



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

### **GRADUATE STUDIES COMMITTEE**

Minutes of the meeting held in College Boardroom in Trinity Business School  
at 10am on Thursday 19 September 2024

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**XX = Council relevance**

*Present (Ex officio):*

Professor Martine Smith, Dean of Graduate Studies (Chair)

*Directors of Teaching and Learning (Postgraduate) as follows:*

Professor Rachel Mc Loughlin, School of Biochemistry & Immunology

Professor Wladislaw Rivkin, Trinity Business School

Professor Iouri Gounko, School of Chemistry

Professor Gavin Doherty, School of Computer Science and Statistics

Professor Evangelia Rigaki, School of Creative Arts

Professor Padhraig Fleming, School of Dental Science

Professor Noel Ó Murchadha, School of Education

Professor Breiffni Fitzgerald, School of Engineering

Professor Jane Suzanne Carroll, School of English

Professor Rachel Moss, School of Histories & Humanities

Professor Jennifer Edmond, School of Languages, Literatures & Cultural Studies

Professor David Prendergast, School of Law

Professor Paul Conroy, School of Linguistic, Speech & Communication Sciences

Professor Stefan Sint, School of Mathematics

Professor Stephen Maher, School of Medicine

Professor Brian Keogh, School of Nursing & Midwifery

Professor Cathal Cadogan, School of Pharmacy & Pharmaceutical Sciences

Professor Graham Cross, School of Physics

Professor Frédérique Vallieres, School of Psychology

Professor Etain Tannam, School of Religion, Theology, and Peace Studies

Professor Selim Gulesci, School of Social Sciences & Philosophy

Professor Eavan Brady, School of Social Work & Social Policy

Ms Siobhan Dunne, Sub Librarian for Teaching, Research and User Experience

Ms Breda Walls, Director of Student Services

Mr Martin McAndrew, Postgraduate Student Support Officer, Senior Tutor's Office

Ms Ewa Sadowska, Administrative Officer (Academic Affairs, TT&L)

*Not in attendance – Vacant:*

Graduate Students' Union President

Graduate Students' Union Vice-President

*Temporary attendance for all items:*

Mr Eoghan Gilroy, AMLCT/TCDSU Education Officer representing postgraduate students

Prof. Immo Warntjes, Associate Dean of Research representing Prof. Sinéad Ryan, Dean of Research

*Visitor:* Ms Rima Fitzpatrick, Assistant Academic Secretary – Academic Affairs

*In attendance for all items:*

Ms Leona Coady, Programme Director, Postgraduate Renewal Programme

Ms Frances Leogue, IT support Administrative Officer, Office of the Dean of Graduate Studies

*In attendance for Postgraduate Renewal Items:*

Ewa Adach, Programme Analyst and Coordinator (PG Renewal)

Aoife Kelly, Programme Administrator (PG Renewal)

*Apologies:*

Professor Sinéad Ryan, Dean of Research

Professor Russell McLaughlin, School of Genetics & Microbiology

Professor Micha Ruhl, School of Natural Sciences

Professor Ana Perez-Luno, Academic Director, Portal

Dr Cormac Doran, Assistant Academic Secretary, Graduate Education (TT&L)

Dr Geoffrey Bradley, Information Technology Services

Ms Patricia Callaghan, Academic Secretary (TT&L)

In attendance for individual items:

Prof. Annemarie Bennett, Academic Director (CHARM-EU Masters) and Prof. Jake Byrne, Project Director (Trinity CHARM-EU) for item GS/24-25/003

As this was the first meeting of 2024/25, the Dean extended a warm welcome to continuing members and new Directors of Teaching and Learning (Postgraduate) from the Schools of Social Sciences & Philosophy, Social Work & Social Policy, Chemistry, Computer Science & Statistics, Creative Arts, Dental Science, Engineering, Histories & Humanities, Linguistic, Speech & Communication Sciences, Medicine, Psychology and to the Academic Director of Portal (formerly Tangent) *in absentia*. All members introduced themselves. In addition, the Dean also welcomed as visitor Ms Rima Fitzpatrick, new Assistant Academic Secretary – Academic Affairs, and as temporary representative on behalf of postgraduate students, Mr Eoghan Gilroy, new AMLCT/TCDSU Education Officer. The Dean commended efforts of the Student Union spearheaded over the summer by the Education Officer to ensure that postgraduate student voice is represented on all committees in College in the coming academic year.

