

GRADUATE RESEARCH STUDIES BOARD (GRSB)

OF ACADEMIC COUNCIL

TERMS OF REFERENCE

1. Purpose

The Graduate Research Studies Board (GRSB) is responsible to the Academic Council for the oversight of postgraduate research in the Institute and to ensure best practice in the structure and delivery of postgraduate research degrees at Master's and Doctoral level.

2. Terms of Reference

- (i) Formulation of institutional policy in relation to postgraduate research degrees.
- (ii) Oversight of the development and operation of Institute regulations and guidelines in relation to postgraduate research degrees.
- (iii) Consideration of matters arising from School Graduate Research Programme Boards and the Research Sub-Committee in relation to postgraduate research degrees.
- (iv) Consideration of graduate training elements for structured PhD provision submitted by Academic Schools.
- (v) Research students' applications for admission to the postgraduate research register.
- (vi) Research students' applications to Transfer to the PhD Register.
- (vii) Nominations for the appointment of External Examiners for research degrees and the PhD transfer process.
- (viii) Research students' requests for extension of registration and early submission of thesis.
- (ix) Carry out any work assigned to it by Academic Council.

3. Membership

In accordance with the Academic Council Constitution, a committee shall have at least four Academic Council members, at least two of whom shall be elected members, nominated by the Academic Council from its membership:

President: The President is automatically a full member of all committees, sub-committees and working groups of the Academic Council.	1	Ex officio
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Vice President for Academic Affairs and Registrar	1	Ex officio
Head of Academic Planning and Quality Assurance	1	Ex officio
Head of Research and Graduate Studies	1	Ex officio
Chairs of School Graduate Research Programme Boards	4	Ex officio
Representative from Dublin City University (DCU Awards ONLY)	1	Ex officio
Nominee from each of the School Graduate Research Programme Boards (GRPB) (1 per School)	4	Ex officio
Representative from the Centre for Excellence in Learning and Teaching (CELT)	1	Ex officio
Representative of the Postgraduate Research Student Body	1	Ex officio
Members of the Academic Council	3 2	Ex officio / Elected Elected
Co-Options: <ul style="list-style-type: none"> The committee may co-opt members, with the agreement of the Academic Council, as it deems necessary to fulfil its functions. 	As required	-
<i>Maximum Membership</i>	<i>20 + co-options</i>	

4. Officers

Chairperson: Head of Research and Graduate Studies.

Vice Chairperson: Elected by the sub-committee from the sub-committee membership at first meeting.

Secretariat: Provided by the Research and Graduate Studies Office.

5. Meetings

The frequency of meetings will be as per the agreed schedule. Emergency meetings can be called by the Chairperson or Vice Chairperson if required.

6. Quorum

The quorum will be eight members and must include one elected member. If unable to attend members should notify the Chairperson in a timely manner (48 hours in advance of meeting, if possible).

7. Reporting

Minutes of sub-committee meetings will be made available to members of the Academic Council.

8. Review

This sub-committee will be reviewed as necessary.

Document History

Version Number	Date Approved	Approved By	Brief Description
1.00	20/02/2015	Academic Council (Meeting No. 140S)	Terms of Reference approved.
2.00	04/03/2016	Academic Council (Meeting No. 146)	Terms of Reference updated.
3.00	06/05/2016	Academic Council (Meeting No. 147)	Terms of Reference updated.
4.00	20/06/2022	Academic Council (Meeting No. 182; AC:DOC:182:05:02)	Terms of Reference updated to allow for DkIT postgraduate research awards at NFQ Level 9.