Ollscoil Chathair Bhaile Átha Cliath
Dublin City University

Graduate Research Guide 2014-2015

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

Graduate research is quite distinct from taught awards, both in its substance, and in how it is managed by the University. Each research student pursues a unique project over several years, in the context of close interaction with senior researchers, and often technical support staff, and has a high degree of autonomy in organising their time and engaging with developmental opportunities. The unique nature of each student/project context is a great strength of graduate research, but presents a challenge to the University in terms of providing the best support, and policy and regulation 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 themselves 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 though 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 go back and 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 2014/15 Graduate Research Guide is the first, and will be revised annually. Particular thanks are due to Dr Tracy Dixon in the Graduate Studies Office who undertook the significant task of compiling it, with nothing more than a blank page as a starting point, to the members of the Graduate Research Studies Board who provided input to drafts, to colleagues with specific responsibilities who verified content, and to Marie Leahy in Communications and Marketing who assisted with design.

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 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.

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1 Introduction to the research environment in Dublin City University

1.1   Research in Dublin City University (DCU)

Dublin City University (DCU) is a research-intensive institution that creates knowledge and translates it into innovations for economic and societal benefit. In order to support and explain its research, the University employs a matrix formed from four outwardly facing research and enterprise hubs and three cross-cutting supporting platforms (diagram below). In this way, DCU creates productive teams to make the best use of its expertise and facilities and interact fruitfully with external collaborators, whether from enterprise or other academic centres. This is built upon research and scholarship in its four faculties, including large research centres, which contribute to the growth of their disciplines and promote inter-disciplinary interaction to focus on solutions to address society's pressing needs.
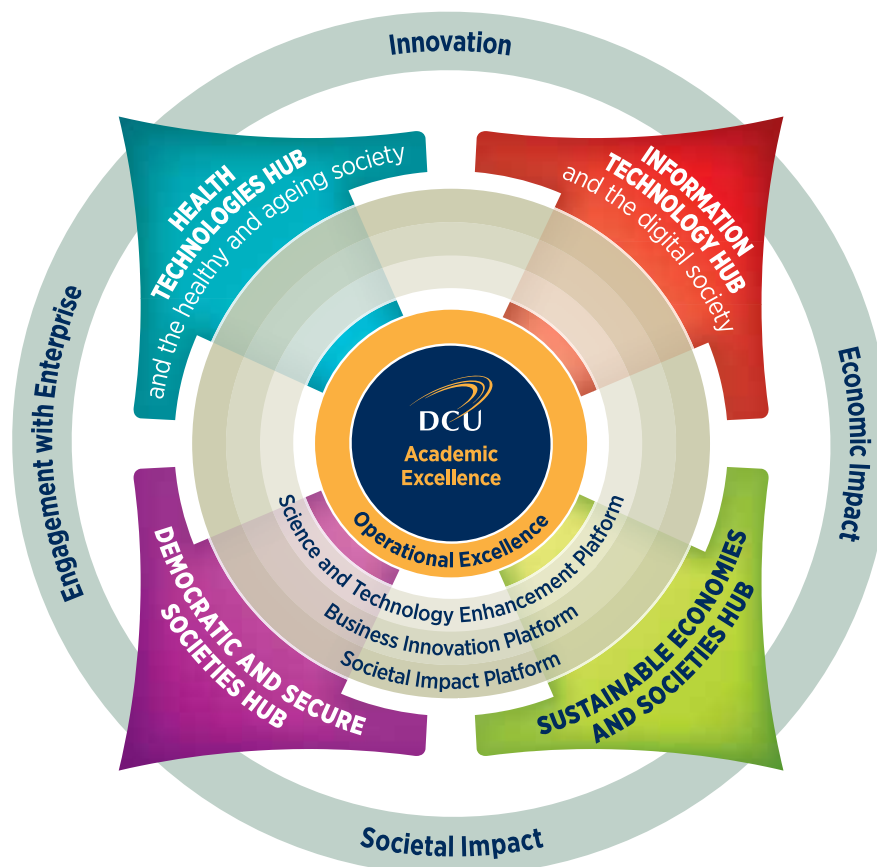
Figure 1.1: DCU Research matrix

Research and Innovation Support Office
Established in 1997, and led by the Vice President for Research and Innovation (VPRI) Research and Innovation Support (RIS) is responsible for the development of a vibrant research environment in DCU and supports word-class research on campus through the formulation, communication and implementation of the University's research policy and strategy.

In addition to over 700 research students, DCU has approximately 500 academic researchers. Competitively won research funding is approximately €35 million per annum, and DCU invests considerable amounts of its resources to develop research infrastructure and

support key programmes. RIS sustains the research and innovation activity of the University by supporting staff in identifying sources of funding, provision of coaching to develop European funding bids and links with enterprise, and management of pre- and post-award stages of grant awards.

DCU strategic plan 2012-17: 'Transforming Lives and Societies'
Plans for the development of research and innovation are based on the DCU Strategic Plan 2012-2017: Transforming Lives and Societies, and are detailed in the research strategy document 'A fresh vision for research and innovation at DCU'. This document summarises the University's goals for research and innovation and outlines the activities that will ensure the fulfilment of the vision that by 2017 DCU will be recognised internationally as a research-intensive University of Enterprise with a focus on translating knowledge into benefits for society and the economy.

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: M.A. Master of Arts, M.Phil. Master of Philosophy, M.B.S. Master of Business Studies, M.Eng. Master of Engineering, M.Sc. Master of Science and LL.M. Master of Laws.
2 Doctor of Philosophy, Ph.D.
3 Professional Doctorate including Ed.D. Doctor of Education, D.B.A. Doctor of Business Administration and D.Psych. Doctor of Psychotherapy.

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 is awarded in recognition of published work and/or other material of high distinction resulting from research. They are 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.
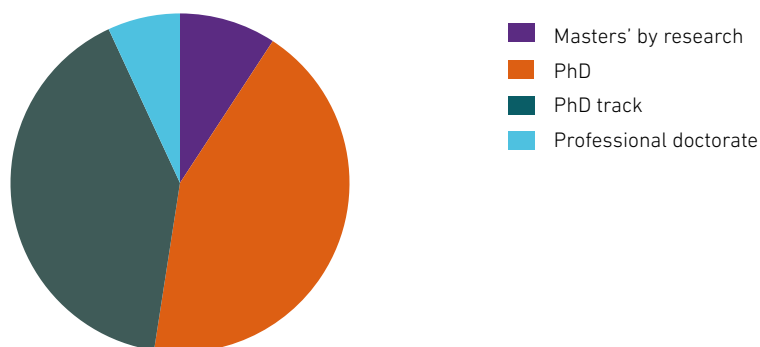
Figure 1.2: Distribution of DCU research degree student registrations in 2013/14

1.2.2   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 Ph.D., and part-time registration is typically three years for a Master's degree and five for a Ph.D. 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   Progamme outcomes

The Irish Universities Association (IUA) Ph.D. Graduates' Skills Statement (2008) describes the desired learning outcomes and skills that Ph.D. students may develop through their research and additional training undertaken during the course of their research degree as follows:

i.   Research skills and awareness
ii.   Personal effectiveness/development
iii.   Ethics and social understanding
iv.   Communication skills
v.   Team-working and leadership
vi.   Career management
vii.   Entrepreneurship & 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	Knowledge base
	Cognitive abilities
	Creativity
Personal effectiveness	Professional and career development
	Self-management
	Personal qualities
Research governance and organisation	Professional conduct
	Research management
	Finance, funding and resources
Engagement, influence and impact	Engagement and impact
	Communication and dissemination
	Working with others

These skills are not a rigid standard but rather a guideline, and are compatible with the European Universities Association's Salzburg principles[1], endorsed by a Higher Education Authority (HEA) forum in March 2006[2]. The Salzburg principles recognise that advancement of knowledge through original research is the core component of Ph.D. education, but Ph.D. education must also facilitate additional skills development opportunities, and the availability of skills development opportunities must reflect student and discipline needs. See Guide Section 8 for more information on professional development opportunities for research students.

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[1] European University Association, report on the Bologna seminar: doctoral programmes for the European knowledge society, Salzburg, 3-5 February 2005, p.2.
[2] HEA, Graduate education forum - key guiding principles, (2006), p.4.

2 DCU Graduate School

Graduate research studies are central to the mission of DCU. The research activities and advanced study of our postgraduate students gives 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 in the region of 700 research students, registered across 16 schools in four faculties: Business, Engineering and Computing, Humanities and Social Sciences, and Science and Health. DCU registers around 150 new research students each year.

DCU Graduate School Leadership: Dean of Graduate Studies				
Faculty of Science and Health	Faculty of Engineering and Computing	Faculty of Humanities and Social Sciences	Business School	Linked Providers: St. Patrick's College, Drumcondra Mater Dei Institute of Education Dundalk Institute of Technology
Academic Management and Governance: Graduate Research Studies Board				
Research student training and development supported by GSO				

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 – dates for this year can be viewed in the current University Schedule of Meetings. GRSB is a subcommittee of the Academic Council which has overall responsibility in all matters related to graduate research degrees.

GRSB membership is comprised as follows:
- Chair (Dean of Graduate Studies)
- Secretary
- Associate Deans for Research in Faculty of Humanities and Social Sciences, DCU Business School, Faculty of Engineering and Computing and Faculty of Science and Health
- Representative of research students
- Representative of the Associate Deans for Teaching and Learning/Education
- Director of Research in St Patrick's College, Drumcondra
- Academic Leader for Research in Mater Dei Institute of Education
- Student Awards Manager in Registry
- Postgraduate Research Officer in Registry
- Senior Research Officer in Graduate Studies Office
- Representative of Faculty Administration
- Head of Research, Dundalk Institute of Technology

<u>The Dean of Graduate Studies</u>

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

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. Queries from research students, supervisors and support colleagues are welcome.

The mission of the GSO is to support excellence in the provision of postgraduate education in DCU by providing leadership and working in partnership with the staff (academic and administrative) and student community, both within and outside the University. Through its work and activities the GSO works in partnership with Research and Innovation Support (RIS) in the implementation of the DCU Strategic Plan 2012-2017: Transforming Lives and Societies.

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

The GSO is located in the Albert College Building and can be contacted by email graduatestudiesoffice@dcu.ie or telephone +3531 700 7655 / 5498 / 5136.

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 post-graduate 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 periodically by GRSB.

2.3.2   Academic roles and responsibilities in graduate research

All DCU research students are registered in an academic school (irrespective of affiliation to a research centre or institute). 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.

