

GRADUATE RESEARCH STUDIES BOARD

MINUTES

Thursday, 28 March 2024

10:00 am – 1:00 pm

A204, Glasnevin Campus

Present: Dr Conor Brennan, Ms Lisa Buckley, Ms Isabelle Caulfield, Ms Nuala Clancy, Dr Maura Coulter, Prof Timo Gans, 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: Prof. Edel Conway

In Attendance: Ms Fiona Brennan

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted.

2. Minutes of the meeting of 15 February 2024

The minutes of the meeting of 15 February 2024 were **approved**.

3. Matters arising from the minutes

Matters arising from the meeting of 15 February 2024 were **noted** as follows:

	<i>Item no. from 15 February 2024</i>	<i>Item</i>	<i>Details of decision/actions</i>	<i>Status</i>
3.1	7.7	PGR3, School of Electronic Engineering	Decision Deferred. It was noted that the affiliation of the student needs to be changed and, subsequently, the PGR3 must be resubmitted to GRSB for consideration. It was further noted that the candidate has accumulated 31 months and should have undergone the process for confirmation on the PhD Register between 12 and 21 months as per Academic Regulation 8.2.1.	Ongoing Registry awaiting response from Principal Supervisor(s).
3.2	3.2 (Original Ref. Item 9.1, 30 November 2023)	PGR14, DCU Business School	Approved. It was noted that the student will be readmitted to Year 5 Part-Time and that the Principal Supervisor should confirm the date of readmission. Please Note: Registry was informed that the candidate intends to register in the 2024/25 academic year, which is in contrast to the detail provided in the PGR14 considered by GRSB.	Complete The application has been approved for re-admission to Year 5, part-time on the PhD-track register for Academic Year 2024/25 on the condition that the PGR3 confirmation exercise onto the full PhD Register is conducted before the end of December 2024.

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3.3	6	Updates to Academic Regulations for Postgraduate Degrees by Research and Thesis 2024-25	Proposed change to Academic Regulation 9.2.3 was not approved. It was noted that revised wording for this proposed change will be presented at the next meeting of GRSB, alongside revisions to the PGR12 Form to provide guidance on the inclusion of a candidate's signature in the thesis and accompanying materials.	Complete Included on Agenda for meeting of GRSB on 28 March 2024, Item 6.
3.4	7.1	PGR3, School of Chemical Science	Decision Deferred. It was noted that confirmation is required that the format of the PhD is by publication and full citations for each of the publications to date should be provided. The revised PGR3 must be submitted to GRSB for consideration. It was further noted that the candidate has accumulated 40 months and should have undergone the process for confirmation on the PhD Register between 12 and 21 months as per Academic Regulation 8.2.1. "	Complete Included on Agenda for meeting of GRSB on 28 March 2024, Item 9.4.
3.5	7.9	PGR3, School of Law & Government	Decision Deferred. It was noted that changes to the composition of the supervisory panel need to be confirmed following a meeting of the Faculty Research Committee in the Faculty of Humanities and Social Sciences. The revised PGR3 must be submitted to GRSB for consideration.	Complete Included on Agenda for meeting of GRSB on 28 March 2024, Item 9.19.
3.6	8.5	PGR4, DCU Institute of Education	Decision Deferred. It was noted that there is a reciprocal arrangement query with the nominated External Examiner, which has been raised with the Head of School. The revised PGR4 must be submitted to GRSB for consideration.	Complete Included on Agenda for meeting of GRSB on 28 March 2024, Item 10.41.

3.7	N/A (Original Ref. Item 5, 18 January 2024)	GTE Modules / Doctoral Pathways Approval Process	The Secretary is to share 'Guidelines for the Development, Approval and Review of Graduate Training Element (GTE) Modules and Structured Doctoral Pathways' with the Associate Deans for Research, who were asked to provide feedback on the process and guidelines following consultation with the relevant staff in their respective faculties. The revised document will be considered at the March meeting of GRSB, so that the process can be implemented for GTE Modules and Structured Doctoral Pathways for the 2024/25 academic year.	Complete Included on Agenda for meeting of GRSB on 28 March 2024, Item 5.
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The Chair provided an update on Item 3.3. The proposed change to the regulations relating to the inclusion of a candidate's e-signature have been removed. The Chair will engage with the relevant stakeholders from across the University over the coming months to consider the various implications of removing a candidate's e-signature from their thesis before any further changes to the regulations are proposed.

