Graduate Research Guide 2017-2018

Ollscoil Chathair Bhaile Átha Cliath
Dublin City University
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Introduction to the Graduate Research Guide from the Dean of Graduate Studies

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

This Graduate Research Guide is intended for research students and all of those who support them academically and administratively in DCU. While student researchers 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 through their work. Understandably students only need (or want) to know some things at the point in time when they need to know them. Supervisors, and other colleagues, are more likely to have cause to 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 Graduate Research Guide is revised annually. Particular thanks are due to Graduate Studies staff who undertake the significant task of updating the guide each year and to Registry and RIS staff for their input. We hope the Guide is a comprehensive resource, but if you need any further information or help, please contact my colleagues in the Graduate Studies Office. We are also interested in hearing feedback so please feel free to contact us – our details are given below.

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

Prof Joseph Stokes, Dean of Graduate Studies
Graduate Studies Office:
Location: Room AG40, Albert College Building
Web: www.dcu.ie/graduatestudies/index.shtml
Phone: +353 1 700 6285 / 5136 / 5214 / 7655
Email: graduatestudiesoffice@dcu.ie
Twitter: www.twitter.com/DCUGradStudies
1. Introduction to the research environment in Dublin City University

1.1 Research in Dublin City University

DCU is a dynamic university - conducting intensive research activity in a number of areas where society faces global challenges, and focusing on translating its results into outputs for societal and economic benefits. The DCU research environment is highly collaborative, not only among its five faculties, but nationally and internationally. With more than 50% of all publications co-authored with international partners, and a high level of participation in European research consortia, DCU represents a destination of choice for many international post-doctoral researchers. Much of the research activity is concentrated in a number of research centers, where different expertise converges to generate multidisciplinary approaches to key challenges.

DCU Incorporation Programme

In September 2016, St Patrick’s College, Drumcondra, Mater Dei Institute of Education and the Church of Ireland College of Education were fully incorporated with DCU. The incorporation programme included the establishment of a fifth faculty – the Institute of Education – as well as an enhanced Faculty of Humanities and Social Sciences.

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

1. DCU Glasnevin Campus
2. DCU Sports Campus
3. DCU Innovation Campus
4. DCU St Patrick’s Campus
5. DCU All Hallows Campus
6. Mater Dei Campus

Research and Innovation Support Office

Research and Innovation Support (RIS), under the leadership of the Vice-President for Research and Innovation, is responsible for sustaining a vibrant research environment at DCU. RIS provides the framework for the research and innovation activity in the university through the formulation of strategy and relevant policies, and provides hands-on support to academic and research staff via the Research Support team and the Technology Transfer team in Invent. The Research Support team assist staff in identifying sources of funding, provide coaching for the preparation of bids for different funding calls, assist with proposal development, support contract negotiations etc. The Technology Transfer team in Invent work closely with researchers and industry to support and encourage the translation of innovative research into new and enhanced products and services.
DCU Postgraduate Research students on Research Engine

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

Please note that this applies to principal supervisors, joint principal supervisors, secondary supervisors and independent panel members.
1.2 DCU research programmes

1.2.1 Research degrees

The University’s higher degrees by research include:


2. Doctor of Philosophy, Ph.D.


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. It is awarded to scholars who have, over a sustained period, published a substantial body of ground-breaking and influential work and who have achieved outstanding distinction internationally in that field. Details are given in the Higher Doctorates: Provisions and Regulations.

Figure 1.2: Distribution of DCU research degree student registrations in 2016/17

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. 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 Programme outcomes

The Irish Universities Association (IUA) Ph.D. Graduates’ Skills Statement 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:

<table>
<thead>
<tr>
<th>i.</th>
<th>Research skills and awareness</th>
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<tr>
<td>ii.</td>
<td>Personal effectiveness/development</td>
</tr>
<tr>
<td>iii.</td>
<td>Ethics and social understanding</td>
</tr>
<tr>
<td>iv.</td>
<td>Communication skills</td>
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<tr>
<td>v.</td>
<td>Team-working and leadership</td>
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<tr>
<td>vi.</td>
<td>Career management</td>
</tr>
<tr>
<td>vii.</td>
<td>Entrepreneurship &amp; innovation</td>
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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”:

