GRADUATE STUDIES OFFICE

Research Student Orientation
2018 - 2019
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 over 750 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 from 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.

We have compiled this booklet to give 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: www.dcu.ie/graduatestudies/links-publications.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. Attendance is strongly recommended and the associated ‘Certificate of Attendance’ 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 emails 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,

Dr Joseph Stokes
BA BAI PhD MIEI
The Graduate Studies Office (GSO) supports the development and delivery of research and taught postgraduate programmes across the University and provides a range of support services for its graduate students, including maintaining the information available to you on our website, and coordinating the provision of training opportunities for research students.

The GSO is located in the McNulty Building, just across from the Student Hub. This is your office, so please, call in at any time if you need advice. Also if contacting us by email (graduatestudieoffice@dcu.ie), please remember to always quote your student ID in the subject heading.

There is a range of central support and administrative units that deal with research students’ specific queries - these include Registry, Fees, Student Support and 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: online query form [www.dcu.ie/registry/contact.shtml](http://www.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 ([www.dcu.ie/graduatestudies/contact.shtml](http://www.dcu.ie/graduatestudies/contact.shtml)) or ask one of the GSO staff who will be happy to point you in the right direction.

The GSO team consists of Dr Joseph Stokes (Dean of Graduate Studies), Ms Grainne Curran (Assistant to the Dean of Graduate Studies), Ms Rachel Keegan (Graduate Studies Manager), Dr Tracy Dixon / Dr Stephen Carroll (Graduate Training Coordinator), Mr Jonny Hobson (Research and Scholarships Administrator) and Ms Sharon King (Graduate Studies Administrator).
Graduate Studies Office Team

Rachel Keegan
Graduate Studies Manager

Manages the daily operations of the unit as well as being responsible for the 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 6285
E: rachel.keegan@dcu.ie

Dr Tracy Dixon, Dr Stephen Carroll
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.

T: 01 700 7655
E: stephen.carroll@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 Administrator

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

Ms Grainne Curran
Assistant to the Dean

The Assistant to the Dean of Graduate Studies. Also provides support to the Dean of Teaching and Learning/Deputy Registrar.

T: 01 700 5498
E: grainne.curran@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:
www.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.

There is also a presence of some of the main central support units here – ISS, Student Support and Development, Registry (as well as Estates and Reception) with the main offices of all the central services units continuing to be based in DCU Glasnevin. The International Office is located on the 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.
Maps of the DCU campuses can be found at the following link: [www.dcu.ie/info/campus.shtml](http://www.dcu.ie/info/campus.shtml) and you will find copies in your orientation packs.
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 professional Doctorate in 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 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: [www.dcu.ie/registry/regulations/postgraduate_regulations.shtml](http://www.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 lay out 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 2018-19 will be on the web from early September 2018.
Official Monitoring of Your Progress

There is official paperwork (online or hard copy) to be submitted on an annual basis and as you progress through particular milestones in your study. 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: www.dcu.ie/registry/application_forms.shtml#research

The flowchart on the next page illustrates your administrative journey in relation to PGR form submission. The flowchart can also be found at the following link (PGR Form submission flowchart): www.dcu.ie/sites/default/files/registry/pdfs/AtaGlancePGRforms_2016.pdf

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

Useful links

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

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

Note: For students undertaking a Professional Doctorate the annual review report may be postponed until you embark 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

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<thead>
<tr>
<th>Master’s by Research</th>
<th>Master’s / PhD track</th>
<th>PhD</th>
<th>Professional Doctorates</th>
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<tr>
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<td>To be submitted with final hardbound thesis copies.</td>
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<td><strong>PGR12</strong></td>
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Note: Only typed and current versions of the forms will be accepted. Current versions are available at: www.dcu.ie/registry/application_forms.shtml#research
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. The annual review process that all research students undertake in July each year includes a requirement that they sign off on the fact that they have undertaken an analysis of their skills needs and have developed a plan for their professional development. You should keep track of any training you undertake, and, in conjunction your supervisor, be proactive in planning what training you will prioritise.

The GSO oversees graduate training opportunities for research students. In DCU, ‘Graduate Training’ refers to credit-bearing, discipline-specific and generic modules, as well as shorter one-off events and training classes which are taken in agreement with your supervisor. 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 the academic and research arenas. Each Faculty has its own discipline-specific list of modules. There are also generic skills modules (modules offered by the GSO), including ones on tutoring and demonstrating skills, research methods and research integrity. GSO will also publicise workshops and talks relevant to research students as they arise throughout the year.

For students taking professional doctorates, your programme will already have a list of agreed modules to be taken. In addition to these you may access the shorter, non-accredited, training offered by GSO.

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

School 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. The GSO communicates the pathways at the beginning of each academic year and details are also available on the Graduate Training section of the GSO website and on the GSO Loop page.

When considering their training needs, students, in consultation with their supervisor/s, should use their School 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.

Find below link to School Pathways:
www.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 Research Integrity Online Training Module, which is designed to enable researchers to conduct research of the highest quality, meet the criteria for key funding bodies and update them 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 module is mandatory for all first year research students. In addition to the online module, the programme includes a series of complementary support sessions throughout the year. Details are available from the Research Integrity website:
www.dcu.ie/graduate_research/Research_Integrity_Training_Programme2017_18.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.