SECTION B: POLICY AND STRATEGY ISSUES

4. Graduate researcher development

4.1 Graduate Skills Sessions, April 2024

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

Noted

5. GTE Modules / Doctoral Pathways Approval Process

The revised approval and review processes for Graduate Training Element (GTE) Modules and Structured Doctoral Pathways was first considered by GRSB at its meeting on 18 January 2024. The Associate Deans for Research were asked to circulate the document, 'Guidelines for the Development, Approval and Review of Graduate Training Element (GTE) Modules and Structured Doctoral Pathways', amongst relevant staff in their respective faculties in order to obtain feedback on the proposed revisions to the processes.

Feedback provided by the Faculty of Engineering and Computing and the Faculty of Humanities and Social Sciences was considered by the Board. The Chair proposed that a cyclical review process is adopted for GTE Modules, which would involve a faculty reviewing 50% of its GTE Modules that are not part of an accredited taught programme once every three years. This review will include analysis of enrolment and completion data. The Faculty Research Committee will be responsible for coordinating the review and submitting the report to Graduate Research Studies Board (GRSB) for noting.

Approved subject to the following changes being made:

- Include "Faculty/School" in Section 2.1 (Guidance for Maintaining School Pathway Documents) and Section 2.2 (Approval of Structured Doctoral Pathways).
- Replace "Faculty Graduate Research Assessment Board and approved by the Faculty Awards Boards for Research Degrees" with "GTE (Graduate Training Elements) Award Board" in Section 1.3 (Ownership & Administration).

'Guidelines for the Development, Approval and Review of Graduate Training Element (GTE) Modules and Structured Doctoral Pathways' will be hosted on the Graduate Studies Office website. The Associate Deans for Research will be informed when the document is available and asked to inform all relevant staff who are involved in the development, approval and review of GTE Modules and Structured Doctoral Pathways.

6. Updates to Academic Regulations for Postgraduate Degrees by Research and Thesis 2024-25

The Chair explained the rationale for each of the proposed changes to *Academic Regulations for Postgraduate Degrees by Research and Thesis*, which are additional to those approved by the Board on 15 February 2024. The following changes were **approved**. Deletion of existing text is indicated by a ~~striketrough~~, while the addition of new text is indicated by an underline.

9.1 Formats of Research Thesis

9.1.2: Minimum wordcount removed to address inconsistency across different formats of PhD and to direct candidates toward specific guidelines, which will be revised for the 2024/25 academic year: “An accompanying set of chapters, ~~no less than 10,000 words in length~~ which sets the papers in the context of existing literature, gives a detailed overview of the theme(s) common to all papers included in the thesis, argues the coherence of these publications, and justifies the methodology adopted. This overarching critical document should evaluate the contribution that the research in the submitted publications makes to the advancement of knowledge in the research area. Candidates should consult the specific guidelines on PhD Thesis by Publication for more information” (pp.22).

9.1.3: Minimum wordcount removed to address inconsistency across different formats of PhD and to direct candidates toward specific guidelines, which will be revised for the 2024/25 academic year: “An accompanying overarching critical commentary, ~~of no less than 20,000 words in length. This overarching critical document~~ which should detail the research questions addressed through the medium of the artefact(s), sets the artefact(s) in the context of existing literature, give a detailed overview of the theme(s) common to all elements included, argue the coherence of the submission and justify the methodology adopted. It should evaluate the contribution that the research presented in the submitted artefact makes to the advancement of knowledge in the research area. Candidates should consult the specific guidelines on PhD Thesis by Artefact for more information” (pp. 23).

