

GRADUATE RESEARCH STUDIES BOARD**MINUTES**

Thursday 26 June 2014

9.00-10.50 a.m. in A204

Present: Dr Lisa Looney (Chair), Ms Gillian Barry, Professor Liam Barry, Ms Lisa Buckley, Dr Tracy Dixon, Dr Bernadette Flanagan, Dr Patricia Flynn, Dr Mairéad Nic Giolla Mhichíl, Ms Ann McCartney, Ms Louise McDermott (Secretary), Dr Enda McGlynn, Dr Blánaid White

Apologies: Ms Goretti Daughton, Dr Gabriel Flynn, Professor Colm O’Gorman, Professor Kevin Rafter, Dr Ana Terrés

The Chair, on behalf of the Graduate Research Studies Board, expressed appreciation to Ms McCartney for her contribution to the work of the Board during her term of office, and wished her well in her doctoral studies.

The Chair, on behalf of the Graduate Research Studies Board, noted with regret the announcement, on 23 May 2014, of the forthcoming closure of All Hallows College. Dr Flanagan undertook to convey this to her colleagues in All Hallows College. The Chair noted that measures had been put in place to facilitate discussion on how the University could support AHC students to the extent possible.

SECTION A: MINUTES AND RELATED ISSUES**1. Adoption of agenda**

The agenda was adopted subject to the inclusion of one additional submission under Item 7 and one submission under Item 9.

2. Minutes of the meeting of 22 May 2014

The minutes were confirmed and were signed by the Chair.

3. Matters arising from the minutes

- 3.1** Agreed, with respect to the suggestion that had been made that prospective independent chairs of *viva voce* examinations might shadow serving chairs, that the fact that *Academic Regulations for Postgraduate Degrees by Research and Thesis* now stipulate that an independent chair should be experienced in doctoral supervision and should normally have supervised a candidate to completion obviated the need for such shadowing. Agreed also, however, that it would be helpful to make training available for independent chairs, and therefore that the Chair would liaise with Training and Development in Human Resources to discuss the possibility that such training might be provided.
(Item 7 from the meeting of 18 April 2013)
- 3.2** Agreed, with respect to issues relating to the relevance, and the recency, of the publications of nominated external examiners, that the wording of the CV section of the PGR4 form was now such that both of these issues were adequately addressed. Therefore no further action is required.
(Item 3.4 from the meeting of 23 May 2013)
- 3.3** Agreed that members of Registry and the Graduate Studies Office would discuss issues relating to deferral, including implications for the payment of fees, with a view to having a proposal for submission to the GRSSB in Autumn 2014.
(Item 9 from the meeting of 28 November 2013)
- 3.4** Noted that the online PGR2 system had been made available across the University and that some initial technical issues had been resolved. Notwithstanding the fact that considerable work had previously been undertaken to ensure the accuracy of all the information relating to the membership of supervisory panels, some issues relating to this are still outstanding. Noted that the fields on ITS to designate the stakeholders relating to research students would be updated once the technical work had been completed. Agreed that the e-mail sent automatically to each supervisor to notify him/her that the student had completed the relevant section of the PGR2 exercise would henceforth contain a link to the section to be completed by the supervisor. Appreciation was expressed to all concerned for their work in bringing the online PGR2 project to fruition. Noted that it would be helpful to document, with respect to PGR forms generally, which signatures are needed on which forms, and that work on this issue would be progressed. (Item 3.1)
- 3.5** Noted that GTE EE603 – *Advanced Literature Analysis* had been approved by Chair's action on 13 June 2014 and that the descriptor for GTE CA637 – *Advanced Scientific Communication Skills* had been returned to the relevant School.
(Item 3.3)

- 3.6** Noted that, in the event of a revised PGR3 form being made available by a School, the GRSB would consider it in the usual way. (Item 3.4)
- 3.7** Noted that the HEA/QQI Engagement Document on the National Framework for Doctoral Education would be launched in due course. (Item 3.5)
- 3.8** Noted that consideration was being given to making provision for requesting that additional information be included on the PGR4 form to provide a reminder of requirements under the regulations. (Item 3.6)
- 3.9** Noted that the GRSB would give consideration, as soon as possible, to the procedures for ensuring transparency, in terms of fees, for students required to resubmit for examination. (Item 3.8)
- 3.10** Noted that the proposed amendments to *Academic Regulations for Postgraduate Degrees by Research and Thesis*, including the proposed MPhil award, had been approved by the University Standards Committee at its meeting of 29 May 2014 and by Academic Council at its meeting of 11 June 2014, and that the dates relating to research appeals would be submitted to Academic Council at its meeting of 30 June 2014 with a request for approval, with a view to integrating them into the Academic Calendar 2014/15. (Item 3.9)
- 3.11** Noted, with respect to research student representation on committees, that a meeting of relevant parties had taken place on 16 June 2014 and that it had been agreed at it that current arrangements for deciding representation would remain in force in 2014/15, with revised arrangements as proposed by the Students' Union coming into force in 2015/16. Noted that Mr Brian Harman, a research student in Dublin City University Business School, would represent research students on both the GRSB and Academic Council in 2014/15. Noted that, with effect from September 2014, the Students' Union would participate in research student orientation and would include in their presentation information on research student representation on committees and encouragement for students to engage in such representation. The Chair expressed appreciation to Dr Dixon for her work on the issue of student representation. (Item 3.11)
- 3.12** Noted that a revised PGR3 form had been made available by a School and had been deemed approved. (Item 3.14)
- 3.13** Noted that a PGR3 form, revised as requested by the GRSB, was awaited from a School. (Item 3.15)

