



**TERMS OF REFERENCE, MEMBERSHIP AND STANDING ORDERS OF
GRADUATE RESEARCH STUDIES BOARD,
A SUB-COMMITTEE
OF
ACADEMIC COUNCIL
OF DUBLIN CITY UNIVERSITY**

Office of the Vice-President Academic Affairs (Registrar)

Approved, 4 October 2017

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GRADUATE RESEARCH STUDIES BOARD OF DUBLIN CITY UNIVERSITY

Terms of reference, membership and standing orders

Office of the Vice-President Academic Affairs (Registrar)

1 October 2017

1. Context of Graduate Research Studies Board

At its meeting of 13 June 2007, Academic Council approved the creation of the University's Graduate Studies Board (renamed 'Graduate Research Studies Board' following a decision by the GSB at its meeting of 7 March 2013 and subsequent approvals). The remit of the GRSB is to develop guidelines and good practice in the structure and delivery of postgraduate research at Master's and Doctoral level. Good practice in the structure and delivery of professional doctoral programmes falls within this remit. The GRSB oversees and helps to enhance postgraduate research studies and the postgraduate research student experience across the University, and links with Research and Innovation Support in this regard.

The minutes of GRSB meetings, once approved by the GRSB, are sent to Academic Council for approval.

2. Terms of reference of the Graduate Research Studies Board

The GRSB is responsible to Academic Council for the development, maintenance and review of postgraduate research regulations, guidelines and good practice. Good practice in the structure and delivery of professional doctoral programmes falls within this remit.

The remit of the GRSB includes:

- (i) Formulation of policy in relation to postgraduate research.
- (ii) Oversight of the development and operation of University regulations and guidelines in relation to postgraduate research.
- (iii) Consideration of matters arising from Faculty Research Committees, Faculty Awards Boards for Research Degrees and quality reviews in relation to postgraduate research.
- (iv) Consideration of graduate training elements submitted by Faculties for approval.
- (v) Consideration of, and making recommendations on, matters relating to individual students (including external examiner nominations). The GRSB normally meets eight times in the academic year.

3. Membership of the Graduate Research Studies Board

3.1 Membership list

- Dean of Graduate Studies - *Chair*
- Member of Academic Affairs' Secretariat - *Secretary*
- Director of Research and Innovation Support
- Associate Deans for Research
- Representative from the Associate Deans for Teaching and Learning/Education
- Senior Administrator, Registry
- Assistant Awards Officer, Student Awards, Registry
- Representative of the Graduate Studies Office
- Representative of the postgraduate research student body
- Representative of Faculty Administration
- Head of Research, Dundalk Institute of Technology
- Two additional members who may be co-opted from time to time.

3.2 Substitution of representation

Substitution of representation is not permitted as a matter of course. If, however, a member wishes to speak to an agenda item and cannot be present, a substitute may attend for that item subject to permission from the Chair.

3.3 Representative from the Associate Deans for Teaching and Learning/Education

The representative from the Associate Deans for Teaching and Learning/Education will be agreed among this group, and his/her identity notified by the group to the Secretary. At the end of each academic year, the group of Associate Deans for Teaching and Learning/Education will be asked to nominate their representative for the coming year (who may be the current representative).

3.4 Representative from Faculty Administration

The representative from Faculty Administration will be agreed by the Faculty Administration Peer Group, and his/her identity notified by the Group to the Secretary. At the end of each academic year, the FAPG will be asked to nominate their representative for the coming year (who may be the current representative).

4. Standing orders of the Graduate Research Studies Board

4.1 Chair, secretariat

- 4.1.1** The Dean of Graduate Studies is Chair of the Board. In the absence of the Chair from a meeting, another person as may be determined by the Dean will chair the meeting.

4.1.2 A member of the Academic Affairs' Secretariat is Secretary to the Board.

4.2 Meetings

4.2.1 A schedule of meetings for each academic year is adopted by Executive in advance of that year.

4.2.2 Additional meetings can be convened either (i) by the Board at one of its scheduled meetings; (ii) by the Chair; (iii) by a request to the Chair signed by at least one one-third of the members of the Board and submitted at least ten working days in advance of the proposed date of the meeting.

4.2.3 The normal duration of meetings will be not more than two hours.

4.3 Agenda

4.3.1 The agenda is divided into three sections:

- A Adoption of the agenda, minutes of the previous meeting and matters arising from these minutes
- B Policy and strategy issues
- C Individual student issues

4.3.2 Any member may request to have an item placed on the agenda for a meeting of the Board. Notification must be made to the Secretary in accordance with the schedule of notification/submission/circulation of items made available to relevant staff members before the beginning of each academic year.