**XX Section A**

**XX GS/24-25/001 Minutes of GSC of 23 May 2024**

The minutes were approved as circulated.

**XX GS/24-25/002 Matters Arising**

The Dean advised members that all Actions from the May meeting had been completed or attended to. She also noted that all Decisions from that meeting on Agenda A and B were approved by the June Council. Most Matters Arising were closed off and covered in the Dean's memorandum circulated in advance of the meeting. A few issues were commented on.

Re GS/23-24/149: The Dean advised that the draft Institutional Statement on AI and GenAI was revised reflecting the feedback from discussions at GSC and is in the concluding stage of the consultation before returning for final consideration to the committee.

GS/23-24/152: The Dean noted that the industrial PhD proposal is work in progress. The organisational structure adding value to, avoiding duplication of and complementing the current process is still to be determined, and Schools will be contacted for feedback in the coming weeks.

Re GS/23-24/158: The Dean had hoped to circulate before the start of 2024/25 revised guidelines on PhD teaching and learning supports in Schools. However, only limited consultation with students took place over the summer, and further engagement is required to ensure input from all Schools. Proposed is a one-hour focus group discussion online, involving PGR students from each School for which the attendees will be paid.

**Action GS/24-25/002:** Each DTLP to email names of two PGR students (ideally one from Year 2 and one from Year 3) to [adache@tcd.ie](mailto:adache@tcd.ie) and [pgrenewal@tcd.ie](mailto:pgrenewal@tcd.ie) by Friday September 27<sup>th</sup> to enable convening the focus groups. Recently completed students are welcome to attend.

**XX GS/24-25/003 Revised course proposal: Masters in Global Challenges for Sustainability (CHARM-EU) - Prof. Annemarie Bennett, Academic Director (CHARM-EU Masters) and Prof. Jake Byrne, Project Director (Trinity CHARM-EU)**

The Dean welcomed Prof. Annemarie Bennett, Academic Director (CHARM-EU Masters) and Prof. Jake Byrne, Project Director (Trinity CHARM-EU). Prof. Bennett spoke to the circulated slides on the key revisions proposed for the Joint CHARM-EU Masters in Global Challenges for Sustainability and the timeline for the approval process. The original programme, with a credit value of 90 ECTS and delivered by five European universities, admitted its fourth cohort of students in September 2024. The revised version will have 120 ECTS allowing for a further semester of work of 30 credits allocated to an Experiential Phase incorporating an internship or extended engagement with external stakeholders on a stakeholder-specific challenge, preparing students for the research phase. Additional elective streams (Energy and Sustainable Cities) building on strengths within the extended network will be introduced. The revised programme will be delivered ideally from 2025/26 by nine European universities (extending the base of expertise to deliver the programme) thereby requiring new legal agreements and re-approval. Accreditation of the revised Joint Masters is sought via the European Approach to accreditation; the timeline for approval was accepted by the May GSC. At that meeting, the GSC also approved the panel of experts for external evaluation to review the proposal once it is approved by the September GSC. The Consortium Agreement for the revised Masters was signed by all nine partners by June 2024. The revised course proposal was internally reviewed and approved by each partner university in the CHARM-EU alliance between June and August 2024. The approval letters from each partner university have been provided separately to the Dean of Graduate Studies.

