

**ACADEMIC COUNCIL – STANDING COMMITTEE**

**MINUTES**

Thursday 6 February 2003

9.00-11.00 a.m. in Executive Meeting Room

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

**Apologies:** Professor Martin Henry, Dr Paraic James, Dr Jim Murray

**Observer:** Ms Vanessa Wade

The Chairman welcomed Ms Vanessa Wade, who will act as observer from the Faculty Administration Peer Group for the duration of Ms Brenda Gaughan's leave.

**Action**

**1. Adoption of agenda**

The agenda was adopted subject to the inclusion of one additional submission under Item 5.2 and two additional submissions under Item 6.

**2. Minutes of the meeting of 16 January 2003**

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 will now also incorporate a commitment to gender balance in the appointment of external examiners as per the proposal agreed and will involve other Faculties as well as the DCU Business School. (Items 3.2 and 8)
- 3.3** It was noted that the Faculty Administration Peer Group and the Education and Management Analysis Officer had agreed procedures for the provision of enhanced statistical information for Progression and Awards Boards from Semester Two 2003. (Item 3.4)
- 3.4** It was noted that the Finance Sub-committee had not yet met and therefore no discussion had yet been held on the accommodation and budgetary concerns expressed by the School of Electronic Engineering. (Item 3.5)
- 3.5** The information provided by the School of Nursing on the numbers of external examiners used by the School was noted. (Item 3.6)
- 3.6** The draft regulations relating to deferral of academic year and deferral of examinations or thesis for taught programmes were approved subject to the inclusion of the word 'normally' in the third sentence so that it reads: 'Application should normally be made in advance of the commencement of the academic year which it is proposed to defer'. (Item 3.7)
- 3.7** It was agreed that, as the First Destinations Returns survey carried out annually by the Careers and Appointments Officer does not cover graduates of part-time programmes, the Programme Chair for the MA in Communication and Cultural Studies would be informed that the Programme Board could proceed with plans to survey graduates of the programme. (Item 4.8)
- 3.8** It was noted that the Director of Computer Services is to discuss with the relevant Heads of School the possibility of dual student e-mail accounts. (Item 4.11)
- 3.9** The minutes of the meeting of the Programme Board for the Graduate Diploma/MA in Intercultural Studies held on 27/11/02 were approved, as the Programme Chair had provided clarification, as requested, of the issue referred to in Item 4 of these minutes. (Item 4.12)
- 3.10** Professor E Steiner was approved as external examiner on the Graduate Diploma/MA in Translation Studies for a three-year period; it was noted that he would be unavailable to examine theses in September 2003 and agreed that the School of Applied Language and Intercultural Studies could nominate a substitute examiner for this period. (Item 4.23)

- 3.11** It was noted that the issue referred to in Item 9 of the minutes of the meeting of the Programme Board for the Graduate Diploma/MA in Translation Studies was under review by the Board. (Item 4.23)
- 3.12** It was noted that the Programme Chair for the MA in International Relations/MA in Globalisation was in the process of discussing with the Finance Office the fee implications for students whose dissertation submission date moved to 30 September. (Item 4.26)
- 3.13** It was agreed to defer a decision on the query raised in relation to Item 5.1.3 to the meeting of Standing Committee of 6 March 2003, by which time full information would be available.

