GRADUATE RESEARCH STUDIES BOARD

MINUTES

Monday 5 September 2016

9.30 – 11.20 am in A204

Present: Ms Gillian Barry, Ms Lisa Buckley, Dr Gabriel Flynn, Dr Charlotte Holland, Ms Margaret Irwin-Bannon (Secretary), Ms Rachel Keegan, Professor Lisa Looney (Chair), Dr Caroline McMullan, Dr Eugene McNulty, Professor Colm O'Gorman, Dr Mark Roantree, Dr Mary Rose Sweeney, Dr Blánaid White

Apologies: Dr Patricia Flynn, Dr Mary Ivers, Dr Tim McCormac, Dr Ana Terrés, Mr Ronan Tobin

The Chair opened the meeting and welcomed Dr Eugene McNulty as the newly appointed Associate Dean for Research in the Faculty of Humanities and Social Sciences.

SECTION A: MINUTES AND RELATED ISSUES

1.   Adoption of agenda

The agenda was adopted subject to the addition of item 10.36.

2.   Minutes of the meeting of 23 June 2016

The minutes of the meeting of 23 June 2016, were approved and signed by the Chair.

3.   Matters arising from the minutes of 19 May 2016

3.1   It was <u>noted</u> that follow-up internally with respect to the individual Joint Supervision Agreements with the Military University of Technology in Warsaw and the University of Southampton was completed and both agreements are currently awaiting final ratification from each of the participating institutions (Item 5).

3.2   It was <u>noted</u> that the Communication Skills module is on the agenda of this meeting (Item 3.1).

3.3   It was <u>noted</u> that the notification of intention to submit for examination (PGR4) form for a candidate in the Special Education Department, SPD was approved following confirmation that the internal examiner satisfied the examiner requirements (Item 3.5).

3.4   It was <u>noted</u> that a re-submission of a notification of intention to submit for examination (PGR4) form nominating an alternative external examiner for a candidate in the School of Physical Sciences had been approved by Chair's action, 28 June 2016 (Item 8.7).

3.5   It was <u>noted</u> that a confirmation on the PhD Register (PGR3) form and a notification of intention to submit for examination (PGR4) form (original submission 2015/A4/9.7) for a student in the School of Chemical Sciences had both been approved by Chair's action 4 July 2016.

3.6   It was noted that a notification of intention to submit for examination (PGR4) form for a candidate in the School of Computing had been approved by Chair's Action 8 July 2016 (original submission expired, 2015/A4/9.11)

3.7   It was <u>noted</u> that a meeting between the Dean of Graduate Studies, Registry and Faculty Administrators to discuss the operationalisation of the approval of GTE results had taken place (Item 3.7).

3.8   It was <u>noted</u> that a confirmation on the PhD Register (PGR3) form, which was awaiting clarification that the examination process had included both the principal supervisor and the internal examiner had been completed.

SECTION B: Policy and strategy issues

4.   Graduate Researcher Development

Approval of GTE modules

4.1   PS531, Nonlinear Dynamics and Modelling for Scientists, School of Physical Sciences

The module was <u>approved</u>.

4.2a   GS611, Professional Communication for Graduate Researchers

The module was discussed and <u>approved</u>. The following was <u>noted</u> from the discussion:

- It was suggested that the module resource information would be added to the Akari descriptor, or otherwise be made available, as the module is implemented.
- It was clarified that there would be a module co-ordinator per School offering the module, who would work with supervisors in ensuring that the module was discipline-specific.
- The module would be facilitated through use of the e-portfolio.
- It was proposed that the module would take two years' to complete. It was <u>agreed</u> that a discussion would take place with Registry to ensure that registration issues would be resolved.

The Chair expressed her appreciation to Ms Rachel Keegan for her contribution in the development of the module.

4.2b   Professional Communication for Graduate Researchers: Modality

The outline of the supports provided by GSO and the requirements on Schools and students engaging with this module were <u>noted</u>.

