

GRADUATE STUDIES BOARD

MINUTES

Thursday 27 June 2013

9.00-10.25 a.m. in A204

Present: Dr Lisa Looney (Chair), Ms Gillian Barry, Professor Liam Barry, Ms Goretti Daughton, Ms Claudine Devereux, Dr Bernadette Flanagan, Dr Gabriel Flynn, Professor David Jacobson, Dr Ekaterina Kozina, Ms Ann McCartney, Ms Louise McDermott (Secretary), Ms Mairéad Nic Giolla Mhichíl, Dr Anne Morrissey, Dr Ana Terres

Apologies: Dr Christine Loscher, Dr Enda McGlynn, Dr Ciarán Mac Murchaidh, Dr Kevin Rafter

The Chair welcomed Professor David Jacobson, who is undertaking the role of Associate Dean for Research in Dublin City University Business School on a short-term basis, for the duration of Professor Colm O’Gorman’s research leave.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of agenda

The agenda was adopted subject to the inclusion of one additional submission under Item 8, one additional submission under Item 9 and two submissions under Item 10.

2. Minutes of the meeting of 23 May 2013

The minutes were confirmed subject to the following:

- the deletion of the words following ‘module’ at the end of the last sentence in Item 4.2
- the inclusion of the word ‘approved’ in Item 9.2.

They were signed by the Chair.

3. Matters arising from the minutes

- 3.1** A replacement internal examiner for a PhD candidate in All Hallows College was approved subject to the submission of a revised PGR4 form to DCU Registry. (Item 9.18 from the minutes of the meeting of 7 March 2013.)
- 3.2** Noted that a number of ongoing issues are under consideration and that the GSB membership would be updated about these as appropriate. (Item 3.1)
- 3.3** Noted that an appropriately revised version of a PGR3 form had been made available by a School and had been deemed approved but that, in another case, a revised PGR3 form was awaited from a School. (Item 3.2)
- 3.4** Noted that information was awaited from a School in respect of a candidate who had requested permission to reside/carry out research abroad. (Item 3.3)
- 3.5** Noted that the revised GTE module descriptors for the Chemistry of Therapeutics framework had been made available. (Item 3.6)
- 3.6** Noted that, at its meeting of 24 June 2013, Academic Council had approved the revised *Academic Regulations for Postgraduate Degrees by Research and Thesis*, subject to clarification of one issue, and that these *Regulations* would come into effect in 2013/14. The issue relates to copyright – specifically, situations in which it may not be permissible for a candidate who completes a PhD by publication to lodge the thesis in DORAS. The Chair has requested the advice of the Director of Library Services. Depending on what this advice is, the issue will either be the subject of a minor change to the wording of the revised *Regulations* or the subject of discussion in 2013/14. The Chair noted also that a member of Academic Council had undertaken to prepare a proposal on another issue relating to PhD by publication and that this would be given consideration in 2013/14. The Chair expressed appreciation to the members of the GSB for their very detailed engagement with the proposed revisions to the *Regulations* in the course of 2012/13. A presentation on the implementation of the *Regulations* will be made to the Heads' and Deans' meeting of 19 September 2013. (Item 3.9)
- 3.7** Noted that the *Roles and Responsibilities* guidance document would be made available to Heads of School and on line and, as appropriate, in the *DCU Guidebook for Research Students*. (Item 3.10)
- 3.8** Noted that the reasons for the nomination of an external examiner had been indicated in appropriate detail, and the nomination had therefore been deemed approved. (Item 3.17)

- 3.9** Noted that details of the reasons for the nomination of an external examiner were awaited. (Item 3.17)
- 3.10** In the case of a PhD candidate, the internal and external examiners approved at the meeting of 29 November 2012 were confirmed as those who would conduct the examination (different arrangements had been proposed in the interim, but there is now consensus that the original arrangements should obtain). (Item 3.25)
- 3.11** Noted that consideration was being given (in the context of the upcoming review of the PGR3 and postgraduate research forms generally) to the optimum means of ensuring that the advice contained in PGR3 forms is conveyed to students. (Item 3.33)
- 3.12** Noted that two Graduate Training Elements, modules CA800: *Computing and Engineering Seminar Series* and CA801: *Advanced Scientific Communication Skills*, had been renumbered CA636 and CA637 respectively. The revised module descriptor for CA800 was approved, and it was noted that sample examination papers would be made available to students so that they would be prepared for the effect of changes in the content and examiner. Noted that CA636 and another proposed GTE, EE603: *Advanced Literature Analysis*, were not due to be offered to students in 2013/14. (Item 4)
- 3.13** With respect to the pilot exercise in making online provision for recording annual progress, it was noted that testing was nearing completion, presentations had been made to the Heads' and Deans' group and to students, support mechanisms had been put in place and the system would go live shortly. On behalf of the GSB, the Chair thanked Ms Barry and Ms Devereux for their work in bringing this project to its current state of development. (Item 5.1)
- 3.14** Noted that a revised proposal on dispute resolution had been circulated to the GSB and that agreed wording on this and on progress monitoring for professional doctorate students had been incorporated into the revised *Academic Regulations for Postgraduate Degrees by Research and Thesis* (see Item 3.6 above). (Item 6.1)
- 3.15** Noted that it had been confirmed that, subject to the *Academic Regulations for Postgraduate Degrees by Research and Thesis*, flexibility obtains in terms of whether or not an individual who acts as internal examiner at the transfer/confirmation stage may also act as internal examiner at final examination stages and that practices vary between Faculties. (Item 8)

