



Ollscoil Chathair  
Bhaile Átha Cliath  
Dublin City University



# Graduate Research Guide 2020 - 2021





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# Introduction to the Graduate Research Guide from the Dean of Graduate Studies

Graduate research is quite distinct from taught programmes as it offers students the opportunity to work with a high degree of autonomy. Each student pursues a unique project over several years, working closely with senior researchers, and often technical staff. This offers students invaluable developmental opportunities and is a great strength of graduate research. The nature of this independent research presents a challenge to the University in terms of providing the best support, and developing suitable policies and regulations appropriate across all disciplines.

This Graduate Research Guide is intended for research students and all of those who support them academically and administratively in DCU. While student researchers will consult the guide most, the information is useful to supervisors, research convenors, postgraduate co-ordinators, heads of school, research administrators in faculties, research centres, and Registry, support staff in the Library, Student Support and Development, the International Office and the Finance Office. For most students, the need for specific knowledge about the DCU environment, regulations, processes and forms arises as a once-off as they encounter a new need or requirement in progressing through their work. Understandably students only need (or want) to know some things at the point in time when they need to know them. Supervisors, and other colleagues, are more likely to have cause to check the guide to ensure their understanding is up to date, as policies change. For most, the guide is not cover-to-cover recommended reading at any stage, but parts of it will be invaluable at specific stages of candidature, at particular times of the year or when particular unexpected circumstances arise.

The Graduate Research Guide is revised annually. Particular thanks are due to Graduate Studies staff who undertake the significant task of updating the guide each year and to Registry and RIS staff for their input. We hope the guide is a comprehensive resource, but if you need any further information or help, please contact my colleagues in the Graduate Studies Office. We are also interested in hearing feedback so please feel free to contact us – our details are given below.

Finally, please note that every effort has been made to ensure information is correct at the time of publication and, in as much as is possible, we have used live links to ensure readers can access current information. The guide is intended as an information resource – current DCU regulations, policies and procedures take precedence at all times and in all cases.



Professor Joseph Stokes, Dean of Graduate Studies

## Graduate Studies Office:

**Location:** Ground floor of the McNulty Building, Glasnevin Campus

**W:** [dcu.ie/graduatestudies/index.shtml](http://dcu.ie/graduatestudies/index.shtml)

**T:** +3531 700 5136 / 5214 / 7655

**E:** [graduatestudiesoffice@dcu.ie](mailto:graduatestudiesoffice@dcu.ie)

**Twitter:** @DCUGradStudies

# Introduction to the DCU Research Environment

The University is partner of choice for a vast array of projects, including industry projects and projects with public or private enterprise.

## 1.1 Research in Dublin City University

DCU is a dynamic university, conducting intensive research activity in a number of areas where society faces global challenges, and focusing on translating its results into outputs for societal and economic benefits. The DCU research environment is highly collaborative, not only among its five faculties, but nationally and internationally. Much of the research activity is concentrated in a number of research centres, where different expertise converges to generate multidisciplinary approaches to key challenges.

### DCU Campuses

DCU is a multi-campus university. **Detailed maps** of each of the following campuses can be viewed on the DCU website:

1. DCU Glasnevin Campus
2. DCU Sports Campus
3. DCU Alpha
4. DCU St Patrick's Campus
5. DCU All Hallows Campus

### Research Support Office

Research Support, under the leadership of the Vice-President of Research and Innovation, is responsible for sustaining a vibrant research environment at DCU. Research Support provides the framework for research and innovation activities in the University, through the formulation of strategy and relevant policies, and by providing hands-on support to academic and research staff via the Research Support team and the commercialisation and technology transfer unit located in DCU Invent. The Research Support team assists staff in identifying sources of funding, provides coaching for the preparation of bids for different funding calls, assists with proposal development, supports contract negotiations and facilitates ethical reviews via the Research Ethics Committee. DCU Invent works closely with researchers and industry to support and encourage the translation of innovative research into new and enhanced products and services.

### DCU Research Engine

The DCU Research Engine is the portal through which academic staff showcase their research activity and output. Academic staff often choose to include the postgraduate students they are currently supervising on this portal. If you do not wish your name to be published on your supervisor's profile, please contact your principal supervisor to request that it is removed.

**Please note** that this applies to principal supervisors, joint principal supervisors, secondary supervisors and independent panel members.





## 1.2 DCU Research Programmes

### 1.2.1 Research Degrees

The University's higher degrees by research include:

1. Master's by research and thesis including: MA Master of Arts, MPhil Master of Philosophy, MBS Master of Business Studies, MEng Master of Engineering, MSc Master of Science, LLM Master of Laws, and MEd Master of Education Studies
2. Doctor of Philosophy, PhD
3. Professional Doctorates including EdD Doctor of Education, DBA Doctor of Business Administration, DPsych Doctor of Psychotherapy, DMusPerf Doctor of Music in Performance and DProfElite Doctor of Elite Performance (Sport)

Full details on all research degrees are provided in the current **Academic Regulations for Postgraduate Degrees by Research and Thesis**.

The Higher Doctorate is the highest qualification awarded to DCU graduates and staff by the University and it is awarded in recognition of published work and/or other material of high distinction resulting from research. It is awarded to scholars who have, over a sustained period, published a substantial body of ground-breaking and influential work and who have achieved outstanding distinction internationally in that field. Details are given in the **Higher Doctorates: Provisions and Regulations**.

Full details on all research degrees are provided in the current Academic Regulations for Postgraduate Degrees by Research and Thesis.

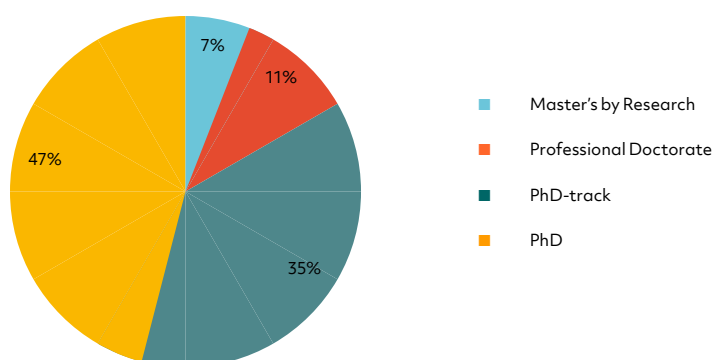


Figure 1.2: Distribution of DCU research degree student registrations in 2019/20

### 1.2.2 Registration Periods and Modes of Study

Candidates for a postgraduate research degree follow a programme of research and training for varying periods of time. The duration will vary depending on the degree, on whether the candidate is studying full-time or part-time and, in some instances, on the classification and content of their undergraduate degree and/or postgraduate degree.

Students register either on a full-time or a part-time basis. The minimum full-time registration period required is normally two years for a Master's degree and a minimum of three, but typically four years for a PhD. Part-time registration is typically three years for a Master's degree and five for a PhD. The minimum registration period for a Professional Doctorate, which is usually part-time, is four years. The part-time research format is aimed at facilitating graduates who are in employment and are balancing study with work, family or other commitments.



### 1.2.3 Programme Outcomes

The Irish Universities Association (IUA) **PhD Graduates' Skills Statement** describes the desired learning outcomes and skills that PhD students may develop through their research, and additional training undertaken during the course of their research degree as follows:

1	Research skills and awareness
2	Personal effectiveness/development
3	Ethics and social understanding
4	Communication skills
5	Team-working and leadership
6	Career management
7	Entrepreneurship and innovation

In the UK, **VITAE** has developed the **Researcher Development Framework (RDF)**, which “articulates the knowledge, behaviours and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development”:

Knowledge and intellectual abilities	Personal effectiveness	Research governance and organisation	Engagement, influence and impact
<ul style="list-style-type: none"> <li>— Knowledge base</li> <li>— Cognitive abilities</li> <li>— Creativity</li> </ul>	<ul style="list-style-type: none"> <li>— Professional and career development</li> <li>— Self-management</li> <li>— Personal qualities</li> </ul>	<ul style="list-style-type: none"> <li>— Professional conduct</li> <li>— Research management</li> <li>— Finance, funding and resources</li> </ul>	<ul style="list-style-type: none"> <li>— Engagement and impact</li> <li>— Communication and dissemination</li> <li>— Working with others</li> </ul>

These skills are not a rigid standard but rather a guideline, and are compatible with the **European Universities Association's Salzburg principles**,<sup>1</sup> endorsed by a Higher Education Authority (HEA) forum in March 2006.<sup>2</sup> The Salzburg principles recognise that advancement of knowledge through original research is the core component of PhD education, but PhD education must also facilitate additional skills development opportunities, which must reflect student and discipline needs. Ireland's **National Framework for Doctoral Education**<sup>3</sup> equally acknowledges that the skills developed through doctoral education should “relate both to the research process itself and to broader professional training and development”. In Europe and beyond these ongoing developments in doctoral education have resulted in the establishment of more structured PhD offerings, which are tailored to help graduate researchers make the most of opportunities presented from a wide range of career opportunities. For more information on DCU's structured PhD offerings (structured pathways) refer to **guide section 8.1.2**.

<sup>1</sup> European University Association, report on the Bologna seminar: doctoral programmes for the European knowledge society, Salzburg, 3-5 February 2005, p.2.

# 2

## DCU Graduate School

Graduate research studies are central to the mission of DCU. The research activities and advanced study of our postgraduate students give life to the University as a research intensive, globally engaged University of Enterprise. Postgraduate research students are the most diverse group on campus – mature students, international students and part-time students are all highly represented and contribute to the rich learning environment. The DCU Graduate School currently has just under 800 research students, registered across five faculties: Business, Engineering and Computing, Humanities and Social Sciences, Education and Science and Health. DCU registers in the region of 170 new research students each year.

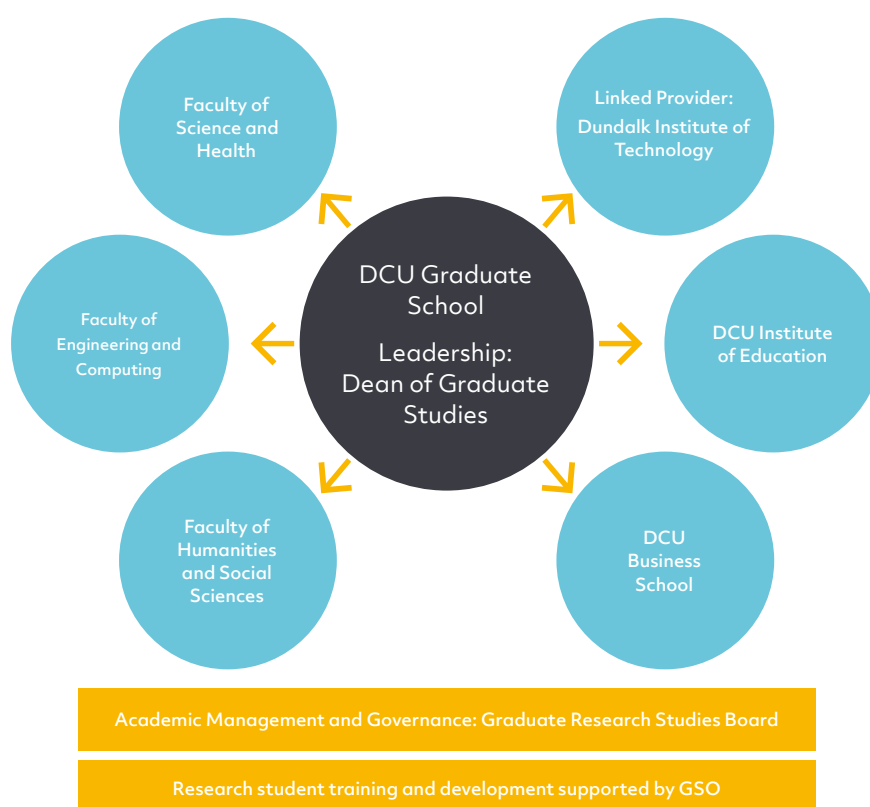


Figure 2.1: DCU Graduate School

### 2.1 The Graduate Research Studies Board and Governance

The Graduate School is overseen by the Graduate Research Studies Board (GRSB) which is chaired by the Dean of Graduate Studies (see below). GRSB is responsible for all policies and procedures relating to graduate research, as well as performing key quality control functions in respect of postgraduate research progression and examination. GRSB meets 8 times per year, and is a subcommittee of the Academic Council which has overall responsibility in all matters related to graduate research degrees.

GRSB membership is detailed on the [OVPA website](#).

#### The Dean of Graduate Studies

The Dean of Graduate Studies is an academic leadership position held for a fixed period. The Dean is a member of DCU Executive, represents the postgraduate agenda at several University level committees, and plays a role in external engagement on behalf of DCU. The Dean reports to the Vice-President for Academic Affairs and maintains regular contact with the Vice-President of Research and Innovation.



## 2.2 Graduate Studies Office

Established in October 2011, and led by the Dean of Graduate Studies, the Graduate Studies Office (GSO) supports the development and delivery of postgraduate research in DCU and provides a range of support services for its postgraduate research students. The Dean also has a role in the University's oversight of postgraduate taught programmes.

The mission of the GSO is to support excellence in the provision of postgraduate education in DCU by providing leadership and working in collaboration with the staff, the student community and external partners. The GSO also works in partnership with **Research Support** in the implementation of the University's strategic aims.

GSO's three principal areas of responsibility include:

- Leading the development of all aspects of DCU's postgraduate research education
- Acting as champion for the needs of DCU's postgraduate student community
- Driving the development of DCU's postgraduate policy and planning

GSO engages in a diverse range of activities under these areas of responsibility, such as:

- Policy development and implementation for best practice in graduate research
- Orientation and induction programme for new research students
- Annual calendar of skills development events, seminars and workshops
- Tell It Straight Research Communications Competition
- Scholarship and industry internship programmes
- Internal and external collaborative projects, funding proposals and consortium activities at national, European and international level

### 2.2.1 Graduate Studies Office Team

**Prof Joseph Stokes -  
Dean of Graduate Studies**

The Dean of Graduate Studies role is an academic leadership position, introduced by the university in 2011. The Dean is a member of DCU Executive, Research Committee, and Education Committee among others, and is responsible for steering the university agenda in all aspects of graduate research. The Dean heads up the Graduate Studies Office and his own academic background is in mechanical engineering.

**Ms Vikki Doyle**

Executive PA to the Dean of Graduate Studies.

T: 01 700 7655

E: vikki.doyle@dcu.ie

**Ms Karen Keating -  
Graduate Studies  
Manager**

Responsible for managing the daily operations of the unit as well as coordinating a broad range of activities arising from DCU's external graduate research engagement projects including relationships with linked colleges, regional Graduate School partners, government agencies, national sectoral bodies and international partners. Also supports strategic planning of the University's postgraduate provision.

T: 01 700 6361

E: karen.keating@dcu.ie

**Mr Jonny Hobson -  
Research and Scholarships  
Administrator**

The Research and Scholarships Administrator is responsible for the support and administration of IRC postgraduate scholarship schemes and internal DCU postgraduate scholarship schemes. Also responsible for the processing of monthly scholarship payments, conference and travel grants, Card Fee applications, while working closely with the University Fees Office with respect to postgraduate research fees.

T: 01 700 5136

E: scholarships.  
graduatestudies@dcu.ie

**Ms Sharon King -  
Graduate Studies  
Project Officer**

Responsible for the provision of quality assurance and access to due process as it relates to graduate research degrees. Also supports the PGR Research Integrity programme and policies and procedures relating to the University's postgraduate provision.

T: 01 700 5214

E: sharon.king@dcu.ie

E: pgresearchintegrity.  
graduatestudies@dcu.ie

**Ms Linda Prosa -  
Graduate Training  
Coordinator**

The Graduate Training Coordinator is responsible for the University's postgraduate research training and orientation programme, research student internships, and GSO's internal and external communications and reporting. Also supports the development of graduate programme funding proposals and policies and procedures relating to the University's postgraduate provision.

E: training.

graduatestudies@dcu.ie

## 2.3 Academic Regulations, Roles and Responsibilities

### 2.3.1 Academic Regulations

The **Academic Regulations for Postgraduate Degrees by Research and Thesis** detail and govern the entire process of undertaking postgraduate research at DCU. Their purpose is both to safeguard the academic standards of the University and the interests of individual students. The Regulations are reviewed annually by GRSB.

### 2.3.2 Academic Roles and Responsibilities in Graduate Research

DCU research students are registered in an academic school (irrespective of affiliation to a research centre or institute) with the exception of students on the Professional Doctor of Education who are registered with the faculty. This means that, in addition to the frequent practical support students receive from administrative and technical staff, they are also supported by a number of academics in their area, by their supervisor and other panel members, the Head of School, the faculty management and by the Dean of Graduate Studies.

