ACADEMIC COUNCIL – STANDING COMMITTEE

MINUTES

Thursday 2 September 2004

9.00-10.30 a.m. in AG01

Present: Dr Paraic James (Chair), Ms Brenda Gaughan, Mr Mícheál Mac Conmara, Dr Breandán Leahy, Dr Seán Marlow, Ms Louise McDermott (Recording Secretary), Mr Damien McLoughlin, Dr Liam Mac Mathúna, Dr Ronnie Saunders, Mr Paul Sheehan

Apologies: Professor Martin Henry, Professor David Jacobson, Professor Maria Slowey

The Chairperson welcomed Dr Breandán Leahy, who became a member of Standing Committee on 1 September 2004 on taking up the position of Registrar of Mater Dei Institute of Education.

1.   Adoption of agenda

The agenda was adopted subject to the inclusion of two additional submissions under Item 4, two additional submissions under Item 5.1, four additional submissions under Item 6.1, one additional submission under Item 6.2, one additional submission under Item 6.3, three additional submissions under Item 6.5, a new Item 6.6 and four additional submissions under Item 7.

2.   Minutes of the meeting of 1 July 2004

Confirmed, subject to the inclusion of Mr Sheehan's name in the list of those who had submitted apologies because of being unable to attend and the inclusion of Mr McLoughlin as having been in attendance, and signed by the Chairperson.

3.   Matters arising from the minutes

3.1   Follow-up actions from the last meeting were reported.

3.2   Noted that the proposal on procedures to be adopted when teaching family members
             or other people in relation to whom a conflict of interest might arise was to be
             discussed by Executive and would subsequently be discussed again by Academic
             Council. (Item 3.2)

3.3   Noted that the School of Physical Sciences had held one *viva voce* examination
             using videoconferencing, with the permission of the student, and that the feedback
             had been positive. Noted also that arrangements were in place in two other Schools
             (Dublin City University Business School and the School of Biotechnology) for
             using videoconferencing at forthcoming *viva voce* examinations. Agreed that
             feedback would be sought from these two Schools also and that a discussion on the
             issue would be held at the 7 October 2004 meeting of Standing Committee with a
             view to establishing the extent to which the practice was desirable and, if
             appropriate, to determining criteria and procedures for future reference. (Item 3.5)

3.4   Noted that the Registry would, as soon as possible, analyse recent cases in which
             members of staff had presented for examination for research degrees, thereby
             necessitating the appointment of two external examiners rather than one, with a
             view to establishing whether or not it would be possible to consider introducing
             some flexibility with regard to the number of external examiners required in such
             situations. (Item 3.6)

3.5   Noted that the Registry would, as soon as possible, devise a form to cater for
             applications for direct entry to Master's degrees by research. (Item 3.8)

3.6   Noted that the revised proposal on notional learning time within modules would be
             discussed by Standing Committee at a future date. (Item 3.10)

3.7   Noted that the guidelines on minute-writing would be recirculated to Programme
             Chairs and Faculty Administrators. (Item 4)

3.8   Noted that the need to inform Validation Committee where decisions were made to
             offer a previously full-time programme on a part-time basis, or *vice versa*, had been
             brought to the attention of the Task Force on Committee Structures.

3.9   Noted that the issue of external examiners' expenses had been discussed with the
             Director of Registry with a view to establishing whether or not any changes to the
             current procedures should be recommended, and that further discussions would take
             place in due course. (Item 5.2)

3.10   <u>Noted</u> that ongoing efforts would be made to ensure that, as far as possible, *curricula vitae* of nominated external examiners were sourced on line so as to minimise the use of paper. <u>Agreed</u> that a hard copy of each *curriculum vitae* thus sourced would be made available to the members of Standing Committee at meetings. (Item 5.2)

3.11   <u>Noted</u> that the Freedom of Information Officer would shortly be requested for advice in relation to the blanking out of students' names and ID numbers on all forms. (Item 5.2)

