/Department' at CIT on 31/12/2020.

Table 1 Schedule of Existing CIT QA Procedures – Status and Interpretation under the MTU

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| <p>Academic Council</p> | <p>The Cork Academic Legacy Committee of the transitional MTU AC will deal only with legacy and operational issues during the transitional period and will have significant delegated authority to manage quality assurance according to its existing QA framework.</p> | |
| <p>Standing Orders of the Academic Council</p> | <p>Retain for Cork Academic Legacy Committee of transitional MTU AC and its sub-committees.</p> <p>The transitional MTU AC Standing Orders will apply to transitional MTU AC meetings.</p> | |
| <p>Composition of the Academic Council</p> | <p>Retain for the Cork Academic Legacy Committee of transitional MTU AC.</p> | |
| <p>Regulations Committee</p> <p>Academic Planning and Review Committee</p> <p>Admissions Committee</p> <p>Learning Resources Committee</p> <p>Research and Innovation Committee</p> | <p>Retain: These AC sub-committees are to cede their work to the transitional MTU AC Integration & Development committees. They may be called upon to support the Cork Academic Legacy Committee in the discharge of its</p> | |

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| | <p>responsibilities on an exceptional basis.</p> <p>In the event that there is not an agreed common policy and procedures in place for the operation and management of postgraduate degree programmes across the University, the Research and Innovation Committee will need to be retained. Remove from website when an agreed common policy and procedures are in place.</p> | |
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| <p>Curriculum</p> | | |
| <p>CIT - Cork Institute of Technology - Academic Regulations and Policies</p> | | |
| <p>Handbook for Operation of the Programme Approval Process, Version 1.2, November 2018</p> | <p>Retain as the default position as follows:</p> <p>In the event of not reaching a common approach to new Programme Approval Process (and amendments to same) in the immediate term, then MTU Cork shall follow the existing procedure in CIT (Faculty Board of Studies, Feasibility Review Group, IEB,) and the CIT IEB is replaced by the University Executive.</p> | |

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| Academic Procedure for Module and Programme Changes, February 2010 | <p>In the event of not reaching a common approach to Module & Programme Change Process in the immediate term, then MTU Cork shall follow the existing procedure in CIT. -</p> | |
| Academic Procedure for the Validation of Special Purpose, Minor and Supplemental Awards, January 2013 | <p>In the event of not reaching a common approach to development of new Special Purpose Awards, Minor Awards and Supplemental Awards in the immediate term, then MTU Cork shall follow the existing procedure in CIT. –</p> | |
| Academic Policy on Revocation of CIT Awards | <p>Retain: The purpose of this CIT policy is to set out the grounds and procedural framework for the revocation of awards made by Cork Institute of Technology.</p> | |
| Academic Policy on CIT Curricular Structures and Programme Credit Profiles, November 2015 | <p>Retain: This policy sets out the regulations and principles governing the curricular structure and module level profile of CIT taught programmes, thereby providing guidelines for new programme design and review. In the event of not reaching a common approach to new Programme Approval Process (and amendments to same) in the immediate term, then MTU Cork</p> | |

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| | shall follow the existing procedure in CIT. | |
| Academic Policy and Procedure for Exit and Embedded Awards in CIT Taught Degree Programmes | <p>Retain: This document aims to establish the policy and procedures of Cork Institute of Technology for the validation and making of exit awards in CIT taught undergraduate and graduate degree programmes.</p> <p>In the event of not reaching a common approach to validation and making of exit awards in the immediate term, then MTU Cork shall follow the existing procedure in CIT.</p> | |
| | <p>For QA procedures the Institute Executive shall refer to the University Executive; Strategic Institute/ School/ Department Strategy shall refer to the MTU Academic Plan and Strategic Plan.</p> | |

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| <p>Assessment</p> | | |
| | <p>Overview: This section presents an integrated set of procedures that quality assures the assessment process. Revised procedures (if they were to be agreed under MTU) would need to address the full range of procedures in an integrated fashion, provide for appropriate training and allow for updating/revision of all material to be issued to students (e.g. handbooks, assessment briefs). All procedures in this section should thus be retained.</p> | |
| <p>Code of Conduct for Examination Candidates, Update March 2016</p> | <p>Retain: This code of conduct ensures the Protection of Examination standards and Fairness and consistency for all candidates</p> | |
| <p>Academic Policy Governing Academic Honesty, Plagiarism and Infringements, July 2013</p> | <p>Retain: This policy is intended to define plagiarism and the other infringements which constitute a breach of academic honesty. The policy also outlines the formal means of addressing these when they have been detected.</p> | |