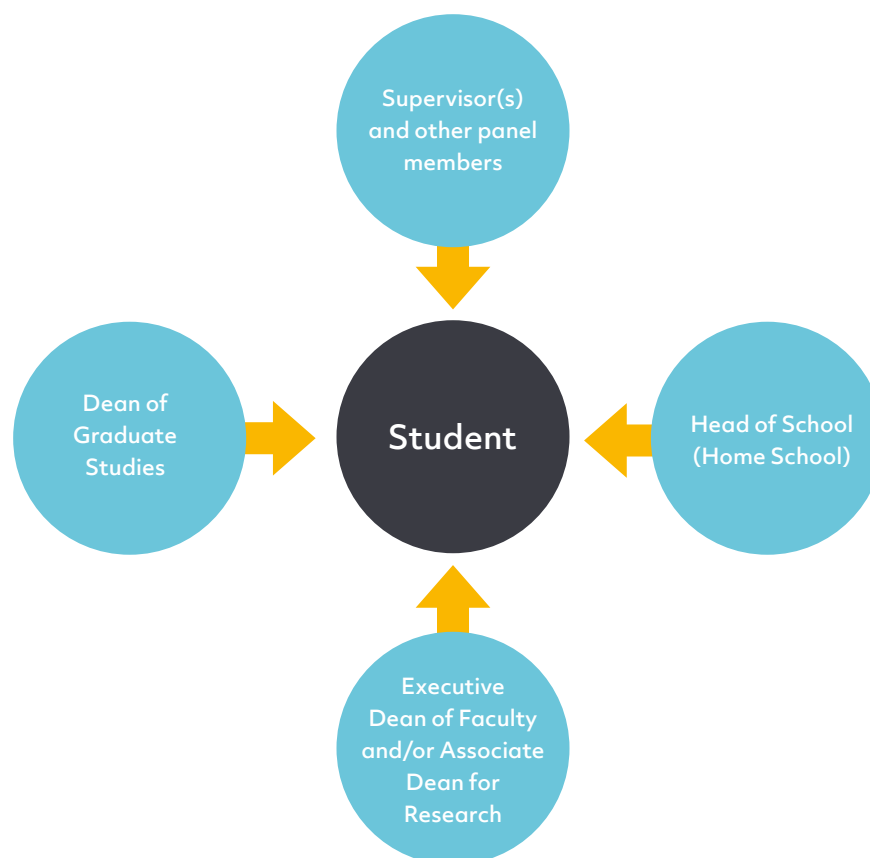


Figure 2.2: Academic supports for research students

The roles and responsibilities of each of these local stakeholders are defined in the **Academic Regulations for Postgraduate Degrees by Research and Thesis**, and are presented succinctly in the booklet **Academic Roles and Responsibilities in Graduate Research**.

### 2.3.3 Academic Calendar and Milestone Dates for Research Students

#### University Schedule of Meetings

- Graduate Research Studies Board meeting dates

## Academic Calendar

- Registration – dates for online and in-person registration and changes of module choice
- Orientation for new postgraduate students
- Faculty Award Board for Research Degrees (FABRD) – meeting dates
- GTE Award Board meeting dates
- Graduation ceremony dates
- Online Annual Progress Report submission deadline

## Registry postgraduate research key dates

- Online Annual Progress Report submission deadline
- Deadline for thesis submission for Spring and Autumn Conferings
- Submission deadlines for all PGR forms (see **Guide Section 9.1** for full details of PGR form administration)

Research Degree Stage / Activity Phase	Masters Indicative Timeline (months)	PhD Full-Time Indicative Timeline (months)	Key Activities and Milestones
Foundation	0-3	0-6	<ul style="list-style-type: none"> <li>— Registration</li> <li>— Orientation and induction</li> <li>— Acclimatisation</li> <li>— First formal supervisory panel review (optional)</li> <li>— Supervisory meetings</li> <li>— Personal and Professional Development Planning</li> </ul>
Consolidation	3-9	6-18/21	<ul style="list-style-type: none"> <li>— Registration in September</li> <li>— Formal supervisory panel meetings</li> <li>— Annual Progress Review submission each July</li> <li>— If PhD: PGR3 Application for Confirmation/ Transfer to the PhD Register at 12-21 months</li> </ul>
Continuation	9-22	21-42	<ul style="list-style-type: none"> <li>— Registration in September</li> <li>— Annual Progress Review submission each July</li> <li>— PGR4 Notice of Intention to Submit Thesis for Examination</li> <li>— Thesis submission approved by supervisor</li> <li>— Submission of softbound thesis within 3 months of PGR4</li> </ul>
Completion	22-24	42-48	<ul style="list-style-type: none"> <li>— Viva Voce examination (doctoral students only)</li> <li>— Revisions/corrections/submission</li> <li>— PGR6 Examination Report</li> <li>— PGR7 Thesis Access Consent form or PGR8 Restriction of Access to Thesis form</li> <li>— PGR12 E-thesis Submission Declaration form</li> <li>— Submission of hardbound thesis copy/FABRD/ AC approval</li> </ul>

Figure 2.3: Research degree stages and progression



# 3 Admission

## 3.1 Entry Requirements

### 3.1.1 Entry to the PhD, PhD-track and Master's Registers

The entry requirements vary for each research degree, and in all cases should be checked first by prospective applicants. Full details on entry requirements for DCU's research programmes are given on the [Registry website](#).

### 3.1.2 Entry to Professional Doctorate Programmes

The entry requirements differ for each of the Professional Doctorate programmes, and prospective applicants are referred to the programme webpages for more information.

### 3.1.3 Recognition of Prior Learning (RPL)

The recognition of prior learning (RPL) is inherent to DCU. The purpose of RPL is specifically to support students with diverse prior learning experiences who, based on this prior learning, are judged to be suitably prepared for postgraduate study and who can greatly benefit from such study. Students are admitted to research programmes through recognition of prior accredited and experiential learning, or a combination of both. Students will be registered on the research master's register in the first instance. More detail is available in the [Recognition of Prior Learning \(RPL\) Policy for Research Programmes](#).

### 3.1.4 English Language Entry Requirements

A sufficient level of English language achievement is both necessary and important in order to undertake a research degree in DCU, in terms of:

1. the effective conduct of research and the interaction of the student with peers and staff (which have follow-on implications for wider student and staff welfare and safety, as well as equipment usage and appropriate interaction with technical support staff and other staff in the University),
2. the ability of the student to effectively and fruitfully engage with all modes of instruction and supervision they have available to them,
3. the communication of the research work in various fora (including in the context of examinations), and
4. the expectations of other stakeholders around English language attainment levels of DCU graduates

Non-native speakers of English are required to provide evidence of their English language competency as part of their application. In the case of successful applications, non-EU students will also require a formal English qualification for visa purposes. Full details on the English language requirements can be found on the [Registry webpage](#) for English language requirements.



## 3.2 The Application Process

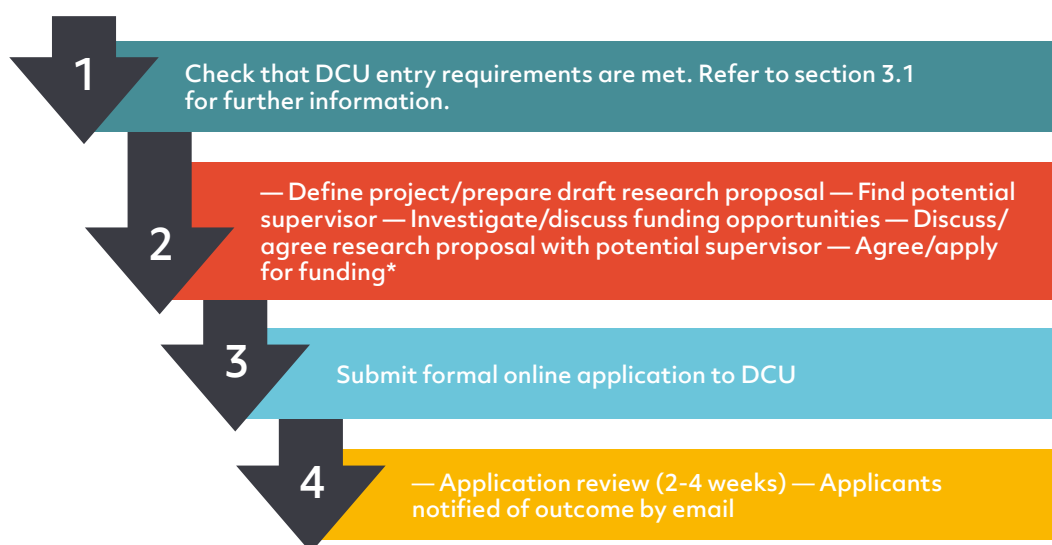


Figure 3.1: Application process for prospective research students

\* The order of steps within this stage depends on the discipline and whether or not the project was pre-defined/advertised.

All students must formally apply to the University for admission to the Register, even those who have successfully received funding.

Once a student had received an offer of a place on the programme, they may commence the registration process (see guide section 4.1).

### 3.2.1 Information for Applicants

#### Defining a project, finding a supervisor and exploring funding opportunities

All formal DCU research degree applications require:

- A project proposal
- Agreement of at least one named, qualified Principal Supervisor to supervise the project
- Approval of Head of School of which the Principal Supervisor is a member, or is affiliated to

This process applies to applicant for PhD/Master's by Research. For details on how to apply for a professional doctoral programme please visit the relevant faculty/school webpage.

Once a student has received an offer of a place on the programme, they may commence the registration process (see guide section 4.1).



Routes to finding a supervisor, project and funding:

- a) Respond to a specific research project opportunity offered by a supervisor/school/research centre
- b) Apply for an advertised scholarship/funding opportunity offered by a funding agency/DCU/individual supervisor/school/research centre (see Guide Section 7.2.1)
- c) Make contact with a member of academic staff to discuss the possibility of undertaking a research project under their supervision<sup>4</sup>

Applicants are advised to have an outline of their proposed area of interest/research project before contacting an academic member of staff to discuss the possibility of supervision.

## Where to look

Opportunities for postgraduate research (funded and non-funded projects and scholarship funding) are advertised on the **Graduate Studies Office Scholarships and Opportunities webpage**, on **individual school/faculty webpages**, and on funding agency websites (see Guide Section 7.2.1).

Potential applicants should also consult DCU's range of research areas and the research interests of its academic staff via the DCU web site:

- DCU key research areas
- DCU faculties and schools
- DCU research centres and institutes

## Making a formal application to DCU

All formal applications to undertake postgraduate research in DCU must be made

online through the application process provided. A non-refundable application fee

is payable online at the time of application. The Graduate Studies Office 'How to

**Apply**' webpage has further details on making an application, including a

pre-application checklist, supporting documentation requirements and FAQs.

See also Section 3.2.4 below.

## Assessment of application and notification of outcome

Applications are assessed on the basis of the details provided in the online application process provided and supporting documentation (see Graduate Studies Office 'How to Apply' webpage for more information on application assessment). Applicants may also be called for interview and/or

assessed on the basis of written work/proposed area of research. The assessment process normally takes 2-4 weeks from the date of receipt of all documentation. Applicants will be notified by email regarding the outcome, and, if successful, will receive a formal letter of offer.

### 3.2.2 Information for supervisors

Potential supervisors are directed to DCU's **Guide for Good Practice in the Recruitment and Selection of Research Students** which draws heavily on recent relevant publications in the area<sup>5</sup> and sets out the principles of good practice that each school/research group can integrate in discipline- or area-specific processes in their recruitment of research students.

### 3.2.3 Information for Heads of School

Heads of School have oversight and approval authority over all applications, subject to constraints of minimum requirements. An application should not be approved until the Head of School is satisfied

<sup>5</sup> Including "Good Practice in the Organisation of PhD Programmes in Irish Higher Education" (IUQB, 2009), "The European Charter for Researchers: The Code of Conduct for the Recruitment of Researchers" (EC, 2005) and "Doctoral Programmes in Europe's Universities: Achievements and Challenges" (EUA, 2007).

that necessary resources are in place, and responsibility for fee liability over the expected period of registration is clear. The Head of School ensures that entry requirements are met, supervision is appropriate, that the supervisor has the capacity for a new student, and that appropriate resources are in place for the project and student support. The Head of School also ensures that an Independent Panel Member is put in place for each new student within 3 months of initial registration, and that Registry is informed of its composition. Further details are provided in **Academic Roles and Responsibilities in Graduate Research** and the **Guide for Good Practice in the Recruitment and Selection of Research Students**.

### 3.2.4 Other Issues to be Considered Before Making a Formal Application

#### Is there a closing date?

Most research applicants can apply and start at any time during the year, but most aim to start in September to align with the beginning of the academic year and thereby maximise time for fees paid. Some research programmes (e.g. Professional Doctorates) have a specified closing date – applicants should check with their potential supervisor if a closing date applies.

#### Is a visa required for study in Ireland?

Current immigration and visa regulations are detailed on the International Office 'Pre-Arrival Information' webpage. In the case of successful applications, non-EU students will require a formal English qualification for visa purposes.

#### How will the research project be funded and what will the funding cover?

See **Guide Section 7** for more information on funding and grants.

#### How much are the fees?

Research fees differ depending on the research discipline and whether the applicant is full-time or part-time, and categorised as EU or Non-EU (see **Finance Office EU/Non-EU Fees Criteria webpage**). For further details on fees see **Guide Section 7** or see the **Finance Office fees booklet**.

#### Are there any school/faculty conditions?

Applicants should check if the school/faculty require any other information or have other requirements before a formal application is submitted.

#### Does the Recognition of Prior Learning (RPL) Policy for Research Programmes apply?

See **Guide Section 3.1.3**. More detail is available in the **Recognition of Prior Learning (RPL) Policy for Research Programmes**.

#### What are the specific details needed at registration?

The following details should be confirmed prior to the submission of an application:

- The specific research degree and associated programme code and register (Master's, PhD-track, PhD) to which the applicant is applying
- The study mode (full-time/part-time)
- The expected duration of the research degree

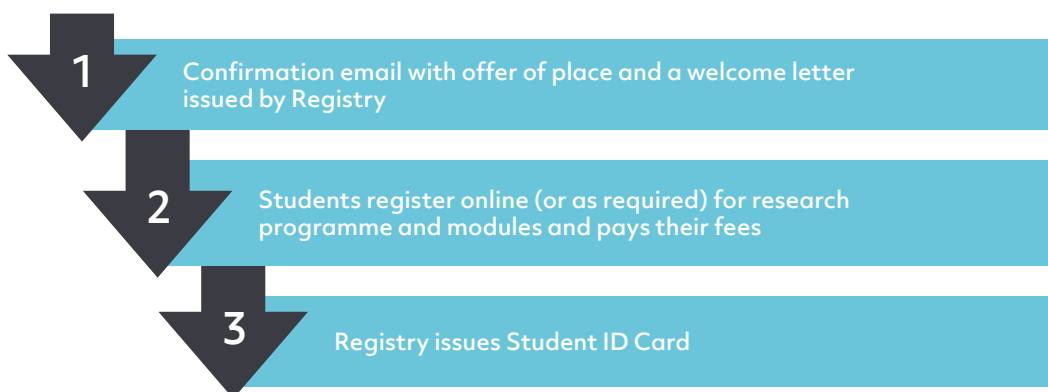
Other details which can be discussed between applicant and potential supervisor prior to application, including the day to day work involved in the project, the school requirements for learning support duties, research facilities and other supports on campus, performance monitoring and examination



# 4

procedures, and opportunities for additional training during the research degree.





# Registration and Induction

## 4.1 Registration and Student Records

### 4.1.1 Initial Registration

Following a successful application, new research students receive a welcome letter from Registry with instructions on how to register. All new research students must register at the start of their research degree (and at the start of each subsequent year, subject to satisfactory progress – see **Guide Section 9**). Registration is a separate process to the application process, and is required of all new students.

New students commencing in September can register online during the specified registration period (see the **Academic Calendar for dates**), using the login information provided in the letter issued by Registry.

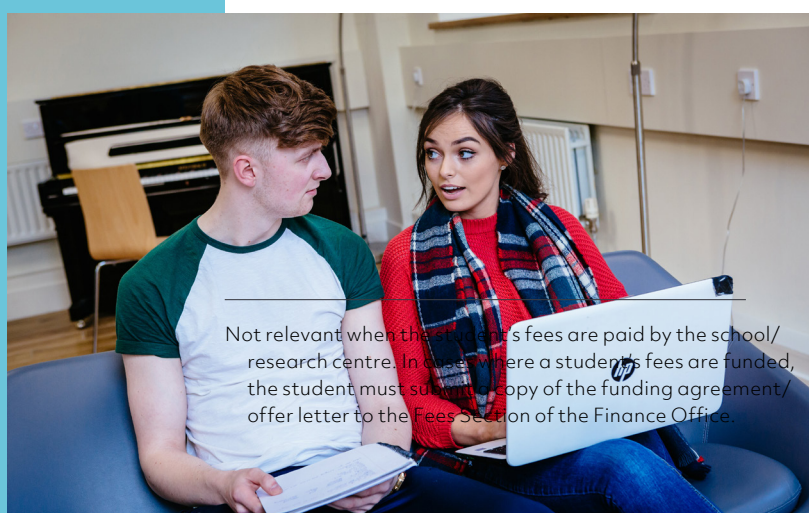
Details on how to register are provided annually by Registry via the web and **Student Apps** page. See also the **registration section of Registry's website**.

