

GRADUATE STUDIES BOARD

MINUTES

Thursday 8 January 2009

9.00-10.00 a.m. in A204

Present: Professor Gary Murphy (Chair), Dr Pat Brereton, Ms Jennifer Dowling, Dr Bernadette Flanagan, Dr Gabriel Flynn, Ms Tanya Keogh, Dr Christine Loscher, Ms Louise McDermott (Secretary), Ms Noeleen Peel, Dr Declan Raftery, Dr Mary Shine Thompson

Apologies: Dr Françoise Blin, Dr Tony Cafolla, Professor David Jacobson

The Chair welcomed Dr Bernadette Flanagan, Director of Research in All Hallows College, to her first meeting of the Graduate Studies Board. He also noted that Ms Jennifer Dowling was about to come to the end of her term of office, and thanked her, on behalf of the membership, for her contribution to the work of the Board.

SECTION A: Minutes and related issues

1. Adoption of agenda

The agenda was adopted subject to the inclusion of two additional submissions under Item 5, three additional submissions under Item 6, one additional submission under Item 7 and three submissions under Item 11.

2. Minutes of the meeting of 6 November 2008

Confirmed, subject to the changes noted below, and signed by the Chair.

- i. Item 3.15: 'elements of a standard CV' to be replaced by 'elements of a standard Europass CV'
- ii. Item 7.1: 'GSB/2008/A5/7.1' to be replaced by 'GSB/2008/A6/7.1'
- iii. Item 9 (title): 'IUQB quality review and issues arising from it' to be replaced by 'IUQB site visit'.

3. Matters arising from the minutes

3.1 Follow-up actions from the last meeting were reported.

3.2 Noted that St Patrick's College had adopted a system similar to *Submission of Theses between September and December*. Noted that the system would operate in DCU for 2008/09 and 2009/10 and would then be reviewed by Executive. Noted that a meeting would take place between representatives of the Graduate Research Office and representatives of the Finance Office to discuss issues arising from the fact that the Spring deadline by which a research student can register without incurring a fee liability until the following academic year tends to vary from year to year. (See also Item 11.3 below.) (Item 3.2)

3.3 Noted that it was hoped to have the research student exit survey available for completion through the student portal pages in tandem with the information on graduation for those being conferred in March 2009 and that the Graduate Research Office intended to request the advice of the Institutional Research and Analysis Officer on interpreting the resultant data. Agreed that Ms Keogh would discuss with Ms Sharon King of St Patrick's College the possibility of introducing a similar survey there. (Item 3.3)

3.4 Noted that the working group to review *Academic Regulations for Postgraduate Degrees by Research and Thesis* was next due to meet on 17 February 2008 and that, in the interim, Professor Murphy and Ms McDermott would discuss the revisions to the regulations which would be submitted to this meeting. (Item 3.4)

3.5 Noted that discussions were continuing with a view to finalising the procedures for ensuring the accurate recording of graduate training modules and other relevant activities, that account would be taken in this regard of practice in other universities, that the procedures would be in place for Semester 2 2008/09, that it would be possible to input relevant data retrospectively for Semester 1 2008/09 and that updated information on the issue would be made available to the 5 March 2009 meeting of the GSB. The resourcing issue is under consideration by the Vice-President for Research. (Item 3.5)

3.6 Noted that feedback was still awaited from the HEA quality review visit which had taken place in 2008 and that it was likely that it would incorporate recommendations for the establishment of a range of structured, disciplinary-specific PhD programmes. (Item 3.7)

3.7 Noted that a call for submissions under PRTL Cycle 5 was expected shortly. (Item 3.8)

- 3.8** Noted that a specific query about a nominated external examiner had been addressed and that the nominee had been approved, but that the more general issue which had been raised required further discussion. (Item 3.13)
- 3.9** Noted that the pro-forma *curriculum vitae* had now been integrated into the PGR4 (notification of intention to submit thesis for examination) form and that the extent to which it was being used would emerge in due course. (Item 3.15)
- 3.10** Noted that a procedure had been devised and implemented for transfer from a professional doctoral programme to the Master's by research register. (Item 3.17)
- 3.11** Noted that the Graduate Research Office and Training and Development in the Human Resources Office had organised a supervisory skills programme to run on three half-days in the period January-March 2009. (Item 3.20)
- 3.12** Noted that a form which had been filled out incorrectly had now been amended. (Item 5.11)
- 3.13** Noted that a query about a nominated external examiner had been satisfactorily addressed and that the nominee had been approved. (Item 6.7)
- 3.14** The request to allow a non-standard thesis format for a PhD student was approved subject to a stipulation that the student would have to state clearly the extent of his contribution to each of the publications included as part of the thesis. The request will now be submitted to the University Standards Committee for consideration on an electronic basis. (Item 8.1)
- 3.15** Noted that the IUQB site visit to ascertain staff and student opinion for the review of *Good Practice in the Organisation of PhD Programmes in Irish Universities* had taken place on 20 November 2008 and that the revised guidelines, once drafted, would be submitted to the Directors of Graduate Research in the universities for final approval prior to publication. (Item 9)
- 3.16** Noted that the possibility of setting up a national database of all PhD proposals would be on the agenda of the next meeting of the IUA 4th-level Network. (Item 10.2)

SECTION B: Individual student issues**4. Applications for transfer to the PhD register**

- 4.1 Student ref. GSB/2009/A1/4.1, School of Chemical Sciences
Approved.
- 4.2 Student ref. GSB/2009/A1/4.2, NICB
Approved.
- 4.3 Student ref. GSB/2009/A1/4.3, School of Health and Human Performance
Approved.

