

GRADUATE RESEARCH STUDIES BOARD

MINUTES

Thursday 21 January 2016

9.30 – 10.45 am in A204

Present: Professor Lisa Looney (Chair), Ms Gillian Barry, Ms Lisa Buckley, Dr Gabriel Flynn, Dr Patricia Flynn, Dr Charlotte Holland, Ms Margaret Irwin-Bannon (Secretary), Dr Caroline McMullan, Professor Colm O’Gorman, Professor Kevin Rafter, Dr Mark Roantree, Dr Mary Rose Sweeney, Mr Ronan Tobin

Apologies: Dr Mary Ivers, Ms Rachel Keegan, Dr Tim McCormac, Dr Ana Terrés, Dr Blanaid White

The Chair welcomed Dr Charlotte Holland as Interim Associate Dean for Research in the Institute of Education to her first meeting of GRSB.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of agenda

The agenda was adopted subject to the following:

- Addition of item under 6.9
- One item under AOB

2. Minutes of the meeting of 3 December 2015

The minutes of the meeting of 3 December 2015, were approved and signed by the Chair.

3. Matters arising from the minutes of 3 December 2015

- 3.1** It was noted that the Chair had raised with Human Resources the provision of a presentation for Heads of School with respect to payment processes for research students and was awaiting a response. (Item 3.1).
- 3.2** It was noted that resolution of Course Builder issues (university wide agreed descriptors for GTE modules) was awaiting the introduction of a new version of Course Builder in 2015-2016 and will be addressed when possible (Item 3.3).
- 3.3** It was noted that for the transfer to the PhD Register (PGR3) of a candidate in the School of Applied Language and Intercultural Studies a re-submission containing more specific information on the oral examination was awaited (Item 3.4) (Item 8.53, 7 September 2015).
- 3.4** It was noted that for the transfer to the PhD Register (PGR3) of a candidate in the School of Chemical Sciences, confirmation that both principal supervisor and internal examiner were involved in the oral examination, and more specific information on the oral examination were awaited (Item 3.5) (Item 13.6, 22 October 2015).
- 3.5** It was noted that for the transfer to the PhD Register (PGR3) of a candidate in the School of Computing more specific information on the oral examination was awaited (Item 3.6) (Item 13.16, 22 October 2015).
- 3.6** It was noted that the updated Faculty of Engineering and Computing structured doctoral pathways had been made available on the GRSB shared drive (Item 4.1).
- 3.7** It was noted that the annual timeline for approval of Graduate Training Elements and the noting of structured doctoral pathways document were being finalised (Item 4.2).
- 3.8** It was noted that the review of systems and process with respect to the Graduate Research Assessment Board, Faculty Award Boards for Research Degrees and related administration was continuing (Item 4.2).
- 3.9** It was noted that the detailed analysis of the entry survey for research students would be made available to GRSB as soon as it is completed (Item 6).
- 3.10** It was noted that feedback had been received from Faculties with respect to the draft document on guidance for preparation for the *viva voce* for research students and the final document was in preparation (Item 8).

- 3.11** It was noted that a revised notification of intention to submit (PGR4) for a candidate in the School of Chemical Sciences was approved by Chair's Action on 8 December 2015 (Item A8/10.6, original reference 2015/A6/9.10).
- 3.12** It was noted that a revised notification of intention to submit (PGR4) for a candidate in the School of Biotechnology (the original had expired) was approved by Chair's Action on 10 December 2015 (Item A8/10.7, original reference 2014/A3/9.9).
- 3.13** It was noted that a notification of intention to submit (PGR4) for a candidate in the School of Chemical Sciences was approved by Chair's Action on 11 December 2015 (Item A8/10.8).
- 3.14** It was noted that a revised notification of intention to submit (PGR4) for a candidate in DCUBS (the original had expired) was approved by Chair's Action on 7 January 2016 (Item A8/10.7, original reference 2014/A7/1.3).
- 3.15** It was noted that a re-submitted notification of intention to submit (PGR4) for a candidate in SALIS was approved by Chair's Action on 7 January 2016 (Item 9) (A7/14.1, 22 October 2015).
- 3.16** It was noted that a notification of intention to submit (PGR4) for a candidate in the School of Health and Human Performance was approved by Chair's Action on 9 December 2015 upon receipt of a revised abstract (Item 10.2).

SECTION B: Policy and strategy issues

4. Incorporation Update

Progress to date with respect to Incorporation was reported and the following were noted:

- The Postgraduate Research sub-group meetings are ongoing and processes are being put in place for research students who began in 2015/16.
- Work is ongoing with respect to the operational aspects of the transfer of existing postgraduate research students. Items related to fees, mapping to Schools, administration and data migration are all under consideration.
- The Interim Associate Dean for Research for the Institute of Education has joined the sub-group.