<table>
<thead>
<tr>
<th>Knowledge and intellectual abilities</th>
<th>Personal effectiveness</th>
<th>Research governance and organisation</th>
<th>Engagement, influence and impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Knowledge base</td>
<td>• Professional and career development</td>
<td>• Professional conduct</td>
<td>• Engagement and impact</td>
</tr>
<tr>
<td>• Cognitive abilities</td>
<td>• Self-management</td>
<td>• Research management</td>
<td>• Communication and dissemination</td>
</tr>
<tr>
<td>• Creativity</td>
<td>• Personal qualities</td>
<td>• Finance, funding and resources</td>
<td>• Working with others</td>
</tr>
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</table>

These skills are not a rigid standard but rather a guideline, and are compatible with the European Universities Association’s Salzburg principles, endorsed by a Higher Education Authority (HEA) forum in March 2006. 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, which must reflect student and discipline needs. Ireland’s National Framework for Doctoral Education equally acknowledges that the skills developed through doctoral education should “relate both to the research process itself and to broader professional training and development”. In Europe and beyond these ongoing developments in doctoral education have a shift towards structured Ph.D. offerings, which are tailored to help graduate researchers make the most of opportunities presented from a wide range of career opportunities. For more information on DCU’s structured Ph.D. offerings (structured pathways) refer to guide section 8.1.2.

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3 National Framework for Doctoral Education, p.3.
2. DCU Graduate School

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

2.1 The Graduate Research Studies Board and Governance

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

GRSB membership is detailed on the OVPAA website.

The Dean of Graduate Studies

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

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

GSO’s three principal areas of responsibility include:

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

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

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

2.2.1 Graduate Studies Office Team

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

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

**Ms Grainne Curran**

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

Tel: 01 700 5498 / email: grainne.curran@dcu.ie

**Dr Tracy Dixon**

**Dr Stephen Carroll - Graduate Training Coordinator**

The Graduate Training Coordinator is responsible for the University’s postgraduate research engagement projects including relationships with linked colleges, regional Graduate School partners, government agencies, national sectoral bodies and international partners. Also supports the development of DCU’s external graduate research engagement projects arising from DCU’s Graduate School partners, government agencies, national sectoral bodies and international partners. Also supports strategic planning of the University’s postgraduate provision.

Tel: 01 700 6285 / email: stephen.carroll@dcu.ie

**Ms Rachel Keegan - Graduate Studies Manager**

Responsible for managing the daily operations of the unit as well as coordinating a broad range of activities arising from DCU’s external graduate research engagement projects.

Tel: 01 700 5136 / email: rachel.keegan@dcu.ie

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

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

Tel: 01 700 5136 / email: jonny.hobson@dcu.ie

**Ms Sharon King - Quality and Training Administrator**

The Quality and Training Administrator is responsible for the provision of comprehensive administrative support, particularly in respect of quality assurance and access to due process as they relate to graduate research degrees. Also provides project and operational support for Faculties, individual students, the Graduate Research Studies Board (GRSB) and the Quality Promotions Committee.

Tel: 01 700 5214 / email: sharon.king@dcu.ie
2.3 Academic regulations, roles and responsibilities

2.3.1 Academic regulations

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

2.3.2 Academic roles and responsibilities in graduate research

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.

Figure 2.2: Academic supports for research students

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

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 Award Board for Research Degrees (FABRD) – meeting dates
- GTE Award Board meeting dates
- Graduation ceremony dates
- Online Annual Progress Report submission deadline

**Registry postgraduate research key dates**
- Online Annual Progress Report submission deadline
- Deadline for thesis submission for Spring and Autumn Conferrings
- Submission deadlines for all PGR forms (see Guide Section 9.1 for full details of PGR form administration).

