

GRADUATE RESEARCH STUDIES BOARD

MINUTES

Thursday, 31 March 2022

9:30 am – 12:30 pm

Zoom Meeting

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

Apologies: Prof. Christine Loscher and Ms Christina O'Keeffe

In Attendance: Ms Gráinne Curran

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted.

2. Minutes of the meeting of 17 February 2022

The minutes of the meeting of 17 February 2022 were **approved**.

3. Matters arising from the minutes

Matters arising from the meeting of 17 February 2022 were **noted** as follows:

	<i>Item no. from 17 February 2022</i>	<i>Item</i>	<i>Details of decision/actions</i>	<i>Status</i>
3.1	3.1 (original ref. 12.1, 21 October 2022)	PGR15, School of Computing	Not approved. It was noted that the form is incomplete and that the required supporting documentation has not been submitted.	Ongoing

3.2	3.2 (original ref. 5.1, 2 December 2021)	Guidance on the electronic completion and submission of GRSB papers	Guidance to be documented and circulated to research supervisors in due course. To include acceptable signature formats, the submission of fully completed forms and strict adherence to deadlines.	Ongoing
3.3	7	Guidance on the use of videoconferencing for <i>viva voce</i> examinations	Guidance to be updated to reflect learnings from recent months.	Ongoing
3.4	10.6	PGR4, School of History and Geography	Decision deferred. It was noted that the proposed examination panel does not include a gender mix.	Completed Approved by Chair's Action, 4 March 2022
3.5	3.6 (Original Ref. 5.1, 2 December 2021)	PGR14 (extension request) forms	The PGR14 process is to be reviewed for students who have undergone a <i>viva voce</i> examination but who are required to register for another academic year in order to complete corrections.	Completed See Minutes Item 6 (GRSB2022/A3/2)
3.6	3.7 (Original Ref. 6, 2 December 2021)	R103 process	Members to consult with Faculty Research Committees on the efficacy of the current approach.	Completed See Minutes Item 5 (GRSB2022/A3/2)

Ms Isabelle Caulfield provided an update to Item 3.1. The principal supervisor has been in contact with Registry and is preparing PGR13 and PGR15 for submission to the next meeting of GRSB.

Prof. Sharon O'Brien provided an update to Item 3.3 from the Faculty of Humanities and Social Sciences. The Faculty Research Committee expressed its preference to continue the option of hybrid arrangements for *viva voce* examinations in all instances and not just exceptional circumstances. This preference was **noted** and the Chair informed members that guidance on the use of videoconferencing for *viva voce* examinations will be discussed at a later meeting of GRSB.

Dr Maura Coulter raised a query regarding Item 3.6. Dr Coulter queried if, to avoid R103 forms being delegated to Faculty Boards for consideration when the Faculty Research Committee does not achieve quorum, can they be approved by Chairs Action. The Chair advised that R103 forms must be considered by Faculty Research Committees as per Regulation 7.7.4 in *Academic Regulations for Postgraduate Degrees by Research and Thesis*. It was **noted** that at the meeting of GRSB on 17th February 2022, members agreed that the regulation would remain unchanged and that faculties would adhere to the approved process for the 2022/23 academic year to determine their suitability and efficacy respectively.

SECTION B: POLICY AND STRATEGY ISSUES

4. Graduate researcher development

Ms Karen Keating updated members about the final of the “Tell It Straight” competition, which will take place on 4th May 2022. The competition will take place in-person and the Associate Deans of Research were asked to promote the event in their respective faculties and to encourage the relevant research supervisors and Heads of School to attend.

5. Change to PGR15 Form/Process – Application for Transfer/Advanced Entry to Postgraduate Research Programme

Student Awards, Registry proposed the following amendments to the PGR15 ‘Application for Transfer / Advanced Entry to Postgraduate Research Programme’ Form:

- Change to the text in note at the top of the form – “Where advanced entry is proposed, ~~this must also be identified in the Student Application Portal~~ *the Supervisor must indicate on the School Assessment Form on the Student Application Portal that the applicant has a PGR15 pending*”. This change to the text in the note was **approved**.

The Chair proposed that this additional criterion should confirm if a candidate’s research project can transfer to another institution and allow for the candidate’s ethical approval from the institution of transfer to be co-opted by DCU. The Chair proposed an update to the additional criterion – “Permission to transfer from my current research supervisor in my current institution, approving that there are no IP, Ethics, etc., issues with the transfer”. Based on the discussion, the following was adopted.