- 3.14** With respect to the word count of theses, it was agreed to delete from the PGR4 form the stipulation that the maximum word count should be specified and to add to the preceding sentence, which asks for confirmation that the word count is within the permitted limits, information on what these limits are. (Item 3.17)
- 3.15** Noted, in the case of two approved external examiners, that the issue of identifying an alternative nominee from a less distant location had been discussed with the relevant staff members, and it had been agreed that the original appointment would stand. (Items 3.23 and 8.7)
- 3.16** Noted that a School had been asked to consider nominating an external examiner from a less distant location than that from which the original approved nominee came. (Item 3.24)
- 3.17** Noted that, at its meeting of 11 June 2014, Academic Council had approved the proposals on accreditation by the University of research degrees in Dundalk Institute of Technology. The proposals will now need to be operationalised, and it is therefore expected that an overarching agreement will be considered by Executive and a linked provider schedule will be considered by the GRSB in Autumn 2014. Noted that no problematic issues with respect to the incoming DkIT research students are apparent at this point and that all such students will be written to so as to inform them that, with effect from 1 September 2014, all research degrees undertaken at DkIT by new students will be awarded by the University. (Items 5.1 and 5.2)
- 3.18** Noted that notifications about maximum registration period had been sent out to relevant parties. The Chair expressed appreciation to Ms Barry and Ms Buckley for this. (See also Item 8.1 below). (Item 6)
- 3.19** Noted that a PGR3 form, revised as requested by the GRSB, was awaited from a School. (Item 7.4)
- 3.20** Noted that the attention of a student had been drawn to the guidelines on PhD by publication. (Item 7.7)
- 3.21** Noted that a revised justification for early submission was awaited from a School. (Item 8.2)
- 3.22** Noted that Professor Máirtín Ó Fathaigh, University College Cork, had been approved as external examiner for a PhD student in the School of Education Studies, by means of Chair's action, on 30 May 2014. (Item 8.3)
- 3.23** Noted that a PGR4 form had been signed by the full supervisory panel and had been deemed approved. (Item 8.11)

- 3.24 Noted that the workshop on PGR2 completion had been well attended and had attracted positive feedback, and that the same was true of the workshop offered by Dr Dan Soule on preparing a research report for the transfer/confirmation exercise. (Items 10.1 and 10.2)

SECTION B: POLICY AND STRATEGY ISSUES

4. Labelled pathways for PhD students in Faculties, and associated proposed Graduate Training Elements

4.1 Dublin City University Business School

The labelled pathway was noted. It was noted too that it would be important, from the perspective of management of resources, for relevant staff members in DCUBS to be aware that students outside DCUBS as well as those registered in DCUBS might wish to undertake their GTEs.

4.2 Faculty of Science and Health

4.2.1 School of Biotechnology Structured PhD: *Bio Translate*

The labelled pathway was noted.

Decisions about the GTEs are as follows:

BE550: Postgraduate Basics in Biotechnology

Agreed that further consideration would be desirable.

BE533: Gene Cloning and Gene Expression 2

Decision deferred.

BE554: Laboratory Demonstrating and Tutoring in Biotechnology

Agreed that further consideration would be desirable.

4.2.2 The Centre for Advancement of Science and Mathematics Teaching and Learning (CASTeL) STEM Structured PhD

The labelled pathway was noted.

4.2.3 School of Health and Human Performance Structured PhD: *Integrated Human Physiology for Health and Human Performance*

The labelled pathway was noted.

SS502: Postgraduate Thesis Foundation Module
Agreed that further consideration would be desirable.

4.2.4 School of Mathematical Sciences Structured PhD

The labelled pathway was noted.

Decisions about the GTEs are as follows:

MS531: Seminar on Stochastic Analysis
Not approved.

MS532: Mathematics Tutorial Delivery
Agreed that further consideration would be desirable.

