

ACADEMIC COUNCIL - STANDING COMMITTEE

MINUTES

Thursday, 4 February 1999

at 9:00 am in Executive Meeting Room

PRESENT: Prof J Carroll (Chairperson), Dr A N Glynn, Dr C Long, Dr L MacMathúna, Dr K Monks, Prof E O'Halpin, Prof R O'Kennedy.

APOLOGIES: Mr J Dowling, Mr B Kehoe, Dr B MacCraith.

1. ADOPTION OF AGENDA

(ref. AC-SC99/M1/1)

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

2. MINUTES OF MEETINGS STANDING COMMITTEE

a. MINUTES OF MEETING OF 3 DECEMBER 1998

(ref. AC-SC99/M1/2.1)

The minutes of the meeting of 3 December 1998 were adopted and signed by the Chairperson.

b. MINUTES OF SPECIAL MEETING OF 7 JANUARY 1999

(ref. AC-SC99/M1/2.2)

The minutes of the special meeting of 7 January 1999 were adopted and signed by the Chairperson.

3. MATTERS ARISING FROM THE MINUTES

a. MEETING OF 3 DECEMBER 1998

(ref. AC-SC99/M1/3.1)

i. FACULTY/COMMITTEE/PROGRAMME BOARD MINUTES

(ref. AC-SC98/M10/4)

- 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. With reference to the minutes of the 07/04/1998 meeting of the Course Team for the MSc in the Management of Operations (ref: AC-SC98/A10/4.1), Standing Committee noted and accepted the explanations communicated by the Academic Coordinator in response to the concerns expressed in the 3 December 1998 minutes (ref: AC-SC98/M10/4.1).

- Following the general discussion at the 3 December 1998 meeting on the presentation of Programme Board minutes and their consideration by Standing Committee of Academic Council, it was agreed at the 4 February 1999 meeting to amend the record (ref: AC-SC98/M10/4) by removing the recommendations relating to nomenclature and also to the provision of advice and guidance to NDEC Academic Coordinators. As a consequence, the following recommendations were agreed:
 - A summary of the reporting history of Programme Boards to Standing Committee would be presented to the 4 February 1999 meeting by the Chairperson.
 - All Programme Board Chairpersons should be advised of the importance of having as complete an attendance as possible at Programme Board Examination Review Committee meetings and, where a Lecturer is unavoidably absent, detailed notes on the status of the corresponding results should be discussed and left with the Programme Board Chairperson. The onus is firmly on the Lecturer concerned to ensure that this arrangement is in place and Heads of School should be informed of their own responsibilities in this regard.
 - The Chairperson of Standing Committee should meet with all new Programme Board Chairpersons to provide advice, guidance and support regarding their roles and responsibilities.

ii. **APPOINTMENT OF EXTERNAL EXAMINERS**

(ref. AC-SC98/M10/5)

The Registrar reported that invitations had been issued to the various External Examiners recommended for appointment for Research Degrees and for Taught Programmes. In a discussion on the presentation of PGR4 forms (appointment of the external examiner and notification of intention to submit a thesis for examination), Standing Committee of Academic Council recommended that:

- Where the practice is likely to occur, Heads of School should provide advance notification of their approval for a named member of staff from the School to sign Section C (and, where relevant, Section D) of the PGR4 form.
- Each PGR4 form must be accompanied by a Summary CV (as requested in Section C of the *pro forma*).

Additionally, Standing Committee of Academic Council noted:

- The growing trend to separate the respective roles of Internal Examiner and Supervisor.
- A proposal from one of the members to investigate the establishment of a Graduate Studies Office.
- A subsequent suggestion from another member that the independent Chairperson for the *viva voce* examination could be selected/provided by that Office (were it established).

b. **SPECIAL CASE ADMISSIONS PRO FORMA**

(ref. AC-SC99/M1/3.2)

The Registrar presented a two-page *pro forma* which he had constructed in response to a recommendation from Standing Committee as a means of enhancing the effectiveness of its decision-making processes in respect of applications for admission to University programmes on a special case basis. The intention would be to facilitate a more complete and consistent presentation of applicant information (in terms of both certificated and experiential learning), and would require a more consistent approach by Programme Boards in presenting structured reasons for special case admission. It was agreed that student information, such as ID number and programme of studies, should only be entered once on the *pro forma*. The Registrar agreed to implement the new approach and to make the *pro forma* available on the appropriate University web page.

c. PROGRAMME BOARDS REPORTING TO STANDING COMMITTEE

(ref. AC-SC99/M1/3.3)

