

ACADEMIC COUNCIL – STANDING COMMITTEE**MINUTES**

Thursday 6 March 2003

9.00-10.45 a.m. in Executive Meeting Room

Present: Professor Patricia Barker (Chairman), Dr Eoin Cassidy, Professor Martin Henry, Professor David Jacobson, Dr Paraic James, 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: Dr Jim Murray

Observer: Ms Vanessa Wade

Action**1. Adoption of agenda**

The agenda was adopted subject to the following:

- the substitution for the current Item 4.2 of the following:
 - Programme Board (Standing Committee): Grad Dip/MEng in Electronic Engineering, Telecommunications Engineering; RACeE Programme, 26/02/03
- the inclusion of three additional submissions under Item 5.1
- the inclusion of one additional submission under Item 7
- the inclusion of two submissions under Item 9 (Any Other Business).

2. Minutes of the meeting of 6 February 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 draft regulation on requests for exemptions was approved. (Item 7 of meeting of 16 January 2003)
- 3.3 The pilot scheme on external examiners' fees is ongoing. (Item 3.2)
- 3.4 It was noted that the Budget Sub-committee of Executive had been appointed and that it would therefore discuss, in due course, the accommodation and budgetary concerns expressed by the School of Electronic Engineering. (Item 3.4)
- 3.5 The proposal for the appointment of Professor H Abdalla as an external examiner in the School of Mechanical and Manufacturing Engineering was approved, since full information had been submitted. (Item 3.13)
- 3.6 It was noted that the Teaching and Learning Committee was discussing the provision of lecture notes online and that recommendations would be made to Standing Committee at its meeting of 1 May 2003 (Item 4.4)
- 3.7 It was noted that the Programme Chairs for the Certificate in Education and Training and the BSc in Education and Training were discussing arrangements for holding joint Programme Board meetings. (Items 4.6 and 4.7)
- 3.8 The information provided by the Health and Safety Office on the procedures to be followed in the case of out-of-hours accidents was noted, and it was agreed that the Health and Safety Office would be requested for details of how they publicise this information to staff and students. (Item 4.7) **Louise McDermott**
- 3.9 It was agreed that the Programme Chair for the BA in International Business and Languages/International Marketing and Languages would be asked to ensure that decisions on the issues raised in Item 4 of the Programme Board meeting of 20 November 2002 were noted in the minutes of the next Programme Board meeting. (Item 4.11) **Louise McDermott**

4. Faculty/Committee/Programme Board minutes

- 4.1 Memo in relation to meeting of Standing Committee of Programme Board: BA in International Business and Languages/International Marketing and Languages, 07/02/03. Noted and approved. The Programme Chair is to be requested to ensure that this issue is noted in the minutes of the next meeting of the Programme Board.
- 4.2 Programme Board (Standing Committee): Graduate Diploma/MEng in Electronic Systems, Graduate Diploma/MEng in Telecommunications Engineering, RACeE Programme, 26/02/03. Noted and approved subject to

the following recommendations being made to the Programme Board in relation to Item 8: any additional module taken in order to reach the 6-module 55% threshold for transfer to the Master's programme must be taken on the basis that one attempt only is permitted; as an alternative to taking an extra module, students should be offered the option of undergoing a *viva voce* examination to determine whether or not they are suitable for transfer; the award classification should be based on the original modules taken in the Graduate Diploma, and marks for any additional modules taken in order to reach the transfer threshold should not be used in the calculation.

- 4.3 Programme Board: MA in Film and Television Studies, 27/11/02. Noted and approved subject to clarification of the reason for referring, in Item 3, to the possible staggering of assessment deadlines when such deadlines should normally have been agreed by October.
- 4.4 Programme Board: BSc in Financial and Actuarial Mathematics, 12/02/03. Noted and approved.

5. Appointment of external examiners

5.1 Taught programmes

- 5.1.1 Mr S Griffin, Froebel College of Education (reappointment)
School of Education Studies
Approved.
- 5.1.2 Dr M Reynolds, St Mary's University College, Belfast
School of Education Studies
Approved.
- 5.1.3 Revd Professor T Corbett, St Patrick's College, Maynooth
Mater Dei Institute of Education
Approved.
- 5.1.4 Dr C Clutterbuck, University College Dublin
Mater Dei Institute of Education
Approved.
- 5.1.5 Ms M A Allison, Central Office for Research Ethics Committees (COREC),
UK
School of Nursing
Approved.