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| <p>SUPPLEMENT to Acad. Policy Gov. Academic Honesty, Plagiarism and Infringements - COVID-19, May 2020</p> | <p>Retain: This document contains time-limited supplementary provisions regarding plagiarism and other academic infringements, as well as regarding the formal means of addressing these when they have been detected. These supplementary provisions apply during the lifespan of the Institute’s Continuity Plan for Teaching, Learning & Assessment or any subsequent revised arrangements for teaching, learning and assessment as operated in response to the COVID-19 crisis.</p> | |
| <p>Academic Procedure for an Inquiry by the Assessment Infringements Board, July 2014</p> | <p>Retain: This procedure describes the process for conducting an inquiry into accusations of plagiarism or infringements relating to examinations and assessments.</p> <p>Assessment Infringements Board is retained.</p> | |
| <p>SUPPLEMENT to Acad. Procedure - Inquiry by Assessment Infringements Board - Remote Hearing - COVID-19, May 2020</p> | <p>Retain: This Supplement to the Procedure for Formal Inquiry by Assessment Infringements Board sets out supplementary provisions regarding the formal process for conducting an inquiry into accusations of plagiarism or infringements relating to examinations and assessments. These supplementary provisions</p> | |

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| | apply during the lifespan of the Institute's Continuity Plan for Teaching, Learning & Assessment or any subsequent revised arrangements for teaching, learning and assessment as operated in response to the COVID-19 crisis. | |
| Academic Policy Governing Individual Extenuating Circumstances, April | Retain: This policy is intended to provide guidance for students and staff regarding what constitutes valid Individual Extenuating Circumstances and how any claims pertaining to these should be addressed. | |
| Academic Policy Governing Assessment Appeals and Errors & Omissions Relating to Assessment, February 2017 | Retain These procedures specify the process for review/recheck of an examination result on request from a student. Retain Assessment Appeals Board | |
| Academic Policy and Procedures Governing the Appointment and Duties of External Examiners, November 2001 | Retain: The purpose is to outline the procedures to be followed in the external examination process, a quality assurance mechanism employed to support public confidence in academic qualifications. In the event that there is not an agreed MTU common policy and procedures in place for external | |

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| | <p>examiners then the Cork Academic Legacy Committee, a committee of MTU Academic Council will approve the appointment of External Examiners on the basis of compliance with the criteria for appointment as approved by the Academic Council.</p> | |
| <p>Regulations for Modules and Programmes (Marks and Standards), September 2018</p> | <p>Retain These Regulations relate to the assessment of Modules and taught Programmes leading to awards of the Institute at levels 6, 7, 8 and 9 of the National Framework of Qualifications (NFQ). They set out the academic principles and regulations for assessment in such programmes. .</p> | |
| <p>Supplement to Regulations (Marks & Standards) for Modules and Programmes</p> | <p>Retain: This document contains time-limited supplementary regulations ('marks & standards') for modules and programmes. These supplementary regulations will apply from the approval of the Institute's Continuity Plan for Teaching, Learning & Assessment to the end of the academic year</p> | |

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| | <p>2020/2021, unless approval is extended by Governing Body on the recommendation of Academic Council.</p> <p>The Supplementary Regulations for Modules and Programmes should be read in conjunction with the Institute's Regulations for Modules and Programmes (Version 6.0, 1 September 2018), in particular Chapters 4 (Module Regulations) and Chapter 5 (Programme Regulations).</p> | |
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| <p>Use of bilingual dictionaries by candidates whose first language is not English</p> | <p>Retain: The purpose of this procedure is to outline how a student may apply for the use of a Bilingual Dictionary during examinations.</p> | |
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| <p>Procedures for Ongoing Monitoring of Programmes</p> | | |
| <p>Academic Policy and Procedure for the Annual Programme Status Review, Version 1.2, November 2018</p> | <p>Retain. In the event that there is not an agreed MTU common policy and procedures in place for Annual Programme Status Review then the Academic Planning and Review Committee (APRC) of Cork Academic Legacy Committee, will review each of the Faculty/ College review of programmes reports.</p> | |
| <p>Procedures for Evaluation of Programmes</p> | | |
| <p>Academic Policy on Programmatic Review, Version 1.2, December 2017</p> | <p>Retain. This policy will continue in operation pending its replacement with one policy and procedure that spans the MTU – it is one of twenty three priority areas designated for development under the MTU Academic Affairs work stream.</p> | |
| <p>Complaints Procedures</p> | | |
| <p>Student Grievance Procedure, September 2014</p> | <p>Retain This Student Grievance Procedure (“Procedure”) provides a mechanism for students to resolve</p> | |

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| | | grievances internally without recourse to legal procedures. | |
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| | Postgraduate Research Degree Programmes | | |
| | Regulations for Postgraduate Research Study, September 2020 Code of Good Practice in Research, June 2019 CIT Open Access Policy, Version 1, December 2019 CIT Open Access Policy Procedures, Version 1, June 2020 Framework for Professional Doctorates in CIT Framework for Structured PhDs in CIT GUIDELINES FOR RESEARCH THESIS | Retain , to be applied to students enrolled on (or to be enrolled on) existing approved research postgraduate programmes of study at 31 December 2020. A new common set of policies and procedures will apply to new postgraduate research degree programmes (and students enrolled on them) across the University. | |
| | Ethics | | |
| | CIT Policy on Conflicts and External Work Policy on Conflict of Interest (Relating to the Academic Activities of CIT) | Retain: | |

