

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE**

GRADUATE STUDIES COMMITTEE

DRAFT Minutes of the meeting held at 9.00 a.m. on Thursday 3rd November 2011
Boardroom, Provost's House

Present: Professor Veronica Campbell, Dean of Graduate Studies (*Chair*),
Directors of Teaching and Learning (Postgraduate) as follows:
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
Professor Henry Rice, School of Engineering
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 Stefan Sint, School of Mathematics
Dr John Gormley, School of Medicine
Professor Anna Davies, School of Natural Sciences
Dr Gillian Wylie, Aspirant School of Religions, Theology and Ecumenics
Dr Gail McElroy, School of Social Sciences and Philosophy
Dr Stephanie Holt, School of Social Work and Social Policy

Ms Mary O'Connor, Graduate Students' Union President (*Ex officio*)
Mr Martin McAndrew, Graduate Students' Union Vice-President (*Ex officio*)
Professor Vinny Cahill, Dean of Research
Mr Trevor Peare, Keeper of Readers' Services (in attendance *Ex officio*)
Ms Alex Anderson, CAPSL Representative (*Ex officio*)

Apologies: Directors of Teaching and Learning (Postgraduate) as follows:
Dr Derek Nolan, School of Biochemistry and Immunology
Dr Martin Fellenz, School of Business
Professor Timothy Foster, School of Genetics and Microbiology
Dr Jeffrey Kallen, School of Linguistic, Speech and Communication Sciences
Ms Anne-Marie Brady, School of Nursing and Midwifery
Dr Andrew Harkin, School of Pharmacy & Pharmaceutical Sciences
Dr Mauro Ferreira, School of Physics

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

GS/11-12/007 Minutes of 15th September 2011

The minutes of the meeting of 15th September 2011 were approved by the Committee as circulated with the following amendments to be made:

GS11-12/004 – two sentences to be changed to read "...one fee per course applied for..." instead of "...one fee per course application..." and one sentence to be changed to

read "...however the application process will be designed..." instead of "...however the application will be designed...".

Section B for Noting and Approval point 4 to be amended to read:

"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."

GS/11-12/008 Matters Arising

There were no matters arising.

GS/11-12/009 Draft Institutional Self-Assessment Report (ISAR)

The Dean explained that as part of the Institutional Review of Irish Universities- an Institutional Self-Assessment Report document has been drafted in accordance with the guidelines provided by the IUQB. The document is still in draft form but the Vice Provost has outlined points for the Committee to consider.

The Dean introduced Dr Helen Kelly and asked her to speak to the draft document. Dr Kelly explained that the document is now being discussed at various College Committees with the final steering group meeting taking place on 7th November. The Vice Provost has requested any high level comments, particularly regarding the reflective balance of the document, any obvious omissions, any repetition or ambiguity.

Queries were raised on whether further information will be included on the College's provision for international students, the listing of Research Institutes on pages 48-50 and the rankings on page 48. It was confirmed that editing of the document is taking place on all of these sections following further discussions with relevant committees.

Dr Kelly requested that any further comments should be fed back to her directly by email. The report is due to go online on 9th November and be submitted to the University Council on 23rd November. There is a planning visit taking place on 9th February 2012 and the main review visit will take place from 12th – 15th March 2012. Members of the Graduate Studies Committee may be scheduled for interviews with the panel during the main review visit.

GS/11-12/010 Masters in Education Studies (Intercultural Education)

The Dean explained that the proposed course will be delivered solely by Marino Institute of Education but overseen by the Associated Colleges Degrees Committee (ACDC) in terms of academic quality and validated by Trinity College Dublin.

The Dean introduced Dr Seán Delaney and Ms Barbara O'Toole. Ms O'Toole explained that changing demographics mean that Ireland is now a multi-cultural society and this has considerable implications for educators.

The Masters in Education Studies (Intercultural Education) is proposed in response to a specific demand for continuing professional development for educators at all levels working with a more diverse society.

It will be a two-year part-time course with modules taken in the first year and a research project completed in year two.

A query was raised in relation to access to the library facilities for students taking this course and the Dean confirmed that she would discuss this matter with the Registrar. The process for re-submission of failed assignments was clarified.

It was confirmed that the School of Education have representation on ACDC and, as such, have already approved the proposal.

The committee approved the course for submission to the University Council subject to any additional amendments that may be required following the external assessor's report. The Dean acknowledged the assistance that had been provided to Marino Institute of Education by the School of Education.

GS/11-12/011 Trinity Inclusive Curriculum

The Dean introduced Michelle Garvey and invited her to speak to the circulated memo.

Ms Garvey presented the end of project evaluation report and a series of recommendations. She explained that the TIC strategy aimed to embed good inclusive practices within the mainstream academic environment of TCD. Some of the main developments include a resource website (which was shortlisted for a 2011 eGov award) and an online self-evaluation tool.