9.1.4: Minimum wordcount removed to address inconsistency across different formats of PhD and to direct candidates toward specific guidelines, which will be revised for the 2024/25 academic year: “An accompanying overarching critical commentary, ~~of no less than 30,000 words in length. This overarching critical document~~ which should detail the research questions addressed through the medium of the creative work / performance in the context of existing practice, give a detailed overview of the theme(s) common to all elements included, argue the coherence of the submission, and justify the methodology adopted.

It should evaluate the contribution that the research presented in the creative work/performance makes to the advancement of knowledge in the field. Candidates should consult the specific guidelines on PhD Thesis through Creative and/or Performance Practice for more information” (pp. 23).

9.3 Thesis Ownership and Access

9.3.5: Inclusion of additional regulation following request from OCOO, which indicates how requests to restrict access to or redact parts of a thesis following publication will be managed in the first instance: “In exceptional circumstances, following, for example, legislative changes affecting data protection and personal data rights, it may be necessary to restrict access to a thesis or redact parts of it. If such cases arise, the Dean of Graduate Studies will be the first point of contact for initiating discussions with the relevant university parties” (pp. 27).

The following additional changes were requested and **approved** by the Board to ensure consistency across all postgraduate research programmes.

9.1 Formats of Research Thesis

9.1.7: Minimum wordcount removed to address inconsistency across different formats of Masters by Research and to direct candidates toward specific guidelines, which will be revised for the 2024/25 academic year: “An accompanying commentary ~~of no less than 15,000 words in length. This overarching critical document, which~~ should detail the research questions addressed through the medium of the artefact(s), sets the artefact(s) in the context of existing literature, give a detailed overview of the theme(s) common to all elements included, argue the coherence of the submission and justify the methodology adopted. It should evaluate the contribution that the research presented in the submitted artefact makes to the advancement of knowledge in the research area. Candidates should consult the specific guidelines on Master of Arts by Artefact for more information” (pp. 24).

9.1.8: Minimum wordcount removed to address inconsistency across different formats of Masters by Research and to direct candidates toward specific guidelines, which will be revised for the 2024/25 academic year: “An accompanying commentary, ~~of no less than 15,000 words in length. This overarching critical document which~~ should detail the research questions addressed through the medium of the creative work / performance in the context of existing practice, give a detailed overview of the theme(s) common to all elements included, argue the coherence of the submission, and justify the methodology adopted. It should evaluate the contribution that the research presented in the creative work/performance makes to the advancement of knowledge in the field. Candidates should consult the specific guidelines on Master of Arts through Creative and/or Performance Practice for more information” (pp. 24).

7. Updates to 'Guide to Good Practice in the Recruitment and Selection of Research Students'

The Chair informed members that 'Guide to Good Practice in the Recruitment and Selection of Research Students' was reviewed in light of recent developments in Generative AI and updated to provide more explicit guidance to staff for the recruitment of graduate research students. The Chair called particular attention to the list of topics that should be considered during the interview stage to ensure alignment of expectations between DCU and the prospective candidate, and the recommendations provided for interviewing prospective candidates to help mitigate against the use of Generative AI in applications.

Approved subject to the addition of the underlined text: "Expectations regarding students' teaching and learning support duties (pp. 3).

'Guide to Good Practice in the Recruitment and Selection of Research Students' will be hosted on the Graduate Studies Office website. The Associate Deans for Research will be informed when the document is available and asked to inform all relevant staff who are involved in the recruitment of postgraduate research students.

8. English Language Derogation Report

8.1 Faculty of Engineering and Computing

Noted

8.2 Faculty of Science and Health

Noted

The Associate Deans for Research, Dr Conor Brennan and Prof. Timo Gans respectively, confirmed that both faculties intend to continue to use the English language derogation. The Chair informed both Associate Deans for Research that the next report should cover the 2023/24 and 2024/25 academic years. The report will be requested for consideration at the meeting of GRSB in October 2025.

SECTION C: INDIVIDUAL STUDENT ISSUES**9. Applications for transfer to the PhD Register or confirmation on the PhD Register (PGR3)**

- 9.1 GRSB2024/A3/9.1, School of Biotechnology
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.2 GRSB2024/A3/9.2, DCU Business School
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.3 GRSB2024/A3/9.3, School of Chemical Sciences
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.4 GRSB2024/A3/9.4, School of Chemical Sciences
Approved
- 9.5 GRSB2024/A3/9.5, School of Chemical Sciences
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.6 GRSB2024/A3/9.6, School of Communications
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.7 GRSB2024/A3/9.7, School of Computing
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.8 GRSB2024/A3/9.8, School of Computing
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).

