

ACADEMIC COUNCIL – STANDING COMMITTEE

MINUTES

Thursday 4 November 2004

9.00-10.40 a.m. in DG11

Present: Professor Maria Slowey (Chair for the first half of the meeting), Professor David Jacobson (Chair for the second half of the meeting), Professor Martin Henry, Dr Paraic James, Dr Breandán Leahy, Mr Mícheál Mac Conmara, Dr Liam Mac Mathúna, Dr Seán Marlow, Ms Louise McDermott (Recording Secretary), Mr Damien McLoughlin, Dr Ronnie Saunders, Mr Paul Sheehan

Apologies: Ms Brenda Gaughan

Congratulations were extended to Mr McLoughlin, on behalf of Standing Committee, on having recently graduated with the degree of Bachelor of Business Studies.

1. Adoption of agenda

The agenda was adopted subject to the substitution of Mr Paul McGettrick's name for Dr Patricia Flynn's in Item 5.2.2 and the inclusion of one additional submission under Item 4, two additional submissions under Item 5.1, two additional submissions under Item 6.2, one additional submission under Item 8 and one submission under Item 10.

2. Minutes of the meeting of 7 October 2004

Confirmed 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 would be

- discussed by the working group set up by Executive to look at conflict of interest issues across the University generally. (Item 3.2)
- 3.3 Noted that feedback on the experience of using videoconferencing at *viva voce* examinations had now been received from the School of Physical Sciences and Dublin City University Business School and that feedback would be available shortly from the School of Biotechnology. Agreed that any criteria and procedures which would be drawn up would be informed by the forthcoming Irish Universities Quality Board guidelines on the dissemination, publication and implementation of best practice throughout the sector in the organisation of PhD programmes. (Item 3.3)
- 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 3.4)
- 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 3.5)
- 3.6 Noted that the revised proposal on notional learning time within modules would be discussed by Standing Committee at a future date, and that the recent EUA review of the ECTS system had identified this issue as being of interest. (Item 3.6)
- 3.7 Noted that the guidelines on minute-writing had been recirculated to Programme Chairs and Faculty Administrators. (Item 3.7)
- 3.8 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 shortly take place between the Director and the Senior Faculty Administrators. (Item 3.8)
- 3.9 Noted that clarification had been obtained in relation to the references to 'ethics proposals' and the 'dual-diagnosis programme' in the minutes of the Programme Board for the Graduate Diploma/MSc in Nursing held on 23 June 2004. (Item 4.1)
- 3.10 Noted that full information about the restructuring of the Bachelor of Nursing Studies (Oscail) had now been obtained. Agreed that no further action on the part of the Course Team would be necessary. (Item 4.7)

- 3.11 Noted that clarification had been obtained as to why a research student registered with the School of Communications was being supervised and examined by members of the School of Law and Government. The request to submit the thesis for examination was therefore approved. (Item 5.2.5)
- 3.12 Noted that the School of Mechanical and Manufacturing Engineering had submitted queries about the existing regulations and recommendations relating to the frequency of appointment of external examiners. Following discussion arising from these queries, it was agreed that the regulations should be amended to state that an individual should not normally act as an external examiner for a research student more than twice in any period of three years, irrespective of any involvement by him/her as external examiner for taught programmes. Agreed that the wording of the proposed regulation should be submitted to Standing Committee for consideration at its meeting of 2 December 2004 and that the regulation, once approved, should be inserted into both the set of regulations governing the appointment of external examiners for taught programmes and that governing the appointment of external examiners for research degrees. (Item 5.2.7)
- 3.13 Agreed that an additional external examiner should be appointed for a candidate. Agreed that the examiner originally nominated should also act as examiner for the candidate but that, in view of his heavy workload in the recent past, he should not be nominated again as external examiner for the next three years. (Item 5.2.8)
- 3.14 Noted that some members of staff had experienced difficulties in completing forms electronically. Agreed that the Registry would ask the Computer Services Department for advice on how these difficulties might be overcome. (Items 5 and 6)
- 3.15 Noted that the School had indicated that the reason for submitting a request for direct entry to the PhD register for a candidate whose taught Master's results were not yet available was to ensure that the candidate would be registered early in the academic year. (Item 6.1.1)
- 3.16 Noted that a specific recommendation had been obtained from the School in relation to a candidate for direct entry to the PhD register. The request was therefore approved. (Item 6.1.5)
- 3.17 Noted that further information was to be sought about the taught Master's degree held by a candidate for direct entry to the PhD register. (Item 6.1.6)
- 3.17 Noted that the opinions of the Associate Deans for Research had been sought about the desirability, or otherwise, of admitting students holding a taught Master's degree directly on to the PhD register. Noted that this issue had also been raised at the meeting of Validation Committee held on 3 November 2004 and that it had been

