

GRADUATE STUDIES BOARD

MINUTES

Thursday 1 July 2010

9.00-11.15 a.m. in A204

Present: Dr Pat Brereton (Chair), Ms Gillian Barry, Dr Françoise Blin, Professor John Costello, Ms Claudine Devereux, Dr Gabriel Flynn, Dr Bernadette Flanagan, Ms Mairéad Guinan, Ms Tanya Keogh, Dr Christine Loscher, Ms Louise McDermott (Secretary), Ms Patricia Moore, Dr Mary Shine Thompson

In attendance: Mr Jim Dowling

Apologies: Dr Dermot Brabazon, Ms Hannah Dyas, Professor David Jacobson, Professor Gary Murphy, Dr Declan Raftery

The Chair thanked Dr Mary Shine Thompson and (*in absentia*) Professor David Jacobson, who are both coming to the end of their membership of the Graduate Studies Board, for their very significant contribution to the work of the GSB during their period of office. He also paid tribute to the work carried out by Professor Eugene Kennedy, former Vice-President for Research, in his capacity as member of the GSB.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of agenda

The agenda was adopted.

2. Minutes of the meeting of 6 May 2010

The minutes, which had been confirmed electronically, were signed by the Chair.

3. Matters arising from the minutes

- 3.1 Noted that work was well under way to prepare for the transfer from the current applications system to the PAC system. Two working groups have been established, one of which meets weekly to progress the operations and another which acts as an oversight group and incorporates representatives of the Associate Deans for Research and members of the Finance Office, Information Systems and Services and Registry. Feedback from Faculties is being sought and incorporated into the preparations for the roll-out of the system. Considerable testing and training will be required, and the system will therefore not be available until early Autumn 2010. Noted that it would be essential to ensure, from the outset, that PAC incorporates the safeguards currently available in relation to applications, particularly the step which ensures that an applicant must consult, and be approved by, the relevant School before submitting a formal application. (Item 3.1)
- 3.2 With regard to academic writing skills for research students, particularly international students, it was noted that a module proposed by SALIS would now not be offered in 2010/11 and that the Director of Graduate Research was in discussion with Student Support and Development with a view to identifying alternative support mechanisms for students. (Item 3.2)
- 3.3 Noted that the Daniel O'Hare research scholarships had been advertised on 18 June 2010. (Item 3.3)
- 3.4 Noted that it was intended to develop web-based postgraduate research forms once the revised *Academic Regulations for Postgraduate Degrees by Research and Thesis* came into force. (See also Item 3.20 below.) (Item 3.6)
- 3.5 Noted that a School had undertaken to take appropriate action in respect of the wording of a report on the programme of research of a student who had presented for confirmation on the PhD register. (Item 3.8)
- 3.6 Noted that a handwritten PGR4 form had been replaced by a typed one, as requested by the GSB. (Item 3.9)
- 3.7 Noted that a procedure for the approval of Graduate Training Elements for research students, pre GSB approval, had now been agreed. Such modules are to be approved by the Faculty Research Committees, and considered for NFQ compliance by the Faculty Teaching and Learning/Education Committees, prior to being submitted for approval to the GSB. (See also Item 8 below.) (Item 3.16)

