



Trinity College Dublin  
The University of Dublin  
MEMORANDUM

**Chuig | To** Graduate Studies Committee  
**Ó | From** Dean of Graduate Studies  
**Dáta | Date** 17<sup>th</sup> September 2018  
**Tagairt | Reference** Categories of structured PhD modules and their submission to GSC for approval by the University Council

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Members of the Graduate Studies Committee,

At the May meeting of the Graduate Studies Committee, it was confirmed that from the academic year 2018/19 the Academic Registry would capture in SITS the registration of incoming PhD students on structured PhD credit-bearing modules. These modules fall, roughly, into five categories:

- (1) Modules offered as part of taught postgraduate courses
- (2) Modules (typically research skills modules) offered locally to student groups in a school or discipline
- (3) Bespoke modules for individual students tailored to their needs (typically to address shortage of research skills and enable internships) offered locally in a school or discipline
- (4) Modules offered by a 'non-school' body (e.g. CAPSL, Library, Science Gallery or the Innovation Academy)
- (5) Modules offered by an external body (e.g. Clinical Research Development Ireland [CRDI], DUBCHEM, or another HEI) in collaboration with a school or discipline in Trinity but without Trinity's ownership of the module

All module categories need to be captured in SITS – and for this to happen they need to be considered by the Graduate Studies Committee and recommended for approval by the University Council.

I therefore propose the following ways for submission of the above-identified module categories to the GSC:

**Module Category (1):** Modules offered as part of taught postgraduate courses will be captured in SITS by the Academic Registry as part of a set up for a new course proposal – no change required. Such modules are coded to the school which owns the module as stated in the course proposal.

**Module Category (2):** Typically research skills modules offered to student groups in a school or discipline will be coded to the school and continue to be considered by the Graduate Studies Committee on the basis of the existing template normally as an agenda B item.

This requirement applies to all new modules going forward but should modules currently be on offer without the GSC/Council approval they need to be submitted as agenda B items to the GSC asap for them to be coded in SITS. Module coordinators are responsible for inputting results into SITS.

**Module Category (3):** Bespoke modules tailored specifically to individual students' needs will be coded to the school registering the student and will be considered by the Graduate Studies Committee on the basis of a modified existing template normally as an agenda B item. PhD supervisors of individual students will be responsible for inputting into SITS the results for the completed bespoke modules once coded.

This requirement applies to all new bespoke modules going forward but should bespoke modules currently be on offer without the GSC/Council approval they need to be submitted as agenda B items to the GSC asap for them to be coded in SITS.

**Module Category (4) and Module Category (5):** All modules which have no school ownership in Trinity will belong to the so called "Dean's Basket" and will be coded to the Office of the Dean of Graduate Studies.

- (i) **Module Category (4)** delivered by 'non-school' unit internal to Trinity will continue to be considered by the Graduate Studies Committee on the basis of the existing template normally as an agenda B item. Module coordinators will be responsible for inputting results into SITS.
- (ii) **Module Category (5)** delivered by 'non-school' body external to Trinity will be considered by the Graduate Studies Committee on the basis of a detailed memo/letter from the offering body normally as an agenda B item. PhD supervisors of individual students will be responsible for inputting into SITS the results for the modules completed by their students in this category.

Modules (categories 2-5) will be recommended by the Graduate Studies Committee for approval to the University Council by way of GSC minutes which, once approved by Council, will provide legitimacy for the Academic Registry for coding them in SITS.