suggested at this meeting that, in view of the importance of the issue and the fact that a number of important related issues also existed, a meeting of all interested parties be organised. Agreed that such a meeting would be useful and that arrangements to hold it should be made as soon as possible. (Items 6.1 and 6.5)

- 3.19 Noted that the PGR9 form (which is used for applications for direct entry to the PhD register) had been revised to allow for a line on which the candidate can indicate the title of the taught Master's degree and the name of the awarding institution, and that the revised forms would gradually come into use. (Item 6.5)
- 3.20 Noted that, at its meeting of 13 October 2004, Academic Council had approved the proposals on revised entry requirements with regard to (a) Leaving Certificate Biology/Agricultural Science and Home Economics and (b) points to be awarded for A- and AS-level examination grades. (Item 9)

4. Faculty/Committee/Programme Board minutes

- 4.1 Standing Committee of Programme Board: Undergraduate Nursing, 03/08/04. Noted and approved.
- 4.2 Programme Board: MSc in Bioinformatics, 20/09/04. Noted and approved.
- 4.3 Programme Board: BA in European Business, 06/10/04. Noted and approved.
- 4.4 Programme Board: MSc in Bioinformatics, 13/10/04. Noted and approved.
- 4.5 Programme Board: MSc in Security and Forensic Computing, 13/10/04. Noted and approved.
- 4.6 Programme Board: undergraduate programmes in the School of Electronic Engineering, 13/10/04. Noted and approved.
- 4.7 Programme Board: MSc in Electronic Commerce (Technical and Business), 14/10/04. Noted and approved.
- 4.8 Programme Board: BEng in Mechatronic Engineering, 20/10/04. Noted and approved.
- 4.9 Programme Board: Graduate Diploma in Information Technology/MSc in Information Technology, 20/10/04. Noted and approved.
- 4.10 Programme Board: Graduate Diploma/MSc/Access Programme in Computer-aided Mechanical and Manufacturing Engineering, 20/10/04. Noted and approved. Agreed, however, that clarification would be sought in relation to the progression issue referred to in Item 4 and the credits issue referred to in Item 5.
- 4.11 Programme Board: undergraduate programmes in the School of Mechanical and Manufacturing Engineering, 20/10/04. Noted and approved.
- 4.12 Programme Board: Professional Diploma in Accounting, 21/10/04. Noted and approved.

