

GRADUATE RESEARCH STUDIES BOARD

MINUTES

Thursday, 1 December 2022

10:00 am – 12:00 pm

A204, Glasnevin Campus

Present: Ms Lisa Buckley, Ms Isabelle Caulfield, Ms Karen Keating, Dr Pascal Landais, Prof. Christine Loscher, Dr David Mc Carthy (Secretary), Mr Muhammed Mubashar Saeed, Prof. Sharon O'Brien, Prof. Joseph Stokes (Chairperson) and Dr Lisa Van der Werff.

Apologies: Prof. Edel Conway, Dr Maura Coulter, Dr Gillian Lake, Dr Tim McCormac, Ms Siúin McManus, Dr Niamh O'Sullivan and Dr Sally Smith.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted.

2. Minutes of the meeting of 20 October 2022

The minutes of the meeting of 20 October 2022 were approved.

3. Matters arising from the minutes

Matters arising from the meeting of 20 October 2022 were **noted** as follows:

	Item no. from 20 October 2022	Item	Details of decision/actions	Status
3.1	3.1 (Original Ref. Item 5, 26 May 2022)	Change to PGR4 Form / Process - Appointment of internal and external examiners	The PGR4 Form will be updated to prompt the discussion between the candidate and his/her supervisor(s) regarding his/her preferred format of examination. A guidance document will also be developed, which will outline the standard practices for how <i>viva voce</i> examinations are conducted and provide candidates with the necessary information on the three permitted formats.	Ongoing Chair and Registry to update PGR4 Form during the 2022/23 academic year in preparation for its implementation in September 2023, while the guidance document will be developed and provided to candidates during the 2022/23 academic year.
3.2	12.15	PGR3, School of Nursing, Psychotherapy and Community Health	Decision deferred. It was noted that (a) section B(ii) of the report should be amended to reflect that it is a joint report from both the internal examiner and principal supervisor and (b) clarification is required regarding the recommendation in Section D. The updated PGR3 may be considered by Chairs Action.	Ongoing Awaiting submission of revised PGR3 Form.

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3.3	13.3	PGR4, School of Biotechnology	Decision deferred. It was noted that there is a potential conflict of interest between one of the Supervisors and the External Examiner. An alternative External Examiner nomination is required or an explanation for how a conflict of interest will be avoided. The updated PGR4 must be considered by GRSB.	Ongoing Awaiting nomination of an alternative External Examiner and submission of revised PGR4 Form.
3.4	3.2 (Original Ref. Item 7.20, 18 August 2022)	PGR4, School of Informatics and Creative Arts, DkIT	Decision Deferred. It was noted that there is an outstanding reciprocal arrangement query regarding the nomination of an External Examiner from the Department of Music, Maynooth University.	Complete Included on Agenda for meeting of GRSB on 1 December 2022, Item 10.10
3.5	11	Procedures for conducting a viva voce online or using videoconferencing facilities	Decision Deferred. It was noted that an additional review of the procedures will take place, coordinated by the Chair and the updated procedures will be considered at the next meeting of GRSB in advance of implementation in Semester 2 of the 2022/23 academic year.	Complete Included on Agenda for meeting of GRSB on 1 December 2022, Item 7
3.6	12.18	PGR3, School of Theology, Philosophy and Music	It was noted that all references to the Independent Panel Member should be removed from Section B(ii) and the candidate should sign the form once these changes have been made. The updated PGR3 must be considered by GRSB.	Complete Included on Agenda for meeting of GRSB on 1 December 2022, Item 9.16
3.7	13.4	PGR4, School of Communications	Decision Deferred. It was noted that the External Examiner does not meet the requirements as per Academic Regulation 10.2.9, "experience...in the examination process of [research]"	Complete Approved by Chairs Action on 21 November 2022.