<table>
<thead>
<tr>
<th>Research Degree Stage / Activity Phase</th>
<th>Masters Indicative Timeline (months)</th>
<th>PhD Full-Time Indicative Timeline (months)</th>
<th>Key Activities &amp; Milestones</th>
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<tbody>
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<td>Foundation</td>
<td>0-3</td>
<td>0-6</td>
<td>• Registration</td>
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<td></td>
<td>• Orientation and induction</td>
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<td>• Acclimatisation</td>
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<td>• First formal supervisory panel review (optional)</td>
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<td>• Supervisory meetings</td>
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<td>• Personal and Professional Development Planning</td>
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<tr>
<td>Consolidation</td>
<td>3-9</td>
<td>6-18/21</td>
<td>• Registration in September</td>
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<td>• Formal supervisory panel meetings</td>
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<td>• Annual Progress Review submission each July</td>
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<td>• If PhD: PGR3 Application for Confirmation / Transfer to the PhD Register at 12-21 months</td>
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<td>Continuation</td>
<td>9-22</td>
<td>21-42</td>
<td>• Registration in September</td>
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<td>• Annual Progress Review submission each July</td>
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<td>• PGR4 Notice of Intention to Submit Thesis for Examination</td>
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<td>• Thesis submission approved by supervisor</td>
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<td>• Submission of softbound thesis within 3 months of PGR4</td>
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<td>Completion</td>
<td>22-24</td>
<td>42-48</td>
<td>• Viva Voce examination (Doctoral students only)</td>
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<td></td>
<td></td>
<td>• Revisions / corrections / submission</td>
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<td>• PGR6 Examination Report</td>
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<td></td>
<td>• PGR7 Thesis Access Consent form or PGR8 Restriction of Access to Thesis form</td>
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<td>• PGR12 E-thesis Submission Declaration form</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Submission of hardbound thesis copy / FABRD / AC approval</td>
</tr>
</tbody>
</table>

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.

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. 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. Refer to section 3.1 for further information.
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 (www.pac.ie)
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

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

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

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

3.2.1 Information for applicants

Defining a project, finding a supervisor and exploring funding opportunities

All formal, DCU research degree applications require:

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

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

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

Where to look

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

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

- DCU key research areas
- DCU Faculties and Schools
- DCU research centres and institutes

Making a formal application to DCU

All formal applications to undertake postgraduate research in DCU must be made online through the 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.

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, if successful, will receive a formal letter of offer.

3.2.2 Information for supervisors

Potential supervisors are directed to DCU’s Guide for Good Practice in the Recruitment and Selection of Research Students which draws heavily on recent relevant publications in the area 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

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4 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.

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

3.2.4 Other issues to be considered before making a formal application

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

Is a visa required for study in Ireland?
Current immigration and visa regulations are detailed on the International Office ‘Pre-Arrival Information’ webpage. In the case of successful applications, non-EU students will require a formal English qualification for visa purposes.

How will the research project be funded and what will the funding cover?
See Guide Section 7 for more information on funding and grants.

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

Are there any School/Faculty conditions?
Applicants should check if the School/Faculty require any other information or have other requirements before a formal application is submitted.

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

What are the specific details needed at registration?
The following details should be confirmed prior to the submission of an application:

- The specific research degree and associated programme code and register (Master’s, 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, research facilities and other supports on campus, performance monitoring and examination procedures, and opportunities for additional training during the research degree.
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) website, 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 Apps page. See also the registration section of Registry’s website.

During online registration students must:

- Accept the rules and regulations of the University for the coming year
- Register for their programme of study
- Confirm the graduate training modules they wish to take
- Pay the relevant fees, if applicable
- Amend any biographical details for the coming academic year
- Print confirmation of registration for student ID card collection

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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.
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 with the Library to gain access to the Patrick J. Wright Research Commons (see Guide Section 6.6)
- Register for and attend orientation and induction for postgraduate research students
- Attend any local School/Faculty/Research Centre induction for research students
- Register for graduate training elements, with their supervisor’s approval
- Notify Registry and their School of any change in biographical details

Note on the ‘Registration Grace Period’

New research students who register during the ‘Registration Grace Period’ (2nd March to September) will register as Year 1 students, and must register again as Year 1 students during online registration period between August and September. See Guide Section 7.1.2 for details on fee implications.

Figure 4.1: Registration process for new research students

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.
All faculties/schools have now established ‘structured pathways’ which give guidance to students as to the most relevant and appropriate modules to take within their discipline. See section 8 for further information.

GTE registration

Supervisor approval is mandatory in order to register for GTEs (credit bearing graduate training modules). This is to ensure that the training chosen fully supports the completion of the student’s research project, and that the time available to the core research and its associated activities is not compromised (see Guide Section 8.1). It is the responsibility of supervisors and students to agree what GTEs a research student can undertake in any given year prior to registration for that year. Further information on GTE availability will be communicated by the Faculty Office prior to the commencement of each academic year. Students should consult this list, and also their School’s PhD pathway, and discuss their training needs with their supervisor. For further information on GTE modules visit the Graduate Training Section of the Graduate Studies Office webpages.