Members were advised that as the academic lead for the CHARM-EU programme, and as an autonomous degree awarding university, it is Trinity, via the European Approach to accreditation, that will make the final approval of the proposal before gaining recognition and registration in the other jurisdictions. The approach requires that the September GSC approve the revised Masters proposal for quality review by an external expert panel between October and November 2024. The review panel will produce an evaluation report to be presented to Trinity Council in December 2024 thereby completing the Trinity approval process once the evaluation report is approved by Council. The Catalan University Quality Assurance Agency (AQU) will review the evaluation report in December 2024 and its approval will formalise the recognition and registration of the Masters programme across the remaining eight university partners' jurisdictions. Once the process with AQU is complete, the revised Masters will be advertised, with the first intake of the revised Joint Masters expected in September 2025.

Prof. Bennett responded to questions identified in advance of the meeting primarily concerning assessment and progression.

- 1) Prof. Bennett confirmed that all assessment and progression regulations in the revised Masters are continuing from the current programme. The pass mark for each phase is 50% and module marks are allocated, based on the high-stakes assessment outcome, so that marks for M1-M3

would all be the same for a student. A single numerical grade is assigned to the overall phase and encompasses all 3 modules. Individual assignments and modules do not receive numerical grades; rather, they are assessed in line with the rubrics that outline the “expected level” of progress. Progress relative to the “expected level” across the phase is then assessed by the Portfolio Assessment Committee at the end of the phase and assigned a numerical grade. The Fail mark (i.e., the point at which remediation is not permitted) is 35% and below.

- 2) In relation to ensuring that students have clarity of requirements for passing a module, Prof. Bennett noted that students receive sessions on programmatic assessment, to make certain that they are clear on the processes. The rubrics for each assessment are made available to the students, so that they understand the characteristics of work that meets the Pass mark.
- 3) As regards the principle approved by GSC the previous year that all programmes must offer students who register for a Masters the option of exiting with a Postgraduate Diploma award, if they successfully pass all taught components, Prof. Bennet explained that the CHARM-EU is not aligned to that policy yet. If a student successfully completes all taught components, they will exit the programme with a transcript that lists the ECTS achieved. As CHARM-EU is an international Masters, the rules of other partner universities impact on its regulations. However, the options for early-exit awards are currently being explored as part of CHARM's micro-credential strategy.
- 4) With reference to a query whether a student deferring assessment on a phase of the programme can continue to the next phase and retrieve the missed phase at a later stage, and the resulting co-dependencies between the phases, such that a student must have completed phase 2 before progressing to phase 3, Prof. Bennett explained that students cannot receive a grade for a subsequent phase until the preceding phase has received a final grade. If a student had to defer an assessment in a phase, this assessment would be completed as part of the remediation plan that is implemented concurrently with the next phase of the programme. The remediation plan must be satisfactorily completed, and all outstanding components of the associated phase passed before a grade can be issued for a subsequent phase.
- 5) With respect to an observation that the course entry in the Calendar is minimal, Prof. Bennet undertook to incorporate a revised entry into the submission for Council in December with details on assessment and progression.

**Decision GS/24-25/003(i):** The committee delegated to the Dean of Graduate Studies the authority to approve the revised course entry for the Calendar containing details on assessment and progression.

**Action GS/24-25/003:** The proposer to revise the course entry in the Calendar with details on assessment and progression for inclusion in the Council submission once the revision has been approved by the Dean of Graduate Studies.

- 6) Prof. Byrne took the query about the admissions timeline and explained that the practice from the current Masters will continue into the revised course. In the unlikely scenario that the revised course is not approved the default will be for the current version to continue. However, once the approval has been secured, the marketing material will be updated in February 2025 by the Barcelona partner managing admissions. In the meantime, between now and February 2025, only expressions of interest will be collected. Applicants will subsequently be advised of the changed parameters of the revised course and invited to apply if still interested.
- 7) In response to a query, Prof. Bennet explained that although there is no Council meeting scheduled for December, the proposers have already agreed with the Secretary’s Office that the proposal be treated as an exceptional item to be put to Council members for approval in December outside the scheduled meetings.

