

ACADEMIC COUNCIL – STANDING COMMITTEE

MINUTES

Thursday 5 December 2002

9.00-10.25 a.m. in Executive Meeting Room

Present: Professor Patricia Barker (Chairman), Mr John Canavan,
Dr Eoin Cassidy, Professor Martin Henry, Professor David Jacobson,
Dr Paraic James, Mr Mícheál Mac Conmara, Dr Seán Marlow,
Ms Louise McDermott (Recording Secretary), Mr Michael Moriarty,
Dr Jim Murray, Dr Ronnie Saunders, Mr Paul Sheehan

Observer: Ms Brenda Gaughan

Action

1. Adoption of agenda

The agenda was adopted subject to the inclusion of one additional submission under Item 4, three additional submissions under Item 5.1, four additional submissions under Item 5.2 and two submissions under Item 7.

2. Minutes of the meeting of 7 November 2002

Confirmed and signed by the Chairman.

3. Matters arising from the minutes

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

3.2 Dublin City University Business School intends to streamline the number of external examiners it uses, and will factor this reduced number into the revised schedule of externs' fees which it intends to pilot. (Item 3.2)

- 3.3** The *Guide for Students* on certification of illness and other extenuating circumstances is now available on the Registry and Students' Union web pages. (Item 3.3)
- 3.4** It was noted that the Registrar had agreed with the Finance Officer a proposal which would allow part-time research students to pay fees on a pro-rata basis rather than having to pay full fees each year. Standing Committee approved this proposal subject to it being made explicit in Finance Office regulations that no student would be allowed to complete a research degree in less than the minimum time periods specified in *Academic Regulations for Postgraduate Degrees by Research and Thesis*. (Item 3.5)
- 3.5** It was noted that the Faculty Administration Peer Group and the Education and Management Analysis Officer were to meet in the week beginning 9 December to discuss possible enhancements to the statistical information made available to Progression and Awards Boards. (Item 4.5)
- 3.6** It was noted that, while the Registrar had brought to the attention of the Resource Review Group the accommodation and budgetary concerns highlighted in minutes of Programme Board meetings from the School of Electronic Engineering, the concerns had not yet been discussed because RRG was about to be replaced by the Finance Sub-committee of Executive. The concerns are to be discussed at the first meeting of the Sub-committee. (Items 4.7 and 4.10)
- 3.7** It was noted that Professor Anne Scott of the School of Nursing is to review with her School colleagues the number of external examiners used by programmes offered by the School. (Item 5.1)
- 3.8** A proposed new regulation to be included in *Academic Regulations for Postgraduate Degrees by Research and Thesis*, governing deferral and withdrawal in respect of research students, was approved. The regulation reads as follows:

14. Deferral/Withdrawal

14.1 Deferral

Research students wishing to defer a period of time (normally an academic year) from the University must notify the Registry, in advance of the deferral, in writing. Deferral forms (R-32a) are available at

<http://www.dcu.ie/ro/forms/index.html~postgrad>

Deferrals must be approved by a student's academic supervisor and the relevant Head of School.

14.2 Withdrawal

Research students retiring from the University must notify the Registry in writing. Withdrawal forms (R-27) are available at <http://www.dcu.ie/ro/forms/index.html#Postgrad>

It was noted that no corresponding regulations exist in easily accessible written form for students on taught programmes, and agreed that the Registrar would undertake to see that this situation was rectified. (Item 6.5)

- 3.9** It was agreed that, in line with practice in other universities, no change would be proposed to the status of supervisors at oral examinations for research students, i.e. it would not be proposed that supervisors take part in the examination process. It was agreed that the Registrar would communicate the outcome of this decision to Professor Preston. It was agreed also that the Registry would draft, for submission to the next meeting of Standing Committee, a regulation for inclusion in *Academic Regulations for Postgraduate Degrees by Research and Thesis* which would allow for the option of internal and external examiners conferring without the presence of the supervisor.