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			students at the level of the award being sought". An alternative nomination is required and the updated PGR4 must be considered by GRSB.	Please Note: The Principal Supervisor confirmed that the nominated External Examiner has jointly supervised a research candidate to completion and that he has examined research candidates.
3.8	13.8	PGR4, School of Computing	Decision Deferred. It was noted that there is a reciprocal arrangement issue with the nominated External Examiner. An alternative nomination is required as the rationale provided by the Head of School is insufficient. The updated PGR4 must be considered by GRSB.	Complete Included on Agenda for meeting of GRSB on 1 December 2022, Item 10.2
3.9	13.18	PGR4, School of Mechanical and Manufacturing Engineering	Decision Deferred. It was noted that the title of the award sought should be "MEng". It was further noted that the External Examiner does not meet the requirements as per Academic Regulation 10.2.9, "experience in supervising research students to completion at the level of the award being sought". An alternative nomination is required and the updated PGR4 must be considered by GRSB.	Complete Included on Agenda for meeting of GRSB on 1 December 2022, Item 10.11
3.10	14.1	PGR13, DCU Business School	Decision Deferred. It was noted that this is the second PGR13 submitted by the candidate (GRSB2022/A3/9.2). Clarification is required regarding what GRSB is being notified of,	Complete Included on Agenda for meeting of GRSB

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			<p>intention to reside abroad for 2022/23 academic year or intention to reside abroad for duration of studies. If the latter, arrangements for a supervisor at a local institution need to be specified and a schedule for attending DCU agreed with the candidate. Clarification is also required regarding, where appropriate, the fees paid by and the stipend paid to the candidate. The schedule of communication also needs to be revised for either the 2022/23 academic year or for the duration of studies as appropriate. The supervisors are advised to liaise with Professor Edel Conway regarding this request to reside abroad. The updated PGR13 must be considered by GRSB.</p>	<p>on 1 December 2022, Item 11.1</p>
3.11	8	<p>DKIT Annual Report to Graduate Research Studies Board</p>	<p>Decision Deferred. It was noted that a number of specific changes should be made to the report, which should be resubmitted to GRSB for noting at its next meeting.</p>	<p>Complete</p> <p>Included on Agenda for meeting of GRSB on 1 December 2022, Item 5.</p>
3.12	10.2	<p>Good Practice in Relation to Research Students Involved in Teaching Support</p>	<p>Noted subject to a final review of the document by GRSB members.</p> <p><u>Please Note:</u> This item is included on the agenda due to the amount of feedback provided by GRSB members during the final review.</p>	<p>Complete</p> <p>Included on Agenda for meeting of GRSB on 1 December 2022, Item 6.</p>

It was noted that Item 3.11 and Item 3.12 were added to the Matters Arising during the meeting.

SECTION B: POLICY AND STRATEGY ISSUES

4. Graduate researcher development

There were no items for discussion.

5. DkIT Annual Report to Graduate Research Studies Board

Decision Deferred – It was noted that this item will be considered at the next meeting of GRSB on 19 January 2023.

6. Good Practice in relation to Research Students Involved in Teaching Support

Noted

The Chair thanked members for the feedback provided since the last meeting of GRSB. This final version of the document will be hosted on the Graduate Studies Office website and the link will be provided to members so it can be circulated amongst relevant faculty management boards and staff.

The Chair informed members that, from a sectoral perspective, the earliest date for implementation is September 2023. It was noted that, while DCU will align with the sector regarding the full implementation of the good practices, the University should introduce these practices in January 2023.

7. Procedures for conducting a viva voce online or using videoconferencing facilities

Approved – Subject to reformatting of section numbers.

The Chair confirmed that the procedures do not constitute a divergence from current practices and that they will be implemented from 1 February 2023 onward. It was noted that requests for fully online *viva voce* examinations must be approved by GRSB rather than being authorised under Chairs Action and that the consequent extended timeline for obtaining approval needs to be considered by supervisors. The Chair thanked members for their continued engagement with this item and for their feedback on previous versions of the document.

8. GRSB Appeals Standing Committee – Report to Graduate Research Studies Board

Approved

The Chair noted that the three PhD candidates have been anonymised in the report due to the sensitive nature of the appeals and the information contained therein. The Chair thanked members of the GRSB Appeals Standing Committee for their careful deliberations of the three appeals.

