

GRADUATE RESEARCH STUDIES BOARD

MINUTES

Thursday, 19 January 2023

10:00 am – 12:00 pm

Online, Zoom

Present: Ms Lisa Buckley, Ms Isabelle Caulfield, Prof. Edel Conway, Dr Maura Coulter, Ms Karen Keating, Dr Pascal Landais, Dr David Mc Carthy (Secretary), Dr Tim McCormac, Ms Siúin McManus, Mr Muhammed Mubashar Saeed, Prof. Sharon O'Brien, Dr Sally Smith, Prof. Joseph Stokes (Chairperson) and Dr Lisa Van der Werff

Apologies: Dr Gillian Lake and Prof. Christine Loscher

The Chair noted that Prof. Christine Loscher will conclude her membership of GRSB following today's meeting. He expressed his thanks to Prof. Loscher for her contribution to GRSB and her consistent engagement with the business of the committee over the last five years.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted.

2. Minutes of the meeting of 1 December 2022

The minutes of the meeting of 1 December 2022 were approved.

3. Matters arising from the minutes

Matters arising from the meeting of 1 December 2022 were **noted** as follows:

	<i>Item no. from 1 December 2022</i>	<i>Item</i>	<i>Details of decision/actions</i>	<i>Status</i>
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	3.2 (Original Ref. Item 12.15, 20 October 2022)	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 Revised PGR3 Form submitted to Registry but incorrect date included. Reminder sent to Principal Supervisor to correct date and resubmit PGR3 Form.
3.3	3.3 (Original Ref. Item 13.3, 20 October 2022)	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	11.1	PGR13, 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	Ongoing Revised PGR13 submitted to Registry and provided to Chair for consideration under Chairs Action.

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			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.	
3.5	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.	Complete Included on Agenda for meeting of GRSB on 19 January 2023, Item 5

3.6	10.3	PGR4, 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	Complete Approved by Chairs Action on 15 December 2022
3.7	10.12	PGR4, 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.	Complete Approved by Chairs Action on 9 January 2023
3.8	11.2	PGR13, 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.	Complete Approved by Chairs Action on 21 December 2022

The Chair informed members of a change to a PGR4 Form that was approved by GRSB on 18 August 2022 (GRSB2022/A6/7.21). This PGR4 Form was for a EdD candidate from DCU Institute of Education and the change involved an update to the affiliation of the External Examiner. This change was **approved** by Chairs Action on 22 December 2022.

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

The Chair sought clarification on the increase in time to completion in the 2021/22 academic year. Dr Tim McCormac explained that the increase was due to the impact of Covid-19 but this will be addressed going forward by monitoring extensions to the maximum period of registration using the PGR14 form and process. Dr McCormac also informed members that DkIT has developed a form that will capture data on the reasons for withdrawals from postgraduate research programmes. This form will be submitted to GRSB for approval before being introduced in the 2023/24 academic year.

Noted. It was further **noted** that time to completion should be calculated in months rather than years and that data relating to staff and student engagement with training activities should be separated in the annual report for the 2022/23 academic year.

6. Transfer/Advanced Entry to Postgraduate Research Programme – Research Integrity Training

The Chair explained that all first year postgraduate research students must complete the Research Integrity Training Programme. The Chair informed members that while candidates who transfer and/or gain advanced entry to a postgraduate research programme from another institution may have completed similar or comparable training in their home institution, DCU cannot know exactly what issues relating to research integrity are addressed.

The Chair proposed that all candidates that transfer and/or gain advanced entry to a postgraduate research programme at DCU must complete the Research Integrity Training Programme during their first year of enrolment.

Approved. It was **noted** that the *Academic Regulations for Postgraduate Degrees by Research and Thesis* will be updated to reflect this mandatory requirement for transfer/advanced entry to postgraduate research programmes and that candidates will be made aware of this requirement when applying to transfer and/or gain advanced entry to a postgraduate research programme at DCU.

SECTION C: INDIVIDUAL STUDENT ISSUES

- 7. Applications for transfer to the PhD Register or confirmation on the PhD Register (PGR3)**
- 7.1 GRSB2023/A1/7.1, School of Biotechnology
Approved
- 7.2 GRSB2023/A1/7.2, School of Communications
Approved
- 7.3 GRSB2023/A1/7.3, School of Computing
Approved
- 7.4 GRSB2023/A1/7.4, School of Computing
Approved
- 7.5 GRSB2023/A1/7.5, School of Computing
Approved
- 7.6 GRSB2023/A1/7.6, School of Computing
Approved
- 7.7 GRSB2023/A1/7.7, School of Electronic Engineering
Approved
- 7.8 GRSB2023/A1/7.8, School of Electronic Engineering
Approved
- 7.9 GRSB2023/A1/7.9, School of Language, Literacy and Early Childhood Education
Approved

7.10 GRSB2023/A1/7.10, School of Policy and Practice
Approved

8. Appointment of internal and external examiners (PGR4)

8.1 GRSB2023/A1/8.1, PhD, School of Applied Language and Intercultural Studies
Approved

8.2 GRSB2023/A1/8.2, PhD, School of Biotechnology
Decision Deferred – It was noted that an updated PGR4 Form was submitted to Registry with a change to the Independent Chairperson. It was further noted that there is an outstanding reciprocal arrangement query regarding the nominated External Examiner. The rationale for this nomination should be provided by the Head of School or a revised PGR4 Form submitted with an alternative External Examiner nomination. This matter will be considered under Chairs Action.

8.3 GRSB2023/A1/8.3, MSc, School of Biotechnology
Approved

8.4 GRSB2023/A1/8.4, PhD, School of Chemical Sciences
Approved

8.5 GRSB2023/A1/8.5, PhD, School of Chemical Sciences
Approved

8.6 GRSB2023/A1/8.6, PhD, School of Electronic Engineering
Approved

8.7 GRSB2023/A1/8.7, PhD, School of English
Approved

8.8 GRSB2023/A1/8.8, PhD, DCU Business School
Noted – Approved by Chairs Action on 1 December 2022.

8.9 GRSB2023/A1/8.9, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 25 November 2022.

- 8.10 GRSB2023/A1/8.10, EdD, DCU Institute of Education
Noted – Approved by Chairs Action on 2 December 2022.
- 8.11 GRSB2023/A1/8.11, EdD, DCU Institute of Education
Noted – Approved by Chairs Action on 8 December 2022.
- 8.12 GRSB2023/A1/8.12, DProfElite, School of Health and Human Performance
Approved
- 8.13 GRSB2023/A1/8.13, PhD, School of Health and Science, DkIT
Noted – Approved by Chairs Action on 12 January 2023.
- 9. Request for Extension to Maximum Registration Period OR Re-admission to the Research Programme (PGR14)**
- 9.1 GRSB2023/A1/9.1, School of Applied Language and Intercultural Studies
Approved – It was noted that the candidate should be readmitted to Year 4 and that the softbound thesis can be submitted no earlier than the 2023/24 academic year.
- 9.2 GRSB2023/A1/9.2, School of Biotechnology
Noted – Approved by Chairs Action on 13 December 2022.
- 10. Any other business**

The Chair informed members that fieldwork for PGR Studentsurvey.ie 2023 will take place from 4th – 27th March 2022.

Signed: _____

Date: _____

Date of next meeting

Thursday, 16 February 2023

10.00 a.m.

A204, Glasnevin Campus