ACADEMIC COUNCIL – STANDING COMMITTEE

MINUTES

Thursday 16 January 2003

9.00-11.00 a.m. in Executive Meeting Room

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

Apologies: Dr Liam Mac Mathúna, Dr Barry McMullin, Dr Jim Murray,
Ms Vanessa Wade

It was noted that Ms Vanessa Wade had temporarily replaced Ms Brenda Gaughan as the observer from the Faculty Administration Peer Group, and would attend meetings in the first half of 2003.

Action

1.   Adoption of agenda

The agenda was adopted subject to the inclusion two submissions under Item 9.

2.   Minutes of the meeting of 5 December 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   The pilot scheme relating to external examiners' fees is being progressed by Dublin City University Business School. (Item 3.2)

3.3   It was <u>noted</u> that the Finance Office had been requested to specify in their information for students that no postgraduate research student may complete a degree in less than the minimum time stated in *Academic Regulations for Postgraduate Degrees by Research and Thesis*. (Item 3.4)

3.4   It was <u>noted</u> that the Faculty Administration Peer Group and the Education and Management Analysis Officer were to meet on 17 January to discuss possible enhancements to the statistical information made available to Progression and Awards Boards. (Item 3.5)

3.5   It was <u>noted</u> that the Finance Sub-committee had not yet met and therefore it had not yet discussed the accommodation and budgetary concerns expressed by the School of Electronic Engineering. (Item 3.6)

3.6   It was <u>noted</u> that the question of the number of external examiners to use for Nursing programmes was still under review in the School of Nursing. (Item 3.7)

3.7   It was <u>noted</u> that a draft regulation in respect of deferral of modules/years on programmes and withdrawal from the University would be drawn up and submitted to the 6 February 2003 meeting of Standing Committee. (Item 3.8) **Registrar**

3.8   It was <u>noted</u> that withdrawal forms are currently being revised in consultation with Ms Martina Crehan, First-year Student Support Facilitator. It was also <u>noted</u> that Ms Crehan is involved in two current research projects, one with students who are considering withdrawing from the University before completing their programmes and the other with students who have withdrawn from the University, formally and informally, within the last two years. (Item 4.2)

3.9   The decision taken in relation to the student who had notified the intention to submit a thesis for examination, which had been taken electronically on 6 December 2002 since full documentation was not available to Standing Committee at its meeting of 5 December, was formally <u>approved</u>. (Item 5.2.1)

3.10   It was <u>noted</u> that the Director of HETAC had expressed to the Registrar his satisfaction at the way in which the issue of a transfer from Galway-Mayo Institute of Technology had been handled and had agreed that the case did not represent a precedent. (Item 6.2)

4.   Faculty/Committee/Programme Board minutes

            4.1   Programme Board: Graduate Programme: Management of Operations, 30/10/02. <u>Noted</u> and <u>approved</u>. <u>Noted</u> that the next meeting of the Programme Board would include a revised outline of the assessment

procedure which had originally been appended to the minutes of the meeting of the Programme Board of 8 May 2002.

4.2   Programme Board: Diploma in Nursing: General(Beaumont Hospital), 31/10/02. Noted and approved.

4.3   Programme Board: Diploma in Nursing: General (James Connolly Memorial Hospital), 31/10/02. Noted and approved.

4.4   Programme Board: BA in Communication Studies, 06/11/02. Noted and approved. The proposal in Item 7 to apply standard examination regulations to all undergraduate programmes across the School of Communications was noted with approval. It was noted that Mr Molony had already been in discussion with the Registrar about this, and agreed that all Programme Chairs for undergraduate programmes in the School would be requested to ensure that the regulations were streamlined as soon as possible. It was agreed that the Programme Chair would be asked to ensure that no details were provided about students referred to in minutes which might lead to the identification of individual students.

4.5   Programme Board: Undergraduate Programme Board for Nursing, 06/11/02. Noted and approved subject to the following: the Programme Board is to be requested to ensure that the regulation outlined in Item 4 would be applied on a case-by-case basis and be amended to make it clear that this would be the case; the Programme Board is to be requested to insert the word 'normally' into the regulation outlined in Item 12.2.

4.6   Programme Board: Post-registration Nursing, 11/11/02. Noted and approved.

4.7   Programme Board: BA in Applied Languages, 12/11/02. Noted and approved.

4.8   Programme Board: MA in Communication and Cultural Studies, 13/11/02. Noted and approved. Agreed that the Programme Chair would be advised that surveys of the kind referred to in Items 3(b) and 3(c) were already carried out on a University-wide basis by the Education and Management Analysis Officer and the Careers and Appointments Officer respectively, and requested to liaise with them rather than having separate surveys carried out.