4.   Faculty/Committee/Programme Board minutes

4.1   Standing Committee of Programme Board: BA in Journalism, 16/06/04. <u>Noted</u> and <u>approved</u>.
4.2   Programme Board: BSc in Sport Science and Health, 23/06/04. <u>Noted</u> and <u>approved</u>.
4.3   Joint Programme Board: programmes in the School of Chemical Sciences, 28/06/04. <u>Noted</u> and <u>approved</u>.
4.4   Programme Board: Diploma/BSc in Information Technology, 24/06/04. <u>Noted</u> and <u>approved</u>.
4.5   Memorandum in relation to Programme Board: Executive MBA, 27/08/04. <u>Noted</u> and <u>approved</u>.
4.6   Memorandum in relation to Programme Board: Bachelor of Business Studies, 01/09/04. <u>Noted</u> and <u>approved</u>.

5.   Appointment of external examiners

5.1   Taught programmes

5.1.1   *Reappointment*
        Dr A Rickard, Linguistics Institute of Ireland
        School of Applied Language and Intercultural Studies
        <u>Approved.</u>
5.1.2   Ms J Stoker, Institute of Linguists
        School of Applied Language and Intercultural Studies
        <u>Approved.</u>
5.1.3   Dr P Moriarty, University of Nottingham
        School of Physical Sciences
        <u>Approved.</u>
5.1.4   Professor A Wilkinson, Loughborough University
        Dublin City University Business School
        <u>Approved.</u>

5.1.5   *Reappointment*
Professor G O'Sullivan, University College Dublin
School of Physical Sciences
Approved.

5.2   Postgraduate research students

5.2.1   Professor C G Morgan, University of Salford
Student ref. SC/2004/A8/5.2.1, PhD, School of Physical Sciences
Approved.
5.2.2   Professor D Russell, University of East Anglia
Student ref. SC/2004/A8/5.2.2, PhD, School of Physical Sciences
Approved.
5.2.3   Dr N Hurley, University College Dublin
Student ref. SC/2004/A8/5.2.3, MSc, School of Computing
Approved.
5.2.4   Professor P Arthur, University of Ulster
Student ref. SC/2004/A8/5.2.4, PhD, School of Law and Government
Approved.
5.2.5   Dr D Burger, INSERM/UPMC, Paris
Student ref. SC/2004/A8/5.2.5, PhD, School of Electronic Engineering
Approved.
5.2.6   Dr E Slevin, University of Ulster
Student ref. SC/2004/A8/5.2.6, PhD, Dublin City University
Business School
Approved.
5.2.7   Dr D Harrison, University of Limerick
Student ref. SC/2004/A8/5.2.7, PhD, School of Mechanical and
Manufacturing Engineering
Approved.

6.   Postgraduate research matters

6.1   Application for direct entry to the PhD register

6.1.1   Student ref. SC/2004/A8/6.1.1, School of Computing
Decision deferred to the next meeting of Standing Committee, by which
time the results for the candidate's taught Master's degree will be available.
6.1.2   Student ref. SC/2004/A8/6.1.2, School of Computing
Decision deferred to the next meeting of Standing Committee, by which
time the results for the candidate's taught Master's degree will be available.

6.1.3   Student ref. SC/2004/A8/6.1.3, School of Mechanical and
        Manufacturing Engineering
        Approved.
6.1.4   Student ref. SC/2004/A8/6.1.4, School of Mechanical and
        Manufacturing Engineering
        Approved.
6.1.5   Student ref. SC/2004/A8/6.1.5, School of Computing
        Decision deferred to the next meeting of Standing Committee, by which
        time the results for the candidate's taught Master's degree will be available.
6.1.6   Student ref. SC/2004/A8/6.1.6, School of Biotechnology/NICB
        Approved.
6.1.7   Student ref. SC/2004/A8/6.1.7, School of Biotechnology/NICB
        Decision deferred pending submission of the name(s) of the institution(s)
        at which the candidate's previous qualifications were obtained.
6.1.8   Student ref. SC/2004/A8/6.1.8, School of Biotechnology/NICB
        Approved.
6.1.9   Student ref. SC/2004/A8/6.1.9, School of Computing
        Approved.

