## GRADUATE RESEARCH STUDIES BOARD

## MINUTES

Thursday 22 October 2015

9.30 – 11.10 in A204

**Present:**      Professor Lisa Looney (Chair), Ms Gillian Barry, Ms Lisa Buckley, Ms Margaret Irwin-Bannon (Secretary), Ms Rachel Keegan, Dr Tim McCormac, Professor Colm O'Gorman, Dr Mark Roantree, Dr Mary Rose Sweeney, Dr Ana Terrés, Mr Ronan Tobin, Dr Blanaid White

**Apologies:**   Dr Gabriel Flynn, Dr Patricia Flynn, Dr Mary Ivers, Dr Caroline McMullan, Professor Kevin Rafter

## SECTION A: MINUTES AND RELATED ISSUES

**1.      Adoption of agenda**

The agenda was adopted.

**2.      Minutes of the meeting of 7 September 2015**

The minutes of the meeting of 7 September 2015, were approved and signed by the Chair, subject to one correction under the attendance list.

**3.      Matters arising from the minutes of 7 September 2015**

**3.1**   It was <u>noted</u> that with respect to research integrity and its alignment with National Policy a training schedule for postgraduate students has been drawn up in conjunction with the Research and Innovation Support Office as follows:

- Session 1: Introduction to Research Integrity (delivered by the Graduate Studies office and incorporating the European Code of Conduct for Research Integrity)

- Session 2: Research Ethics
- Session 3: Data Protection and Management
- Session 4: Dissemination, Authorship and Advocacy

It was <u>noted</u> that as part of the training, research students will be introduced to the online resource tool, Epigeum.  It was <u>noted</u> too, that with the exception of the introductory session, all other sessions will be open to the wider university community (Item 8.1, 30 October 2014).

**3.2** It was <u>noted</u> that with respect to enforcing the regulation on confirmation/transfer to PhD within the range of 12-21 months, Registry had issued reminders to relevant supervisors and had received a good response (Item 9, 16 April 2015).

**3.3** It was <u>noted</u> 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 and will be addressed in this academic year (Item 3.1).

**3.4** It was <u>noted</u> that work is ongoing in relation to the proposal for the E-portfolio for Research Students and will be addressed during 2015-2016 (Item 3.2).

**3.5** It was <u>noted</u> that arrangements for the support of academic staff in delivering modules GS608 and GS609 will be arranged during 2015-2016 (Item 3.3).

**3.6** It was <u>noted</u> that the amendments recommended for module BE550, Biosafety and Laboratory SOP, were completed and approved by Chair's Action, 11 October 2015 (Item 3.4).

**3.7** It was <u>noted</u> that provision of additional specific detail with respect to both the written and oral reports for an application for transfer to the PhD Register or confirmation on the PhD Register (PGR3), DCU Business School was ongoing (Item 3.5, Item 8.3, 25 June 2015).

**3.8** It was <u>noted</u> that transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Biotechnology was awaiting confirmation that the oral examination was conducted jointly by the Principal Supervisor and Internal Examiner (Item 8.7).

**3.9** It was <u>noted</u> that clarification on the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Computing had been received and the item was complete (Item 8.21).

**3.10**   It was <u>noted</u> that for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Physical Sciences more specific and detailed information on the written and oral examination was awaited (Item 8.52).

**3.11**   It was <u>noted</u> that transfer to the PhD Register or confirmation on the PhD Register (PGR3) for 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 8.53)

**3.12**   It was <u>noted</u> that the student's signature was awaited with respect to the request for Extension to Maximum Registration Period (PGR14) for a candidate from DCUBS (Item 10.2.18)

**3.13**   It was <u>noted</u> that for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Chemical Sciences, clarification was provided to the School that work for the PhD thesis may only be considered from the time of registration of student. (8.17)

**3.14**   It was <u>noted</u> that the application to transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Physical Sciences was re-submitted and is on the agenda of the meeting under item 13.12.  It was <u>noted</u> too that the School is to nominate a secondary supervisor and/or internal examiner (Item 8.18).

**3.15**   It was <u>noted</u> that the application to transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Computing was re-submitted and is on the agenda of the meeting under item 13.14 (Item 8.26).

**3.16**   It was <u>noted</u> that the application to transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Computing was re-submitted and is on the agenda of the meeting under item 13.15 (Item 8.28).

**3.17**   It was <u>noted</u> that the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Computing was complete (Item 8.20).

**3.18**   It was <u>noted</u> that the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Computing was complete (Item 8.24).

**3.19** It was <u>noted</u> that the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Biotechnology was complete (Item 8.1).