**Decision GS/24-25/003 (ii):** The committee approved the revised CHARM-EU course proposal and its submission for external panel review.

The Dean thanked both presenters for their thorough presentation and members for their contribution to the discussion.

**XX GS/24-25/004 AMLCT/TCDSU Plans for PG Representation on GSC in 2024/25: presentation from Mr Eoghan Gilroy, AMLCT/TCDSU Education Officer**

The Dean welcomed Mr Eoghan Gilroy, AMLCT/TCDSU Education Officer, to share with members the proposed PG student representation as part of the SU for 2024/25 which is a pilot year with an inbuilt annual review to be carried out by the Education Officer in consultation with the GSC to ascertain how PG representation has worked for each School. By way of background, the Education Officer clarified that significant challenges arose for PG representation following Board's derecognition of the GSU two years before. Subsequently, TCDSU/AMLCT have carried out consultations with PGR and PGT students, staff and the SU Sabbatical Board which revealed no real ambition to revive the de-recognised GSU and instead, have resulted in proposing to integrate PG representation into TCDSU/AMLCT thereby ensuring that the PG voice is heard on all relevant committees across College.

The TCDSU/AMLCT proposal makes a distinction between PGT and PGR students. With respect to the former, one Rep will be elected per programme of study although larger courses over 40 students will have more Reps elected. One Sabbatical Officer will be elected in February alongside the other Officers to take up the role on the 1<sup>st</sup> July. With respect to the PGR students, two Reps will be elected for Years 1 and 2 and two Reps elected for Years 3 and 4-plus. In addition, one PGR Officer will be elected to chair the PGR Subgroup – all motions passed at this Subgroup will be voted on at TCDSU/AMLCT Council which will constitute the final decision-making body within the Student Union.

With respect to election to Board, Council and their Principal committees with two postgraduate positions allocated per committee, one position will be reserved for a PGR and the other for a PGT. The PGR position will be elected at the first meeting every academic year of the PGR Council. Similarly, the PGT position will be elected at the first meeting of TCDSU/AMLCT Council. Only PGR and PGT representatives may vote for these respective positions, but any PGR or PGT student has the right to put their name forward for the positions. Where there is one PG Rep position allocated to a College committee, i.e., University Board, the position will be elected at the TCDSU/AMLCT Council to ensure that both PGR and PGT are afforded the same opportunity to apply.

The Education Officer thanked the committee members for their involvement in the PG orientation week at the beginning of September. The Student Union Reps attended an unprecedented sixty PG orientation sessions over the week in an effort to promote the forthcoming elections for PG Reps. Nominations are open until the 27<sup>th</sup> September. Around 130 PG students signed up to be elected. However, only ten PGR students signed up so far. An email will therefore be circulated to all DTLPs to disseminate information in their Schools amongst PG students to promote the need to strongly engage with elections for PG Reps to ensure that the PG voice is heard on course committees, School and Faculty Executives, GSC, Council and Board and their respective other principal committees.

**Action GS/24-25/004(i):** DTLPs to disseminate information in their Schools amongst PG students to promote the need to strongly engage with forthcoming elections for PG Reps to ensure that the PG voice is heard on all relevant committees across College.

In a short discussion which ensued, the following issues were raised:

- 1) Some School Executives already allow for two PG Reps on behalf of PGT and PGR students respectively even though the Statutes only provide for one person PG representation. The Student Union will support School Executives in determining their needs for PG representation. PG-related membership exemptions from the Statutes should be sought by Schools when appropriate.
- 2) The voice representing needs and diverse perspectives coming from the PGR student body should be heard at all committees.
- 3) However, it is rare to see PGR students volunteering to be a Rep. There is room, therefore, for Schools to step up their efforts in encouraging PGR students to forge that engagement. Academics, especially supervisors, can clarify that such engagement is safe for students to do, and they will not be seen as “trouble makers” undermining their own personal relationship with the School, the Department or the supervisor. Schools could further incentivise PGRs by pointing out possible benefits of students’ involvement in College administration for their own future academic career.
- 4) The School of Medicine DTLP raised an issue that their PGR body of over 300 students is spread out over a number of campus sites around Dublin and each site should have adequate representation as each has its own specific local issues to be addressed by student Reps necessitating specific organisational structure.
- 5) The Student Union has a broader strategy for 2024/25 to reach out physically to students based in different campus sites to learn in person about their needs.