4.4 Minutes

The Secretary will keep minutes of every meeting of the Board and will circulate these in draft form to all members in accordance with the schedule of notification/submission/circulation of items made available to relevant staff members before the beginning of each academic year.

4.5 Documents

4.5.1 All documents for circulation to the members of the Board must be submitted to the Secretary in accordance with the schedule of notification/submission/circulation of items made available to relevant staff members before the beginning of each academic year. Documents (or draft agenda items or questions) given to the Chair will be considered to have been given to the Secretary. The Secretary will cause documents for a meeting to be circulated in accordance with the schedule of notification/submission/circulation of items made available to relevant staff members before the beginning of each academic year.

4.5.2 A document may be tabled at a meeting provided it relates to one of the agenda items for the meeting and provided two-thirds of the members present agree to its being tabled.

- 4.5.3** Documents will normally be made available in electronic and hard copy format, with the exception of student-specific forms which will be made available in hard copy only.

4.6 Quorum and attendance

- 4.6.1** A meeting will not commence until at least one third of the members are present. If a quorum is not forthcoming, the Chair will set an alternative date for the meeting.
- 4.6.2** The Chair may invite non-members of the Board to attend for specific items of the agenda.

4.7 Mode of address

Speakers will always address the Chair. While a member is speaking, other members will be silent.

4.8 Motions

- 4.8.1** A motion is a proposal which is put forward. A resolution is the acceptance of a motion by a meeting.
- 4.8.2** For a motion to be put to a meeting, it requires a proposer and a seconder. A motion from the Chair does not require a seconder.
- 4.8.3** For an amendment to a motion to be put, it requires a proposer and a seconder. An amendment will be put to a vote before the original motion.
- 4.8.4** If an amendment is not carried, the Chair will put the motion in its original form to a vote. If an amendment is carried, the Chair will put the amended motion to the meeting. Before a motion or an amendment is put to a vote, the Secretary will read out the text to be voted on.

4.9 Voting

- 4.9.1** Where a motion has been put to the meeting, the Chair will ask the Board whether or not it assents, and the decision will normally be by acclamation. Where there appears to be a division, the Chair will call for a vote; such a vote may also be requested by any member. The results of voting will be counted and recorded by the Secretary.
- 4.9.2** It is open to any member to propose a motion demanding a secret ballot and this motion, if seconded, can be dealt with in the usual way.
- 4.9.3** The number of votes for and against a motion, and the number of abstentions, will be recorded in the minutes.
- 4.9.4** If the votes for and against a proposal are equal, the Chair has a additional, casting, vote as Chair.

4.10 Points of order and closure

4.10.1 A member may, at any time and without notice, interrupt debate by raising a 'point of order'. The Chair will decide whether the point of order is admissible, and his/her ruling will be final.

4.10.2 A motion for closure, if seconded in the usual way, must be put to the vote at once, without being discussed.

4.11 Emergency items

4.11.1 Any member may seek to add an item to the agenda as an emergency item. An emergency item can only be one which could not have been foreseen on the basis of the schedule of notification/submission of items made available to relevant staff members at the beginning of each academic year and which must be resolved before the next scheduled meeting. A vote must be held on every proposal for an emergency item to be inscribed, and for it to be inscribed it must get the assenting votes of at least two-thirds of the members present and voting. Members may vote only for or against the inscription of an emergency item; members abstaining will not be considered, for the purposes of the vote, to be 'present and voting'.

4.11.2 Occasionally, it may be appropriate to deal electronically with an urgent item which needs to be resolved before the next scheduled meeting. If permission is granted, the Secretary will cause the documentation relating to the item to be circulated and will request responses by a specified date and time. After the deadline has passed, the Secretary will inform the Board of the outcome of the discussion. The outcome will be noted in the minutes of the next scheduled meeting.

4.12 Delegated authority/Chair's Action

The Chair shall have delegated authority to act between scheduled meetings on:

- Matters relating to the implementation of decisions which have already been approved at previous meetings
- Items which in the view of the Chair are too urgent and important for consideration to be deferred until the next scheduled meeting, especially where any lack of timely action could damage the interest of the student or the university.

The outcomes of such actions shall be reported by the Chair to the next meeting.

4.13 Other business

The rubric 'other business' on each agenda will be used only (a) to inform the meeting of agenda items which are proposed for the next following meeting or (b) to convey briefly other items of information of a factual nature.

4.14 Interpretation

Where a dispute arises as to the interpretation of these orders, the decision of the Chair is final.