

## **GRADUATE RESEARCH STUDIES BOARD**

### **MINUTES**

Thursday 1 December 2016

9.30 – 10.50 am in A204

**Present:** Ms Gillian Barry, Ms Lisa Buckley, Professor David Collings, Dr Charlotte Holland, Ms Margaret Irwin-Bannon (Secretary), Professor Lisa Looney (Chair), Dr Caroline McMullan, Professor Eugene McNulty, Dr Mark Roantree, Mr Allan Stevenson, Dr Ana Terrés, Dr Blánaid White

**Apologies:** Ms Michelle Brennan, Ms Rachel Keegan, Dr Tim McCormac, Dr Mary Rose Sweeney

The Chair opened the meeting and welcomed Professor David Collings, Associate Dean for Research, Dublin City University Business School to his first meeting of GRSB. She also noted that this was her last meeting of Graduate Research Studies Board, having completed a 5-year term as Dean of Graduate Studies.

#### **SECTION A: MINUTES AND RELATED ISSUES**

##### **1. Adoption of agenda**

The agenda was adopted subject to the addition of five items under AOB. It was noted that item 10.5 had been added to the electronic version of the agenda.

##### **2. Minutes of the meeting of 13 October 2016**

The minutes of the meeting of 13 October 2016, were approved and signed by the Chair.

### **3. Matters arising from the minutes of 13 October 2016**

- 3.1** It was noted that the individual Joint Supervision Agreements with the Military University of Technology in Warsaw and the University of Southampton were awaiting final ratification from each of the participating institutions (Item 3.1).
- 3.2** It was noted that discussions with Registry with respect to the administrative arrangements to be put in place to run the module GS611 over a two-year period were ongoing (Item 4.2a).
- 3.3** It was noted that Registry were awaiting a response from the School of Human Performance relating to the nomination of an external examiner from a closer geographical location (original ref 10.29, 5 September 2016) (Item 3.3).
- 3.4** It was noted that discussions were ongoing with respect to the eligibility of the nominated external examiner on the notice of intention to submit form (PGR4) for a candidate in the School of Human Development (Item 10.12).
- 3.5** It was noted that discussions were ongoing with respect to the nominated external examiner on the notice of intention to submit form (PGR4) for a candidate in the School of Policy and Practice (Item 10.16).
- 3.6** It was noted that the transfer to the PhD register (PGR3) of a candidate from the School of Applied Language and Intercultural Studies had been completed. The Independent Chairperson has been confirmed (Item 9.1)
- 3.7** It was noted that the transfer to the PhD register (PGR3) of a candidate from the School of Chemical Sciences had been completed, following submission of detailed written reports on both the oral examination and written submission (Item 9.6).
- 3.8** It was noted that the transfer to the PhD register (PGR3) of a candidate from the School of Health and Human Performance had been completed, following submission of the completed form (Item 9.9).
- 3.9** It was noted that the transfer to the PhD register (PGR3) of a candidate from the School of Law and Government has been re-submitted (9.4) for the approval of this meeting, 1 December 2016 (Item 9.10).
- 3.10** It was noted that the transfer to the PhD register (PGR3) of a candidate from the School of Nursing and Human Sciences was completed following confirmation of the panel members (Item 9.14).

- 3.11** It was noted that a reminder to address if possible the gender mix on the examining panel for a candidate in the School of Biotechnology had been sent and the item was completed (Item 10.1).
- 3.12** It was noted that a reminder to address if possible the gender mix on the examining panel for a candidate in the School of Chemical Sciences had been sent and the item was completed (Item 10.4).
- 3.13** It was noted that the notice of intention to submit form (PGR4) for a candidate in the School of Computing has been re-submitted (10.3) for the consideration of this meeting, 1 December 2016 (Item 10.8).
- 3.14** It was noted that the notice of intention to submit form (PGR4) for a candidate in the School of History and Geography had been finalised following provision of evidence of the external examiner's recent research activity (Item 10.10).
- 3.15** It was noted that the notice of intention to submit form (PGR4) for a candidate in the School of STEM, Education, Innovation and Global Studies has been re-submitted (10.4) for the consideration of 1 December 2016 meeting of GRBSB. A decision on the PGR4 was deferred at both the September 2016 and October 2016 meetings of GRBSB (Item 10.17).
- 3.16** It was noted that a re-submitted notice of intention to submit form (PGR4) for a candidate in the School of Nursing and Human Sciences, incorporating a change to the external examiner was approved by Chair's Action, 8 November 2016 (GRSB2016/A8/10.19).
- 3.17** It was noted that a re-submitted notice of intention to submit form (PGR4) for a candidate in the School of Nursing and Human Sciences, incorporating a change to the internal examiner, was approved by Chair's Action, 24 October 2016 (GRSB2016/A8/10.20).
- 3.18** It was noted that the issue of the policy on residing abroad was on the agenda of this meeting (Item 11.2.1).