**Action GS/24-25/004(ii):** DTLPs with specific suggestions as to how PG representation might work best in their respective Schools to contact the Education Officer directly.

- 6) Some Schools notice a lack of mechanism for PGT Reps on course committees to escalate issues with their course. PGT Reps appear to be reluctant to bring up issues to do with the course because course-related matters need to go via the course committee. A possible suggestion could be to amend the Statutes to ringfence PGT representation directly on the School Executive.
- 7) The 18<sup>th</sup> October is the day when PG Reps should be in place provided that sufficient number of PG students have put themselves forward to be elected to the various committees.

The Dean expressed her thanks to the Education Officer and members for an extremely constructive discussion. The Education Officer thanked the Dean of Graduate Studies and the PG Renewal Programme Director for their steady support of the Student Union’s efforts to work out a new reliable mechanism for ensuring postgraduate representation across all committees in College.

**XX GS/24-25/005 Horizon 2: PGR monthly update (September) – Ms Leona Coady, PG Renewal Programme Director, to present**

Ms Leona Coady, PG Renewal Programme Director, gave a brief overview of PG Renewal key achievements listed on the monthly slide for September highlighting some issues such as: celebration to be hosted by the Provost on the 17<sup>th</sup> October for the winners (student and supervisors) of 2024/25 TRDAs; recently secured funding for the development of automated online systems and processes for PGR progression - the actual design will come forward to the October or November meeting; the first PGT course proposal developed under the two stage Pilot approval roll out to be submitted to the next meeting.

**Action GS/24-25/005:** DTLPs were asked to share the PG Renewal monthly update slide for September within their respective Schools.

The Dean thanked the PG Renewal Programme Director for her update. A short discussion ensued around the issue of an amended online PGT application form. Members pointed out that it is virtually impossible to correct the mistake if an applicant applied in error to the wrong course or to a wrong course commencement date. The Dean confirmed that as undoing such mistakes is extremely difficult, the application form has been revised to minimise the potential for such errors at the outset. In relation to another query on PGR progression, the Dean clarified that Schools have always had a role to advise the Academic Registry as to which PGR students are to be progressed and that process stays unchanged.

**XX GS/24-25/006 HORIZON 2: TRDA 2025/26 allocation model – Dean of Graduate Studies to present**

The Dean spoke to her circulated memorandum and advised members that the Trinity Research Doctorate Awards (TRDAs) to recruit in 2025/26 will continue to be allocated in 2024/25 along lines similar to those that have applied in the previous year. The new call will be launched in early November 2024. Following discussions with Faculty Deans, it is proposed that for the Faculty-based PI-led or Student+PI-led awards, Faculties will continue to decide on the balance that works best for them. Priority will continue to be given to applications from early career colleagues appointed since 2019. In this category, three individual awards will be allocated by each Faculty, with the remaining three awards allocated based on a cross-Faculty review of two short-listed “wild card” applications from each Faculty. Group-based research projects will be solicited under four themes, rather than a single open call to make it easier for the Dean to recruit external reviewers – experts in the selected themes ready to assess the quality of the submitted applications. Three proposed themes are: *Lifespan wellbeing; Culture, Identity and Inclusive Societies; and Sustainable practices and land use;* one further theme is yet to be confirmed but most likely it will run along the lines of *Living/thinking with the AI/Ethics AI*. However, there will only be three projects funded out of the four themes.