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| Learning Resources and Student Support | | |
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| <p>Student Mental Health & Wellbeing Policy, July 2018</p> | <p>Retain: The purpose of this document is to outline Cork Institute of Technology (CIT) Student Mental Health & Wellbeing Policy. CIT recognises that mental health and wellbeing is crucial to students' academic performance, capacity to learn and ability to engage fully with the wider experience of higher education and is therefore a vital concern of CIT.</p> | |
| <p>Student Fitness to Study Policy, July 2017</p> | <p>Retain: This Policy and Procedure ('Policy') is expressly intended to be supportive of individual students who may be in distress or difficulty, whilst also recognising the right of the wider CIT community to study, work and live free of undue interference caused by others.</p> | |
| <p>Student Fitness to Practice Policy, Version 1.4 (July 2017),</p> | <p>Retain: This Fitness to Practice Policy has been developed in recognition of the Institute's duty to support students to fulfil programme requirements and to help prepare students for future professional practice. This Policy is intended to be used to respond to and manage concerns regarding a student's fitness to practice and/or</p> | |

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| | <p>professional suitability, collectively referred to herein as (“fitness to practice”) on programmes of study recognised, regulated and accredited by a Professional, Statutory or Regulatory Body (“PSRB”) for the purpose of attaining a professional qualification, future registration with the PSRB and for the entitlement to practice the particular profession.</p> | |
| <p>Student Regulations</p> | <p>Retain: This document describes the Student Regulations and the rules governing the Student Disciplinary Committee.</p> | |
| <p>Student Disciplinary Appeals Procedure, February 2014</p> | <p>Retain: This document describes the procedure for initiating and conducting an appeal of a decision of the Student Disciplinary Committee.</p> | |
| <p>Admissions</p> | | |
| <p>Academic Policy Governing Recognition of Prior Learning, February 2019</p> | <p>Retain: This policy outlines the CIT Recognition of Prior Learning (RPL) policy which encompasses formal, informal and non- formal learning.</p> | |
| <p>Open Access Policy</p> | <p>Retain: To disseminate the scholarly work of Cork Institute of</p> | |

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| | Technology (CIT) as widely as possible while also ensuring its long-term preservation. | |
| CIT Open Access Policy Procedures, Version 1 | Retain: This document outlines the procedures for compliance with the Cork Institute of Technology Open Access | |
| Academic Policy for Admission to NFQ Level 8 Programmes Post Level 7, January 2010 | Retain: This policy relates to entry to an add-on Honours Degree following completion of a level 7 Ordinary Degree ¹ . The issue of movement from a Level 7 Ordinary Degree to an add-on Level 8 degree is defined as one of admission to the add-on stage. Accordingly, it is not part of the formal remit of the Level 7 Ordinary Degree Progression and Awards Board. | |
| Supplement to Guidelines: Admissions to Level 8 Degrees (Post Level 7 Award) for 2019/20 Level 7 graduates and for 2020/21 Level 7 graduates applying in 2021 | Retain: This supplement to <i>Guidelines: Admissions to Level 8 Degrees (Post level 7 Award)</i> (Jan 2010), sets out supplementary guidelines to Heads of Dept. (HoDs) for accepting transfers or requests for entry from level 7 graduates to level 8 programmes within the constraints of available resources. The level 8 programmes may be cognate programmes, follow-on add-on degrees or parallel ab initio | |

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| | <p>honours programmes with differentiated modules.</p> <p>These supplementary provisions apply during the lifespan of the Institute's <i>Continuity Plan for Teaching + Learning + Assessment</i> or any subsequent revised arrangements for teaching, learning and assessment as operated in response to the COVID-19 crisis.</p> | |
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| Collaborative | | |
| Academic Policy on the Quality Assurance of Collaborative Programmes and Joint Awards, September 2011 | <p>Retain: This policy supplement governs the development and operation of all collaborative programmes and joint awards between Cork Institute of Technology and other national or transnational providers of higher education and training programmes, whether existing or planned.</p> | |
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| Miscellaneous Policies and Procedures | | |
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| CIT Intellectual Property Policy | <p>Retain: This Policy regulates the protection, management and commercialisation of IP at CIT and provides guidance on IP related matters and spinout companies.</p> | |
| CIT IP Policy Summary | <p>Retain: This leaflet summarises the CIT Intellectual Property (IP) policy regarding the ownership and commercialisation of intellectual property and the sharing of income generated from the commercialisation of this intellectual property with CIT personnel and others who generated the IP .</p> | |
| Data Protection Policy | <p>Retain: The Institute has adopted this Data Protection Policy, which creates a common core set of values, principles and procedures intended to achieve a standard set of universal compliance parameters based on GDPR.</p> | |

6. Compliance

All individuals who are responsible for undertaking programme design and approval must comply with this policy.

ITT&CIT (2019). ESTABLISHING THE MUNSTER TECHNOLOGICAL UNIVERSITY: Application for Designation as a Technological University. www.mtu.ie, MTU.

QQI (2016). Core Statutory Quality Assurance Guidelines. www.qqi.ie, QQI.