Setting up an Irish Bank Account
Many international students in receipt of a scholarship choose to open an Irish bank account and this is the preferred payment option. A number of banking options are available to you and several financial institutions operate branches in the local area and surrounds. The current campus bank, Bank of Ireland, has agreed the following process to set up a bank account:

- Complete the form supplied by Bank of Ireland
- Provide a ‘Proof of Address’ letter which has been produced and signed by the host school or faculty
- Provide a student ID card and other photographic ID such as a passport or a national identity card

PPS Number
A PPS Number (PPSN) is required by all international students receiving scholarship payments. Please note that the PPS Number allocation centre for County Dublin deals only with appointments booked online at www.MyWelfare.ie. The nearest PPSN Registration/Allocation Centre is located at the Intreo Centre on Parnell Street, Dublin 1. The following documentation will be required:

- Evidence of identity (valid passport) and address
- Evidence as to why a PPS number is required

Further Information on the application process can be found on the Intreo web pages (www.welfare.ie). Following successful registration, customers will be advised of their new number through the issue of a letter of notification sent automatically to the address given on the application form within 3 to 5 working days.

Irish Naturalisation and Immigration Service (INIS) & Irish Residence Permit (IRP)
Research students are required to register for an Irish Residence Permit (IRP) for visits of longer than 90 days. In order to do so, students must visit the Burgh Quay Registration Office before the date on their passport landing stamp expires. Before visiting the Burgh Quay Registration Office, students must book an appointment online and this should be done up to ten weeks in advance. The following must be brought along to registration:

- Your passport
- An original Letter of Acceptance from DCU confirming you have been accepted and enrolled
- Proof that you have paid fees
- Proof of scholarship funding (if appropriate)
- Proof that you have private medical insurance

If you did not require a visa to enter Ireland, then you must also prove that you can support yourself financially after you arrive here. Full details are available from the INIS website: www.inis.gov.ie/en/INIS/Pages/registration-study
Insurance
All students coming to Ireland must be covered by valid health insurance for the duration of their stay.

Students from EU member states should apply for a European Health Insurance Card (EHIC) in their own country before travelling to Ireland. The EHIC allows the holder to access health care services in another EU or EEA country. Students may also choose additional private cover, though this is not a requirement.

Students from outside the EU are required to have private health insurance in place prior to entering Ireland. Students may arrange private health insurance in their own country or through an Irish health insurance company. The International Office advises all students to review existing schemes offered in their own country for suitability in the first instance. If this is not an option, DCU has made arrangements with ‘Study and Protect’, an Irish insurance provider offering ‘Medicover Standard Insurance’ cover at a cost of €130 for third level students. Please note that while DCU has negotiated this arrangement for its students, the University does not accept responsibility for the purchase of health insurance on behalf of a student. Students are advised to read the information carefully to allow them make an informed choice. They should contact the company directly with any queries.

Accommodation
DCU Rooms will assist students in choosing the most suitable type of on-campus accommodation for their period of study in Ireland. The website also provides a useful resource for those who choose to live off-campus in the area, including a list of useful websites to search off campus accommodation.

Useful Links:
DCU Rooms: dcuaccommodation.ie

Off campus Accommodation:
dcuaccommodation.ie/accommodation/off-campus-accommodation

DCU International Office: dcu.ie/international/index.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: [www.dcu.ie/graduatestudies/scholarships-opportunities.shtml](http://www.dcu.ie/graduatestudies/scholarships-opportunities.shtml)

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 25th January 2019. 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; [www.dcu.ie/fees/studentfeeprotocol/index.shtml](http://www.dcu.ie/fees/studentfeeprotocol/index.shtml)

The Fees Schedule for 2018/19 is available at the following link: [https://media.dcu.ie/media/fee_schedule-2018-19/](https://media.dcu.ie/media/fee_schedule-2018-19/)

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, now based on the 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. If administered through DCU, scholarships are paid directly into students’ bank accounts on the last Thursday of each month - irrespective of when that falls - 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
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

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:
www.dcu.ie/graduatestudies/how_to_apply_forms.shtml

Campus Accommodation
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 only so has to be applied for annually by the end of June. See www.dcuaccommodation.ie for further information.

Competitions
Irish Research Council (IRC) funding (www.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). The closing date for the 2019 GOI scheme (awards commence 1st October 2019) is early November 2018. Students commencing their research at DCU in September/October 2018 might want to submit an application for the 2019 GOI scheme and would be entitled to a maximum of three years' funding. 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 2018 ‘Tell It Straight’ communication competition
Libraries and Study Spaces

Students from all three teaching campuses can freely use either of DCU’s two libraries. These are located on the DCU Glasnevin Campus and the DCU St Patrick’s Campus and are accessible with DCU student cards.

Please also note the following:

DCU Glasnevin Campus: The 2018/19 academic year will see the introduction of a new dynamic space for postgraduate students in the O’Reilly Library. Students will be able to enjoy a comfortable and spacious area for dedicated research and study. Students are advised to keep an eye to the library website for more information on forthcoming developments.

DCU St Patrick’s Campus: Cregan Library provides space and resources for quiet study and collegiate activities.

DCU All Hallows Campus: Research students from the School of English, School of Theology, Philosophy, and Music and Fiontar agus Scoil na Gaeilge do not have access to separate library facilities on the DCU All Hallows Campus but can freely use those on the DCU Glasnevin and DCU St Patrick’s Campuses.
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. Researchers are no different to other students and staff. Key help at the right time can make all the difference to staying on track.

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

Links to most of the information you may want is gathered together on the GSO webpage, so bookmark it on your browser: www.dcu.ie/graduatestudies/index.shtml

You may find some of the following links useful:

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

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

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

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

2018/19 Fees Schedule:
www.dcu.ie/fees/index.shtml

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

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

2017/18 Academic Calendar:
www.dcu.ie/staff/timetables/index.shtml

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

Office of Student Life
www.dcu.ie/student-life/index.shtml

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

Campus Accommodation:
www.dcuaccommodation.ie
How to stay in touch with us:

@DCUGradStudies

W: dcu.ie/graduatestudies
E: graduatestudiesoffice@dcu.ie
T: +353 1 700 5214/7655/5136/6285