5.2 Postgraduate research students

- 5.2.1 Professor B Walker, Queen's University Belfast
Student ref. SC/2003/A3/5.2.1, PhD, School of Biotechnology
Approved.

- 5.2.2 Dr L Sadler, University of Essex
Student ref. SC/2003/A3/5.2.2, MSc, School of Computer Applications
Decision deferred pending referral to regulations. **Registrar**
- 5.2.3 Professor N Fairclough, Lancaster University
Student ref. SC/2003/A3/5.2.3, PhD, School of Communications
Approved.
- 5.2.4 Professor B S Yilbas, KFUPM, Saudi Arabia
Student ref. SC/2003/A3/5.2.4, PhD, School of Mechanical and
Manufacturing Engineering
Approved.
- 5.2.5 Professor J Monaghan, Trinity College Dublin
Student ref. SC/2003/A3/5.2.5, PhD, School of Mechanical and
Manufacturing Engineering
Approved.
- 5.2.6 Professor A Matthews, University of Hull
Student ref. SC/2003/A3/5.2.6, PhD, School of Mechanical and
Manufacturing Engineering
Approved.

6. Postgraduate research matters

6.1 Applications to transfer to the PhD Register

- 6.1.1 Student ref. SC/2003/A3/6.1.1, School of Chemical Sciences
Approved.
- 6.1.2 Student ref. SC/2003/A3/6.1.2, School of Mechanical and Manufacturing
Engineering
Approved subject to recommendations being made to the School to ensure
that the candidate is supported in terms of improving the standard of spoken
English.

6.2 Request for admission of applicant to Master's qualifying examination (School of Biotechnology)

Approved.

6.3 Request for admission of two applicants to concurrent MEng/MEng qualifying programme (School of Mechanical and Manufacturing Engineering)

Approved subject to clarification of the reason the candidates are being
allowed a period of twelve months, rather than one semester, to complete
the qualifying modules.

7. Requests for module exemptions**7.1 BA in Journalism (one applicant)**

Approved.

7.2 Professional Diploma in Accounting (one applicant)

Approved.

7.3 BSc in Computer Applications (13 applicants)

Approved in the case of the candidates whose requests were endorsed by the School. Decisions on the other candidates were deferred pending the submission of further information by the School.

8. Consultation days after Semester 1 examinations

Noted that, in 2002, there had been considerably fewer appeals and a higher proportion of those submitted had been successful, relative to previous years. The request from Mr Moriarty, that consultation days in respect of Semester 1 examinations be instituted at the beginning of Semester 2, was referred to the Teaching and Learning Committee with a request that a recommendation on the issue be made to Standing Committee. Noted that, following Semester 1 examinations, academic staff could make examination scripts available to students for inspection but would be requested to state clearly, in doing this, that all Semester 1 results are provisional.

9. Any other business**9.1 Approval of stand-alone professional development modules (Faculty of Science and Health)**

Approved subject to the inclusion of a statement that requests for approval should come through the Faculty Teaching and Review Curriculum Committee. Agreed that the Registrar would discuss this issue with Professor Malcolm Smyth and Mr Kevin Griffin. **Registrar**

9.2 Observer status for incoming Deputy President of Students' Union

Agreed, following a request from Mr Moriarty, that his successor as Deputy President, once elected, could attend the April, May and June 2003 meetings of Standing Council in the capacity of observer.

9.3 Proposal in relation to outgoing Registrar

The following proposal was made by Professor Martin Henry and endorsed by the members:

The members of Standing Committee acknowledged the commitment and professionalism that the Registrar brought to the conduct of the Standing Committee business, and this being her last meeting in the chair, they thanked her for her support over the past three years and wished her continuing success in the future.

Date of next meeting: Thursday 3 April 2003

Signed: _____
Chairman

Date: _____