Supervisor(s) & other
panel members

Dean of Graduate Studies

Student

Head of School
(Home School)

Executive Dean of Faculty and/or
Associate Dean for Research
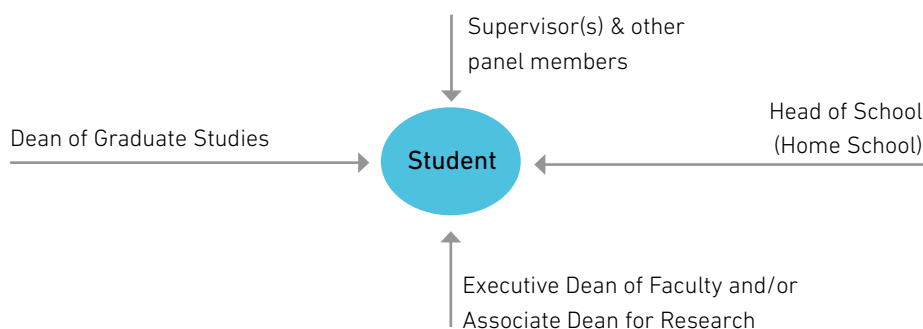
Figure 2.2: Academic supports for research students

The roles and responsibilities of each of these local stakeholders are defined in the Academic Regulations for Postgraduate Degrees by Research and Thesis. The roles and responsibilities of Principal Supervisor(s), other panel members and examiners are presented succinctly in the booklet Academic Roles and Responsibilities in Graduate Research. This is the primary source of information regarding all matters relating to supervision and support for postgraduate research students.

2.3.3   Academic Calendar and milestone dates for research students

Information in relation to key dates can be viewed online as follows:

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 Research Award Board (FRAB) – meeting dates
- Graduate Research Assessment 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 Conferrings
- 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 Indicative Timeline (months)	Key Activities & Milestones
Foundation	0-3	0-6	• Registration • Orientation and induction • Acclimatisation • First formal supervisory panel review
Consolidation	3-9	6-18/21	• Registration in September • Formal supervisory panel meetings • Annual Progress Review submission each July • If PhD: PGR3 Application for Confirmation / Transfer to the PhD Register at 12-21 months
Continuation	9-22	21-42	• Registration in September • Annual Progress Review submission each July • PGR4 Notice of Intention to Submit Thesis for Examination • Thesis submission approved by supervisor • Submission of softbound thesis within 3 months of PGR4
Completion	22-24	42-48	• *Viva Voce* examination (PhD students only) • Revisions / corrections / submission • PGR6 Examination Report • PGR7 Thesis Access Consent form or PGR8 Restriction of Access to Thesis form • PGR12 E-thesis Submission Declaration form • Submission of hardbound thesis copy / FRAB / AC approval

Figure 2.3: Research degree stages and progression
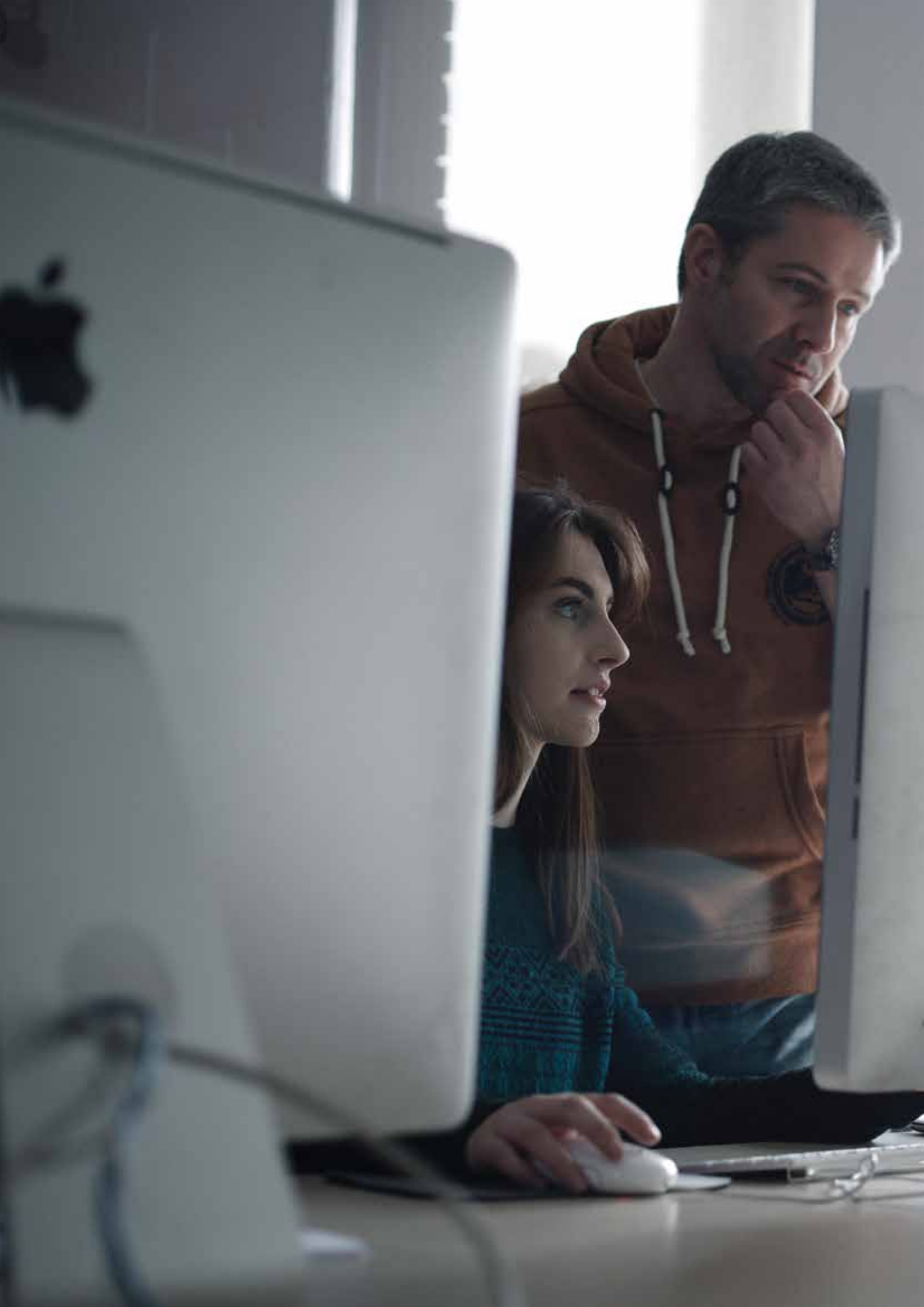
3 | Admission

3.1   Entry requirements

3.1.1   Entry to the Ph.D., Ph.D.-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 webpage for entry requirements.

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:
- Doctorate in Psychotherapy
- Doctorate in Education

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. Normally admission is to 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:
  i. 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),
  ii. the ability of the student to effectively and fruitfully engage with all modes of instruction and supervision they have available to them,
  iii. the communication of the research work in various fora (including importantly in the context of examinations), and
  iv. 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 our Registry webpage for English language requirements.

3.2   The application process

| 1
Check that DCU
entry requirements are met | 2
Define project / prepare draft research proposal; Find potential supervisor; investigate / discuss funding opportunities; Discuss / agree research proposal with potential supervisor, agree / apply for funding* | 3
Submit formal
application to DCU via PAC | 4
Application review (2-4 weeks); Applicants notified of outcome by email (as issued by PAC) |

Figure 3.1: Application process for prospective research students

All students must formally apply to the University for admission to the Register, even those who have successfully received funding.
*The order of steps within this stage depends on the discipline and whether or not the project was pre-defined /advertised.

Go to next diagram > REGISTRATION PROCESS (Guide Section 4.1.1)

3.2.1   Information for applicants

1. Check that the DCU entry and English language requirements are met
Please see Guide Section 3.1 or visit the Registry webpage for entry requirements or the Registry webpage for English language require-
ments for full details of DCU's entry requirements.

Meeting the minimum entry requirements does not guarantee admission. The University also ensures appropriate expertise and other
resources are available to support the project, that the project is at the appropriate level, and that the applicant has evidenced having the
appropriate skillset, motivation and capacity to successfully pursue the specific project and award level.

2. Define a project, find a supervisor and explore funding options
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

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[3]

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

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[3] 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.

3. Make a formal application to DCU

All formal applications to undertake postgraduate research in DCU must be made online through the Postgraduate Applications Centre (PAC). 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 a PAC application, including a pre-application checklist, supporting documentation requirements and FAQs. See also Section 3.2.4 below.

4. Assessment of application and notification of outcome

Applications are assessed on the basis of the details provided in the PAC Application Form 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 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[4] 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, subjects to constraints of minimum requirements. An application should not be approved until the Head of School is satisfied 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 a supervisory panel 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, and 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 visit our Finance Office Fees booklet.

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[4] Including "Good Practice in the Organisation of Ph.D. 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).

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, Ph.D.-track, Ph.D.) 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 include the day to day work involved in the project, the School requirements for learning support duties[5], research facilities and other supports on campus, performance monitoring and examination procedures, and opportunities for additional training during the research degree.

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[5] See Guidance on Postgraduate Research Student Learning Support Duties

4 Registration and Induction

4.1 Registration and student records

4.1.1 Initial registration

Following a successful application via the Postgraduate Applications Centre (PAC) new research students receive an email from PAC followed by a welcome letter from the Registry which includes 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 PAC application, 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.

New students commencing during October–August must register 'manually', by attending Registry in person with the required documentation.

Details on how to register is provided annually by Registry via the web and student portal pages. 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[6]
*   Amend any biographical details for the coming academic year
*   Print confirmation of registration for student ID card collection

Following successful online registration, students may then go to Registry located in the Henry Grattan building to collect their student ID card and must bring the following:
*   Student ID number
*   Current valid passport
*   Confirmation of registration
*   Evidence of Fee payment or if in receipt of external funding, a letter of confirmation of funding.

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 online to gain access to the Library Patrick J. Wright Research Commons (see Guide Section 6.6)
*   Register for and attend orientation and induction for postgraduate research students

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[6] 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.

- 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 September) will register as Year 1 students, and must register again as Year 1 students in September/October for the next academic year. See Guide Section 7.1.2 for details on fee implications.

1 Confirmation email from PAC with offer of place, and a welcome letter issued by Registry	2 Student registers online, or manually, as required, for research programme and modules; pays fees; prints confirmation of registration	3 Student collects Student ID card from Registry (list of docs required)
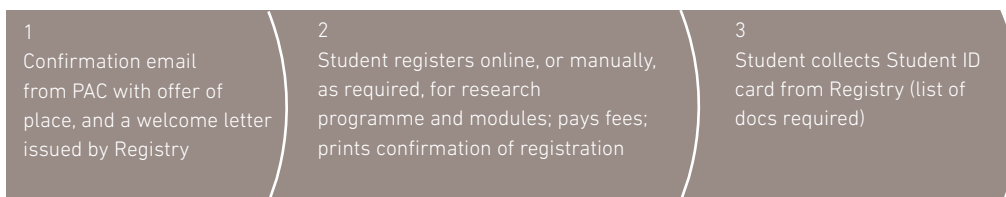
Figure 4.1: Registration process for a new research students

See previous diagram > APPLICATION PROCESS (Guide Section 3.2)
Go to next diagram > PAYMENT PROCESS (Guide Section 7.3.1)

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), as well as shorter one-off events and training classes. See Guide Section 8.1.2 for more information.

