

GRADUATE RESEARCH STUDIES BOARD

MINUTES

Thursday, 18 August 2022

9:30 am – 12:30 pm

Zoom Meeting

Present: Ms Isabelle Caulfield, Prof. Edel Conway, Dr Maura Coulter, Ms Karen Keating, Dr Gillian Lake, Dr Pascal Landais, Prof. Christine Loscher, Dr David Mc Carthy (Secretary), Dr Tim McCormac, Ms Niamh McMahon, Ms Siúin McManus, Prof. Sharon O’Brien, Ms Christina O’Keeffe, Dr Sally Smith and Prof. Joseph Stokes (Chairperson)

Apologies: Prof. David Collings and Dr Sally Smith

In Attendance: Ms Lisa Buckley and Ms Gráinne Curran

The Chair **noted** that David Collings, Niamh McMahon and Christina O’Keeffe will conclude their membership of GRSB after today’s meeting. He expressed his thanks to all three members for their contribution to GRSB and their consistent engagement with the business of the committee.

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted.

2. Minutes of the meeting of 26 May 2022

The minutes of the meeting of 26 May 2022 were **approved**.

3. Matters arising from the minutes

Matters arising from the meeting of 26 May 2022 were **noted** as follows:

	Item no. from 26 May 2022	Item	Details of decision/actions	Status
3.1	3.1 (Original Ref. Item 12.1, 21 October 2021)	PGR15, School of Computing	Not approved. It was noted that the form is incomplete and that the required supporting documentation has not been submitted.	<u>Ongoing</u> Chair has contacted Principal Supervisor to obtain outstanding PGR13 and PGR15 or to have item removed from matters arising.
3.2	3.4 (Original Ref. Item 5.1, 2 December 2021)	Guidance on the electronic completion and submission of GRSB papers	Guidance to be documented and circulated. To include acceptable signature formats, the submission of fully completed forms and strict adherence to deadlines.	<u>Ongoing</u> It was noted that this guidance will be circulated to research supervisors in due course.
3.3	3.6 (Original Ref. Item 7.7, 31 March 2022)	PGR3, School of Electronic Engineering	Decision deferred. It was noted that Section C is not complete. May be considered by Chairs Action.	<u>Ongoing</u> Awaiting submission of updated PGR3 by Principal Supervisor.
3.4	5	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.	<u>Ongoing</u> 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.
3.5	3.2 (Original Ref. Item 9.22, 8 April 2021)	PGR4, School of Health and Human Performance	Thesis issued to examination panel in September 2021 but approved External Examiner no longer available. PGR4 to be resubmitted with new External Examiner nomination.	<u>Complete</u> Approved by Chairs Action on 15 July 2022
3.6	8.10	PGR3, School of English	It was noted that the input and commentary of the supervisor should be provided. The updated PGR3 may be considered by Chairs Action.	<u>Complete</u> Approved by Chairs Action on 1 June 2022

Niamh McMahon provided an update on Item 3.2, informing members that a guidance note will be issued to the Associate Deans of Research (ADRs) and published on the Registry website in advance of the commencement of the 2022/23 academic year. This guidance note will include a statement of best practice regarding the electronic completion and submission of PGR Forms to Registry for consideration by GRSB. It will also indicate that typed signatures will no longer be accepted and that forms must include either a signature image or an electronic signature generated through a PDF writer.

The Chair requested ADRs to circulate this guidance within their respective faculties and reiterated the importance that the best practices identified by Registry relating to the electronic completion and submission of forms for GRSB are adhered to. Item 3.2 is now complete and will be removed from Matters Arising.

The Secretary informed members that Item 3.3 was **approved** by Chairs Action on 15 August 2022. Item 3.3 is now complete and will be removed from Matters Arising.

SECTION B: POLICY AND STRATEGY ISSUES

4. Graduate researcher development

There were no items for discussion.

5. Update to Terms of Reference

The Secretary informed members that the Terms of Reference have been updated to include an additional section (Section 3.5), which outlines how the appointment of the representative of the postgraduate research student body works in practice. This amendment to the Terms of Reference clarifies how an alternative representative is appointed if the role of Postgraduate Officer in DCU Students' Union is vacant or if the elected individual is a postgraduate taught student.