During online registration students must:

- Accept the rules and regulations of the University for the coming year
- Register for their programme of study
- Confirm the graduate training modules they wish to take
- Pay the relevant fees, if applicable<sup>6</sup>
- Amend any biographical details for the coming academic year

See previous diagram (guide section 3.2) for details on the application process.

See next diagram (guide section 7.3.1) for details on the payment process.



Not relevant when the student's fees are paid by the school/ research centre. In cases where a student's fees are funded, the student must submit a copy of the funding agreement/ offer letter to the Fees Section of the Finance Office.

Figure 4.1: Registration process for new research students

In the context of maintaining correct student records and obtaining access to facilities and training where required, all students should do the following:

- Ensure they are properly registered
- Check their @mail.dcu.ie email inbox regularly
- Ensure that their student card has swipe access to required areas on campus including the library, labs, car parks and other restricted areas
- Register for and attend orientation and induction for postgraduate research students
- Attend any local school/faculty/research centre induction for research students
- Register for graduate training elements, with their supervisor's approval
- Notify Registry and their school of any change in biographical details

### Note on the 'Registration Grace Period'

New research students who register during the 'Registration Grace Period' (2nd March to 31st July) will register as Year 1 students, and must register again as Year 1 students during the online registration period between August and September. See **Guide Section**

**7.1.2** for details on fee implications.

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discipline. See section  
rther information.

## 4.1.2 Registering for Graduate Training

In DCU, 'Graduate Training' refers to credit-bearing, discipline-specific and generic modules known as Graduate Training Elements (GTEs), See **Guide Section 8.1.2** for more information.

### GTE registration

Supervisor approval is mandatory in order to register for GTEs (credit bearing graduate training modules). This is to ensure that the training chosen fully supports the completion of the student's research project, and that the time available to the core research and its associated activities is not compromised (see **Guide Section 8.1**). It is the responsibility of supervisors and students to agree what GTEs a research student can undertake in any given year, prior to registration for that year. Further information on GTE availability will be communicated by the Faculty Office prior to the

commencement of each academic year. Students should consult this list, and also their school/faculty Structured Doctoral/Research Pathway, and discuss their training needs with their supervisor. For further information on GTE modules visit the **Graduate Training Section** of the Graduate Studies Office webpages.

While the range of GTEs on offer is reviewed on an annual basis it is envisaged that many elements will be on offer from year to year. Students may therefore have the opportunity to register for an element in a subsequent year if it is not possible or appropriate for them to register for it in the current academic year.

Graduate Training Elements (GTEs) are registered for online via the normal DCU registration process (see the **registration section of Registry's website**), while one-off non-accredited workshops/seminars typically involve local registration via the Graduate Studies Office webpage.

Students taking accredited graduate training at DCU must register for both their core research project and their associated GTEs. Once registered, the registration details appearing on the **Student Apps** page (My Details section) will appear as follows:

**CORE Research Module code: e.g. RSPD01 Research Thesis**

Note: this code will differ from student to student, depending on the level of research programme and their year of study, i.e:

RSPD	Research Thesis PhD
RSPT	Research Thesis PhD-track
RSPM	Research Thesis Master's
01	Year 1
02	Year 2, etc

**OPTIONAL Faculty Graduate Training Programme code: GTEBS/GTEHSS/GTEEC/GTEFSH/GTEIE**

Students registered for Graduate Training Elements (GTEs) will see their faculty's graduate training programme code displayed, i.e:

GTEBS	Graduate Training Elements – DCU Business School OR
GTEEC	Graduate Training Elements – Engineering and Computing OR
GTEHSS	Graduate Training Elements – Humanities and Social Sciences OR
GTEFSH	Graduate Training Elements – Science and Health



INDIVIDUAL Graduate Training Element codes: e.g. GS601

Once registered, students can see their own graduate training registration details on their Student Apps page (alongside their core research programme registration).

Students will have an opportunity to change their registrations, having consulted with their supervisors, as part of the normal 'Change of Mind' process – check the **Academic Calendar** for 'Change of Mind' deadlines ([dcu.ie/staff/timetables/index.shtml](http://dcu.ie/staff/timetables/index.shtml)). All registration issues/queries should be directed to registry via their online query form.

### Credit accumulation for Graduate Training Elements

Research students are encouraged to undertake graduate training, but the number of modules should be appropriate for their research degree (see **Guide Section 8** for more details on selecting appropriate graduate training options). Where 20 credits are taken, the University recognises the student as being on a 'structured programme' (see below). The maximum allowed for Master's students is 20 credits. The maximum allowed for PhD students is 90 credits.

All Graduate Training Elements (GTEs) achieved are awarded and credited on a bi-annual basis at the GTE Award Boards. A student who successfully completes a GTE but does not complete the postgraduate degree programme will still receive credits for those modules completed.

### Structured programmes

While successful completion and examination of the research thesis is the basis for the award of the PhD degree, on a structured programme additional training elements are included to support the primary research activity<sup>7</sup> and personal and professional development. These include education and training activities in discipline-specific topics, research skills and generic/transferable skills. The selection of elements is aligned with the student's Personal Development Plan (PDP) and/or partnership agreement (see **Guide Section 8.6.1**), can be thematically focused, and relate to declared outcomes and graduate attributes in line with national and international best practice.<sup>8</sup> All schools have their own 'structured pathway' guides to help students wishing to pursue a structured PhD Programme. The DCU Institute of Education has a faculty-wide pathway. For further information see guide section 8.

#### 4.1.3 Inter-institutional Mobility: Registration and Credit Transfer

Some research students (for example those undertaking a recognised multi-institutional structured programme or in cases where a collaborative/consortium agreement exists) may undertake training in other institutions where such opportunities are available, but must first seek the approval of their DCU supervisor and must also be accepted by the host institution. Each institution/training provider has their own registration process and procedures for issuing results to visiting students. It is the responsibility of the student to ensure they are correctly registered by, and receive official results from, the training provider.

<sup>7</sup> Candidates who wish to pursue a structured PhD programme will undertake discipline-specific modules, research skills courses, and generic and transferable skills courses, as agreed in their Personal Development Plan (PDP) and/or partnership agreement (see **Guide Section 8.6.1**), to the value of at least 20 ECTS credits, no more than 90 ECTS credits, but typically in the range 30-60 ECTS credits.

<sup>8</sup> For example, see **Guide Section 1.2.3** for details of the Irish Universities Association **PhD Graduates' Skills Statement** (IUA, 2015) and **Vitae's Researcher Development Framework (RDF)**, (Vitae, 2011).

Details of the registration process to be followed for the seven Irish universities (DCU, UCD, TCD, NUIM, UCC, UL, and NUIG) are detailed in the **IUA Guide**<sup>9</sup> available on the Graduate Studies Office Training webpage.

DCU has **Standard Operating Procedures for the Inter-institutional Mobility of Postgraduate Research Students** which outline the steps to be taken to enable module delivery, student mobility and credit exchange for DCU postgraduate research students, and research students of DCU's partner institutions, who are undertaking a module(s) as part of a formal institutionally agreed (i.e. covered by a Memorandum of Understanding or other formal collaborative agreement), thematic, structured or multi-institutional graduate programme.

#### 4.1.4 Registration of visiting research students

Research students from other institutions may visit DCU for a number of reasons including, but not limited to, the following:

- To undertake a module(s) or lab rotation as part of a multi-institutional postgraduate research programme
- To undertake part of their research degree in DCU as part of an International Consortium Agreement
- To work alongside a research team or staff member for a short period
- To attend short training or educational course
- To undertake a single module programme

Loop is DCU's online learning platform. This is where research students will find information on courses, workshops, GTE modules and other important

Visiting research students register with the University in one of the following ways depending on the purpose of their visit (see Figure 4.2):

Purpose of Visit	Registration Process
To undertake a module(s) or lab rotation as part of a structured multi-institutional postgraduate programme/consortium agreement	R26H Form, Submitted to Registry
To undertake a DCU accredited educational course or modules	R26 Form, Submitted to Registry
To work alongside a research team or staff member for a short period	Visitor ID Form, Submitted to HR

Figure 4.2: Registration process for visiting research students

The R26 and R26H registration forms, which include full instructions, are available on the **Registry website**. More information for international research students visiting DCU is provided in Guide Section 4.3. The Visitor ID Form is available on the **Human Resources Department website**.

## 4.2 Induction and orientation

<sup>9</sup> IUA Inter-Institutional Agreement on Collaborative Graduate Programmes: Information for Research Students going to a host institution to undertake graduate training.

### 4.2.1 Induction and orientation for new research students

An annual induction programme is offered to new research students in year 1 and is an important part of initiation for all postgraduate students (see the **Graduate Studies Office New Students webpage**). The programme involves an orientation day in September which provides new research students with vital information about DCU and the opportunity to meet other new postgraduate students, and an extended induction programme which runs throughout semester 1.

Induction includes a series of seminars and workshops aimed at facilitating new students as they familiarise themselves with DCU. The emphasis here is to help students settle in and be productive quickly; the time is well invested. Details are published on the GSO website in September and also provided to students on registration. The programme is co-ordinated by the Graduate Studies Office and typically includes sessions such as the following:

- Who's who, and how not to get lost in the research process
- International Office briefing for non-EU students
- Overview of graduate training opportunities for research students
- Research Integrity
- Writing in the First Year
- Using citation databases to track research for your literature review
- Finding theses and dissertations
- Services and altmetrics for your research
- Managing information





Orientation and induction is also made available to new reserch students who arrive in DCU throughout the academic year – all presentations are uploaded to the Graduate Studies Office **Loop page**, including links to key webpages and any documentation distributed. Students arriving throughout the year are welcome to attend the next scheduled orientation session in September. Further details are available from the **Student Support and Development webpages** and the **Graduate Studies Office New Students webpage**.





### 4.2.2 Local Orientation

Students are encouraged to familiarise themselves with their local research support staff, including the local scholarship administrator and school/research centre secretary, the school Research Convenor who is broadly concerned with research issues within the school, technical support staff, the faculty Postgraduate Research Student (PGR) representative, and the faculty Associate Dean for Research (ADR) whose role is concerned with research strategy and oversight within the faculty. Many schools and research centres also offer local orientation/induction, and have local operational procedures literature, for new research students.

The local school/research centre secretary/administrator is typically responsible for the following in respect of new research students, where applicable:

- Processing scholarship administration and associated forms (see Guide Section 7.3)
- Authorising access to restricted areas / arranging desk space
- Issuing DCU laboratory notebooks
- Issuing a copy of local school, centre or laboratory safety statement
  - Arranging local induction/orientation
  - Provision of normal office supplies

### 4.3 International Research Students

DCU regularly welcomes international researchers to work with DCU staff. Academic staff who plan to welcome an international research student, or to act as host to a visiting researcher, should be aware that some advance planning is necessary. DCU's International Office provides a comprehensive range of online resources to ensure that the necessary support is available as required, including:

- Pre-and-post-arrival booklets: [www.dcu.ie/international/prearrival.shtml](http://www.dcu.ie/international/prearrival.shtml)
- Visa and immigration information: [www.dcu.ie/international/immigration.shtml](http://www.dcu.ie/international/immigration.shtml)
- Information on medical insurance: [www.dcu.ie/international/health.shtml](http://www.dcu.ie/international/health.shtml)

# Supervision

DCU's regulations for the supervision of research students are detailed in the **Academic Regulations for Postgraduate Degrees by Research and Thesis**.

## 5.1 Supervisory Panel

Research students are supported by one or more supervisors and an independent panel member. The independent panel member's function is to participate in formal decision-making on the student's progress, and to provide advice, support and pastoral care to the student. It is the responsibility of the Head of School in which the student is registered to appoint an Independent Panel Member for each new student within 3 months of the student's initial registration. These details are then forwarded to Registry to be added to the student's record. The Supervisory Panel is made up of the following:

- **Principal Supervisor(s):**  
At least one required for all research students. Appointment of Joint Principal Supervisors is possible if they undertake all responsibilities equally.
- **Secondary/External Supervisor(s):**  
When specific expert academic input is needed or being given on a significant aspect of the project or when supervision is being provided by a person who is not a member of DCU staff such as a DCU retiree, adjunct faculty, or researcher external to DCU.
- **Independent Panel Member:**  
One other member of panel in addition to supervisor(s) required for all students first registered in 2011/12 or later, except those initially registered as SPD or MDI students prior to March 2016.

The responsibilities of each panel member are outlined in the PDF booklet **Academic Roles and Responsibilities of the Supervisory Panel**.

DCU's **Policy on Research Supervision and Awards in Collaboration with Other Institutions** outlines the regulations governing cases where students are jointly supervised by individuals external to DCU.

See **Guide Section 13.1** for information relating to changes in supervision during a student's research degree.

## 5.2 Role of the Research Student

According to the **Academic Regulations for Postgraduate Degrees by Research and Thesis** the responsibilities of the student are as follows:

- To comply with relevant DCU regulations
- To conduct the research within the ethical standards of the discipline(s) and in accordance with the standards detailed by the University and any appropriate external agencies
- To undertake a periodic training needs analysis and maintain a PDP (see **Guide Section 8.6**)
- To engage positively with opportunities for professional development
- To acknowledge the supervisor's role in their research including in any presentation, publication or meeting to which the supervisor has made a contribution

This means that students have a responsibility to ensure they are adequately informed about the regulations, policies and procedures relevant to them and their research programme.

This requirement for an independent panel member does not apply to candidates registered prior to 2011/2012 or to those initially registered as SPD or MDI students prior to March 2016.

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## 5.3 Supervisors

The requirements for supervisors' qualifications and experience are detailed in the Academic Regulations for Postgraduate Degrees by Research and Thesis and expanded on in the GSO booklet Academic Roles and Responsibilities in Graduate Research. Members of academic staff should normally act as supervisors (principal or secondary) to a maximum of ten research students at any one time.



# Research Practice

The University has a **suite of regulations** to ensure that a professional, open and rigorous academic environment is maintained. The regulations require reasonable behaviour and consideration for others and aim to ensure a fulfilling and rewarding university experience. All members of the University are expected to refrain from conduct liable to infringe the rights of others.

## 6.1 Responsible Conduct of Research

Dublin City University has a responsibility to ensure that the research conducted by its staff and students conforms with the highest possible standards of integrity and with current legislation.

### DCU Code of Good Research Practice (2015)

The **DCU Code of Good Research Practice** provides guidelines on the proper conduct of research, and the standards of work performance and ethical conduct expected of all DCU staff and students and persons engaged in research at DCU. Heads of schools/centres have a general responsibility to promote research integrity in their own units and encourage attendance at relevant training opportunities. Failure to comply with the DCU Code of Good Research Practice may be grounds for instigating disciplinary proceedings. There is an onus on all staff and students to ensure that they are familiar with the DCU Code of Good Research Practice in conjunction with other relevant existing policies and procedures.

### DCU Academic Integrity and Plagiarism Policy (2018)

The reputation of DCU and of its graduates depends on upholding the highest standards of learning and research. Students have a right to be assessed on the quality of their own work, and have the corresponding duty to present only their own work for assessment. Students are expected to have read the **DCU Academic Integrity and Plagiarism Policy**, and to understand and apply the **DCU Library referencing guidelines** for work that is submitted for assessment. Students undertaking research should also familiarise themselves with the **DCU Code of Good Research Practice**, and the **National Policy Statement on Ensuring Research Integrity in Ireland**. The DCU Academic Integrity and Plagiarism Policy and associated procedures apply to all individuals engaged in academic work at DCU, including all registered students on both taught and research programmes, and academic staff engaged in assessment of academic work which contributes to an award or credits.



## DCU Policy for Responding to Allegations of Research Misconduct (ARMP) (2015)

The purpose of the **DCU Policy for Responding to Allegations of Research Misconduct (ARMP)** is to detail the procedures the University will undertake in response to an allegation made of research misconduct. Through clarifying what is meant by research misconduct and clearly defining the responsibilities of those involved in research to report and deal with any breach of ethical practice, it is intended that this policy will help to prevent research misconduct from occurring. The Policy for Responding to Allegations of Research Misconduct is a companion document to the **DCU Code of Good Research Practice** and should be read in conjunction with it. The DCU Policy for Responding to Allegations of Research Misconduct (ARMP) and the associated procedures apply to all individuals engaged in research at DCU.