## **SECTION B: Policy and strategy issues**

### **4. Graduate Researcher Development**

There were no items for consideration.

## **5. Linked Provider Report, Dundalk IT 2015-2016**

The Chair outlined that the Linked Provider Report as submitted was for noting by GRBSB as part of the Linked Provider Schedule agreement between DCU and Dundalk Institute of Technology. She extended her sincere thanks to Dr Tim McCormac and DkIT colleagues and commended them on the document. A vote of thanks was also extended to Professor Rory O'Connor for his work in representing DCU on DkIT's Graduate Research Studies Board.

It was noted that for two of the new students admitted in 2015-2016, the supervisors involved did not hold a doctoral degree. This raised concerns about whether or the supervisory capacity would be there, if either of the students subsequently wish to transfer to pursue a doctorate. The Chair undertook to follow-up directly with Dr Tim McCormac.

## **6. Research Appeals: Draft Index of Precedents**

The Chair outlined that a Standing Committee of GRBSB to consider appeals had met in November and, as part of the process, the Index of Precedents would normally updated following consideration of an appeal. It was noted that there were no additional precedents to add.

## **7 Residing Abroad Policy**

The Chair tabled a discussion document entitled *Policy on Research Students Residing Abroad*. She indicated that she had noticed a small increase in the numbers of candidates notifying GRBSB of their intention to reside permanently abroad, whilst registered at DCU.

Her concern was that the current Academic Regulations for Postgraduate Degrees by Research and Thesis are based on the assumption that research students are normally expected to reside in Ireland. Should there be a rising trend in students registering for research degrees and permanently residing abroad, then this emerging trend should be addressed in the Academic Regulations for Postgraduate Degrees by Research and Thesis—either the practice should not be allowed on the basis of well understood reasons, or the conditions that allow the practice should be strengthened so that students are appropriately supported, and supervisors have appropriate oversight of research.

The Chair requested that Associate Deans for Research would consider the matter at Faculty Research Committees and revert to the Chair with feedback. Items such as good models of practice of distance supervision, Intellectual Property (IP), safe data storage and postgraduate research student skills training were raised as potential items for discussion. It was proposed that a new policy would then be considered at a later meeting of GRSB.

## **8. Guidance on resolving student supervisor issues**

The Chair outlined that under the Academic Regulations for Postgraduate Degrees by Research and Thesis when an issue (s) arise between the supervisor and research student, it is the responsibility of the Head of School to seek to resolve the issue (s) in the first instance. She indicated that a guideline on dealing with such situations would be useful. She indicated to GRSB that she would be meeting the Head of Student Support and Development and a member of the HR Learning and Development team to discuss how this matter intersects with student and staff supports. She anticipated that a draft guidance document would be considered at a future meeting of GRSB.

