



Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University



OIFIG STAIDÉIR IARCHÉIME
GRADUATE STUDIES OFFICE

Research Student Orientation

2020 - 2021





Welcome from the Dean of Graduate Studies



On behalf of the Graduate Studies Office I would like to welcome you all to DCU, both those recently graduated and those returning to study after a long break. This step represents a significant one in your career.

You have joined a postgraduate research community which numbers just under 800 students.

The research student community is spread over DCU's three teaching campuses: DCU Glasnevin Campus, DCU All Hallows Campus and the DCU St Patrick's Campus which is the home of DCU's Institute of Education.

The experience of being a research student will be very different to that of undertaking a classroom-based taught programme, in that your study is less structured, relies more on you to take the initiative and, even for those joining large research groups, involves individual, sometimes lonely endeavour. This may sound daunting, but remember that study at this level is also challenging, rewarding and worthwhile for the level of skills it imports to you, and the knowledge and insight it generates.

As you embark on and pursue your degree, it is helpful to get a sense of the broader DCU context, and to engage with the wider research community. There will be many opportunities to do this during the course of your research degree, and we encourage each of you to participate in the extensive range of seminars and events organised for researchers.

This booklet is intended to give you an idea of what life at DCU entails for a research student and it should be read in conjunction with the comprehensive Graduate Research Guide, also available in PDF format at: dcu.ie/graduatestudies/A_Z-of-GSO-Policies.shtml. This will be an important resource for understanding all aspects of the research experience at DCU.

As well as the annual Orientation Day there will be an extended induction programme for all new research students, with sessions running from mid-October. Students must pre-register for sessions they wish to attend. Participation is strongly recommended and the associated certificate is a very good way to begin your research training portfolio.

As a new DCU postgraduate research student you are joining one of the most diverse groups on campus in terms of nationality, age, experience and subject discipline. Spread across three teaching campuses, it is also the most dispersed group. The Graduate Studies Office will keep in touch via Loop and email and make sure you follow us on Twitter to stay in touch with what is going on in DCU and the postgraduate research community beyond.

I wish you every success with your studies,

Professor Joseph Stokes
BA BAI PhD MIEI



Graduate Studies Office

The Graduate Studies Office (GSO) supports the development and delivery of research and taught postgraduate programmes across the University, and we provide a range of support services for graduate students.

The GSO is located on the ground floor of the McNulty Building, just across from the U Student Centre. This is your office, so please, call in at any time if you need advice. Alternatively contact us by email:

General Queries:

graduatestudiesoffice@dcu.ie

Graduate Training:

training.graduatestudies@dcu.ie

Postgraduate Scholarships:

scholarships.graduatestudies@dcu.ie

Research Integrity Training Programme:

pgresearchintegrity.graduatestudies@dcu.ie

You can also visit our website: dcu.ie/graduatestudies/index.shtml

A range of central support and administrative units deal with research student specific queries - these include Registry, the Fees Office, Student Support & Development and the International Office.

Registry is particularly important and deals with registration queries and any of the formal paperwork (i.e. PGR forms – online or hard copy) required as you progress in your studies. Registry related queries can be addressed as follows:

- Registration queries should be directed to:
registry@dcu.ie
dcu.ie/registry/contact.shtml
- Queries regarding formal progression paperwork:
postgraduate.research@dcu.ie

Faculties, schools and research centres/groups also provide additional supports. Take a look at the contacts page on our website (dcu.ie/graduatestudies/contact.shtml) or ask one of the GSO staff who will be happy to point you in the right direction.

Graduate Studies Office Team

Ms Karen Keating
Graduate Studies Manager

The Graduate Studies Manager is responsible for, and liaises with, the Dean of Graduate Studies regarding the general management of the Graduate Studies Office. Works closely with both internal and external stakeholders and postgraduate researchers, either individually or through various groups/forums, such as faculty/university graduate representatives and societies. Responsible for providing a highly professional, specialised support function for the Graduate Studies Office, the Dean and others involved in graduate research across the five faculties of the University.

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: jonny.hobson@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 Training Programme and policies and procedures relating to the University's postgraduate provision.

T: 01 700 5214
E: sharon.king@dcu.ie

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.

Ms Vikki Doyle
Executive PA to the Dean of Graduate Studies

The executive assistant to the Dean of Graduate Studies.

