

**GRADUATE RESEARCH STUDIES BOARD****MINUTES**

Monday 3 September 2018

9:30 a.m. – 12.25 p.m. in A204

**Present:** Ms Gillian Barry, Ms Michelle Brennan, Dr Yseult Freaney, Dr Charlotte Holland, Ms Margaret Irwin-Bannon (Secretary), Professor Christine Loscher, Professor Eugene McNulty, Ms Roisín Morris-Drennan, Dr Joseph Stokes (Chair) and Dr Blánaid White

**Apologies:** Professor David Collings, Ms Rachel Keegan, Dr Tim McCormac, Dr Mark Roantree, Ms Sabrina Smart and Dr Sally Smith

The Chair opened the meeting and welcomed Ms Gillian Barry from the Registry to Graduate Research Studies Board (GRSB). It was noted that Registry membership may change over the coming months due to staff changes. The Chair also welcomed Dr Yseult Freaney, representing the Associate Deans for Teaching and Learning, to her first meeting of GRSB.

The Chair noted that Ms Roisin Morris-Drennan was moving on to a new post DCU and expressed his sincere thanks to her for her most valued contribution to GRSB and in particular the preparatory work done in advance of the meetings.

**SECTION A: MINUTES AND RELATED ISSUES****1. Adoption of the agenda**

The agenda was adopted. It was noted that a late item (6.32) had been added to the agenda and the item was placed on the GRSB Googledrive folder.

**2. Minutes of the meeting of 21 June 2018**

The minutes of the meeting of 21 June 2018, which had been approved electronically were noted and signed by the Chair.

### **3. Matters arising from the minutes of 21 June 2018**

- 3.1 The Chair noted that he had been working over the last number of months to find additional resources for the delivery of the GTE GS602, Postgraduate Tutoring Principles and Practice. Due to a shortfall in resources, the number of students who were facilitated to take the module was limited and it was his intention to extend the availability of the module. He indicated that he was in the process of securing additional resources and hoped to be in a position to confirm this by October 2018 (Item 3.4).
- 3.2 It was noted that the PGR6 form had been amended to request Chairpersons of examination panels to send the completed parts of the form (Sections A-E1) to Registry following the *viva voce*. Although students may remain ‘in examination’, this will enable Registry to keep track on the progress of each student through the examination process (Item 3.12).
- 3.3 The Chair noted that the PGR4 forms (GRSBA5/8.10 and 8.11) considered by GRSB at its 21 June 2018 meeting and relating to two DkIT Master’s students had been approved following clarification of the remit of DCU with respect to the approval of examination panels. It was noted that where there is a conflict of regulations, DCU regulations take precedence, however the Chair noted that the Linked Provider agreement stipulates that DCU approves external examiners only (Items 8.10 and 8.11).
- 3.4 It was noted that a ‘Recognition of Prior Learning’ (RPL) application from the Faculty of Science and Health had been circulated to GRSB on 17 July 2018. Following provision of feedback from members, it was also circulated to the Faculty Research Committee (FRC). As the application had now been considered by the Faculty FRC and the application countersigned by the Deputy Head of School, the Chair indicated that he was satisfied that GRSB formally note the RPL. It was noted too that the English language derogation process should be put in place for this candidate.
- 3.5 It was noted that work on ensuring the gender mix of examining panels through cross-school arrangements is ongoing (Item 3.5).
- 3.6 It was noted that work is ongoing on the guidelines on recital/performance and related capacity building (Item 3.6).
- 3.7 It was noted that work is ongoing on the preparation of the Residing Abroad Principles documentation (Item 3.7).
- 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 (Item 3.8).
- 3.9 It was noted that the document entitled *Professional Doctorates, Time line for consideration of PGR4 forms* will be completed for October 2018 (Item 3.9).