## National Policy Statement on Ensuring Research Integrity in Ireland (2019)

The **National Policy Statement on Ensuring Research Integrity** in Ireland was developed jointly by the Irish Universities Association (IUA), its member institutions, and the main national research funding organisations including the Health Research Board (HRB), Science Foundation Ireland (SFI), Enterprise Ireland and the Higher Education Authority (HEA). The Policy grew out of a commitment to the highest standards of research conduct and integrity and recognition of the imperative of having in place robust mechanisms to protect and ensure the integrity of the national research system. It is consistent and aligned with agreed international norms and best practice in managing research integrity<sup>10</sup> and is appropriate to our specific national circumstances and the Irish legal obligations.<sup>11</sup>

## Research Ethics and Integrity

Dublin City University endeavours to ensure that all research carried out by DCU researchers is ethically sound and adheres to the highest standards of research integrity.

All research projects must be conducted in accordance with the law, and also according to acceptable ethical standards. Maintaining well-established ethical standards is an important aspect of upholding the integrity of the research process. Ethically questionable research can reflect negatively on the reputation and liability of both researchers and the University.

Research may place burdens on participants or put them at increased risk of harm which could be avoided or reduced. Such burdens or harm can be physical, psychological, social or financial.

The DCU Research Ethics Committee (REC) facilitates the ethical review and approval process by providing feedback on research ethics submissions so that any risk of harm is minimised and various ethical principles are promoted. Information on completing a submission for ethical review is available from the Research Support website.

### Ethics resources for specific research topics

The Research Support website has a range of ethical resources and guidance documents relating to specific research areas. See link: [www.dcu.ie/researchsupport/ethicsresources.shtml](http://www.dcu.ie/researchsupport/ethicsresources.shtml)

## Garda Vetting

DCU is required by section 12(4)(d) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012, to operate a system of Garda vetting of students who will undertake work or activities which involve unsupervised access to children or vulnerable persons as part of their programmes of study.

DCU offers a number of educational programmes that require students to undertake placements

<sup>10</sup> European Code of Conduct for Research Integrity, European Science Foundation and ALLEA (All European Academies), March 2011, [www.esf.org](http://www.esf.org).

<sup>11</sup> Ensuring Integrity in Irish Research, 2010, [www.ria.ie](http://www.ria.ie).

with external agencies, which will bring them into contact with the public and in which they will assume positions of trust. The University is committed to ensuring that only suitable candidates are allowed to undertake these programmes.

DCU uses the National Vetting Bureau service (NVB) to assess the suitability of such applicants and may also require applicants to provide an enhanced disclosure by the completion of a sworn declaration as part of the student registration process.

For the research degree programmes listed below, DCU requires students to be Garda vetted before they fully complete their registration as a student of the University.

- Doctorate in Psychotherapy
- PhD or other research programmes (where Garda vetting is relevant)

A Police Certificate and Statutory Declaration may be required in certain cases and research students are advised to consult the Registry's Garda Vetting webpages for further information.

Students who accept places in programmes which require Garda vetting will be sent the forms by DCU. Applicants' rights in relation to this process are available on the website of the **Garda Síochána** (Irish Police Force). Full details on DCU procedures in this area are available from the **Registry website**. All queries in relation to Garda Vetting for students should be emailed to [studentvetting@dcu.ie](mailto:studentvetting@dcu.ie)

### Research Integrity Training

In order to promote best practice in responsible research behaviour, DCU provides Research Integrity Training to all research students. Researchers have automatic access to the Research Integrity Online Training Module. This module is designed to enable researchers to conduct research of the highest quality, helping them meet the criteria for key funding bodies and updating them on best practice in responsible research behaviour.

The course provides early-stage researchers with a better understanding of their obligations and responsibilities, along with practical advice on how to deal with the complex situations in which they may find themselves.

The module is mandatory for all first year research students. Students should self-register for the stream that best suits their research area – instructions are available from the GSO Loop page.

In addition to the online module, the programme includes a series of complementary support sessions throughout the year.

The module GS604 (Research Ethics) may also be of interest to students.

## 6.2 Intellectual Property

DCU's role in the creation, discovery, transmission and translation of knowledge, and the provision of public service creates an environment which is highly conducive to the conception and development of many forms of intellectual property. There is always the possibility that such developments may have commercial value, which may be enhanced through the use of patents and other such forms of intellectual property instruments. DCU recognises and continues to foster and support the development of inventions for public use and has developed the **DCU Intellectual Property Policy** which sets out the terms, conditions and ownership rights governing intellectual property created in respect of work carried out in DCU. All issues relating to intellectual property will be subject to the University's Intellectual Property Policy and related procedures and contractual obligations.

### Training in Intellectual Property

Training in intellectual property and commercialisation is offered to research students through an accredited graduate training module (GS601).

Further information  
is available at  
[www.dataprotection.ie](http://www.dataprotection.ie)



May 25th 2018 and provides for a uniform interpretation and application of data protection standards across the EU. The GDPR aims to strengthen the rights of individuals and increase the obligations on organisations with regard to how they collect, use and protect personal data. The Irish **Data Protection Act 2018** changes the previous data protection framework established under the Data Protection Acts of 1988 and 2003. Any member of the DCU community involved in the collection, storage or processing of personal data has responsibilities under the legislation.

The core principles of GDPR are:

- collect no more data from an individual than is necessary and use only for the purposes stated
- obtain personal data fairly by giving participants notice of the collection and its specific purpose
- retain the data for no longer than is necessary for the purpose specified;
- keep data safe and secure
- give the individual a copy of his/her personal data if s/he requests it

DCU processes personal data in the course of its research and publishing activities and such processing is undertaken in accordance with the **DCU Data Privacy Policy** and other relevant DCU policies, for example, those which address Research Ethics procedures. While data processing undertaken by DCU in pursuit of its research objectives is supported by the Universities Act, the University will always endeavour to strike an appropriate balance between these goals and the data protection rights of the individuals concerned.

Research students should be aware of the following:

1. All research involving the use of personal data must be fully compliant with the GDPR.
2. The researcher's duties and responsibilities with regard to data protection must be fully considered when submitting research applications and prior to undertaking any research project involving the collection and use of personal data. Research students should refer to the webpages of DCU's Data Protection Unit for further information, see: [www.dcu.ie/ocoo/data-protection.shtml](http://www.dcu.ie/ocoo/data-protection.shtml)
3. Transparency and right of access are key principles of the GDPR. Active and informed consent must be given freely, for a specified purpose and participants have the right to withdraw consent at any time. Research participants must be given details about how their data is processed and retained. Any personal data collected during the course of a research project must be held securely.

The DCU Data Protection Unit provides guidance and a full range of policies and procedures which you may find useful, including a section specifically for researchers: '**Data Protection and Research**' ([www.dcu.ie/ocoo/dp/guides.shtml](http://www.dcu.ie/ocoo/dp/guides.shtml)). The **DCU Data Privacy Policy** is available from the website of DCU's Data Protection Unit.

Further information on GDPR is available from: [dataprotection.ie](http://dataprotection.ie)

## 6.4 Health and Safety

In accordance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the policy of Dublin City University is, in so far as is reasonably practicable, to provide and maintain a safe work environment for all DCU employees and to meet the University's responsibilities under the Act in relation to DCU students and authorised visitors. The policy is further detailed in the **DCU Framework Safety Statement**. In addition, the University continually develops campus wide policies/procedures in areas of specific concern. The current policies and procedures are listed in the appendices of the DCU Framework Safety Statement and are also available on the **Health and Safety Office** webpage.



Researchers will find some, if not all of the following policies and procedures of particular relevance to their work;

- The local Safety Statement for the school/research centre (normally available on the school/centre intranet or from the school/centre office)
- **Sharps Injury Policy** (including bites and splashes)
- **Evacuation Procedure**
- **Connecting Electrical Equipment Policy**
- **Occupational First Aid and Medical Incident Management Procedure**
- **Vaccination Policy**
- **Mothers' Rest Room Procedure**
- **DCU Fire Safety Policy**

## Lone and Out of Hours Working Policy

Lone and out of hours working is defined as follows:

- Any Laboratory / Experimental work undertaken outside of 9am – 6pm Monday – Friday
- Any other work undertaken outside of 7am – 6pm Monday – Friday
- Any other work undertaken at weekends or Bank Holidays

**NOTE:** All buildings must be vacated by 6pm on Saturdays, Sundays and Bank holidays when they will be subject to full lock-up

DCU strongly recommends that in the interest of health, safety and personal security, lone and out of hours work should only be undertaken when absolutely necessary and no other alternatives are available.

## Safezone

The University has launched a free app service to give round-the-clock safety reassurance to staff and students. The app is designed to allow students and staff to summon DCU Security at any time. Information on downloading and using the app is available at: [dcu.ie/ocoo/safezoneatdcu.shtml](https://dcu.ie/ocoo/safezoneatdcu.shtml)

## 6.5 Insurance

All registered DCU research students are covered by Accidental Bodily Injury Insurance. This cover is worldwide and applies three hundred and sixty five days a year, irrespective of whether the students are involved in University activities. Full details and claim forms are available from **Finance Office insurance webpages**. Students are responsible for their own medical insurance. Information for non-EU students in this regard is available from the **International Office insurance webpage**.

## 6.6 Resources and Infrastructure

The **A-Z Guide for Incoming Students** provides links to the full list of facilities and services available to students on campus. A selection of key resources are outlined below:

# Finance

## 7.1 Fees

Tuition fees for research students are paid to the Fees Office each year. It is the student's responsibility to ensure that their research fees are paid in a timely manner.

At the time of the initial application (see [Section 3.2.1](#)) each applicant should

have awareness of who is responsible for paying their fees for the full duration of their research degree. This can be ascertained as necessary via discussions with the prospective supervisor.

Research fees at DCU cover the academic year from September to September.

DCU does not apply pro-rata fees in cases where a student does not start at the beginning of an academic year or finishes up early within an academic year. Please

see [Section 7.1.2](#) for information on the registration 'Grace Period' which deals with

new students who register between 2nd March to 31st July (inclusive) in the academic year. Continuing students must register on time each year

Registration periods  
allows:

PhD Full-time 4 years

PhD Part-time 6

years

Research Master's

Full-time 2 years

Research Master's

Part-time 3-4 years

to avoid paying a late  
registration fee.

Students continue to be liable for full fees until an academic year when a) they qualify for a Card Fee or Examination Fee or b) they graduate or otherwise end their registration.

### Fee liability regarding: withdrawals and resubmissions

**Withdrawals:** As DCU research fees are charged per annum, students who withdraw during the academic year are not entitled to refunds. So a self-funding student who withdraws before 30th January 2021 having paid 60% fees would not be refunded nor would a self-funding student who withdraws after 30th January 2021 having paid 100% fees. It is not possible to reimburse fees to a funding account for a student who has withdrawn at any stage during the academic year.

**Resubmissions:** A student who has to resubmit a thesis may be liable for full fees for their current year of registration, irrespective of perhaps having qualified for a lesser fee.

### Scholarship Terms and Conditions

In situations where the student is being supported financially by an external scholarship or grant, the student will likely receive a written terms and conditions letter from the funder. Most external agencies for example have a standard contract which is signed by the student, supervisor, funding body and the HEI. Students who are internally funded should seek a terms and conditions letter from their School if they haven't received one (this may be especially useful to refer to over the duration of the scholarship). A terms and conditions template is available from the Graduate Studies Office (GSO).

Queries regarding fee liability can be addressed to the Fees Office by emailing [fees@dcu.ie](mailto:fees@dcu.ie). The Fees Office also publishes the DCU 'Fees Schedule' and the 'Student Fees Protocol'.

Information on EU and non-EU postgraduate research fees, payment deadlines and methods of payment is available from the Fees Office website.



## 7.1.1 Mechanisms of Fee Payment

### a) Students on funded scholarships

The GSO liaises with the Fees Office each year to process fees in respect of students who are externally or internally funded (usually late October, early November). The fees information is taken from the Scholarship Authorisation Forms (SAFs) (see Section 7.3). The SAF can also be submitted by schools for part-time students not in receipt of a scholarship payment.

### b) Students paying own fees

The following rules apply to self-funding research students:

- EU students are required to pay a first instalment of 60% prior to registration with the balance to be paid by 30th January 2021
- Non-EU students must pay fees in full prior to registration

### c) Fees funded by employer/third party sponsor

In the case of students funded by their employer, DCU does not issue invoices to individual companies for fee payment. Students in receipt of third party sponsorship must pay their fees online during the registration process. An invoice for the sponsor may be printed online during registration. Sponsorship is a matter between the student and sponsor. DCU fee liability rests in full with the student.

## 7.1.2 Registration 'Grace Period' for New Students

First year research students who register between 2nd March and 31st July inclusive (i.e. during the registration 'Grace Period') are not liable to pay their full first year fees until the start of the next academic year in September. The exception to this is that students who are paying their own fees have to pay a non-refundable deposit of €500 which will then be deducted from their fees in September. A student who registers during the registration '**Grace Period**' **must** also register again as a year 1 student for the next academic year (these students are exempt from the online PGR2 submission process).



### 7.1.3 Card Fee Scheme

The Card Fee scheme facilitates research students' progression through the closing stages of their research degree by enabling them, when specific eligibility conditions are met, to avail of a reduced fee (€150) instead of the usual fee associated with their year of study.

In 2020-21 the Card Fee scheme applies only to those who have completed:

- 4+ years full-time PhD. or + 2+ years full-time Master's registration, or
- 5+ years part-time PhD. or + 3+ years part-time Master's registration

The scheme is administered by the GSO in cooperation with Registry and the Fees Office. Applicants must be in good standing in respect of their research fees. Supervisors are required to submit the **Card Fee Declaration** and qualification is confirmed upon submission of a soft-bound thesis by 28th June 2021 - an extended deadline because of the COVID-19 pandemic. Students who do not make the submission deadline for the Card Fee are liable for full fees for the year, to be paid immediately after the Card Fee deadline. For more information on the scheme, please visit the 'Scholarships and Funding' section under the 'Current Students' tab on the GSO website.

## 7.2 Funding

### 7.2.1 Funding Sources

A proportion of research students, particularly those in science, engineering or computing, secure funding for their study. Self-funding, or partial self-funding is more common in the humanities, social sciences and business disciplines.

The Irish Research Council runs annual funding schemes that students already registered at DCU may apply for:

- Government of Ireland Postgraduate Scholarship Scheme (GOI)
- Enterprise Partnership Scheme (EPS)
- Employment Based Postgraduate Programme (EBP)

### 7.2.2 Remuneration and Budgets

Research student funding does not, of itself, imply a contract of employment (students are not employees). The purpose of scholarship funding is to provide financial support to the student during their research degree, and the emphasis is very much on supporting an individual to complete a research award, and engage in relevant developmental opportunities. Scholarship payments are tax exempt and, subject to revenue commissioner's rules. Funded elements can include:

- A stipend for the student (annual tax-free 'salary' which is paid on a monthly basis – see **Guide Section 7.3**)
- University tuition fees (see Guide Section 7.1)
- Costs related to research materials and conference travel etc.



Scholarship details should be clarified prior to the student's initial registration (this information is a requirement of the application process – see **Guide Section 3.2.1**). A Terms and Conditions template agreement is available from GSO.

### 7.2.3 Terms and Conditions of Funded Scholarships

Students in receipt of a scholarship funded internally or by an external funding agency should familiarise themselves with the terms and conditions of their awards. Most funding bodies have reporting requirements that students should make themselves familiar with. The student must quickly notify their school, the GSO and the funding body of any change in circumstance that might affect their scholarship.

### 7.2.4 Financial Assistance

Unfortunately, no financial assistance fund exists for research students,<sup>1</sup> and for this reason careful financial planning is essential for anyone considering undertaking a research programme (especially on entry and exit).





## 7.3 Scholarship Administration

### 7.3.1 The scholarship (stipend) Payment Process

Scholarship payments processed by DCU are paid directly into the student's bank account on the last Thursday of each month (except in December when payments are made before the University closes for the holiday period).

In order for the first payment to be processed, students need to provide the following:

1. Scholarship Authorisation Form (a new SAF is needed at the start of each academic year)
2. Bank Details Form
3. Scholarship Exemption Declaration Form (tax exemption form)

Full details of the scholarship administration process/scholarship forms are available on the **GSO Scholarship Administration** webpage.

Any queries regarding payments should be directed in the first instance to the local scholarship administrator.

### 7.3.2 Payment for Learning Support Activities

Under the auspices of professional development, many scholarships or disciplines require research student engagement with a certain amount of academic activity for which students are paid. This is at a level that does not contravene revenue guidelines on scholarship payments, nor place an expectation which would detract from the main focus of completion of the research award.

Outside of this context, students may be remunerated for learning support duties undertaken. Such payments are made however through a Human Resources administered mechanism, and are subject to taxation.