4.9   Programme Board: BSc/MSc in Multimedia, 13/11/02. Noted and approved.

4.10   Programme Board: BA in Journalism, 20/11/02. Noted and approved.

4.11   Programme Board: BSc in Applied Computational Linguistics, 20/11/02. Noted and approved. The issue of dual e-mail accounts, referred to in Item 15, was noted, and it was agreed that the Registrar, following consultation with the Director of Computer Services, would draft a proposal on their use and submit it to the meeting of Standing Committee of 6 February 2003.

4.12   Programme Board: Grad Dip/MA in Intercultural Studies, 27/11/02. Noted and approved subject to clarification of the relationship between credit ratings and timetabling referred to in Item 4.

4.13   Programme Board: MA in Political Communication, 27/11/02. <u>Noted</u> and
        <u>approved</u>.

4.14   Programme Board: Bachelor of Business Studies, 03/12/02. <u>Agreed</u> that,
        since the sole item on the agenda had been resolved satisfactorily by the
        Standing Committee of the Programme Board, there had been no need to
        submit the minutes for approval to Standing Committee of Academic
        Council. <u>Agreed</u> also that the student in question should not have been
        identified in the minutes. The Programme Chair is to be requested to ensure
        that the decision taken by the meeting of the Standing Committee of the
        Programme Board is recorded in the minutes of the next meeting of the
        Programme Board.

4.15   Programme Board: BSc in Applied Computational Linguistics, 03/12/02.
        <u>Noted</u> and <u>approved</u>. It was <u>noted</u> that the issue referred to in Item 1 had
        been discussed by Academic Council at its meeting of 11 December 2002,
        and decisions had been taken on this issue with respect to the University's
        full-time undergraduate programmes generally.

4.16   Programme Board: Grad Dip/MEng in Electronic Systems, Grad Dip/MEng
        in Telecommunications Engineering, RACeE, 11/12/02. <u>Noted</u> and
        <u>approved</u>.

4.17   Programme Board: BA in Journalism, 04/12/02. <u>Noted</u> and <u>approved</u>.

4.18   Joint Programme Board: MSc in Science Communication and MA in
        Journalism, 13/12/02. <u>Noted</u> and <u>approved</u>.

4.19   Programme Board: MSc in Multimedia, 13/12/02. <u>Noted</u> and <u>approved</u>.

4.20   Programme Board: Access/Grad Dip/MEng in Computer-aided Mechanical
        and Manufacturing Engineering, 18/12/02. <u>Noted</u> and <u>approved</u>.

4.21   Programme Board: BEng in Mechanical and Manufacturing Engineering,
        BEng in Manufacturing Engineering with Business Studies, BEng in
        Medical Mechanical Engineering, BEng in Computer-aided Mechanical and
        Manufacturing Engineering, 18/12/02. <u>Noted</u> and <u>approved</u>. With regard to
        Item 4, it was <u>agreed</u> to refer the Programme Chair to the decision of
        Academic Council with regard to joint degree programmes. It was <u>agreed</u>
        that the changes to the academic structure referred to in Item 6 might
        warrant reaccreditation and that the Programme Chair would be informed of
        this.

4.22   Programme Board: BEng in Mechatronic Engineering, 18/12/02. <u>Noted</u> and
        <u>approved</u>.

4.23   Programme Board: Grad Dip/MA in Translation Studies, 13/11/02. <u>Noted</u>
        and <u>approved</u> subject to clarification of the proposed changes to the
        academic structure referred to in Item 2. <u>Agreed</u> that the Registrar would
        seek this clarification from the Programme Chair. <u>Agreed</u> that it was not
        possible to approve the first proposal in Item 5 but that the alternative
        proposal, which would involve a mid-August submission date for
        dissertations, was acceptable. <u>Noted</u> that the matter referred to in Item 6
        would be dealt with under Item 5.1.3 below. <u>Agreed</u> that the Programme

Chair would be asked to clarify the outcome of the proposal referred to in Item 9. **Registrar**

4.24 Programme Board: MBS in Marketing, 23/12/02. Noted and approved. Agreed that, since the items on the agenda had been agreed by the Standing Committee of the Programme Board, there had been no need to submit the minutes for approval to Standing Committee of Academic Council. Agreed also that the student in question should not have been identified in the minutes. The Programme Chair is to be requested to ensure that the decision taken by the meeting of the Standing Committee of the Programme Board is recorded in the minutes of the next meeting of the Programme Board.