(Item 6.8)

Registrar

Jennifer Butler

4. Faculty/Committee/Programme Board minutes

- 4.1 Programme Board: Access/Grad Dip/MSc in Computer-aided Mechanical & Manufacturing Engineering, 23/10/02. Noted and approved. Noted that the concerns raised in Item 10 would be addressed once the Dean of International Students had taken up duty in the Registry.
- 4.2 Programme Board: BEng in Mechatronic Engineering, 23/10/02. Noted and approved. Agreed that the request (in Item 4) to include a 'reason for withdrawal' field on the withdrawal form would be discussed with the Education and Management Analysis Officer. Noted, in relation to Item 6, that the Secretary had indicated that future Disciplinary Board meetings would take place in advance of Progression and Awards Board meetings and that the outcomes would be communicated immediately to Programme Chairs and the Student Records Officer. Noted that the concerns expressed in Item 7 were being discussed in the Registry. Standing Committee extended its congratulations to the Programme Board on having obtained IEI accreditation for the programme (Item 9).
- 4.3 Programme Board: BEng in Mechanical & Manufacturing Engineering, BEng in Manufacturing Engineering with Business Studies, BEng in Medical Mechanical Engineering, BEng in Computer-aided Mechanical & Manufacturing Engineering, 23/10/02. Noted and approved. Noted, in relation to the concern about compensation regulations referred to in Item

10.4, that the University's *Marks and Standards*, including compensation regulations, would shortly be revised.

- 4.4 Programme Board: BSc in Airgeadas, Ríomhaireacht & Fiontraíocht/BSc in Finance, Computing and Enterprise, 13/11/02. Noted and approved
- 4.5 Programme Board: MSc/Diplóma do Chéimithe i nGnó & i dTeicneolaíocht an Eolais, 13/11/02. Noted and approved
- 4.6 Programme Board: BSc in Biotechnology, 20/11/02. Noted and approved.
- 4.7 Programme Board: Grad Dip in Safety & Health at Work, 27/11/02. Noted and approved. The importance of conveying academic structure changes to the Registry in a timely manner was noted

It was noted that, where a Science subject was no longer to be a programme entry requirement for admission to an undergraduate programme, it should be ensured that measures are in place to ensure that students get appropriate formal exposure to Science subjects in Year 1 and to track the academic progress of students entering without Science. It was noted also that such measures are in place, or in preparation, already in relation to the Programme Boards which have requested that Science be dropped as an entry requirement.

5. Appointment of external examiners

5.1 Taught programmes

- 5.1.1 Mr C Robertson, University of Birmingham
St Patrick's College, Drumcondra
Approved subject to the form being signed and the relevant subjects specified on it.
- 5.1.2 Professor D Kiberd, University College Dublin
St Patrick's College, Drumcondra
Approved subject to the form being signed and the relevant subjects specified on it.
- 5.1.3 Professor M O'Dea, Université Lyon II Lumière
St Patrick's College, Drumcondra
Approved.
- 5.1.4 Dr A Barker, University of Glasgow
St Patrick's College, Drumcondra
Approved subject to the relevant modules being specified on the form.
- 5.1.5 Dr E Sweeney, Waterford Institute of Technology
St Patrick's College, Drumcondra
Approved.

- 5.1.6 Professor D Farnham, University of Portsmouth
Dublin City University Business School
Approved.
- 5.1.7 Professor M Binks, University of Nottingham (re-appointment)
Dublin City University Business School
Approved.
- 5.1.8 Dr M Williams, University of Leeds
School of Applied Language & Intercultural Studies
Approved.
- 5.1.9 Professor P Ribbins, University of Birmingham
Professor D Irvine, NUI Galway
Dr O Ryan, NUI Galway (re-appointments)
School of Education Studies
Approved.
- 5.1.10 Dr M Morley, University of Limerick
Modules in HRM in Dublin City University Business School
Approved subject to confirmation of the duration of the appointment.
- 5.1.11 Dr D Atkinson, University of Limerick
Modules in the School of Applied Language & Intercultural Studies
Approved.
- 5.1.12 Modules in Dublin City University Business School
The nominee is not eligible, on the grounds the he graduated from Dublin City University less than five years ago. The School is to be requested to nominate an alternative external examiner.
- 5.1.13 Professor A Sangster, Open University
Modules in Dublin City University Business School
Approved.
- 5.1.14 Professor C Emmanuel, University of Glasgow
Modules in Dublin City University Business School
Approved.