- 3.8** Noted that a module on research ethics would be included in the suite of Graduate Training Elements, once feedback from Faculties on the draft module descriptor had been incorporated. (See Item 8 below.) (Item 3.17)
- 3.9** Noted that alternative internal examiners had been appointed in the case of three students. (Items 4.2, 4.5 and 5.40)
- 3.10** Noted that issues relating to internal examiners had been resolved. (Items 4.3, 5.9, 5.10 and 5.12)
- 3.11** Noted that issues relating to supervisors had been resolved. (Items 4.6, 4.7, 5.7 and 5.8)
- 3.12** Noted that, in the final work to revise *Academic Regulations for Postgraduate Degrees by Research and Thesis*, consideration would be given to stipulating, on the PGR3 and PGR4 forms, that the current status/role of the internal examiner and the supervisor should be stated. (Item 4)
- 3.13** Noted that, in the case of a School which had provided only very brief comments on PGR3 forms, an undertaking had been given that more detailed and specific comments would be made in future. (Item 4)
- 3.14** Noted that an issue relating to the listing of the publications of the proposed external examiner had been resolved. (Item 5.5)
- 3.15** Noted that, in the case of each of two students deemed to be staff members, an additional external examiner had been appointed and had been approved by Chair's action. (Items 5.21 and 5.22)
- 3.16** Noted that discussions were ongoing with a School in the case of an additional external examiner who had been nominated but who was not required. (Item 5.30)
- 3.17** Noted that the current arrangements about approving internal examiners were under ongoing consideration. (Item 5)
- 3.18** Noted that a request for a change to supervisory arrangements had been approved by means of Chair's action. (Item 6.2)
- 3.19** Noted that discussions were ongoing with the Deputy President/Registrar about the issue of early exit from the DMusPerf degree offered in the Royal Irish Academy of Music. (Item 7.2)

- 3.20** Noted that, with regard to the revisions to *Academic Regulations for Postgraduate Degrees by Research and Thesis*, a single-issue GSB meeting had taken place on 24 May 2010. The regulations are to be finalised in Summer 2010 with a view to approval in Autumn 2010 and implementation as soon as possible thereafter. (Item 8)
- 3.21** Noted that, with regard to the active contribution module, training for students in how to maintain a portfolio would be provided in 2010/11 and the module would be included in academic structures for 2011/12. (Item 9.2)

SECTION B: INDIVIDUAL STUDENT ISSUES

- 4. Applications for transfer to the PhD register or confirmation on the PhD register**
- 4.1 Student ref. GSB/2010/A4/4.1, School of Applied Language and Intercultural Studies
Approved.
- 4.2 Student ref. GSB/2010/A4/4.2, School of Applied Language and Intercultural Studies
Approved.
- 4.3 Student ref. GSB/2010/A4/4.3, School of Biotechnology
Approved. Noted that the report was brief, and agreed that the Director of Graduate Research would mention this to the Head of School.
- 4.4 Student ref. GSB/2010/A4/4.4, Dublin City University Business School
Approved. Agreed that it would be necessary to ensure appropriate recording on the student's transcript, on completion of the doctoral studies, of the modules undertaken as part of the Professional Doctoral Programme.
- 4.5 Student ref. GSB/2010/A4/4.5, Dublin City University Business School
Approved. Agreed that the School would be asked to verify the accuracy of the acronym on page 1 of the form. Agreed that it would be necessary to ensure appropriate recording on the student's transcript, on completion of the doctoral studies, of the modules undertaken as part of the Professional Doctoral Programme.
- 4.6 Student ref. GSB/2010/A4/4.6, Dublin City University Business School
Approved.
- 4.7 Student ref. GSB/2010/A4/4.7, Dublin City University Business School
Approved. Agreed that it would be necessary to ensure appropriate recording on the student's transcript, on completion of the doctoral studies, of the modules undertaken as part of the Professional Doctoral Programme.

- 4.8 Student ref. GSB/2010/A4/4.8, School of Chemical Sciences
Approved.
- 4.9 Student ref. GSB/2010/A4/4.9, School of Communications
Approved.
- 4.10 Student ref. GSB/2010/A4/4.10, School of Computing
Approved.
- 4.11 Student ref. GSB/2010/A4/4.11, School of Computing
Decision deferred pending discussion with the School about the wording of the report.
- 4.12 Student ref. GSB/2010/A4/4.12, School of Computing
Decision deferred pending discussion with the School about the wording of the report.
- 4.13 Student ref. GSB/2010/A4/4.13, School of Computing
Decision deferred pending discussion with the School about the wording of the report.
- 4.14 Student ref. GSB/2010/A4/4.14, School of Education Studies
Decision deferred pending discussion with the School about the wording of the report.
- 4.15 Student ref. GSB/2010/A4/4.15, School of Education Studies
Decision deferred pending confirmation that the conditions laid down for the student as part of the confirmation process had been fulfilled.
- 4.16 Student ref. GSB/2010/A4/4.16, School of Electronic Engineering
Approved.
- 4.17 Student ref. GSB/2010/A4/4.17, School of Electronic Engineering
Approved.
- 4.18 Student ref. GSB/2010/A4/4.18, School of Electronic Engineering
Approved.
- 4.19 Student ref. GSB/2010/A4/4.19, School of Health and Human Performance
Decision deferred pending discussion with the School about the wording of the report.
- 4.20 Student ref. GSB/2010/A4/4.20, School of Law and Government
Approved.
- 4.21 Student ref. GSB/2010/A4/4.21, School of Mechanical and Manufacturing Engineering
Approved.
- 4.22 Student ref. GSB/2010/A4/4.22, School of Nursing
Approved.
- 4.23 Student ref. GSB/2010/A4/4.23, School of Nursing
Approved.
- 4.24 Student ref. GSB/2010/A4/4.24, School of Biotechnology
Approved.