- Inclusion of an additional criterion in the Application Declaration – “That your current supervisor in your institution supports this transfer (no IP transfer issues etc.)” The inclusion of this additional criterion was **approved**.

The Chair confirmed that DCU Ethics Committee does not retrospectively provide ethical approval for a research but rather agrees that the candidate has received ethical approval from their current institution. Dr Sally Smith queried whether DCU Ethics Committee can confirm that the candidate’s ethical approval from their current institution is commensurate with the University’s ethical approval process. Dr Smith suggested that the PGR15 form should allow candidates to indicate that they have received ethical approval from their current institution and that they have included the relevant documentation with their application to transfer.

The Chair agreed that an additional criterion should be included under the “Application Declaration” section of the PGR15 form. The Chair agreed to consult the DCU Ethics Committee Chair on the procedure of recognising another institution's ethical approval, and the appropriate wording. The Chair will then work with Registry via Ms Niamh McMahon on the final wording of this additional criterion. It was agreed that the updated PGR15 will

return to GRSB for final approval before it is used in the application process for transfer and advanced entry to postgraduate research programmes.

6. Updates to Academic Regulations for Postgraduate Degrees by Research and Thesis 2022-23

A number of proposed amendments to *Academic Regulations for Postgraduate Degrees by Research and Thesis* were considered by the GRSB:

- 2.3: Text updated to reflect current titles of DCU policies.
- 4.3: Text unchanged, moved from Section 5.5.
- 7.16: Text updated to reflect current titles of DCU policies.
- 9.1: Text included to require candidate to include proof of ethical approval when submitting thesis for examination.
- 9.2.1: Text updated to clarify that softbound printed copies of the thesis will only be required from students if this is requested by an examiner/examiners.
- 9.2.3: Text updated to replace “files contained on CD-ROM and DVD” with “files contained electronically”.
- 11.3.2: Text updated to clarify that all communication between the candidate and his/her examiner(s) and vice versa during the examination period should be through the supervisor(s) to the Independent Chairperson.
- 13: Text updated to allow a candidate to submit an appeal with respect to the recommendation of the examination panel before it is confirmed by the Faculty Award Board for Research Degrees.

The above amendments to *Academic Regulations for Postgraduate Degrees by Research and Thesis* were **approved** for the 2022/23 academic year.

SECTION C: INDIVIDUAL STUDENT ISSUES

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

- 7.1 GRSB2022/A3/7.1, School of Biotechnology
Approved
- 7.2 GRSB2022/A3/7.2, School of Computing
Approved
- 7.3 GRSB2022/A3/7.3, School of Computing
Approved
- 7.4 GRSB2022/A3/7.4, School of Health and Science, DkIT
Approved
- 7.5 GRSB2022/A3/7.5, School of Health and Science, DkIT
Approved

- 7.6 GRSB2022/A3/7.6, School of Health and Science, DkIT
Approved
- 7.7 GRSB2022/A3/7.7, School of Electronic Engineering
Decision Deferred – It was noted that Section C is incomplete.
- 7.8 GRSB2022/A3/7.8, School of Electronic Engineering
Approved
- 7.9 GRSB2022/A3/7.9, School of Electronic Engineering
Approved
- 7.10 GRSB2022/A3/7.10, School of English
Approved
- 7.11 GRSB2022/A3/7.11, School of Mechanical and Manufacturing Engineering
Approved - Subject to confirmation that Section C was completed by the Principal Supervisor and Internal Examiner together.
- 7.12 GRSB2022/A3/7.12, School of Theology, Philosophy and Music
Approved
- 7.13 GRSB2022/A3/7.13, School of Computing
Noted – Approved by Chairs Action on 16th March 2022.
- 8. Appointment of internal and external examiners (PGR4)**
- 8.1 GRSB2022/A3/8.1, PhD, School of Applied Language and Intercultural Studies
Decision Deferred - It was noted that the External Examiner is a lecturer at DKIT. Therefore, a different nomination is required as per Regulation 10.2.4.
- 8.2 GRSB2022/A3/8.2, PhD, School of Arts, Education and Movement
Approved
- 8.3 GRSB2022/A3/8.3, PhD, School of Biotechnology
Approved
- 8.4 GRSB2022/A3/8.4, PhD, School of Biotechnology
Approved
- 8.5 GRSB2022/A3/8.5, PhD, School of Biotechnology
Approved
- 8.6 GRSB2022/A3/8.6, PhD, DCU Business School
Approved
- 8.7 GRSB2022/A3/8.7, PhD, DCU Business School
Approved

