

UNIVERSITY OF DUBLIN

TRINITY COLLEGE

GRADUATE STUDIES COMMITTEE

DRAFT Minutes of the meeting held at 9.00 a.m. on Thursday 7th April 2011
Boardroom, Provost's House

Present: Professor Veronica Campbell, Dean of Graduate Studies (*Chair*),
Directors of Teaching and Learning (Postgraduate) as follows:
Dr Derek Nolan, School of Biochemistry and Immunology
Dr Martin Fellenz, School of Business
Dr Stephen Connon, School of Chemistry
Dr Siobhán Clarke, School of Computer Science and Statistics
Dr Claire Healy, School of Dental Science
Dr Paula Quigley, School of Drama, Film & Music
Dr Carmel O'Sullivan, School of Education
Professor Brian Broderick, School of Engineering
Dr Sam Slote, School of English
Dr Joseph Clarke, School of Histories & Humanities
Dr Caitriona Leahy, School of Languages, Literatures and Cultural Studies
Dr Neville Cox, School of Law
Dr Jeffrey Kallen, School of Linguistic, Speech and Communication Sciences
Dr John Gormley, School of Medicine
Ms Anne-Marie Brady, School of Nursing and Midwifery
Dr Andrew Harkin, School of Pharmacy & Pharmaceutical Sciences
Dr Mauro Ferreira, School of Physics
Dr Gillian Wylie, Aspirant School of Religions, Theology and Ecumenics
Dr Gail McElroy, School of Social Sciences and Philosophy
Dr Eoin O'Sullivan, School of Social Work and Social Policy

Dr Patrick Geoghegan, Associate Dean of Research
Ms Alexandra Anderson, CAPSL Representative (*Ex officio*)
Ms Dearbhail Lawless, Graduate Students' Union President (*Ex officio*)
Ms Simone Cameron-Coen, Graduate Students' Union Vice-President (*Ex officio*)
Mr Trevor Peare, Keeper of Readers' Services (in attendance *Ex officio*)

Apologies: Directors of Teaching and Learning (Postgraduate) as follows:
Professor Tim Foster, School of Genetics and Microbiology
Dr Stefan Sint, School of Mathematics
Dr Robin Edwards, School of Natural Sciences

Mr John Lawlor, Information Systems Services Representative (in attendance *Ex officio*)

In attendance: Ms Jennifer Hill, Graduate Studies Office, Secretary to the meeting
(*Ex officio*)
Ms Helen Thornbury, Graduate Studies Office

GS/10-11/043 Minutes of 3rd March 2011

The minutes of the meeting of 3rd March 2011 were approved by the Committee as circulated.

GS/10-11/044 Matters Arising

Following confirmation by the Dean of the necessity to submit the Module Description Forms for the postgraduate module e-book as discussed at the 3rd March meeting (GS/10-11/039), some queries were raised by two Schools. The Dean clarified that the information gathered for the e-book would also be used for the GeneSIS project in an effort to dovetail both data collection exercises. This approach had been agreed with the GeneSIS team. The webform had been approved by the Graduate Education Strategy Implementation Group (the composition of this group, including academic and administrative staff, was approved by the Graduate Studies Committee at the meeting held on 14th October 2010 (GS/10-11/006)).

It was confirmed that the web form can be made available as an excel spreadsheet if required.

While the Dean acknowledged the short time frame, it was confirmed that the GeneSIS project is a priority and requests for this type of information should be responded to promptly. The Dean thanked those Schools who had already submitted module information for the postgraduate module e-book.

Following discussion at the previous Graduate Studies Committee meeting of 3rd March a query was raised regarding the Taught Postgraduate Courses – Overview of Student Numbers document (GS/10-11/042) highlighting the number of students enrolled on courses. It was confirmed by the Dean that this document was circulated only to raise awareness of those courses with low numbers and prompt discussion within Schools of how they wish to approach this.

GS/10-11/045 Postgraduate Diploma in Special Care Dentistry

The Dean introduced Professor June Nunn and Dr Caoimhin Mac Giolla Phadraig and asked them to speak to the item.

Professor Nunn explained that there is currently no suitable course for dentists who want to receive postgraduate training in the area of Special Care Dentistry, while maintaining their employment and income. The School of Dental Science do offer a Professional Doctorate in Dental Surgery specializing in Special Care Dentistry, however this takes three years to complete and the time and financial commitments associated with this have meant that private practitioners and employers (Health Service Executive) have been unable to commit dentists to this programme. As a result the Postgraduate Diploma in Special Care Dentistry has been developed.

This will be an 18-month part-time programme including 21 study days and 40 clinical attachment sessions (half-days) held in the DDUH and affiliated centres. The programme is designed to equip dentists with the knowledge, skills and experience to safely and effectively provide a high standard of care to people with special care needs in their own clinics.