- 3.10 It was noted that follow-up was completed with respect to a PGR4 form for a candidate in DCU Business School for whom a second external examiner was required (Item 3.10).
- 3.11 It was noted that follow-up was completed with respect to a PGR4 form for a candidate in the School of Nursing and Human Sciences where the signature of the Head of School and the replacement of the Independent Chair were required (Item 3.11).
- 3.12 It was noted that follow-up was completed with respect to a PGR3 form for a candidate in the School of Applied Language and Intercultural Studies where the amendment to section B(ii) of the form was required (Item 7.3).
- 3.13 It was noted that follow-up was completed with respect to a PGR3 form for a candidate in the School of Chemical Sciences where the student signature was required (Item 7.6).
- 3.14 It was noted that a PGR13 form for a candidate in the School of Inclusive and Special Education was resubmitted for inclusion on the agenda (item 7.1) of this meeting (Item 9.1).
- 3.15 It was noted that the module BE570 resit category was confirmed as resit category 2 (Item 4.1.1).
- 3.16 It was noted that the English Language derogation, which applies to the admission of research students to the Faculties of Engineering and Computing and Science and Health, had been updated following consideration at the University Standards Committee meeting of 31 May 2018. It was noted that some further clarification is being provided with respect to language score equivalencies as outlined in the documentation (Item 5).
- 3.17 It was noted that the recommendation made by GRSB to appoint a senior member of DCU academic staff member as an independent panel member in the context of the approval of the joint principal supervisor arrangement between the School of STEM Education, Innovation and Global Studies and UCD was addressed (Item 6).
- 3.18 It was noted that a PGR3 form for a candidate in the School of Nursing and Human Sciences was deemed completed following submission of an amendment to the form in Section B (i) (Item 7.12).
- 3.19 It was noted that a PRG3 form for a candidate in the School of Physical Sciences was corrected as requested and the approval process was completed (Item 7.16).
- 3.20 It was noted that a PGR4 form for a candidate in the DCU Institute of Education was deemed completed following provision of additional information on the appropriateness of the experience of the external examiner (Item 8.6).

- 3.21 It was noted that a PGR4 form for a candidate in the DCU Institute of Education was deemed completed following resubmission and approval by Chair's Action, 22 June 2018 (Item 8.7).
- 3.22 It was noted that a PGR4 form for a candidate in the School of Law and Government was deemed completed following resubmission and approval by Chair's Action, 25 July 2018 (Item 8.12).
- 3.23 It was noted that a PGR13 form for candidate in School of Language, Literacy and Early Childhood Education was formally noted following provision of additional information requested by GRSB (Item 9.2).
- 3.24 It was noted that a PGR15 for a candidate applying to the School of Nursing and Human Sciences, where additional information was awaited, was withdrawn (Item 11.1).
- 3.25 It was noted that a dual registration for a candidate registering on the PhD-track register in the School of Physical Sciences was approved by Chair's Action, 22 June 2018.
- 3.26 It was noted that a resubmitted PGR4 form (original reference: GRSB2018/A3/9.34), containing a change of Internal Examiner and Independent Chairperson, for a candidate in the School of Physical Sciences was approved by Chair's Action, 6 July 2018.
- 3.27 It was noted that a resubmitted PGR4 form (original reference: GRSB2018/A3/9.1) from the School of Biotechnology was approved by Chair's Action on 30 August 2018 following a change to the internal examiner.
- 3.28 It was noted that a resubmitted PGR4 form (original reference: GRSB2018/A3/11.5) from the School of Biotechnology was approved by Chair's Action on 30 August 2018.

## **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 GRSB2018/A6/5.1, School of Biotechnology  
Approved
- 5.2 GRSB2018/A6/5.2, School of Biotechnology  
Not approved. It was noted that the independent panel member had also acted as internal examiner, contrary to Academic Regulations. It was noted that the transfer examination would have to be conducted again.
- 5.3 GRSB2018/A6/5.3, School of Biotechnology  
Approved
- 5.4 GRSB2018/A6/5.4, DCU Business School  
Approved
- 5.5 GRSB2018/A6/5.5, DCU Business School  
Approved
- 5.6 GRSB2018/A6/5.6, DCU Business School  
Approved, subject to the provision of a more detailed description under B (ii)
- 5.7 GRSB2018/A6/5.7, DCU Business School  
Approved
- 5.8 GRSB2018/A6/5.8, DCU Business School  
Approved
- 5.9 GRSB2018/A6/5.9, DCU Business School  
Approved
- 5.10 GRSB2018/A6/5.10, School of Chemical Sciences  
Approved
- 5.11 GRSB2018/A6/5.11, School of Chemical Sciences  
Approved
- 5.12 GRSB2018/A6/5.12, School of Chemical Sciences  
Approved
- 5.13 GRSB2018/A6/5.13, School of Communications  
Approved

