GRADUATE RESEARCH STUDIES BOARD

DRAFT MINUTES

Thursday 25 October 2018

9:30 a.m. – 10.50 p.m. in A204

Present: Ms Michelle Brennan, Professor David Collings, Dr Yseult Freeney, Dr Charlotte Holland, Ms Margaret Irwin-Bannon (Secretary), Ms Rachel Keegan Professor Christine Loscher, Professor Eugene McNulty (Chair), Ms Sabrina Smart, Dr Sally Smith and Dr Blánaid White

Apologies: Ms Gillian Barry, Dr Joseph Stokes and Dr Mark Roantree

SECTION A: MINUTES AND RELATED ISSUES

1.   Adoption of the agenda

The agenda was adopted and it was noted that item 12.7 was added as a late item to the agenda.

2.   Minutes of the meeting of 3 September 2018

The minutes of the meeting of 3 September 2018 were approved and signed by the Chair.

3.   Matters arising from the minutes of 3 September 2018

3.1   The Chair noted that the Dean of Graduate Studies is in the process of recruiting a second tutor for the delivery of the GTE module, GS602, Postgraduate Tutoring Principles and Practice (Item 3.1).

3.2   It was noted that work on ensuring the gender mix of examining panels through cross-school arrangements is ongoing (Item 3.5).

3.3   It was <u>noted</u> that work is ongoing on the guidelines on recital/performance and related capacity building (Item 3.6).

3.4   It was <u>noted</u> that the document *Guidance in respect of remote supervision of research students* (formerly entitled *Residing Abroad Principles*) is on the agenda of this meeting (Item 3.7).

3.5   It was <u>noted</u> that work is ongoing on the drafting of guidelines for the 10,000-word document which accompanies the PhD by publication submission (Item 3.8).

3.6   It was <u>noted</u> that the document entitled *Professional Doctorates, Time line for consideration of PGR4 forms* will be completed for November 2018 (Item 3.9).

3.7   It was <u>noted</u> that the English Language derogation documentation, is awaiting some further clarification with respect to language score equivalencies (Item 3.16).

3.8   It was <u>noted</u> that follow-up with respect to a PGR3 form for a candidate in the School of Law and Government, where additional information is required, is ongoing (Item 5.33).

3.9   It was <u>noted</u> that follow-up with respect to a PGR3 form for a candidate in the School of Physical Sciences/MUT was completed (Item 5.45).

3.10   It was <u>noted</u> that follow-up with respect to a PGR3 form for a candidate in the School of Theology, Philosophy and Music, where additional information is required under Section B (ii) is ongoing (Item 5.50).

3.11   It was <u>noted</u> that follow-up with respect to a PGR4 form for a candidate in the School of Applied Language and Intercultural Studies, where submission of the abstract is required, is ongoing (Item 6.1).

3.12   It was <u>noted</u> that follow-up with respect to a PGR4 form for a candidate in the School of Biotechnology, where a minor correction to section D (iii) is required, is ongoing (Item 6.6).

3.13   It was <u>noted</u> that follow-up with respect to a PGR4 form for a candidate in the School of Law and Government where additional information was required in Section D, and the appointment of an Independent Chair was also required, is ongoing (Item 6.21).

3.14   It was <u>noted</u> that follow-up with respect to a PGR4 form for a candidate in the School of Mechanical and Manufacturing Engineering, where the appointment of a female Independent Chair is required to address the gender mix of the examining panel, is ongoing (Item 6.28).

3.15   It was <u>noted</u> that follow-up with respect to a PGR14 form for a candidate in the School of Law and Government where the signature of the Head of School was awaited was completed (Item 8.7).

3.16   It was <u>noted</u> that the School of Biotechnology was notified of the requirement to conduct the transfer examination again.   The original PGR3 form submitted was not approved as the examination was not conducted in line with Academic Regulations (Item 5.2).

3.17   It was <u>noted</u> that a PGR3 form for candidate in DCU Business School was deemed complete following provision of additional information in Section B (ii) (Item 5.6).

3.18   It was <u>noted</u> that the School of Law and Government was notified of the requirement to conduct the transfer examination again.   The original PGR3 form submitted was not approved as the examination was not conducted in line with Academic Regulations (Item 5.29).

3.19   It was <u>noted</u> that a PGR3 form for a candidate in the School of Law and Government was deemed complete following provision of additional information in Section B (ii) (Item 5.34).

3.20   It was <u>noted</u> that a PGR3 form for a candidate in the School of Law and Government was deemed complete following submission of a re-write of Section B to reflect that the principal supervisors and the internal examiner were involved in the oral examination (Item 5.36).

3.21   It was <u>noted</u> that a PGR3 form for a candidate in the School of Mechanical and Manufacturing Engineering was deemed complete following submission of more detailed descriptions under Sections B(i) and B(ii) (Item 5.38).