It was clarified that a commitment towards release and funding of prospective students has been received from management within HSE dental services.

The Committee considered that as the course is run over 18 months the second intake would be in January 2013 with an application closing date of October 2012. It was made clear that this would not be feasible due to the PAC system re-opening for September 2013 entrants in August 2012; the School was advised to introduce an earlier closing date. While it is understood that the 18-month programme had been proposed due to the type of training involved and access to the appropriate groups of patients, the School of Dental Science

agreed to review the course to investigate the possibility of running the programme over one year after the first intake.

The Committee had several queries and recommended changes to the proposal including the following:

- Submission of a final amended Financial Schedule.
- Clarification on what would happen should a student fail a repeat examination.
- Clarification regarding the variation of ECTS across modules.

The Dean confirmed the course will require accreditation from the Dental Council of Ireland and that this accreditation will take the place of an external review. The committee approved the course for submission to the University Council subject to the above amendments and the completed accreditation.

GS/10-11/046 Diplomates and Upgrade to Masters

The Dean spoke to the circulated memo and explained that its purpose was to address whether there is a need to change the current regulation that restricts students who exit with a Diploma from proceeding to a Masters award within the same course at a future date.

There was substantial discussion regarding the memo and while the Committee was very supportive of changing this regulation they did not recommend at this time that a Postgraduate Diploma awarded by another institution may be considered as a suitable qualification for entry to upgrade to Masters level in Trinity College. It was agreed that this point would be reconsidered once the new regulation was in place and it was possible to form a better idea of students using this route.

There was some discussion regarding issuing an administrative fee to a student who rescinds their Postgraduate Diploma and it was agreed that this should be in place.

The Committee approved the regulation change for submission to the University Council subject to amendments as above.

GS/10-11/047 Annual Progress Report / Examiners Nomination Form

The Dean reminded the Committee of the need to have an Annual Progress Report form completed for each research student at the end of each year of registration. Currently, compliance with this requirement is poor. Completion of this form should be seen as a way of monitoring the progress of the students and can also be used for tracking whether a student has taken modules as per their structured Ph.D. programme. As agreed by the Committee, the form will be amended with extra questions regarding the modules and a further amendment will indicate that the form should be returned to the Director of Teaching and Learning (Postgraduate) instead of the Head of School.

The Examiners Nomination form is also to be amended to require confirmation that all taught elements of the Ph.D. programme have been completed.

GS/10-11/048 Dean of Graduate Studies' Annual Report

The Dean confirmed the following:

- the Annual Report includes data from the academic year 2009-2010 and shows a 2.5% increase in postgraduate students, with the majority of this increase being research students.
- 12% of registered postgraduate students are from outside the EU.
- Although there were nine new courses introduced in 2009-2010, there was a reduction in taught postgraduate students and a considerable number of courses ran with less than 10 students or did not run at all due to low numbers.
- 336 research theses were examined and the majority of these examinations took between six and eight months. It was highlighted that the request to nominate

examiners should be responded to immediately and pre-approval of examiners can be done before a student submits their thesis.

- A substantial number of students continue to apply for a Travel Grant.
- The Graduate Studies Office now has a presence on both Facebook and Twitter and the Committee was requested to submit any information they wished to be posted on these sites.
- As the report is for 2009-2010 it only includes brief information on the Innovation Academy including the appointment of coordinators and approval of modules, however much more detailed information will be provided in next year's annual report.
- The Dean noted that the admissions data provided in the report is volatile as students are still registering but this data does indicate that registered student numbers are down for the academic year 2010-2011. It was confirmed that colleagues at other Irish institutions have reported this same trend.
- Positively, the number of students who fall outside of the recommended time-scale for completion is down.
- The number of registered non-EU taught students is low and it is essential that this figure is increased, with the College target being 15-20%

Section B for noting and approval

1. The Committee noted and approved the Calendar Part 2 changes for the Schools of Computer Science and Statistics, English, Languages, Literatures and Cultural Studies and Nursing and Midwifery subject to the following amendments:
 - School of English: Page 125 (48.5) should read: Two option modules at 10 each = 30 ECTS
 - School of Languages, Literatures and Cultural Studies: ECTS are to be included in entry 31 M.Phil. Comparative Literature.
2. The Committee noted and approved the new strand proposal in Child Health and Wellbeing for the M.Sc. in Nursing and it was agreed that following the review by the Bologna Desk, the revised learning outcomes would be included in the final proposal.
3. The Committee noted and approved the memo from the School of Drama, Film and Music regarding the withdrawal of the M.Phil. in Musicology and Music Theory and the M.Phil. in Irish Film, Music and Theatre
4. The Committee noted and approved the stand alone modules in Children's Palliative Care.

There being no other business, the meeting ended at 10.30am.

Prof. Veronica Campbell

Date: 11th April 2011