

**ACADEMIC COUNCIL – STANDING COMMITTEE**

**MINUTES**

Thursday 6 October 2005

9.00-10.50 a.m. in A204

**Present:** Dr Paraic James (Chair), Ms Olivia Bree, Ms Louise McDermott (Recording Secretary), Mr Mícheál Mac Conmara, Dr Ronnie Saunders, Mr Paul Sheehan, Ms Yvonne Tuohy

**Apologies:** Mr Jonathan Begg, Professor Martin Henry, Professor Eugene Kennedy, Dr Breandán Leahy, Dr Seán Marlow, Professor Maria Slowey

**1. Adoption of agenda**

The agenda was adopted subject to the inclusion of four additional submissions under Item 6.1.6, nine additional submissions under Item 6.4, two submissions under Item 7, one submission under Item 8, one submission related to Item 10, one submission under Item 11, and two other submissions.

**2. Minutes of the meeting of 1 September 2005**

Confirmed and signed by the Chair.

**3. Matters arising from the minutes**

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

3.2 Noted that the working group set up by Executive to look at conflict of interest issues across the University was progressing its activities. (Item 3.2)

3.3 Noted that the issue of notional learning time within modules had been adverted to by the Working Group on Modularisation. (Item 3.3)

3.4 Noted that the working group set up to discuss matters relating to postgraduate research students and external examiners would hold its first meeting shortly. (Item 3.4)

- 3.5 Noted that, once the regulations on frequency of appointment of external examiners (see 3.4 above) had been agreed and if it were necessary on the basis of these regulations to distinguish between Master's and PhD supervision, the Registry would be requested to specify, on nomination forms, whether previous work carried out by external examiners related to Master's or PhD students or both. (Item 3.5)
- 3.6 Noted that discussions were in progress about the current financial provision for research work on APL. Noted that Dr Saunders and Dr Ann Wickham were in the process of writing new proposals on APL. Noted that the issue of APEL would be dealt with after experience had been obtained with APL. (Item 3.6)
- 3.7 Noted that a proposal from the Working Group on Deferrals had been submitted to the 27 September 2005 meeting of Budget Committee. (Item 3.8)
- 3.8 Noted that consideration might be given, at a future date, to the use of bilingual Irish/English forms, as is currently the practice in St Patrick's College. (Item 5)
- 3.9 Noted that additional information about a nominated external examiner, which had been requested from a School, had been provided, and that the nomination was on the agenda of the present meeting (see Item 5.1.3 below). (Item 5.1.7)
- 3.10 Noted that a nomination for an external examiner for a research student had been withdrawn, that an alternative external examiner would be nominated in due course, and that the external examiner originally nominated would be nominated again in respect of a different student. Agreed that the new nominations, including full documentation, would have to be submitted *ab initio*. (Item 5.2.5)
- 3.11 Noted that a nomination for an external examiner had been approved electronically. (Item 5.2.6)
- 3.12 Noted that information about a proposed second supervisor for a research student was awaited from a School. (Item 6.2.8)
- 3.13 Noted that requests for special-case admission to the PhD register for two candidates were awaited from a School. (Item 6.4)
- 3.14 Noted that amendments had been made to Section 7.4 of *Academic Regulations for Postgraduate Degrees by Research and Thesis* to specify that a minimum font size of 11 must be used in theses (though no particular font type is specified) and that theses must be printed on white paper (as distinct from paper of any other colour). (Item 6.5)

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

- 4.1 Programme Board: BSc in Computer Applications, 23/08/05.  
Noted and approved. Agreed that the Programme Chair would be asked to ensure that no references were made in minutes which could identify a particular student.
- 4.2 Standing Committee of the Biotechnology Teaching Meeting, 07/09/05.  
Noted and approved.

#### 5. Appointment of external examiners

##### 5.1 Taught programmes

- 5.1.1 *Reappointment*  
Dr F Owens, University of Ulster  
Modules in the School of Electronic Engineering  
Approved.
- 5.1.2 Professor B Hanzon, University College Cork  
MSc in Financial and Industrial Mathematics  
Approved.
- 5.1.3 Dr P King, Mercer Human Resource Consulting  
BSc in Financial and Actuarial Mathematics  
Approved.
- 5.1.4 Professor T Anderson, University of Ulster  
MSc in Software Engineering  
Decision deferred pending information on whether or not the School might be in a position to identify an alternative nominee, in view of Professor Anderson's already heavy workload as an external examiner with the School.
- 5.1.5 Dr M Shiel, Irish Management Institute  
Modules on the three taught programmes offered by Fiontar  
Approved.

##### 5.2 Postgraduate research students

- 5.2.1 Professor P Geary, National University of Ireland, Maynooth  
Student ref. SC/2005/A9/5.2.1, PhD, Dublin City University  
Business School  
Approved. Noted that a second external examiner would need to be nominated and approved in respect of this candidate.
- 5.2.2 Dr I H Al-Abdullah, City of Hope National Medical Center, California  
Student ref. SC/2005/A9/5.2.2, PhD, School of Biotechnology/NICB  
Decision deferred pending submission of a nomination form signed by the Head of the School of Biotechnology. Agreed to discuss the issue of completing forms with the Head.