GTE registration
Supervisor approval is mandatory in order to register for GTEs - 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. For Continuing Students, supervisor(s) should indicate approval for graduate training in the student's Annual Progress Report each year (see Guide Section 9.2).

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 isn't possible or appropriate for them to register for it in the current academic year.

Faculty 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 training webpage.

Students taking graduate training at DCU must register for both their core research project and their associated GTEs. Once registered, the registration details appearing on a student's portal page 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 Ph.D.
RSPT   Research Thesis Ph.D.-track
RSPM   Research Thesis Master's
01   Year 1
02   Year 2, etc.

OPTIONAL Faculty Graduate Training Programme code: e.g. GTEBS/GTEHSS/GTEEC/GTEFSH

Students registered for graduate training elements 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 & Computing OR
GTEHSS   Graduate Training Elements – Humanities & Social Sciences OR
GTEFSH   Graduate Training Elements – Science & Health

INDIVIDUAL Graduate Training Element codes: e.g. GS601

Along with the faculty graduate training programme code, the codes for the individual GTEs chosen at registration will also appear. For example, GS601 is an individual, generic graduate training element, available to students in each faculty, entitled 'Intellectual Property & Commercialisation'.

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

Students will have an opportunity to change their registrations, having consulted with their supervisors, via their student portal pages, as part of the normal 'Change of Mind' process - check the Academic Calendar for 'Change of Mind' deadlines. All registration issues / queries should be directed to the Postgraduate Enrolment Officer in Registry by emailing registry@dcu.ie.

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). Full-time Ph.D. students are permitted a maximum of 90 credits over the four years of their degree. Where more than 20 credits are taken, the University recognises the student as being on a 'structured path' (see below). The maximum allowed for full-time Master's students is 20 credits over the two years.

All Graduate Training Elements (GTEs) achieved are awarded and credited at the final year Faculty Research Awards Board (FRAB) (see Guide Section 11.6). In cases where a student successfully completes a GTE but does not complete the postgraduate
research programme, they still receive credits for these elements when exiting the University.

Structured pathways and programmes

While successful completion and examination of the research thesis is the basis for the award of the Ph.D. degree, on a structured pathway / programme additional training elements are included to support the primary research activity[7] 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 students' Personal Development Plan (PDP) (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[8]. See the Graduate Studies Office Structured Programmes webpage for a list of current structured pathways and programmes.

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 for, and receive official results from, the training provider.

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[7] 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) (see Guide Section 8.1.3), to the value of at least 20 ECTS credits, no more than 90 ECTS credits, but typically in the range 30 - 60 ECTS credits. Normally 10 ECTS credits will relate to research skills, transferable and generic skills modules (Academic Regulations for Postgraduate Degrees by Research and Thesis, Section 1.1.2).

[8] For example, see Guide Section 1.2.3 for details of the Irish Universities Association Ph.D. Graduates' Skills Statement (IUA, 2008) and Vitae's Researcher Development Framework (RDF), (Vitae, 2011).

[9] IUA Inter-Institutional Agreement on Collaborative Graduate Programmes: Information for Research Students going to a host institution to undertake graduate training

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[9] available on the Graduate Studies Office Training webpage.

Research students undertaking a recognised multi-institutional structured programme can request that their results for modules completed in partnering institutions be added to their DCU record. In this case, all module results, both DCU and non-DCU, are processed at the relevant Faculty Research Awards Board (FRAB) (see Guide Section 11.6), and all successfully completed modules, both DCU and non-DCU, appear on the DCU student's final award transcript (see Guide Section 11.7). Please note that this currently only applies to s tudents undertaking a recognised multi-institutional structured programme – for a full list of these programmes visit the Graduate Studies Office Structured Thematic Programmes webpages.

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 formally 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

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 accreditated 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 Human Resources

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

4.2.1   Induction and orientation for new research students

An annual orientation programme is offered to new research students in Semester 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 at the end of September which provides new research students with vital information about DCU and the opportunity to meet other new postgraduate students, and an extended programme of information sessions which run through semester 1. Attendance is not mandatory but is strongly encouraged.

The day-long programme in September is split in two with one half focusing research-only issues, and the other on issues relevant to the broader postgraduate population:

Part 1: new research students only
  • Introduction to postgraduate research in DCU
  • Overview of DCU's research landscape
  • Library Research Support Services,
  • The postgraduate research experience: a student's perspective

Part 2: all new postgraduate students (pursuing taught and research programmes)
  • The Learning Environment at DCU
  • Information Systems and Services
  • Health & Safety
  • Student Support and Developmental Opportunities
  • Information stands for key offices and services in DCU where new students can meet staff and ask questions:
  • Registry / Finance Office
  • Information Systems and Services
  • Clubs & Societies / Recreational Opportunities / SU
  • Health & Safety / Security on campus
  • Student Support & Development
  • Library
  • Alumni Office
  • Graduate Studies Office

A series of seminars and workshops are offered through Semester 1 to continue facilitating new students as they embed in DCU (see the Graduate Studies Office New Students webpage. The emphasis here is to help students settle in and be productive quickly; the time is well invested. Details are published on the web 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
  • How to plan your Ph.D.
  • Overview of graduate training opportunities for research students
  • Managing ideas: Commercialisation and entrepreneurship
  • Research Integrity
  • Library tools and services for researchers
      • Using citation databases to track research for your literature review,
      • Finding Theses and Dissertations
      • Services and Altmetrics for your Research
      • Managing Information using RefWorks

Provision for orientation is also made to new research students who arrive in DCU throughout the academic year – all presentations from Orientation programme are uploaded to the Graduate Studies Office New Students webpage, including links to key webpages and

any documentation distributed. Students arriving throughout the year are welcome to attend the next scheduled induction session in September. More details about Postgraduate Orientation are available on the Student Support and Development webpages and the Graduate Studies Office New Students webpage.

Research Student Orientation Booklet
The Research Student Orientation Booklet is produced annually and contains overview information of specific relevance to new research students, supplementing the general A-Z Guide for Postgraduate Students. It includes information on academic supports for graduate research students, details of official monitoring of research progress, travel grants, fees and scholarships and some useful information on student support and development services. The booklet can be accessed on the Graduate Studies Office New Students webpage. See Guide Section 15 for links to a comprehensive list of resources for new students.

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, if different, 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 s tudents, where applicable:
- Processing scholarship administration and associated forms (see Guide Section 7.3)
- Authorising access to restricted areas
- Authorising Library registration forms
- 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

4.3.1   DCU Fáilte website for international research students

The word 'fáilte' is the Irish word for 'welcome' and the DCU Fáilte webpages were developed as a comprehensive resource for incoming international research students and their DCU staff hosts.

The Fáilte webpages are structured as follows:
1 Information for new research students transitioning from abroad
2. Information for research students on temporary visit to DCU from abroad
3. Information for DCU staff hosting research students from abroad

The Fáilte webpages contain information on the following:
1. Pre-arrival planning
   - Flights / travel tips
   - Accommodation
   - Visas
   - Medical cover

2. Post-arrival information
   - DCU registration
   - Payment mechanisms
   - Opening an Irish bank account
   - Applying for a PPS number
   - Immigration registration
   - DCU contacts

5   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 whose 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 where the student is registered to appoint a Supervisory Panel 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 students recosrd in ITS. 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.
- Other Panel Member(s):
  At least one other member of panel in addition to supervisor(s) required for all students first registered in 2011/12 or later.

The responsibilities of each panel member are outlined in detailed in Academic Roles and Responsibilities in Graduate Research.

DCU's Policy on Research Supervision and Awards in Collaboration with Other Institutions outlines the regulations governing cases where students are jointly supervised by someone 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 accord 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 all of the regulations, policies and procedures relevant to them and their research programme.

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 Academic Roles and Responsibilities in Graduate Research. Members of academic staff should normally act as supervisor (principal or secondary) to a maximum of ten research students at any one time.

6 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 are intended to assist members in passing a fulfilling and rewarding time at the University. All matters of student discipline are overseen by a Disciplinary Committee appointed by Academic Council. 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 (2008)
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 seek 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 (2013)
The reputation of Dublin City University 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) (2008)
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 (2014)
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[10] and is appropriate to our specific national circumstances and the Irish legal situation[11]. The Policy's commitments are as follows:

1. To ensure the highest standards of integrity in all aspects of our research, founded on basic principles of good research practice to be observed by all researchers and research organisations.
2. To maintain a national research environment that is founded upon a culture of integrity and based on sharing of internationally recognised good practice and support for the development of researchers.
3. To work together to reinforce and safeguard the integrity of the Irish research system and to reviewing progress regularly.
4. To use transparent, robust and fair processes to deal with allegations of research misconduct when they arise.

Research students should pay particular attention to the aspects of the statement relating to managing and sharing primary research data.

DCU Guidelines in Best Practice in Research Ethics (2006)
Students must comply with the University's regulations governing graduate research degrees and are obliged to adhere to the University's Guidelines on Best Practice in Research Ethics. This is particularly relevant to research involving children, vulnerable participants, animals, and biological or dangerous agents or activities.

Training in research ethics and integrity
Training in research integrity is available online through the Epigeum Research Integrity module in Moodle. The Graduate Training Element in Research Ethics (GS604) may also be relevant to some students. See the Graduate Studies Office Training webpage for more information.

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.

- Staff: Under Irish Law, DCU owns the IP rights to inventions made by employees as part of their employment duties. However, under DCU incentive schemes the legally recognised inventor will benefit financially from any royalties generated from the invention. In addition, many research funding streams used during the development of the invention may give rise to certain access rights to third parties, which will be considered.
- Students: DCU shall have no vested interest in inventions developed by students who are not employees unless commitments to sponsoring agencies are involved. Students employed by DCU in any capacity are covered by the terms of the DCU Intellectual Property Policy. In addition, where a student receives financial aid or remuneration under a sponsored research, training or fellowship programme, his/her rights in any invention are limited by the terms of the DCU agreement with the sponsoring agency.
- Research visitors: Unless there is a specific written contract to the contrary, all individuals who are invited onto campus to take part in research carried out by any DCU staff, undergraduate or postgraduate are treated as employees of DCU for the purpose of intellectual property created in respect of work the carry out in DCU. It is important that students contact RIS/Invent in the event that they are visiting an outside laboratory to perform research in the course of their studies.

Training in intellectual property
Training in intellectual property and commercialisation is offered to research students through an accredited graduate training module (GS601). See the Graduate Studies Office Training webpage for more information.