3.22   It was <u>noted</u> that a PGR3 form for a candidate in the School of Nursing and Human Sciences was deemed complete following submission of a re-write of Section B to reflect that the principal supervisors and the internal examiner were involved in the examination of the written submission (Item 5.39).

3.23   It was <u>noted</u> that a PGR3 form for a candidate in the School of Nursing and Human Sciences was deemed complete following submission of the required Head of School and student signatures (Item 5.40).

3.24   It was <u>noted</u> that a PGR4 form for a candidate in School of Applied Language and Intercultural Studies was deemed complete following confirmation that the nominated internal examiner satisfied the stated requirements in the academic regulations (Item 6.3).

3.25   It was <u>noted</u> that a PGR4 form for a candidate in the School of Biotechnology was deemed complete following provision of the Head of School declaration and the nomination of an Independent Chairperson to address the gender mix of the examining panel (Item 6.5).

3.26   It was <u>noted</u> that the Associate Dean for Research in the Faculty of Science and Health had confirmed with the School of Biotechnology that the practice of over-reliance on the same department within the same institution when appointing external examiners should be avoided (Item 6.7).

3.27   It was <u>noted</u> that a PGR4 form for a candidate in the School of Chemical Sciences was deemed complete following provision of the Head of School signature (Item 6.13).

3.28   It was <u>noted</u> that a PGR4 form for a candidate in the School of Computing was approved by Chair's Action following provision of information on the research supervision experience of the nominated external examiner (Item 6.16).

3.29   It was <u>noted</u> that a PGR4 form for a candidate in the School of Electronic Engineering was deemed complete following nomination of an Independent Chairperson to address the gender mix of the examining panel (Item 6.17).

3.30   It was <u>noted</u> that the Dean of Graduate Studies had raised his concerns with the School of Health and Human Performance on the submission of applications for retrospective registration of research students (Item 8.4 and 8.5).

3.31   It was <u>noted</u> that a PGR14 form for a candidate in the School of Nursing and Human Sciences was approved by Chair's Action, 24 September 2018, following completion of the form by the principal supervisor (Item 8.10).

3.32   It was <u>noted</u> that the Secretary circulated the membership of the GRSB Standing Committee to consider Appeals in advance of noting by Academic Council at its meeting of 3 October 2018 (Item 9.1).

3.33   It was <u>noted</u> that a PGR4 form for a candidate in the School of Biotechnology was approved by Chair's Action, 24 September 2018.

SECTION B: Policy and strategy issues

4.   Graduate Researcher Development

4.1   Training for Research Students

The list of training opportunities for research students in Semester 1 of 2018-2019 was <u>noted</u>.

It was <u>noted</u> that the Graduate Training Schedule is now available online. It was suggested, to avoid the confusion that exists for research students in the difference between GTE credit-bearing modules and non-credited training run by the Graduate Studies Office, that the non-credit Graduate Training programme would be given a more differentiated title.

It was requested that the Associate Deans for Research would circulate the schedule through the Faculty Research Committees. Ms R. Keegan undertook to circulate a soft copy of the updated version of the schedule.

5.   Report on GRSB activities 2017-2018

<u>Noted</u>.

6.   Linked provider annual report: Dundalk Institute of Technology

<u>Noted</u>

7.   Guidance in Respect of Remote Supervisor of Research Students

The Chair <u>noted</u> that the title of this document had changed to a 'guidance' document rather than a policy or principles document as the content did not fit with the DCU template for policy/principles documentation.

Ms. R. Keegan <u>noted</u> that the document as presented highlighted potential issues to be addressed in the context of remote supervision arrangements and requires the supervisor and student to address them. She noted that the intention was to seek feedback from members of GRSB on the document and to then seek feedback at faculty level.

The following issues were raised with respect to the document:

- Clarification was requested as to the cessation of stipend payment when a student is residing abroad for a period over six months. Ms. R. Keegan undertook to check the revenue rules which govern this process.

- In the context of a changing landscape it was suggested that item number 1 should read 'The student is normally resident in Ireland for the duration of his/her studies'.
- Clarification is required with respect to the point at which between '6 months or more' and the 'full period of registration' GRSB approves, rather than notes these arrangements.

8.   Irish Survey of Student Engagement (ISSE) for Postgraduate Research Students Report

It was <u>noted</u> that the ISSE for Postgraduate Research Students (ISSE-PGR) will be published on 20 November 2018 and that a draft of the document would be made available to members following this meeting. It was <u>noted</u> that the report focused more on the operation of the pilot rather than on the outcomes of the survey.

It was <u>noted</u> that DCU has received its institutional specific data and it is currently being analysed.   It was <u>noted</u> too that GRSB will be provided with a report once the analysis has been completed.