5.2 Postgraduate research students

- 5.2.1 Dr B Eggins, University of Ulster
Student ref. SC/2002/A10/5.2.1, PhD, School of Biotechnology
Decision deferred pending the submission of the abstract. Once it is submitted, approval will be sought electronically, in advance of the next meeting of Standing Committee.

- 5.2.2 Dr D Stevenson, University of Surrey
Student ref. SC/2002/A10/5.2.2, PhD, School of Chemical Sciences
Approved.
- 5.2.3 Dr N Hanly, University of Limerick
Student ref. SC/2002/A10/5.2.3, MSc, School of Chemical Sciences
Approved.
- 5.2.4 Professor J Hart, University of the West of England
Student ref. SC/2002/A10/5.2.4, PhD, School of Chemical Sciences
Approved.
- 5.2.5 Dr J P Goedgebuer, Université de Franche-Comté
Student ref. SC/2002/A10/5.2.5, PhD, School of Electronic Engineering
Approved.
- 5.2.6 Professor M Fabrizio, University of Bologna
Student ref. SC/2002/A10/5.2.6, PhD, School of Mathematical Sciences
Approved.
- 5.2.7 Professor J P Boeuf, Université Paul Sabatier, Toulouse
Student ref. SC/2002/A10/5.2.7, PhD, School of Physical Sciences
Approved.
- 5.2.8 Dr M O'Mahony, Trinity College Dublin
Student ref. SC/2002/A10/5.2.8, PhD, School of Computer Applications
Approved.
- 5.2.9 Dr A J R Porter, University of Aberdeen
Student ref. SC/2002/A10/5.2.9, PhD, School of Biotechnology
Approved.
- 5.1.10 Dr S J Haswell, University of Hull
Student ref. SC/2002/A10/5.2.10, PhD, School of Chemical Sciences
Approved.
- 5.1.11 Dr P R Fielden, UMIST
Student ref. SC/2002/A10/5.2.11, PhD, School of Chemical Sciences
Approved.
- 5.1.12 Dr A Kokaram, Trinity College Dublin
Student ref. SC/2002/A10/5.2.12, MEng, School of Electronic Engineering
Approved.
- 5.1.13 Professor T Anderson, University of Ulster
Student ref. SC/2002/A10/5.2.13, MEng, School of Electronic Engineering
Approved.

6. Postgraduate research matters

6.1 Applications to transfer to the PhD Register

- 6.1.1 Student ref. SC/2002/A10/6.1.1, School of Chemical Sciences
Approved.
- 6.1.2 Student ref. SC/2002/A10/6.1.2, School of Chemical Sciences
Approved.
- 6.1.3 Student ref. SC/2002/A10/6.1.3, School of Computer Applications
Approved.
- 6.1.4 Student ref. SC/2002/A10/6.1.4, School of Electronic Engineering
Approved.
- 6.1.5 Student ref. SC/2002/A10/6.1.5, School of Electronic Engineering
Approved.
- 6.1.6 Student ref. SC/2002/A10/6.1.6, School of Mathematical Sciences
Approved. Noted that the Registrar is currently examining issues relating to joint supervision of research students by academic staff from more than one School, to ensure that best practice with regard to resource allocation is formulated and followed.
- 6.1.7 Student ref. SC/2002/A10/6.1.7, School of Physical Sciences
Approved.

6.2 Transfer of PhD student from GMIT to DCU

Approved. Agreed that the Registrar would contact HETAC to explain the background to the request. **Registrar**

6.3 Application for direct entry to PhD register (School of Mechanical & Manufacturing Engineering - 2 applicants)

Approved in relation to Applicant A.
Not approved in relation to Applicant B, on the grounds that there was insufficient evidence of relevant prior academic achievement and experiential learning.

7. Any other business

7.1 Taught MA in Humanities, St Patrick's College - proposal to offer on a full-time and a part-time basis

Approved.

7.2 Introduction of January meeting of Standing Committee

Agreed that some issues needed to be attended to by Standing Committee in advance of its February meeting and that therefore there should be a meeting in January. Agreed that the Registrar would notify all staff of this.

Registrar

Date of next meeting: Thursday 16 January 2003

Signed: _____
Chairman

Date: _____