Noted that some reports had been particularly brief. Agreed that, although there was a tendency, in some other cases, for reports to be completed in what might be considered greater detail than necessary, it was none the less desirable that there be sufficient information in the reports to justify the decision made and allow for future checking of the detail of a student's progression, where necessary.

5. Appointment of external examiners

- 5.1 Professor Owen Patrick Smith, Our Lady's Hospital for Sick Children, Crumlin
Student ref. GSB/2010/A4/5.1, PhD, National Institute for Cellular Biotechnology
Approved.
- 5.2 Professor Ismail Al-Abudllah, City of Hope National Medical Center, California
Student ref. GSB/2010/A4/5.2, PhD, School of Biotechnology
Approved.
- 5.3 Professor Amilra Prasanna de Silva, Queen's University, Belfast
Student ref. GSB/20106/A4/5.3, MSc, School of Chemical Sciences
Approved.
- 5.4 Professor Tom Welton, Imperial College, London
Student ref. GSB/2010/A4/5.4, PhD, School of Chemical Sciences
Approved.
- 5.5 Dr Bernadette Creaven, Institute of Technology, Tallaght
Student ref. GSB/2010/A4/5.5, MSc, School of Chemical Sciences
Approved.
- 5.6 Dr Steven Kitchen, Sheffield Haemophilia and Thrombosis Centre
Student ref. GSB/2010/A4/5.6, PhD, School of Chemical Sciences
Approved.
- 5.7 Professor Jeremy Glennon, University College Cork
Student ref. GSB/2010/A4/5.7, PhD, School of Chemical Sciences
Approved.
- 5.8 Professor Martin Wills, University of Warwick
Student ref. GSB/2010/A4/5.8, PhD, School of Chemical Sciences
Approved.
- 5.9 Dr Andrew Marr, Queen's University, Belfast
Student ref. GSB/2010/A4/5.9, PhD, School of Chemical Sciences
Approved.
- 5.10 Professor Joemon Jose, University of Glasgow
Student ref. GSB/2010/A4/5.10, PhD, School of Computing
Approved.

- 5.11 Dr Michael Gamon, Microsoft Research
Student ref. GSB/2010/A4/5.11, PhD, School of Computing
Approved. Noted that two external examiners were required in the case of this student and that Professor Stefan Evert, Universität Osnabrück, had previously been approved.
- 5.12 Professor John Gillespie, University of Ulster
Student ref. GSB/2010/A4/5.12, PhD, School of Computing
Approved. Noted that two external examiners were required in the case of this student and that Dr Michael Shevlin, Trinity College Dublin, had previously been approved.
- 5.13 Professor Sally Wyatt, Maastricht University
Student ref. GSB/2010/A4/5.13, MA, School of Communications
Approved subject to confirmation that the length of the thesis, in words, is appropriate for a submission at Master's level.
- 5.14 Dr Emanuel M Popovici, University College Cork
Student ref. GSB/2010/A4/5.14, MEng, School of Electronic Engineering
Approved.
- 5.15 Dr Eugen Schenfeld, IBM T J Watson Research Center, New York
Student ref. GSB/2010/A4/5.15, PhD, School of Electronic Engineering
Approved.
- 5.16 Professor Des J Higham, University of Strathclyde
Student ref. GSB/2010/A4/5.16, PhD, School of Mathematical Sciences
Approved.
- 5.17 Dr Adrian Boyd, University of Ulster
Student ref. GSB/2010/A4/5.17, PhD, School of Mechanical and Manufacturing Engineering
Approved.
- 5.18 Professor Michael Morris, University College Cork
Student ref. GSB/2010/A4/5.18, PhD, School of Physical Sciences
Approved subject to confirmation that the length of the thesis, in words, is appropriate for a submission at PhD level.
- 5.19 Professor Pádraig Dunne, University College Dublin
Student ref. GSB/20106/A4/5.19, MSc, School of Physical Sciences
Approved.
- 5.20 Dr Frank Güell, Universitat de Barcelona
Student ref. GSB/2010/A4/5.20, PhD, School of Physical Sciences
Approved.
- 5.21 Dr Nicole Nesvadba, Institut d'Astrophysique Spatiale, Université Paris-Sud
Student ref. GSB/2010/A4/5.21, PhD, School of Physical Sciences
Approved.