5. Applications for confirmation on the PhD register

- 5.1 Student ref. GSB/2009/A1/5.1, School of Education Studies
Approved.
- 5.2 Student ref. GSB/2009/A1/5.2, School of Education Studies
Approved.
- 5.3 Student ref. GSB/2009/A1/5.3, School of Chemical Sciences
Approved.
- 5.4 Student ref. GSB/2009/A1/5.4, School of Biotechnology/NICB
Approved.

6. Appointment of external examiners

- 6.1 Professor Pascal Besnard, ENSSAT, Université de Rennes I
Student ref. GSB/2009/A1/6.1, PhD, School of Electronic Engineering
Approved.
- 6.2 Professor David Richardson, University of Southampton
Student ref. GSB/2009/A1/6.2, PhD, School of Electronic Engineering
Approved.
- 6.3 Professor Walter Sermeus, Katholieke Universiteit Leuven
Student ref. GSB/2009/A1/6.3, PhD, School of Nursing
Approved.
- 6.4 Professor Gerald Grace, Institute of Education, University of London
Student ref. GSB/2009/A1/6.4,
Doctorate in Education (EdD), St Patrick's College
Approved.
- 6.5 Professor Kathy Hall, University College Cork, and
Dr Damian Murchan, Trinity College Dublin
Student ref. GSB/2009/A1/6.5,
Doctorate in Education (EdD), St Patrick's College
Approved.

- 6.6 Professor Robert A Davis, University of Glasgow
Student ref. GSB/2009/A1/6.6,
Doctorate in Education (EdD), St Patrick's College
Approved.
- 6.7 Professor Robert A Davis, University of Glasgow
Student ref. GSB/2009/A1/6.7,
Doctorate in Education (EdD), St Patrick's College
Approved.
- 6.8 Dr Patrick Walsh, Institute of Education, University of London
Student ref. GSB/2009/A1/6.8,
Doctorate in Education (EdD), St Patrick's College
Approved.
- 6.9 Professor Reginald Penner, University of California at Irvine
Student ref. GSB/2009/A1/6.9, PhD, School of Chemical Sciences
Approved.
- 6.10 Professor José Carlos Pedro, Universidade de Aveiro
Student ref. GSB/2009/A1/6.10, PhD, School of Electronic Engineering
Approved.
- 6.11 Dr Vasilis Politis, Trinity College Dublin
Student ref. GSB/2009/A1/6.11, MA, Department of Philosophy,
All Hallows College
Approved.
- 6.12 Dr Joe Kiniry, University College Dublin
Student ref. GSB/2009/A1/6.12, PhD, School of Computing
Approved.
- 6.13 Professor Delia Chiaro, University of Bologna
Student ref. GSB/2009/A1/6.13, PhD, School of Applied Language and
Intercultural Studies
Approved.

7. Requests for changes to supervisory arrangements

- 7.1 Student ref. GSB/2009/A1/7.1, School of Chemical Sciences
Approved.
- 7.2 Student ref. GSB/2009/A1/7.2, Dublin City University Business School
Approved.
- 7.3 Student ref. GSB/2009/A1/7.3, School of Chemical Sciences
Approved.
- 7.4 Student ref. GSB/2009/A1/7.4, School of Chemical Sciences
Approved.

8. Other student issues

None.

SECTION C: Policy and strategy issues**9. Postgraduate student quality review**

Noted that a quality review of the postgraduate student experience would be conducted in Spring 2009. It is to encompass research and taught students, including Oscail students. A self-assessment report is to be written before the end of February 2009 by the Chair (with reference to research students), Dr Joseph Stokes of the School of Mechanical and Manufacturing Engineering (with reference to taught postgraduate students other than Oscail students) and Dr Anne Morrissey of Oscail (with reference to taught postgraduate students from Oscail). Advice on the preparation of the SAR has been made available by Dr Claire Bohan, Director of Student Support and Development, who was closely involved in preparing for the quality review of the first-year undergraduate experience in 2008. Additionally, as part of the preparation, a questionnaire is to be distributed to postgraduate students. Data prepared for the recent IUQB and HEA reviews, and relevant data from recent School and Faculty reviews, will also be availed of. Noted that it would be desirable for the various review procedures to be co-ordinated as closely as possible so as to avoid duplication of effort.

10. IUA 4th-level Network

The Chair summarised the work of the IUA 4th-level Network, noting that it was a committee of the IUA, consisted of the Directors of Graduate Research of the universities and appropriate administrative staff, and met every two months, with the chair rotating between universities on an annual basis (the chairing university for 2009 being the University of Limerick).

11. Any other business

11.1 Agreed that a representative of the Faculty Administration Peer Group would be invited to join the GSB.

11.2 Noted that a new student representative, to replace Ms Dowling, would need to be identified and invited to join the GSB.

- 11.3** Noted that various difficulties, including insurances issues and right of access to facilities, arose because of the variation in registration deadlines from year to year (see Item 3.2 above). These difficulties are to be discussed at the meeting referred to in Item 3.2.

Date of next meeting:

**Thursday 5 March 2009
9.00 a.m. in A204**

Signed: _____
Chair

Date: _____