5.   Incorporation Update

Progress to date with respect to Incorporation was reported and the following <u>noted</u>:

- Fees levels for research students transferring from the incorporating institutions had needed to be confirmed at an individual level which had delayed DCU registration slightly, but it was anticipated that issues would be resolved shortly.
- The Graduate Research Guide had been printed earlier than usual to facilitate incorporation, however, as staff were in the process of relocating, the circulation of the Guide was held until most moves were complete.
- Staff from the Graduate Studies Office have been involved in the provision of training for new Heads of School.
- For research students transferring from Mater Dei Institute, the annual progression report will not be completed until after the Autumn Board.
- All paper files are being transferred to DCU and records of prior Research Ethics approvals are also in the process of being transferred to RIS.

6.   Research Integrity Training

The Chair provided the background on the development of DCU Research Integrity Training, which RIS and GSO have expanded over recent years, to include four workshops and an online programme, which takes approximately six hours to complete. The Chair noted that, although there has been significant work on training development, and Research Integrity training is specified on the School structured pathways, students are not engaging with either the online tool or the workshops in any significant numbers. She proposed that completing the online Research Integrity element of the training be made a requirement for all incoming first year graduate research students, commencing in 2016-2017. This would be supported by notification to Schools of the level of engagement, and issuing of certificates of completion to students by GSO.

In the ensuing discussion the following points were noted:

- There was concern that although it could be specified to research students that the online element is a requirement, the only way of enforcing non-compliance is via the Annual Review process and students would likely progress regardless of completion of the online element.
- The absence of ownership and encouragement of research students to complete the Research Integrity training at School level makes it difficult to ensure students engage.
- Accreditation of a module in this area might grow motivation, but would also necessarily increase significantly the time commitment required of students and of academics assessing outcomes.
- The Chair undertook to speak to Heads of School to seek their support in growing School level emphasis on Research Integrity, and identifying local champions.

It was agreed that the requirement to complete the online element would be adopted for this year. It was acknowledged that there was no mechanism in place to systematically enforce the requirement however students would be instructed to include information on having completed the course on their PGR2 forms.

7.   QQI Draft Guidelines on the Quality Assurance of Research Degree Programmes

It was noted that a meeting attended by all stakeholders had taken place in July 2016 to discuss and provide feedback to QQI on the Draft Guidelines on the Quality Assurance of Research Degree Programmes. It was agreed at that meeting that the QQI would incorporate the feedback provided, issue a second draft which would be the basis of further consultation and revise the timelines for consultation accordingly.

8. **Update on Quality Assurance processes for Graduate Training Elements (GTEs)**

The Chair indicated that although implementation of a Quality Assurance review for GTEs had been planned in the last year, there had not been an opportunity to undertake it. With the addition of resources to the Graduate Studies Office, it was anticipated that work in this regard would be initiated shortly.

SECTION C: Individual student issues

It was <u>noted</u> that the time taken to transfer to or be confirmed on the PhD register had improved greatly. However, the Academic Regulations for Postgraduate Degrees by Research and Thesis do not specifically require gender mix be achieved for the transfer/confirmation examination process.

The Chair undertook to revisit the regulations with a view to giving more prominence to the gender mix requirements for all research examinations.

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

9.1 GRSB2016/A6/9.1, PhD, School of Biotechnology
<u>Approved</u>

9.2 GRSB2016/A6/9.2, PhD, School of Biotechnology
<u>Approved</u>

9.3 GRSB2016/A6/9.3, PhD, School of Biotechnology
<u>Approved</u>

9.4 GRSB2016/A6/9.4, PhD, School of Biotechnology
<u>Approved</u>

9.5 GRSB2016/A6/9.5, PhD, School of Biotechnology
<u>Approved</u>

9.6 GRSB2016/A6/9.6, PhD, DCU Business School
<u>Approved</u>

9.7 GRSB2016/A6/9.7, PhD, DCU Business School
<u>Approved</u>

9.8   GRSB2016/A6/9.8, PhD, DCU Business School
        Approved

9.9   GRSB2016/A6/9.9, PhD, DCU Business School
        Approved

9.10   GRSB2016/A6/9.10, PhD, School of Chemical Sciences
        Approved

9.11   GRSB2016/A6/9.11, PhD, School of Communications
        Approved

9.12   GRSB2016/A6/9.12, PhD, School of Computing
        Approved

9.13   GRSB2016/A6/9.13, MA, School of Education Studies
        Approved, subject to the report being revised to reflect the detail expected in the
        report on the written submission

