GRADUATE RESEARCH STUDIES BOARD

MINUTES

Thursday, 30 May 2024
10:00 am – 12:00 pm

F327, St. Pat's Campus

Present: Dr Conor Brennan, Ms Lisa Buckley, Ms Isabelle Caulfield, Dr Maura Coulter, Ms Karen Keating, Dr Gillian Lake, Dr David Mc Carthy (Secretary), Prof. Sharon O'Brien (Chair), Ms Nicola O'Reilly, Dr Niamh O'Sullivan, Dr Lisa Van der Werff and Dr Gëzim Visoka.

Apologies: Ms Nuala Clancy, Prof. Edel Conway, Prof Timo Gans and Dr Tim McCormac.

In Attendance: Ms Fiona Brennan and Prof. Theo Lynn.

The Chair <u>noted</u> that this will be the last meeting of Graduate Research Studies Board (GRSB) attended by Dr Gillian Lake and expressed her thanks to Dr Lake for her contributions to GRSB over the last four years.

SECTION A: MINUTES AND RELATED ISSUES

1. **Adoption of the agenda**

   The agenda was adopted.

2. **Minutes of the meeting of 25 April 2024**

   The minutes of the meeting of 25 April 2024 were **approved**.

3.   Matters arising from the minutes

Matters arising from the meeting of 25 April 2024 were **noted** as follows:

	Item no. from 25 April 2024	*Item*	*Details of decision/actions*	*Status*
3.1	7.10	PGR4, DCU Institute of Education	Decision Deferred. It was noted that there is an outstanding reciprocal arrangement query regarding the nominated External Examiner. As per Regulation 10.2.6, "a year should elapse between appointments involving the same Schools/Departments". Justification for this nomination must be provided or an alternative External Examiner nominated. The revised PGR4 must be submitted to GRSB for consideration.	Ongoing Justification for External Examiner nomination provided to Secretary. GRSB to be updated by Chair.
3.2	3.3 (Original Ref. Item 10.7, 28 March 2024)	PGR4, School of Biotechnology	Not Approved. It was noted that there is a reciprocal arrangement query with the nominated External Examiner, which has been raised with the Head of School. An alternative External Examiner is required and the revised PGR4 must be submitted to GRSB for consideration.	Closed Included on Agenda for meeting of GRSB on 30 May 2024, Item 7.2.
3.3	3.4 (Original Ref. Item 10.27, 28 March 2024)	PGR4, School of Electronic Engineering	Not Approved. It was noted that there is a reciprocal arrangement query with the nominated External Examiner, which has been raised with the Head of School. An alternative External Examiner is required and the revised PGR4 must be submitted to GRSB for consideration.	Closed Included on Agenda for meeting of GRSB on 30 May 2024, Item 7.9.

3.4	3.5 (Original Ref. Item 10.38, 28 March 2024)	PGR4, DCU Institute of Education	Not Approved. It was 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 External Examiner is required and the revised PGR4 must be submitted to GRSB for consideration.	Closed Included on Agenda for meeting of GRSB on 30 May 2024, Item 7.12.

The Chair provided an update on Item 3.1, setting out the rationale provided regarding the reciprocal arrangement query raised with the Head of School, which was considered by the Board.

The PGR4 was **not approved**. It was <u>noted</u> that an alternative External Examiner is required and the revised PGR4 may be considered by Chairs Action.

SECTION B: POLICY AND STRATEGY ISSUES

4.   Graduate researcher development

4.1   Graduate Skills Sessions, June 2024

The Graduate Studies Office provided a list of the Graduate Skills Sessions that will be delivered in June 2024. The Chair requested the Associate Deans for Research to promote these sessions in their respective faculties.