- 5.2.3 Dr A Korhonen, University of Cambridge  
Student ref. SC/2005/A9/5.2.3, PhD, School of Computing  
Approved.
- 5.2.4 Dr T Holloway-King, Stanford University  
Student ref. SC/2005/A9/5.2.4, PhD, School of Computing  
Approved.
- 5.2.5 Professor K Paterson, Royal Holloway, University of London  
Student ref. SC/2005/A9/5.2.5, PhD, School of Computing  
Approved.
- 5.2.6 Professor R K Jain, University of New Mexico  
Student ref. SC/2005/A9/5.2.6, PhD, School of Electronic Engineering  
Approved.
- 5.2.7 Dr G Huyet, University College Cork  
Student ref. SC/2005/A9/5.2.7, PhD, School of Electronic Engineering  
Approved.
- 5.2.8 Professor M Ó Fathaigh, University College Cork  
Student ref. SC/2005/A9/5.2.8, PhD, School of Education Studies  
Approved.
- 5.2.9 Professor Á Hyland, University College Cork  
Dr M Reynolds, St Mary's University College, Queen's University,  
Belfast  
Student ref. SC/2005/A9/5.2.9, PhD, School of Education Studies  
Approved.
- 5.2.10 Dr B Brunt, University College Cork  
Professor D Kiberd, University College Dublin  
Student ref. SC/2005/A9/5.2.10, PhD, 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/2005/A9/6.2.1, School of Computing  
No decision was taken, as the student is about to complete a research  
Master's degree and therefore does not require special permission for direct  
entry to the PhD register.
- 6.1.2 Student ref. SC/2005/A9/6.2.2, School of Mechanical and  
Manufacturing Engineering  
Approved.
- 6.1.3 Student ref. SC/2005/A9/6.2.3, School of Computing  
Approved.
- 6.1.4 Student ref. SC/2005/A9/6.2.4, School of Computing  
Approved.

6.1.5 Student ref. SC/2005/A9/6.2.5, School of Chemical Sciences  
Approved.

6.1.6 Student ref. SC/2005/A9/6.2.6, School of Chemical Sciences  
Approved.

## **6.2 Applications to transfer to the PhD register**

6.2.1 Student ref. SC/2005/A9/6.2.1, School of Electronic Engineering  
Approved.

6.2.2 Student ref. SC/2005/A9/6.2.2, School of Biotechnology  
Approved.

6.2.3 Student ref. SC/2005/A9/6.2.3, School of Computing  
Approved.

6.2.4 Student ref. SC/2005/A9/6.2.4, School of Electronic Engineering  
Approved.

6.2.5 Student ref. SC/2005/A9/6.2.5, School of Mathematical Sciences  
Approved.

6.2.6 Student ref. SC/2005/A9/6.2.6, School of Biotechnology  
Approved.

6.2.7 Student ref. SC/2005/A9/6.2.7, School of Computing  
Approved subject to confirmation of the identity of the internal examiner.

## **6.3 Request for change of supervisor**

Decision deferred pending submission of an appropriately countersigned request form as well as further information about the student's current registration status, the length of time the proposed new supervisor had been working with the student and whether or not the proposed new supervisor had been involved in the transfer procedure to the PhD register.

## **6.4 Requests for re-registration under 'write-up' status**

There were twenty-six requests. Of these, twenty-one were approved, though in six cases it was agreed that additional details about reasons for previous requests for 'write-up' status should be made available for the information of Standing Committee and in four cases reservations were expressed about the fact that the supervisors were no longer, or not currently, working in the University. Decisions on the remaining five were deferred: in two cases, additional information is to be sought as to whether or not the students are still conducting research as distinct from writing up; in two cases, additional information is to be sought about the reasons for the current requests for 'write-up' status as well as the reasons for previous

requests; in one case, additional information is to be sought about the reason for the current request for 'write-up' status.

Concern was expressed about the following issues: multiple requests for 'write-up' status from the same student in successive years; the possibility that such requests might involve the student in taking longer to complete a research degree than is permitted in *Marks and Standards*; possible difficulties in relation to insurance if a student is conducting research and using facilities while registered with 'write-up' status. It was noted that the following issues were also important: the need for clarity in relation to reasons for 'write-up' requests and for appropriate documentation in cases where a request for 'write-up' status is made on medical grounds; the regulation relating to supervision of students in cases where a supervisor retires; the possibility that a regulation might be required to cover cases where a supervisor resigns or takes sabbatical leave.

It was agreed that these issues would need to be discussed, and recommendations would need to be made, in the near future.

## **7. Requests for special-case admission**

### 7.1 Graduate Diploma in Information Technology (one applicant)

Approved.

### 7.2 Master of Business Administration (six applicants)

Decision deferred pending fuller information about the reasons for the requests. Noted that this issue was an urgent one, and agreed that Dublin City University Business School would be requested to provide the additional information very shortly.

## **8. Requests for exemption from modules**

### 8.1 BSc in Sport Science and Health (one applicant)

Approved.

## **9. Review of plagiarism detection service**

Noted and approved.

**10. Proposals on recognition of credits obtained in other institutions**

The issues outlined in the paper from the Registry were noted, and it was agreed that it would be important to discuss them, and make recommendations, in the near future.

A decision was deferred in respect of a candidate whom a Programme Board wishes to admit to the Master's portion of a Graduate Diploma/Master's programme, the candidate having completed the equivalent of the Graduate Diploma programme in another institution. It was agreed that the candidate would be requested to furnish a letter from that institution stating that he would be eligible to complete the Master's degree there if he wished to do so.

**11. Request for award of *aegrotat* degree (School of Communications)**

Noted. Agreed to request the School to consider whether or not all other options short of the award of an *aegrotat* degree had been exhausted.

**12. Request to redistribute credits on BA in Humanities: Pastoral Theology (All Hallows College)**

Approved.

**13. Request for approval of bridging programme (School of Nursing)**

Approved subject to submission of details about how the proposed timetable might be adjusted to better accommodate the likely needs of the students.

**Date of next meeting: Thursday 3 November 2005**

Signed: \_\_\_\_\_  
Chairperson

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