

ACADEMIC COUNCIL - STANDING COMMITTEE

MINUTES

Thursday, 7 October 1999

at 9:00 am in Executive Meeting Room

PRESENT: Prof J Carroll (Chairperson), Mr J Dowling, Dr A N Glynn, Mr B Kehoe, Dr L MacMathúna, Dr B McMullin, Dr K Monks, Prof R O'Kennedy.

APOLOGIES: Dr C Long, Prof B MacCraith, Dr J Murray (Assistant Registrar), Prof E O'Halpin, Dr T Ryan.

1. ADOPTION OF AGENDA

(ref. AC-SC99/8/1)

The agenda was adopted subject to the inclusion of two matters to be considered under 'any other business'.

2. MINUTES OF MEETING OF 2 SEPTEMBER 1999

(ref. AC-SC99/8/2)

The minutes of the meeting of 2 September 1999 were adopted and signed by the Chairperson.

3. MATTERS ARISING FROM THE MINUTES

(ref. AC-SC99/8/3)

a. FACULTY/COMMITTEE/PROGRAMME BOARD MINUTES

(ref. AC-SC99/M7/4)

The Chairpersons of the relevant Programme Boards have been advised of the decisions of Standing Committee of Academic Council in respect of the specific issues raised in the minutes for consideration.

b. APPOINTMENT OF EXTERNAL EXAMINERS

(ref. AC-SC99/M7/5)

The Registrar reported that invitations had been issued to the various External Examiners recommended for appointment for Research Degrees and for Taught Programmes.

c. APPOINTMENT OF INTERNAL & EXTERNAL EXAMINERS

(ref. AC-SC99/M7/8)

- It was agreed that members of Standing Committee would submit their views to the Registrar on his draft guidelines relating to internal examiners, the independent Chairperson and potential conflicts of interest in the appointment of External Examiners.
- It was further agreed that, with the assistance and cooperation of the Registrar and other members, Professor Brian MacCraith would bring forward proposals for the establishment of a Graduate Studies Office for the University.

4. FACULTY/COMMITTEE/PROGRAMME BOARD MINUTES

(ref. AC-SC99/8/4)

Noted.

- a. Programme Board: Diploma in Psychiatric Nursing, 02/12/98

Noted.

- b. Programme Board: Diploma in Nursing, James Connolly Memorial Hospital, 03/03/99

Noted.

- c. Programme Board: Diploma in Nursing, Beaumont Hospital, 03/03/99

Noted.

- d. Programme Board: Diploma in Nursing, St Joseph's & St Ita's Hospitals, 10/03/99

The Chairperson noted with concern the apparent failure on the part of the School of Nursing to obtain a detailed curriculum from the providing Hospital. Standing Committee requested confirmation from the Programme Board that the programme structure and module specifications, as approved by Academic Council on 2 July 1998, remained in force and that any request for changes to the approved schedule will be submitted in advance to Academic Council.

- e. Programme Board: BA in International Business & Languages/BA in International Marketing & Languages, 10/03/99

Standing Committee noted the views of the Programme Board regarding its allocation of excess credits to each year of the academic programme. The Chairperson reminded the meeting that ECTS credit is a value allocated to modules to describe the student workload required to successfully complete them. For the purpose of equivalence with ECTS, a nominal student workload for the academic year has been deemed to have a credit rating of 60 ECTS credits. A 4-year degree programme would therefore have a total ECTS credit value of 240. He undertook to discuss the matter with the Programme Board to explore ways in which it might conform with standard University practice.

- f. Programme Board: BA in International Business & Languages/BA in International Marketing & Languages, 19/05/99

Standing Committee requested clarification from the Programme Board as to whether or not the required notice to implement the proposed changes to the regulations was provided to students.

- g. Programme Board: Bachelor of Nursing Studies (NDEC), 11/06/99

Noted.

- h. Programme Board: Graduate Programme in the Management of Operations, 15/06/99

Noted.