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[10] European Code of Conduct for Research Integrity, European Science Foundation and ALLEA (All European Academies),March 2011, www.esf.org
[11] Ensuring Integrity in Irish Research, 2010, www.ria.ie

6.3   Data protection and privacy

Data protection addresses the safeguarding of the privacy rights of individuals in relation to the processing of personal data. The Data Protection Acts 1988 and 2003[12] confer rights on individuals as well as responsibilities on those persons processing personal data. All personal information relating to a living individual is included under the legislation. It covers data that is held on computers as well as data that is held in manual files. Any member of the DCU community that is involved in the collection, storage or processing of such data has responsibilities under the legislation.

The objectives of the DCU Data Privacy Policy are:
- To give an overview of the Data Protection legislation that applies in the Republic of Ireland
- To summarise the responsibilities of staff and students within DCU, and
- To summarise the rights of individuals under the legislation.

In particular, research students should be aware of the following:
1. All research involving the use of personal data must be fully compliant with the Irish Data Protection Acts of 1988 and 2003.
2. Data protection requirements need to be fully considered when submitting research applications and when undertaking research projects involving the collection and use of personal data. The DCU Data Protection Officer can provide advice and assistance in this area.
3. Two of the most important requirements to consider are that individuals involved in research must be given details of the use and purpose of their personal data. In addition any personal data obtained in the course of research must be held in a secure manner. This specifically excludes holding personal data on portable electronic devices such as laptops or flash drives that are not encrypted.
4. Personal data held for research purposes should ideally be anonymised so that all personal identifiers are removed. If necessary a code can be substituted for personal identifiers in the dataset but the key to the code must be securely stored separately to the dataset containing the personal data.
5. There are certain exemptions to some of the rules set out in the Irish Data Protection Acts where data is collected for research purposes. In these cases personal data can be processed for purposes other than those for which it was originally obtained and it can be held indefinitely. However the exemptions only apply if certain conditions are met. Therefore, it is vital that, despite these exemptions, researchers understand that there is not a blanket exemption from all the data protection principles for data provided and used for research purposes. Researchers using personal data should be aware that most of the data protection principles still apply and that specific measures must be taken on each occasion that data is collected for research purposes.

6.4   Health and safety

In accordance with the requirements of the Safety, Health and Welfare at Work Act, 2005[1], 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 web page.

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
- Occupational Injury and Illness Policy
- First Aid Policy and Procedures
- Vaccination Policy
- Mothers Rest Room Policy
- DCU Fire Safety Policy

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

Lone / out of hours work
Lone working/out of hours working is defined as follows:
- Any laboratory / experimental work undertaken outside of 9am-5.15 pm Monday – Friday
- Any other work undertaken on DCU premises outside of 7am-10pm Monday – Friday and during the hours of 9am -6pm on Saturday, Sunday & Bank Holidays.

DCU strongly recommends that in the interest of health, safety and personal security, lone / out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Procedures in relation to such work are available at Policy and Procedures for Lone/Out of Hours Working.

6.5   Insurance

All registered DCU research students are automatically 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 is outlined below:

Research and Innovation Support
See Guide Section 1.1 for more information on the University's Research and Innovation Support (RIS).

Invent
Invent is DCU's Innovation and Enterprise Centre and works with both external companies and our researchers to identify opportunities for partnership, and promote innovation, knowledge transfer and commercialisation of DCU innovations, industry sponsored PhD programmes, student placements and industry sponsored post-doctoral fellowships. Invent also provides business incubation facilities, entrepreneurship training programmes and a range of supports for start-up technology businesses.

Graduate Studies Office and Graduate Research Studies Board
See Guide Section 2 for more information on the University's Graduate Studies Office (GSO) and Graduate Research Studies Board (GRSB).

Library
DCU Library is a world-class research and study facility housed in the John and Aileen O'Reilly Library building. The Library offers a broad range of services, including training and support for DCU's research community. Full information is available on the Library website. New research students should register online to gain access to the dedicated space in the Library for graduate researchers – the Patrick J. Wright Research Commons.

7 Finance

7.1   Fees

It is a research student's responsibility to ensure that their tuition fees are paid:

- At the time of their PAC application (see Guide Section 3.2.1) each applicant must indicate who has the responsibility for payment of their fees, for the full duration of their research degree. This is normally done following discussions with their prospective supervisor.
- In situations where a student is being supported by a scholarship or grant, then the student should ensure that they have a written document detailing the commitment of the funder, and the timing and conditions of the support. Most external agencies have a standard contract which both funder and student sign, and a template is available from the Graduate Studies Office (GSO) in cases of internal funding (see Guide Section 7.1.1).

While research students can register on a rolling basis throughout the year, research fees are charged per academic year (September to September). So as an example, for a new student (funded or self-funded) who registers in December, year 1 fees will cover the period December to September. In September this student will register for year 2 and be liable for year 2 fees cover September to September. DCU does not apply fees on a pro-rata basis in cases when a student does not start / has already finished for part of the academic year. Please see Section 7.1.2 for information on the registration 'Grace Period' for new students.

Tuition fees for research students are paid to the Finance Office Fees Section. Fee levels are subject to change each year but in recent years have remained relatively stable (the current level has been in place since academic year 2010-11). Students will continue to be liable for the published tuition fee until such time as they a) submit their soft-bound thesis, whereupon they enter examination mode and examination fees apply for the next academic year, or b) otherwise end their registration.

Information on EU and non-EU postgraduate research fees, payment deadlines and methods of payment is available from the Finance Office Fees website. Continuing students must register on time each year to avoid paying a late registration fee. The Finance Office also publishes the DCU Fees Booklet.

Fee liability on withdrawal and resubmission:
Students should be aware that there is a fee liability if he/she withdraws from the University after a specific published date – see the Finance Office Fees website for more information. A funding agency is very unlikely to cover such a liability. Also, a student who has to resubmit a thesis may be liable for fees for a new registration period. Queries regarding fee liability in these cases should be directed to the Finance Office by emailing fees@dcu.ie.

7.1.1   Mechanisms of fee payment

a) Student paying own fees / self-funded:
The following rules apply to new, self-funded research students responsible for paying their own fees:

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

b) Fees funded by scholarship / School:
The GSO liaises with the Fees Office in respect of students who are in receipt of a funded scholarship and whose fees are covered by the funding body, or in cases where a School/Faculty is funding the student's fees. Fees information is provided to the GSO via the Scholarship Authorisation Form (SAF) (see Guide Section 7.3).

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 may be printed online during registration for the sponsor; sponsorship is a matter between the student and the 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 after 1st March (during the registration 'Grace Period') are not liable to pay their full first year fees until the start of the new academic year in September. Students who are paying their own fees will however be liable to a non-refundable deposit of €500 which will then be deducted from their fees.

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 2014-15 the Card Fee scheme applies only beyond specific registration periods:
- • > 4 years full-time Ph.D. or > 2 years full-time Master's, or
- • > 5 year part-time Ph.D. or > 3 years part-time Master's

The scheme is administered by the Graduate Studies Office in cooperation with Registry and the Fees Office. Applicants must be in good standing in respect of all fees to date. Supervisors are required to submit the Card Fee Declaration and qualification is confirmed upon submission of a soft bound thesis by the first Monday in January. Students who avail of the card fee, but then do not make the submission deadline are liable for full fees for the year. More information on the scheme including the Terms and Conditions and annual submission deadlines please visit the Finance Office Fees webpage for graduate research.

7.2   Funding

7.2.1   Funding sources

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

Applicants should consult with their potential supervisor regarding funding available to support their research. Part-time students should investigate whether an employer will give financial assistance. The Graduate Studies Office Scholarships and Opportunities webpage also lists a selection of current scholarship opportunities but this is not a comprehensive listing and it is recommended that students discuss funding possibilities with their supervisor / School. Some current annual funding schemes include the following:
- • Irish Research Council (IRC)
    - o Government of Ireland Postgraduate Scholarship Scheme - Enterprise Partnership Scholarship Scheme
    - o Employment Based Postgraduate Programme
- • DCU Daniel O'Hare PhD Scholarship Scheme

7.2.2   Remuneration and budgets

Research student funding does not, of itself, imply a contract of employment. The purpose of scholarship funding is to provide financial support to the student during their research degree. The amount, type, duration and elements of funding vary significantly between scholarships. 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.

Students may also be remunerated by their School for learning support duties (tutoring and demonstrating) undertaken but this is subject to the local School policy - see Guide Section 7.3.2. Scholarship and project budget information, including what and how much is being funded, by whom and for how long, should be clarified prior to the student's initial registration (this information is a requirement of the PAC application – see Guide Section 3.2.1).

Scholarships and learning support duties payments that are funded I by DCU are budget dictated. Amounts will therefore vary from school to school. External scholarship amounts are dictated by the funding body providing them and these amounts are subject to review and change.

In very specific and limited cases students may also have a contract of employment which is subject to different revenue rules and is administered through the HR department.

7.2.3   Terms and Conditions of externally funded scholarships

Students in receipt of a scholarship funded by an external agency, including employer sponsors, should familiarise themselves with the terms and conditions of their awards set down in writing by the funding body. Most funding bodies have reporting requirements and make stipulations about the student's progress for continuation of funding, about how much money can be spent/carried forward year-on-year, and whether learning support duties can be undertaken in year 1. The student must notify their School, the Graduate Studies Office and the funding body of any change in circumstances that might affect the scholarship.

7.2.4   Financial assistance

Unfortunately, no financial assistance fund exists for research students[13], and for this the reason careful financial planning is essential for anyone considering undertaking a research programme.

7.3   Scholarship administration

7.3.1   The scholarship (stipend) payment process

Scholarships 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 Christmas period).

In order for the first payment to be processed, the following forms have to be submitted to the GSO by the School / Research Centre scholarship administrator[14]:
1. Scholarship Authorisation Form (SAF) (which must also be submitted at the beginning of each academic year[15])
2. Bank Details Form (must include BIC and IBAN details)
3. Scholarship Exemption Declaration Form (SE Form) (tax exemption form)

Once students have registered and received their student card & ID the following must be done in respect of any scholarship they are due to receive.

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[13] The Student Assistance Fund operated by Student Support & Development and is used solely to facilitate students undertaking a primary degree experiencing financial hardship.

[14] See the Graduate Studies Office Postgraduate Contacts in DCU webpage for a full list of School / Research Centre scholarship administrators.

[15] Note that for Irish Research Council scholars (2013/14 onwards) it is only necessary to submit ONE Scholarship Authorisation Form for the duration of the award. This applies to IRC scholars only.

Students must:
- Apply for an Irish bank account and a PPS (social security) number, if not already in possession of these. See Guide Section 4.3.
- Complete a Bank Details Form and give to their scholarship administrator
- Complete a Scholarship Exemption Declaration Form (SE Form) and give to their scholarship administrator

Supervisor must:
- Complete a Scholarship Authorisation Form (SAF) and give to their scholarship administrator
- Complete an Adjustment Form if there are any changes to a student's scholarship during the academic year (restricted to one adjustment per student per annum)

Full details of the scholarship administration process and access to the forms are available on the Graduate Studies Office Scholarship Administration webpage.