- It was noted that it has been agreed that the DCU Research Ethics Committee will recognise historical ethics' approvals for projects approved by St. Patrick's College, Mater Dei Institute and All Hallows College Research Ethics Committees, when the transfer of students to DCU takes place. The Research and Innovation Support Office has undertaken to accept the paperwork on file and plans to digitise it.
- It was noted that it is planned to correspond with continuing research students in February 2016, and information sessions for research students and supervisors will be organised thereafter.

5. Capacity Building in relation to examining

The Chair introduced the proposal which requests that GRSB support a departure from the experience normally expected of internal research examiners and recognition of the completion of specific elements of professional development as an alternative. The proposal was being made in the context of the need to build research examination capacity in some Schools.

The following feedback and suggested amendments were noted:

- Concerns related to the detailing of the shadowing process were raised, specifically, that there may be freedom of information issues related to the preparation of a second report on the thesis, albeit for training and mentoring purposes only.
- It was suggested that the terminology is changed to reflect the peer-support approach.
- It was clarified that the Head of School/nominee would sign-off that an internal examiner has completed the two elements of the training/mentoring.
- In discussing whether responsibility should reside with the Head of School or the Independent Chair in organising the mentoring process it was agreed that this decision should be made at School level.
- It was agreed that the Associate Dean for Research in each Faculty would note those who had completed the process and would be in a position to confirm this in the consideration of the notification of intention to submit (PGR4) forms at GRSB.

It was noted that the feedback provided and the clarifications discussed would be reflected in a final version of the document which would be circulated to the Associate Deans for Research.

It was noted that the Associate Deans for Research would be provided with a list of staff in their respective Faculties who have completed the supervisor training. They were requested to provide some indication to the Graduate Studies Office of the likely demand for examiner training.

SECTION C: Individual student issues

6. Applications for transfer to the PhD Register or confirmation on the PhD Register (PGR3)

- 6.1 GRSB2016/A1/6.1, PhD, School of Education Studies
Approved
- 6.2 GRSB2016/A1/6.2, PhD, School of Education Studies
Approved
- 6.3 GRSB2016/A1/6.3, PhD, School of Law & Government
Approved
- 6.4 GRSB2016/A1/6.4, PhD, School of Law & Government
Approved
- 6.5 GRSB2016/A1/6.5, PhD, School of Law & Government
Approved
- 6.6 GRSB2016/A1/6.6, MSc, School of Physical Sciences
Approved
- 6.7 GRSB2016/A1/6.7, MSc, School of Physical Sciences
Approved
- 6.8 GRSB2016/A1/6.8, PhD, School of Biotechnology
Approved, subject to provision of more detailed report on the written submission.
- 6.9 GRSB2016/A1/6.9, PhD, School of Health and Human Performance
Approved

7. Appointment of internal and external examiners (PGR4)

- 7.1 GRSB2016/A1/7.1. PhD, School of Biotechnology/NICB
Dr Amanda McCann, University College Dublin
Approved. It was noted that the candidate is in the early stage of the third year of registration and it was agreed that the minimum registration requirement would be brought to the attention of the School/Research Centre.

- 7.2 GRSB2016/A1/7.2, PhD, DCU Business School
Professor David Otley, Lancaster University
Approved
- 7.3 GRSB2016/A1/7.3, PhD, Education Department, SPD
Dr Gerry Jeffers, Maynooth University
Dr Damian Murchan, Trinity College Dublin
Both External examiners as above were approved. It was noted that the approval of the notice of intention to submit was subject to confirmation of the experience of the internal examiner.
- 7.4 GRSB2016/A1/7.4, PhD, Education Department, SPD
Approved (Internal Examiner only)
- 7.5 GRSB2016/A1/7.5, PhD, School of Electronic Engineering
Professor Nicola Calabretta, University of Technology, Eindhoven
Approved
- 7.6 GRSB2016/A1/7.6, PhD, School of Human Development, SPD
Professor Trevor Spratt, Trinity College Dublin
Approved
- 7.7 GRSB2016/A1/7.7, School of Humanities, All Hallows College
Professor Mario I. Aguilar, University of St. Andrews, Scotland
Approved

8. Other student issues

8.1 Agreement for the supervision of remote postgraduate research student between DCU and student

- 8.1.1 GRSB2016/A1/8.1.1, School of Education Studies (extension of period to carry out research abroad)
Noted

8.2 Request for Extension to Maximum Registration Period or Re-admission to the Research Programme (PGR14)

- 8.2.1 GRSB2016/A1/8.2.1, School of Biotechnology
Approved, subject to correction to and elimination of information provided which was not pertinent or relevant to the approval process.

8.2.2 GRSB2016/A1/8.2.2, School of Law & Government
Approved, noted that in the particular circumstances of this candidate, a two-year extension was granted.

9. Any other business

The Chair notified members of the ‘Tell It Straight’ competition call, the deadline for which is 1 February 2016. She requested Board members to ensure that research students were encouraged to participate and also indicated that it was hoped to hold the final of the competition on the St. Patrick’s Campus.

End

Signed: _____ Date: _____
Chair

Date of next meeting:

Thursday 3 March 2016 at 9.30 a.m. in A204