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

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

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 the Student Apps page (My Details section) will appear as follows:

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSPD</td>
<td>Research Thesis Ph.D.</td>
</tr>
<tr>
<td>RSPT</td>
<td>Research Thesis Ph.D.-track</td>
</tr>
<tr>
<td>RSPM</td>
<td>Research Thesis Master’s</td>
</tr>
<tr>
<td>01</td>
<td>Year 1</td>
</tr>
<tr>
<td>02</td>
<td>Year 2, etc.</td>
</tr>
</tbody>
</table>

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

Students registered for graduate training elements will see their Faculty’s graduate training programme code displayed, i.e:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTEBS</td>
<td>Graduate Training Elements – DCU Business School OR</td>
</tr>
<tr>
<td>GTEECC</td>
<td>Graduate Training Elements – Engineering &amp; Computing OR</td>
</tr>
<tr>
<td>GTEHSS</td>
<td>Graduate Training Elements – Humanities &amp; Social Sciences OR</td>
</tr>
<tr>
<td>GTEFSH</td>
<td>Graduate Training Elements – Science &amp; Health</td>
</tr>
<tr>
<td>GTEIE</td>
<td>Graduate Training Elements – Institute of Education</td>
</tr>
</tbody>
</table>
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 Student Apps page (alongside their core research programme registration).

Students will have an opportunity to change their registrations, having consulted with their supervisors as part of the normal ‘Change of Mind’ process – check the Academic Calendar for ‘Change of Mind’ deadlines. 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). Where more than 20 credits are taken, the University recognises the student as being on a ‘structured programme’ (see below). The maximum allowed for Master’s students is 20 credits. The maximum allowed for PhD students is 90 credits.

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

Structured programmes

While successful completion and examination of the research thesis is the basis for the award of the Ph.D. degree, on a structured programme additional training elements are included to support the primary research activity and personal and professional development. These include education and training activities in discipline-specific topics, research skills and generic/transferable skills. The selection of elements is aligned with the student’s Personal Development Plan (PDP) (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. All Schools have now established their own ‘structured pathway’ guides to help students wishing to pursue a structured PhD Programme. The DCU Institute of Education have a faculty-wide pathway. For further information see guide section 8.

4.1.3 Inter-institutional mobility: registration and credit transfer

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

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7 Candidates who wish to pursue a structured Ph.D. 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 8.6.1), to the value of at least 20 ECTS credits, no more than 90 ECTS credits, but typically in the range 30–60 ECTS credits.

8 For example, see Guide Section 1.2.3 for details of the Irish Universities Association Ph.D. Graduates’ Skills Statement (IUA, 2015) and Vitae’s Researcher Development Framework (RDF) (Vitae, 2011).
Details of the registration process to be followed for the seven Irish universities (DCU, UCD, TCD, NUIM, UCC, UL, and NUIG) are detailed in the IUA Guide available on the Graduate Studies Office Training webpage.

DCU has Standard Operating Procedures for the Inter-institutional Mobility of Postgraduate Research Students which outline the steps to be taken to enable module delivery, student mobility and credit exchange for DCU postgraduate research students, and research students of DCU’s partner institutions, who are undertaking a module(s) as part of a 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):

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

Figure 4.2: Registration process for visiting research students

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9 IUA Inter-Institutional Agreement on Collaborative Graduate Programmes: Information for Research Students going to a host institution to undertake graduate training.
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 induction programme is offered to new research students in year 1 and is an important part of initiation for all postgraduate students (see the Graduate Studies Office New Students webpage). The programme involves an orientation day in September which provides new research students with vital information about DCU and the opportunity to meet other new postgraduate students, and an extended induction programme which runs throughout semester 1.