Any queries regarding payments should be directed in the first instance to the local scholarship administrator[16].

1 Student: Apply for an Irish bank account	2 Student: Apply for a PPS (social security) number (Non-EU students must have a GNIB card)	3 Student: Complete a Bank Details Form and give to the local scholarship administrator	4 Student: Complete a Scholarship Exemption Declaration Form (SE Form) and give to the local scholarship administrator
5 Supervisor: Complete a Scholarship Authorisation Form (SAF) and give to the local scholarship administrator	6. Scholarship Administrator: submit 3 forms to the Graduate Studies Office by specified monthly deadline	7 Student receives a monthly stipend payment into their bank account on the last Thursday of each month (except December when payment is made before Christmas)	

Figure 7.1: Payment process for new students

See previous diagram > REGISTRATION PROCESS (Section 4.1.1)

7.3.2   Payment for learning support duties

Payment, where allowed for with budgets, made to students in respect of learning support duties (tutoring / demonstrating) undertaken on behalf of their School are treated in two ways, depending whether the student is in receipt of a stipend or not:
- a) Research students in receipt of a stipend receive payment for learning support duties through the scholarship payment process. Such payments are tax exempt and the details should be included in the Scholarship Authorisation Form at the start of the academic year (see Guide Section 7.3.1). The payment should be divided over the 12 months of the academic year, or the duration of scholarship in that academic year[17].
- b) Research students who are not in receipt of a stipend receive payment for learning support duties through the staff payroll system. In these cases, learning support duties are treated as a contract of service, therefore an employment contract with the University should be arranged via the Human Resources Department. Payment is then processed through 'part-time claim forms' submitted to payroll. These payments are subject to PAYE/PRSI[18].

To date anywhere from 2 hours to a maximum of 6 hours per week pedagogical training (as stipulated by the Revenue Commissioners) has been accepted as the norm (see Guide Section 8.3)[19].

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[16] See the Graduate Studies Office Contacts webpage for a full list of School / Research Centre scholarship administrators.

[17] Research students cannot be paid through the scholarship payment process for any other additional work they may undertake for their School/Research Centre which is not related to their research project. An employment contract must be generated to pay the students for such work (payable through the DCU staff payroll system and liable for tax) but this work can only be taken on if it falls outside the 40 hours per week (full-time research) that qualifies a student for tax exemption.

[18] Depending on the circumstances, the student may be able to reclaim tax paid from Revenue at the end of the year relevant taxes paid.

[19] Please also see Guidance on Postgraduate Research Student Learning Support Duties.

7.4   DCU Postgraduate Research Travel Grant

Each DCU research student (full-time or part-time) may apply for one Travel Grant in the period of his or her research study at DCU. Currently the value is set at €500. To apply for the Travel Grant a Travel Grant Application Form, authorised by the student's supervisor, should be submitted to the Graduate Studies Office along with a Bank Details Form are accepted on a rolling basis throughout the year. The Grant is paid in one of the following ways:

a) Research students in receipt of a scholarship will receive the €500 payment directly into their bank account the along with their monthly stipend payment, or

b) Research students not in receipt of a scholarship will be required to submit a claim for the €500 payment online via the Core Expenses system

The Travel Grant can only be availed of if the conference/travel falls within the academic year in which the student applies for it, and before a student graduates. For more information on the Grant please visit the Graduate Studies Office Scholarships and Opportunities webpage.

8 Professional development and graduate training

8.1 Graduate training

8.1.1 Overview of graduate training

While the 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 to develop (see Guide Section 1.2.3)[20]. Advanced training, in the form of modules and master classes (known as 'Graduate Training Elements'), is 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) (EC, 2012)[21]. In the 2012 paper on ERA, the EU outlined the Principles for Innovative Doctoral Training (EC, 2011)[22] and invited research organisations, including universities, to provide structured doctoral training based on these Principles.

A new kind of PhD Graduate

Academic Skills ✓
Scholarship ✓
Domain Expertise ✓
Team vs Independent ✓
Development / Engineering ✓
Adaptability / Flexibility ✓
Presentation / Writing ✓
Innovation ✓

✓ **Industry Needs**
✓ IP Aware
✓ Thought Leadership
✓ Project Management (budget and Human Resource)
✓ Business Case / Development (Proposal Writing, ethics....)
✓ Project Planning / Strategy
✓ Breadth of Expertise
✓ Networking

Figure 8.1: A new kind of PhD graduate

Ph.D. programmes are designed to meet the needs of an employment market that is wider than academia[23]

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[20] Section 15 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.
but this work can only be taken on if it falls outside the 40 hours per week (full-time research) that qualifies a student for tax exemption.
[21] European Commission (2012) A reinforced European Research Area partnership for excellence and growth. Brussels.
[22] European Commission (2011) Principles for innovative doctoral training. Brussels
[23] Image supplied by Prof Noel O'Connor, INSIGHT, DCU

According to the League of European Research Universities (LERU) (2014)[24] universities should, while keeping in mind the principles of excellence in doctoral training[25], provide a "doctoral training system and mechanisms which include well-rounded, versatile and personalisable professional development opportunities and programmes", that enable research students to control, track and self-assess their development under the guidance of their supervisor(s), so that they can seek out job opportunities best suited to their talents, expertise and skills following graduation. Training opportunities must therefore 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   DCU graduate 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, as well as shorter one-off events and training classes. 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 isn't possible or appropriate for them to take it in the current academic year.

Training requirements differ depending on the of research programme the student is undertaking:
- Professional Doctorate programmes: Students undertaking Professional Doctorate programmes will have an agreed list of elements to undertake as part of their programme.
- Cohort-based thematic Ph.D. programmes: Research students following structured programmes are required to take the Graduate Training Elements for that programme, as agreed with their School/supervisor.
- Other research degrees: It is not compulsory for all DCU research students to take Graduate Training Elements but they are strongly encouraged to do so, with the approval of their supervisor. Many Schools have defined pathways, and some insist that their research students take specific core elements.

Faculty Graduate Training Elements (GTE) programmes
Each Faculty has its own list ('programme') of graduate training elements (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 published on the Graduate Studies Office Training webpage at the start of each academic 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 (GSO). 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 Graduate Studies Office Training webpage at the start of each semester, with updates circulated to students, via email and on our Facebook page and Twitter feed, as and when they arise.

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[24] League of European Research Universities (2014) Good Practice Elements in Doctoral Training
[25] League of European Research Universities (2010) Training talented researchers for society: Doctoral studies beyond 2010

Generic skills training

Generic training is offered in a broad range of areas including academic writing, grant 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 Graduate Studies Office Training webpage.

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)[26], 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 GRSB using the PGR13 Permission to reside /carry out research abroad.

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 is synergistic to 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.

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[26]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."

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
A number of internship programmes for research students run from time to time as part of either a competitive process or one of DCU's strategic partnerships. Examples include the IBM Research Brazil Internship and opportunities arising through the University's strategic partnerships, such as that with Arizona State University. Full details are available on the Graduate Studies Office Scholarships and Opportunities webpages and when, they arise.

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 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 duties

Tutoring, demonstrating and other learning support duties can be performed alongside a research 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 information on limits on pedagogical training). In some, access to tutoring opportunities is focused on senior students (3rd or 4th year full-time) so that they can fill a funding gap at that stage of their research. Other Schools tend to ask for a greater input in the early years, when students may have more time. In some Schools involvement is optional, and in others a minimum level of involvement is required.

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.

See Guide Section 7.3.2 for more information on payment mechanisms for learning support duties.

8.4   Language development for international students

A number of graduate training modules exist which offer language support, for international students including English for Academic Purposes (module LC600) and the recentley piloted 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. For more information on these modules visit the Graduate Studies Office Training webpage.

8.5   Tell It Straight Postgraduate Research Communication Competition

Tell It Straight is DCU's annual research communication competition specifically 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 late January each year. More details can be found on the Tell It Straight website.

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 on the Graduate Studies Office Scholarships and Opportunities webpage, 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.

The supervisor indicates approval for specific graduate training activities to be undertaken each year on the student's Annual Progress Report (see Guide Section 9.1). A Skills Needs Analysis Tool is available for supervisor and student use when preparing the Annual Progress Report. A new ePortfolio facility (see Guide Section 8.6.2) has also been developed for research students to provide a means for tracking their professional development.

8.6.2   ePortfolio

The University is currently developing an ePortfolio for use by students as an online tool that can capture the full breadth of experience acquired during their degree. It is intended to function as a learning record that can store evidence of achievements and outputs, with facilities for reflecting on and planning the student's professional development. The ePortfolio can be shared with potential employers or relevant third parties, as needed, and used to populate curriculum vitae with live links to samples of the student's work.

8.7 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 by DCU Human Resources Training and Development Unit periodically.

In 2014/2015, for the first time training will also be provided for Chairpersons of *viva voce* examinations.

9 Progression

9.1   Postgraduate Research (PGR) administration

The entire course of any DCU research degree is paralleled 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 is a suite 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.
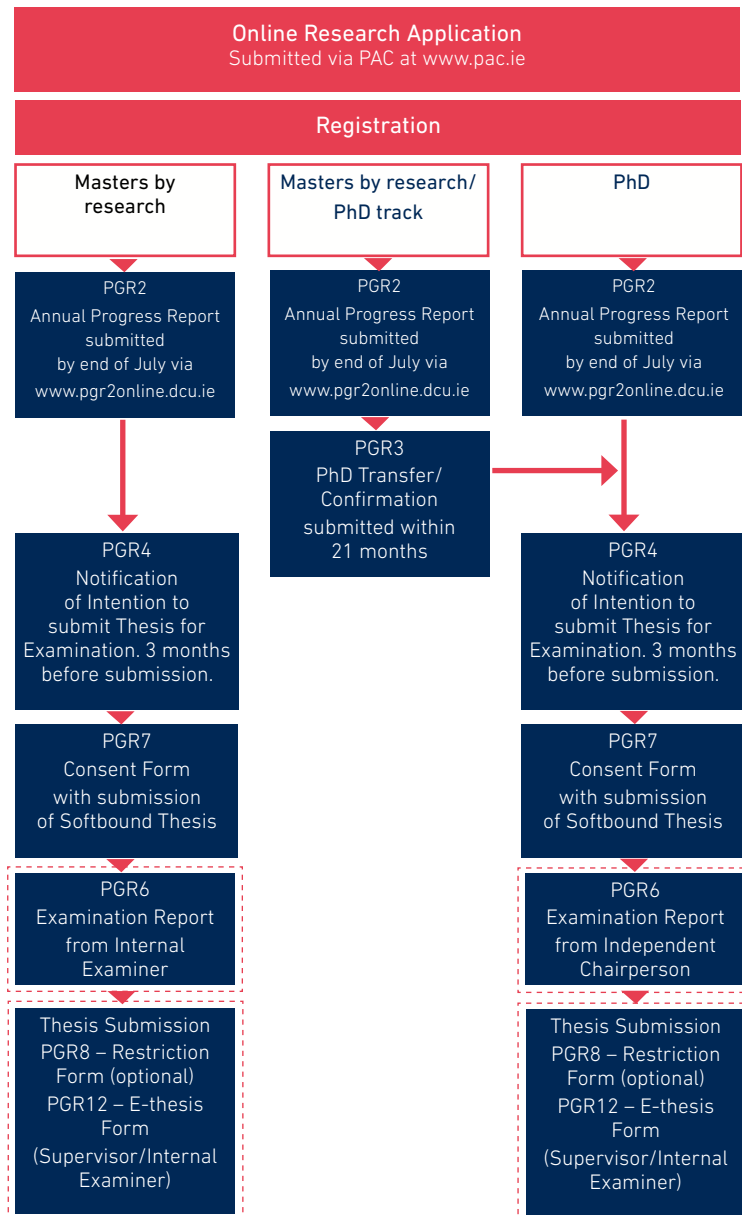

Figure 9.1: Postgraduate research (PGR) administration forms and processes

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 the completion of the online Annual Progress Report[27] which is submitted before the end of July each year (the annual deadline is given in the Academic Calendar). Students are not able to register for the next academic year until their progression has been approved.