T: 01 700 7655
E: vikki.doyle@dcu.ie

Postgraduate Representation within DCU

Postgraduate researchers have representation on the Graduate Research Studies Board (GRSB), which is the university committee responsible for policy formation in relation to graduate research, as well as on Academic Council and Governing Authority. Most faculties have their own postgraduate research representative who sits on their Faculty Research Committee. There is also a Postgraduate Officer within the Students' Union.

The current team of representatives is listed on the GSO website:
dcu.ie/graduatestudies/contact.shtml



DCU Multi-Campus

DCU has three teaching campuses, DCU Glasnevin Campus; DCU St Patrick's Campus; and DCU All Hallows Campus.

DCU Glasnevin Campus:

DCU Business School

Faculty of Engineering and Computing

Faculty of Science and Health

Faculty of Humanities and Social Sciences

— School of Communications

— School of Law and Government

— School of Applied Language and Intercultural Studies (SALIS)

Many of the central support units are based on this campus including Registry, Fees and Student Support & Development.

DCU St Patrick's Campus:

DCU Institute of Education

Faculty of Humanities and Social Sciences:

— School of History and Geography

— School of Theology, Philosophy, and Music

Notably the Institute of Education on the St Patrick's Campus is the first faculty of education in an Irish university. It offers the full range of teacher education, from early childhood through to further education.

Several central support units have a presence here, including Registry, ISS and Student Support & Development, with the main offices of all central units located on the DCU Glasnevin Campus. The International Office is located on the DCU All Hallows Campus.

DCU All Hallows Campus:

Faculty of Humanities and Social Sciences:

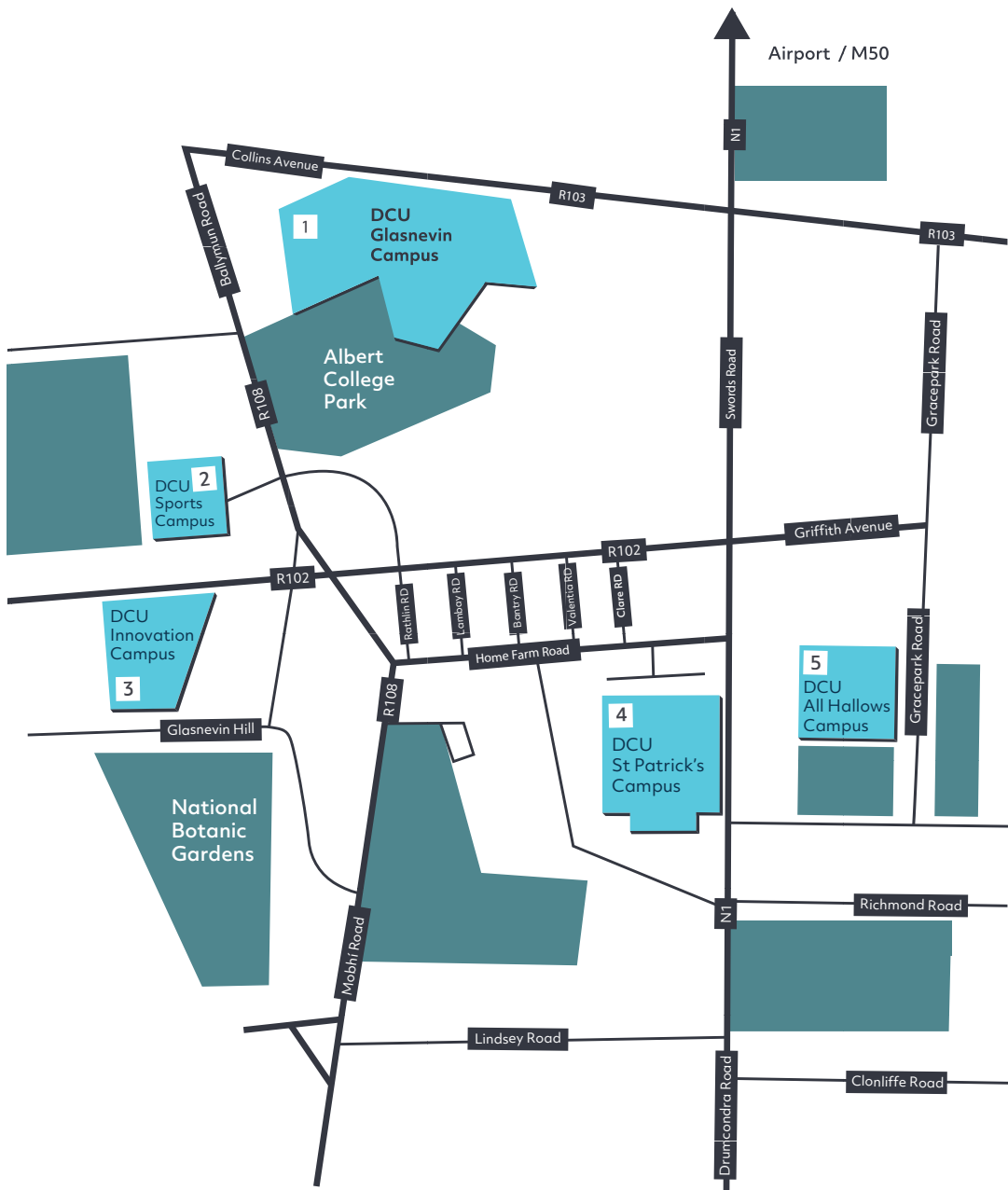
— Fiontar agus Scoil na Gaeilge,

— School of English (includes Irish Centre for Poetry Studies)

DCU /DkIT Graduate Research School

The Graduate Studies Office works closely with colleagues in Dundalk Institute of Technology (DkIT). Since 2014/15, incoming research students based in DkIT have been pursuing DCU research awards and there is representation from both institutions on each other's boards.

DCU Multi-Campus Map

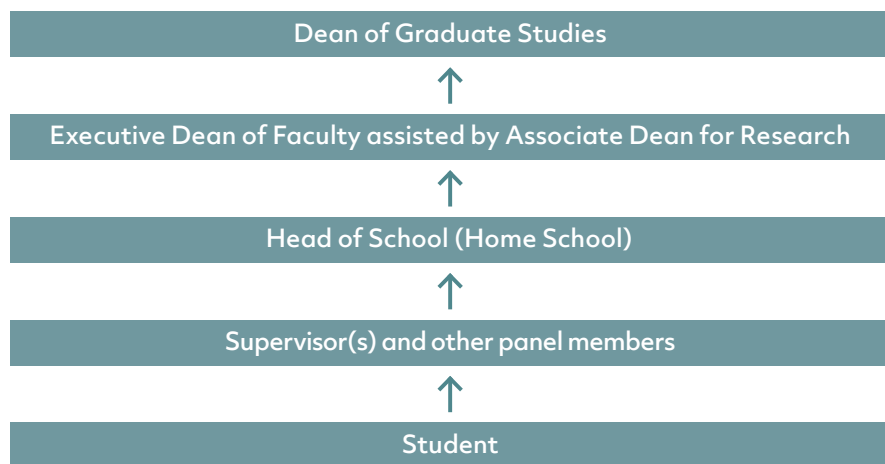


You will find a copy of the campus maps in your orientation packs. Maps of the DCU Campuses can be found at the following link: dcu.ie/sites/default/files/info/images/dcu_multicampus_map_2019_fa.pdf

Academic Supports for Graduate Research Students

DCU research students are registered to an academic school (irrespective of affiliation to a research centre, institute or college), with the exception of students on the Doctor of Education programme 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 academics in their area.

Where academic issues arise, students should approach their supervisor(s) and/or other panel members in the first instance. Unresolved queries are escalated to the Head of School, the Executive Dean of the Faculty and finally to the Dean of Graduate Studies.



The roles and responsibilities of each of these stakeholders are defined in DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis: dcu.ie/registry/regulations/postgraduate_regulations.shtml

While not easy reading, the regulations are very important in that they 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.

Some of the sections (such as how to format your thesis) you may consult only when you 'need to know', but others are important from the outset. The regulations offer a clear communication on what is expected of you as a research student and what you in turn should expect from the University. As you start out, you should at least consult the booklet 'Academic Roles and Responsibilities in Graduate Research'.

The Regulations are reviewed periodically and the Regulations in place for 2020-21 will be on the web from early September 2020.

Official Monitoring of Your Progress

Research students are required to submit official paperwork (online or in hard copy) on an annual basis and as they progress through particular milestones in their studies. All such official progression paperwork (otherwise identified as "PGR" paperwork or Postgraduate Research forms) comes from, and is processed by Registry. Registry is the central administrative unit of the University, based in the Henry Grattan building. You can call into the Student Information Area in Registry for advice during opening hours. Additionally, Registry has a presence on the DCU St Patrick's Campus in room C108.