Induction includes a series of seminars and workshops to facilitate new students as they embed in DCU (details are communicated via the Loop page). The emphasis here is to help students settle in and be productive quickly; the time is well invested. Details are published on Loop in September and also provided to students on registration. The programme is co-ordinated by the Graduate Studies Office and typically includes sessions such as the following:

- Who’s who, and how not to get lost in the research process
- International Office briefing for non-EU students
- Overview of graduate training opportunities for research students
- Research Integrity
- Writing in the first year
- Using citation databases to track research for your literature review
- Finding Theses and Dissertations
- Services and Altmetrics for your Research
- Managing Information using RefWorks
Provision for orientation and induction is also made to new research students who arrive in DCU throughout the academic year – all presentations are uploaded to the Graduate Studies Office Loop page, including links to key webpages and any documentation distributed. Students arriving throughout the year are welcome to attend the next scheduled orientation session in September. More details about Postgraduate Orientation is 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. 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, the School Research Convener who is broadly concerned with research issues within the School, technical support staff, the Faculty Postgraduate Research Student (PGR) representative, and the Faculty Associate Dean for Research (ADR) whose role is concerned with research strategy and oversight within the Faculty. Many Schools and research centres also offer local orientation/induction, and have local operational procedures literature, for new research students.

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

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

4.3 International research students

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

- **Principal Supervisor(s):** At least one required for all research students. Appointment of Joint Principal Supervisors is possible if they undertake all responsibilities equally.

- **Secondary/External Supervisor(s):** When specific expert academic input is needed or being given on a significant aspect of the project or when supervision is being provided by a person who is not a member of DCU staff such as a DCU retiree, adjunct faculty, or researcher external to DCU.

- **Independent Panel Member:** One other member of panel in addition to supervisor(s) required for all students first registered in 2011/12 or later, except those initially registered as SPD or MDI students prior to March 2016.

The responsibilities of each panel member are outlined in detail 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 accordance with the standards detailed by the University and any appropriate external agencies
- To undertake a periodic training needs analysis and maintain a PDP (see Guide Section 8.6)
- To engage positively with opportunities for professional development.
- To acknowledge the supervisor’s role in their research including in any presentation, publication or meeting to which the supervisor has made a contribution.
This means that students have a responsibility to ensure they are adequately informed about the regulations, policies and procedures relevant to them and their research programme.

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

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


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

DCU Academic Integrity and Plagiarism Policy (2013)

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

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 and is appropriate to our specific national circumstances and the Irish legal obligations.

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

Research Ethics and Integrity

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

The Research Ethics Committee (REC) exists to promote the highest ethical standards in all research at Dublin City University that involves human participants or animals. The primary aim of the REC is to ensure all research participants are respected and their rights promoted.

The REC helps to facilitate ethical research by providing feedback on research ethics submissions so that any risk of harm is minimised and various ethical principles are promoted. The committee includes researchers from various disciplines and independent non-researchers who volunteer their time to review REC applications.

Details on completing a submission for ethical approval can be found on the REC webpages.

The following resources will assist DCU researchers in meeting their research responsibilities.

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.

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Ethics Resources for Specific Research Topics

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

Research Integrity Training

In order to promote best practice in responsible research behaviour, DCU provides Research Integrity Training to all research students. Researchers have automatic access to the Research Integrity Online Training Module via Loop (2017_RIO). This module is designed to enable researchers to conduct research of the highest quality, helping them meet the criteria for key funding bodies and updating them on best practice in responsible research behaviour.

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

The module is mandatory for all first year research students. Students should self-register on Loop for the stream that best suits their research area – instructions are available from www.dcu.ie/sites/default/files/research_support/ri_module_slides_registering_example.pdf.

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

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

6.2 Intellectual property

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

- **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 member, are treated as employees of DCU for the purpose of intellectual property created in respect of work they 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 Loop page for more information.

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 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 webpage.

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

- The Local Safety Statement for the School/research centre (normally available on the School/centre intranet or from the School/centre Office)
- Sharp 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

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 Ph.D. 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 Glasnevin Campus DCU has a dedicated space for for postgraduate research and taught students. the Patrick J. Wright Research Commons is fully equipped with computers, Wi-Fi, printers, desks, a meeting room and a soft seating area. To gain access to this area, please speak to a member of library staff at the Information desk (Ground Floor, Glasnevin Library).

More information on this facility can be found here: www.DCU.ie/library/services and facilities/postgraduatereadingroomform.shtml

DCU St Patricks Campus: Cregan library. Graduate Research is a central focus at the of St Patrick’s Campus, space and resources for quiet study and collegiate activity are provided.