- 5.14 GRSB2018/A6/5.14, School of Communications  
Approved
- 5.15 GRSB2018/A6/5.15, School of Communications  
Approved, noted that the Head of School signature was received subsequent to circulation of hard-copy papers
- 5.16 GRSB2018/A6/5.16, School of Computing  
Approved
- 5.17 GRSB2018/A6/5.17, School of Computing  
Approved
- 5.18 GRSB2018/A6/5.18, School of Computing  
Approved
- 5.19 GRSB2018/A6/5.19, School of Computing  
Approved
- 5.20 GRSB2018/A6/5.20, School of Computing  
Approved
- 5.21 GRSB2018/A6/5.21, School of Computing  
Approved
- 5.22 GRSB2018/A6/5.22, School of Electronic Engineering  
Approved
- 5.23 GRSB2018/A6/5.23, School of Health and Human Performance  
Approved, noted this application was a transfer back from MSc to the PhD register. It was noted that a PGR4 form was also submitted for this meeting (item 6.19).
- 5.24 GRSB2018/A6/5.24, School of Health and Human Performance  
Approved
- 5.25 GRSB2018/A6/5.25, School of Health and Human Performance  
Approved
- 5.26 GRSB2018/A6/5.26, School of Health and Human Performance  
Approved, noted that the PGR3 form had been completed in 2015 but had not been submitted for GRSB approval at the time. As a result the approval granted was on the basis of the regulations which pertained in 2015.
- 5.27 GRSB2018/A6/5.27, School of Health and Human Performance  
Approved

- 5.28 GRSB2018/A6/5.28, School of Health and Human Performance  
Approved
- 5.29 GRSB2018/A6/5.29, School of Law and Government  
Not approved. It was noted that the independent panel member had also acted as internal examiner, contrary to Academic Regulations. It was noted that the transfer examination would have to be conducted again.
- 5.30 GRSB2018/A6/5.30, School of Law and Government  
Approved
- 5.31 GRSB2018/A6/5.31, School of Law and Government  
Approved
- 5.32 GRSB2018/A6/5.32, School of Law and Government  
Approved
- 5.33 GRSB2018/A6/5.33, School of Law and Government  
Approved, subject to the insertion of the report on the oral examination in the correct section of the form B (ii), and the provision of additional details on both the written and oral examination, sections B (i) and B (ii)
- 5.34 GRSB2018/A6/5.34, School of Law and Government  
Approved, subject to the provision of a more detailed description under B (ii)
- 5.35 GRSB2018/A6/5.35, School of Law and Government  
Approved
- 5.36 GRSB2018/A6/5.36, School of Law and Government  
Approved, subject to revision of the oral examination report to reflect that both the principal supervisors (joint) and the internal examiner were involved in the oral examination
- 5.37 GRSB2018/A6/5.37, School of Mathematical Sciences  
Approved
- 5.38 GRSB2018/A6/5.38, School of Mechanical and Manufacturing Engineering  
Approved, subject to the provision of a more detailed description under B (i), and B (ii)
- 5.39 GRSB2018/A6/5.39, School of Nursing and Human Sciences  
Approved, subject to revision of the description in the report of the written submission to reflect that both the internal examiner and the principal examiner were involved in the review of the written submission

- 5.40 GRSB2018/A6/5.40, School of Nursing and Human Sciences  
Approved, subject to provision of the signatures of the Head of School and the student
- 5.41 GRSB2018/A6/5.41, School of Nursing and Human Sciences  
Approved
- 5.42 GRSB2018/A6/5.42, School of Nursing and Human Sciences  
Approved
- 5.43 GRSB2018/A6/5.43, School of Nursing and Human Sciences  
Approved
- 5.44 GRSB2018/A6/5.44, School of Physical Sciences  
Approved (decision not to transfer to PhD Register)
- 5.45 GRSB2018/A6/5.45, School of Physical Sciences  
Approved (noted that a joint award agreement should be put in place for this candidate).
- 5.46 GRSB2018/A6/5.46, School of STEM Education, Innovation and Global Studies  
Approved
- 5.47 GRSB2018/A6/5.47, School of STEM Education, Innovation and Global Studies  
Approved
- 5.48 GRSB2018/A6/5.48, School of Theology, Philosophy and Music  
Approved
- 5.49 GRSB2018/A6/5.49, School of Theology, Philosophy and Music  
Approved
- 5.50 GRSB2018/A6/5.50, School of Theology, Philosophy and Music  
Approved, subject to provision of additional detail under B (ii). It was noted that the detail in B (i) reflects submission of a PhD by monograph, rather than publication as indicated on the form, and clarification would be sought in this regard.