Approved

SECTION C: INDIVIDUAL STUDENT ISSUES

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

6.1 GRSB2022/A6/6.1, School of Applied Language & Intercultural Studies

Approved

6.2 GRSB2022/A6/6.2, School of Biotechnology

Approved

6.3 GRSB2022/A6/6.3, School of Biotechnology

Approved

6.4 GRSB2022/A6/6.4, DCU Business School

Approved

6.5 GRSB2022/A6/6.5, DCU Business School

Approved

6.6 GRSB2022/A6/6.6, School of Chemical Sciences

Approved

6.7 GRSB2022/A6/6.7, School of Chemical Sciences

Approved

6.8 GRSB2022/A6/6.8, School of Chemical Sciences

Approved

- 6.9 GRSB2022/A6/6.9, School of Chemical Sciences
Approved
- 6.10 GRSB2022/A6/6.10, School of Communications
Approved
- 6.11 GRSB2022/A6/6.11, School of Communications
Decision Deferred – It was **noted** that further detail is required in Section B(i). The updated PGR3 may be considered by Chairs Action.
- 6.12 GRSB2022/A6/6.12, School of Communications
Approved
- 6.13 GRSB2022/A6/6.13, School of Communications
Approved
- 6.14 GRSB2022/A6/6.14, School of Computing
Approved
- 6.15 GRSB2022/A6/5.15, School of Electronic Engineering
Approved
- 6.16 GRSB2022/A6/6.16, School of English
Decision Deferred – It was **noted** that further detail is required in Section B(i). The updated PGR3 may be considered by Chairs Action.
- 6.17 GRSB2022/A6/6.17, School of Health and Human Science, DkIT
Approved
- 6.18 GRSB2022/A6/6.18, School of Health and Human Science, DkIT
Approved
- 6.19 GRSB2022/A6/6.19, School of History and Geography
Approved
- 6.20 GRSB2022/A6/6.20, School of History and Geography
Approved

- 6.21 GRSB2022/A6/6.21, School of History and Geography
Approved
- 6.22 GRSB2022/A6/6.22, School of History and Geography
Approved
- 6.23 GRSB2022/A6/6.23, School of History and Geography
Approved
- 6.24 GRSB2022/A6/6.24, School of Human Development
Approved
- 6.25 GRSB2022/A6/6.25, School of Informatics and Creative Arts, DkIT
Approved
- 6.26 GRSB2022/A6/6.26, School of Informatics and Creative Arts, DkIT
Approved
- 6.27 GRSB2022/A6/6.27, School of Law and Government
Approved
- 6.28 GRSB2022/A6/6.28, School of Law and Government
Approved
- 6.29 GRSB2022/A6/6.29, School of Law and Government
Approved
- 6.30 GRSB2022/A6/6.30, School of Law and Government
Approved
- 6.31 GRSB2022/A6/6.31, School of Law and Government
Approved
- 6.32 GRSB2022/A6/6.32, School of Law and Government
Approved
- 6.33 GRSB2022/A6/6.33, School of Mechanical and Manufacturing Engineering
Approved

- 6.34 GRSB2022/A6/6.34, School of Mechanical and Manufacturing Engineering
Approved
- 6.35 GRSB2022/A6/6.35, School of Policy and Practice
Approved
- 6.36 GRSB2022/A6/6.36, School of Policy and Practice
Approved
- 6.37 GRSB2022/A6/6.37, School of Psychology
Approved
- 6.38 GRSB2022/A6/6.38, School of Psychology
Approved
- 6.39 GRSB2022/A6/6.39, School of Psychology
Approved
- 6.40 GRSB2022/A6/6.40, School of Psychology
Approved
- 6.41 GRSB2022/A6/6.41, School of STEM Education, Innovation and Global Studies
Approved
- 6.42 GRSB2022/A6/6.42, School of STEM Education, Innovation and Global Studies
Approved
- 6.43 GRSB2022/A6/6.43, School of Theology, Philosophy and Music
Approved
- 6.44 GRSB2022/A6/6.44, School of Theology, Philosophy and Music
Approved
- 6.45 GRSB2022/A6/6.45, School of Theology, Philosophy and Music
Approved
- 6.46 GRSB2022/A6/6.46, School of Theology, Philosophy and Music
Approved