**Action GS/24-25/006(i):** DTLPs were asked to share suggestions how to articulate the proposed fourth AI-linked theme with the Dean.

As an update to GSC, the Dean advised that a large volume of strong applications was received with respect to the Student of Sanctuary award. Through a specific allocation from the Dean of AHSS, two awards were finally made – one specific to AHSS. The Dean thanked Global, the Irish Refugee Council and DTLPs for their support with the applications and the selection process, and in particular the Postgraduate Advisory Service for their financial support for purchasing a laptop for one of the winners.

The TRDAs for 2025/26 will be launched in early November when the website for applications will go live.

**Decision GS/24-25/006:** Members approved the proposed TRDA2024/25 allocation model for 2025/26 recruitment.

In a short discussion which followed a few issues were raised:

- 1) In the AHSS Faculty a significant number of applications around the GenAI theme have steadily been coming in indicating the already present “organic” interest amongst applicants raising a question whether it is necessary to ringfence a specific theme around the AI or should that fourth category be better served with another theme under-represented in the current applications. The Dean noted that these applications might be coming from an AHSS discipline-specific perspective whereas the intention is to encourage an inter-disciplinary collaborative research approach around the technical but also social and philosophical perspective.

- 2) A member shared comments from the last year's experience in her School with selecting applicants for awards, in particular about the student-led category where applicants would not know how long their chosen supervisor has been working in Trinity and whether they are eligible for the early career academic scheme. The Dean noted that it is the Faculty's decision whether it will go PI-, student- or mixture of both-route but she acknowledged that it is problematic to expect of an applicant to figure out if their prospective supervisor is an early career academic; this aspect of the application process will be rectified. The Faculty Deans wish to continue with the current prioritisation of early career researchers for the time being as awards can act as a first step towards securing a bigger funding.
- 3) In reference to the student-led category, another issue raised was that Schools lose out on potential students as applicants are unable to apply because their preferred supervisor is out of reach as they are not an early career researcher. More flexibility is needed in the student-led category and the Dean undertook to raise the issue with Faculty Deans.

**Action GS/24-25/006(ii):** The Dean of Graduate Studies to bring feedback to Faculty Dean seeking more flexibility with identifying supervisors in the student-led award category.

**XX GS/24-25/007 Horizon 2: Research proposal format for PGR student applications (revised format for Online Application Form: OLAF). – Dean of Graduate Studies to present**

The Dean noted that in response to repeated applicant queries channelled to her office during the summer, she circulated a sample template to guide applicants on the research proposal submission requirement within OLAF. Many DTLPs were however concerned that Dean's intention was to introduce a standard format across the university. The Dean explained that her intention was to ensure that some unified format be available where there was none in a discipline that can be accessed by applicants regardless of their research background to guide them in their application. Frequently, even when such guidance exists, it is not always clear to the applicant where to find the information. The Dean suggested therefore that the application form contain a link bringing applicants to a website where they select their target School. That link can bring the applicant either to the School's own webpage or to the general College guidance and proposed template. There is no intention to prescribe what guidance Schools offer on their sites, or how extensive that guidance should be. The application form will explicitly remind applicants that they must ensure they have consulted with the relevant School and inform themselves of the School-specific requirements. The information should be available to applicants across all Schools before applications open in November. DTLPs were advised to consult supervisors to ensure that available information is comprehensive for each discipline.

**Action GS/24-25/007(i):** DTLPs to consult supervisors in their Schools and disciplines to ensure that guidance available to applicants on how to write the research proposal within OLAF is sufficiently comprehensive for each discipline.

**Action GS/24-25/007(ii):** DTLPs to email [genadgso@tcd.ie](mailto:genadgso@tcd.ie) by the 8<sup>th</sup> October either (i) the web url to be assigned to their own tab on the Graduate Studies website, or (ii) if they wish that applicants be brought to the proposed template or its adapted version, they need to advise if they wish to host it on the School own website (and provide the url), or the Graduate Studies weblink can be applied to their School.