**3.20** It was <u>noted</u> that the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Biotechnology was complete (Item 8.3).

**3.21** It was <u>noted</u> that the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Education Studies was complete (Item 8.32).

**3.22** It was <u>noted</u> that the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Education Studies was complete (Item 8.34).

**3.23** It was <u>noted</u> that the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Law and Government was complete (Item 8.41).

**3.24** It was <u>noted</u> that the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Nursing and Human Sciences was complete (Item 8.50).

**3.25** It was <u>noted</u> that the application for transfer to the PhD Register or confirmation on the PhD Register (PGR3) for a candidate in the School of Physical Sciences was complete (Item 8.51)

**3.26** It was <u>noted</u> that the clarification with respect to the appointment of a panel member had been received with respect to the notification of Intention to Submit Thesis for Examination (PGR4) for a candidate in the School of Biotechnology and the item was complete (Item 9.1).

**3.27** It was <u>noted</u> that the notification of Intention to Submit Thesis for Examination (PGR4) for a candidate in the School of Electronic Engineering was complete (Item 9.18).

**3.28** It was <u>noted</u> that the notification of Intention to Submit Thesis for Examination (PGR4) for a candidate in the School Law and Government was complete (Item 9.24).

**3.29** It was <u>noted</u> that the notification of Intention to Submit Thesis for Examination (PGR4) for a candidate in the School Mathematical Sciences was complete (Item 9.26)

**3.30** It was <u>noted</u> that the notification of Intention to Submit Thesis for Examination (PGR4) for a candidate in the School of Mechanical and Manufacturing Engineering was re-submitted and approved by Chair's action (Item 9.28).

**3.31** It was <u>noted</u> that the notification of Intention to Submit Thesis for Examination (PGR4) for a candidate in the School of Biotechnology was complete (Item 9.39)

**3.32** It was <u>noted</u> that the notification of Intention to Submit Thesis for Examination (PGR4) for a candidate in the School of Law and Government was complete (Item 9.41)

**3.33** It was <u>noted</u> that the notification of Intention to Submit Thesis for Examination (PGR4) for a candidate in the School of Chemical Sciences was approved by Chair's action (Ref GRSB/A6/9.42, 8 September 2015).

**3.34** It was <u>noted</u> that Extension to Maximum Registration Period (PGR14) for a student in The School of Electronic Engineering was approved by Chair's action (Ref GRSB/A6/10.2.20, 8 September 2015).

**3.35** It was <u>noted</u> that Extension to Maximum Registration Period (PGR14) for a student in The School of Biotechnology was approved by Chair's action (Ref GRSB/A6/10.2.21, 8 October 2015).


**SECTION B: POLICY AND STRATEGY ISSUES**


**4.    Pathways for PhD students in Faculties**

**4.1**  Faculty of Science and Health

    4.1.1   School of Biotechnology
        <u>Noted</u>

    4.1.2   School of Chemical Sciences
        <u>Noted</u>

    4.1.3   School of Health and Human Performance
        <u>Noted</u>

    4.1.4   School of Mathematical Sciences
        <u>Noted</u>

4.1.5    School of Nursing and Human Sciences
         <u>Noted</u>

4.1.5    School of Physical Sciences
         <u>Noted</u>

It was <u>noted</u> that due to time pressure it had not been possible to apply the standard template to the above pathways and work, including verifying the GTE offerings, would be initiated over the coming days.


**5.    Incorporation and Graduate Research**

Progress to date with respect to Incorporation was reported and the following were <u>noted</u>:

- DCU registered first year students are now based on the St. Patrick's and Mater Dei campuses.
- The agreement with St. Patrick's College and Mater Dei Institute to enable non-DCU academic staff to supervise DCU students in now in place.
- Students had attended both the DCU and local orientation sessions.
- The next stage is to begin to appoint supervisory panels for each new research student.  It is being considered that for those research students transferring in 16/17 from $2^{nd}$, $3^{rd}$ and $4^{th}$ year panels may not be appointed and existing arrangements would remain in place.  Should this be the case, a request may be submitted to GRSB to consider a temporary change to the regulations to accommodate this circumstance.
- It is planned that communication around the transitioning of existing research students to DCU in 2016-2017 will take place during semester 2 early in 2016.


**6.    Presentation on DoctoralNet and Vitae**

**DoctoralNet**

Ms. R. Keegan provided an outline of the functions of DoctoralNet, drawing attention in particular to the following:
- The online tool was developed particularly for part-time research students to assist them to complete their studies successfully and in a timely manner.