MS533: Mathematics Seminar Series
Agreed that further consideration would be desirable.

4.2.5 School of Nursing and Human Sciences Structured PhD

The labelled pathway was noted.

Decisions about the GTEs are as follows:

NS5040: Advanced Psychology Seminars
Agreed that further consideration would be desirable.

NS5041: Advanced Psychology Skills
Not approved.

NS5042: Publishing Psychological Research
Agreed that further consideration would be desirable.

NS5043: Research Engagement and Awareness Seminars
Agreed that further consideration would be desirable.

4.2.6 School of Physical Sciences Structured MSc and PhD

The two labelled pathways (MSc and PhD) were noted.

Decisions about the GTEs are as follows:

FSH511: Mathematical Methods in Physics
Not approved.

PS518: Synthesis and Characterisation of Materials
Approved.

PS519: Advanced Quantum Mechanics
Approved subject to (a) a stipulation that, for students who have not taken the pre-requisite modules in DCU, equivalent prior learning will be

acceptable; (b) re-articulation of the learning outcomes to ensure compatibility with Level 9; (c) the alignment of the coursework breakdown and the workload description (specifically, the independent learning hours).

PS520: Computational Physics

Approved subject to (a) further detail as to how the meetings with the supervisor are to be operationalised; (b) re-articulation of the learning outcomes to ensure compatibility with Level 9; (c) the alignment of the coursework breakdown and the workload description and contact hours being brought into line with norms for modules of this credit weighting; (d) the inclusion of the word 'computational' as appropriate in the description of the second of the two assignments.

PS521: Physics Tutoring and Demonstrating

Agreed that further consideration would be desirable.

PS522: Microfluidics 2

Not approved.

PS523: Applied Spectroscopy 2

Not approved.

- 4.3** Agreed to establish a short-life working group to discuss the issues relating to all the GTEs in respect of which it had been decided that further consideration would be desirable. These concern modules addressing cross-cutting themes. Consideration will also be given by the group to existing approved GTEs in this category, and it will be borne in mind when this work is being carried out that GTEs should not contain material that more properly belongs to the work associated with the Master's/PhD thesis itself. The current template for describing labelled pathways will also be discussed, with a view to proposing improvements. The working group will make its recommendations to the GRSB at the meeting of 8 September 2014.
- 4.4** Noted that, to date, it is apparent overall that the pathways exhibit strengths in the areas of tutoring/demonstrating, topics of current relevance and writing/publishing, but that more work needs to be done in areas such as oral communication/communication with lay audiences and research integrity.
- 4.5** Noted that labelled pathways were becoming embedded in the University and that this was a positive development. The Chair expressed appreciation to Dr McGlynn for his leadership in helping to ensure the establishment of the various such pathways in the Faculty of Science and Health.
- 4.6** Noted that labelled pathways and associated GTEs would be made available to the 8 September 2014 meeting of the GRSB by the Faculty of Engineering and Computing.

4.7 Noted that the labelled pathway in the School of Law and Government had been in place for a number of years and that further pathways would be established by the Faculty of Humanities and Social Sciences in due course, in the context of developments relating to the Incorporation.

4.8 Agreed that it would be desirable that, at the June meeting each year, all labelled pathways would be noted, together with all the associated GTEs (not simply the newly-created ones which require approval).

5. Graduate School Handbook 2014/15

5.1 Dr Dixon expressed appreciation to all the GRSB members who had submitted feedback on the draft Handbook, noting in particular the very detailed comments made by Dr McGlynn. The Chair acknowledged, on behalf of the GRSB, the very significant work undertaken by Dr Dixon in the preparation of the Handbook.

5.2 Noted that detailed discussions would be undertaken with the Registry to ensure the avoidance of duplication of Registry-owned information while maintaining coherence of the document, and that feedback had also been sought from other units within the University.

5.3 Noted that the Handbook would be made available on line at the beginning of the academic year 2014/15 and would be updated annually thereafter. Noted that Dr Dixon was working with Communications and Marketing to ensure that the document would be as easily navigable, and searchable, as possible. Suggestions for alternatives to the word ‘handbook’ were requested and will be considered by the GSO prior to promulgation.

SECTION C: INDIVIDUAL STUDENT ISSUES

6. Applications for transfer to the PhD register or confirmation on the PhD register

6.1 Student ref. GRSB/2014/A5/6.1, School of Applied Language and Intercultural Studies

Approved.

6.2 Student ref. GRSB/2014/A5/6.2, School of Applied Language and Intercultural Studies

Approved.

6.3 Student ref. GRSB/2014/A5/6.3, Dublin City University Business School

Approved.