DCU All Hallows Campus: Research students from the School of English, School of Theology, Philosophy, and Music and Fiontar agus Scoil na Gaeilge do not have access to separate library facilities on the All Hallows Campus but can freely use those on the Glasnevin and St Patrick’s Campus.
7. Finance

7.1 Fees

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

At the time of the initial PAC application (see Section 3.2.1) each applicant should have awareness of who is responsible for paying their fees for the full duration of their research degree. This can be ascertained as necessary via discussions with the prospective supervisor.

Research fees at DCU cover the academic year from September to September. DCU does not apply pro-rata fees in cases where a student does not start at the beginning of an academic year or finishes up early within an academic year. Please see Section 7.1.2 for information on the registration ‘Grace Period’ which deals with new students who register after 2nd March in the academic year. Continuing students must register on time each year to avoid paying a late registration fee.

Students continue to be liable for full fees until an academic year when a) they are about to submit their thesis whereupon a Card Fee may apply (or Examination Fee if the thesis has already been submitted outside the card fee deadline) or b) they graduate or otherwise end their registration.

Fee liability regarding: withdrawals and resubmissions

Withdrawals: As DCU research fees are charged per annum, students who withdraw during the academic year are not entitled to refunds. So a self-funding student who withdraws before 31st January 2018 having paid 60% fees would not be refunded nor would a self-funding student who withdraws after 31st January 2018 having paid 100% fees. It is not possible to reimburse fees to a funding account for a student who has withdrawn at any stage during the academic year.
Resubmissions: A student who has to resubmit a thesis may be liable for full fees for their current year of registration, irrespective of perhaps having qualified for a lesser fee.

Scholarship Terms and Conditions

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

Queries regarding fee liability can be addressed to the Fees Office by emailing fees@dcu.ie. The Fees Office also publishes the DCU ‘Fees Schedule’ and the ‘Student Fees Protocol’.

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

7.1.1 Mechanisms of fee payment

a) Students on funded scholarships

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

b) Students paying own fees

The following rules apply to self-funding research students:

- EU students are required to pay a first instalment of 60% prior to registration with the balance to be paid by 26th January 2018.
- Non-EU students must pay fees in full prior to registration.

c) Fees funded by employer/third party sponsor

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

7.1.2 Registration ‘Grace Period’ for new students

First year research students who register on or after 2nd March (i.e. 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. The exception to this is that students who are paying their own fees have to pay a non-refundable deposit of €500 which will then be deducted from their fees in September. A student who registers during the registration ‘Grace Period’ must also register again as a year 1 student for the next academic year (although these students are exempt from the online PGR2 submission process).
7.1.3 Card Fee Scheme

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

In 2017-18 the Card Fee scheme applies only to those who have completed:
- 4+ years full-time Ph.D. or + 2+ years full-time Master’s, registration, or
- 5+ year part-time Ph.D. or + 3 years part-time Master’s registration

The scheme is administered by the GSO in cooperation with Registry and the Fees Office. Applicants must be in good standing in respect of their research fees. Supervisors are required to submit the Card Fee Declaration and qualification is confirmed upon submission of a soft-bound thesis by Wednesday 3rd January 2018. Students who apply for the Card Fee, but then do not make the submission deadline are liable for full fees for the year, payable by 26th January 2018. For more information on the scheme including the terms and conditions and annual submission deadlines, please visit the ‘Postgraduate Research Students’ fees tab dcu.ie/fees/index.shtml and look other information.

7.2 Funding

7.2.1 Funding sources

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

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 GSO 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. Annual funding schemes include the following, and continuing students can also apply for these schemes
- Irish Research Council (IRC)
  - Government of Ireland Postgraduate Scholarship Scheme
  - Enterprise Partnership Scheme
  - Employment Based Postgraduate Programme

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, and the emphasis is very much on supporting an individual to complete a research award, and engage in relevant developmental opportunities. Such payments are tax exempt, subject to revenue commissioner’s rules. 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.
Scholarship and 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), and captured in writing. A Terms and Conditions template agreement is available from GSO.

7.2.3 Terms and Conditions of funded scholarships

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

7.2.4 Financial assistance

Unfortunately, no financial assistance fund exists for research students,\(^{12}\) and for this reason careful financial planning is essential for anyone considering undertaking a research programme (especially on entry and exit).