- 5.22 Dr Denis Dowling, University College Dublin
Student ref. GSB/2010/A4/5.22, MSc, School of Physical Sciences
Approved.
- 5.23 Dr Jean Quigley, Trinity College Dublin
Professor Ruthellen Lefkowitz Josselson, The Fielding Graduate University
Student ref. GSB/2010/A4/5.23, PhD, Education Department,
St Patrick's College
Approved.
- 5.24 Dr Daniel O'Connell, Mary Immaculate College of Education, University
of Limerick
Student ref. GSB/2010/A4/5.24, PhD, School of Education, Mater Dei
Institute of Education
Approved.
- 5.25 Professor Thomas Norris, St Patrick's College, Maynooth
Student ref. GSB/2010/A4/5.25, PhD, School of Theology, Mater Dei
Institute of Education
Approved subject to confirmation that the length of the thesis, in words, is
appropriate for a submission at PhD level.
- 5.26 Professor Lo Gorton, Lund University, Sweden
Student ref. GSB/2010/A4/5.26, PhD, School of Chemical
Sciences/National Centre for Sensor Research
Approved.

6. Requests for changes to supervisory arrangements

- 6.1 Student ref. GSB/2010/A4/6.1, School of Chemical Sciences
Approved.
- 6.2 Student ref. GSB/2010/A4/6.2, School of Chemical Sciences
Approved.
- 6.3 Student ref. GSB/2010/A4/6.3, School of Computing
Approved.
- 6.4 Student ref. GSB/2010/A4/6.4, School of Computing
Approved.

7. Other student issues

7.1 Request for transfer from the National University of Ireland, Maynooth to DCU

Student ref. GSB/2010/A4/7.1, School of Nursing

Decision deferred pending confirmation that the student is no longer registered with NUI Maynooth and clarification of whether the request is for transfer to the PhD register or the PhD-track register. If the information sought is made available, the request may be approved by means of Chair's action on the part of the Director of Graduate Research. The student will then undergo the normal application and admission processes to DCU.

SECTION C: POLICY AND STRATEGY ISSUES

8. Proposed Graduate Training Elements

- 8.1** All academic structures for 2009/10 and 2010/11 for all Faculties were approved except that the structures for the Faculty of Science and Health are subject to further discussion, and advice from the Deputy President/Registrar as to the possibility of a derogation, in respect of the 2.5-credit modules indicated, which are now precluded by DCU Marks and Standards but in respect of which commitments have been made to DHREA partner institutions for 2010/11. All structures will be included on the ITS system very shortly.
- 8.2** Noted that the general issue of 2.5-credit modules, and the possibility that they may be required more generally as part of Graduate Training Elements, would be the subject of a proposal to be made to the GSB in the near future. Another, related, issue is the question of indicative hours of work per credit for GTEs: the standard in DCU is five hours per credit, but the figure in other institutions is different (e.g. three hours per credit). This issue may need to form part of the proposal.
- 8.3** Noted that module descriptors had been made available on a shared drive for the information of the GSB prior to the present meeting. Of these, the descriptors for the modules from the Faculty of Humanities and Social Sciences were approved. The module descriptors from Dublin City University Business School and the Faculty of Science and Health are still under consideration in the Faculties and, once this process is completed, they will be made available for consideration for electronic approval by the GSB. A revised version of the module descriptors from the Faculty of Engineering and Computing will also be made available for consideration for electronic approval by the GSB.

