

GRADUATE RESEARCH STUDIES BOARD

MINUTES

Monday 17 January 2019

9:30 a.m. – 10.55 a.m. in A204

Present: Ms Gillian Barry, Professor David Collings, Dr Yseult Freeney, Dr Charlotte Holland, Ms Margaret Irwin-Bannon (Secretary), Professor Christine Loscher, Professor Eugene McNulty, Dr Mark Roantree, Ms Sabrina Smart, Dr Sally Smith, Dr Joseph Stokes (Chair) and Dr Blánaid White

Apologies: Ms Michelle Brennan, Ms Rachel Keegan and Dr Tim McCormac

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda as circulated was adopted subject to the addition of a PGR4 form under item 6.5.

2. Minutes of the meeting of 29 November 2018

The minutes of the meeting of 29 November 2018 were approved and signed by the Chair.

3. Matters arising from the minutes of 29 November 2018

- 3.1 The Chair informed the Board that he had completed further investigations into a possible breach of academic regulations which arose following a request for an extension of registration, ref:GRSB2018/A7/12.1 (PGR14). He noted that he had spoken to the supervisor involved and is currently awaiting a declaration from the external examiner with respect to the query of a potential breach of regulations. He confirmed that in the meantime consideration of the request for an extension had been deferred (Item 3.1).

- 3.2 It was noted that the Dean of Graduate Studies met with the Head concerned with respect to ensuring the gender mix of examining panels through cross-school arrangements and was awaiting a decision in this regard (Item 3.2).
- 3.3 The Chair noted that he had been provided with clarification with respect to revenue rules and stipend payments for research students residing abroad. He clarified that the Revenue Office does not specify that a research student who is residing abroad for over six months may not be paid a stipend, and payment depended on particular circumstances and/or specific funding stipulations. It was noted also that the obligation would be on the individual research student to inform the Revenue Office should they be engaged in any additional paid work.

It was noted that the PGR13 agreement template has been amended to reflect the various options for stipend payment when research students reside abroad (Item 3.14).

- 3.4 The Chair informed the Board that he had investigated the potential breach of Academic Regulations (ref: GRSB2018/A3/9.30) and had found that there was no case to answer (Item 11.1).

It was noted that it was planned to introduce a more formal process whereby the onus would be on the nominated external examiner to self-declare, should there be any potential conflict of interest.

- 3.5 It was noted that the updated draft document *Guidance in respect of Remote Supervision of Research Students* would be circulated to Registry and to the Associate Deans for Research for dissemination to Faculties for the purposes of soliciting feedback. Following incorporation of feedback it was anticipated the finalised document would be considered by GRSB at its meeting of 28 February 2019 (Item 7/3.4).
- 3.6 The Chair noted that for this year he was unable to secure additional resources to be in a position to offer GS602, Postgraduate Tutoring Principles and Practice to an increased number of research students. He indicated that he has been assured by the Teaching Enhancement Unit that additional resources would be made available in the next academic year (Item 3.5).
- 3.7 It was noted that work is ongoing on the guidelines on recital/performance and related capacity building (Item 3.6).
- 3.8 It was noted that work is ongoing on the drafting of guidelines for the 10,000-word document which accompanies the PhD by publication submission and it is expected that the document will be circulated over the coming weeks (Item 3.7).

- 3.9 It was noted that work is ongoing on the document entitled *Professional Doctorates, Time line for consideration of PGR4 forms* (Item 3.8).
- 3.10 It was noted that the policy on the English Language derogation documentation is complete. An operational document has yet to be updated (Item 3.9) (original ref 5.33, 3 September 2018).
- 3.11 It was noted that follow-up with respect to a PGR3 form for a student in the School of Law and Government, where additional information was requested, is ongoing (Item 3.10).
- 3.12 It was noted that follow-up with respect to a PGR4 form for a student in the School of Applied Language and Intercultural Studies, where the abstract was requested, is ongoing, (original ref 6.1, 3 September 2018), (Item 3.12).
- 3.13 It was noted that follow-up with respect to a PGR4 form for a student in the School of Mechanical and Manufacturing Engineering, where the appointment of a female Independent Chair was requested, is ongoing, (original ref 6.28, 3 September 2018) (Item 3.13).
- 3.14 It was noted that the DCU Irish Survey of Student Engagement postgraduate research data (ISSE PGR) is currently being analysed (Item 8, 25 October 2018). (Item 3.15).
- 3.15 It was noted that follow-up with respect to a PGR3 form for a student in the School of Computing where additional information was requested for sections B (i) and B (ii) is ongoing (Item 9.7, 25 October 2018), (Item 3.16).
- 3.16 It was noted that follow-up with respect to a PGR13 form for a student in the School of Nursing and Human Sciences, where additional detail in the attached agreement was requested, is ongoing (original ref: Item 11.2, 25 October 2018), (Item 3.19).
- 3.17 It was noted that follow-up with respect to a PGR3 form for a student in the School of Health and Human Performance, where additional detail under sections B (i) and B (ii) was requested, is ongoing (Item 7.5).
- 3.18 It was noted that follow-up is ongoing with respect to a PGR13 form for a student in DCUBS where the decision on approval was deferred until sign-off by the partner university and the student were received. In addition, further detail on the insurance implications of the proposed arrangement was requested (Item 9.3).
- 3.19 It was noted that the change to the title of the non-accredited Training Schedule for Research students was completed (Item 3.3).