- i. Programme Board: Graduate Programme in the Management of Operations, 29/06/99

Noted.

- j. Programme Board: BEng in Electronic Engineering, BEng in Telecommunication Engineering, 01/09/99

Standing Committee noted the revised module *pro forma* for EE211: Telecommunications Software Laboratory, EE102: Software Engineering 1 and EE105: Software Engineering 2.

- k. Programme Board: BSc in Computer Applications, BSc in Applied Computational Linguistics, 14/09/99

Noted.

ACTION: REGISTRAR

5. APPOINTMENT OF EXTERNAL EXAMINERS

a. Appointment of Examiners: Taught Programmes

(ref. AC-SC99/8/5.1)

Standing Committee approved the underlisted nomination for appointment as the external examiner for the indicated taught programme:

- i. Dr S MacGabhann, ex Carysfort College & College of Journalism, Rathmines

BSc Airgeadas, Ríomhaireacht & Fiontraíocht

b. Appointment of Examiners: Postgraduate Research Students

(ref. AC-SC99/8/5.2)

Standing Committee approved the underlisted nominations for appointment as external examiners for the indicated postgraduate research students:

- . Professor J J A Heffron, NUI Cork

Student No. 95971181, PhD, School of Biotechnology

- i. Dr L J Yellowlees, University of Edinburgh
Student No. 95970690, PhD, School of Chemical Sciences
- ii. Professor T Keenan, Heriot-Watt University
Student No. 97971022, MBS, DCUBS
- iii. Dr A Moore, TCD,
Student No. 95971114, MEng, School of Electronic Engineering
- iv. Professor M T Hillery, University of Limerick
Student No. 95971670, MEng, School of Mechanical & Manufacturing Engineering
- v. Professor M T Hillery, University of Limerick
Student No. 97970484, MEng, School of Mechanical & Manufacturing Engineering
- vi. Dr J Donegan, TCD
Student No. 97970093, MSc, School of Physical Sciences

6. *Standing Committee was advised of the difficulty in appointing appropriately-qualified external examiners in the case of both taught programmes (and modules) and research dissertations. It was agreed that fees for external examiners should be reviewed and, in that context, the Chairperson requested the views of the members of Standing Committee in bringing forward proposals for more realistic remuneration levels for the various categories of external examiners.*

7. **MODULE EXEMPTIONS: BSc IN COMPUTER APPLICATIONS (E)**

(ref. AC-SC99/8/6)

Standing Committee approved the underlisted students for exemptions from the indicated modules on the first year of the BSc in Computer Applications (Evening Mode) programme:

Module Codes

| ID No. | CA 103 | CA 104 | MS 120 | PS 125 | EE 190 | AC 106 | MT 105 |
|----------|--------|--------|--------|--------|--------|--------|--------|
| 97175835 | | | | E | E | | |
| 97173921 | | | E | E | | | |
| 97175096 | E | E | E | E | E | | |
| 97580864 | | | E | E | E | E | E |
| 97175991 | | | E | E | E | | |
| 97175932 | E | E | | E | E | | |
| 97175614 | | | E | E | E | | |
| 97175800 | | | E | E | E | | |
| 97179313 | E | E | | | | E | |

97175533
97175312

E

E

8. SPECIAL CASE ADMISSIONS

a. MBA

(ref. AC-SC99/8/7.1)

Standing Committee approved a request from the Programme Board to admit an applicant (ID number 99144298) to the programme on the basis of special case admission (certificated and experiential learning, a GMAT score of 510, extensive relevant work experience, an interview and the Programme Board's estimation of the candidates' potential contribution to the programme).

b. NCTCC POSTGRADUATE RESEARCH APPLICATION

(ref. AC-SC99/8/7.2)

Standing Committee approved a proposal from Professor Martin Clynes, on foot of a positive recommendation from the Research Committee, to permit an applicant from NCTCC to undertake a research Master's qualifier examination. The following arrangements were agreed:

- attendance for the Biotechnology Year 4 module 'Animal Cell Biotechnology' and an achievement of H2.2 or better in this examination;
- the production of a minor thesis (year 4 standard) based on an approximate 20-week, part-time project entitled "Screening and characterisation of monoclonal antibodies to the mdr-3 protein"; and
- the completion of a literature survey and essay on "Choice and use of peptides to produce antisera and monoclonal antibodies to proteins".