- 4.13 Memorandum in relation to Programme Boards: BA in Languages for International Communication, Graduate Diploma in Applied Language and Intercultural Studies, Graduate Diploma/MA in Comparative Literature, Graduate Diploma/MA in Intercultural Studies, 20/10/04. Noted and approved.
- 5. Appointment of external examiners**
- 5.1 Taught programmes**
- 5.1.1 Dr R Abrahamsen, University of Wales, Aberystwyth
MA in International Relations and MA in Globalisation, School of Law and Government
Approved.
- 5.1.2 Professor J Grugel, University of Sheffield
MA in International Relations and MA in Globalisation, School of Law and Government
Approved.
- 5.1.3 Dr C Buttimer, University College Cork
BSc I bhFiontraíocht le Gaeilge Fheidhmeach & Teastas/Diplóma Iarchéime/MA sa Chleacahtas Dátheangach, Fiontar
Approved.
- 5.1.4 Dr P Gibson, National University of Ireland, Maynooth
BSc in Computer Applications, School of Computing
Approved.
- 5.1.5 Professor T Hassall, Sheffield Hallam University
Modules in Accounting, Dublin City University Business School
Approved.
- 5.2 Postgraduate research students**
- 5.2.1 Dr Y Galligan, Queen's University Belfast
Student ref. SC/2004/A10/5.2.1, PhD, School of Law and Government
Approved.
- 5.2.2 Mr P McGettrick, Dundalk Institute of Technology
Student ref. SC/2004/A10/5.2.2, MA, St Patrick's College
Approved.

6. Postgraduate research matters

6.1 Application for direct entry to the PhD register

- 6.1.1 Student ref. SC/2004/A10/6.1.1, School of Mechanical and Manufacturing Engineering
Decision deferred pending further information about the relationship between the proposed area of research and the range of expertise covered by the School. Agreed that this issue would be raised in the context of a meeting which the Vice-President for Learning Innovation/Registrar is to hold with the Head of School.
- 6.1.2 Student ref. SC/2004/A10/6.1.2, School of Computing
Decision deferred pending the submission of a specific recommendation about the candidate by the School. Agreed to investigate the reason for the inclusion of the words 'For Office Use Only' above the section of the form which is reserved for the recommendation.
- 6.1.3 Student ref. SC/2004/A10/6.1.3, School of Computing
Approved.
- 6.1.4 Student ref. SC/2004/A10/6.1.4, School of Mechanical and Manufacturing Engineering
Decision deferred pending the submission of a form countersigned by an appropriate member of staff in the School.
- 6.1.5 Student ref. SC/2004/A10/6.1.5, School of Mechanical and Manufacturing Engineering
Approved pending the submission of an appropriately countersigned form.

6.2 Applications to transfer to the PhD register

- 6.2.1 Student ref. SC/2004/A10/6.2.1, School of Biotechnology
Approved.
- 6.2.2 Student ref. SC/2004/A10/6.2.2, School of Biotechnology
Approved.
- 6.2.3 Student ref. SC/2004/A10/6.2.3, School of Computing
Approved.
- 6.2.4 Student ref. SC/2004/A10/6.2.4, School of Electronic Engineering
Approved.
- 6.2.5 Student ref. SC/2004/A10/6.2.5, School of Biotechnology
Approved.
- 6.2.6 Student ref. SC/2004/A10/6.2.6, School of Electronic Engineering
Approved.

6.3 Request for re-registration under ‘write-up’ status for 2004/05

Student ref. SC/2004/A10/6.3, School of Communications
Approved.

7. Request for special-case admission

None

8. Requests for exemption from modules

8.1 School of Nursing (BSc in Nursing (General) – one candidate)
Approved.

8.2 School of Electronic Engineering (BEng in Information and
Communications Engineering – one candidate)
Approved.

8.3 Dublin City University Business School (Professional Diploma in
Accounting – twenty-five candidates)
Approved.

8.4 Centre for Sport Science and Health (BSc in Sport Science and Health –
two candidates)
Approved.

9. Request for approval of stand-alone module (School of Nursing)

Approved.

**10. Request for change to title of Graduate Diploma/MSc in Management
(Dublin City University Business School)**

Agreed that the title should change to ‘MSc in Management’ but that appropriate
reference to the option of exiting at Graduate Diploma level should be made in
information for prospective and current students.

Noted that a number of different practices now existed with regard to how multiple
exit options on taught postgraduate programmes were organised.

Date of next meeting: Thursday 2 December 2004

Signed: _____
Chairperson

Date: _____