1.	Student applies for an Irish bank account
2.	Student applies for a PPS (social security) number (Non-EU students must first obtain a GNIB card)
3.	Student completes a bank details form and a Scholarship Exemption Declaration Form. If the PPS number has not been received at this point, it should be emailed to the GSO when received
4.	Supervisor completes a Scholarship Authorisation Form (SAF) in conjunction with student. It is also recommended the student receives a scholarship Terms and Conditions letter
5.	Scholarship documentation is passed to the local Scholarship administrator who forwards this to the GSO by the monthly deadline
6.	Student receives a monthly stipend payment into their bank account on the last Thursday of each month (except December)
7.	Supervisor renews the scholarship each September by completing a new SAF

Figure 7.1: Payment process for new research students

## 7.4 DCU Postgraduate Research Conference and Travel Grant

Each postgraduate research student, full-time or part-time, can apply once in the period of his or her studentship for the Conference and Travel Grant funded by the university Research Committee. The scheme is administered through the GSO. The funding can be used (Type 1 - €500) to attend a conference or to travel to use external research facilities outside of Ireland or (Type 2 - €250) to present a paper at an international conference being held in Ireland (costs must exceed €250).

To apply, a 'Conference and Travel Grant application form' has to be authorised by the student's supervisor and submitted to the GSO. A Bank Details Form should also be submitted in instances where the student is not in receipt of a monthly scholarship payment. The conference/travel must occur in the academic year in which the student is applying. Applications are accepted on a rolling basis throughout the year and the grant is paid directly to the student's bank account.

For more information on the grant please visit the GSO Scholarships and Opportunities webpage.





## 8.1 Graduate Training

### 8.1.1 Overview of Graduate Training

While a research degree is based exclusively or largely on the research work and associated thesis, and most of the students' learning is gained through undertaking the research work, research graduates are also expected to have gathered a range of skills which may require some formal or specific training (see **Guide Section 1.2.3**). Advanced training, in the form of modules (known as 'Graduate Training Elements' or GTEs), and workshops and seminars, are therefore an important aspect of the graduate research experience. Such training aims to:

- Develop the advanced knowledge, skills and competencies required for successful original research
- Support the acquisition of both significant disciplinary learning and more generic transferable skills
- Make students aware of the opportunities to commercialise or further their research, and expand students' industry-focused skill base
- Augment and broaden research students' employment potential

At the European policy level, the EU has included doctoral training as one of the priorities to build a European Research Area (ERA).<sup>2</sup> In the 2012 paper on ERA, the EU outlined the Principles for Innovative Doctoral Training and invited research organisations, including universities, to provide structured doctoral training based on these Principles.<sup>3</sup>

Section 15 of this guide provides a list of websites and publications that offer some background on the importance and context of graduate training for research students, from an institutional, national and international perspective.

Figure 8.1: A new kind of PhD graduate



According to the League of European Research Universities (LERU) universities should, while keeping in mind the principles of excellence in doctoral training,<sup>5</sup> provide a "doctoral training system and mechanisms which include well-rounded, versatile and personalisable professional development

<sup>13</sup> European Commission (2012) A reinforced European Research Area partnership for excellence and growth. Brussels.

<sup>14</sup> European Commission (2011) Principles for innovative doctoral training. Brussels.

<sup>15</sup> Image supplied by Prof Noel O'Connor, INSIGHT, DCU.

<sup>16</sup> League of European Research Universities (2010) Training talented researchers for society: Doctoral studies beyond 2010.

opportunities and programmes”<sup>6</sup>. Training opportunities must allow for the professional development of research students who are fit for both academic and non-academic employment. This is achieved through engagement with employers, and other academic institutions to share best practice in skills training and development.

## 8.1.2 Types of Training

Graduate training can be categorised under two headings: discipline-specific training and generic skills training. In DCU, ‘Graduate Training’ refers to credit-bearing, discipline-specific and generic modules (GTEs). The aim is to give students the right skills at the right time to optimise their performance in research and to augment their research qualification with skills transferable outside the academic and research arenas. The full range of graduate training options on offer by the University is reviewed and updated on an annual basis, and many elements will be on offer from year to year. Students may therefore have an opportunity to undertake an element in a subsequent year if it is not possible or appropriate for them to take it in the current academic year.

Training requirements differ depending on the research programme the student is undertaking:

- Professional Doctorate programmes: Students undertaking Professional Doctorate programmes will have a required list of elements to undertake as part of their programme
- Cohort-based thematic PhD programmes: Research students following thematic programmes are required to take the GTEs for that programme, as agreed with their school/supervisor
- Other research degrees: It is not compulsory for all DCU research students to take GTEs but they are strongly encouraged to do so, with the approval of their supervisor. All schools have defined pathways, and some funders and schools specify compulsory training and modules. Therefore, it is important you consult with your supervisor early on as to what is required

## Faculty GTE Programmes

Each Faculty has its own list or ‘programme’ of GTEs for which students of that faculty can register (see **Guide Section 4.1.2** for information on registering for graduate training). Faculty GTE programmes consist of a selection of the Faculty’s own discipline-specific modules, and in some cases discipline specific elements from other DCU faculties, depending on the complementarity between the disciplines. Faculty GTE programmes also include generic skills elements which typically appear on every GTE programme and are available to students from all disciplines. Faculty GTE programmes are reviewed annually and communicated by the faculty and Graduate Studies Office at the start of each academic year.

## Structured Doctoral/Research Pathways

Faculty GTE programmes can contain quite a wide listing of modules for a student to choose from. As such, all schools have introduced structured ‘pathways’ that draw on the most relevant and appropriate modules from the faculty programme for their discipline. The pathways are communicated by each Faculty Office at the beginning of each academic year, and details are also available on the Graduate Training section of the Graduate Studies Office webpages and **Loop page**.

When considering training needs for the coming academic year, students, in consultation with their supervisor(s), should use their school pathway as a guide. The DCU Institute of Education has a faculty-wide pathway. Some pathways include compulsory modules so each student should familiarise themselves with their pathway early in their studies. Each pathway acknowledges the individual needs of each student, and where a particular training need is not addressed in a pathway, the student should refer to the **Faculty programme** to determine if suitable training can be identified there.

## Writing Supports for Researchers

DCU acknowledges the importance of developing advanced writing skills in researchers, and as such has developed a comprehensive set of GTEs, and other non-accredited supports, aimed at supporting research students in this regard. Full details of our suite of writing supports can

be found on the GSO website.

See **guide section 8.4** for further information on writing/language supports for international students.

## Enrich Framework – Preparing Research Graduates for a Broad Range of Careers

The Enrich Framework aims to support research students in the development of the skills and knowledge required for work in a variety of fields and settings. The framework was established to acknowledge that many research graduates go on to establish careers beyond academia. To make the most of opportunities presented by such wide career options, graduates must augment their research skills with other 'enterprise-ready' skills.

## Research Integrity Training Programme

Research integrity is a key component in the induction of graduate students, postdocs and research supervisors and various information sessions are delivered annually.

All year 1 researchers are required to complete the online research integrity module. Full details are communicated at the beginning of the academic year. In addition to the online module, DCU's research integrity programme includes a series of complementary support sessions delivered throughout the year.

## Other training opportunities

In addition to the faculty GTE programme available to students, other training and professional development opportunities are offered on a regular basis by the Graduate Studies Office. These can include workshops on a wide variety of topics from thesis completion, viva voce preparation, annual review preparation, training in data analysis packages and research communication. GSO also publicise workshops and talks co-ordinated by other units of relevance to research students as they arise throughout the year. Full details of current opportunities and registration instructions are published on the GSO webpages and on the GSO Loop page throughout the year.

## Generic skills training

Generic training is offered in a broad range of areas including academic writing, presentation and communication skills, tutoring and demonstrating (see **Guide Section 8.3**), research design and research methods, research ethics and integrity (see **Guide Section 6.1**), intellectual property and commercialisation (see **Guide Section 6.2**) and enterprise experience (see **Guide Section 8.2.2**). The Postgraduate Research Induction Programme for new students also offers a suite of short courses in generic skills (see **Guide Section 4.2.1**).

Full details on training opportunities can be found on the GSO webpages and on our **Loop page**.

## 8.2 Collaboration, Mobility and Professional Experience

### 8.2.1 Joint Supervision, Remote Supervision and Joint Awards

More and more research students are spending time in other institutions for laboratory rotations, to undertake graduate training, and to access expertise for their research projects. Their experience is increasingly mobile and internationalised and can range from informal consultation on key aspects of their research, a formalised joint supervision arrangement on their project, to participation in a jointly delivered cohort-based research programme. In this context, **DCU's Policy on Research Supervision and Awards in Collaboration with Other Institutions** outlines the University's approach to joint supervision and joint awarding arrangements in respect of its research programmes.

The policy is built upon a framework of categories of collaboration and provides a guide to the most appropriate type of collaboration to reflect each particular situation and the type of University agreement or approval required, when appropriate. Types of collaboration can include:

- a) Informal Collaboration (research award by one institution)



- b) Formal Collaboration (research award by one institution),<sup>7</sup> and in very limited circumstances
- c) Awards where more than one institution awards the research degree

Full guidelines on how each type of collaboration arrangement should be implemented are provided in the policy supplement **Implementation of the DCU Policy on Research Supervision and Awards in Collaboration with Other Institutions**.

## Remote supervision

A formal agreement with the student is required in cases where the student is undertaking a DCU research degree while residing at a location outside of Ireland for part or all of the period of registration. Any research student wishing to reside and undertake research outside Ireland for a period of six months or more must obtain permission from GRBS using the PGR13 Permission to reside/carry out research abroad form.

## 8.2.2 Internships, Placements and Professional Experience

Experience outside academia is increasingly seen as important and relevant for a wide range of research students. These experiences can develop the student's innovation and employability skills, while the blending of theory and practice achieved through an enterprise experience can increase student motivation, and allows a clearer view of a career path. Such experience complements the research studies being undertaken. A range of opportunities currently exist for DCU research students:

### Professional experience placements

Research students frequently undertake an external work placement under the auspices of an industry partner or other professional partnering organisation. Placements are arranged by the supervisor/school. A formal agreement is required with the partnering company in these cases.

The Enterprise Experience for Graduate Research Students (module GS606) allows graduate research students to obtain 10 credits for a placement in enterprise which is a minimum of 2 months in duration.

### Internship opportunities

Internship programmes for research students run from time to time as part of either a competitive process or one of DCU's strategic partnerships. Opportunities arising through the University's strategic partnerships, such as that with Arizona State University, are an example of this. Full details are available on the **Graduate Studies Office Scholarships and Opportunities webpages**.

## 8.2.3 Inter-institutional Training Options

Opportunities often arise for DCU research students to undertake training offered by other institutions with whom DCU has partnership agreements. The student's school/supervisor can provide information on these opportunities, if applicable. Information on registration processes and credit transfer

<sup>7</sup> Section 4.6 of the Academic Regulations for Postgraduate Degrees by Research and Thesis states that "where doctoral or Master's research is to be conducted in formal collaboration with another higher education institution, or undertaken in the context of the enterprise model, the DCU Policy on Research Supervision and Awards in Collaboration with Other Institutions applies. The context should be made clear at the time of the student's application to DCU, so that an agreement on joint supervision or joint award can be drawn up with the partner institution or company prior to registration. Significant advance planning is usually required."



procedures can be found in **Guide Section 4.1.3**. See the registration section of the **Graduate Studies Training webpage** for more information.

## 8.3 Learning Support Activities

Tutoring, demonstrating and other learning support duties can be performed alongside a student's programme of research to further enhance their skill-base. Such duties help develop important academic and transferable skills. Many students find that undertaking the DCU module Postgraduate Tutoring and Demonstrating (module GS602) further enhances their approach to such activities. Research student engagement in undergraduate laboratories and tutorial sessions enriches taught programmes by harnessing aspects of our research expertise, and is therefore extremely important in helping the University deliver on its mission.

The amount of such work that research students are expected to undertake varies significantly between disciplines and schools (see **Guide Section 7.3.2** for further information).

Each school should have a policy on learning and support duties, so that expectations are transparent and students can request this when seeking clarification on:

- The minimum expectations or maximum limits for tutoring/demonstrating
- How tutoring/demonstrating roles are allocated to students within the school
- Whether payment is linked to such activities

## 8.4 Writing/Language Supports for International Students

A number of graduate training modules offer language support for international students, including English for Academic Purposes (module LC600) and Advanced Writing Support for International Students (module LC602). It's important to ensure that new research students who have only just met the entry requirements for English language take the English for Academic Purposes (LC600) module which is open to all international research students. The module aims to help students develop the language skills necessary to meet the demands of a higher research degree in an English-speaking academic environment. Further information on these and other writing/language supports can be found at: [www.dcu.ie/sites/default/files/graduate\\_research/pdfs/writingsupportsgradresearch.pdf](http://www.dcu.ie/sites/default/files/graduate_research/pdfs/writingsupportsgradresearch.pdf)

## 8.5 Tell It Straight Postgraduate Research Communication Competition

Tell It Straight is DCU's annual research communication competition for graduate research students. The aim of Tell It Straight is to encourage students to communicate their research, and its potential impact, to a non-specialist audience in a concise, dynamic and innovative way utilising current technology. This mode of communication is now frequently favoured and often featured in funding pitches and research showcases such as the '3-minute thesis' model, so Tell It Straight provides an excellent opportunity for professional development for research students. Presentations are judged by an expert panel. The closing date for entries is normally in December each year. More details can be found on the **Tell It Straight webpage**.

Similar external opportunities exist such as the Higher Education Authority (HEA) **Making an Impact competition** and the **Wellcome Trust Science Writing Prize**. These and other such opportunities are advertised by the Graduate Studies Office, and research students are encouraged to participate.

## 8.6 Planning and Recording Professional Development

### 8.6.1 Personal Development Plan (PDP)

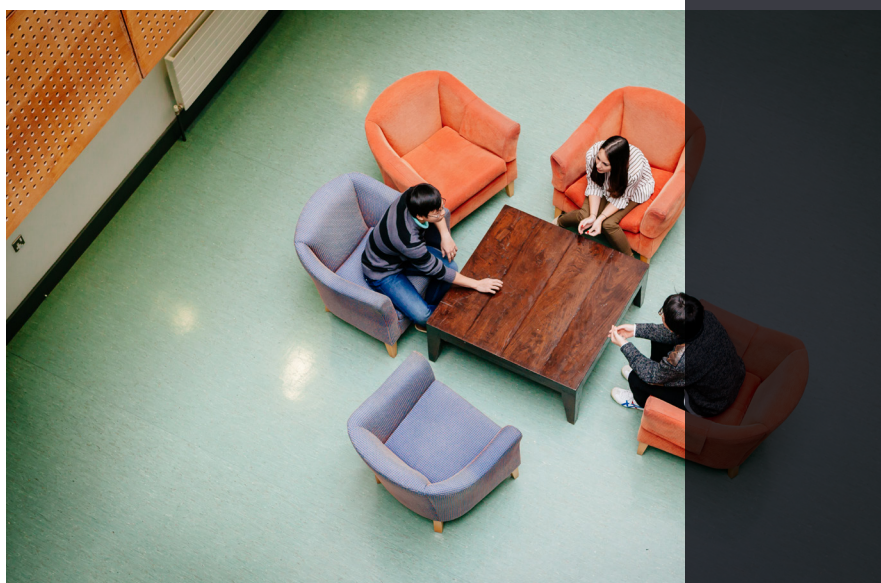
All research students are required to undertake a periodic training needs analysis and maintain a PDP, as stated in the **Academic Regulations for Postgraduate Degrees by Research and Thesis**. This is normally done each year as part of the student's Annual Review in association with the Principal Supervisor (see **Guide Section 9.1**). The PDP involves an analysis of the student's skills needs and the development of an associated plan to address these needs through specific advanced training and professional development activities. Supervisors must approve the choice of training activities to ensure that they fully support the completion of the research project, and that the time available to the core research and its associated activities is not compromised. A Skills Needs Analysis Tool is available for supervisor and student use when preparing the Annual Progress Report. Students can download this document from the **GSO Loop page**.

## 8.7 Loop Reflect

Loop Reflect is a learning portfolio platform available to all DCU students and faculty. The digital portfolio makes learning visible through the creation of a personalised and reflective living showcase of academic, professional, and personal achievements. This online portfolio can be shared with peers, teachers, employers and others supporting life-log and life-wide learning.

## 8.8 Supervisor Development and Support

Under the regulations, all first-time supervisors must attend training on supervision during, or prior to, the first year of supervising, and all research supervisors are encouraged to attend supervisory training as part of their ongoing professional development. Supervisor training is offered periodically by **DCU Human Resources Learning and Development Unit**. Formal training for those chairing viva voce examinations is also provided each year by Learning and Development in collaboration with the GSO.