## **6 Appointment of internal and external examiners (PGR4)**

- 6.1 GRSB2018/A6/6.1, PhD, SALIS  
Approved, subject to provision of abstract
- 6.2 GRSB2018/A6/6.2, PhD, SALIS  
Approved



- 6.3 GRSB2018/A6/6.3, PhD, SALIS  
Approved, subject to the nominated internal examiner satisfying the requirements of the Academic Regulations through attendance at professional development training for examiners
- 6.4 GRSB2018/A6/6.4, PhD, SALIS  
Approved
- 6.5 GRSB2018/A6/6.5, PhD, School of Biotechnology  
Approved, subject to provision of Head of School declaration and the nomination of an Independent Chair to address the gender mix of the examining panel. It was noted that GRSB approved an external examiner from the same department in the same institution over the last year, for a different candidate. However, a case was made to approve on the basis of the diversity of subject area expertise in the external examiner's institution and in the nominating school.
- 6.6 GRSB2018/A6/6.6, PhD, School of Biotechnology  
Approved, noted that the gender mix of the examining panel had been achieved and noted that the first sentence under D (iii) (c) should be corrected to read 'The most suitable person to examine the thesis as an internal examiner was the independent panel member...'
- 6.7 GRSB2018/A6/6.7, PhD, School of Biotechnology  
Approved. It was noted that GRSB approved two external examiners from the same department of the same institution over the last year for different candidates. A case was made to approve on the basis of the diversity of subject area expertise in the external examiner's institution and in the nominating school. The Associate Dean of Research for this Faculty undertook to remind the School that this practice should not continue.
- 6.8 GRSB2018/A6/6.8, PhD, School of Biotechnology  
Approved
- 6.9 GRSB2018/A6/6.9, PhD, DCU Business School  
Approved
- 6.10 GRSB2018/A6/6.10, PhD, DCU Business School  
Approved
- 6.11 GRSB2018/A6/6.11, PhD, DCU Business School  
Approved
- 6.12 GRSB2018/A6/6.12, PhD, School of Chemical Sciences  
Approved

- 6.13 GRSB2018/A6/6.13, MSc, School of Chemical Sciences  
Approved, subject to provision of the signature of the Head of School
- 6.14 GRSB2018/A6/6.14, PhD, School of Communications  
Approved, noted that the Independent Panel member had been updated subsequent to the circulation of GRSB papers thereby addressing the gender mix of the examining panel
- 6.15 GRSB2018/A6/6.15, PhD, School of Computing  
Approved
- 6.16 GRSB2018/A6/6.16, PhD, School of Computing  
To be considered under Chair's Action following provision of information on the research supervision experience of the nominated external examiner (internal examiner and Chair were approved)
- 6.17 GRSB2018/A6/6.17, PhD, School of Electronic Engineering  
Approved, subject to nomination of an Independent Chair to address the gender mix required on the examining panel
- 6.18 GRSB2018/A6/6.18, PhD, School of English  
Approved
- 6.19 GRSB2018/A6/6.19, PhD, School of Health and Human Performance  
Approved (resubmission to change internal examiner, originally approved 7/12/17 by Chair's Action). (PGR3 form also submitted, item 5.23)
- 6.20 GRSB2018/A6/6.20, EdD, DCU Institute of Education  
Approved
- 6.21 GRSB2018/A6/6.21, PhD, School of Law and Government  
Approved, subject to completion of section D (iii) to include signature of the Head of School and the appointment of an Independent Chair
- 6.22 GRSB2018/A6/6.22, PhD, School of Law and Government  
Approved
- 6.23 GRSB2018/A6/6.23, PhD, School of Law and Government  
Approved (resubmission due to expiry, 2017/A6/7.31) (PGR14 also submitted, item 8.7)
- 6.24 GRSB2018/A6/6.24, PhD, School of Law and Government  
Approved
- 6.25 GRSB2018/A6/6.25, PhD, School of Mechanical and Manufacturing Engineering  
Approved