#### **4. Faculty/Committee/Programme Board minutes**

- 4.1 Programme Board: Diploma in Nursing: Mental Handicap, 14/11/02. Noted and approved. Agreed that it would be mentioned to the Programme Chair that the recheck facility no longer exists *per se*, as it has been incorporated into the post-PAB consultation days.
- 4.2 Programme Board: Diploma in Nursing: Psychiatric (St Ita's/St Vincent's), 19/11/02. Noted and approved.
- 4.3 Programme Board: Graduate Diploma/MSc in Biological Sciences, 20/11/02. Noted and approved.
- 4.4 Programme Board: BSc in Biotechnology, 20/11/02. Noted that the procedures for electing class representatives, referred to in Item 5.1, were being reviewed by the Students' Union. Agreed that the provision of lecture notes online, mentioned in Item 5.2, would be referred to the Teaching and Learning Committee for further discussion.
- 4.5 Programme Board: Graduate Diploma/MSc in Counselling and Integrative Psychotherapy, 21/11/02.
- 4.6 Programme Board: Certificate in Education and Training, 21/11/02. Noted and approved. Agreed that the Programme Chairs for this programme and the BSc in Education and Training would be requested to hold joint Programme Board meetings.
- 4.7 Programme Board: BSc in Education and Training, 21/11/02. Noted and approved. Agreed that the Programme Chairs for this programme and the Certificate in Education and Training would be requested to hold joint Programme Board meetings. The restricted availability of books in the Library, referred to in items 4.2 and 5.1, was noted. Agreed that the Health and Safety Officer would be asked for information on the procedures to be followed in the case of an incident such as that described in Item 5.3.

- 4.8 Programme Board: Graduate Diploma/MSc in Education and Training Management, 21/11/02. Noted and approved. Agreed that the Programme Chair would be requested to ensure that problems with rooms, such as that outlined in Item 5.9, were referred to Education Services in the first instance.
- 4.9 Programme Board: Joint Physics Programme Board, 28/11/02. Noted and approved.
- 4.10 Programme Board: BSc in Analytical Science, BSc in Pure and Applied Chemistry/Chemical and Pharmaceutical Sciences, BSc in Chemistry with French/German, Graduate Diploma/MSc in Instrumental Analysis, 04/12/02. Noted and approved.
- 4.11 Programme Board: BA in International Business and Languages/BA in International Marketing and Languages, 20/11/02. Noted and approved. Agreed that the Programme Chair would be asked to clarify the outcomes of the issues mentioned in Item 4.
- 4.12 Programme Board: BSc in Multimedia, 09/01/03. Noted and approved.

## **5. Appointment of external examiners**

### **5.1 Taught programmes**

None.

### **5.2 Postgraduate research students**

- 5.2.1 Dr A-J Berg, University of Trondheim  
Student ref. SC/2003/A2/5.2.1, PhD, School of Communications  
Approved.
- 5.2.2 Professor H S Gamble, Queen's University Belfast  
Student ref. SC/2003/A2/5.2.2, PhD, School of Electronic Engineering  
Approved.
- 5.2.3 Dr S Draper, Trinity College Dublin  
Student ref. SC/2003/A2/5.2.3, PhD, School of Chemical Sciences  
Approved.

**6. Postgraduate research matters****6.1 Applications to transfer to the PhD Register**

- 6.1.1 Student ref. SC/2003/A2/6.1.1, School of Biotechnology  
Approved.
- 6.1.2 Student ref. SC/2003/A2/6.1.2, School of Chemical Sciences  
Approved.
- 6.1.3 Student ref. SC/2003/A2/6.1.3, School of Communications  
Approved.
- 6.1.4 Student ref. SC/2003/A2/6.1.4, School of Electronic Engineering  
Approved.
- 6.1.5 Student ref. SC/2003/A2/6.1.5, School of Law and Government  
Approved.
- 6.1.6 Student ref. SC/2003/A2/6.1.6, School of Physical Sciences  
Approved.
- 6.1.7 Student ref. SC/2003/A2/6.1.7, School of Physical Sciences  
Approved.
- 6.1.8 Student ref. SC/2003/A2/6.1.8, School of Biotechnology  
Approved.
- 6.1.9 Student ref. SC/2003/A2/6.1.9, School of Biotechnology  
Approved.

**6.2 Arrangements for direct entry to PhD register**

- 6.2.1 School of Computer Applications (one applicant)  
Approved.
- 6.2.2 Dublin City University Business School (one applicant)  
Approved.

**6.3 Request that a substitute module be approved for a Master's qualifying student (School of Mechanical and Manufacturing Engineering)**

Approved.

**6.4 Change of internal examiner for PhD *viva voce* examination (School of Biotechnology)**

Approved.

**7. Proposed module (NS479) - School of Nursing**

Approved.

**8. Any other business**

None.

**Date of next meeting: Thursday 6 March 2003**

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_