A new online system for submitting Annual Progress Reports was introduced in June 2014. From this date all 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 of 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 or Independent Panel Member, are required to complete the supervisory panel recommendation section.
- Head of Schools / their nominee 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, ITS, 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

1	2	3	4
The student completes their section of the Annual Progress Report by the deadline specified in the Academic Calendar.	An automatic email is sent to the Principal Supervisor, and copied to all panel members, indicating that the student has completed their report and advising panel members to review it.	The Principal Supervisor sends a response to the student report, with the agreement of the panel members, which includes the Panel's recommendation regarding the student's progression.	An automatic email is sent to the Head of School (or their nominee) asking to concur / not concur with the recommendations made on a student submission by the Supervisory Panel. The final report is then submitted to Registry.

and updating of records should this be required.
Figure 9.2: Online Annual Progress Report Process

A detailed user guide is available on the Annual Progress Report website. The system is managed by Registry and any technical/account queries can be emailed to 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 supervisor and student use when preparing to fill out 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.

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[27] For students undertaking Professional Doctorates the requirement for an Annual Progress Report may be postponed until the student embarks on substantive research work.

9.3   Confirmation on / transfer to the Ph.D. register

Research students initially admitted to the Master's or Ph.D.-track registers will have to undergo a transfer (in the case of students on the Master's register) or a confirmation (in the case of students on the Ph.D.-track register) procedure no earlier than 12 months and no later than 21 months'[28] 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 reports 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 Ph.D. Register or Transfer to the Ph.D. Register) for consideration by the 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 Ph.D.

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

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[28] For students undertaking Professional Doctorates the requirement for an Annual Progress Report may be postponed until the student embarks on substantive research work.

10 Thesis preparation

10.1 Format of the thesis

The Academic Regulations for Postgraduate Degrees by Research and Thesis notes that all theses submitted must conform strictly to the regulations and requirements detailed in Section 9 of the Academic Regulations for Postgraduate Degrees by Research and Thesis. 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 Ph.D. 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. Ph.D. Thesis (Monograph)
2. Ph.D. by Publication (article-based Ph.D.)
3. Ph.D. by Portfolio/Composition
4. Professional Doctoral Thesis
5. Research Master's Thesis

Specific instructions on thesis format and composition are given in the Academic Regulations for Postgraduate Degrees by Research and Thesis.

Note on Ph.D. by Publication
The format of Ph.D. by publication (article-based Ph.D.) 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.

DCU regulations regarding submissions for a Ph.D. 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 document. Candidates considering submitting using this format should consult the regulations as well as the Guidelines for candidates, supervisors and examiners on the 'Ph.D. by Publication' Format.

Note on the language of the thesis
"The language of the thesis shall normally be either English or Irish. Other languages shall require the approval of the Graduate Research Studies Board. This approval should be sought and justified at initial registration" (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 for examination. Notice of intention to submit a thesis for examination is via the PGR4 Notice of intention to submit a thesis for examination 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 GRSB[29]. The PGR4 Notice of intention to submit a thesis for examination form must include a 200-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. GRSB 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 GRSB's approval of the PGR4, the candidate should submit two temporary soft-bound signed and dated copies of the thesis for examination 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 the Registry to the Examiners, who cannot accept it directly from the candidate or the supervisor.

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 hard-bound and e-copy of the thesis:

Following approval by the examiners the candidate must submit two hardbound copies of the thesis, an electronic copy, a PGR7 Thesis Access Consent Form / PGR8 Application Form for Restriction of Access to Thesis, as appropriate, and a PGR12 E-thesis Submission Declaration Form. One hardbound copy and the electronic copy of the thesis are submitted to the Library following graduation and the second hardbound copy is formally presented to the Supervisor at the next Faculty Awards Board Meeting.

| 1 Candidate submits PGR4 form to their 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 2 copies of soft-bound thesis + PGR7/PGR8 form to Registry within 3 months of PGR4 submission | 7 Registry forwards a copy of the thesis, the PGR6 Examiners' Report Form and Examination Regulations for Examiners to each Examiner |

For doctoral awards[30]:

| 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

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[29] For GRSB dates see the university schedule of meetings

[30] In the case of a thesis submitted for the award of Master's, a *viva voce* is not normally required but may be requested by the examiners.

<u>Thesis submission timelines:</u>
Research students who wish to be considered by the Spring 2015 Faculty Research Award Board in order to graduate at the Spring Conferring in March 2015, by the Autumn 2015 Faculty Research Award Board in order to graduate at the Autumn Conferring in November 2015 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) Two copies of Soft-bound thesis for Examination (signed & dated)
3) Two copies of final Hard-bound thesis (signed & dated)
4) PGR7 / PGR8 where applicable
5) PGR12 E-Thesis Submission Declaration form
6) PGR6 Examination Report (submitted to Registry by Independent Chairperson/Internal Examiner)

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 regulations as to format, except where those apply specifically to physical properties of the 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 a secure web space by a principal supervisor. All accompanying material, e.g. appendices, files contained on CD-ROM or DVD, that is submitted with the bound copy of the thesis must also be uploaded to the secure web space. The candidate 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 questions of the confidentiality of the contents arise, candidates may request (on form PGR8) and obtain temporary restriction of access up to a maximum of four years for sufficient cogent reasons.

The PGR7 Thesis Access Consent Form gives permission to Dublin City University for the thesis to be made 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

<u>Publishing a thesis as a book</u>[31]
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 when 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.

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[31] Approved by Graduate Research Studies Board, Jan 12 2012

DCU theses in electronic form are available on the DCU Doras institutional repository (http://doras.dcu.ie/). This is done under licence, and there are specific conditions imposed on anybody who downloads 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 you publisher as to 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 Ph.D. or Master's work. The thesis only partially fulfils the requirements for the research award.

11   Examination and conferring

11.1   Classification of research degrees

The Degree of Master's (by Research and Thesis) is awarded without classification. The Degree of Doctor of Philosophy is awarded without classification. For more information see Guide Section 1.3.

11.2   Examination of a doctorate award

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

11.3   Examination of a research Master's award

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

11.4   Examination Board

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 set 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 description of the roles of the examiners can be found in Tables 4-5 in the booklet Academic Roles and Responsibilities in Graduate Research.

11.5   Examiners' Report and Recommendations

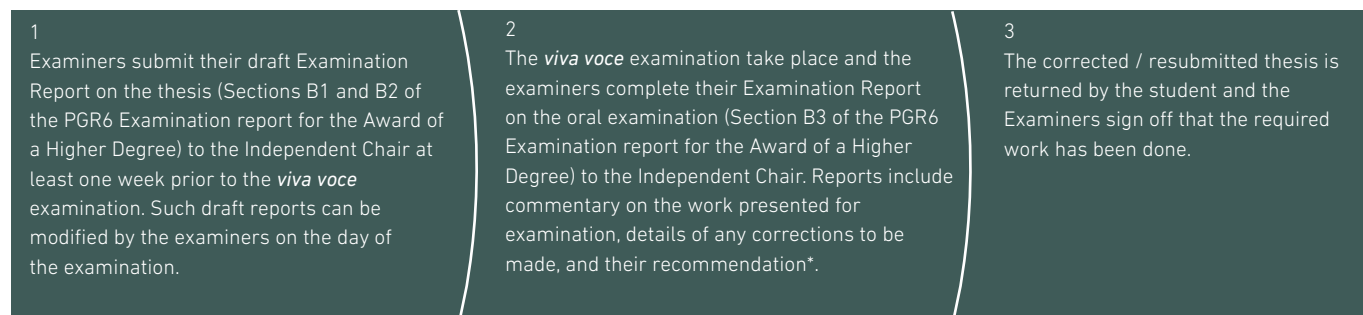| 1	2	3
Examiners submit their draft Examination Report on the thesis (Sections B1 and B2 of the PGR6 Examination report for the Award of a Higher Degree) to the Independent Chair at least one week prior to the *viva voce* examination. Such draft reports can be modified by the examiners on the day of the examination.	The *viva voce* examination take place and the examiners complete their Examination Report on the oral examination (Section B3 of the PGR6 Examination report for the Award of a Higher Degree) to the Independent Chair. Reports include commentary on the work presented for examination, details of any corrections to be made, and their recommendation*.	The corrected / resubmitted thesis is returned by the student and the Examiners sign off that the required work has been done.

Figure 11.1: Thesis submission and Examination process – Part 2: Examiners' reports and recommendation
See previous diagram > THESIS SUBMISSION AND EXAMINATION PROCESS: PART 1 THESIS SUBMISSION PROCEDURE (Guide Section 10.2)

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[33] The corrected thesis (hardbound copy) should be submitted by the deadline detailed on submission dates section of the Registry website

4	5	6	7	10
The Chair sends the Examiners' Reports and Recommendations to Registry. In the case of a Master's candidate, where no *viva voce* examination is required, the Internal Examiner sends the Examiners' Reports and Recommendations to Registry.	The Independent Chairperson advises the candidate of the examiners' recommendation where changes or resubmission is recommended**.	Registry refers the Examiners' Reports and Recommendations to the next meeting of the relevant Faculty Awards Board for Research Degrees (FRAB), which submits a recommendation to Academic Council following consideration of the Report (see Guide Section 11.6).	Registry informs the candidate, in writing, of the subsequent decision of Academic Council.	The candidate submits 2 copies of final hard-bound thesis, an electronic copy, and the PGR7/ PGR8 and PGR12, if applicable to Registry on completion of the examination process[32]

*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.

11.6   Faculty Research Award Board (FRAB)

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

The FRAB meetings are timed to facilitate consideration and approval by Academic Council of the outcomes of research degree examinations. The fixing of the dates thus provides clear timelines for candidates planning to submit their theses – see Guide Section 10.2.