- 6.4 Student ref. GRSB/2014/A5/6.4, School of Chemical Sciences
Approved.
- 6.5 Student ref. GRSB/2014/A5/6.5, School of Computing
Approved.
- 6.6 Student ref. GRSB/2014/A5/6.6, School of Education Studies
Approved subject to the provision of a revised report containing more specific information than is available at present.
- 6.7 Student ref. GRSB/2014/A5/6.7, School of Education Studies
Approved.
- 6.8 Student ref. GRSB/2014/A5/6.8, School of Mechanical and Manufacturing Engineering
Approved subject to the provision of a revised report containing more specific information than is available at present (with particular reference to Section A).
- 6.9 Student ref. GRSB/2014/A5/6.9, School of Nursing and Human Sciences
Approved.
- 6.10 Student ref. GRSB/2014/A5/6.10, School of Physical Sciences
Approved.

Noted that *Academic Regulations for Postgraduate Degrees by Research and Thesis* do not specify whether a supervisory panel member may, or may not, act as internal examiner at the transfer/confirmation stage. Agreed to discuss this issue at a future meeting.

7. Appointment of external examiners

- 7.1 Professor Bernhard Brehmer, Ernst-Moritz-Arndt-Universität Greifswald, Germany
Student ref. GRSB2014/A5/7.1, PhD, School of Applied Language and Intercultural Studies
Approved.
- 7.2 Dr Thomas Moore, University College Cork
Student ref. GRSB2014/A5/7.2, PhD, School of Biotechnology
Approved.
- 7.3 Professor Rodney McAdam, University of Ulster
Student ref. GRSB2014/A5/7.3, PhD, Dublin City University Business School
Approved.
- 7.4 Dr John Stephens, National University of Ireland, Maynooth
Student ref. GRSB2014/A5/7.4, PhD, School of Chemical Sciences
Approved.
- 7.5 Dr John McDonald, National University of Ireland, Maynooth
Student ref. GRSB2014/A5/7.5, PhD, School of Computing
Approved.

- 7.6 Dr Matthew Rodger, Queen's University Belfast
Student ref. GRSB2014/A5/7.6, MSc, School of Health and Human Performance
Approved.
- 7.7 Professor Philip Fennell, Cardiff University
Student ref. GRSB2014/A5/7.7, PhD, School of Law and Government
Approved.
- 7.8 Dr Samuel Brazys, University College Dublin
Student ref. GRSB2014/A5/7.8, MA, School of Law and Government
Approved.
- 7.9 Dr James Walsh, Dublin Institute of Technology
Student ref. GRSB2014/A5/7.9, PhD, School of Mechanical and Manufacturing Engineering
Approved.
- 7.10 Dr Gráinne Ní Dhomhnaill, University College Dublin
Student ref. GRSB2014/A5/7.10, EdD, Faculty of Education, St Patrick's College
Approved.
- 7.11 Professor Ann Loades, University of Durham and University of St Andrews
Student ref. GRSB2014/A5/7.11, PhD, School of Theology, Mater Dei Institute of Education
Approved.
- 7.12 Dr John McGinley, National University of Ireland, Maynooth
Student ref. GRSB2014/A5/7.12, PhD, School of Biotechnology
Approved. Noted that the internal examiner had previously been approved (at the meeting of 18 April 2013).

8. Other student issues

8.1 Requests for extension to registration period

- 8.1.1 Student ref. GRSB2014/A5/8.1.1, School of Applied Language and Intercultural Studies
Approved. Noted that the approval is for one year, 2014/15. Agreed that the School would be asked to specify whether the student would register on a part-time or a full-time basis in 2014/15.
- 8.1.2 Student ref. GRSB 2014/A5/8.1.2, School of Applied Language and Intercultural Studies
Approved.
- 8.1.3 Student ref. GRB2014/A5/8.1.3, School of Biotechnology
Approved.
- 8.1.4 Student ref. GRSB2014/A5/8.1.4, School of Electronic Engineering
Approved.

8.1.5 Student ref. GRSB2014/A5/8.1.5, School of Nursing and Human Sciences
Approved.

8.1.6 Student ref. GRSB2014/A5/8.1.6, School of Nursing and Human Sciences
Approved.

8.2 Forthcoming request for readmission to a research programme

The Chair noted that a request for readmission would be considered on the basis of Chair's action if it was resubmitted on the basis of a communication from the supervisor as distinct from the candidate. She noted too that it would be desirable to base the criteria for the consideration of such requests on the criteria used for consideration of requests for readmission to taught programmes, to the extent possible.

9. Any other business

The Chair expressed appreciation to all the members of the GRSB for their significant engagement with the work of the Board in the course of 2014/15, and to Ms McDermott for her extremely capable management of the business of the Board during this year.

Date of next meeting:

Monday 8 September 2014

9.00 a.m. in A204

Signed: _____

Chair

Date: _____