- 3.16 Noted that it had been confirmed that a recommendation for confirmation on the PhD register had been endorsed by both examiners and had therefore been deemed approved by the GSB. (Item 8.4)
- 3.17 Noted that issues relating to a PGR3 form were under consideration in a School. (Item 8.6)
- 3.18 Noted that further information was awaited from a School in respect of a PGR3 form. (Item 8.8)
- 3.19 Noted that clarification had been obtained about the composition of the panel in respect of a *viva voce* examination as well as the authorship of an associated note and that the relevant PGR4 form had therefore been deemed approved. (Item 9.3)
- 3.20 Noted that clarification had been obtained about the composition of the panel in respect of a *viva voce* examination and that the relevant PGR4 form had therefore been deemed approved. Noted too that the Chair had mentioned an associated issue to the School. (Item 9.8)

SECTION B: POLICY AND STRATEGY ISSUES

4. Proposed Graduate Training Elements:

None.

5. Guidance for students and supervisors in terms of withdrawing, or early exit from research programmes

- 5.1 The Chair noted that she would integrate into a further revised draft of the guidance document feedback submitted recently by GSB members, particularly with reference to the following: the provision of a chronology of events; the foregrounding of the principle that decisions in respect of fees follow rather than precede decisions on progress; the inclusion of a reference to the fact that decisions on progress may take place in the course of an academic year rather than at the end (notwithstanding the fact that the latter is by far the more usual).

- 5.2 It was agreed to replace the word ‘Faculty’ with the word ‘University’ in the third paragraph of Section 3. It was agreed that the reference, in this same paragraph, to enforcing a requirement was unworkable and would be replaced by appropriately revised wording.
- 5.3 It was noted that the absence of an option for partial or time-limited registration was potentially problematic and agreed that it would be desirable to have such an option. It was agreed that this matter would be discussed between the Registry the Finance Office.
- 5.4 It was agreed that the Chair would redraft the document and submit it for the consideration of Executive (requesting Executive to pay particular attention to the fees issues), and would also, when possible, develop information on appeals in this context, informed by the outcome of the review of the student complaints procedure currently being undertaken in the University. It is possible that the guidance document will also be informed by the outcome of the discussion with the Finance Office referred to at Item 5.3 above.

6. DCU Business School: transfer from Professional Doctorate to PhD

Approved. Noted that the transfer framework would apply to the limited number of current students but would not need to be used in the case of future students because recruitment to the Professional Doctorate is unlikely in the light of the availability of structured doctoral programmes in the Business School.

SECTION C: INDIVIDUAL STUDENT ISSUES

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

- 7.1 Student ref. GSB/2013/A5/7.1, Dublin City University Business School
Approved.
- 7.2 Student ref. GSB/2013/A5/7.2, Dublin City University Business School
Approved.
- 7.3 Student ref. GSB/2013/A5/7.3, Dublin City University Business School
Approved.
- 7.4 Student ref. GSB/2013/A5/7.4, School of Chemical Sciences
Approved.

- 7.5 Student ref. GSB/2013/A5/7.5, School of Chemical Sciences
Approved.
- 7.6 Student ref. GSB/2013/A5/7.6, School of Chemical Sciences/NBIPI
Approved.
- 7.7 Student ref. GSB/2013/A5/7.7, School of Chemical Sciences
Engineering
Approved.
- 7.8 Student ref. GSB/2013/A5/7.8, School of Communications
Approved.
- 7.9 Student ref. GSB/2013/A5/7.9, School of Mechanical and Manufacturing
Engineering
Approved.