- 3.20 It was noted that follow-up with respect to a PGR3 form for a student in the School of Biotechnology, where a minor amendment to B (i) was requested was deemed complete following resubmission of the updated form (Item 7.1).
- 3.21 It was noted that follow-up with respect to a PGR3 form for a student in the School of Chemical Sciences, where it was requested that an up-to-date form would be completed and the Independent Panel member would be included was completed (Item 7.3).
- 3.22 It was noted that follow-up with respect to a PGR3 form for a student in the School of Nursing and Human Sciences, where clarification on the format of the thesis was requested, was completed (Item 7.7).
- 3.23 It was noted that follow-up with respect to a PGR4 form for a student in the School of Communications, where a nomination for an internal examiner was awaited was completed (Item 8.3).
- 3.24 It was noted that follow-up with respect to a PGR3 form for a student in the School of Communications, where the nomination of an alternative Independent Chair was requested to address gender mix on the examining panel, was completed (Item 8.4).
- 3.25 It was noted that follow-up with respect to the resubmitted PGR4 form for a student in the School of Law and Government was completed (Item 8.5).
- 3.26 It was noted that follow-up with respect to a PGR13 form for a student in the School of Computing was deemed complete, following confirmation of the duration of the period abroad (Item 9.1).
- 3.27 It was noted that follow-up with respect to a PGR13 form for a student in DCU Business School was deemed complete following confirmation that the student would be in a position to engage in full-time study taking account of her teaching commitments (Item 9.2).
- 3.28 It was noted that a minor amendment was made to the template PGR3 form to ensure that there is clarity that the outcomes of the PGR3 process are either a 'confirmation on' or 'transfer to the PhD' register (Item 7).
- 3.29 It was noted that follow-up with respect to a PGR13 form for student in DCU Business School was deemed complete following provision of the communication schedule in years three and four of study (Item 3.18).
- 3.30 It was noted that a PGR13 form for a student in the School of Communications was approved by Chair's Action, 2 January 2019.

- 3.31 It was noted that a PGR4 form, resubmitted due to expiry for a student in the School of Computing, was approved by Chair's Action, 7 January 2019.
- 3.32 It was noted that the joint award parchment relating to the joint supervision of a postgraduate research student and leading to a joint award between DCU and Università degli Studi di Padova was agreed (Item 11.2).

SECTION B: Policy and strategy issues

4. Graduate Researcher Development

There were no items for consideration.

SECTION C: Individual student issues

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

- 5.1 GRSB2019/A1/5.1, School of Biotechnology (see also PGR4, 6.5)
Approved, subject to receipt of signatures on revised version of the form
- 5.2 GRSB2019/A1/5.2, School of Health & Human Performance
Approved
- 5.3 GRSB2019/A1/5.3, School of Physical Sciences
Approved, subject to a change to the use of 'the first person' in section B (i) as the report should reflect that the examination was jointly conducted, i.e. change 'My main criticism' to 'Our main criticism'
- 5.4 GRSB2019/A1/5.4, School of Theology, Philosophy & Music
Approved

6. Appointment of internal and external examiners (PGR4)

- 6.1 GRSB2019/A1/6.1, PhD, DCU Business School
Approved
- 6.2 GRSB2019/A1/6.2, PhD, School of Chemical Sciences
Approved

6.3 GRSB2019/A1/6.3, PhD, School of History and Geography
Approved

6.4 GRSB2019/A1/6.4, PhD, School of Theology, Philosophy & Music
Approved

6.5 GRSB2019/A1/6.5, PhD, School of Biotechnology (See item 5.1)
Approved

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

7.1 GRSB2019/A1/7.1, School of Computing
Approved, noted that the approval did not include retrospection and would be applied from January 2019. GRSB requested clarification on the frequency of remote communication, as the meaning of '24/6' as indicated in the communication schedule was unclear.

8. Special Case Admission

8.1 GRSB2019/A1/8.1, Faculty of Engineering and Computing

Admission to the Master's by Research register was approved subject to the following conditions:

1. The student would register on a 'research qualifier' qualification to complete **two** (15 credits in total) relevant taught level nine modules in semester two 2019.
2. As one of the modules (CA660) proposed by the supervisor in the proposal is not offered in semester two 2019, the supervisor will be requested to identify an equivalent alternative module to take along with EE544.
3. The student must achieve a mark of 50% or above in the assessment of each of the two modules taken on the research qualifier.

Once the conditions as outlined above have been fully satisfied, the student may then be admitted to the Master's by Research register.

8.2 GRSB2019/A1/8.2, Faculty of Engineering & Computing
Approved for entry onto the Master's by Research register

9. Any other business

There were no items of business.

Signed: _____ Date: _____

Date of next meeting:

<p>Thursday 28 February 2019 at 9.30 am in A204</p>