9.14   GRSB2016/A6/9.14, PhD, School of Health and Human Performance
        Approved

9.15   GRSB2016/A6/9.15, PhD, School of Health and Human Performance
        Approved

9.16   GRSB2016/A9/9.16, PhD, School of Law and Government
        Approved

9.17   GRSB2016/A6/9.17, PhD, School of Law and Government
        Approved, subject to confirmation that an oral examination took place which was
        separate from the PGR2 process and also, that the examination included both the
        internal examiner and the principal supervisor.

9.18   GRSB2016/A6/9.18, PhD, School of Mechanical and Manufacturing Engineering
        Approved

9.19   GRSB2016/A6/9.19, MSc, School of Nursing and Human Sciences
        Approved, subject to clarification that the oral examination took place in line with
        regulations

9.20   GRSB2016/A6/9.20, PhD, School of Physical Sciences
        Approved

9.21   GRSB2016/A6/9.21, PhD, School of Computing
        Approved

10.   Appointment of internal and external examiners (PGR4)

10.1   GRSB2016/A6/10.1, PhD, School of Applied Language and Intercultural Studies
Dr Maeve Olohan, University of Manchester
<u>Approved</u>. It was noted that the independent panel member was nominated on the form as internal examiner. Upon clarification it was <u>agreed</u> to approve in this particular case, as the role of independent panel member was held by virtue of holding the post of Research Convenor in the School and the nominated internal examiner had not, in effect, been active as the independent panel member.

10.2   GRSB2016/A6/10.2, PhD, School of Applied Language and Intercultural Studies
Professor Jacqueline Stevenson, Sheffield Hallam University
<u>Approved</u>

10.3   GRSB2016/A6/10.3, School of Biotechnology
Dr Tom Curran, University College Dublin
<u>Approved</u>

10.4   GRSB2016/A6/10.4, PhD, School of Biotechnology
Dr Lisa Connolly, Queen's University Belfast
<u>Not approved</u> as to do so would have been outside the regulations. It was <u>agreed</u> that an alternative nominee could be approved by Chair's action.

10.5   GRSB2016/A6/10.5, PhD, School of Biotechnology
Dr Sharon Glynn, Lambe Institute for Translational Research, (NUI Galway)
<u>Approved</u>

10.6   GRSB2016/A6/10. 6, PhD, School of Biotechnology
Professor Eoin Casey, University College Dublin
<u>Approved</u>

10.7   GRSB2016/A6/10.7, PhD, DCU Business School
Professor Michael Morley, University of Limerick
<u>Approved</u>

10.8   GRSB2016/A6/10.8, PhD, DCU Business School
Professor Lisa Jack, University of Portsmouth
<u>Approved</u>

10.9   GRSB2016/A6/10.9, PhD, DCU Business School
Professor Hassan Yazdifar, University of Salford
<u>Approved</u>

10.10 GRSB2016/A6/10.10, PhD, School of Chemical Sciences
Dr Alan Ryder, NUI Galway
Approved, (resubmission: original reference 2015/A6/9.9)

10.11 GRSB2016/A6/10.11, PhD, School of Chemical Sciences
Professor Filip Du Prez, Ghent University
Approved

10.12 GRSB2016/A6/10.12, MSc, School of Chemical Sciences
Professor Tony Killard, University of the West of England
Approved[1]

10.13 GRSB2016/A6/10.13, PhD, School Computing
Mr Marcello Federico, Research unit at Fondazione Bruno Kessler, Trento, Italy
Approved, subject to confirmation that the external examiner holds a doctoral
degree

10.14 GRSB2016/A6/10.14, PhD, School of Computing
Mr Martin Galvin, NUI Galway
Approved

10.15 GRSB2016/A6/10.15, PhD, School of Computing
Dr David Chiang, University of Notre Dame, USA
Approved

10.16 GRSB2016/A6/10.16, PhD, School of Computing
Professor Jan vom Brocke, University of Liechtenstein
Approved, subject to confirmation of previous examining experience in DCU