Noted

4.2   DCU Business School Structured Doctoral Pathway 2024/25
Noted

4.3.   DCU Institute of Education Structured Doctoral Pathway 2024/25
Noted

4.4   Faculty of Engineering and Computing Structured Doctoral Pathways 2024/25

    4.4.1   School of Computing
             Noted

    4.4.2   School of Electronic Engineering
        Noted

    4.4.3   School of Mechanical and Manufacturing Engineering
        Noted

    4.4.4   Centre for Doctoral Training in Advanced Metallic Systems (AMSCDT)
        Noted

    4.4.5   Centre for Research Training in Artificial Intelligence
        Noted

    4.4.6   Centre for Research Training in Digitally-Enhanced Reality (D-REAL)
        Noted

    4.4.7   Centre for Research Training in Machine Learning
        Noted

4.5   Faculty of Humanities and Social Sciences Structured Doctoral Pathways 2024/25

    4.5.1   School of Applied Language and Intercultural Studies

        4.5.6.1 GTE Revised Module – (LC603) Core and Emerging Concepts and Research Methodologies in Applied Linguistics

        The Chair informed the Board that LC603 was significantly revised for the 2024/25 academic year. It was <u>noted</u> that the revised GTE Module was only accepted as a late item to allow it to be included in the Structured Doctoral Pathway for the School of Applied Language and Intercultural Studies. The revised GTE Module was **approved** subject to the following changes being made:

        ● Change NFQ Level to 9.
        ● Include list of indicative content and/or learning activities.
        ● Revise assessment strategy: Assignment should require critique of three articles at a minimum.
        ● Provide more precise information on what is involved in directed learning and what differentiates it from online learning.
        ● Include list of learning resources.

        Noted

    4.5.2   School of Communications
           Noted

    4.5.3   School of English
           Noted

    4.5.4   Fiontar & Scoil na Gaeilge
           Noted

    4.5.5   School of History and Geography
           Noted

    4.5.6   School of Law and Government
           Noted

    4.5.7   School of Theology, Philosophy and Music
           Noted

4.6   Faculty of Science and Health Structured Doctoral Pathways 2024/25

    4.6.1   School of Biotechnology
           Noted

    4.6.2   School of Chemical Sciences
           Noted

    4.6.3   School of Health and Human Performance
           Noted

    4.6.4   School of Mathematical Sciences
           Noted

    4.6.5   School of Nursing, Psychotherapy and Community Health
           Noted

    4.6.6   School of Physical Sciences
           Noted

    4.6.7   School of Psychology
           Noted

The Chair <u>noted</u> that all Structured Doctoral Pathways should include 'Graduate Studies Office Orientation Programme' and 'Research Integrity Online Training' as part of non-accredited training. Each pathway should also make a reference to the relevant training opportunities provided by the Graduate Studies Office and include a link to its website.

The Board identified a number of inconsistencies and errors across the Structured Doctoral Pathways and the Secretary will liaise directly with relevant faculty staff to have these addressed. It was <u>noted</u> that the Structured Doctoral Pathways should be published on faculty websites by 30 June 2024 as per the template provided in 'Guidelines for the Development, Approval and Review of Graduate Training Element (GTE) Modules and Structured Doctoral Pathways'.

5.   **Thesis Submission Procedure**

The Chair informed the Board of the context for considering the thesis submission process, explaining that the Graduate Studies Office has recently consulted with DCU Library and DCU Registry regarding data protection issues arising from physical signatures being stored in electronic versions of theses uploaded to the online repository and concerns around the protocol for redacting a thesis following the final version being submitted to the library.

Arising from this consultation, the requirement for the submission of a hardbound copy of the thesis following completion of the examination process was raised. The Chair set out the advantages and disadvantages of removing the requirement for a hardbound copy of the thesis to be submitted and requiring only an electronic version, and requested GRSB to decide whether revising the submission processes should be disregarded at this stage or further consultation with key stakeholders undertaken based on the feedback from DCU Library and DCU Registry.

It was <u>noted</u> that this is not a standard operational issue and that any decision should take into account the considerable attachment to the current version of the submission procedure, in particular the emotional attachment students and supervisors have to submitting the hardbound copy of the thesis as the completion of the PhD/Masters by Research journey.

Further consultation with Faculty Research Committees, postgraduate research students and DCU alumni was **approved** to determine if there is appetite for changing the thesis submission procedure to require only an electronic version and ensure that the views of all relevant stakeholders are duly considered before any further decisions are made.