6.47 GRSB2022/A6/6.47, School of Informatics and Creative Arts, DKIT
Approved

6.48 GRSB2022/A6/6.48, School of Computing
Approved

6.49 GRSB2022/A6/6.49, School of Law and Government
Approved

7. Appointment of internal and external examiners (PGR4)

7.1 GRSB2022/A6/7.1, PhD, School of Applied Language and Intercultural Studies
Approved

7.2 GRSB2022/A6/7.2, PhD, School of Biotechnology
Approved

7.3 GRSB2022/A6/7.3, MSc, School of Biotechnology
Approved

7.4 GRSB2022/A6/7.4, PhD, School of Biotechnology
Approved

7.5 GRSB2022/A6/7.5, MSc, School of Biotechnology
Approved

7.6 GRSB2022/A6/7.6, PhD, DCU Business School
Approved

7.7 GRSB2022/A6/7.7, PhD, DCU Business School
Approved

7.8 GRSB2022/A6/7.8, PhD, DCU Business School
Approved

7.9 GRSB2022/A6/7.9, PhD, School of Chemical Sciences
Approved

- 7.10 GRSB2022/A6/7.10, PhD, School of Chemical Sciences
Approved
- 7.11 GRSB2022/A6/7.11, PhD, School of Communications
Approved
- 7.12 GRSB2022/A6/7.12, PhD, School of Computing
Approved – It was **noted** that Dr Jennifer Foster has been confirmed as the Independent Chair.
- 7.13 GRSB2022/A6/7.13, PhD, School of Computing
Approved
- 7.14 GRSB2022/A6/7.14, PhD, School of Electronic Engineering
Approved
- 7.15 GRSB2022/A6/7.15, PhD, Fiontar agus Scoil na Gaeilge
Approved
- 7.16 GRSB2022/A7/7.16, PhD, School of Health and Human Performance
Decision Deferred – It was **noted** that an additional External Examiner is required as the candidate has only concluded his period of employment with DCU in the last six months.
- 7.17 GRSB2022/A6/7.17, PhD, School of Health and Human Performance
Approved
- 7.18 GRSB2022/A6/7.18, PhD, School of Health and Science, DkIT
Approved
- 7.19 GRSB2022/A6/7.19, PhD, School of History and Geography
Approved
- 7.20 GRSB2022/A6/7.20, PhD, 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.
- 7.21 GRSB2022/A6/7.21, EdD, DCU Institute of Education
Approved

- 7.22 GRSB2022/A6/7.22, MPhil, School of Law and Government
Approved
- 7.23 GRSB2022/A6/7.23, PhD, School of Law and Government
Approved
- 7.24 GRSB2022/A6/7.24, PhD, School of Mathematical Sciences
Approved - It was **noted** that the approval is subject to confirmation from the Head of School that Prof John Appleby is the Independent Chair.
- 7.25 GRSB2022/A6/7.25, PhD, School of Mechanical and Manufacturing Engineering
Approved
- 7.26 GRSB2022/A6/7.26, PhD, School of Nursing, Psychotherapy and Community Health
Approved
- 7.27 GRSB2022/A6/7.27, DPsych, School of Nursing, Psychotherapy and Community Health
Approved
- 7.28 GRSB2022/A6/7.28, PhD, School of Nursing, Psychotherapy and Community Health
Approved
- 7.29 GRSB2022/A6/7.29, PhD, School of Policy and Practice
Decision Deferred - It was **noted** that (i) further detail is required regarding the status of the candidate's research to justify early submission, (ii) confirmation of the IPM's support for the early submission and (iii) clarification is required regarding the affiliation of the External Examiner as an Emeritus Professor.
- 7.30 GRSB2022/A6/7.30, PhD, School of Psychology
Approved
- 7.31 GRSB2022/A6/7.31, PhD, School of STEM Education, Innovation and Global Studies
Approved
- 7.32 GRSB2022/A6/7.32, PhD, School of Theology, Philosophy and Music
Approved
- 7.33 GRSB2022/A6/7.33, PhD, School of Theology, Philosophy and Music
Approved