## **SECTION C: Individual student issues**

### **9. Applications for transfer to the PhD Register or confirmation on the PhD Register (PGR3)**

- 9.1 GRSB2016/A8/9.1, PhD, School of Biotechnology  
Approved
- 9.2 GRSB2016/A8/9.2, PhD, School of Biotechnology  
Approved
- 9.3 GRSB2016/A8/9.3, PhD, School of Chemical Sciences  
Approved
- 9.4 GRSB2016/A8/9.4, PhD, School of Law and Government  
Approved (re-submission, original submission GRSB2016/A8/9.10)
- 9.5 GRSB2016/A8/9.5, PhD, School of Physical Sciences and School of Mathematical Sciences  
Approved

**10. Appointment of internal and external examiners (PGR4)**

- 10.1 GR SB2016/A8/10.1, PhD, School of Biotechnology  
Dr Paul Young, University College Cork  
Approved
- 10.2 GR SB2016/A8/10.2, PhD, DCU Business School  
Dr Qile He, Coventry University  
Approved
- 10.3 GR SB2016/A8/10.3, PhD, School of Computing  
Professor Petia Radeva, University of Barcelona  
Approved
- 10.4 GR SB2016/A8/10.4, PhD, School of STEM Education, Innovation and Global  
Studies  
Dr Kevin O'Rourke, Dublin Institute of Technology  
Approved
- Dr Michael Hammond, University of Warwick  
Approved
- 10.5 GR SB2016/A8/10.5, PhD, School of Theology, Philosophy and Music/UCC  
Dr Zoe Dionyssiou, Ionian University, Corfu  
Approved

**11. Notice of Intention to Reside/Carry out Research Abroad (PGR13)**

- 11.1 GR SB2016/A8/11.1, PhD, DCU Business School  
Noted
- 11.2 GR SB2016/A8/11.2, PhD, School of Communications  
Noted
- 11.3 GR SB2016/A8/11.3, PhD, School of Communications  
Noted
- 11.4 GR SB2016/A8/11.4, PhD, School of Communications  
Noted
- 11.5 GR SB2016/A8/11.5, PhD, School of Computing  
Noted

**12. Request for Extension to Maximum Registration Period OR Re-admission to the Research Programme (PGR14)**

12.1 GR SB2016/A8/12.1, PhD, School of Law and Government  
Approved, (re-admission)

**13. Other student issues**

**13.1 Special case admission to Research Register**

13.1.1 GR SB2016/A8/13.1.1  
Approved

13.1.2 GR SB2016/A8/13.2.1  
Approved

**14. Any other business**

*14.1 Request to grant permission to hold a viva by video-conferencing*

A request to hold a *viva voce* by video-conferencing from the Faculty of Engineering and Computing was considered in detail. It was agreed not to approve the request as the reasons in this case were not exceptional and could have been foreseen and accommodated.

*14.2 Postgraduate Student Working Group*

Mr Allan Stevenson, postgraduate students' union representative informed the Board that an inaugural meeting of the postgraduate working group within the Student's Union was held, to discuss postgraduate policies and issues. The Chair congratulated Mr Stevenson on this initiative.

*14.3 Role of Emeritus and Adjunct Professors in the context of research activity*

Dr Ana Terrés informed the Board that she is holding discussions with the Human Resource Office to clarify the roles, responsibilities and obligations of Emeritus and Adjunct professors, including those relating to research supervision.

14.4 *Completion of 5-year term as Dean of Graduate Studies*

The Chair expressed her appreciation to all members of GRSB for all the work they had undertaken during her tenure as Dean of Graduate Studies. She noted that the work had been done in a professional and collegial way and at all times was student-focused.

She expressed her sincere thanks to Ms Lisa Buckley for her unstinting work in processing the high volume of student forms in a such a prompt and efficient manner and for the speed at which feedback was provided to colleagues.

She also thanked Ms Margaret Irwin-Bannon for her work over the last two years and in taking over the role of Secretary of the Committee in such a seamless manner.

GRSB colleagues in turn expressed their appreciation of the work achieved by the Chair over the past five years and for her leadership, shared wisdom and advice.

14.5 *Registry co-opted member*

The Chair noted that Ms Gillian Barry as co-opted Registry member would shortly be stepping back from GRSB and another colleague from Registry would be stepping in. She noted the importance of the contribution of the senior Registry colleague from an administrative and procedural point of view. It was noted that it is intended to regularise the membership of a senior member of the Registry Awards team for 2017-2018.

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

**Date of next meeting:**

Thursday 19 January 2017

at 9.30 a.m. in A204