- The system is being piloted for three years with the School of Nursing and Human Sciences, DCUBS and St. Patrick's College/MDI based first year students as those schools have the majority of part-time students and have cost-shared.
- Both supervisors and research students will have access to the system
- The effectiveness of the system will be monitored to see how, and if, students are engaging.

**Vitae**

Ms. R. Keegan provided a briefing on Vitae, noting in particular:
- Vitae is an online resource aimed at higher education institutions and researchers for professional and career development and underpins the Researcher Development Framework in DCU.
- DCU has become a member of Vitae, gaining access to its materials through a collaboration of Human Resources, Student Support and Development (Careers) and Research and Innovation Support.
- An orientation/training session will be provided for all those interested in using the resources and they will be integrated into research student support over the coming months.

**Academic Regulations for Postgraduate Degrees by Research and Thesis, proposed re-wording**

6.1     *Proposed amendment to paragraph 10.2.26*

The proposed amendment as follows was underlined approved.

*'Reciprocal examining arrangements between the University and other colleagues/institutions in the same subject area should be avoided, as should disproportionate dependence on any specific School of Department in a given institution. Typically, a year should elapse between appointments involving the same Schools/Departments'.*

6.2     *Proposed amendment to paragraph 10.3.2*

The proposed amendment as follows was underlined approved.

*'On receipt of this notice of intention to submit a thesis, the supervisor is required to consult with the relevant Head(s) of School on the selection and nomination of appropriate Internal and External Examiners. The Head of School is responsible*

*for ensuring the nomination is in line with the regulations.  The supervisor is responsible for making initial contact with the proposed External Examiner'.*

It was <u>noted</u> that the amendments approved under items 7.1 and 7.2 will be included in the next revision (2016-2017) of the Academic Regulations for Postgraduate Degrees by Research and Thesis presented to Academic Council. However with respect to the agreed amendment to 10.2.6 for 2016, it was <u>noted</u> that decisions to approve examiners, where there is a query with respect to reciprocity, will be made in the spirit of the agreed amendment.

**7.    Guidelines on development of internal examiners/ interpretation of regulation on experience of supervisors**

It was <u>noted</u> that at the meeting of GRSB on 7 September 2015, it was agreed that specific guidelines on the experience necessary to be an internal examiner would be drawn up for agreement.  The consensus view of GRSB was that it is important to provide research students with examiners with an appropriate understanding of research award standards in their disciple, drawn from experience broader than their own doctoral work.

A proposed wording to be inserted on the PGR4 form was proposed and <u>agreed</u> as follows:

*'If the nominee has not yet supervised a research student from early stage to completion for the award being examined, (or for a higher research award) please note that it is expected they will have supervised three candidates successfully through the confirmation/transfer stage.'*

**9      Report on activities of Graduate Research Studies Board 2014-2015**

The issues listed in the report detailing significant policy/strategy issues and ongoing activities were <u>noted</u>, as were the details in relation to numbers and types of individual student issues that had been dealt with.

**10.    Postgraduate research orientation**

The Chair informed the Board that orientation for postgraduate research students had taken place on 17 September 2015 and was well attended.  Future sessions planned for research students include *inter alia*, navigating through DCU processes, choosing GTEs, planning the PhD.  Research student who attended were

surveyed on their motivation, aspirations, concerns and expectations in undertaking a research degree.  The response rate to the survey was 65% and in general students surveyed were very optimistic about their course of study.


**11.      Research student support to academic activities**

The policy proposed under section 1 of the proposal whereby the amount of time a full-time research student will contribute to academic activity for the purposes of professional development will not exceed 144 hours in total in a year or on average no higher than 6 hours per week over a semester, was <u>agreed</u>**.**

The policy detailed under section 2 with respect to a HR process for payments where research students do not qualify under the scholarship tax mechanism (Scholarship Authorisation Form) was <u>noted</u>.


**12.      Dundalk Institute of Technology Linked Provider Report 2014-2015**

The report was <u>noted</u>**.**  It was <u>noted</u> too that this is the first such report to be presented to GRSB under the linked provider agreement.


**SECTION C: Individual student issues**

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

13.1      GRSB2015/A7/13.1, School of Biotechnology
<u>Approved</u>

13.2      GRSB/2015/A7/13.2, School of Biotechnology
<u>Approved</u>, subject to confirmation that both principal supervisor and internal examiner were involved in the oral examination

13.3      GRSB/2015/A7/13.3, School of Chemical Sciences
<u>Approved,</u> subject to confirmation that both principal supervisor and internal examiner were involved in the oral examination

13.4      GRSB/2015/A7/13.4, DCU Business School
<u>Approved</u>

13.5    GRSB/2015/A7/13.5, DCU Business School
        <u>Approved</u>

13.6    GRSB/2015/A7/13.6, School of Chemical Sciences
        <u>Approved,</u> subject to confirmation that both principal supervisor and internal
        examiner were involved in the oral examination.  More specific details to be
        provided in report.