- 6.26 GRSB2018/A6/6.26, PhD, School of Mechanical and Manufacturing Engineering  
Approved (resubmission due to expiry, 2017/A6/7.38) (PGR14 also submitted, item 8.8)
- 6.27 GRSB2018/A6/6.27, PhD, School of Mechanical and Manufacturing Engineering  
Approved (resubmission due to expiry, 2017/A6/7.33)
- 6.28 GRSB2018/A6/6.28, PhD, School of Mechanical and Manufacturing Engineering  
Approved (resubmission due to expiry, 2017/A3/11.45) It was noted that the School will be advised to appoint a female Independent Chair to address the gender mix required for examining panels. The Dean of Graduate Studies undertook to provide some assistance in this regard.
- 6.29 GRSB2018/A6/6.29, PhD, School of Nursing and Human Sciences  
Approved
- 6.30 GRSB2018/A6/6.30, MSc, School of Physical Sciences  
Approved
- 6.31 GRSB2018/A6/6.31, PhD, School of Physical Sciences  
Approved
- 6.32 GRSB2018/A6/6.32, PhD, School of Chemical Sciences  
Approved

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

- 7.1 GRSB2018/A6/7.1, School of Inclusive and Special Education  
Approved, (resubmission, original ref 2018/A5/9)
- 7.2 GRSB2018/A6/7.2, School of Theology, Philosophy and Music  
Approved, (PGR3 also submitted, item 5.49)

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

- 8.1 GRSB2018/A6/8.1, School of Biotechnology  
Approved

- 8.2 GRSB2018/A6/8.2, DCU Business School  
Approved on an exceptional basis and on condition it is understood that this is the last year of extension that will be granted. It was noted that this is the third request for extension.
- 8.3 GRSB2018/A6/8.3, DCU Business School  
Approved. It was noted that the student is at the 'in examination' stage and had also requested a deferral which may impact on the extension granted by GRSB and the approval of the PGR4 (due to expiry)
- 8.4 GRSB2018/A6/8.4, School of Health and Human Performance  
Approved for the academic year 2018-2019, and not approved retrospectively as requested on the PGR14 form. The student signature is required on the form. Noted that the Dean of Graduate Studies will raise the concerns of GRSB with the School on seeking retrospective registration, where it appears the student is conducting research without being registered.
- 8.5 GRSB2018/A6/8.5, School of Health and Human Performance  
Approved for the academic year 2018-2019, and not approved retrospectively as requested on the PGR14 form. Noted that the Dean of Graduate Studies will raise the concerns of GRSB with the school on seeking retrospective registration, where it appears the student is conducting research without being registered.
- 8.6 GRSB2018/A6/8.6, School of History and Geography  
Approved
- 8.7 GRSB2018/A6/8.7, School of Law and Government  
Approved on an exceptional basis and on condition that this is the last year of extension (third request for extension). The date of Head of School signature is required.
- 8.8 GRSB2018/A6/8.8, School of Mechanical and Manufacturing Engineering  
Approved on an exceptional basis and on condition it is understood that this is the last year of extension that will be granted. It was noted that this is the fourth request for extension.
- 8.9 GRSB2018/A6/8.9, School of Mechanical and Manufacturing Engineering  
Approved
- 8.10 GRSB2018/A6/8.10, School of Nursing and Human Sciences  
Not approved. It was requested that Sections C and D are be completed by the supervisor, not the student, and resubmitted for consideration under Chair's Action. GRSB recommended that once the amended form is submitted and approved by the Chair, that it is understood that this is the last year of extension that will be allowed.

8.11 GRSB2018/A6/8.11, School of Physical Sciences  
Approved

**9. Any other business**

*9.1 Membership of GRSB Standing Committee*

The membership of the GRSB Standing Committee to consider Appeals was noted.  
The Secretary of GRSB undertook to circulate the membership list to those members  
of Standing Committee not present at the meeting.

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

**Date of next meeting:**

Thursday 25 October 2018  
at 9.30 a.m. in A204