In a short discussion an issue was raised by the School of Mathematics DTLP whether it might be possible to bar applicants from applying without having first contacted the School to tease out their research project and identify a supervisor. An invitation to submit an application should be the end of the application process and not its beginning. The Dean noted that such an approach might not suit all disciplines but interested Schools have the option of hiding the application link. There are



some Schools, like Chemistry and Trinity Business School for part-time applications, that have already put that arrangement in place. Any School interested in disabling the visibility of the research application link should directly contact the Admissions Officer who would seek approval from the Dean for each such School request.

**XX GS/24-25/008 GSC workplan for 2024/25 - Dean of Graduate Studies to present**

The Dean spoke to her circulated memorandum and advised members that the 2023/24 GSC annual survey has revealed that members need more time to source feedback from their Schools to prepare for discussions at GSC meetings on some topics. The Dean listed key topics coming for discussion in 2024/25 noting that additional important issues are likely to emerge during the course of the academic year. Members can start discussions on the anticipated topics at School level collecting feedback to be shared with the committee in due course.

The Dean collated the proposed topics in three groups. Firstly, around “PGT Activities”: what has worked around the new PGT course proposal process, framework for review of newly launched taught programmes, feedback for academic policies to be reviewed during the academic year, a possible role of PhD candidates in supervision of taught Masters dissertations and further development of Micro-credentials. Secondly, around “PGR Activities”: PGR students’ multidimensional skillset development, the Trinity blueprint for a Triple I framework for PGR and PGT students, organisational structure to support PGR activities, guidelines on teaching and learning supports delivered by PGR students, evaluating the new PGR templates, guidelines and terms of reference. Thirdly, around “Cross-cutting activities”: AI and GenAI in relation to Teaching, Learning and Research, conflict management in the supervision relationship, finance matters (fee differential write-down, TRDA awards, policy on internal awards) and changes to the VLE.

The Dean especially flagged the issue of defining nomenclature differentiating between the briefs of Principal supervisor, Co-supervisor, Assistant supervisor, Adjunct supervisor. In particular, the term “Co-supervisor” has a specific meaning in Trinity referring to an academic who can deputise for the principal supervisor which is different to the usage in other HEIs.

**Action GS/24-25/008:** DTLPs to initiate discussions locally on the usage related to supervisor-linked terminology classification.

In a short discussion an issue arose as to how to deal with *de facto* supervisors from research institutions outside Trinity, such as the Dublin Institute for Advance Studies, which operate research grants and recruit students to research topics but must collaborate with an awarding body such as Trinity for their students to be awarded a PhD degree. A Trinity academic ordinarily acts as Trinity supervisor but is not the main supervisor leading this inter-institutional student relationship. A related issue pertains to the thesis committee arrangements and regulations. In addition, there should be a way of distinguishing between giving credit for an intellectual lead versus for the administrative role. Some legacy titles might be re-utilised so that a revised nomenclature becomes representative of and covers the full spectrum of research supervisory scenarios.

**XX GS/24-25/009 Results of 2023/24 GSC Survey - Dean of Graduate Studies to present**

The Dean thanked members for completion of the online anonymous 2023/24 Annual Survey evaluating the effectiveness of the GSC in conducting its business. A total of 19 responses were received. Overall, the respondents were satisfied with the administrative support for the committee but suggested some enhancements. The Dean assured members that their suggestions will be incorporated as much as possible.

**XX GS/24-25/010 Any Other Business**

- (i) The Assistant Academic Secretary – Academic Affairs noted that a number of academic policies will be reviewed in 2024/25 and input from Schools will be sought to inform the revisions.
- (ii) Academic Affairs is running an information session for DTLPs and School Managers on the 3<sup>rd</sup> October between 10am and 11.30am in Trinity Business School Boardroom. The session will cover meeting the team, understanding what Academic Affairs do (*versus* what the Office of the Dean of Graduate Studies/Academic Practice do) and introducing key resources. Importantly, Academic Affairs would like to hear what Schools need in the areas of PGT programme development and academic policies in particular.