SECTION C: INDIVIDUAL STUDENT ISSUES

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

9.1 GRSB2022/A8/9.1, School of Applied language and Intercultural Studies

Approved

9.2 GRSB2022/A8/9.2, School of Business and Humanities, DkIT

Approved

9.3 GRSB2022/A8/9.3, School of Chemical Sciences

Approved

9.4 GRSB2022/A8/9.4, School of Chemical Sciences

Approved

9.5 GRSB2022/A8/9.5, School of Chemical Sciences

Approved

9.6 GRSB2022/A8/9.6, School of Communications

Approved

9.7 GRSB2022/A8/9.7, School of Communications

Approved – It was noted that there is almost a full calendar year between the date of the oral examination and the PGR3 being signed by the candidate and the Head of School.

9.8 GRSB2022/A8/9.8, School of Electronic Engineering

Approved

9.9 GRSB2022/A8/9.9, School of Electronic Engineering
Approved

9.10 GRSB2022/A8/9.10, School of Engineering, DkIT
Approved

9.11 GRSB2022/A8/9.11, Fiontar & Scoil na Gaeilge
Approved

9.12 GRSB2022/A8/9.12, School of Health and Human Performance
Approved

9.13 GRSB2022/A8/9.13, School of Health and Science, DkIT
Approved

9.14 GRSB2022/A8/9.14, School of Health and Science, DkIT
Approved

9.15 GRSB2022/A8/9.15, School of Policy and Practice
Approved

9.16 GRSB2022/A8/9.16, School of Theology, Philosophy and Music
Approved

10. Appointment of internal and external examiners (PGR4)

10.1 GRSB2022/A8/10.1, PhD, School of Chemical Sciences
Approved - It was noted that an alternative Independent Chair was nominated and there is now an appropriate gender mix on the examination panel.

10.2 GRSB2022/A8/10.2, PhD, School of Computing
Approved

- 10.3 GRSB2022/A8/10.3, MSc, School of Computing
Decision Deferred - It was noted that there is a potential conflict of interest between the External Examiner and the Supervisors and that the External Examiner does not meet the requirements as per Academic Regulation 10.2.9, "experience in supervising research students to completion at the level of the award being sought and in the examination process of students at the level of the award being sought". An alternative External Examiner nomination is required and the updated PGR4 may be considered by Chairs Action.
- 10.4 GRSB2022/A8/10.4, PhD, School of Electronic Engineering
Approved
- 10.5 GRSB2022/A8/10.5, PhD, Fiontar & Scoil na Gaeilge
Approved
- 10.6 GRSB2022/A8/10.6, PhD, Fiontar & Scoil na Gaeilge
Approved
- 10.7 GRSB2022/A8/10.7, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 21 October 2022.
- 10.8 GRSB2022/A8/10.8, PhD, School of Health and Science, DkIT
Approved
- 10.9 GRSB2022/A8/10.9, PhD, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 21 October 2022.
- 10.10 GRSB2022/A8/10.10, PhD, School of Informatics and Creative Arts, DkIT
Approved
- 10.11 GRSB2022/A8/10.11, MEng, School of Mechanical and Manufacturing Engineering
Approved