# Progression

## 9.1 Postgraduate Research Administration

The entire course of any DCU research degree is underpinned by an underlying administrative process which deals with an individual student's registration, progression, thesis submission and examination. This process is known as the Postgraduate Research (PGR) administration process and is managed by Registry.

There are a number of PGR forms associated with the different stages of the process (see also Guide Section 2.3.3). Visit the **Registry website** for the full list of PGR forms and associated submission dates.





Figure 9.1: Postgraduate research (PGR) administration forms and processes



## 9.2 Annual Progression and the Annual Review Process

Continued registration for a higher degree is dependent on satisfactory progress. A student's progress is formally evaluated on an annual basis through completion of the online **Annual Progress Report**<sup>8</sup> which is submitted before the end of July each year (the annual deadline is given in the **Academic Calendar** [dcu.ie/staff/timetables/index.shtml](http://dcu.ie/staff/timetables/index.shtml)). Students cannot register for the next academic year until their progression has been approved.

Annual Progress Report (also known as PGR2 report) can be found here:

[pgr2online.dcu.ie](http://pgr2online.dcu.ie)

Annual progress reports must be completed via the online system and paper PGR2 forms are no longer accepted. The report is completed and evaluated by the student and their Principal Supervisor, and approved by the supervisory panel and Head of School.

Supervisors/heads of school/nominees may have one or more of the following roles in the completion of the Annual Progress Report, depending on the particular student:

- Principal Supervisors are required to complete section B, 'Supervisor Submission' of the report
- Joint Principal, Secondary, External and Independent Panel Members, are required to complete the supervisory panel recommendation section
- Heads of schools/their nominees are required to complete the Head of School/Nominee section

### Note on supervisor details held in the student's record

The online system interfaces directly with the DCU Student Database to determine the link between registered research students and their supervisors. If the supervisory details held in the student's ITS record are not correct the **R103 Change of Supervisory Arrangements Form** must be submitted to the relevant Faculty Research Committee for approval and notified to Registry so that the ITS record can be changed and the annual progress report process can be completed. It is important to allow adequate time for approval and updating of records, should this be required.

1.	The student completes his/her section of the Annual Progress Report
2.	An automatic email is sent to the Principal Supervisor, and copied to all panel members, indicating that the student has completed their report and requesting a response
3.	The Principal Supervisor uploads the supervisor submission (or response) on behalf of the supervisory panel
4.	The supervisory response goes back to the student, and the student is asked to acknowledge their supervisor recommendations
5.	When the student acknowledgement is complete, an automated email goes back to the full panel and each panel member must log in and concur with the recommendations
6.	An automatic email goes to the Head of School for sign-off
7.	The final report is submitted (automatically) to Registry. This process should be finalised by the deadline specified in the Academic Calendar

Figure 9.2: Outline Annual progress report

A detailed user guide is emailed to students, supervisors and heads of school annually when the process is launched. The system is managed by Registry and any technical/account queries can be emailed to: [postgraduate.research@dcu.ie](mailto:postgraduate.research@dcu.ie)

Professional development planning is an inherent part of the annual review process, and a **Skills Needs Analysis Tool** is available for supervisors and students to use when preparing to complete the online

Annual Progress Report. For more details see **Guide Section 8.6.1**.

For details on negative recommendations and unsatisfactory progress see **Guide Section 14.3**.

## 9.3 Confirmation on/Transfer to the PhD Register

Research students initially admitted to the Master's or PhD track registers will have to undergo a transfer (in the case of students on the Master's register) or a confirmation procedure (in the case of students on the PhD-track register) no earlier than 12 months and no later than 21 months<sup>9</sup> for full-time students (and at an appropriate corresponding time for part-time students). Heads of School/School Research Convenors are asked to monitor annual progress report forms for students in their 2nd year so that students do not reach 24 months registration (or longer) without completing/embarking on this process. In the case of students working within a research centre, it is desirable that the assessment at transfer/confirmation include academic colleagues from the school/group in which the student is registered.

The procedure involves the submission of a substantial report by the student, followed by an oral examination. The report and subsequent examination are evaluated by the supervisor(s) together with an internal examiner who submit, via Registry, an evaluation (**PGR3 Confirmation on the PhD Register or Transfer to the PhD Register form**) for consideration by the Graduate Research Studies Board (GRSB). The report indicates the student's progress, potential and suitability for confirmation/transfer and whether or not the future work envisaged is likely to be appropriate to merit consideration for the award of a PhD.

A positive recommendation on the PGR3 indicates that the evaluators consider that the project has the range, depth, and implementation plan to potentially deliver PhD standard, that the student has mastered basic research techniques and demonstrated knowledge of the background appropriate to this stage of work, and a capability to implement the future planned work.

Research students should undergo a transfer or confirmation procedure no earlier than 12 months and no later than 21 months for full-time students (or corresponding timeframe for part-time students).



<sup>9</sup>Students registered on professional doctorate programmes are not required to undertake a confirmation/transfer procedure

# 10 Thesis Preparation

## 10.1 Format of the Thesis

The **Academic Regulations for Postgraduate Degrees by Research and Thesis** note that all theses submitted for examination must conform strictly to the regulations and requirements detailed in Section 9. The regulations state that a thesis must:

- Consist of the candidate's own account of his/her research
- Demonstrate knowledge and understanding of the field of study
- Include critical analysis of related work
- In the case of a PhD thesis, constitute a significant contribution to existing academic knowledge
- In the case of a professional doctoral thesis, constitute a significant contribution to existing professional knowledge and practice
- Be based on work which has been conducted while the candidate has been registered as a research student at DCU

Types of thesis include:

1.	PhD Thesis (Monograph)
2.	PhD by Publication (article-based PhD)
3.	PhD by Artefact
4.	PhD Through Creative and/or Performance Practice
5.	Professional Doctoral Thesis
6.	Research Master's Thesis by monograph, artefact and creative/performance practise

Specific instructions on thesis format and composition are given in the **Academic Regulations for Postgraduate Degrees by Research and Thesis**. Irrespective of the format chosen for the submission of research leading to a doctoral (or masters by research) award, the standard by which the work is evaluated remains the same.

### Note on PhD by Publication

The format of PhD by Publication (article-based PhD) is now available in most Irish universities and has been an option across several European countries for many years. However, it has traditionally been favoured in particular disciplines (economics for example), and in particular contexts. More recently, the article-based approach has gained interest across science disciplines.

Refer to the 'Thesis Submission and Oral Examination Guide' for further information on viva voce preparation and examination.

DCU regulations regarding submissions for a PhD award are given in the **Academic Regulations for Postgraduate Degrees by Research and Thesis**, and they allow for submission in the format of published work with an accompanying set of chapters. Candidates considering submitting in this format should consult the regulations as well as the **Guidelines for candidates, supervisors and examiners on the 'PhD by Publication' format**.

### Note on the language of the thesis

The regulations state that, "The language of the thesis shall normally be either English or Irish. Where it is proposed that the thesis will be in another language, the Principal Supervisor must seek the approval of the Graduate Research Studies Board - providing details of the rationale - ideally at initial registration or prior to the student's first annual progress review" (Section 9.4.1 **Academic Regulations for Postgraduate Degrees by Research and Thesis**).

## 10.2 Thesis Submission Procedure

### Notice of intention to submit a thesis for examination

Research award candidates are required to give the University at least 3 months' notice of their intention to submit a thesis for examination. Notice of intention to submit a thesis for examination is via the PGR4 form completed by the candidate, supervisor(s) and Head of School and submitted to Registry at least 2 weeks in advance of the next scheduled meeting of the GRBSB. The **PGR4 Notice of intention to submit a thesis for examination form** must include a 300-word abstract of the thesis, and recommendations (from the Head of School) for the appointment of the internal and external examiners (see Guide Section 11). GRBSB reviews all PGR4 forms submitted to the University and approve or reject/recommend changes to the proposed submission and nominated examiners.

### Submission of soft-bound thesis for examination

Following GRBSB's approval of the PGR4, the candidate should submit one soft bound printed copy of the thesis for each examiner with a **PGR7 Thesis Access Consent Form** to Student Awards, Registry (see Registry submission dates webpage). The soft cover binding is deemed to be temporary pending completion of the examination process. The thesis must be referred by Registry to the Examiners, who cannot accept it directly from the candidate or the supervisor.

The student must also provide one electronic PDF copy of the thesis for examination. This should be submitted to Registry in a single PDF file entitled with student number and date of submission, which should be saved on a memory key. The PDF should have the wording "pre-examination copy" and the submission date included as a watermark, or as a footer, on each page of the document.

**Academic Regulations for Postgraduate Degrees by Research and Thesis** require candidates for a higher degree to sign a declaration form (**PGR7 Thesis Access Consent Form**), at the time of submission of a thesis for examination, permitting access to their thesis in print or electronic form (see Guide Section 10.4 below).

### Submission of hardbound and e-copy of the thesis

On completion of the examination process, two hard-bound copies of the thesis should be submitted to the Registry. One additional copy of the thesis shall be submitted in electronic format. The electronic copy shall contain exactly the same content as, and be an exact surrogate of, the print copy. The electronic copy shall be uploaded to a secure web space by the principal supervisor. All accompanying material must also be uploaded to the secure web space. The candidate will be required to sign a declaration form (PGR12) confirming that an e-version of the approved thesis has been submitted to the Library. The completed form must be submitted to Registry with the two hard-bound print copies of the thesis.

For information on GRBSB dates please see the University Schedule of Meetings.



1.	Candidate submits PGR4 form to his/her supervisor
2.	Supervisor consults with Head of School to nominate internal and external examiners
3.	Supervisor submits completed PGR4 to Registry and Registry submits it to GRSB for consideration
4.	GRSB considers the PGR4 at their next meeting and approves/rejects/recommends changes. Approval is valid for 12 months
5.	Registry issues a formal written invitation to the External Examiner(s) following GRSB approval
6.	Candidate submits a soft-bound thesis for each examiner+ PGR7 form to Registry within 3 months of PGR4 submission
7.	Registry forwards a copy of the thesis, the web link to the relevant Examiners' Report form and the Academic Regulations to each examiner

For doctoral awards:

8.	Supervisor liaises with the examiners and Independent Chairperson to arrange the viva voce examination. The examiners now deal directly with the Chairperson only
9.	The Independent Chairperson notifies the candidate in writing of the arrangements for the viva voce examination and of the composition of the Examination Board

Figure 10.1: Thesis submission and examination process Part 1: Thesis submission procedure<sup>10</sup>

See **figure 11.1** for details of the next steps in the thesis examination process (**Guide Section 11.5**).

## Thesis submission timelines

Research students who wish to be considered for Spring graduation by the Spring Faculty Award Board for Research Degrees or for Autumn graduation by the Autumn Faculty Award Board for Research Degrees must ensure that the documentation listed below is submitted to Registry by the deadlines given on the **submission dates section of the Registry website**.

1.	PGR4 Intention to Submit for Examination
2.	A soft-bound thesis for each examiner (signed and dated) PGR7 form and one PDF copy
3.	Two copies of final hard-bound thesis (signed and dated)
4.	PGR8 where applicable
5.	PGR12 E-Thesis Submission Declaration form
6.	PGR6 Examination Report (submitted to Registry by Independent Chairperson/Internal Examiner)

<sup>10</sup> In the case of a thesis submitted for a Master's award, a viva voce is not normally required but may be requested by the examiners.



## 10.3 Making a Thesis Available Through the Library

On completion of the examination process, an electronic version of the thesis is also submitted. It is subject to the same formatting regulations, except where they apply specifically to physical properties of print copies. In all other respects the electronic copy shall contain exactly the same content as, and be an exact surrogate of, the print copy. The electronic copy shall be uploaded to DORAS by a principal supervisor. All accompanying material, e.g. appendices, files contained on CD-ROM or DVD submitted with the bound copy of the thesis must also be uploaded to the secure web space. The candidate and principal supervisor will be required to sign the **PGR12 E-Thesis Submission Declaration** confirming that an e-version of the approved thesis has been submitted to the Library. Where confidentiality matters arise, candidates may request (on form PGR8) and obtain temporary restriction of access to the thesis for up to a maximum of four years, for sufficient cogent reasons.

The **PGR7 Thesis Access Consent Form** gives Dublin City University permission to make the thesis available for consultation, copying, displaying, viewing via printed and electronic medium (including via the Internet, an intranet and any other method of electronic display) (within the confines of the Copyright and Related Rights Act 2000), inter-library loan, and for inclusion in any list of theses published by the University, or in any other publication or listing of theses accepted for higher degrees, to which the University may decide to contribute. Authors should note that granting of access, as referred to above, does not in any way prejudice their rights and obligations, as set out in the **DCU Intellectual Property Policy**.

## 10.4 Publishing a Thesis<sup>11</sup>

DCU is supportive of graduates and their supervisors disseminating the results of their research as widely as possible. In many disciplines, this is done via publication of peer reviewed papers, but there are situations where publication in book form may be more appropriate, and this practice is standard in some disciplines.

A doctoral or a master's thesis is written with a very specific audience - the examiners - in mind. It is unlikely that a thesis would be suitable for publication as a book for a wider audience without significant rewriting and editing. In addition, any publication within which an association with DCU is identified should be professionally presented. In the case of a book, content editing, copy editing, proof reading, professional typesetting, high quality graphic design, etc are required. It is therefore important that a reputable publisher be sought; one which would add value in these aspects of the publishing process. Many well established academic publishers are known to academic staff, who may be in a position to advise on potential avenues of exploration. There are also associations of publishers which ensure that all members provide a minimum level of service to authors. There are risks for the University associated with so-called 'vanity publishing' of theses. In this case the publishers charge authors, and may add very little value in terms of the publishing process.

DCU theses in electronic form are available on the **DCU DORAS institutional repository**. This is carried out under licence, and there are specific conditions imposed on individuals who download the work. The availability of the thesis via DORAS does not impinge on your copyright. However, if you are considering publishing your work as a book, you should consult with your publisher to establish whether there are valid reasons why access to the thesis should be restricted for a period to allow for publication in the other form first. It is very important that intellectual property issues, where relevant, be resolved in advance of discussions about publication. It is worth noting that while reference to DCU is appropriate in a book based on a thesis, it is not appropriate to present it as a PhD or Master's work.

<sup>11</sup> Approved by Graduate Research Studies Board, Jan 12 2012.

# 11

## Examination and Conferring

### 11.1 Examination of a Doctoral Award

Examiners assess a doctoral thesis according to the criteria provided and following the process detailed in Section 11 of the **Academic Regulations for Postgraduate Degrees by Research and Thesis**.

### 11.2 Examination of a Research Master's Award

Examiners assess a Master's thesis in light of the criteria provided and following the process detailed in Section 11 of the **Academic Regulations for Postgraduate Degrees by Research and Thesis**.

### 11.3 Examination Panel

Each candidate for a higher degree by research will be examined by at least one Internal Examiner and at least one External Examiner. Section 10 of the **Academic Regulations for Postgraduate Degrees by Research and Thesis** outlines the procedures for the appointment of examiners and also sets out what students can reasonably expect from the University regarding the examination of their work. The Graduate Research Studies Board is responsible for approving the appointment of both internal and external examiners. Detailed descriptions of the roles of the examiners can be found in Tables 4-5 in the booklet **Academic Roles and Responsibilities in Graduate Research**.



## 11.4 Examiners' Reports and Recommendations

Candidates for a doctoral degree will be assessed on the basis of a written thesis and a viva voce examination. In the case of Master's candidates, the usual expectation is that there will be no viva voce examination. However, an examiner may recommend that a viva voce examination be held.

1.	The External Examiner completes their Examination Report on the thesis (Section B1 of the PGR6 form). The Internal Examiner completes their Examination Report on the thesis (Section B2 of the PGR6). Where a viva voce examination is held, the examiners submit their draft Examination Report on the thesis (Sections B1 and B2 of the PGR6) to the Independent Chair at least one week prior to the viva voce examination. Such draft reports can be modified by the examiners on the day of the examination. Where no viva voce examination is held, the Internal Examiner sends the Examiners' Reports and Recommendations to Registry. Where no viva voce examination is held, the Reports include commentary on the work presented for examination, details of any corrections to be made and their recommendation.*
2.	For all doctoral students and some master's students, the viva voce examination takes place next. After the viva voce examination, examiners complete their Examination Report on the oral examination (Section B3 of the PGR6 form) and send these to the Independent Chair. Reports include commentary on the work presented for examination, details of any corrections to be made, and their recommendation.
3.	The Independent Chairperson (where a viva voce examination takes place) or the Internal Examiner (where no viva voce examination takes place) advises the candidate of the examiners' recommendation where changes or resubmission is recommended.**
4.	Where a viva voce examination is held, the Independent Chairperson sends the Examiners' Reports and Recommendations to Registry.
5.	The corrected/resubmitted thesis is returned by the student and the examiner(s) sign-off that the required work has been done.
6.	The candidate submits two copies of the final hard-bound thesis, a PGR12 (and a PGR8 if applicable) to Registry on completion of the examination process. An electronic copy of the thesis must be uploaded to DORAS by the supervisor or internal examiner (see PGR12 form for details).
7.	Registry refers the Examiners' Reports and Recommendations to the next meeting of the relevant Faculty Awards Board for Research Degrees (FABRD), which submits a recommendation to Academic Council following consideration of the Report (see Guide Section 11.6).
8.	Registry notifies successful candidates of conferring details and issues transcripts. Registry informs unsuccessful candidates, in writing, of the subsequent decision.