4.25 Programme Board: BSc in Computer Applications (Day and Evening), 12/12/02. Noted and approved.

4.26 Programme Board: MA in International Relations and MA in Globalisation, 19/09/02. Noted and approved. The Registrar is to discuss with the Programme Chair the fee and re-registration issues which may arise from the arrangement outlined in Item 2. **Registrar**

5. Appointment of external examiners

5.1 Taught programmes

5.1.1 Professor P Maclaren, De Montfort University
Marketing modules, DCU Business School
Approved.

5.1.2 Re-appointment of nine external examiners
School of Computer Applications
Approved.

5.1.3 Re-appointment of two external examiners
School of Applied Language and Intercultural Studies
Approved in respect of Professor L Hickey. As it had been noted in the minutes of the Programme Board for the Graduate Diploma/MA in Translation Studies of 13 November 2002 (see Item 4.23 above) that Professor E Steiner would not be available to act as external examiner, the School is to be asked to nominate an alternative external examiner and to note the fact that there is no provision for an individual to apply for a position as external examiner.

5.2 Postgraduate research students

5.2.1 Dr E Doyle, UCD
Student ref. SC/2003/A1/5.2.1, PhD, School of Biotechnology
Approved.

5.2.2 Professor C Hamelink, University of Amsterdam
Student ref. SC/2003/A1/5.2.2, PhD, School of Communications
<u>Approved</u> subject to compliance with the regulation approved at Item 8 below.

5.2.3 Dr M Schellekens, UCC
Student ref. SC/2003/A1/5.2.3, PhD, School of Computer Applications
<u>Approved</u> subject to compliance with the regulation approved at Item 8 below.

5.2.4 Dr S Doyle, NUI Maynooth
Student ref. SC/2003/A1/5.2.4, MSc, School of Nursing
<u>Approved.</u>

5.2.5 Professor H Abdalla, De Montfort University
Student ref. SC/2003/A1/5.2.5, PhD, School of Mechanical and Manufacturing Engineering
<u>Approved</u> subject to compliance with the regulation approved at Item 8 below and confirmation that there is adequate similarity in terms of subject-matter between the abstract and the detail provided on the nomination form.

5.2.6 Professor J Monaghan, TCD
Student ref. SC/2003/A1/5.2.6, MEng, School of Mechanical and Manufacturing Engineering
<u>Approved</u> subject to compliance with the regulation approved at Item 8 below.

6.   Postgraduate research matters

6.1   Applications to transfer to the PhD Register

6.1.1 Student ref. SC/2003/A1/6.1.1, School of Chemical Sciences
<u>Approved.</u>

6.1.2 Student ref. SC/2003/A1/6.1.2, School of Chemical Sciences
<u>Approved.</u>

6.1.3 Student ref. SC/2003/A1/6.1.3, School of Computer Applications
<u>Approved.</u>

6.1.4 Student ref. SC/2003/A1/6.1.4, School of Computer Applications
<u>Approved.</u>

6.1.5 Student ref. SC/2003/A1/6.1.5, School of Electronic Engineering
<u>Approved.</u>

6.1.6 Student ref. SC/2003/A1/6.1.6, School of Mechanical and Manufacturing Engineering
<u>Approved.</u>

6.1.7   Student ref. SC/2003/A1/6.1.7, School of Mechanical and Manufacturing Engineering
        Approved.

6.1.8   Student ref. SC/2003/A1/6.1.8, School of Mechanical and Manufacturing Engineering
        Approved.

6.2   Arrangements for the *viva voce* examination of a student in the School of Computer Applications

Approved.

6.3   Amendment of regulations for internal/external examiner collaboration

Approved subject to three amendments to the wording so that the regulation now reads:

External and Internal Examiners may meet in advance of, and/or after, a *viva voce* examination, if required, without a candidate's academic supervisor and/or the Independent Chairman of the examination being present.

6.4   Application for direct entry to PhD register (School of Computer Applications)

Approved.

7.   Requests for module exemptions

7.1   BEng in Computer-aided Mechanical and Manufacturing Engineering (two applicants)

Because of the proximity of the Semester 1 examinations, it was not possible to approve this request.

7.2   BEng in Medical Mechanical Engineering (one applicant)

Because of the proximity of the Semester 1 examinations, it was not possible to approve this request.

7.3   Bachelor of Nursing Studies (one applicant)

Because of the proximity of the Semester 1 examinations, it was not possible to approve this request.

7.4   Bachelor of Business Studies (19 applicants)

Approved.

8.   Proposed balanced gender representation of external examiners

Approved subject to the inclusion of the words 'for research awards' and a second comma in the second sentence so that it reads:

Most particularly, for research awards, Heads must ensure that an examining panel of one gender only is avoided when the presenting candidate is of the opposite sex.

9.   Any other business

9.1   Proposed member of the Accreditation Board for the BSc in Physics and Astronomy

Approved.

9.2   Proposed link with Coláiste Dhúlaigh

Approved.

Date of next meeting: Thursday 6 February 2003

Signed: _____   Date: _____
          Chairman