6.2   Applications to transfer to the PhD register

6.2.1   Student ref. SC/2004/A8/6.2.1, School of Communications
        Approved.
6.2.2   Student ref. SC/2004/A8/6.2.2, School of Biotechnology
        Approved.
6.2.3   Student ref. SC/2004/A8/6.2.3, School of Biotechnology
        Approved.
6.2.4   Student ref. SC/2004/A8/6.2.4, School of Computing
        Approved.
6.2.5   Student ref. SC/2004/A8/6.2.5, Dublin City University Business School
        Approved.
6.2.6   Student ref. SC/2004/A8/6.2.6, School of Electronic Engineering
        Approved.
6.2.7   Student ref. SC/2004/A8/6.2.7, School of Electronic Engineering
        Approved.
6.2.8   Student ref. SC/2004/A8/6.2.8, School of Electronic Engineering
        Approved.
6.2.9   Student ref. SC/2004/A8/6.2.9, School of Electronic Engineering
        Approved.
6.2.10 Student ref. SC/2004/A8/6.2.10, School of Physical Sciences
        Approved.
6.2.11 Student ref. SC/2004/A8/6.2.11, School of Physical Sciences
        Approved.

6.2.12 Student ref. SC/2004/A8/6.2.12, School of Communications
        Approved.
6.2.13 Student ref. SC/2004/A8/6.2.13, Dublin City University Business School
        Approved.
6.2.14 Student ref. SC/2004/A8/6.2.14, School of Chemical Sciences
        Approved.

6.3   Request for change of supervisor

6.3.1   Student ref. SC/2004/A8/6.3.1, School of Computing
        Approved.
6.3.2   Student ref. SC/2004/A8/6.3.2, School of Biotechnology
        Approved.
6.3.3   Student ref. SC/2004/A8/6.3.3, School of Applied Language and
        Intercultural Studies
        Decision deferred pending the submission of more detailed information.

6.4   Request for special-case admission to postgraduate degree by research

        None.

6.5   Request for re-registration under 'write-up' status for 2004/05

6.5.1   Student ref. SC/2004/A8/6.5.1, School of Chemical Sciences
        Approved.
6.5.2   Student ref. SC/2004/A8/6.5.2, School of Chemical Sciences
        Approved.
6.5.3   Student ref. SC/2004/A8/6.5.3, School of Biotechnology
        Approved.
6.5.4   Student ref. SC/2004/A8/6.5.4, School of Mathematical Sciences
        Approved.

**6.6   Request for a change of internal examiner at a *viva voce* examination
          (School of Chemical Sciences)**

        Approved. Noted that this request had resulted from a change to the date on
        which the external examiner was available.

7.   Requests for special-case admission

7.1   MBS in Strategic International Marketing (one candidate)
        Approved.

    7.2   MA in Globalisation (one candidate)
             Approved.
    7.3   Graduate Diploma in Safety and Health at Work (three candidates)
             Approved.
    7.4   Graduate Certificate in Corporate Treasury (two candidates)
             Approved.
    7.5   MBS in Human Resource Strategies (one candidate)
             Approved.
    7.6   MSc in Investment and Treasury (one candidate)
             Approved.
    7.7   BSc in Sport Science and Health (one candidate)
             Approved.

It was agreed that Programme Chairs should be requested to indicate the number of years of prior study that each candidate had completed, and that the online form would be amended accordingly.

8.   Requests for exemption from modules

    8.1   BSc in Sport Science and Health (one candidate)
             Approved.

9.   Request for changes to academic structure on BEng in Digital Media Engineering

Approved.

10.   Request to include the option of exiting with a Graduate Diploma on the postgraduate programme in Pastoral Leadership (All Hallows College)

Approved.

11.   Proposed amendment to *Academic Regulations for Postgraduate Degrees by Research and Thesis*

Approved.

Date of next meeting: Thursday 7 October 2004

Signed: _____   Date: _____
              Chairperson