The full list of PGR forms is outlined on Registry's website:
dcu.ie/registry/application_forms.shtml#research

The flowchart on the next page illustrates your administrative journey in relation to PGR form submission.

Queries on PGR forms can be emailed to Registry at:
postgraduate.research@dcu.ie

Useful links

Links to submission dates for each PGR form:
dcu.ie/registry/postgraduate/submission_dates.shtml

Links to academic regulations for postgraduate research students:
dcu.ie/registry/regulations/postgraduate_regulations.shtml

Note: For students undertaking a professional doctorate programme the annual review report may be postponed until embarking on the substantive research phase. Details on progression during the taught phase will be communicated via the school/programme coordinator.

'At a Glance' Postgraduate Research (PGR) Form Submission Stages



Note: Only typed and current versions of the forms will be accepted. Current versions are available at: dcu.ie/registry/application_forms.shtml#research

Graduate Training

PhD and research master's awards are assessed exclusively on the completion of a body of original work of scholarship, and most of your learning will be undertaken through the preparation of your thesis. However, research graduates are also expected to have gathered a range of skills which may require some formal or specific training. As part of the annual review process that all research students undertake in July each year, students are required to confirm that they have undertaken an analysis of their skills needs and developed a plan for their professional development. You should keep track of any training you undertake, and, in conjunction with your supervisor, be proactive in planning what training should be prioritised.

The GSO oversees graduate training opportunities for research students. In DCU, 'Graduate Training' refers to credit-bearing, discipline-specific and generic modules. The aim is to give you the right skills at the right time to optimise your performance in research, and to augment your research qualification with skills transferable outside academic and research areas. Each faculty has its own discipline-specific list of modules. There are also generic skills modules (modules offered by the GSO), including tutoring and demonstrating skills, research methods and research integrity. GSO will also advertise workshops and talks relevant to research students as they arise throughout the year.

For students undertaking professional doctorates, your programme will provide a list of agreed modules. In addition to these you may access the shorter, non-accredited, workshops and seminars offered by GSO.

For details on how to find out what's on offer, and how to register for modules, it's important to attend the GSO induction session on training and visit the 'Graduate Training' section of the GSO website: dcu.ie/graduatestudies/training.shtml

Structured Doctoral/Research Pathways

Faculty GTE programmes can contain quite an exhaustive listing of modules for a student to choose from, consequently, all schools have introduced structured 'pathways' which draw on the most relevant and appropriate modules from the faculty programme for that particular discipline. Faculties communicate the pathways at the beginning of each academic year and details are also available on the 'Graduate Training' section of the GSO website and the GSO Loop page.

When considering their training needs, students, in consultation with their supervisor/s, should use their research pathway as a guide - some pathways include compulsory modules, therefore, each student should familiarise themselves with their school's pathway as early as possible 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.

Structured Doctoral/Research Pathways can be viewed on the GSO website and on the GSO Loop page, see: dcu.ie/graduatestudies/training.shtml

Research Integrity Training Programme

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 online research integrity training module, which is designed to enable researchers to conduct research of the highest quality, meet the criteria for key funding bodies and update participants on best practice in responsible research behaviour. The course provides early-stage researchers with a better understanding of their obligations and responsibilities, with practical advice on how to deal with complex situations which may arise.

The online module is mandatory for all first year research students. In addition to the online module, the programme includes a series of complementary support sessions delivered throughout the year. Details are available from the Research Integrity website: dcu.ie/graduatestudies/Research-Integrity-Programme.shtml

International Research Students

DCU greatly values its international research student community. Whether you are starting out on your research degree journey, or visiting for a shorter period, we hope that your time here will be a unique and enriching experience. The following information may prove useful during your early days on campus.

The International Office

The International Office, located on the DCU All Hallows Campus, provides a range of useful information and services for international students, including the following:

- 'Pre' and 'Post-Arrival' booklets: includes information on **medical insurance, opening an Irish bank account and visa and immigration matters.**
For more information see: dcu.ie/international/prearrival.shtml
- Various **letters of support** which non-EU students may require throughout their period of registration: dcu.ie/international/letter-request.shtml

Conference and Travel Grant Scheme

Each postgraduate research student, full-time or part-time, can apply in the period of his or her studentship for a Conference and Travel Grant funded by the DCU Research Committee. The scheme is administered through the GSO and applications, approved by research supervisors, are accepted on a rolling basis throughout the year.