- 8.8 GRSB2022/A3/8.8, PhD, DCU Business School
Approved
- 8.9 GRSB2022/A3/8.9, PhD, DCU Business School
Approved
- 8.10 GRSB2022/A3/8.10, PhD, DCU Business School
Approved
- 8.11 GRSB2022/A3/8.11, PhD, DCU Business School
Decision Deferred – It was noted that only one recent publication by the External Examiner was provided.
- 8.12 GRSB2022/A3/8.12, PhD, DCU Business School
Approved
- 8.13 GRSB2022/A3/8.13, PhD, DCU Business School
Approved
- 8.14 GRSB2022/A3/8.14, MSc, School of Chemical Sciences
Approved
- 8.15 GRSB2022/A3/8.15, PhD, School of Communications
Decision Deferred – It was noted that full citations of the External Examiner's publications are required.
- 8.16 GRSB2022/A3/8.16, PhD, School of Communications
Approved
- 8.17 GRSB2022/A3/8.17, PhD, School of Communications
Approved
- 8.18 GRSB2022/A3/8.18, MA, School of Communications
Approved
- 8.19 GRSB2022/A3/8.19, PhD, School of Communications
Approved
- 8.20 GRSB2022/A3/8.20, PhD, School of Communications
Approved
- 8.21 GRSB2022/A3/8.21, PhD, School of Computing
Approved
- 8.22 GRSB2022/A3/8.22, PhD, School of Computing
Approved – It was noted that the Independent Chair is required to complete the requisite training.
- 8.23 GRSB2022/A3/8.23, PhD, School of Computing
Approved

- 8.24 GRSB2022/A3/8.24, PhD, School of Computing
Approved
- 8.25 GRSB2022/A3/8.25, PhD, School of Health and Science, DkIT
Approved
- 8.26 GRSB2022/A3/8.26, PhD, School of Informatics and Creative Arts, DkIT
Approved
- 8.27 GRSB2022/A3/8.27, PhD, School of Informatics and Creative Arts, DkIT
Approved
- 8.28 GRSB2022/A3/8.28, PhD, School of Electronic Engineering
Approved
- 8.29 GRSB2022/A3/8.29, MEng, School of Electronic Engineering
Approved
- 8.30 GRSB2022/A3/8.30, PhD, School of Electronic Engineering
Decision Deferred - It was noted that the examination panel must include one female member.
- 8.31 GRSB2022/A3/8.31, PhD, School of English
Approved
- 8.32 GRSB2022/A3/8.32, PhD, School of English
Approved
- 8.33 GRSB2022/A3/8.33, PhD, School of Health and Human Performance
Approved
- 8.34 GRSB2022/A3/8.34, PhD, School of Health and Human Performance
Approved
- 8.35 GRSB2022/A3/8.35, PhD, School of Health and Human Performance
Approved
- 8.36 GRSB2022/A3/8.36, MSc, School of Health and Human Performance
Approved
- 8.37 GRSB2022/A3/8.37, PhD, School of Health and Human Performance
Approved
- 8.38 GRSB2022/A3/8.38, PhD, School of Health and Human Performance
Approved
- 8.39 GRSB2022/A3/8.39, PhD, School of Health and Human Performance
Approved

- 8.40 GRSB2022/A3/8.40, PhD, School of Human Development
Approved
- 8.41 GRSB2022/A3/8.41, EdD, DCU Institute of Education
Approved
- 8.42 GRSB2022/A3/8.42, EdD, DCU Institute of Education
Approved
- 8.43 GRSB2022/A3/8.43, EdD, DCU Institute of Education
Approved
- 8.44 GRSB2022/A3/8.44, EdD, DCU Institute of Education
Decision Deferred – It was noted that the External Examiner does not meet the requirements as per Regulation 10.2.9.
- 8.45 GRSB2022/A3/8.45, EdD, DCU Institute of Education
Approved
- 8.46 GRSB2022/A3/8.46, EdD, DCU Institute of Education
Approved
- 8.47 GRSB2022/A3/8.47, EdD, DCU Institute of Education
Approved
- 8.48 GRSB2022/A3/8.48, EdD, DCU Institute of Education
Decision Deferred – It was noted that the External Examiner does not meet the requirements as per Regulation 10.2.9.
- 8.49 GRSB2022/A3/8.49, EdD, DCU Institute of Education
Approved
- 8.50 GRSB2022/A3/8.50, EdD, DCU Institute of Education
Approved
- 8.51 GRSB2022/A3/8.51, PhD, School of Language, Literacy and Early Childhood Education
Decision Deferred – It was noted that the External Examiner (1) does not meet the requirements as per Regulation 10.2.9.
- 8.52 GRSB2022/A3/8.52, PhD, School of Law and Government
Approved
- 8.53 GRSB2022/A3/8.53, PhD, School of Law and Government
Approved
- 8.54 GRSB2022/A3/8.54, PhD, School of Law and Government
Approved
- 8.55 GRSB2022/A3/8.55, LLM, School of Law and Government
Decision Deferred – It was noted that the External Examiner (1) does not meet the requirements as per Regulation 10.2.9.