- 9.9 GRSB2024/A3/9.9, School of Computing
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.10 GRSB2024/A3/9.10, School of Computing
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.11 GRSB2024/A3/9.11, School of Computing
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.12 GRSB2024/A3/9.12, School of Computing
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.13 GRSB2024/A3/9.13, DkIT School of Informatics and Creative Arts
Approved
- 9.14 GRSB2024/A3/9.14, School of Electronic Engineering
Approved
- 9.15 GRSB2024/A3/9.15, School of Health and Human Performance
Approved
- 9.16 GRSB2024/A3/9.16, School of Health and Human Performance
Approved
- 9.17 GRSB2024/A3/9.17, School of Health and Human Performance
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.18 GRSB2024/A3/9.18, School of Health and Human Performance
Approved
- 9.19 GRSB2024/A3/9.19, School of Law and Government
Approved

- 9.20 GRSB2024/A3/9.20, School of STEM Education, Innovation and Global Studies
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 9.21 GRSB2024/A3/9.21, Fiontar agus Scoil na Gaeilge
Approved – It was noted that the candidate has exceeded the expected time to undergo the procedure for confirmation on the PhD Register (see Academic Regulation 8.2.1).
- 10. Appointment of internal and external examiners (PGR4)**
- 10.1 GRSB2024/A3/10.1, PhD, School of Applied Language & Intercultural Studies
Not Approved – It was noted that there is a potential conflict of interest between the Principal Supervisor and the External Examiner (see Academic Regulation 10.2.10). An alternative External Examiner is required and the revised PGR4 must be submitted to GRSB for consideration.
- 10.2 GRSB2024/A3/10.2, PhD, School of Applied Language & Intercultural Studies
Approved
- 10.3 GRSB2024/A3/10.3, PhD, School of Biotechnology
Approved
- 10.4 GRSB2024/A3/10.4, PhD, School of Biotechnology
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.
- 10.5 GRSB2024/A3/10.5, PhD, School of Biotechnology
Approved
- 10.6 GRSB2024/A3/10.6, MSc, School of Biotechnology
Approved
- 10.7 GRSB2024/A3/10.7, MSc, School of Biotechnology
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.

- 10.8 GRSB2024/A3/10.8, PhD, School of Biotechnology
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.
- 10.9 GRSB2024/A3/10.9, PhD, DCU Business School
Approved – It was noted that there is no record of the Internal Examiner having completed the required training. They should undertake the necessary examiner training provided by the Graduate Studies Office if they have not already done so.
- 10.10 GRSB2024/A3/10.10, PhD, DCU Business School
Approved
- 10.11 GRSB2024/A3/10.11, PhD, School of Computing
Approved
- 10.12 GRSB2024/A3/10.12, PhD, School of Computing
Approved
- 10.13 GRSB2024/A3/10.13, PhD, School of Computing
Approved
- 10.14 GRSB2024/A3/10.14, MSc, School of Computing
Approved – It was noted that there is no record of the Internal Examiner having completed the required training. They should undertake the necessary examiner training provided by the Graduate Studies Office if they have not already done so.
- 10.15 GRSB2024/A3/10.15, PhD, School of Computing
Approved
- 10.16 GRSB2024/A3/10.16, PhD, School of Computing
Approved
- 10.17 GRSB2024/A3/10.17, PhD, School of Computing
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.