10.17 GRSB2016/A6/10.17, PhD, School of Computing
Professor Soon Ae Chun, City University of New York, USA
Approved

10.18 GRSB2016/A6/10.18, EdD, School of Education/Human Development
Professor Noirin Hayes, Trinity College Dublin
Approved

10.19 GRSB2016/A6/10.19, EdD, School of Education
Dr Joan Walton, York St. John University
Approved

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[1] It was noted subsequent to the 8 September 2016 GRSB meeting that the nominated external examiner is a
DCU appointed Adjunct Professor, and as he is eligible to be appointed as an internal examiner, is not
eligible to be appointed as an External Examiner

10.20 GRSB2016/A6/10.20, EdD, School of Education
       Dr Mary Collins, RCSI
       <u>Approved</u>

10.21 GRSB2016/A6/10.21, PhD, School of Education Studies
       Dr Michael Hammond, University of Warwick
       Dr Kevin O'Rourke, Dublin Institute of Technology
       Decision with respect to this candidate was <u>deferred.</u>

10.22 GRSB2016/A6/10.22, EdD, School of Education Studies
       Dr John Anderson, Education and Training Board of Northern Ireland and Queen's
       University, Belfast
       <u>Approved</u>

10.23 GRSB2016/A6/10.23, EdD, School of Education Studies
       Professor Herbert Altrichter, Johannes Kepler University, Austria
       <u>Approved</u>

10.24 GRSB2016/A6/10.24, EdD, School of Education Studies
       Professor Hazel Reid, Canterbury Christ Church University
       <u>Approved</u>

10.25 GRSB2016/A6/10.25, PhD, School of Education Studies
       Dr Tom Farrelly, Institute of Technology Tralee
       <u>Approved</u>

10.26 GRSB2016/A6/10.26, PhD, School of Electronic Engineering
       Professor Gregor Rozinaj, Slovak University of Technology, Bratislava
       <u>Approved</u>

10.27 GRSB2016/A6/10.27, PhD, School of Electronic Engineering
       Dr Pablo Angueira, University of the Basque Country, Spain
       <u>Approved</u>

10.28 GRSB2016/A6/10.28, PhD, School of Electronic Engineering
       Dr Yiannis Kompatsiaris, Centre for Research and Technology Hellas, Greece
       <u>Approved</u>

10.29 GRSB2016/A6/10.29, PhD, School of Health and Human Performance
       Dr Neil McKenna, Baylor College of Medicine, USA
       <u>Approved</u>. It was <u>noted</u> that the School would be asked if a nominee from a closer
       geographical location could be nominated.

10.30 GRSB2016/A6/10.30, PhD, School of Law and Government
Dr Maria Holt, University of Westminster
Approved

10.31 GRSB2016/A6/10.31, MSc, School of Mathematical Sciences
Professor Peter Duffy, University College Dublin
Approved

10.32 GRSB2016/A6/10.32, MEng, School of Mechanical and Manufacturing
Engineering
Professor Tim Persoons, Trinity College Dublin
Approved

10.33 GRSB2016/A6/10.33, PhD, School of Mechanical and Manufacturing Engineering
Dr Dimitrios Zeugolis, NUI Galway
Approved

10.34 GRSB2016/A6/10.34, PhD, School of Nursing and Human Sciences
Professor Irene Tuffrey-Wijne, University of London
Decision to approve deferred subject to clarification of experience of the nominated
external examiner.

10.35 GRSB2016/A6/10.35, PhD, School of Physical Sciences
Professor Joerx Wilms, Astronomical Institute of the Universität Erlangen-
Nűrnberg
Approved

10.36 GRSB2016/A6/10.36, MA, Dundalk Institute of Technology
Dr. Conn Holohan, NUI, Galway
Approved

It was noted that in the case of candidates under items 10.11, 10.16, 10.18, 10.19,
10.22, 10.23, 10.26, 10.28, 10.29, 10.33 a mix of gender representation in the
appointment of examiners to the examining team had not been achieved. It was
noted that Heads of School would be advised to ensure gender mix through the
appointment of the Independent Chairperson for those candidates.