\(^{12}\) The Student Assistance Fund operated by Student Support & Development and is used solely to facilitate undergraduate and taught postgraduate students.
7.3 Scholarship administration

7.3.1 The scholarship (stipend) payment process

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

In order for the first payment to be processed, students need to provide bank account details and a PPS number. The following forms have then to be submitted to the GSO by the School/Research Centre scholarship administrator:\(^1\)

1. Scholarship Authorisation Form (SAF) to be submitted at the beginning of each academic year (completed by supervisor with student)
2. Bank Details Form (completed by student)
3. Scholarship Exemption Declaration / tax exemption form (completed by student)

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

Any queries regarding payments should be directed in the first instance to the local scholarship administrator.
1. Student applies for an Irish Bank Account

2. Student applies for a PPS (social security) number. (Non-EU students must first obtain a GNIB card)

3. Student completes (1) a bank details form and (2) a Scholarship Exemption Declaration Form

4. Supervisor completes (3) a Scholarship Authorisation Form in conjunction with student (new students may also want to submit a copy of the Terms and Conditions letter from their School).

5. All three forms are given to the local scholarship administrator who passes them to the GSO by the specified monthly deadline

6. Student receives a monthly stipend payment into their bank account on the last Thursday of each month

7. Supervisor renews the scholarship each September by completing a new Scholarship Authorisation Form

Figure 7.1: Payment process for new research students

7.4 DCU Postgraduate Research Conference and Travel Grant

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

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

For more information on the grant please visit the GSO Scholarships and Opportunities webpage.
8. Professional development and graduate training

8.1 Graduate training

8.1.1 Overview of graduate training

While a research degree is based exclusively or largely on the research work and associated thesis, and most of the students’ learning is gained through undertaking the research work, research graduates are also expected to have gathered a range of skills which may require some formal or specific training (see Guide Section 1.2.3). Advanced training, in the form of modules (known as ‘Graduate Training Elements’ or GTEs), and workshops and seminars, 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). In the 2012 paper on ERA, the EU outlined the Principles for Innovative Doctoral Training and invited research organisations, including universities, to provide structured doctoral training based on these Principles.

According to the League of European Research Universities (LERU) (2014) universities should, while keeping in mind the principles of excellence in doctoral training, provide

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16 Image supplied by Prof Noel O’Connor, INSIGHT, DCU.
a “doctoral training system and mechanisms which include well-rounded, versatile and personalisable professional development opportunities and programmes”. Training opportunities must allow for the professional development of research students who are fit for both academic and non-academic employment. This is achieved through engagement with employers, and other academic institutions to share best practice in skills training and development.

### 8.1.2 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 (GTEs), 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 is not possible or appropriate for them to take it in the current academic year.

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

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

#### Faculty GTE Programmes

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

#### School Pathways

Faculty GTE programmes can contain quite a wide listing of modules for a student to choose from. As such, all schools have introduced structured ‘pathways’ that draw on the most relevant and appropriate modules from the Faculty programme for their discipline. The pathways are communicated via GSO at the beginning of each academic year, and details are also available on the GSO [Loop](#) page.

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

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

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

Enrich Framework – Preparing Research Graduates for a Broad Range of Careers
In 2016/17 DCU launched the Enrich Framework, which is aimed at supporting research students in the development of the skills and knowledge required for work in a variety of fields and settings. The framework was established in acknowledgement of the fact that many research graduates go on to establish careers beyond academia. To make the most of the opportunities presented by such wide career options, graduates must augment their research skills with other ‘enterprise-ready’ skills.

Research Integrity Training Programme
Research Integrity is a key component in the induction of graduate students, postdocs and research supervisors and various information sessions are delivered on an annual basis.

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

Other training opportunities
In addition to the Faculty GTE Programme available to students, other training and professional development opportunities are offered on a regular basis by the Graduate Studies Office (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 GSO Loop page throughout the year.

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

Full details on training opportunities can be found on our Loop page.

8.2 Collaboration, mobility and professional experience

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

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

a) Informal Collaboration (research award by one institution)

b) Formal Collaboration (research award by one institution), 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 form.

8.2.2 Internships, placements and professional experience

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

Professional experience placements

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

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

Internship opportunities

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

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19 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.”
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 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 activities

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

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

Each School should have a policy on Learning and Support Duties, so that expectations are transparent and students can request this when seeking clarification on:

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

8.4 Writing/language supports for international students

A number of graduate training modules exist which offer language support for international students including English for Academic Purposes (module LC600) and the Advanced Writing Support for International Students (module LC602). It’s important to ensure that new research students who have only just met the entry requirements for English language take the English for Academic Purposes (LC600) module which is open to all international research students. The module aims to help students develop the language skills necessary to meet the demands of a higher research degree in an English-speaking academic environment. Further information on these and other writing/language supports can be found here.

