GRADUATE RESEARCH STUDIES BOARD

MINUTES

Thursday 25 June 2015

9.00 – 10.55 in A204

Present: Professor Lisa Looney (Chair), Ms Gillian Barry, Ms Lisa Buckley, Dr Gabriel Flynn, Dr Patricia Flynn, Ms Margaret Irwin-Bannon (Secretary), Ms Rachel Keegan, Dr Tim McCormac, Dr Caroline McMullan, Professor Colm O'Gorman, Dr Ana Terrés, Professor Kevin Rafter, Dr Mark Roantree, Mr Ronan Tobin, Dr Blanaid White

Apologies: Professor Liam Barry, Dr Mary Ivers, Dr Mary Rose Sweeney

The Chair opened the meeting and welcomed Dr Mark Roantree as the incoming Associate Dean for Research for the Faculty of Engineering and Computing. She noted her thanks to outgoing Associate Dean for Research, Prof Liam Barry for his valuable contribution to GRSB. She also acknowledged the effective contribution made by Mr Brian Harman as outgoing postgraduate representative.

SECTION A: MINUTES AND RELATED ISSUES

1.   **Adoption of agenda**

     The agenda was adopted subject to the inclusion of amendments to items 9.2 and 9.4 and two additional submissions under Item 9 (9.15, 9.16) and one item under AOB.

2.   **Minutes of the meeting of 21 May 2015**

     The minutes of the meeting of 21 May 2015 were approved and signed.

3.   Matters arising from the minutes of 21 May 2015

3.1   It was noted that the Joint Award Agreement with Maynooth (3U) had been finalised and submitted for signature. The Chair noted her thanks to Ms Gillian Barry, colleagues from Registry and Dr Tracy Dixon for their contribution to the drafting of the agreement (Item 6).

3.2   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 the new academic year (Item 3.2).

3.3   It was <u>noted</u> that the PGR3 form (School of Nursing and Human Sciences) where a more detailed report was requested has been completed. (Item 3.4, item originally raised at 11 December meeting as Item 10.12).

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 in the new academic year (Item 3.5).

3.5   It was <u>noted</u> that the correction to an abstract attached to the PGR4 Form for a student in the School of Chemical Sciences has been completed (Item 3.6, Item 11.2, 21 Jan 2015).

3.6   It was <u>noted</u> that the School of Computing had submitted a revised PGR4 form for the meeting of 25 June 2015 for approval of a second external examiner as recommended (Item 9.12).

3.7   It was <u>noted</u> that arrangements for the support of academic staff in delivering modules GS608 and GS609 will be arranged for the new academic year (Item 4.3a and item 4.3b).

3.8   It was <u>noted</u> that following recommendations from GRSB a revised module descriptor for module EE610 had been submitted and approved (Item 4.2).

3.9   It was noted that following recommendations from GRSB a revised PGR3 had been submitted by the School of Electronic Engineering and is approved (Item 8.4).

3.10   It was noted that following recommendations from GRSB a revised PGR3 had been submitted by the School of Mathematical Sciences and is approved (Item 8.5).

3.11   It was noted that following recommendations from GRSB a revised PGR3 had been submitted by the School of Biotechnology and is approved (Item 8.6).

3.12   It was noted that following a request for clarification from GRSB it has been confirmed that the panel as a whole has sufficient examination experience and the PGR4 form is approved (Item 9.17).

SECTION B: POLICY AND STRATEGY ISSUES

4.   Pathways for PhD students in Faculties, and proposed Graduate Training Elements

4.1   Pathways for PhD Students

4.1.1   Dublin City University Business School
          <u>Noted</u>

4.1.2   Faculty of Humanities and Social Sciences

4.1.2(a) Fiontar
          <u>Noted</u>

4.1.2(b) School of Communications
          <u>Noted</u>

4.1.2(c) School of Applied Language and Intercultural Studies (SALIS)
          <u>Noted</u>

4.1.2(d) School of Law and Government
          <u>Noted</u>

4.1.3   Institute of Education
          <u>Noted</u>

          It was <u>noted</u> that a standard template for the presentation of PhD pathways had been developed and Ms Rachel Keegan was working with colleagues to apply the new presentation template to all PhD pathways.

          Some minor queries on the pathways as presented were <u>noted</u>.   It was <u>agreed</u> that Ms. Rachel Keegan would follow up on these and then record the final versions. PhD pathways from the remaining Faculties would be <u>noted</u> in September.

It was <u>noted</u> too that due to a variety of factors, modules listed on PhD pathways would not necessarily be available each year and this should be indicated on the literature being made available to research students. It was agreed that a disclaimer to this effect should be drafted for inclusion on all PhD pathways documentation.