- 7.34 GRSB2022/A6/7.34, PhD, School of Electronic Engineering
Noted – Approved by Chairs Action on 27 June 2022.
- 7.35 GRSB2022/A6/7.35, PhD, School of Health and Human Performance
Noted – Approved by Chairs Action on 24 May 2022.
- 7.36 GRSB2022/A6/7.36, PhD, School of Health and Human Performance
Noted – Approved by Chairs Action on 15 July 2022.
- 7.37 GRSB2022/A6/7.37, PhD, School of Health and Human Performance
Noted – Approved by Chairs Action on 13 July 2022.
- 7.38 GRSB2022/A6/7.38, PhD, School of Law and Government
Noted – Approved by Chairs Action on 11 July 2022.
- 7.39 GRSB2022/A6/7.39, PhD, School of Creative Arts, Media and Music, DkIT
Noted – Approved by Chairs Action on 13 June 2022.
- 7.40 GRSB2022/A6/7.40, PhD, School of Informatics and Creative Arts, DkIT
Noted – Approved by Chairs Action on 13 June 2022.
- 8 Notice of Intention to Reside/Carry out Research Abroad (PGR13)**
- 8.1 GRSB2022/A6/8.1, School of Applied Language and Intercultural Studies
Approved – It was **noted** that the PGR13 was already approved on 31 March 2022 (GRSB2022/A3/9.1). An additional signature was required to comply with regulations of King Abdulaziz University.
- 8.2 GRSB2022/A6/8.2, School of Chemical Sciences
Approved
- 9. Request for Extension to Maximum Registration Period OR Re-admission to the Research Programme (PGR14)**
- 9.1 GRSB2022/A6/9.1, PhD, School of Biotechnology
Approved - It was **noted** that this will be the last extension granted to the candidate to allow for submission of the thesis according to the indicated timeline.

- 9.2 GRSB2022/A6/9.2, PhD, DCU Business School
Approved
- 9.3 GRSB2022/A6/9.3, PhD, DCU Business School
Approved - It was **noted** that this will be the last extension granted to the candidate to allow for submission of the thesis according to the indicated timeline.
- 9.4 GRSB2022/A6/9.4, PhD, DCU Business School
Approved
- 9.5 GRSB2022/A6/9.5, PhD, DCU Business School
Approved - It was **noted** that this will be the last extension granted to the candidate to allow for submission of the thesis according to the indicated timeline.
- 9.6 GRSB2022/A6/9.6, PhD, DCU Business School
Approved - It was **noted** that this will be the last extension granted to the candidate to allow for submission of the thesis according to the indicated timeline.
- 9.7 GRSB2022/A6/9.7, PhD, DCU Business School
Approved – It was **noted** that the detail provided in Section C justifies the use of a typed signature by the student in this particular instance.
- 9.8 GRSB2022/A6/9.8, PhD, DCU Business School
Approved
- 9.9 GRSB2022/A6/9.9, PhD, School of Chemical Sciences
Decision Deferred – It was **noted** that the supervisor is required to complete Section C. The updated PGR14 may be considered by Chairs Action.
- 9.10 GRSB2022/A6/9.10, MSc, School of Chemical Sciences
Approved
- 9.11 GRSB2022/A6/9.11, PhD, School of Computing
Approved
- 9.12 GRSB2022/A6/9.12, PhD, School of Computing
Approved