There is a cap of €500 per student over the period of their registration as a research student. There are 2 types of application, linked to the location and purpose of the application, with separate funding levels:

- Type 1: Application to go to a conference, or travel to use research facilities outside of Ireland (capped at €500, but could be €250 if a student has previously been awarded a type 2 grant)
- Type 2: Application to go towards costs associated with presenting a paper at an international conference being held in Ireland (capped at €250)

Conference and Travel Grant awards in any given year are dependent on resources being available. Full details at the following link:

dcu.ie/graduatestudies/scholarships-opportunities.shtml

Applications for the grant should be made in advance and the conference/external research being conducted must be happening in the academic year in which the application is being made.

Fees, Scholarships, Accommodation

Fees

Incoming EU students who are responsible for paying their own fees (if not paying these in full at registration) are required to pay a first instalment of 60% with the balance to be paid by 30th January 2021. Payment in full is required prior to registration for all self-funding non-EU students. Research fees are paid to the Fees Office, or can be paid via the DCU student fee telephone payment scheme - 01 253 0219; dcu.ie/fees/studentfeeprotocol/index.shtml

The DCU Fee Booklet for 2020-21 is available at the following link:
dcu.ie/fees/Fee-Booklet-2019-20-pdf.shtml

The GSO liaises with the Fees Office in respect of students who are in receipt of funded scholarships administered through DCU, and whose fees are covered by the funding body. Such information is given to the GSO and passed to the Fees Office via the Scholarship Authorisation Form (SAF).

The International Office, based on the DCU All Hallows campus, liaises with the Fees Office in respect of non-EU students in receipt of direct sponsorship from their government.

Scholarships

Some research students have secured a scholarship which offers financial support while they are studying. Scholarship payments are paid directly into students' bank accounts on the last Thursday of each month - payments are made monthly in arrears - except for December when payments are made before Christmas. In order for the first payment to be processed, the following forms have to be submitted:

- 1. Scholarship Authorisation Form (SAF)**
 - to be submitted to the local scholarship administrator or directly to the GSO as applicable.
- 2. Bank Details Form (must incorporate BIC and IBAN numbers)**
 - to be submitted directly to the GSO
- 3. Scholarship Exemption Declaration Form (tax exemption form)**
 - to be submitted directly to the GSO

If you have registered remotely, the Irish Revenue expects that you will apply for a PPS number as soon as you arrive in Ireland. Your funder may also have a specific requirement about how soon you should be on campus after travel restrictions have been lifted.

A new SAF has to be submitted at the beginning of each academic year. If you are going to be receiving a stipend while you study, you should also have a DCU 'terms and conditions' letter. GSO has provided a template for this on the staff information web page and the template can be obtained by contacting our office.

In addition to this booklet, you should ask in your school/unit for any information it may have for its own research students as well as a copy of the school's policy on learning support duties for research students.

All scholarship forms are available at the following link:
dcu.ie/graduatestudies/how_to_apply_forms.shtml

Campus Accommodation (DCU Rooms)

The Postgraduate Centre offers accommodation to over 100 postgraduate full-time PhD students in the heart of the research community on campus. The accommodation is let on a 50 week licence and further information is available from: dcuaccommodation.ie

Competitions

Irish Research Council funding (research.ie)

For those not in receipt of a scholarship, the IRC welcomes applications from continuing EU and non-EU students for its annual Government of Ireland (GOI) scheme as well as its enterprise schemes (Enterprise Partnership Scheme and Employment Based Programme). Students commencing their research at DCU in September/October 2020 might want to submit an application for the 2021 GOI scheme and would be entitled to a maximum of three years funding for PhD study or one year for a research master's. Visit the IRC website at research.ie or contact Jonny Hobson in the GSO.

Tell It Straight - Communication Competition for DCU Postgraduate Research Students

New students may also wish to enter the annual GSO Tell It Straight communications competition, the final of which is held in April each year.

Tell It Straight is specifically designed to encourage postgraduate research students to communicate their research, and its potential impact, to a non-specialist audience in a concise, dynamic and innovative way, utilising current technology. The competition is open to registered DCU research students in all years of study (with a separate category for year 1 students) and finalists are given assistance with their oral/video presentations (finalists from previous years are excluded from entering the next year's competition).

Students will compete in one of the three categories listed below:

- Category 1: Oral presentation (5 minutes - year 1 research students only)
- Category 2: Oral presentation (5 minutes - year 2 onwards)
- Category 3: YouTube video (2 minutes - all years)

The winner from each category will receive €400, with a runner-up prize in each category of €150.