8.4 With regard to module descriptors made available from the Graduate Research Office rather than through Faculties, the following were approved:

- GS601 – Intellectual Property and Commercialisation
- GS602 – Postgraduate Tutor/Demonstrator Course
- GS603 – Qualitative Research Methods.

The following two module descriptors will be made available for consideration for electronic approval by the GSB:

- GS604 – Research Ethics (see also Item 3.8 above)
- GS605 – LabView, Data Acquisition, Analysis and Control.

8.5 Noted that the working group dealing with GTEs had, to date, been in a position to consider DCU-specific GTEs only and that consideration of GTEs from other institutions which are available to DCU students would need to be undertaken as a separate task. Noted, more generally, that management of GTEs entailed a learning process for all involved and was likely to become considerably more streamlined in due course.

8.6 Noted that the draft registration schedule for GTEs had not been approved by the working group mentioned at 8.5 above. Noted that some difficulties existed for Faculties in terms of agreeing procedures to indicate which GTEs students would register for in 2010/11. Agreed that, for continuing students and to the extent possible at this stage of the academic year, the PGR2 form would be used to indicate which GTEs the student would register for. Agreed that, as the situation with regard to incoming students was more complex, the issue would be discussed with each of the Associate Deans for Research with a view to developing a process to indicate which GTEs each student would register for. Noted that it would be important to hold the relevant meetings, and arrive at the relevant decisions, as soon as possible.

9. Query about copyright issue

Noted that the issue highlighted by a graduate, i.e. the difficulty in obtaining permission to use in the online version of a PhD thesis certain of the images that had been used in the hardcopy version, would be likely to arise again in the future and that future students might need to be advised to source images which would not be likely to involve this problem. Agreed that the issue would need to be raised for detailed discussion at a future meeting of the GSB. Noted that, in the case of the present graduate, a solution had been arrived at whereby images not copyright cleared would be excised from the online version and an addendum citing excised images would be inserted into the hardcopy version. In this particular case, the online version will not be uploaded for two years, as agreed by the supervisor and other relevant staff. Consequently, no urgent issue arises in the case. However, the

general principle of dealing with copyright images may be a concern for the future, and further discussion will take place at GSB in relation to this broad issue, with possible legal and other expert advice being sought regarding online availability of multimedia theses in particular.

10. Proposal on joint PhD with Dundalk Institute of Technology

Dr Shine Thompson spoke to the proposal, which would involve co-operation between St Patrick's College and Dundalk Institute of Technology in relation to a PhD to be undertaken by a student under the auspices of An Foras Feasa. It was agreed, in principle, that work could progress to develop a Memorandum of Understanding on the issue between the two institutions and that this MoU would need to state clearly the roles and responsibilities of each institution, the extent to which each institution's regulations would be applied in the matter of the PhD, and whether the student would be jointly registered (or otherwise) and would graduate with a joint award (or otherwise). Agreed that Professor Costello would make available to Dr Shine Thompson the MoU between DCU and Queen's University, Belfast in respect of the joint Graduate Diploma/MSc in Plasma and Vacuum Studies which had been developed. Agreed that, given the likelihood of an increase in demand for joint research degrees, it would be very helpful if the MoU to be drawn up by St Patrick's College and DKIT could be used as a model for future reference. The importance of having robust processes in this area was noted. Mr Dowling noted that, from the point of view of the Faculty of Engineering and Computing, which received frequent requests to set up joint programmes, it would be helpful if a commitment to such joint programmes formed part of university policy.

11. Any other business

None

Date of next meeting:

**Thursday 2 September 2010
9.00 a.m. in A204**

Signed: _____
Chair

Date: _____