- 10.18 GRSB2024/A3/10.18, PhD, School of Computing
Approved
- 10.19 GRSB2024/A3/10.19, PhD, DkIT School of Business and Humanities
Approved
- 10.20 GRSB2024/A3/10.20, PhD, DkIT School of Health and Science
Approved
- 10.21 GRSB2024/A3/10.21, PhD, DkIT School of Informatics & Creative Arts
Approved
- 10.22 GRSB2024/A3/10.22, PhD, School of Electronic Engineering
Approved – It was noted that Registry is liaising with the Principal Supervisor to resolve queries regarding the composition of the supervisory panel.
- 10.23 GRSB2024/A3/10.23, PhD, School of Electronic Engineering
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.
- 10.24 GRSB2024/A3/10.24, PhD, School of Electronic Engineering
Approved
- 10.25 GRSB2024/A3/10.25, PhD, School of Electronic Engineering
Approved
- 10.26 GRSB2024/A3/10.26, PhD, School of Electronic Engineering
Approved
- 10.27 GRSB2024/A3/10.27, PhD, 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.
- 10.28 GRSB2024/A3/10.28, PhD, School of Electronic Engineering
Approved

- 10.29 GRSB2024/A3/10.29, PhD, School of English
Approved
- 10.30 GRSB2024/A3/10.30, PhD, School of English
Approved
- 10.31 GRSB2024/A3/10.31, PhD, School of Health & Human Performance
Approved
- 10.32 GRSB2024/A3/10.32, PhD, School of Health & Human Performance
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.
- 10.33 GRSB2024/A3/10.33, PhD, School of History & Geography
Approved
- 10.34 GRSB2024/A3/10.34, PhD, School of Human Development
Approved
- 10.35 GRSB2024/A3/10.35, PhD, School of Inclusive & Special Education
Approved
- 10.36 GRSB2024/A3/10.36, PhD, School of Inclusive & Special Education
Approved
- 10.37 GRSB2024/A3/10.37, EdD, DCU Institute of Education
Approved – Subject to the Chair verifying that the External Examiner has experience in supervising research students to completion at the level of the award being sought.
- 10.38 GRSB2024/A3/10.38, EdD, 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.
- 10.39 GRSB2024/A3/10.39, EdD, DCU Institute of Education
Approved

- 10.40 GRSB2024/A3/10.40, EdD, DCU Institute of Education
Approved
- 10.41 GRSB2024/A3/10.41, EdD, DCU Institute of Education
Approved
- 10.42 GRSB2024/A3/10.42, EdD, DCU Institute of Education
Approved
- 10.43 GRSB2024/A3/10.43, EdD, DCU Institute of Education
Approved
- 10.44 GRSB2024/A3/10.44, EdD, DCU Institute of Education
Approved
- 10.45 GRSB2024/A3/10.45, EdD, DCU Institute of Education
Approved
- 10.46 GRSB2024/A3/10.46, EdD, DCU Institute of Education
Approved
- 10.47 GRSB2024/A3/10.47, EdD, DCU Institute of Education
Approved
- 10.48 GRSB2024/A3/10.48, EdD, DCU Institute of Education
Approved
- 10.49 GRSB2024/A3/10.49, PhD, School of Language, Literacy & Early Childhood 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.
- 10.50 GRSB2024/A3/10.50, PhD, School of Language, Literacy & Early Childhood Education
Approved
- 10.51 GRSB2024/A3/10.51, PhD, School of Mathematical Sciences
Approved

- 10.52 GRSB2024/A3/10.52, DPsych, School of Nursing, Psychotherapy & Community Health
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.
- 10.53 GRSB2024/A3/10.53, DPsych, School of Nursing, Psychotherapy & Community Health
Approved
- 10.54 GRSB2024/A3/10.54, DPsych, School of Nursing, Psychotherapy & Community Health
Approved
- 10.55 GRSB2024/A3/10.55, PhD, School of Nursing, Psychotherapy & Community Health
Approved - Subject to the nomination of an alternative Independent Chairperson to address the gender mix.
- 10.56 GRSB2024/A3/10.56, DPsych, School of Nursing, Psychotherapy & Community Health
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.
- 10.57 GRSB2024/A3/10.57, PhD, School of Physical Sciences
Approved
- 10.58 GRSB2024/A3/10.58, PhD, School of Policy and Practice
Approved
- 10.59 GRSB2024/A3/10.59, PhD, School of Theology, Philosophy & Music
Approved
- 10.60 GRSB2024/A3/10.60, PhD, School of Theology, Philosophy & Music
Approved
- 10.61 GRSB2024/A3/10.61, PhD, School of Theology, Philosophy & Music
Approved
- 10.62 GRSB2024/A3/10.62, PhD, School of Theology, Philosophy & Music
Approved

10.63 GRSB2024/A3/10.63, PhD, School of Theology, Philosophy & Music
Approved

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

11.1 GRSB2024/A3/11.1, School of Applied Language & Intercultural Studies
Decision Deferred – It was noted that a number of revisions need to be made to the PGR13 in order for GRSB to make its decision. The revised PGR13 must be submitted to GRSB for consideration.