Finalists in the 2019 'Tell It Straight' communications competition



DCU Library

With two landmark buildings, DCU Library offers a modern, spacious environment for learning, research and collaboration.

O'Reilly Library (DCU Glasnevin Campus) and Cregan Library (DCU St Patrick's Campus) have extensive opening hours throughout the academic year, and feature comfortable areas for group work, and individual study, as required. IT facilities and a wide range of study supports are available to all students, and are easily accessible with DCU student cards.

In addition to our substantial print collections, DCU Library offers a world-class digital collection, made available anywhere and anytime.

Throughout your research and learning journey our dedicated team of Subject Librarians are available to offer expert advice and help in many areas, including:

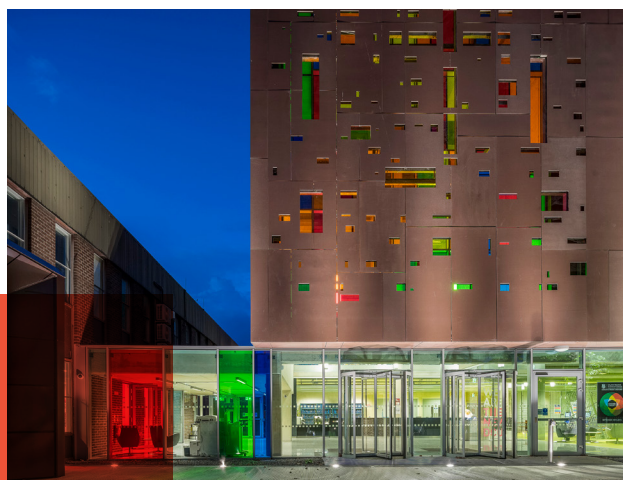
- Literature searching - planning and developing your search strategy, selecting appropriate resources
- Managing Information
- Publishing and open access
- Research communications and strategies for research promotion
- Research data management

Avail of our scheduled classes and workshops or request a one-to-one research consultation with your Subject Librarian.

DCU Library also has a significant range of special collections and archive material available to the DCU Community.

Coming Soon:

The 2020/21 academic year will see the introduction of a brand new library space on the DCU All Hallows Campus. Woodlock Hall will be a state of the art facility, which will provide library print collections in the area of Humanities for research and learning. Students are advised to check the library website for more information on upcoming developments with this project.



Look After Yourself

Graduate researchers tend to be individuals who are highly motivated and academically strong. However, these characteristics do not insulate them from the pressures everyone feels and can sometimes even intensify them. Negative results, investigative cul-de-sacs and critical appraisal are inherent in research, and this can be difficult to get used to. The timeframe for a research degree is long, and it is not unusual to run out of persistence or energy from time to time.

The University has a wide range of supports which are available to you. Please talk with your supervisor(s), avail of the services on offer through Student Support & Development and/or approach the Counselling Service if you feel you need support. Key help at the right time can make a significant difference to your wellbeing.

See Student Support and Development website for further details:
dcu.ie/students/index.shtml





Other Important Sources of Information

DCU Student Support and Development has an A-Z guide to facilities and services for all students on the three teaching campuses: dcu.ie/students/index.shtml

You may find some of the following links useful:

Graduate Studies Office:
dcu.ie/graduatestudies/index.shtml

GSO Loop Page:
loop.dcu.ie/course/view.php?id=44742

Information for New Research Students:
dcu.ie/graduatestudies/New-Research-Students.shtml

Graduate Training:
dcu.ie/graduatestudies/training.shtml

Guide to PGR forms:
dcu.ie/registry/application_forms.shtml#research

Guide to Scholarship forms:
dcu.ie/graduatestudies/scholarships-opportunities.shtml

Postgraduate research contacts including scholarship administrators:
dcu.ie/graduatestudies/contact.shtml

Fees Schedule:
dcu.ie/fees/index.shtml

Postgraduate Research Conference and Travel Grant
dcu.ie/graduatestudies/scholarships-opportunities.shtml

Academic regulations for research degrees:
dcu.ie/registry/regulations/postgraduate_regulations.shtml

DCU Open Timetable:
dcu.ie/staff/timetables/index.shtml

Student Learning skills/workshops:
dcu.ie/studentlearning/index.shtml

Office of Student Life
dcusu.ie

Student Charter:
dcu.ie/students/az/charter

Campus Accommodation (DCU Rooms):
dcuaccommodation.ie





How to stay in touch with us:
🐦 @DCUGradStudies

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