The Registrar introduced a tabular summary of the 1998 reporting pattern of Programme Board minutes to Standing Committee. Of the 60 active programmes listed, 9 had not submitted any minutes in 1998, 24 had submitted one set, 9 had submitted two sets, while 18 had submitted three or more sets of minutes. It was agreed that the findings should be shared with Programme Board Chairpersons and that their views be sought as a matter of urgency.

d. RESPECTIVE ROLES OF STANDING COMMITTEE & RESEARCH COMMITTEE

The Registrar agreed to provide clarification on the respective roles of Standing Committee and the Research Committee in postgraduate research student affairs. He requested the assistance of Dr Glynn, Secretary to the Research Committee, in providing relevant documentation about the respective responsibilities of the two Committees.

4. FACULTY/COMMITTEE/PROGRAMME BOARD MINUTES

(ref. AC-SC99/M1/4)

- a. Programme Board: BA in International Marketing & Languages, BA in International Business & Languages, 01/07/98

The Chairperson agreed to convey Standing Committee's concerns to the Programme Board regarding its suggestion to reduce the intake into IBLJ1 and IMLJ1 by 50%, because of student difficulties in achieving the appropriate fourth-year standard in Japanese following the year in Japan.

- b. Programme Board: BSc in Analytical Science, BSc in Pure & Applied Chemistry, BSc in Chemistry with German, BSc in Chemistry with French, MSc in Instrumental Analysis, 11/11/98
- Standing Committee approved a proposed change in entry requirements to Chemistry with German, namely the entry level minimum language requirement should be the same as that for Chemistry with French, i.e. Grade C3 at Ordinary Level or Grade D3 at Higher Level in the relevant language.
 - Standing Committee asked that it be kept informed regarding the Programme Board's investigations into the quality of the education experience on the year abroad for the language programmes.
- c. Programme Board: Joint Faculty of Education, 18/11/98

Noted.

- d. Programme Board: Graduate Diploma/MA in Translation Studies, 18/11/98

Noted.

- e. Programme Board: BA in Accounting & Finance, 24/11/98

Noted.

- f. Programme Board: Graduate Certificate in Corporate Treasury, 24/11/98

The Chairperson undertook to seek the advice of relevant staff in the Registrar's Office regarding current demands for three-hour examinations and to investigate ways in which they can be accommodated within or alongside the more standard schedule of two-hour slots three times a day.

- g. Programme Board: BA in Applied Languages, 25/11/98

The Chairperson advised the meeting that the problems surrounding the timely submission of examination results by host universities and the types of assessments undertaken during the year abroad were being actively investigated by the International Affairs Officer and the Assistant Registrar (Academic Operations). He undertook to request the Assistant Registrar to look into Professor Townson's suggestion that delays by DCU in issuing transcripts to students were causing further problems.

- h. Programme Board: MBS in Marketing, MBS in Strategic International Marketing, 25/11/98

Noted.

- i. Programme Board: BEng in Electronic Engineering, BEng in Telecommunication Engineering, 25/11/98

Standing Committee approved the proposed changes in the EE/TC classification scheme, namely the contribution from the third year score (10% in 1998/99 to 15% in 2000/01), the weighting of the project (26% in 1998/99 to 25% in 2000/01), and the weighting of the EE/TC Core and Option (32% in 1998/99 to 30% in 2000/01).

- j. Programme Board: MSc in Computer Applications, 02/12/98

In noting the minutes, the Chairperson expressed concerns over the low attendance level of two members of staff and one student at the Programme Board meeting.

- k. Programme Board: MSc in Science Communication, 02/12/98

The Chairperson undertook to clarify with the Programme Board its specific requirements regarding DCU/QUB certification to formally recognise student attendance at both DCU and QUB.

- l. Programme Board: MBS in Human Resource Strategies, 02/12/98

Noted.

m. Programme Board: BSc in Applied Computational Linguistics, 10/12/98

Noted.

n. Programme Board: MA in Film & Television Studies, 16/12/98

Noted.

o. Programme Board: MA in Journalism, 16/12/98

Noted.

p. Programme Board: MSc in Financial & Industrial Mathematics, 12/01/99

Noted.