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

12.1 GRSB2024/A3/12.1, PhD, School of Applied Language & Intercultural Studies
Approved – It was noted that a suspension of study cannot be applied retrospectively.

12.2 GRSB2024/A3/12.2, PhD, School of Biotechnology
Approved

12.3 GRSB2024/A3/12.3, PhD, DCU Business School
Approved – It was noted that the chosen PhD format should be discussed with the candidate given the requirements for PhD by publication and the number of extension requests to date.

12.4 GRSB2024/A3/12.4, PhD, School of History & Geography
Approved – It was noted that the candidate is registered as full-time and appears to be in full-time employment at the same time.

12.5 GRSB2024/A3/12.5, PhD, School of Human Development
Approved

12.6 GRSB2024/A3/12.6, EdD, DCU Institute of Education
Approved

12.7 GRSB2024/A3/12.7, EdD, DCU Institute of Education
Approved

12.8 GRSB2024/A3/12.8, PhD, School of STEM Education, Innovation & Global Studies

Approved

12.9 GRSB2024/A3/12.9, PhD, School of STEM Education, Innovation & Global Studies

Approved

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

13.1 GRSB2024/A3/13.1, EdD, DCU Institute of Education

Approved – It was noted that the student must audit Professionalism and Leadership (ED9026) and, once received from their previous institution, provide the Chair with confirmation that they are in good financial standing, there are no disciplinary proceedings underway and there are no IP transfer issues.

14. Any other business

14.1 Registry reminded members that the annual progress review should be completed as soon as possible and the Annual Review Report (PGR2) submitted by the deadline of 28 June 2024 at the very latest. The system will be live in mid-April and it is crucial that this timeline is adhered to due to the implementation of the next release from the Student Information System (SIS) Programme. The Chair requested the Associate Deans for Research to raise this at their Faculty Research Committee and to remind Principal Supervisors that they should meet with the candidate before the PGR2 process is initiated on the system.

14.2 The Chair informed members that four learning and development courses relating to the supervision and examination of postgraduate research students and completion of the associated documentation are scheduled to take place from April to May 2024. The courses include 'Research Supervisory Panel Meetings', 'Masters by Research/Doctorate Supervisory Styles', 'Understanding the Postgraduate Examination Process' and Chairing a Viva Voce'.

The Chair requested the Associate Deans for Research to bring these courses to the attention of the Heads of School and other relevant staff in their respective faculties.

- 14.3 The Chair expressed gratitude to supervisors who are completing the procedure for confirming students on the PhD Register and submitting the PGR3 Form to Registry within the required timeframe. The Chair called attention to the significant number of cases when this procedure is not completed within the required timeframe and the PGR3 Form is submitted late. This undermines the purpose behind the transfer procedure, creates an additional workload for Registry and could potentially lead to an appeal by the candidate on the grounds of a failure to adhere to academic regulations or evidence of a material administrative error.

The Chair requested the Associate Deans for Research to raise this issue at their Faculty Research Committee and remind colleagues that the timeframe set out in *Academic Regulations for Postgraduate Degrees by Research and Thesis* (AR 8.2.1) must be adhered to.

It was noted that, for candidates who commenced their research in the 2023/24 academic year onward, 12 months must elapse between submitting an application for confirmation on the PhD Register (PGR3) and providing notification of the candidate's intention to submit their thesis for examination (PGR4).

Signed: _____

Date: _____

Date of next meeting

Thursday, 25 April 2024

10.00 a.m.

A204, Glasnevin Campus