11.7   Conferring & award parchment

Conferring of research degrees take places twice annually at graduation ceremonies in Autumn and Spring. All students eligible to graduate receive will an invitation to the ceremony. Each graduand is also permitted to bring up to two guests. Correct academic dress must be worn by graduands at graduation, 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.

Graduands must confirm their attendance at the ceremony through their student portal page. If graduands do not attend the ceremony, their award will be conferred in absentia, and their award parchment will be sent to them 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. Transcripts are sent to the student by post following the Academic Council meeting at which the award of their degree is approved. More details 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 their portal page, and should contact Registry by emailing registry@dcu.ie 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 affecting the postgraduate research experience, and 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), and from which pool the University representatives are drawn.

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 are listed on the Graduate Studies Office and Students' Union websites.

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

Duties of the position include:
  • To attend and represent Postgraduate students' interests on relevant committees (listed below).
  • 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 & Development Office

The Student Support and Development Office offers many support services to research students including:
- Student Advice Centre
- Careers Service
- Student Health
- Counselling & Personal Development
- Disability & Learning Support
- Inter Faith Centre
- Sports Development
- Student Learning
- Mature Students

Student Charter

The DCU Student Charter contains detailed information which helps students to understand the relationship that exists between them and the University. The Student Charter has been created in close liaison with the Students' Union as a framework to help steer students during their time as a DCU student.

Student Advice Centre

The Student Advice Centre is located on the ground floor of the Henry Grattan building. 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 on the second floor of the Albert College Building extension. 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. Our International Students Advisors have an advice desk in the Student Advice Centre, located on the ground floor of the Henry Grattan building. International students are also directed to the International Student Guide which contains information on all aspects of academic, professional, social and personal norms in Ireland.

12.4   Careers Office

The Careers Service offer a range of services including careers information, education, advice and guidance to DCU students and recent alumni, and work with them in a wide variety of ways to ensure a smooth transition from their research degree to employment. The Careers Service also facilitate employers and their Graduate Recruitment activity in DCU.

12.5   Resources and contacts for graduate research

The Graduate Studies Office Postgraduate Contacts in DCU webpage provides a full list of contact points within the University of relevance to graduate research.

13   If things change

The Guidance for students and supervisors in respect of withdrawing, or early exit from research programmes document details procedures for the situations where student wishes to discontinue their studies, or where the adequate progress is not being made and student progression is not approved. The document also outlines implications for stipend payments and statement of Terms and Conditions. The policy is available from the Graduate Studies Office website.

13.1   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 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 be 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 contain full details on the conditions pertaining to changes in supervision.

Change in study mode
Where a student wishes to change study mode - from full-time to part-time, or part-time to full-time the student's supervisor must send an email to the Postgraduate Enrolment Section in Registry at registry@dcu.ie, and copied to the student, requesting the change in registration status and outlining the reason for the change. This must be done at the beginning of the academic year.

13.2   Extension of registration period

Section 5 of the Academic Regulations for Postgraduate Degrees by Research and Thesis relate to period of time for completion of research 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 interest of the student, or the University. To allow an extension past these timeframes, 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 a 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

13.3   Deferral

Deferral / formal temporary cessation of registration (R32R):
While it is preferable for students to conduct their research without interruption in so far as possible, in some circumstances, for example in the case of illness, financial or family circumstances or for maternity purposes, it is possible to apply, in advance, for a formal

temporary cessation of registration for one academic semester or one academic year. 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 prior to any student in receipt of a scholarship seeking a deferral from the University.

During any temporary cessation of registration, the student's participation on the research programme is suspended, no supervision take place, and any minimum period of registration is extended by a corresponding period. No tuition fees are payable during the deferred period, and the student does not receive a stipend during the deferral period. 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.

A deferral fee will apply which must be paid directly to the Finance office. Applications for deferral with no programme fee liability can only be accepted up to late October each year (check Finance Office Fees website for the annual deadline). After this date programme fees may apply and students should contact the Finance Office for clarification.

13.4   Early submission of thesis

Section 5 of the Academic Regulations for Postgraduate Degrees by Research and Thesis relate to period of time for completion of re-search 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.

13.5   Withdrawal

Research students withdrawing from the University must notify the Registry in writing by completing and submitting an R-27 Notification of Withdrawal from a Course. For more information please see the Guidance for students and supervisors in respect of withdrawing, or early exit from research programmes. 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.

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   Complaints by a student

The Student Grievance Procedure has been devised to deal with students' grievances in a fair, timely and effective manner and to provide important information to the University's management so that the student experience at the University 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, and is encouraged to approach the relevant member of staff to discuss any issues with him/her directly.

This procedure must be followed by students when submitting a grievance about academic processes and procedures, administrative or student support services provided by the University but does not cover the following categories :
* 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

14.2   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 Code of Conduct aims to ensure that a suitable academic environment in the University is maintained. The Code of Conduct requires reasonable behaviour and consideration for others, and is intended to assist members in passing a fulfilling and rewarding time at the University. Students who are in breach of any of the Code of Conduct or any of the University's regulations may be asked to present themselves to the University Disciplinary Committee. This Committee will decide on an appropriate course of action after hearing the events as outlined by both the offender and prosecutor. Some examples of a student breaching the regulations include plagiarism, cheating in exams and disorderly conduct on campus.

14.3   Unsatisfactory progress and appeals

Students can submit an appeal in respect of decisions regarding their:
        a) Progression
        b) Transfer / confirmation
        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 not progress, according to the Academic Regulations for Postgraduate Degrees by Research and Thesis the University will take the view that the student is unlikely to achieve the degree for which he/she is registered and the student will 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 FRAB 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 outcome of an examination, 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 OVPAA website.

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

15 Online Resources

DCU units

Research

Research and Innovation Support (RIS)	- http://www.dcu.ie/researchsupport/index.shtml
Innovation and Enterprise Centre	- https://www.dcu.ie/invent/index.shtml
DCU key research areas	- http://www.dcu.ie/research/key-research-areas.shtml
DCU Faculties and Schools	- http://www.dcu.ie/research/faculties.shtml
DCU research centres and institutes	- http://www.dcu.ie/research/institutes.shtml

Graduate Studies

Graduate Studies Office	- https://www.dcu.ie/graduatestudies/index.shtml
Graduate Studies Office training	- http://www.dcu.ie/graduatestudies/training.shtml
Graduate Studies Office Scholarships and Opportunities	- http://www.dcu.ie/graduatestudies/scholarships-opportunities.shtml
Graduate Studies Office 'How to Apply'	- http://www.dcu.ie/graduatestudies/how_to_apply.shtml
graduatestudiesoffice@dcu.ie	
Graduate Studies Office New Students	- https://www.dcu.ie/graduatestudies/newstudents.shtml).
Graduate Studies Office Scholarship Administration	
Graduate Studies Structured Thematic Programmes	- https://www.dcu.ie/graduatestudies/structured_programmes.shtml
Graduate Studies Office website	- http://www.dcu.ie/graduatestudies/index.shtml
Graduate Studies Office Postgraduate Contacts	- http://www.dcu.ie/graduatestudies/contact.shtml

Registry

Registry	- http://www.dcu.ie/registry/
Registry webpage for English language requirements	- http://www.dcu.ie/registry/english.shtml
Registry webpage for entry requirements	- http://www.dcu.ie/registry/postgraduate/index.shtml#Entry
Registration section of Registry's website	- http://www.dcu.ie/registry/registration.shtml
registry@dcu.ie	
Registry website	- http://www.dcu.ie/registry/application_forms.shtml#research
Registry Postgraduate Administration webpages	- http://www.dcu.ie/registry/postgraduate/index.shtml.
Postgraduate Enrolment Section in Registry	- http://www.dcu.ie/registry/postgraduate/index.shtml
Registry website	- www.dcu.ie/registry/postgraduate/submission_dates.shtml
Registry graduation webpages	- http://www.dcu.ie/registry/graduation/index.shtml
Registry submission dates webpage	
postgraduate.research@dcu.ie	
Transcripts section of the Registry website	- http://www4.dcu.ie/registry/transcripts.shtml.
Registry graduation webpages	- http://www.dcu.ie/registry/graduation/index.shtml

Academic Affairs

Vice-President for Academic Affairs	- http://www.dcu.ie/ovpaa/index.shtml
Secretary of the Graduate Research Studies Board	- http://www.dcu.ie/ovpaa/gradstudies_board/grad_board.shtml
Appeals section of the OVPAA website	- http://www.dcu.ie/ovpaa/examination-appeals.shtml

International Office

International Office	- http://www.dcu.ie/international/index.shtml
International Office 'Pre-Arrival Information' webpage	- http://www.dcu.ie/international/immigration.shtml

Finance

Finance Office EU/Non-EU Fees Criteria	- http://www.dcu.ie/finance/fees/eu-noneu.shtml
Finance Office Fees website	- https://www.dcu.ie/finance/fees/index.shtml
Finance Office insurance webpages	- www.dcu.ie/finance/information/insurance.shtml
Core Expenses system	- https://www.dcu.ie/finance/coreexpensesystem/index.shtml
Card Fee scheme	- http://www.dcu.ie/finance/fees/postgrad_research.shtml

Library

Library	- http://www.dcu.ie/library/index.shtml
Patrick J. Wright Research Commons	- http://www.library.dcu.ie/information/researchers/research-commons.shtml
DCU Doras institutional repository	- http://doras.dcu.ie/

Student Support and Development

Student Support and Development	- http://www.dcu.ie/students/index.shtml
Student Advice Centre	- http://www.dcu.ie/students/advice/index.shtml
Careers Service	- http://www.dcu.ie/students/careers/index.shtml
Student Health	- http://www.dcu.ie/students/health/index.shtml
Counselling & Personal Development	- http://www.dcu.ie/students/counselling/index.shtml
Disability & Learning Support	- http://www.dcu.ie/students/disability/index.shtml
Inter Faith Centre	- http://www.dcu.ie/students/chaplaincy/index.shtml
Sports Development	- http://www.dcu.ie/studentsport/index.shtml
Student Learning	- http://www.dcu.ie/studentlearning/index.shtml
Mature Students	- http://www.dcu.ie/students/mature/index.shtml
Health and Safety Office web page	- http://www.dcu.ie/safety.