9. DISCIPLINARY COMMITTEE BUSINESS

a. DISCIPLINARY APPEALS COMMITTEE: TERMS OF REFERENCE

(ref. AC-SC99/8/8.1)

- The Chairperson reminded the meeting that decisions of the Disciplinary Committee on major offences may be appealed by the accused person to Academic Council which in turn, if it deems fit, may appoint an Appeals Committee to hear the appeal on its behalf. However, the terms of reference for the Disciplinary Appeals Committee had not been previously developed and the paper presented to the meeting was a first step in this process. The document provided the context and composition of the Appeals Committee, the appeals process, valid grounds for appeal, the procedures for the appeals meeting, and the Committee's decision-making powers and process.
- It was agreed that the document be revised in the light of a number of suggestions and that it be submitted for legal advice prior to its formal approval by Academic Council.

b. DISCIPLINARY COMMITTEE: CORRESPONDENCE RECEIVED

(ref. AC-SC99/8/8.2)

- Standing Committee considered a letter from Dr Philip Perry, School of Electronic Engineering, to the then President, Dr O'Hare, which

expressed dissatisfaction with the University's procedures for dealing with breaches to the disciplinary code and which requested an investigation by Academic Council into a specific case described in the letter. The Chairperson tabled the University Secretary's response to the Registrar's request for his views on the allegations made in the letter. The Secretary's response documented the sequence of events relating to the specific case and included copies of the minutes of the relevant meetings of the Disciplinary Committee and of the associated correspondence between the parties involved in the case, the Secretary's Office and the Disciplinary Committee.

- Standing Committee questioned the relevance of its consideration of any breaches of a non-academic nature to the disciplinary code. As a consequence, it recommended that the constitution and terms of reference of the Disciplinary Committee ought to be reviewed as a matter of urgency. Included in this review would be structural relationships with Academic Council, notification of academic sanctions to Academic Council, appeals against breaches of a non-academic nature to the disciplinary code, mechanisms to ensure minimum delay in dealing with cases, good communications procedures, etc.
- It was agreed that the Chairperson would communicate Standing Committee's recommendations for a review to both the Heads & Professors Group and to Dr Perry (to whom it would be acknowledged that there appeared to be unsatisfactory communications between the parties involved and significant delays in dealing with the specific case).

10. ANY OTHER BUSINESS

a. EXTENSION OF TIME TO COMPLETE RESEARCH PROJECT

(ref. AC-SC99/8/9.1)

Standing Committee received a request from Professor Farrel Corcoran for an extension of the completion time for PhD research student 92701540 who has been registered for a total of 6 years. The Chairperson advised the meeting that, where a candidate has not presented for examination within five years (in the case of a PhD), application must be made to Academic Council, through the Registrar's Office, for the period of registration to be extended. Extensions granted by Academic Council will be subject to such limits and conditions as Academic Council may determine on the advice of the Research Committee. Standing Committee approved the request for an extension by two further years of the completion time for this student.

b. REGISTRATION OF POSTGRADUATE RESEARCH STUDENTS

(ref. AC-SC99/8/9.2)

The Chairperson undertook to investigate concerns raised by Professor Richard O'Kennedy regarding the number, nature, versions and dissemination of financial registration forms required to be completed by postgraduate research students. As a separate matter, he advised the meeting that the creation of a Research Student Co-ordinator post at Administrative Assistant level had recently been approved by Executive and would significantly enhance the administrative support for postgraduate research studies across the campus.