4.2   Graduate Training Elements

4.2.1   BioAT Writing Module, BE534

This module was <u>not approved</u>. Following discussion it was agreed that the Chair would meet with the module co-ordinator to clarify issues around the circumstances of this module.

Subject to clarification of those issues, recommendations with respect to the module descriptor were made as follows:

- Align module learning outcomes with the norm for this level
- Provide detail on module content
- Link module assessment to learning outcomes (i.e. how are outcomes addressed through assessment) and workload to activities in greater detail
- Reconsider the awarding of 50% of assessment for attendance (not the university norm) and the awarding of credit for pieces of writing integral to work which will be examined as part of the research award.

4.2.2   Biosafety and Laboratory SOPs, BE550

The module was <u>approved</u> subject to the following conditions:

- Adaption of the title to remove the phrase 'SOPs'
- Addition of a specific learning outcome related to the risk assessment element of coursework
- Changing the level from 9 to level 8.

The Board considered that the content and learning outcomes, as presented in the descriptor, did not reflect the challenges of a level 9 module. It was acknowledged that this may be an issue of presentation, and it was agreed that the module could be considered as level 9 if the level of scientific knowledge and the risk assessment element could be clearly articulated and distinguished from what an undergraduate in the field might undertake.

It was <u>agreed</u> that if the module is re-submitted for consideration as a level 9 module, it could be approved by Chair's action in advance of the next meeting of GRSB in September.

5.   Incorporation and Graduate Research

Dr Patricia Flynn reported on progress to date with respect to Incorporation noting in particular:

- Nine research students applications have been endorsed by the Research Committees in St. Patrick's College and Mater Dei Institute

- Planning is underway for the supervisors' briefing session in September 2015

- Work is underway on web updating.

6.   Proposal on graduate researcher contribution to academic activities

The Chair introduced this item noting that the proposal as circulated took into account the norms across the sector and also took cognisance of the different requirements in Faculties. She indicated that the document was intended to deal only with research student engagement with academic activities for professional development purposes and not paid employment, which would be dealt with in consultation with stakeholders more broadly.

Following extensive and detailed discussion on this matter and taking account of the norms across the sector and Revenue Commissioner guidelines, it was <u>agreed</u> that the university should set the maximum number of hours for full-time research students to contribute to academic activities for professional development purposes at no higher than 144 hours per academic year. It was further <u>noted</u> that there is a concern that articulating a limit would create a university expectation of a minimum level of contribution, and that it should be emphasised that, on average, contribution would be less than this.

With respect to part-time students, it was acknowledged that the issues were different to those of full-time students. It was noted that where a school has an expectation of engagement for professional development purposes from a part-time student that the time expected to be contributed should be reasonable and take cognisance of the student's situation, as outlined in the proposal.

It was <u>agreed</u> too that details of research students' contribution to academic activities should be recorded through the PGR2 process.

Noting that the Human Resources Office is currently working on a protocol relating to paid employment for research students, it was agreed that the proposal as circulated would be revised and any reference to guidelines for limits of activities other than those for professional development would be omitted from the proposal. It was <u>noted</u> that finalisation of the proposal would take place once the HR protocol was completed.

Dr Blanaid White, on behalf of colleagues in the School of Chemical Sciences, noted her thanks to the Chair for the proposal which was most helpful and welcome.

7.   Membership of GRSB Appeals Standing Committee 2014-2017

It was <u>noted</u> that due to various changes to GRSB membership during the academic year the GRSB Appeals Standing Committee 2014-2017 membership required confirmation. The Chair proposed that the current Associate Deans for Research replace those who had completed their term. This was <u>agreed</u>. The Chair indicated that she would seek a student representative due to the departure of the current representative.

Noting that the dates for Research Appeals are scheduled on the academic calendar, the Chair sought agreement that the GRSB Appeals Standing Committee could have some additional flexibility to meet outside of those times where it was in the interests of the students. This was <u>agreed</u>.

It was also <u>agreed</u> that a meeting of the GRSB Appeals Standing Committee (in the context of a current membership of eight) could proceed if five members of the committee (excluding the Secretary) were available to meet.

SECTION C: Individual student issues

**8.   Applications for transfer to the PhD Register or confirmation on
         the PhD Register**

8.1   GRSB2015/A5/8.1, School of Applied Language and Intercultural Studies
        <u>Approved</u>

8.2   GRSB2015/A5/8.2, School of Biotechnology
        Approved

8.3   GRSB2015/A5/8.3, DCU Business School
        Approved, subject to provision of additional specific detail with respect to both the
        written and oral reports.