Figure 11.1: Thesis submission and examination process – Part 2: Examiners' Reports and recommendation

See **figure 10.1** for details of the previous steps in the thesis examination process (**Guide Section 10.2**).

\* Examiners are normally expected to carry out their duties within two months of receipt of the thesis to avoid hardship to the candidate.

\*\* Examiners' reports include a recommendation, clear grounds for their recommendation and a timeframe for corrections or revisions, if applicable. Possible recommendations include:

- 1 Award degree
- 2 Award degree following specified text changes
- 3 Award degree following specified content changes
- 4 Do not award degree, resubmit within a year
- 5 Award Master's degree instead of doctorate (where doctorate is sought)
- 6 Do not award any degree
- 7 Do not award Master's degree, resubmit for a doctorate (where Master's is sought)

Where a thesis has to be corrected or revised, the examiners approve corrections within 6 weeks of receiving the revised thesis. For more detailed information see the **Academic Regulations for Postgraduate Degrees by Research and Thesis**. Where Multiple revisions are required, and revisions have still not met the recommendations from the examination, then examiners can submit alternative recommendations.

## 11.5 Faculty Award Board for Research Degrees (FABRD)

Each faculty has a Faculty Award Board for Research Degrees (FABRD) chaired by the faculty's Associate Dean for Research or his/her nominee, which meets twice per year, in advance of the Autumn and Spring conferring ceremonies. Full details on FABRD composition and remit can be found in the **Academic Regulations for Postgraduate Degrees by Research and Thesis**. Dates for FABRD meetings are listed in the **Academic Calendar**.

The FABRD meetings are timed to facilitate Academic Council and its role in approving and considering the outcomes of research degree examinations. The fixing of dates thus provides clear timelines for candidates planning to submit their theses.

## 11.6 Conferring and Award Parchment

Conferring of research degrees take place twice annually at graduation ceremonies in Autumn and Spring. All students eligible to graduate will receive an invitation to the ceremony to their DCU email account, including instructions on how to confirm their attendance and obtain guest tickets. Correct academic dress must be worn by graduands, and can be booked in advance through an academic robing company prior to the conferring ceremony. Full details on DCU's graduation ceremonies are provided on the **Registry graduation webpages**.

In cases where a graduand does not attend the ceremony, his/her award will be conferred in absentia, and the award parchment will be sent to the graduand by registered post after the ceremony.

In addition to the award parchment, students will receive a results transcript for their research degree, and a supplementary transcript detailing the results of any graduate training elements undertaken successfully during their studies. Transcripts are sent to the student by post following the Academic Council meeting at which the award of their degree is approved. Further information on results transcripts are available on the **transcripts section of the Registry website**.

It is important that the information held in the student record is up to date as the award parchment and transcripts will be sent to the postal address as it appears on the student record, and the name that will appear on the award parchment is the name as it appears in the student record. Students are advised to check their student record details as they appear on the Student Apps page, and should contact Registry by completing an online query form with details of any changes required.









# 12 Student Support

## 12.1 Postgraduate Representatives

### Postgraduate Research Student (PGR) Representatives

Postgraduate Research Student (PGR) Representatives are a critical component in the effective communication between postgraduate research students and the University's senior research community and management. Their role is to represent research students by communicating issues which affect the postgraduate research experience, and to work closely with the **Students' Union** to engage with, and foster activities for research students. There is a PGR representative on the Graduate Research Studies Board (GRSB) who also sits on Academic Council, and a second representative who sits on Governing Authority. Most faculties have their own PGR representative who sits on their respective Faculty Research Committee (FRC).

The role of DCU PGR representatives is:

- To act as a conduit between research students and members of the University on matters of concern to research students
- To represent research students in appropriate discussions relating to postgraduate research policy formulation and development

Seats on university committees for PGR representatives:

- Academic Council: 1 seat
- Graduate Research Studies Board: 1 seat
- Governing Authority: 1 seat
- Faculty Research Committees: at least 1 seat in each faculty
- PGR Student Committee – all faculty PGR representatives sit on this committee with the SU Education Officer

The team of PGR representatives work closely with the SU Education Officer to facilitate the annual PGR Representative elections in April. The current team of representatives is listed on the **Graduate Studies Office** and **Students' Union** websites.

### Students' Union Postgraduate Officer

As defined by article 8.2.1 of DCU Students' Union constitution, "there shall be an Executive member elected, who is responsible for the representation of postgraduate students within the Union known as the Postgraduate Officer."

The Students' Union Postgraduate Officer is a part-time position within DCU Students' Union. Any postgraduate student, taught or research, is eligible to run for the position in the annual Students' Union election and the position has a 1 year term (June-June). Currently, the Postgraduate Officer, who is a research student, has a seat on the University's Academic Council and Governing Authority, and the Students' Union Executive.

Duties of the position include:

- To attend and represent postgraduate students' interests on relevant committees
- Ensuring postgraduate students' interests are represented in Students' Union policies and campaigns
- To promote Students' Union led events and campaigns to postgraduate students
- Liaise with the Students' Union sabbatical officers to organise specific social events for postgraduate students
- Contribute to postgraduate student induction and orientation where appropriate
- Provide training and relevant documents to successor at end of term

## 12.2 Student Support and Development Office

The **Student Support and Development Office** offers many support services to research students including:

- Student Advice Centre
- Careers Service
- Student Health
- Counselling and Personal Development
- Disability and Learning Support
- Inter Faith Centre
- Student Learning
- Mature Students

### Student Charter

The DCU **Student Charter** contains detailed information which helps students to understand their relationship with the University. The Student Charter, created in collaboration with the Students' Union, provides a framework for students during their time at DCU.

### Student Advice Centre

The Student Advice Centre is located on the ground floor of the Henry Grattan building on the Glasnevin Campus, and in room C101 on the DCU St Patrick's Campus. It is a 'drop-in' centre where DCU students can receive advice and guidance on all matters academic, personal and financial.

## 12.3 International Office

The International Office is located in the Aula Maxima, DCU All Hallows Campus. The International Office supports and assists non-EU students and prospective students in the transition from their home country to life and study in Ireland, and works in conjunction with other units in the University, particularly the **Student Support and Development Office**, in this regard. International students are also directed to the **International Student Handbook** which contains a wide range of useful information.

## 12.4 Careers Service

The Careers Service offers careers information, education, advice and guidance to DCU students and recent alumni, and works with them to ensure a smooth transition from their research degree to employment. The Careers Service also facilitate employers and their graduate recruitment activities in DCU.

## 12.5 Resources and Contacts

The **Graduate Studies Office Postgraduate Contacts** webpage provides a full list of contact points within the University for research students.



# 13 Things Change

## 13.1 Withdrawing or Early Exit From Research Programme

The guidance document for withdrawing, or exiting early from a research degree programme details the procedures which must be followed by students who wish to discontinue their studies, or in cases where adequate progress is not being made and student progression is not approved. The document also outlines the implications for stipend payments. The policy is available from the GSO website.

Research students withdrawing from the University must notify the Registry. For current students this can be done via the Student Apps page, or via the relevant link on the Registry webpage. For more information please see the **guidance for students and supervisors in respect of withdrawing, or early exit from research programmes** ([dcu.ie/sites/default/files/graduate\\_research/pdfs/research\\_student\\_withdrawing\\_or\\_early\\_exit.pdf](https://dcu.ie/sites/default/files/graduate_research/pdfs/research_student_withdrawing_or_early_exit.pdf)). Students intending to withdraw from their research degree are advised to check the fee liability that applies in their particular case – see **Guide Section 7.1** for more information.

## 13.2 Changes in Registration Details

### Change in supervisor

It may be necessary in some cases for a change in supervision during the course of a student's research degree. This may involve an additional supervisor or a new/replacement supervisor and can be due to a supervisor retiring, resigning, leaving DCU or taking a leave of absence or sabbatical leave. In all cases, it is the responsibility of the relevant Head of School to ensure appropriate supervision remains in place for the research student, and the **R103 Change of Supervisory Arrangements Form** is submitted to the Faculty Research Committee for approval and notified to Registry. It is the responsibility of the supervisors (incoming and outgoing) to ensure a smooth and timely transition. Section 7.7 of the **Academic Regulations for Postgraduate Degrees by Research and Thesis** contains full details on the conditions pertaining to changes in supervision.



## Change in study mode

Students and supervisors should capture changes in study mode (from full- to part-time or part- to full-time) in the PGR2 report.

Outside of this process a request can be sent to Registry ([postgraduate.research@dcu.ie](mailto:postgraduate.research@dcu.ie)) in the form of a memo. Funding implications must be considered before any changes are made.

## 13.3 Extension of Registration Period

Section 5 of the **Academic Regulations for Postgraduate Degrees by Research and Thesis** relate to the period of time for completion of research degree programmes. See also **Guide Section 1.2**. Where a student does not complete a thesis within the maximum period stipulated, he/she must seek express permission from the GRSB to be allowed continue his/her studies for another year. Such extensions will be granted in exceptional cases only. GRSB advises that prolonged registration is not in the student's best interest, or the University. To allow an extension, GRSB must be satisfied that the student has addressed the problems causing the delay, and has a plan to complete within the next 12 months which is supported by the supervisor(s) and Head of School. The **PGR14 Request for Extension to Maximum Registration Period Form** submitted to GRSB should include:

- A summary of the exceptional circumstances pertaining to the case
- A statement on the current stage of thesis preparation
- The anticipated submission/examination timeframe
- The approval of the supervisor(s) and Head of School

For further guidelines on deferrals, please see the 'Guidelines on Deferral for Research Students' document.

## 13.4 Deferral

### Deferral/formal temporary cessation of registration (R32R)

While it is preferable for students to conduct their research without interruption, in some circumstances, for example in the case of illness, financial or family circumstances or due to maternity leave, it is possible to apply in advance for a formal temporary cessation of registration. The deferral is requested for a specific academic year (a full year), or a six month period. Deferrals must be approved by the supervisor and the relevant Head of School, and are processed through Registry via the R-32R Postgraduate Research Deferral Application.

The Graduate Studies Office should also be notified when students in receipt of a scholarship seek a deferral. During any deferral, the student's participation on the research programme is suspended and no supervision takes place. The maximum registration period is not extended. No tuition fees are payable during the deferred period, and the student does not receive a stipend. When a student is externally funded, he/she should discuss the situation with the supervisor(s) in the first instance, and the sponsoring agency should be consulted if a temporary cessation of study is necessary.

## 13.5 Early Submission of Thesis

Section 5 of the **Academic Regulations for Postgraduate Degrees by Research and Thesis** provides information on the completion of research degree programmes. See also **Guide Section 1.2.1**. Where a student wishes to submit a thesis before the minimum period stipulated, he/she must seek express permission from GRSB to be allowed to do so. Such permission will be granted in very exceptional cases only.

# 14 If Things Go Wrong

The success of a student's research is dependent on a good relationship with their supervisor. This relationship is key and it is very important that it works well. Sometimes, however, this may not be the case, or other issues and circumstances may arise during a student's research degree which may need to be managed. The DCU community is committed to ensuring that every student has the opportunity to have an excellent university experience, and completes their programme of study successfully. In this context, there are a number of procedures and processes in place to handle a wide variety of situations which may arise.

## 14.1 Resolving Issues Informally

Occasionally issues can arise for a student, or in the student-supervisor relationship. We encourage, where possible, that difficulties, are addressed locally and informally. The following guidance can prove useful in such instances.

Link: [www.dcu.ie/graduatestudies/A\\_Z-of-GSO-Policies.shtml](http://www.dcu.ie/graduatestudies/A_Z-of-GSO-Policies.shtml)

## 14.2 Formal Complaint

The **Student Grievance Procedure** has been devised to deal with students' grievances in a fair, timely and effective manner so that the student's university experience can be improved on an ongoing basis.

The Student Grievance Procedure document outlines the 2-stage procedure to be followed, which includes an informal stage and a formal stage. In the first instance, a student with a grievance is expected to make a reasonable effort to resolve the matter on an informal basis and in a timely manner, prior to requesting a formal resolution. Students are encouraged to approach the relevant member of staff to discuss any issues with him/her directly.

Students must follow this procedure when submitting a grievance in relation to academic processes and procedures, administrative or student support services provided by the University. It does not include the following:

- Grievances related to personal harassment or bullying involving a member of DCU staff
- Appeals of grades for examinations or assessments
- Grievances about the Students' Union
- Appeals against decisions taken by the Disciplinary Committee
- Grievances about campus companies

## 14.3 Disciplinary Committee

The University strives to maintain the highest academic and social standards and expects students and staff to be treated with respect at all times. DCU's **Student Code of Conduct and Discipline** aims to ensure that a suitable academic environment is maintained within the University. The Code requires reasonable behaviour and consideration for others, and students in breach of any element of the Code or the University's regulations may be asked to present themselves to the Disciplinary Committee. This committee will decide on an appropriate course of action after hearing the events as outlined by all parties concerned. Examples of non-compliance include acts of plagiarism, cheating in exams and disorderly conduct on campus.



## 14.4 Unsatisfactory Progress and Appeals

Students can submit an appeal in respect of decisions regarding their:

- a) Progression
- b) Transfer/Confirmation procedure
- c) Examination

These are the three key points at which decisions are made regarding a student's progress.

In cases where the supervisory panel submits a negative **Annual Progress Report** and recommends that a student should not progress, the **Academic Regulations for Postgraduate Degrees by Research and Thesis** takes the view that the student is unlikely to achieve the degree for which he/she is registered and the student should not be permitted to continue as a registered graduate research student.

Transfer/Confirmation recommendations are approved at GRSB, examination recommendations are approved at the relevant Faculty Award Board for Research Degrees (FABRD) meeting and the opportunity to appeal follows notification of the decisions of these boards. In respect of negative progression recommendation, the date of decision is taken as the date the completed review form is submitted to Registry. In respect of a negative examination outcome, an appeal may not be based on disagreement with the academic judgement of the examiners or supervisory panel. For full details of the grounds for appeal and the procedure to be followed please refer to Section 13 of the **Academic Regulations for Postgraduate Degrees by Research and Thesis**. A guidance note on appeals of research student decisions is available on the **OVPA website**.

Appeals must be submitted on the appropriate form and with supporting written documentation to the **Secretary of the Graduate Research Studies Board**.