- 9.13 GRSB2022/A6/9.13, PhD, School of Electronic Engineering
Approved
- 9.14 GRSB2022/A6/9.14, PhD, School of Electronic Engineering
Approved
- 9.15 GRSB2022/A6/9.15, PhD, Fiontar agus Scoil na Gaeilge
Approved – It was **noted** that this will be the last extension granted to the candidate and that a new PGR4 will be required to allow for submission of the thesis by the indicated date.
- 9.16 GRSB2022/A6/9.16, PhD, Fiontar agus Scoil na Gaeilge
Approved
- 9.17 GRSB2022/A6/9.17, EdD, DCU Institute of Education
Approved
- 9.18 GRSB2022/A6/9.18, PhD, School of Law and Government
Approved
- 9.19 GRSB2022/A6/9.19, PhD, School of Law and Government
Approved
- 9.20 GRSB2022/A6/9.20, MPhil, School of Law and Government
Approved – It was **noted** that the final extension was approved by Chairs Action on 1 February 2021 (GRSB2021/A2/11.2). For that reason, this extension is granted until 9 December 2022 to allow for submission of the thesis by the indicated date.
- 9.21 GRSB2022/A6/9.21, LLM, School of Law and Government
Approved
- 9.22 GRSB2022/A6/9.22, MPhil, School of Law and Government
Approved
- 9.23 GRSB2022/A6/9.23, PhD, School of Law and Government
Approved
- 9.24 GRSB2022/A6/9.24, PhD, School of Mechanical and Manufacturing Engineering
Approved

- 9.25 GRSB2022/A6/9.25, PhD, School of Mechanical and Manufacturing Engineering
Approved
- 9.26 GRSB2022/A6/9.26, PhD, School of Nursing, Psychotherapy and Community Health
Approved
- 9.27 GRSB2022/A6/9.27, PhD, School of Nursing, Psychotherapy and Community Health
Approved
- 9.28 GRSB2022/A6/9.28, PhD, School of Theology, Philosophy and Music
Approved - It was **noted** that this will be the last extension granted to the candidate to allow for submission of the thesis by the indicated date.
- 9.29 GRSB2022/A6/9.29, PhD, School of Nursing, Psychotherapy and Community Health
Approved
- 10. Application for Transfer/Advanced Entry to Postgraduate Research Programme (PGR15)**
- 10.1 GRSB2022/A6/10.1, Memo, School of Health and Human Performance

GRSB received a request from the School of Health and Human Performance for a student to transfer from Year 1 of the MSc in Elite Sport Performance (taught programme) to Year 2 of the Professional Doctorate in Elite Performance (research programme). It was **noted** that this particular request would constitute advanced entry to a postgraduate research programme based on modules completed as part of a postgraduate taught programme. The School submitted a Memo to GRSB as the PGR15 Form supports research transfers only.

It was **noted** that GRSB was unable to support the request because transfer from a taught programme to a research programme is in line with neither the regulations nor the basis for the accreditation of both programmes. Furthermore, permitting such a request would set a precedent that would constitute a divergence from sectoral norms and impact other professional doctorate programmes in the University.

Decision Deferred – The Chair advised members that guidance would be sought from the University Standards Committee. As the request falls under both *Academic Regulations for Postgraduate Degrees by Research and Thesis* and *Marks and Standards*, the request requires the support of both GRSB and USC, respectively. In the absence of a specific regulation in *Academic Regulations for Postgraduate Degrees by Research and Thesis*, the

Chair advised members that these regulations will be reviewed during the 2022/23 academic year and amended as necessary to clarify that advanced entry to a Level 10 research programme from a Level 9 taught programme is not permitted.

11. Any other business

Pascal Landais informed members that certain Schools are experiencing considerable difficulty in achieving gender mix on examination panels and thereby adhering to the academic regulations. Dr Landais enquired if it would be possible to establish a university-wide panel of academic staff that could fulfil the role of Independent Chair, which would help alleviate this difficulty.

The Chair informed members that he previously explored a similar proposal but encountered issues with creating a university-wide panel without cognisance of local workload management arrangements, which are the responsibility of the individual Heads of School. The Chair explained that it is not within the remit of GRSB to approve/monitor the creation of a university-wide panel, as Heads of School approve independent chairpersons within the PGR4 process.

It was **noted** that the Associate Deans of Research will raise this issue at their Faculty Research Committee in order to identify the most viable and sustainable course of action and to explore the possibility of aligning faculties to support Heads of Schools in identifying suitable Independent Chairs and achieving gender balance on examination panels.

Signed: _____

Date: _____

Date of next meeting

Thursday, 20 October 2022

10.00 a.m.

Room: GLA A204