ACTION: REGISTRAR

5. APPOINTMENT OF EXTERNAL EXAMINERS

a. Appointment of Examiners: Taught Programmes

(ref. AC-SC99/M1/5.1)

Standing Committee approved the underlisted nominations for appointment as the external examiners for the indicated taught programmes:

. Professor C Murphy, NUI Cork:

Bachelor of Business Studies, BA in Accounting & Finance, BA in European Business, Master of Business Administration.

b. Appointment of Examiners: Postgraduate Research Students

(ref. AC-SC99/M1/5.2)

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

. Dr L Partridge, University of Sheffield

Student No. 94970742, PhD, School of Biotechnology

i. Professor G Guilbault, NUI Cork

Student No. 94970734, PhD, School of Biotechnology

ii. Dr J Grimson, TCD

Student No. 96971631, MSc, School of Computer Applications

iii. Professor P Flood, University of Limerick

Student No. 92701531, PhD, DCUBS

iv. Professor B Ó Cinnéide, University of Limerick

The Chairperson undertook to speak to the relevant Heads of School advising them of the necessity in future to provide advance notification of their approval for a named member of staff from the School to sign Section C (and, where relevant, Section D) of the PGR4 form. Additionally, Standing Committee requested that the *pro forma* be modified to enable the identification of the student's School as well as the provision of the names of the Supervisor and Head of School in block capitals alongside the existing spaces for their respective signatures.

6. CREDIT TRANSFER:

DUBLIN CITY UNIVERSITY & THE OPEN UNIVERSITY

(ref. AC-SC99/M1/6)

Standing Committee approved a request from the Open University for the adoption of new procedures to simplify the way it seeks information from individual students in making claims for accreditation of prior certificated learning. In particular, the Open University proposes to use a new *pro forma*, entitled "Student Request for Information on Previous Study", to capture study details and evidence of certification and credit earned.

7. CERTIFICATE/DIPLOMA/ORDINARY DEGREE AWARDS

(ref. AC-SC99/M1/7)

Standing Committee's views were sought on a proposal being presented to the 10 February 1999 meeting of Academic Council which requests approval of the awards of:

- Certificate, Diploma and Pass Degree for students who successfully complete 60 credits, 120 credits and 180 credits respectively of a four-year (240 credit) undergraduate degree programme; and
- Certificate and Diploma for students who successfully complete 60 credits and 120 credits respectively of a three-year (180 credit) undergraduate degree programme (the availability of a Pass degree in this case will be a matter for Programme Boards to consider).

Following a discussion, Standing Committee recommended the provision of pass degree awards where deemed appropriate by Programme Boards but, on the basis that University transcripts will adequately capture the type and amount of credits earned in earlier years of a programme and for reasons relating to perceived standards of the University and practices in Institutes of Technology, it did not recommend approval for intermediate Certificate and Diploma awards.

Programme Boards who wish to avail of the pass degree mechanism would be facilitated by Standing Committee in bringing forward proposals (details of module combinations, re-structuring where required, coherence, etc) to enable such awards.

8. TAUGHT MASTER'S PROGRAMMES

- **SUBMISSION OF DISSERTATION COMPONENT**

(ref. AC-SC99/M1/8.1)

Standing Committee was requested to approve a proposal from the Graduate Diploma/MSc in Computer Applications for Education Programme Board that the dissertation must be submitted within a period not exceeding one calendar year following completion of the taught modules; and that any student who fails to comply with this regulation must re-submit a research proposal and may be allocated a new supervisor, for a limited period only, at the discretion of the Programme Board.

Prior to making a formal decision on the proposal, Standing Committee requested that the views of all taught postgraduate Programme Boards be sought regarding experiences and practices in this area.

- **DISSERTATION REGULATIONS/DEGREE CLASSIFICATION**

(ref. AC-SC99/M1/8.2)

Standing Committee approved a proposal from the Graduate Diploma/MA in Translation Studies Programme Board to revert to its original schedule for dissertations whereby proposals must be submitted in Spring and completed in time for the Autumn Convocation.

9. STANDING COMMITTEE: TERMS OF REFERENCE

(ref. AC-SC99/M1/9)

This matter was deferred to a future meeting.

10. THE APPEALS PROCESS

(ref. AC-SC99/M1/10)

The Chairperson advised the meeting that he had just received documentation from the University's Solicitors which he will be circulating to the members in the next few days for consideration at the 4 March 1999 meeting of Standing Committee (which can then make recommendations to the 7 April 1999 meeting of Academic Council). In the meantime, he requested that the matter be deferred.

11. ANY OTHER BUSINESS

- **ELAPSED TIME FROM REGISTRATION TO PROGRAMME COMPLETION**

(ref. AC-SC99/M1/11.1)

Standing Committee approved a request from the Programme Board for the Graduate Certificate/Graduate Diploma/MSc in the Management and Applications of Information Technology in Accounting to grant an extension to the stipulated maximum period for programme completion (normally four years from registration) to two students (93850166 and 94100926).

- **Date of Next Meeting:**