- 10.12 GRSB2022/A8/10.12, PhD, School of Policy and Practice
Decision Deferred – It was noted that this External Examiner has two previous appointments in the last four years. An alternative External Examiner is required because, as per Academic Regulation 10.2.1, "External Examiners for research students should not be appointed more than twice in a four-year period". The updated PGR4 Form may be considered by Chairs Action.
- 10.13 GRSB2022/A8/10.13, PhD, School of STEM Education, Innovation & Global Studies
Approved
- 10.14 GRSB2022/A8/10.14, PhD, School of Theology, Philosophy and Music
Approved
- 10.15 GRSB2022/A8/10.15, PhD, School of Science and Health, DkIT
Approved
- 11. Notice of Intention to Reside/Carry out Research Abroad (PGR13)**
- 11.1 GRSB2022/A8/11.1, DCU Business School
Decision Deferred - It was noted that the communication schedule needs to be revised to ensure communication between the candidate and supervisors occurs on a minimum monthly basis and that a face-to-face meeting between the candidate and supervisors is scheduled during Y2. Clarification on the following queries is also required: (i) the frequency of meetings with the local supervisor within the schedule as it is currently every 2 months, (ii) how training that meets the candidate's needs will be provided given that on-line delivery is not fully available, and (iii) what supports (training or otherwise) will be provided to the candidate by the host institution. Confirmation is also required if the student will engage with the external University in a research capacity other than supervision, how the on-site insurance will be accommodated and that the candidate will have no visa issues travelling to Ireland to meet the supervisors in-person. Electronic signatures provided on the PGR13 Form should be in acceptable format. The revised PGR13 may be considered by Chairs Action.

- 11.2 GRSB2022/A8/11.2, School of Electronic Engineering
Decision Deferred - It was noted that the communication schedule should be revised to provide the specific details for Year 3 and Year 4 of the programme, the period of time that the candidate wishes to reside abroad as per the PGR13 Form. The updated PGR13 Form may be considered by Chairs Action.
- 11.3 GRSB2022/A8/11.3, School of Health and Human Performance
Approved
- 12. Request for Extension to Maximum Registration Period OR Re-admission to the Research Programme (PGR14)**
- 12.1 GRSB2022/A8/12.1, MSc, School of Business and Humanities, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.2 GRSB2022/A8/12.2, PhD, School of Business and Humanities, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.3 GRSB2022/A8/12.3, PhD, School of Engineering, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.4 GRSB2022/A8/12.4, PhD, School of Engineering, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.5 GRSB2022/A8/12.5, PhD, School of Engineering, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.6 GRSB2022/A8/12.6, PhD, School of Engineering, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.7 GRSB2022/A8/12.7, MSc, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.8 GRSB2022/A8/12.8, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 25 October 2022.

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- 12.9 GRSB2022/A8/12.9, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.10 GRSB2022/A8/12.10, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.11 GRSB2022/A8/12.11, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.12 GRSB2022/A8/12.12, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.13 GRSB2022/A8/12.13, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 1 November 2022.
- 12.14 GRSB2022/A8/12.14, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 1 November 2022.
- 12.15 GRSB2022/A8/12.15, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 4 November 2022.
- 12.16 GRSB2022/A8/12.16, MA, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.17 GRSB2022/A8/12.17, PhD, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.18 GRSB2022/A8/12.18, PhD, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.19 GRSB2022/A8/12.19, PhD, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.
- 12.20 GRSB2022/A8/12.20, MA, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.

12.21 GRSB2022/A8/12.21, PhD, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.

12.22 GRSB2022/A8/12.22, PhD, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.

12.23 GRSB2022/A8/12.23, MA, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.

12.24 GRSB2022/A8/12.24, PhD, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.

12.25 GRSB2022/A8/12.25, MA, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.

12.26 GRSB2022/A8/12.26, PhD, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 25 October 2022.

12.27 GRSB2022/A8/12.27, MA, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 4 November 2022.

12.28 GRSB2022/A8/12.28, MPhil, School of Law and Government
Noted – Approved by Chairs Action on 24 October 2022.

13. Recognition of Prior Learning (RPL)

Noted - Approved by the Faculty Research Committee in the Faculty of Humanities and Social Sciences. The candidate is approved to register on Year 1 of the Master of Arts by Artefact programme.

14. Any other business

The Chair informed members that the Graduate Studies Office, working with Finance/Payroll, are currently administering the €500 payment that was promised to postgraduate researchers funded by Science Foundation Ireland (SFI) and the Irish Research Council (IRC) as part of Budget 2023.

Signed: _____

Date: _____

Date of next meeting

Thursday, 19 January 2023

10.00 a.m.

Online (via Zoom)