**Action GS/24-25/010:** DTLPs interested to attend the AA workshop on the 3<sup>rd</sup> October should email [esdowska@tcd.ie](mailto:esdowska@tcd.ie).

**XX Section B for Noting and Approval**

**XX GS/24-25/011 Revised “Internships and Placements Policy” and memo from Ms Sorcha Mulcahy, (former) Acting Director of Careers (Trinity Careers Service)**

In line with Trinity’s cyclical policy review process, Trinity Careers Service has conducted a review of the Internships and Placements Policy. Extensive consultation with relevant stakeholders has been conducted, and minor wording changes are recommended to the policy to enhance clarity. Members noted and recommended the proposed changes for Council approval.

**Decision GS/24-25/011:** The committee noted and recommended for Council approval the proposed changes resulting from the review by the Trinity Careers Service of the Internships and Placements Policy in 2023/24.

**XX GS/24-25/012 Suspension of Master in Education Strands: Mathematics Education for 2024/25 and 2025/26; Language Education, Music in Education, Diversity and Inclusion in Education, Science Education, and Early Intervention for 2025/26 - Request from the School of Education**

Members noted and recommended for Council approval a request from the School of Education to suspend six strands within the Master in Education programme.

**Decision GS/24-25/012:** The committee noted and recommended for Council approval suspension of six Strands within Master in Education programme i.e., Mathematics Education for 2024/25 and 2025/26; Language Education, Music in Education, Diversity and Inclusion in Education, Science Education, and Early Intervention for 2025/26.

**XX Section C for Noting**

**GS/24-25/013 GSC Terms of Reference for 2024/25 – Memorandum from Dean of Graduate Studies**

The Dean reminded members that in line with its statutory obligation, the Graduate Studies Committee is required to annually review its Terms of Reference (TOR). A comprehensive discussion resulting in updated terms was carried out in Michaelmas Term the previous year. The revised TOR were circulated to the committee primarily for information, but any further amendments can be raised under AOB, for consideration at a subsequent meeting of the GSC.

**GS/24-25/014 HORIZON 2: Update on work completed by WP3 over summer 2024 on (a) Online Application Form and (b) Reporting on Postgraduate Awards - Memorandum from Ms Helen O’Hara (PG Renewal, WP3 Lead)**

Members noted that after extensive consultations with multiple stakeholders in College, over eighty changes were made to the current admissions application form with most changes to PG applicants only, while others were shared with UG applicants. The team has configured the changes, and the testing has commenced. The proposed changes have been notified and approved by the SITS Change Control Board. It is expected that testing with key stakeholders will be completed by early to mid-October 2024 so that the new functionality can be prepared for roll out in the new Admissions cycle for 2025/26 which opens on 4th November 2024. Members also noted that reporting on some key PG awards has proven to be problematic due to challenges with cross system communication, but the process was due to have been completed by the 13<sup>th</sup> September.

**GS/24-25/015 International Education Mark – Memorandum and submission from Ms Rima Fitzpatrick, Assistant Academic Secretary - Academic Affairs**

The committee noted the memorandum and College's application for the International Education Mark (IEM) established by QQI and branded TrustEd, coordinated by the Quality Officer and the Assistant Academic Secretary - Academic Affairs in consultation with Trinity Global, Academic Registry, Transition to College Office, Centre for English Language Learning and Teaching (CELLT) and Human Resources and Financial Services Division (FSD). Full application will be submitted to QQI after Council and Board approval. Outcome of the application will be published in September 2025. Trinity is confident that its application will be successful. Receiving IEM/TrustEd will enable Trinity to continue recruiting international students to its programmes. Members noted that the application will be submitted to Council and Board later in MT 2024.

The Dean thanked all the committee members. There being no other business, the meeting ended at 11.45pm.

Prof. Martine Smith

Date: 19 September 2024