Human Resources Department

Human Resources	- http://www.dcu.ie/hr/index.shtml
DCU Human Resources Training and Development Unit	- www4.dcu.ie/hr/training/categories1.shtml
Students' Union	- www.dcusu.ie/

DCU strategic plans

DCU Strategic Plan 2012-2017: Transforming Lives and Societies	- http://www.dcu.ie/sites/default/files/external-strategic-affairs/pdfs/DCU_Strategic_Plan_2012-2017.pdf
'A fresh vision for research and innovation at DCU'	- https://www.dcu.ie/system/files/research_support/pdfs/updated_brochure_FINAL%20%281%29.pdf

DCU regulations and policies

Academic Regulations for Postgraduate
Degrees by Research and Thesis   - http://www.dcu.ie/info/regulations/postgraduate_regulations.shtml

Higher Doctorates: Provisions
and Regulations   - http://www.dcu.ie/info/regulations/postgraduate_regulations.shtml

Code of Conduct   - http://www.dcu.ie/info/regulations/pdf/discipline.pdf

Recognition of Prior Learning (RPL)
Policy for Research Programmes   - http://www.dcu.ie/staff/policies.shtml.

DCU Code of Good Research Practice   - http://www.dcu.ie/researchsupport/research_policies.shtml

DCU Academic Integrity and Plagiarism Policy   - https://www4.dcu.ie/sites/default/files/registry/docs/IntegrityPlagiarism.pdf,

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

DCU Intellectual Property Policy   - http://www.dcu.ie/invent/dcu_ip_policy.shtml

DCU Data Privacy Polic   - http://www.dcu.ie/info/regulations/data_protection.shtml

DCU Framework

Safety Statement   - http://www.dcu.ie/safety/safety-statement.shtml

Sharps Injury Policy
(including bites and splashes)   - https://www4.dcu.ie/info/policies/safety.shtml

Evacuation Procedure   - https://www4.dcu.ie/sites/default/files/safety/pdfs/evacuation.pdf

Occupational Injury and Illness Policy   - https://www4.dcu.ie/sites/default/files/safety/pdfs/occupational_injury.pdf

First Aid Policy and Procedures   - https://www4.dcu.ie/sites/default/files/safety/pdfs/first_aid_pp.pdf

Vaccination Policy   - https://www4.dcu.ie/sites/default/files/safety/pdfs/vacination_policy.pdf

Mothers Rest Room Policy   - https://www4.dcu.ie/sites/default/files/safety/pdfs/mothers_policy.pdf

DCU Fire Safety Policy   - https://www4.dcu.ie/sites/default/files/safety/docs/DCU%20Fire%20Safety%20Policy.doc

Policy and Procedures for
Lone/Out of Hours Working   - https://www4.dcu.ie/sites/default/files/safety/pdfs/outofhours.pdf.

Student Grievance Procedure   - https://www.dcu.ie/students/policies/index.shtml

University's regulations   - https://www.dcu.ie/info/regulations/index.shtml

DCU Student Charter   - http://www.dcu.ie/students/policies/index.shtml

DCU Intellectual Property Policy   - http://www.dcu.ie/invent/dcu_ip_policy.shtml.

DCU's Policy on Research Supervision
and Awards in Collaboration
with Other Institutions   - https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo

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

Calendars and timetables
Academic Calendar 2014/15   - http://www.dcu.ie/timetables/ac-14-15.shtml

University Schedule of Meetings 2014/15   - http://www.dcu.ie/ovpaa/ac.shtml.

Forms and reports

Card Fee Declaration   - https://www.dcu.ie/finance/fees/postgrad_research.shtml

Postgraduate Travel Grant
Application Form   - https://www.dcu.ie/graduatestudies/scholarships-opportunities.shtml#Travel_grant

Scholarship Authorisation
Form (SAF)   - http://www.dcu.ie/graduatestudies/how_to_apply_forms.shtml

Bank Details Form   - http://www.dcu.ie/graduatestudies/how_to_apply_forms.shtml

Scholarship Exemption Declaration Form (SE Form)
Scholarship Adjustment Form
Annual Progress Report   - http://pgr2online.dcu.ie/

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

- R103 Change of Supervisory Arrangements Form
- R-32R Postgraduate Research Deferral Application
- R33 Application for Postponement of Assessment / Examinations
- R30 Extenuating Circumstances form
- R-27 Notification of Withdrawal from a Course
- R-26H Visiting Research Student Application Form
- PGR3 Confirmation on the Ph.D. Register or Transfer to the Ph.D. Register
- PGR4 Notice of intention to submit a thesis for examination form
- PGR6 Examination report for the Award of a Higher Degree
- PGR7 Thesis Access Consent Form
- PGR8 Application Form for Restriction of Access to Thesis
- PGR12 E-thesis Submission Declaration Form
- PGR13 Permission to reside /carry out research abroad
- PGR14 Request for Extension to Maximum Registration Period Form

Guidelines / Guides

Guide to Good Practice in the Recruitment of Research Students	- https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo
Academic Roles and Responsibilities in Graduate Research	- https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo
Guidance for students and supervisors in respect of withdrawing, or early exit from research programmes	- https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo
Guidelines for candidates, supervisors and examiners on the 'Ph.D. by Publication' Format	- https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo
Guidance on Postgraduate Research Student Learning Support Duties	- https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo
Research Student Orientation Booklet	- https://www.dcu.ie/graduatestudies/newstudents.shtml
A-Z Guide for Postgraduate Students	- https://www4.dcu.ie/students/postgraduate_a_z_guide/index.shtml.
DCU Library referencing guidelines	- https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo
Guidelines on Best Practice in Research Ethics	- http://www.dcu.ie/internal/research/rec/guidelines_research_ethics.pdf.
A-Z Guide for Incoming Students	- http://www.dcu.ie/students/a-z-guide.shtml
Skills Needs Analysis Tool	- https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo
International Student Handbook	- http://www.dcu.ie/international/currentstudents.shtml

Mobility

IUA Inter-Institutional Agreement on Collaborative Graduate Programmes: Information for Research Students going to a host institution to undertake graduate training	- https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo
Standard Operating Procedures for the Inter-institutional Mobility of Postgraduate Research Students	- https://www4.dcu.ie/graduatestudies/postgrad-research.shtml#CurrentPGRinfo

External links

National:

National Policy Statement on
Ensuring Research Integrity in Ireland.

- http://www.iua.ie

IUA Ph.D. Graduate Skills Statement 2008 - http://www.dcu.ie/sites/default/files/research/graduate_research/pdfs/IUA%20PhD%20Graduate%20
Skills%20Statement.pdf

IUQB Good Practice in the Organisation
of Ph.D. Programmes in
Irish Higher Education 2009   - http://www.dcu.ie/sites/default/files/research/graduate_research/pdfs/IUQB%20Good%20Practice%20
PhD%20Booklet.pdf

Irish Universities Association
Graduate Education Strand   - http://www.iua.ie/students-graduates/graduate-education/

Quality and Qualifications Ireland (QQI)   - http://www.qqi.ie/Pages/default.aspx

National Framework of Qualifications   - http://www.nfq.ie/nfq/en/

Irish Data Protection Acts of 1988 and 2003   - http://www.dataprotection.ie/.

Ensuring Integrity in Irish Research, 2010   - http://www.ria.ie

The Role of Ph.D.s in the Smart Economy   - http://www.sciencecouncil.ie/publications/2009/title,5165,en.php

UK:

VITAE   - http://www.vitae.ac.uk/

Researcher Development
Framework (RDF)   - http://www.vitae.ac.uk

EU:

League of European Research Universities. (2011).
The European Research Area: Priorities
for research universities   - http://www.leru.org/files/publications/LERU_AP9_ERA.pdf

League of European Research Universities. (2007).
Doctoral studies in Europe:
Excellence in researcher training.   - http://www.leru.org/files/general/%E2%80%A2Doctoral%20Studies%20in%20Europe%20Excellence%20
in%20Researcher%20Training%20%28May%202007%29.pdf

European Universities Association (2006).
The Salzburg principles for doctoral training.   - http://www.eua.be/fileadmin/user_upload/files/EUA1_documents/Salzburg_Report_fi-
nal.1129817011146.pdf

European Code of Conduct for Research Integrity,
European Science Foundation
and ALLEA (All European Academies),March 2011   - http://www.esf.org

European Commission (2012) A reinforced European
Research Area partnership for
excellence and growth. Brussels   - http://ec.europa.eu/euraxess/pdf/research_policies/era-communication_en.pdf.

European Commission (2011) Principles
for innovative doctoral training. Brussels   - http://ec.europa.eu/euraxess/pdf/research_policies/Principles_for_Innovative_Doctoral.

League of European Research Universities (2014)
Good Practice Elements in Doctoral Training
doctor   - http://www.ub.edu/escola_doctorat/sites/default/files/internacionalitzacio/LERU_good_practice_
al_training_final.pdf.

League of European Research Universities
(2010) Training talented researchers for society:
Doctoral studies beyond 2010   - http://www.leru.org/files/publications/LERU_Doctoral_degrees_beyond_2010.pdf.

Applications

Postgraduate Applications Centre (PAC)	- http://www.pac.ie/dcu.
R26H Registration Form	- http://www.dcu.ie/registry/application_forms.shtml#research
R26 Registration Form	- http://www.dcu.ie/registry/application_forms.shtml#research
Information for international students Fáilte webpages	- http://www.dcu.ie/graduatestudies/arrival-info/index.shtml
Information for new research students transitioning from abroad	- https://www4.dcu.ie/graduatestudies/arrival-info/PGR.shtml
Information for research students on temporary visit to DCU from abroad	- https://www4.dcu.ie/graduatestudies/arrival-info/PGRnonDCU.shtml
Fáilte webpages	- https://www.dcu.ie/graduatestudies/arrival-info/index.shtml

Scholarships and opportunities

Irish Research Council (IRC)	- http://research.ie/funding-opportunities
DCU Daniel O'Hare PhD Scholarship Scheme	- http://www.dcu.ie/graduatestudies/danielohare.shtml
IBM Research Brazil Internship	- http://www.dcu.ie/graduatestudies/scholarships-opportunities.shtml
San José - Dublin Sister City Programme Exchange Scholarships	- http://www.dcu.ie/graduatestudies/scholarships-opportunities.shtml
Tell It Straight website	- http://www.dcu.ie/graduatestudies/tellitstraight.shtml.
Higher Education Authority (HEA) Making an Impact competition	- http://www.hea.ie/en/news/making-impact-competition-2014
Wellcome Trust Science Writing Prize	- http://www.wellcome.ac.uk/Funding/Public-engagement/Science-Writing-Prize/

Modules & programmes

Enterprise Experience for Graduate Research Students (module GS606)	- http://www.dcu.ie/registry/module_contents.php
Postgraduate Tutoring and Demonstrating (module GS602)	- http://www.dcu.ie/registry/module_contents.php
English for Academic Purposes (module LC600)	- http://www.dcu.ie/registry/module_contents.php
Advanced Writing Support for International Students (module LC602)	- http://www.dcu.ie/registry/module_contents.php
Doctorate in Psychotherapy	- http://www.dcu.ie/prospective/deginfo.php?classname=DPSY&degree_description=Doctorate+in+Psychotherapy+-+Next+Intake+September+2014
Doctorate of Education	- http://www.dcu.ie/prospective/deginfo.php?classname=PDPE&degree_description=Professional+Doctoral+Programme

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