1. Minutes of Previous Meeting (sent 9th October 2018)

Agreed with no corrections. James to send minor typographical corrections.

2. Matters Arising (combined Directors report)

Research integrity module - online module for Teaching Assistants – launch has been delayed but it is hoped it will launch in the coming weeks. It is a compulsory module for new PhD students and is recommended for current/continuing PhD students but is not compulsory.

New MPhil / Marketing of new MPhil
The new MPhil has been approved by the School and activities are ongoing to launch the new programme. The plan is to recruit for September 2019. Documents are currently being prepared and should be available end MT for noting. Marketing team and Global team involved in preparing promotional materials for the course.

Provost awards
Closing date 17th September. There are 40 awards to be disseminated through the 3 faculties. Final decisions to be released mid November.

Registration of students progressing from 2nd year to 3rd year
There was an issue with communication of confirmation reports and progress reports for progressing PhD students that impacted registration. Ph.D. students are required to prepare Ph.D. Confirmation Reports within 18 months of commencing their PhD.

Progress reports should be completed annually by PhD student with your supervisor/ supervisory team and must be submitted locally to a designated administrator within the School.
This has now been resolved following communication with AR.

3. Director's report

Graduate studies committee notes – see papers

4. Student concerns

Departmental meetings

New PhD students haven't been made aware of Departmental meetings and as such have not attended. New PhD students would like to be invited to Departmental meetings particularly at the beginning of term - Committee agree.

Action: Justin to send email to confirm

Transferable skills

Many PhD students have part time jobs whilst doing their PhD full time. A query was put forward to ask if these skills could be added as value to their PhD in the format of extracurricular activities in their CV.

Skills attained within their PhD programmes can be included in a reference but anything outside of the PhD programme cannot be included.

Transferable skills attained through additional study/jobs e.g. Innovation Academy, part job in the Library could be useful marketing tools for the PhD programmes.

Action: to be taken into consideration and reviewed at a later date

Studentship (1252)

The studentship has been rescinded and the funding is now available for one year. Question was how to award this funding. It was proposed to open it to the students who had made up the awarding competition (2016) and whoever is ranked next on the list who has not received funding from any other source. This was agreed.

Action: communication on the funding to include this is an exceptional situation and that the funding will only be available for one year.

Deficit in School funds?

Question if there is a deficit available in School funding.

Answer: No there are no reserves of funds available

Contract Supervisor/Student

A suggestion was tabled to have a contract between PhD students and their respective supervisor regarding the number of contact hours per week/month/duration of study to ensure the following:

− students are adequately supervised
− students and supervisors know the minimum/maximum number of contact hours
− supervisors are not harassed with requests for contact

Proposal to use IRC guidance

Agreed

5. PhD teaching – School Policy options (to be tabled for discussion)

Draft document prepared which sets out expectations for PhD students in relation to teaching.
Actions: Justin to amend document as per discussions and will be brought to relevant Committee for approval.

6. **PGT Supervision / second marking practices** *(discussion with a view to formulate School policy)*

Justin to discuss with M Phil directors individually to discuss best practice and communication i.e. handbook.
Action: to be revisited in next meeting

7. **Language of PhD dissertation - School policy** *(discussion with a view to formulate School policy)*

College policy for dissertations to be submitted in English or Irish. A case was submitted to the Dean of Graduate Studies to allow for a derogation to this for the School of Languages specifically for the target language. This was denied by the Dean.
Justin asked the Committee on their opinion and if the Committee would be supportive of requesting a derogation to this rule on the basis that this is the School of Languages and the language is the basis of the discipline. This was agreed by the Committee.

8. **Any other business**

New PhD welcome meeting Wednesday 17th October 2018

9. **Items for noting (enclosed)**

   - Directors report from GSC meeting
   - PhD handbook