13.7    GRSB/2015/A7, 13.7, School of Chemical Sciences
        <u>Approved</u>

13.8    GRSB/2015/A7/13.8, School of Chemical Sciences
        <u>Approved</u>

13.9    GRSB/2015/A7/13.9, School of Chemical Sciences
        <u>Approved,</u> subject to confirmation that both principal supervisor and internal
        examiner were involved in the oral examination

13.10   GRSB/2015/A7/13.10, School of Chemical Sciences
        <u>Approved</u>

13.11   GRSB/2015/A7/13.11, School of Chemical Sciences
        <u>Approved</u>

13.12   GRSB/2015/A7/13.12, School of Chemical Sciences
        <u>Approved</u>
13.13   GRSB/2015/A7/13.13, School of Chemical Sciences
        <u>Approved</u>

13.14   GRSB/2015/A7/13.14, School of Computing
        <u>Approved</u>

13.15   GRSB/2015/A7/13.15, School of Computing
        <u>Approved</u>

13.16   GRSB/2015/A7/13.16, School of Computing
        <u>Approved,</u> subject to the provision of greater detail and specificity in the report

13.17   GRSB/2015/A7/13.17, School Electronic Engineering
        <u>Approved</u>

13.18   GRSB/2015/A7/13.18, School of Electronic Engineering
        <u>Approved</u>

13.19  GRSB/2015/A7/ 13.19, School of Electronic Engineering
       Approved

13.20  GRSB/2015/A7/ 13.20, School of Health & Human Performance
       Approved

13.21  GRSB/2015/A7/ 13.21, School of Physical Sciences
       Approved

13.22  GRSB/2015/A7/ 13.22, School of Physical Sciences
       Approved


**14.     Appointment of internal and external examiners (PGR4)**

14.1   GRSB/2015/A7/14.1, PhD, School of Applied Language & Intercultural Studies
       Dr John Beech, Coventry University
       Not Approved.  Insufficient information provided with respect to recent research
       activity.

14.2   GRSB/2015/A7/14.2,MSc, School of Biotechnology
       Ms Helene Faustrup Kildegaard, Technical University of Denmark (DTU)
       Approved

14.3   GRSB/2015/A7/14.3, PhD, School of Biotechnology
       Professor Sean Doyle, Maynooth University
       Approved

14.4   GRSB/2015/A7/14.5, PhD, School of Chemical Sciences
       Professor Alaistair Lees, Binghampton University, USA
       Approved

14.5   GRSB/2015/A7/14.5, PhD, School of Chemical Sciences
       Professor Mark Mascal, University of California
       Approved *(PGR3 form subject to confirmation that both principal supervisor and
       internal examiner were involved in the oral examination)*

14.6   GRSB/2015/A7/14.6, PhD, School of Chemical Sciences
       Dr Vanessa Kind, Durham University
       Approved
14.7   GRSB/2015/A7/14.7, PhD, School of Computing
       Professor David Smith, Royal College of Surgeons in Ireland
       Approved

14.8    GRSB/2015/A7/14.8, PhD, School of Electronic Engineering
        Dr Maurizio Murroni, University of Cagliari, Italy
        Approved

14.9    GRSB/2015/A7/14.9, MEng, School of Mechanical & Manufacturing Engineering
        Professor Fraser Buchanan, Queen's University Belfast
        Approved

14.10   GRSB/2015/A7/14.10, PhD, School of Nursing & Human Sciences
        Dr Niall Pender, Beaumont Hospital, Dublin
        Approved

14.11   GRSB/2015/A7/14.11, PhD, School of Physical Sciences
        Professor Martinus Gijs, École Polytechnique Fédérale de Lausanne (EPFL)
        Approved

14.12   GRSB/2015/A7/14.12, PhD, School of Physical Sciences
        Professor Anders Wolff, Technical University Denmark
        Approved

14.13   GRSB/2015/A7/14.13, MSc, School of Physical Sciences
        Dr Eric Jensen, University of Warwick
        Approved

**15.    Other student issues**

**15.1   Permission to Reside/Carry out Research Abroad**

15.1.1  GRSB/2015/A7/15.1, DCU Business School
        Noted

**16.     Any other business**

There were no items.

*End*

**Date of next meeting:**

Thursday 3 December 2015 at 9.30 a.m. in A204

Signed:  _____        Date:  _____
                   Chair