SECTION C: Individual student issues

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

9.1   GRSB2018/A7/9.1, School of Applied Language and Intercultural Studies
<u>Approved</u>, subject to a change under Section B (i) change 'PhD track' to the 'PhD register'

9.2   GRSB2018/A7/9.2, School of Biotechnology
<u>Approved</u>, subject to the provision of more detail under section B (i) and B (ii) of the form

9.3   GRSB2018/A7/9.3, School of Biotechnology
<u>Approved</u>

9.4   GRSB2018/A7/9.4, DCU Business School
<u>Approved</u>, subject to the provision of more detail under section B (i) and B (ii) of the form

9.5   GRSB2018/A7/9.5, DCU Business School
<u>Approved</u>

9.6   GRSB2018/A7/9.6, School of Chemical Sciences
        <u>Approved</u>, subject to the provision of more detail under section B (ii) of the form and amendment of the PGR3 form to reflect the examination panel as it was at the time of the examination

9.7   GRSB2018/A7/9.7, School of Computing
        <u>Approved</u>, subject to the provision of more detail under section B (i) and B (ii) of the form

9.8   GRSB2018/A7/9.8, School of Electronic Engineering
        <u>Approved</u>

9.9   GRSB2018/A7/9.9, School of English
        <u>Approved</u>

9.10   GRSB2018/A7/9.10, School of Language, Literacy and Early Childhood Education
        <u>Approved</u>

9.11   GRSB2018/A7/9.11, School of Law and Government
        <u>Approved</u>, subject to the provision of more detail under section B (i) of the form and removal of the word 'track' from section B (ii)

9.12   GRSB2018/A7/9.12, School of Nursing and Human Sciences
        <u>Approved</u>, subject to receipt of form signed directly by the Head of School

9.13   GRSB2018/A7/9.13, Stem Education, Innovation and Global Studies
        <u>Approved</u>

9.14   GRSB2018/A7/9.14, School of Health and Science, DkIT
        <u>Approved,</u>

9.15   GRSB2018/A7/9.15, School of Informatics and Creative Arts, DkIT
        <u>Approved,</u> Approved, subject to inclusion of printed name of Chair of GRPB

9.16   GRSB2018/A7/9.16, School of Informatics and Creative Arts, DkIT
        <u>Approved</u>

10.   Appointment of internal and external examiners (PGR4)

10.1   GRSB2018/A7/10.1, PhD, School of Biotechnology
        <u>Noted</u>, approved by Chair's Action, 17 Oct 2018

10.2   GRSB2018/A7/10.2, PhD, DCU Business School
        <u>Approved</u>

10.3 GRSB2018/A7/10.3, PhD, School of Chemical Sciences
Approved

10.4 GRSB2018/A7/10.4, PhD, School of Chemical Sciences
Approved

10.5 GRSB2018/A7/10.5, PhD, School of Human Development
Approved, subject to confirmation of the experience of the internal examiner in the context of a cross-faculty arrangement

10.6 GRSB2018/A7/10.6, PhD, School of Human Development
Approved

10.7 GRSB2018/A7/10.7, PhD, School of Law and Government
Not approved as the same external examiner had been nominated by the same School for a different candidate in September 2018. It was noted that the abstract was provided.

10.8 GRSB2018/A7/10.8, PhD, School of Nursing and Human Sciences
Approved

10.9 GRSB2018/A7/10.9, PhD, School of Theology, Philosophy and Music
Approved

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

11.1 GRSB2018/A7/11.1, DCU Business School
Approved, subject to full completion of the schedule of communication for years 3 and 4

11.2 GRSB2018/A7/11.2, School of Nursing and Human Sciences
It was noted that this application was regularising an arrangement which has been in place since 2014. The application was approved going forward, subject to the following: provision of supervisor information on page 1 of the agreement (not DCU Glasnevin Campus), provision of the name of the thesis on page 2 of the agreement and inclusion of the clinicians named as supervisors on the DCU panel.

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

12.1 GRSB2018/A7/12.1, School of Chemical Sciences
Approved

12.2   GRSB2018/A7/12.2, Institute of Education
        Approved

12.3   GRSB2018/A7/12.3, School of Law and Government
        Approved subject to confirmation if the registration should be part-time or full-time

12.4   GRSB2018/A7/12.4, School of Law and Government
        Approved

12.5   GRSB2018/A7/12.5, School of Nursing and Human Sciences
        Approved, subject to the provision of Head of School signature

12.6   GRSB2018/A7/12.6, School of Nursing and Human Sciences
        Approved

12.7   GRSB2018/A7/12.7, School of Physical Sciences
        Approved

13.   Application for Transfer/Advanced Entry to Postgraduate Research Programme (PGR15)

13.1   GRSB2018/A7, 13.1, School of Human Development
        Approved for entry onto the PhD-track, and to conduct transfer exam for entry onto the PhD register. It was strongly recommended by the Board that the student transfer into year three, and not year two as indicated in the submission. It was considered by the Board to be particularly punitive for the student when she has already completed three full-time years in Canada.

14.   Any other business

        There were no items of business.

Signed: _____   Date: _____

Date of next meeting:

Thursday 29 November 2018
at 9.30 a.m. in A204