

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE**

GRADUATE STUDIES COMMITTEE

DRAFT Minutes of the meeting held at 9.00 a.m. on Thursday 15th September 2011
Large Conference Room, O'Reilly Institute

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
Professor Isabel Rozas, School of Chemistry
Professor Simon Wilson, School of Computer Science and Statistics
Dr Claire Healy, School of Dental Science
Dr Melissa Sihra, School of Drama, Film & Music
Dr Conor McGuckin, School of Education
Dr Sam Slote, School of English
Dr Joseph Clarke, School of Histories & Humanities
Dr Jurgen Uhlich, School of Languages, Literatures and Cultural Studies
Dr Neville Cox, School of Law
Dr Jeffrey Kallen, School of Linguistic, Speech and Communication Sciences
Dr Stefan Sint, School of Mathematics
Dr John Gormley, School of Medicine
Dr Anna Davies, School of Natural Sciences
Ms Anne-Marie Brady, School of Nursing and Midwifery
Dr Andrew Harkin, School of Pharmacy & Pharmaceutical Sciences
Dr Mauro Ferreira, School of Physics
Dr Kevin Tierney, School of Psychology
Dr Gillian Wylie, Aspirant School of Religions, Theology and Ecumenics

Ms Mary O'Connor, Graduate Students' Union President (*Ex officio*)
Mr Martin McAndrew, Graduate Students' Union Vice-President (*Ex officio*)
Mr Trevor Peare, Keeper of Readers' Services (in attendance *Ex officio*)
Mr John Lawlor, Information System Services Representative (in attendance *Ex officio*)
Ms Alex Anderson, CAPSL Representative (*Ex officio*)

Apologies: Directors of Teaching and Learning (Postgraduate) as follows:
Professor Henry Rice, School of Engineering
Dr Gail McElroy, School of Social Sciences and Philosophy
Dr Stephanie Holt, School of Social Work and Social Policy

Professor Vinny Cahill, Dean of Research

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

GS/11-12/001 Minutes of 2nd June 2011

The minutes of the meeting of 2nd June 2011 were approved by the Committee as circulated.

GS/11-12/002 Matters Arising

The Dean confirmed that item GS/10-11/058 regarding the awarding of a second masters degree will be taken up with the new Registrar.

The Dean confirmed that the following new courses were approved by the University Council:

- Postgraduate Certificate in Innovation and Entrepreneurship
- BA, BAI, B.Sc. (Ing), MAI (Studia) Engineering and Engineering with Management
- M.Sc. in Medicine

GS/11-12/003 GeneSIS: Course Related Terminology

The Dean explained that the GeneSIS project is moving forward and all issues are to be discussed promptly hence the reason for holding a September GSC meeting.

The Dean introduced Dr Colm Stephens (from the GeneSIS project team) and Dr Patrick Geoghegan, Senior Lecturer.

Dr Stephens explained that the new student information system will require the introduction of agreed upon course-related terminology to be used across College. The GeneSIS team has worked with other staff in College to develop definitions of terminology such as "Course"; "Programme"; "Module" for consideration.

The Committee agreed that the definitions were suitable and approved the memo for submission to the University Council.

GS/11-12/004 Genesis: Direct Admissions Process

The Dean explained that Tribal Education Ltd have been working with the Graduate Studies Office, academics and others in College in developing a new system to be used for handling all direct admissions (including postgraduate applications) which can be used as an alternative to PAC.

Helen Thornbury explained that Tribal were provided with details of all the issues experienced with the PAC system and are confident that they can deliver a much improved system. The demonstration of the solution, recently held and attended by administrative and academic staff, showed the following key elements: applications will be made directly to TCD; there will be one application, one fee per course applied for (although there is no limit to how many courses can be applied for); supporting documentation can be uploaded by the applicant and this can be viewed as individual documents rather than as one PDF; email notification will be sent directly to the appropriate course coordinator/supervisor; decisions can be submitted straight into the system (rather than downloading and completing a spreadsheet); the application form can be customized and reporting capabilities are far superior. The feedback on the system has so far been incredibly positive.

The Graduate Students' Union representatives confirmed that from a student's perspective the system is very clear, models other university systems and has been positively received by those who have seen it.

Although the system will require one application fee per course applied for it has been noted that a negative aspect of the PAC system is that many applicants include five course choices simply because they are permitted to do so within the one application fee, resulting in additional work for academic and administrative staff.

In answer to queries the following was confirmed:

- the submission of references would be done electronically through the system;
- multiple offers can be made to applicants for them to choose which to accept;

- a process will be in place for those applicants who are unable to upload supporting documentation, however the application process will be designed so there is as little supplementary documentation required as possible;
- all information on an applicant will remain accessible throughout their time as a student;
- the system will work properly on all browsers and on Macs;
- the GeneSIS project team are creating a central repository system which is being populated with information on all courses. This will subsequently be fed into a course webpage where applicants will be able to view relevant information prior to making application.

The memo was approved for submission to the University Council.

GS/11-12/005 Marie Curie Ph.D. Studentships

The Dean confirmed that the FP Marie Curie Initial Training Programme now includes some new schemes.

The first is for a European Industrial Doctorate, which should be a collaboration between an academic institution together with a private sector industrial partner in another country. As this does not exist in College at present a small working group will be established to consider the issues and learning outcomes associated with this type of Ph.D. While the deadline for this is January 2012, expressions of interest are requested by early November.

The second is an Innovative Doctoral Programme. This does not require partners but must offer a mandatory innovation training programme and the Innovation Academy will be able to provide this. Again, expressions of interest are requested by early November.

Dr Oonagh Kinsman in the Trinity Research and Innovation Office can provide further information if required.

GS/11-12/006 AOB

The Dean emphasized the importance of submitting new course proposals for review by the Graduate Studies Committee early in the year. Many proposed courses are being submitted too late for approval by the University Council and are either not running or are unable to fill places. The Course Co-ordinator is requested to contact the Dean with any pre-draft proposals as soon as possible with the aim of bringing the final proposal to the Graduate Studies Committee within Michaelmas term. In addition, consideration should be given to how any proposed new course aligns with existing postgraduate activity within the School and whether a new strand may be more appropriate.

The Dean drew attention to the notification that all Directors of Teaching and Learning (Postgraduate) would have received notification from Catherine O'Brien of the Innovation Academy regarding lunchtime information sessions that are to be held. The Committee was also reminded that engagement with the Innovation Academy by PRTL (cycle 5)-funded students is mandatory.

Martin McAndrew, Vice-President of the Graduate Students' Union confirmed that, in future, student representation at postgraduate appeals will be dealt with by the Postgraduate Advisory Service. The Graduate Students Union will continue to support and advise.

Section B for noting and approval

1. The Committee noted and approved the change in title from the Postgraduate Diploma in Education to the Professional Diploma in Education from September

- 2011 and were made aware that this has now been included in the National Framework of Qualifications at Level 8 with immediate effect.
2. The Committee noted and approved the introduction of a one-year full-time M.Sc. in Respiratory Physiotherapy.
 3. Following discussion the Committee noted and approved the changes to the Thesis Submission Guidelines to explicitly state that two hardbound copies of a thesis are required. It was agreed that the thesis submission process would be reviewed in more detail at a subsequent meeting.
 4. The Committee noted and approved the change in duration of the Doctorate in Education (D.Ed.) from 5 years part-time to 6 years part-time in line with funding and the course's parallel structure with the part-time Ph.D.

Section C for noting

1. The Committee noted the draft DCU TCD Memorandum of Understanding.

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

Prof. Veronica Campbell

Date: 19th September 2011