- 8.56 GRSB2022/A3/8.56, PhD, School of Law and Government
Approved
- 8.57 GRSB2022/A3/8.57, PhD, School of Mathematical Sciences
Approved
- 8.58 GRSB2022/A3/8.58, PhD, School of Mechanical and Manufacturing Engineering
Decision Deferred – It was noted that justification is required for how the student is ready to submit the PGR4 so soon after the PRG3 confirmation examination and why the confirmation exercise was not conducted within the timeline as per Regulation 8.2.1.
- 8.59 GRSB2022/A3/8.59, PhD, School of Mechanical and Manufacturing Engineering
Decision Deferred - It was noted that the candidate is a member of DCU staff and therefore, as per Regulation 10.2.3, a second External Examiner nomination is required.
- 8.60 GRSB2022/A3/8.60, DPsych, School of Nursing, Psychotherapy and Community Health
Approved
- 8.61 GRSB2022/A3/8.61, MSc, School of Nursing, Psychotherapy and Community Health
Approved
- 8.62 GRSB2022/A3/8.62, DPsych, School of Nursing, Psychotherapy and Community Health
Approved
- 8.63 GRSB2022/A3/8.63, PhD, School of Nursing, Psychotherapy and Community Health
Approved
- 8.64 GRSB2022/A3/8.64, PhD, School of Nursing, Psychotherapy and Community Health
Approved
- 8.65 GRSB2022/A3/8.65, DPsych, School of Nursing, Psychotherapy and Community Health
Approved
- 8.66 GRSB2022/A3/8.66, PhD, School of Nursing, Psychotherapy and Community Health
Decision Deferred – It was noted that the examination panel must include one male member.
- 8.67 GRSB2022/A3/8.67, MSc, School of Physical Sciences
Approved
- 8.68 GRSB2022/A3/8.68, MSc, School of Physical Sciences
Approved
- 8.69 GRSB2022/A3/8.69, PhD, School of Theology, Philosophy and Music
Decision Deferred – It was noted that full citations of the External Examiner’s publications are required.
- 8.70 GRSB2022/A3/8.70, PhD, School of Theology, Philosophy and Music
Approved

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

9.1 GRSB2022/A3/9.1, School of Applied Language and Intercultural Studies
Noted – Subject to clarification of the candidate’s study mode.

9.2 GRSB2022/A3/9.2, DCU Business School
Noted

9.3 GRSB2022/A3/9.3, School of Communications
Noted – Subject to confirmation of the start and end dates for the period that the student will reside abroad.

9.4 GRSB2022/A3/9.4, School of Language, Literacy and Early Childhood Education
Noted – Subject to confirmation of the start and end dates for the period that the candidate will reside abroad.

9.5 GRSB2022/A3/9.5, School of Law and Government
Noted

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

10.1 GRSB2022/A3/10.1, School of Law and Government
Approved – It was noted that a final extension to September 2022 is granted to allow the candidate to complete the MPhil award. Further extensions will only be considered on the basis that the candidate successfully transfers prior to September 2022 to the PhD Register.

10.2 GRSB2022/A3/10.2, School of Law and Government
Approved

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

11.1 GRSB2022/A3/11.1, DCU Business School
Approved – Subject to confirmation of the candidate receiving ethical approval from the institution of transfer.

12. Any other business

There was no other business.

Signed: _____

Date: _____

Date of next meeting

Thursday, 28 April 2022
at 9.30 a.m.
Zoom meeting