8. Appointment of external examiners

- 8.1 Professor Wilmar Schaufeli, Utrecht University
Student ref. GSB2013/A5/8.1, PhD, Dublin City University Business School
Approved.
- 8.2 Professor Ilfryn Price, Sheffield Hallam University
Student ref. GSB2013/A5/8.2, DBA, Dublin City University Business
School
Approved.
- 8.3 Professor Alan Renwick, University College Dublin
Student ref. GSB2013/A5/8.3, PhD, Dublin City University Business School
Approved.
- 8.4 Dr Graham Dietz, Durham University
Student ref. GSB2013/A5/8.4, PhD, Dublin City University Business School
Approved.
- 8.5 Dr Olivier Sandre, Laboratoire de Chimie des Polymères Organiques,
Université Bordeaux 1
Student ref. GSB2013/A5/8.5, PhD, School of Chemical Sciences
Approved.
- 8.6 Professor Henning Menzel, Technische Universität Braunschweig
Student ref. GSB2013/A5/8.6, PhD, School of Chemical Sciences
Approved. Agreed that it would be noted to the School that the word count
of the thesis appears low.
- 8.7 Professor Mieczysław Owoc, Wrocław University of Economics
Student ref. GSB2013/A5/8.7, PhD, School of Computing
Approved.

- 8.8 Professor Margaret O'Mahony, Trinity College Dublin
Student ref. GSB2013/A5/8.8, PhD, School of Computing
Approved.
- 8.9 Dr Felipe Mena, University of Minho, Portugal
Student ref. GSB2013/A5/8.9, PhD, School of Mathematical Sciences
Approved.
- 8.10 Dr Brian Cahill, Institute for Bioprocessing and Analytical Measurement
Techniques, Germany
Student ref. GSB2013/A5/8.10, PhD, School of Mechanical and
Manufacturing Engineering
Approved.
- 8.11 Professor Elisabeth Verpoorte, University of Groningen, The Netherlands
Student ref. GSB2013/A5/8.11, PhD, School of Mechanical and
Manufacturing Engineering
Approved.
- 8.12 Professor William Kilbourne Kay, University of Chester
Dr Norman Richardson, Stranmillis University College, Queen's University
Belfast
Student ref. GSB2013/A5/8.12, PhD, School of Education, Mater Dei
Institute of Education
Approved.
- 8.13 Dr Michael Kennedy, Royal Irish Academy
Student ref. GSB2013/A5/8.13, MA, School of Humanities, Mater Dei
Institute of Education
Approved.
- 8.14 Dr Moynagh Sullivan, National University of Ireland, Maynooth
Student ref. GSB2013/A5/8.14, MA, School of Humanities, Mater Dei
Institute of Education
Approved.
- 8.15 Dr Kieran J O'Mahony, Milltown Institute
Student ref. GSB2013/A5/8.15, PhD, School of Theology, Mater Dei
Institute of Education
Approved.
- 8.16 Dr Jessie Rogers, Mary Immaculate College, University of Limerick
Student ref. GSB2013/A5/8.16, MA, All Hallows College
Approved.
- 8.17 Dr Brian Garvey, Lancaster University
Student ref. GSB2013/A5/8.17, MA, All Hallows College
Approved subject to the provision to DCU Registry of a revised PGR4 form
which indicates the name of the internal examiner who replaced the person
originally named.

- 8.18 Dr Suzanne Mulligan, St Patrick's College, Maynooth
Student ref. GSB2013/A5/8.18, MA, All Hallows College
Approved.
- 8.19 Professor Stephen Shapiro, University of Warwick
Student ref. GSB2013/A5/8.19, PhD, School of Communications
Approved.

It was noted that the requirement that a student be registered for a minimum of three years refers to academic years, and that this can mean, on occasion, that a student's overall length of registration is for a period shorter than three calendar years.

9. Other student issues

- 9.1 Student ref. GSB2013/A4/9.1, School of Electronic Engineering
Request for extension of registration period
Approved.
- 9.2 The Chair noted that a special-case admission case had been submitted to her with a request that it be considered by the GSB. It was agreed that it would be indicated to the School concerned that such consideration would not be appropriate as the issue can, and should, be dealt with through normal Registry and International Office processes within the parameters of the regulations on English-language requirements.

10. Any other business

- 10.1 It was noted that, as an outcome of the approval by Academic Council, on 5 June 2013, of the revised terms of reference for Council and its major subcommittees, the GSB would be renamed Graduate Research Studies Board (GRSB) with effect from 2013/14 and also (again with effect from 2013/14) that it would be a direct subcommittee of Council rather than reporting to Council through the University Standards Committee. To ensure USC approval of outstanding sets of minutes from 2012/13, the USC members will be requested to give consideration on an electronic basis, in July 2013, to the minutes of the GSB meetings of 18 April 2013, 23 May 2013 and (following approval by the GSB) 27 June 2013.

10.2 The Chair expressed appreciation to the GSB membership for their very significant engagement with a wide and challenging range of issues in the course of 2013/14. She expressed thanks, in particular, to the two outgoing members of the GSB, Dr Christine Loscher and Dr Anne Morrissey, for their very helpful and important contribution to its work. She also expressed sincere gratitude, on behalf of the GSB, to Ms McDermott for the exceptional consistency and high quality of her work in support of the Board.

Date of next meeting:

**Monday 9 September 2013
9.00 a.m. in A204**

Signed: _____
Chair

Date: _____