# 15 Online Resources

## DCU Central Units

### Research

Research Support: [www.dcu.ie/researchsupport/index.shtml](http://www.dcu.ie/researchsupport/index.shtml)

DCU Invent: [www.dcu.ie/invent/index.shtml](http://www.dcu.ie/invent/index.shtml)

Research by School/Faculty/Research Centre/Institute: [www.dcu.ie/research/institutes.shtml](http://www.dcu.ie/research/institutes.shtml)

### Graduate Studies

Graduate Studies Office: [www.dcu.ie/graduatestudies/index.shtml](http://www.dcu.ie/graduatestudies/index.shtml)

Graduate Studies Office training: [www.dcu.ie/graduatestudies/training.shtml](http://www.dcu.ie/graduatestudies/training.shtml)

Graduate Studies Office Scholarships and Opportunities:  
[www.dcu.ie/graduatestudies/scholarships-opportunities.shtml](http://www.dcu.ie/graduatestudies/scholarships-opportunities.shtml)

Graduate Studies Office 'How to Apply': [www.dcu.ie/graduatestudies/how\\_to\\_apply.shtml](http://www.dcu.ie/graduatestudies/how_to_apply.shtml)

Information for new research students: [www.dcu.ie/graduatestudies/New-Research-Students.shtml](http://www.dcu.ie/graduatestudies/New-Research-Students.shtml)

Graduate Studies Office Postgraduate Contacts:  
[www.dcu.ie/graduatestudies/contact-us.shtml](http://www.dcu.ie/graduatestudies/contact-us.shtml)

### Registry

Registry: [www.dcu.ie/registry/index.shtml](http://www.dcu.ie/registry/index.shtml)

Registry webpage for English language requirements: [www.dcu.ie/registry/english.shtml](http://www.dcu.ie/registry/english.shtml)

Registry webpage for entry requirements: [www.dcu.ie/registry/postgraduate/index.shtml#Entry](http://www.dcu.ie/registry/postgraduate/index.shtml#Entry)

Registration section of Registry's website: [www.dcu.ie/registry/registration.shtml](http://www.dcu.ie/registry/registration.shtml)

Registry Postgraduate Administration (PGR) Forms:  
[www.dcu.ie/registry/application\\_forms.shtml#research](http://www.dcu.ie/registry/application_forms.shtml#research)

Postgraduate enrolment section in Registry: [www.dcu.ie/registry/postgraduate/index.shtml](http://www.dcu.ie/registry/postgraduate/index.shtml)

Registry submission dates: [www.dcu.ie/registry/postgraduate/submission\\_dates.shtml](http://www.dcu.ie/registry/postgraduate/submission_dates.shtml)

Transcripts section of the Registry website: [www.dcu.ie/registry/transcripts.shtml](http://www.dcu.ie/registry/transcripts.shtml)

Registry graduation webpages: [www.dcu.ie/registry/graduation/index.shtml](http://www.dcu.ie/registry/graduation/index.shtml)

## Academic Affairs

Vice-President for Academic Affairs: [www.dcu.ie/ovpaa/index.shtml](http://www.dcu.ie/ovpaa/index.shtml)

Secretary of the Graduate Research Studies Board:  
[www.dcu.ie/ovpaa/gradstudies\\_board/grad\\_board.shtml](http://www.dcu.ie/ovpaa/gradstudies_board/grad_board.shtml)

Appeals section of the OVPAA website: [www.dcu.ie/ovpaa/examination-appeals.shtml](http://www.dcu.ie/ovpaa/examination-appeals.shtml)

## International Office

International Office: [www.dcu.ie/international/index.shtml](http://www.dcu.ie/international/index.shtml)

International Office 'Pre-Arrival Information' webpage: [www.dcu.ie/international/immigration.shtml](http://www.dcu.ie/international/immigration.shtml)

## Finance

Finance Office EU/Non-EU Fees Criteria: [www.dcu.ie/international/eu\\_status.shtml](http://www.dcu.ie/international/eu_status.shtml)

Finance Office Fees website: [www.dcu.ie/fees/index.shtml](http://www.dcu.ie/fees/index.shtml)

Finance Office insurance webpages: [www.dcu.ie/finance/information/insurance.shtml](http://www.dcu.ie/finance/information/insurance.shtml)

Core Expenses system: [www.dcu.ie/finance/coreexpensesystem/index.shtml](http://www.dcu.ie/finance/coreexpensesystem/index.shtml)

Card Fee scheme: [www.dcu.ie/fees/postgrad\\_research.shtml](http://www.dcu.ie/fees/postgrad_research.shtml)

## DCU Library

DCU Library: [www.dcu.ie/library/index.shtml](http://www.dcu.ie/library/index.shtml)

DCU Doras institutional repository: <http://doras.dcu.ie/>

## Student Support and Development

Student Support and Development: [www.dcu.ie/students/index.shtml](http://www.dcu.ie/students/index.shtml)

Student Advice Centre: [www.dcu.ie/advice/index.shtml](http://www.dcu.ie/advice/index.shtml)

Careers Service: [www.dcu.ie/careers/index.shtml](http://www.dcu.ie/careers/index.shtml)

Student Health Service: [www.dcu.ie/health/index.shtml](http://www.dcu.ie/health/index.shtml)

Counselling and Personal Development: [www.dcu.ie/counselling/index.shtml](http://www.dcu.ie/counselling/index.shtml)

Disability and Learning Support Service: [www.dcu.ie/disability/index.shtml](http://www.dcu.ie/disability/index.shtml)

Inter Faith Centre: [www.dcu.ie/chaplaincy/centre.shtml](http://www.dcu.ie/chaplaincy/centre.shtml)

Sports Development: [www.dcu.ie/studentsport/index.shtml](http://www.dcu.ie/studentsport/index.shtml)

Student Learning: [www.dcu.ie/studentlearning/index.shtml](http://www.dcu.ie/studentlearning/index.shtml)

Mature Students: [www.dcu.ie/students/mature/index.shtml](http://www.dcu.ie/students/mature/index.shtml)

Health and Safety Office web page: [www.dcu.ie/safety](http://www.dcu.ie/safety)

## Human Resources

Human Resources: [www.dcu.ie/hr/index.shtml](http://www.dcu.ie/hr/index.shtml)

## Students' Union

Students' Union: [www.dcusu.ie](http://www.dcusu.ie)

# Policies, Regulations and Reports

## DCU Strategic Plans

DCU Strategic Plan 2017-2022: Transforming Lives and Societies:  
[www.dcu.ie/president/constituent-strategies.shtml](http://www.dcu.ie/president/constituent-strategies.shtml)

## DCU Regulations and Policies

Academic Regulations for Postgraduate Degrees by Research and Thesis:  
[www.dcu.ie/registry/regulations/postgraduate\\_regulations.shtml](http://www.dcu.ie/registry/regulations/postgraduate_regulations.shtml)

Higher Doctorates: Provisions and Regulations:  
[www.dcu.ie/registry/regulations/postgraduate\\_regulations.shtml](http://www.dcu.ie/registry/regulations/postgraduate_regulations.shtml)

Code of Conduct: [www.dcu.ie/policies/codes-of-conduct.shtml](http://www.dcu.ie/policies/codes-of-conduct.shtml)

Recognition of Prior Learning (RPL) Policy for Research Programmes:  
[www.dcu.ie/sites/default/files/graduate\\_research/pdfs/final\\_rpl\\_policy\\_approved\\_8\\_june\\_2017.pdf](http://www.dcu.ie/sites/default/files/graduate_research/pdfs/final_rpl_policy_approved_8_june_2017.pdf)

DCU Code of Good Research Practice: [www.dcu.ie/researchsupport/researchpolicy.shtml](http://www.dcu.ie/researchsupport/researchpolicy.shtml)

DCU Academic Integrity and Plagiarism Policy: [www.dcu.ie/ovpaa/about/teaching-learning.shtml](http://www.dcu.ie/ovpaa/about/teaching-learning.shtml)

Policy for Student Vetting:  
[www.dcu.ie/sites/default/files/policy/164\\_-\\_garda\\_vetting\\_policy\\_students\\_v5.0.pdf](http://www.dcu.ie/sites/default/files/policy/164_-_garda_vetting_policy_students_v5.0.pdf)

## DCU Policy for Responding to Allegations of Research Misconduct (ARMP)

DCU Policy for Responding to Allegations of Research Misconduct (ARMP):  
[www.dcu.ie/researchsupport/researchpolicy.shtml](http://www.dcu.ie/researchsupport/researchpolicy.shtml)

DCU Intellectual Property Policy: [www.dcu.ie/researchsupport/researchpolicy.shtml](http://www.dcu.ie/researchsupport/researchpolicy.shtml)

DCU Data Privacy Policy: [www.dcu.ie/researchsupport/researchpolicy.shtml](http://www.dcu.ie/researchsupport/researchpolicy.shtml)

## DCU Framework

Safety Statement: [www.dcu.ie/sites/default/files/safety/dcu\\_framework\\_safety\\_statement\\_october\\_2017.pdf](http://www.dcu.ie/sites/default/files/safety/dcu_framework_safety_statement_october_2017.pdf)

Sharps Injury Policy (including bites and splashes): [www.dcu.ie/safety/Organisation-and-Policies.shtml](http://www.dcu.ie/safety/Organisation-and-Policies.shtml)

Evacuation Procedure: [www.dcu.ie/safety/Organisation-and-Policies.shtml](http://www.dcu.ie/safety/Organisation-and-Policies.shtml)

Occupational First Aid and Medical Incident Management Procedure:  
[www.dcu.ie/safety/Organisation-and-Policies.shtml](http://www.dcu.ie/safety/Organisation-and-Policies.shtml)

Vaccination Policy: [www.dcu.ie/safety/Organisation-and-Policies.shtml](http://www.dcu.ie/safety/Organisation-and-Policies.shtml)

Mother's Rest Room Policy: [www.dcu.ie/safety/Organisation-and-Policies.shtml](http://www.dcu.ie/safety/Organisation-and-Policies.shtml)

DCU Fire Safety Policy: [www.dcu.ie/safety/Organisation-and-Policies.shtml](http://www.dcu.ie/safety/Organisation-and-Policies.shtml)

Policy and Procedures for Lone/Out of Hours Working:  
[www.dcu.ie/safety/Organisation-and-Policies.shtml](http://www.dcu.ie/safety/Organisation-and-Policies.shtml)

Student Grievance Procedure: [www.dcu.ie/students/policies/index.shtml](http://www.dcu.ie/students/policies/index.shtml)

University's regulations: [www.dcu.ie/policies/regulations.shtml](http://www.dcu.ie/policies/regulations.shtml)

DCU Student Charter: [www.dcu.ie/students/policies/index.shtml](http://www.dcu.ie/students/policies/index.shtml)

DCU Intellectual Property Policy: [www.dcu.ie/researchsupport/researchpolicy.shtml](http://www.dcu.ie/researchsupport/researchpolicy.shtml)

Implementation of the DCU Policy on Research Supervision and Awards in Collaboration with Other Institutions: [www4.dcu.ie/graduatestudies/info-supervisors.shtml](http://www4.dcu.ie/graduatestudies/info-supervisors.shtml)

## Calendars and Timetables

Academic Calendar: [www.dcu.ie/staff/timetables/index.shtml](http://www.dcu.ie/staff/timetables/index.shtml)

University Schedule of Meetings: <https://www.dcu.ie/staff/timetables/index.shtml>

## Forms and Reports

Card Fee Declaration: [www.dcu.ie/graduatestudies/Research-Student-Fees-and-Stipends.shtml](http://www.dcu.ie/graduatestudies/Research-Student-Fees-and-Stipends.shtml)

Postgraduate Travel Grant Application Form:  
[www.dcu.ie/graduatestudies/scholarships-opportunities.shtml](http://www.dcu.ie/graduatestudies/scholarships-opportunities.shtml)

Scholarship Authorisation Form (SAF): [www.dcu.ie/graduatestudies/how\\_to\\_apply\\_forms.shtml](http://www.dcu.ie/graduatestudies/how_to_apply_forms.shtml)

Bank Details Form: [www.dcu.ie/graduatestudies/how\\_to\\_apply\\_forms.shtml](http://www.dcu.ie/graduatestudies/how_to_apply_forms.shtml)

Scholarship Exemption Declaration Form (SE Form):  
[www.dcu.ie/graduatestudies/how\\_to\\_apply\\_forms.shtml](http://www.dcu.ie/graduatestudies/how_to_apply_forms.shtml)

Annual Progress Report: [pgr2online.dcu.ie/](http://pgr2online.dcu.ie/)

Scholarship Adjustment Form:  
[www.dcu.ie/graduatestudies/how\\_to\\_apply\\_forms.shtml](http://www.dcu.ie/graduatestudies/how_to_apply_forms.shtml)

Annual Progress Report: [pgr2online.dcu.ie/](http://pgr2online.dcu.ie/)

Registry postgraduate administration (PGR) and application forms:  
[www.dcu.ie/registry/application\\_forms.shtml#research](http://www.dcu.ie/registry/application_forms.shtml#research) including:

- R103 Change of Supervisory Arrangements Form and/or panel members arrangements
- R-32R Application for deferral
- R-26H Visiting Research Student Application
- PGR3 Transfer to/confirmation on the PhD register
- PGR4 Notice of intention to submit a thesis for examination
- PGR6 Examination report for the Award of a Higher Degree
- PGR7 Thesis Access Consent Form
- PGR8 Application Form for Temporary Restriction of Access to Thesis
- PGR12 E-thesis Submission Declaration
- PGR13 Permission to reside/carry out research abroad
- PGR14 Request for Extension to Maximum Registration Period or re-admission to the research programme
- PGR15 Application for Transfer/Advanced Entry to Postgraduate Research Programme

## Guidelines/Guides

Academic Roles and Responsibilities in Graduate Research:  
[www.dcu.ie/graduatestudies/A\\_Z-of-GSO-Policies.shtml](http://www.dcu.ie/graduatestudies/A_Z-of-GSO-Policies.shtml)

Guidance for students and supervisors in respect of withdrawing, or early exit from research programmes: [www.dcu.ie/graduatestudies/A\\_Z-of-GSO-Policies.shtml](http://www.dcu.ie/graduatestudies/A_Z-of-GSO-Policies.shtml)

Guidelines for candidates, supervisors and examiners on the PhD by Publication format:  
[www.dcu.ie/graduatestudies/A\\_Z-of-GSO-Policies.shtml](http://www.dcu.ie/graduatestudies/A_Z-of-GSO-Policies.shtml)



Research Student Orientation booklet:  
[www.dcu.ie/graduatestudies/A\\_Z-of-GSO-Policies.shtml](http://www.dcu.ie/graduatestudies/A_Z-of-GSO-Policies.shtml)

A-Z Guide for Postgraduate Students:  
[www.dcu.ie/sites/default/files/graduate\\_research/pdfs/orientation\\_booklet\\_2020\\_final.pdf](http://www.dcu.ie/sites/default/files/graduate_research/pdfs/orientation_booklet_2020_final.pdf)

DCU Library citing and referencing information:  
[www.dcu.ie/library/classes\\_and\\_tutorials/citingreferencing.shtml](http://www.dcu.ie/library/classes_and_tutorials/citingreferencing.shtml)

Guidelines on Best Practice in Research Ethics: [www.dcu.ie/researchsupport/researchethics.shtml](http://www.dcu.ie/researchsupport/researchethics.shtml)

## Inter-institutional Mobility

IUA Inter-Institutional Agreement on Collaborative Graduate Programmes: Information for Research Students going to a host institution to undertake graduate training:  
[www.dcu.ie/graduatestudies/training.shtml#Overview](http://www.dcu.ie/graduatestudies/training.shtml#Overview)

Standard Operating Procedures for the Inter-institutional Mobility of Postgraduate Research Students:  
[www.dcu.ie/graduatestudies/training.shtml#Overview](http://www.dcu.ie/graduatestudies/training.shtml#Overview)

## External links

### National

National Framework for Doctoral Education: [www.iua.ie/wp-content/uploads/2019/09/national\\_framework\\_for\\_doctoral\\_education\\_2015.pdf](http://www.iua.ie/wp-content/uploads/2019/09/national_framework_for_doctoral_education_2015.pdf)

National Policy Statement on Ensuring Research Integrity in Ireland: [www.iua.ie/publications/national-policy-statement-on-ensuring-research-integrity-in-ireland-2/](http://www.iua.ie/publications/national-policy-statement-on-ensuring-research-integrity-in-ireland-2/)

IUA PhD Graduate Skills Statement 2015:  
[www.iua.ie/publication/view/iua-graduate-skills-statement-brochure-2015/](http://www.iua.ie/publication/view/iua-graduate-skills-statement-brochure-2015/)

Ireland's Framework of Good Practice for Research Degree Programmes: [www.qqi.ie//Publications/www.qqi.ie//Publications/Pages/Ireland's-Framework-of-Good-Practice-for-Research-Degree-Programmes.aspx](http://www.qqi.ie//Publications/www.qqi.ie//Publications/Pages/Ireland's-Framework-of-Good-Practice-for-Research-Degree-Programmes.aspx)

Quality and Qualifications Ireland (QQI): [www.qqi.ie/](http://www.qqi.ie/)

National Framework of Qualifications: [www.nfq.ie/nfq/en/](http://www.nfq.ie/nfq/en/)

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679):  
[eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L\\_.2016.119.01.0001.01.ENG&toc=OJ:L:2016:119:TOC](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG&toc=OJ:L:2016:119:TOC)

The Data Protection Commission: [www.dataprotection.ie](http://www.dataprotection.ie)

### UK

VITAE / Researcher Development Framework (RDF): [www.vitae.ac.uk](http://www.vitae.ac.uk)

## Applications

Application Information: [www.dcu.ie/registry/postgraduate/index.shtml#maa](http://www.dcu.ie/registry/postgraduate/index.shtml#maa)

R26/H visiting student Registration Form: [www.dcu.ie/registry/application\\_forms.shtml#research](http://www.dcu.ie/registry/application_forms.shtml#research)

Information for visiting researchers: [www.dcu.ie/graduatestudies/Visiting-Researchers.shtml](http://www.dcu.ie/graduatestudies/Visiting-Researchers.shtml)

## Scholarships and Opportunities

Irish Research Council (IRC): [www.research.ie](http://www.research.ie)

IBM Research Brazil Internship: [www.dcu.ie/graduatestudies/IBM\\_internships.shtml](http://www.dcu.ie/graduatestudies/IBM_internships.shtml)

San José – Dublin Sister City Programme Exchange Scholarships:  
[www.dcu.ie/graduatestudies/scholarships-opportunities.shtml](http://www.dcu.ie/graduatestudies/scholarships-opportunities.shtml)

Tell It Straight website: [www.dcu.ie/graduatestudies/tellitstraight.shtml](http://www.dcu.ie/graduatestudies/tellitstraight.shtml)









How to stay in touch with us:

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