8.4   GRSB2015/A5/8.4, School of Chemical Sciences
        Approved

8.5   GRSB2015/A5/8.5, School of Communications
        Approved

8.6   GRSB2015/A5/8.6, School of Education Studies
        Approved

8.7   GRSB2015/A5/8.7, School of Electronic Engineering
        Approved

8.8   GRSB2015/A5/8.8, School of Mechanical and Electronic Engineering
        Approved

9.   Appointment of external examiners

9.1   GRSB2015/A5/9.1, PhD, School of Biotechnology
        Professor Yurii Gun'ko, Trinity College Dublin
        Approved. It was noted that the nomination fell outside those normally allowed
        under *Academic Regulations for Postgraduate Degrees by Research and Thesis*.
        Following detailed discussion of this particular case, it was agreed under the
        circumstances specific to this student, to approve the nominated examiner.

9.2   GRSB2015/A5/9.2, PhD, School of Computing
        Dr W. Lamb, Educational Testing Services, Princeton, USA
        Approved

9.3   GRSB2015/A5/9.3, MEng, School of Electronic Engineering
        Dr Caterina Brandoni, Ulster University
        Approved

9.4   GRSB2015/A5/9.4, PhD, School of Electronic Engineering
        Dr Mikhail Baklanov, Inter-university Microelectronics Centre (IMEC)
        Approved

9.5   GRSB2015/A5/9.5, School of Electronic Engineering
        Dr Eric Moore, University College Cork
        Approved, subject to provision of a relevant abstract.

9.6   GRSB2015/A5/9.6, PhD, Fiontar
        Professor Ailbhe Ó Corráin, Ulster University
        Approved

        Dr Neil Buttimer, University College Cork
        Approved

9.7   GRSB2015/A5/9.7, MSc, School of Health and Human Performance
        Dr Susan Crawford, University College Cork
        Approved

9.8   GRSB2015/A5/9.8, PhD, School of Nursing and Human Sciences
        Dr Mary Gilmartin, Maynooth University
        Approved

9.9   GRSB2015/A5/9.9, EdD, Education Department, SPD
        Dr Áine Cregan, University of Limerick
        Approved

9.10   GRSB2015/A5/9.10, EdD, Education Department, SPD
        Professor Gary Granville, National College of Art and Design
        Approved

9.11   GRSB2015/A5/9.11, MA, School of Psychology, All Hallows College
        Dr Louise Burgoyne, University College Cork
        Approved. Noted a minor correction to date of entry of candidate.

9.12   GRSB2015/A5/9.12, MPhil, All Hallows College
        Dr Jude Lal Fernando, Trinity College Dublin
        Approved

9.13   GRSB2015/A5/9.13, DMusPerf, Royal Irish Academy of Music
        Professor Jane Ginsborg, Royal Northern College of Music, Manchester
        Approved

9.14   GRSB2015/A5/9.14, DMusPerf, Royal Irish Academy of Music
        Professor John Rink, University of Cambridge
        Approved

9.15   GRSB2015/A5/9.15, PhD, School of Biotechnology
        Dr Cora O'Neill, Biosciences Institute, UCC
        Approved

9.16   GRSB2015/A5/9.16, PhD, Education Department, SPD
        Prof Michael Reiss, Institute of Education, University of London
        Approved

10.   Other student issues

10.1   Request for Deferral

10.1.1 GRSB2015/A5/10.1.1, School of Education Studies
        Approved

10.2   Recognition of Prior Learning

10.2.1 GRSB2015/A5/10.2.1, School of Applied Language and Intercultural Studies
        Noted

10.3   Permission to Reside/Carry out Research Abroad

10.3.1 GRSB2015/A5/10.3.1, School of Applied Language and Intercultural Studies
<u>Noted.</u> Agreed that it would be clarified if the student was intending to register on a full-time or part-time basis.

10.4   Requests for Extension to Maximum Registration Period or Re-admission to the Research Programme

10.4.1 GRSB2015/A5/10.4.1, School of Applied Language and Intercultural Studies
<u>Approved</u>

10.4.2 GRSB2015/A5/10.4.2, School of Applied Language and Intercultural Studies
<u>Approved</u>

10.4.3 GRSB2015/A3/10.4.3, DCU Business School
<u>Approved</u>

10.4.4 GRSB2015/A5/10.4.4, School of Nursing and Human Sciences
<u>Approved</u>

11.   Any other business

11.1   Launch of the National Framework for Doctoral Education

It was noted that the launch of the National Framework for Doctoral Education had taken place on Tuesday 25 June 2015. The Chair indicated that copies of the framework publication will be circulated by the Graduate Studies Office in due course.

The Chair noted her thanks to colleagues for their contribution to GRSB throughout the year.

End

Date of next meeting:

Monday, 7 September at 9.30 a.m. in A204

Signed: _____   Date: _____
           Chair