The main objective now is for TIC to be formally immersed within College academic policies, processes and systems.

The following recommendations are now proposed:

- Ensure module/programme design and review are passed through the TIC self-evaluation process
- Ensure exam papers follow accessibility guidelines
- Ensure training continues to be provided to all staff
- While it is expected that student information will eventually be provided formally through GeneSIS interim steps should be taken regarding handbooks, reading lists and referencing style.

In response to queries it was confirmed that electronic circulation of handbooks is sufficient and different referencing styles between courses is permitted as long as it is made clear to the students. It was also confirmed that the reading list should be submitted to the designated librarian in a timely manner.

GS/11-12/012 Student Evaluation of Modules

The Dean explained that the Quality Committee has considered the Annual Report on Student Evaluation of Modules and has made certain recommendations.

The move to an online survey has proved effective but led to lower response rates. It is suggested that in order to maximize response rates an option will be provided at the beginning of the questionnaire for a student to tick to confirm that they are "satisfied". While it was agreed that this should be done, the committee suggested that a textbox be inserted to provide students with the option to comment on this and provide specific positive feedback.

The Dean explained that the Quality Committee has suggested that postgraduate courses, rather than individual modules, should be evaluated. While this was agreed in principle, a discussion arose about the optimal timing of the survey, including whether to survey at the end of the taught part of the course, after the dissertation or to survey **twice a year**. There was support for surveying at the end of the taught component and again after the dissertation. The Dean undertook to inform the Quality Committee of these suggestions.

GS/11-12/013 Industrial / Enterprise Ph.D.

The Dean confirmed that a Working Group had been established and the members include: Professor Veronica Campbell, Professor Shane O'Mara, Professor Henry Rice, Professor Simon Wilson, Professor Paul Coughlan and Dr Margaret Woods.

The working group have met once to consider the title for the PhD, learning outcomes, supervision arrangements and examination and are now requesting input from the Graduate Studies Committee. The Working Group will meet again before returning any final proposals to the Graduate Studies Committee meeting in December.

Following discussion, the Dean confirmed the following to the Committee:

- Collaborative PhD projects between industry and academia exist already. However, a framework for engaging in collaborative academia-enterprise PhD studentships is required in order to formalise the supervisory arrangements and the permissible location of the research, and to ensure that researchers are able to apply for funding such as the new Marie Curie Industrial PhD scheme in the knowledge that clear guidelines and policy exist to support the student and to manage the expectations of the industrial/enterprise partner.
- The suggested title from the Working Group is Enterprise Ph.D. A title of Industrial Ph.D. was also discussed but Enterprise Ph.D. was considered to be more inclusive of the various sectors that TCD academics may interact with. Following discussion, the committee suggested that students undertaking a collaborative academia-enterprise project should not be distinguished from other PhD students and that any specific title should be restricted to internal use for administrative purposes. The Working Group recommended that the student have an academic supervisor and a co-supervisor from the enterprise, who will have adjunct status within TCD.
- The Learning Outcomes should be consistent with the extant Ph.D. learning outcomes but some changes have been suggested as per the circulated memo and a further change was amended during the meeting.

In answer to a query it was confirmed that IP issues would be discussed by the Working Group at their next meeting. Following some concern, it was also confirmed that the student will be a registered TCD student regardless of their employment status and so, should there be a problem regarding the external supervision, there will be internal procedures in place to ensure the research can continue.

The Dean confirmed that she would feed back to the Working Group.

GS/11-12/014 Changes to Thesis Submissions (2)

Following on from item B3 of the GSC meeting of 15th September 2011, further changes to the Thesis Submission guidelines have been proposed, including additional text to request a copy of the abstract bound into the hard copy of the thesis and more explicit information regarding the electronic submission. The Committee approved these changes.

GS/11-12/015 AOB

Following a query it was confirmed that a reduced allocation to the library budget will reduce the number of subscriptions to electronic journals, periodicals and printed books. Final decisions have yet to be taken on what subscriptions will be affected. The Faculty Deans will be notified to urgently circulate the information to the Schools as the time available to provide feedback to the Library will be limited. Concern was expressed about the potential impact of reduced access to journals on postgraduate research and education.

The Committee were informed that the Postgraduate Applications Centre (PAC) is now open and receiving applications for 2012. They were reminded that there should be a two week turnaround for making decisions (both Firm and Conditional offers) on complete international applications.

Section B for noting and approval

1. The Committee noted and approved the PRTL – TGI module in Network Management Standards, Frameworks, Architectures and Protocols.

There being no other business, the meeting ended at 10.35am.

Prof. Veronica Campbell

Date: 10th November 2011