It was <u>noted</u> that a student's physical signature should no longer be recorded in the electronic version of the thesis. DCU Registry will revise the PGR 12: E-Thesis Submission Declaration Form to include the signed student declaration and indicate that only the student's typed signature should appear in the electronic version of the thesis. It was <u>noted</u> that the revised PGR12 Form will be considered at the August meeting of GRSB with the aim of implementing this revision to the thesis submissions procedure in the 2024/25 academic year.

SECTION C: INDIVIDUAL STUDENT ISSUES

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

6.1   GRSB2024/A5/6.1, School of Biotechnology
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.2   GRSB2024/A5/6.2, School of Biotechnology
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.3   GRSB2024/A5/6.3, School of Biotechnology
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.4   GRSB2024/A5/6.4, DCU Business School
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.5   GRSB2024/A5/6.5, DCU Business School
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.6   GRSB2024/A5/6.6, DCU Business School
      Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.7   GRSB2024/A5/6.7, School of Chemical Sciences
      Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.8   GRSB2024/A5/6.8, School of Chemical Sciences
      Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.9   GRSB2024/A5/6.9, School of Communications
      Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.10 GRSB2024/A5/6.10, School of Communications
      Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.11 GRSB2024/A5/6.11, School of Computing
      Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.12 GRSB2024/A5/6.12, DkIT School of Engineering
      Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1). The delay in submitting the PGR3 following completion of the oral examination was further <u>noted</u>.

6.13 GRSB2024/A5/6.13, DkIT School of Health & Science
      Approved

6.14 GRSB2024/A5/6.14, DkIT School of Health & Science
      Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1). It was further <u>noted</u> that in future a PGR4 form submitted within 12 months of a PGR3 approval should be an exceptional occurrence and a credible justification will be required.

6.15   GRSB2024/A5/6.15, School of Electronic Engineering
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.16   GRSB2024/A5/6.16, School of History & Geography
        Approved

6.17   GRSB2024/A5/6.17, School of History & Geography
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.18   GRSB2024/A5/6.18, School of History & Geography
        Approved

6.19   GRSB2024/A5/6.19, School of Human Development
        Approved

6.20   GRSB2024/A5/6.20, School of Human Development
        Approved

6.21   GRSB2024/A5/6.21, School of Law and Government
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.22   GRSB2024/A5/6.22, School of Law and Government
        Approved – The delay in submitting the PGR3 following completion of the oral examination was <u>noted</u>.

6.23   GRSB2024/A5/6.23, School of Mechanical & Manufacturing Engineering
        Approved subject to Registry confirming publication details of articles with Principal Supervisor(s).

6.24   GRSB2024/A5/6.24, School of Mechanical & Manufacturing Engineering
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1). It was further <u>noted</u> that a R103 is required to confirm membership of the supervisory panel.

6.25   GRSB2024/A5/6.25, School of Nursing, Psychotherapy & Community Health
        Approved

6.26   GRSB2024/A5/6.26, School of Nursing, Psychotherapy & Community Health
        Approved

6.27   GRSB2024/A5/6.27, School of Physical Sciences
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.28   GRSB2024/A5/6.28, School of Policy & Practice
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

6.29   GRSB2024/A5/6.29, School of Theology, Philosophy & Music
        Approved

6.30   GRSB2024/A5/6.30, School of Physical Sciences
        Approved – It was <u>noted</u> that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

7.   **Appointment of internal and external examiners (PGR4)**

7.1   GRSB2024/A5/7.1, PhD, School of Applied Language & Intercultural Studies
        Approved

7.2   GRSB2024/A5/7.2, MSc, School of Biotechnology
        Approved

7.3   GRSB2024/A5/7.3, PhD, DCU Business School
        Approved – It was <u>noted</u> that there is no record of the Independent Chairperson having completed the required training. They should complete the necessary training for chairing a viva voce examination if they have not already done so.