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

Extension

11.1   GRSB2016/A6/11.1, DBA, DCU Business School
Approved

11.2 GRSB2016/A6/11.2, PhD, School of Biotechnology
Approved

11.3 GRSB2016/A6/11.3, MSc, School of Chemical Sciences
Approved, noted that if a transfer to the PhD register takes place for this student, then a different maximum registration period will apply.

11.4 GRSB2016/A6/11.4, PhD, School of Communications
Approved, noted that the student is studying abroad and confirmation is to be sought from the School if permission to study abroad has been approved.

11.5 GRSB2016/A6/11.5, PhD, School of Computing
Approved

11.6 GRSB2016/A6/11.6, EdD, School of Education
Approved

11.7 GRSB2016/A6/11.7, EdD, School of Education
Approved

11.8 GRSB2016/A6/11.8, PhD, School of Electronic Engineering
Approved, noted that issues raised by the submission around full-time study would need to be discussed with the School.

11.9 GRSB2016/A6/11.9, PhD, School of Electronic Engineering
Approved, noted that issues raised by the submission around full-time study would need to be discussed with the School.

11.10 GRSB2016/A6/11.10, PhD, School of Law and Government
Approved

11.11 GRSB2016/A6/11.11, PhD, School of Mechanical and Manufacturing Engineering
Approved, noted that the student is not yet in a position to provide a return date. Should the student require in excess of six months, deferral may be a more appropriate course of action.

11.12 GRSB2016/A6/11.12, PhD, School of Mechanical and Manufacturing Engineering
Approved

11.13 GRSB2016/A6/11.13, PhD, School of Nursing and Human Sciences
Approved, noted that this application is a second request and it is to be communicated to the student that the rationale and basis of application in this instance will not be accepted on a third occasion.

Re-admission

11.14 GRSB2016/A6/11.14, DBA, DCU Business School
<u>Approved</u>

12.   Other student issues

12.1   Special case admission and Advanced Entry Request

12.1.1 GRSB2016/A6/12.1.1, PhD, DCU Business School
<u>Approved</u>

12.1.2 GRSB2016/A6/12.1.2, PhD, DCU Business School
<u>Approved</u>

12.1.3 GRSB2016/A6/12.1.3, PhD, School of Health and Human Performance
<u>Approved</u>

12.1.4 GRSB2016/A6/12.1.4, MSc, School of Nursing and Human Sciences
<u>Approved</u>

Following a brief discussion on Registry research forms it was <u>noted</u> that the following minor amendments to research forms would be made:

- PGR14: to include a question as to whether a previous application for extension or re-admission has been made
- PGR6: Section C
    - Where a doctoral award was being examined and a Master's degree is recommended additional detail as to subsequent requirements needs to be specified.
    - Where a re-submission is recommended it should be made clear that a full re-examination is required. It was <u>noted</u> that the Academic Regulations for Postgraduate Degrees by Research and Thesis would be updated to make this clearer.

13.   Any other business

13.1   The Chair <u>noted</u> that the September 2016 meeting of GRSB was the last of the 2015-2016 academic year. She <u>noted</u> that Dr Gabriel Flynn and Dr Patricia Flynn would be stepping down from Graduate Studies Board from October 2016. As the longest serving member of GRSB she thanked Dr Flynn for his positive and very constructive contribution in his particular role as representative of the Mater Dei Institute. The Chair also expressed her sincere thanks and appreciation to Dr

Patricia Flynn for her valued contribution to GRSB as the representative of St. Patrick's College Drumcondra.

13.2   Timing of GTE Award Board meeting

Members of the Faculty of Science and Health requested that consideration would be given to a review of the planned timing of the GTE Award Board. It was requested that the Board would not take place at the same time as the undergraduate Progression and Award Boards in September as it placed undue pressure on both academic and administrative staff.

It was <u>noted</u> that the concerns raised would be discussed with Registry and the Faculties.

Signed: _____   Date: _____
                Chair

Date of next meeting:

Thursday 13 October 2016 at 9.30 a.m. in A204