

ACADEMIC COUNCIL – STANDING COMMITTEE

MINUTES

Thursday 13 January 2005

9.00-10.30 a.m. in A204

Present: Dr Ronnie Saunders (Chairperson), Professor Martin Henry,
Professor David Jacobson, Dr Paraic James, Dr Breandán Leahy,
Mr Mícheál Mac Conmara, Dr Liam Mac Mathúna,
Ms Louise McDermott (Recording Secretary), Mr Damien McLoughlin

Apologies: Ms Brenda Gaughan, Professor Eugene Kennedy, Dr Seán Marlow,
Mr Paul Sheehan, Professor Maria Slowey

1. Adoption of agenda

The agenda was adopted subject to the inclusion of one additional submission under Item 6 and one submission under Item 8.

2. Minutes of the meeting of 2 December 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 there would not be a scheme to monitor attendance at lectures on the BSc in Nursing. (Item 3.2)

3.3 Noted that the Programme Board for the BA in Journalism had approved the proposed regulations on Shorthand (see Item 4.2 below). (Item 3.3)

3.4 Noted that contact had been made with the working group set up by Executive to look at conflict of interest issues across the University, and that the work of this group was progressing. (Item 3.4)

- 3.5 Noted that feedback on the experience of using videoconferencing at *viva voce* examinations had now been received 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 (due to be launched at the end of January 2005). Agreed that any guidelines should include a stipulation that technical advice from Education Services would have to be strictly adhered to in all cases. (Item 3.5)
- 3.6 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 3.7)
- 3.7 Noted that the issue of notional learning time within modules would be discussed by the Working Group on Modularisation. (Item 3.8)
- 3.8 Noted that, while the issue of payment for external examiners relates very closely to budgets, it also has an academic aspect in that it has the potential to relate to how externs are selected for nomination. Agreed, therefore, that Standing Committee should be kept abreast of developments around the issue. (Item 3.9)
- 3.9 Agreed that the proposed regulation on the number of times an external examiner can examine postgraduate research students within a given time period would need further discussion once feedback from all Faculties, and the outcome of Professor Hashmi's research on practice elsewhere, became available. (Item 3.10)
- 3.10 Noted that difficulties still remained for some staff with regard to the electronic completion of forms for submission to Registry and, from there, Standing Committee. Agreed to request Registry to investigate this matter further. (Item 3.11)
- 3.11 Noted that a meeting of interested parties would take place as soon as possible to discuss the desirability or otherwise of permitting direct entry to the PhD register for candidates holding a taught Master's degree. (Item 3.13)
- 3.12 Noted that, as requested by Standing Committee, an additional supervisor had been identified for a research student. Agreed that clarification should be obtained as to whether or not this matter had yet been discussed with the staff member in question. (Item 3.15)
- 3.13 Noted that a meeting had taken place between the Vice-President for Learning Innovation/Registrar and a Head of School and had yielded several positive outcomes. Noted, however, that some issues appeared to need further discussion. (Item 3.16)

- 3.14 Noted that the Registry was considering the option of removing the heading 'For Office Use Only' from the PGR9 (request for direct entry to the PhD register) form to make it easier to complete. (Item 3.18)
- 3.15 Noted that the countersignature of a member of staff had been received in respect of a request for direct entry to the PhD register. The request was therefore approved. (Item 3.20)
- 3.16 Noted that, once the regulations on frequency of appointment of external examiners (see 3.9 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 5.2)
- 3.17 The proposed amendments to sections 5.2, 12.1 and 12.3 of *Academic Regulations for Postgraduate Degrees by Research and Thesis* were approved. (Item 6.3)
- 3.18 The arrangements proposed by a School in respect of supervision of a research student were approved subject to confirmation that they had been agreed with the student. (Item 6.4)
- 3.19 Noted that the Registry would shortly send a request to those responsible for submitting forms to do so in a timely fashion. (Items 5, 6, 7 and 8)
- 3.20 Noted that the proposal to permit appeal of provisional examination results had been approved by Academic Council at its meeting of 8 December 2004, and that Council had also approved the following addition to it: if a student appeals a result following a Progression and Awards Board meeting having previously appealed the same result when its status was provisional, the same ground for appeal cannot be used on the second occasion; a different one will have to be used. (Item 9)
- 3.21 Noted that a group, including academic and administrative staff from each Faculty and staff from Registry, had been convened to discuss procedures for notifying amendments to examination marks following Progression and Awards Boards. (Item 9)

4. Faculty/Committee/Programme Board minutes

- 4.1 Teaching Meeting: School of Nursing, 16/11/04. Noted and approved.
- 4.2 Joint Programme Board: BA in Journalism, MA in Journalism, 17/11/04. Noted and approved. The reference, in Item 5, to problems with the availability of computing facilities was noted with concern.