7.4   GRSB2024/A5/7.4, PhD, School of Chemical Sciences
        Approved

7.5   GRSB2024/A5/7.5, PhD, School of Communications
        Approved

7.6   GRSB2024/A5/7.6, PhD, DkIT School of Health & Science
        Approved

7.7   GRSB2024/A5/7.7, PhD, DkIT School of Informatics & Creative Arts
       Approved

7.8   GRSB2024/A5/7.8, PhD, DkIT School of Informatics & Creative Arts
       Approved

7.9   GRSB2024/A5/7.9, PhD, School of Electronic Engineering
       Approved

7.10   GRSB2024/A5/7.10, PhD, School of History & Geography
       Approved

7.11   GRSB2024/A5/7.11, PhD, School of Human Development
       Not Approved – The Board considered the rationale provided regarding the reciprocal
       arrangement query raised with the Head of School. It was noted that an alternative External
       Examiner is required and the revised PGR4 may be considered by Chairs Action.

7.12   GRSB2024/A5/7.12, EdD, DCU Institute of Education
       Approved

7.13   GRSB2024/A5/7.13, EdD, DCU Institute of Education
       Approved – It was noted that there is no record of the Independent Chairperson having
       completed the required training. They should complete the necessary training for chairing a
       viva voce examination if they have not already done so.

7.14   GRSB2024/A5/7.14, MEng, School of Mechanical & Manufacturing Engineering
       Not Approved – The Board considered the rationale provided regarding the reciprocal
       arrangement query raised with the Head of School. It was noted that an alternative External
       Examiner is required and the revised PGR4 may be considered by Chairs Action.

7.15   GRSB2024/A5/7.15, PhD, School of Mechanical & Manufacturing Engineering
       Approved

7.16   GRSB2024/A5/7.16, MSc, School of Physical Sciences
       Approved

7.17   GRSB2024/A5/7.17, PhD, School of Theology, Philosophy & Music
       Approved

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

8.1   GRSB2024/A5/8.1, School of Arts Education & Movement
        Decision Deferred – It was <u>noted</u> that further information is required regarding how the
        student will conduct their research while residing abroad and their work commitments
        during this period; the communication schedule for the 2024/25 academic year; and
        whether there are arrangements in place for local supervision and if the student will have
        access to library resources. The revised PGR13 may be considered by Chair's Action.

8.2   GRSB2024/A5/8.2, School of Language, Literacy & Early Childhood Education
        Decision Deferred – It was <u>noted</u> that the date of ethical approval should be confirmed
        given the date of entry to the programme. It was further <u>noted</u> that additional information is
        required regarding whether there are arrangements in place for local supervision and if the
        student will have access to library resources. The revised PGR13 may be considered by
        Chair's Action.

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

9.1   GRSB2024/A5/9.1, PhD, DCU Business School
        Approved – It was <u>noted</u> that the student should consider PhD by monograph if publications
        are not confirmed by December 2024.

9.2   GRSB2024/A5/9.2, PhD, School of Communications
        Decision Deferred – It was <u>noted</u> that a timeline to submission should be provided, which
        includes a schedule of meetings, key milestones and agreed deliverables. The revised PGR14
        may be considered by Chair's Action.

9.3   GRSB2024/A5/9.3, PhD, School of Human Development
        Approved – It was <u>noted</u> that the thesis should be submitted as per the indicated timeline.

9.4   GRSB2024/A5/9.4, EdD, DCU Institute of Education
        Approved – It was <u>noted</u> that the thesis should be submitted as per the indicated timeline.

9.5   GRSB2024/A5/9.5, PhD, School of Nursing, Psychotherapy & Community Health
        Approved - It was <u>noted</u> that the Principal Supervisor(s) should ensure there is a plan in
        place for the thesis to be submitted as per the indicated timeline.

9.6   GRSB2024/A5/9.6, PhD, School of Psychology
        Approved

10.   Request to Host a Fully Online Viva Voce
GRSB2024/A5/10.1, PhD, School of Computing
<u>Approved</u>

11.   Any other business

There were no items of other business.

Signed: _____   Date: _____

Date of next meeting

Thursday, 15 August 2024

10.00 a.m.

A204, Glasnevin Campus