- 4.3 Joint Programme Board: Graduate Diploma in Applied Language and Intercultural Studies, Graduate Diploma in Translation Studies, Graduate Certificate in Community Interpreting, 17/11/04. Noted and approved.
- 4.4 Joint Programme Board: BSc in Multimedia, MSc in Multimedia, 24/11/04. Noted and approved.
- 4.5 Standing Committee of Programme Board: MSc in Security and Forensic Computing, 25/11/04. Noted and approved.
- 4.6 Joint Programme Board: MA in Communication and Cultural Studies, MA in Political Communication, 01/12/04. Noted and approved. Noted, in relation to Item 7, that most communication with students is now handled electronically rather than by means of letters.
- 4.7 Director's Meeting (i.e. meeting convened by the Director): MBS in Marketing, MBS in Strategic International Marketing, 08/12/04. Noted and approved.
- 4.8 Programme Board: International Foundation Certificate, 24/11/04. Noted and approved.
- 4.9 Joint Programme Board: Graduate Diploma in Applied Language and Intercultural Studies, Graduate Diploma in Intercultural Studies, Graduate Certificate in Comparative Literature, 17/11/04. Noted and approved.
- 4.10 Programme Board: BA in Communication Studies, 10/11/04. Noted and approved.
- 4.11 Programme Board: BSc in Airgeadas, Ríomhaireacht agus Fiontraíocht, 03/11/04. Noted and approved.
- 4.12 Programme Board: BSc i bhFiontraíocht le Ríomhaireacht/Gaeilge Fheidhmeach, 03/11/04. Noted and approved. Noted, in relation to the draft regulations on *ab initio*/intermediate language choice submitted to the Programme Board by SALIS, that there is at present no such thing as 'the official Registry APL policy'. Agreed that Standing Committee would find it helpful to have a position paper on APL for discussion with a view to formulating policies in regard to it.
- 4.13 Programme Board: Graduate Diploma/MSc in Education and Training Management, 10/11/04. Noted and approved.
- 4.14 Programme Board: BSc in Education and Training (full time), 11/11/04. Noted and approved.
- 4.15 Programme Board: BSc in Education and Training (part time), 11/11/04. Noted and approved. Agreed to ask the Programme Chair if it would be possible to combine the Programme Board meetings for the part-time and full-time versions of the BSc programme.

5. Appointment of external examiners

5.1 Taught programmes

5.1.1 *Extension of contract*

Professor G Cockerham, Sheffield Hallam University
Graduate programme in Computer-aided Mechanical and Manufacturing
Engineering

Approved.

5.1.2 Dr C Feltham, Sheffield Hallam University

Graduate Diploma/MSc in Counselling

Approved.

5.1.3 Professor J Ward, University of Ulster

Taxation modules in Dublin City University Business School

Approved.

5.2 Postgraduate research students

5.2.1 Dr I Rozas, Trinity College Dublin

Student ref. SC/2005/A1/5.2.1, PhD, School of Chemical Sciences

Approved.

5.2.2 Professor R J Wynne, Bournemouth University

Student ref. SC/2005/A1/5.2.2, PhD, School of Mechanical and
Manufacturing Engineering

Approved subject to the appointment of an additional external examiner who would be in a position to evaluate the human resources aspects of the thesis. Agreed that the student should be strongly advised to ensure that the standard of English in the thesis is considerably higher than the standard apparent in the abstract submitted for the attention of Standing Committee.

5.2.3 Dr P Phelan, University of Limerick

Student ref. SC/2005/A1/5.2.3, PhD, School of Mechanical and
Manufacturing Engineering

Approved.

Agreed that it would be desirable to have guidelines on the frequency with which members of academic staff should engage in the supervision of research students and that advice on this matter would be sought from the Vice-President for Learning Innovation/Registrar.

6. Postgraduate research matters

6.1 Application for direct entry to the PhD register

None.

6.2 Applications to transfer to the PhD register

6.2.1 Student ref. SC/2005/A1/6.2.1, School of Communications
Approved.

6.2.2 Student ref. SC/2005/A1/6.2.2, School of Mathematical Sciences
Approved.

6.2.3 Student ref. SC/2005/A1/6.2.3, School of Mathematical Sciences
Approved.

6.2.4 Student ref. SC/2005/A1/6.2.4, School of Mechanical and Manufacturing Engineering
Approved.

6.2.5 Student ref. SC/2005/A1/6.2.5, School of Mechanical and Manufacturing Engineering
Approved.

6.2.6 Student ref. SC/2005/A1/6.2.6, School of Mechanical and Manufacturing Engineering
Approved.

6.2.7 Student ref. SC/2005/A1/6.2.7, School of Mechanical and Manufacturing Engineering
Approved.

6.2.8 Student ref. SC/2005/A1/6.2.8, School of Physical Sciences
Approved.

6.2.9 Student ref. SC/2005/A1/6.2.9, School of Physical Sciences
Approved.

6.3 Appointment of external examiners for members of staff presenting for examination for research degrees

Agreed that no change should be made to the current regulation.

6.4 Request for change of supervisor (School of Electronic Engineering – one candidate)

Approved.

7. Requests for special-case admission

None.

8. Requests for exemption from modules

8.1 School of Nursing
(Bachelor of Nursing Studies – one candidate)
Approved.

9. Request for approval of stand-alone modules (Faculty of Science and Health)

Approved. Noted that both this issue and the issue of Accredited Prior Learning (see Item 4.12 above) are of relevance to the current deliberations of the Working Group on Modularisation.

10. Any other business

None.

Date of next meeting: Thursday 3 February 2005

Signed: _____
Chairperson

Date: _____