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 December each year. More details can be found on the Tell It Straight webpage.
Similar external opportunities exist such as the Higher Education Authority (HEA) Making an Impact competition and the Wellcome Trust Science Writing Prize. These and other such opportunities are advertised by the Graduate Studies Office, and research students are encouraged to participate.

8.6 Planning and recording professional development

8.6.1 Personal Development Plan (PDP)

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

8.7 Loop reflect

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

8.8 Supervisor development and support

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

9.1 Postgraduate Research (PGR) administration

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

There 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.

### Online Research Application
Submitted via PAC at [www.pac.ie](http://www.pac.ie)

### Registration

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<td>PGR2 Annual Progress Report submitted by end of July via <a href="http://www.pgr2online.dcu.ie">www.pgr2online.dcu.ie</a></td>
<td>PGR2 Annual Progress Report submitted by end of July via <a href="http://www.pgr2online.dcu.ie">www.pgr2online.dcu.ie</a></td>
</tr>
<tr>
<td></td>
<td>PGR3 PhD Transfer/Confirmation submitted within 21 months</td>
<td>PGR4 Notification of Intention to submit Thesis for Examination. 3 months before submission.</td>
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<tr>
<td></td>
<td>PGR7 Consent Form with submission of Softbound Thesis</td>
<td>PGR7 Consent Form with submission of Softbound Thesis</td>
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<tr>
<td></td>
<td>PGR4 Notification of Intention to submit Thesis for Examination. 3 months before submission.</td>
<td>PGR6 Examination Report from Independent Chairperson</td>
</tr>
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<td></td>
<td>PGR6 Examination Report from Internal Examiner</td>
<td>Hardbound Thesis Submission</td>
</tr>
<tr>
<td></td>
<td>Hardbound Thesis PGR8 – Restriction Form (optional) PGR12 – E-thesis Form</td>
<td>PGR8 – Restriction Form (optional) PGR12 – E-thesis Form</td>
</tr>
</tbody>
</table>

![Figure 9.1: Postgraduate research (PGR) administration forms and processes](image-url)
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 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.

An 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 the supervisory panel and Head of School.

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

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

Note on supervisor details held in the student’s record

The online system interfaces directly with the DCU Student Database, 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 and updating of records should this be required.

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

For students undertaking Professional Doctorates the requirement for an Annual Progress Report may be postponed until the student embarks on substantive research work. Details on progressing during the taught phase of these programmes will be communicated to registered students via their School/Faculty.
A detailed user guide is emailed to students, supervisors and Heads of School annually when the process is launched. The system is managed by Registry and any technical/account queries can be emailed to postgraduate.research@dcu.ie.

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.

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 for full-time students (and at an appropriate corresponding timeframe for part-time students). Heads of School/School Research Convenors are asked to monitor annual progress report forms for students in their 2nd year so that students do not reach 24 months registration (or longer) without completing/embarking on this process. In the case of students working within a Research Centre, it is desirable that the assessment at transfer/confirmation include academic colleagues from the School/Group in which the student is registered.

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

A positive recommendation on the PGR3 indicates that the evaluators consider 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.

21 For students undertaking Professional Doctorates no confirmation/transfer procedure is required.
10. Thesis preparation

10.1 Format of the thesis

The Academic Regulations for Postgraduate Degrees by Research and Thesis note that all theses submitted must conform strictly to the regulations and requirements detailed in Section 9 of the regulations. 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 Artefact
4. Ph.D. Through Creative and/or Performance Practice
5. Professional Doctoral Thesis
6. Research Master’s Thesis by monograph, artefact and creative/performance practice

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. Where it is proposed that the thesis will be in another language, the Principal Supervisor must seek the approval of the Graduate Research Studies Board – providing details of the rationale - ideally at initial registration or prior to the student’s first annual progress review” (Section 9.4.1 Academic Regulations for Postgraduate Degrees by Research and Thesis).
10.2 Thesis submission procedure

Notice of intention to submit a thesis for examination
Research award candidates are required to give the University at least 3 months’ notice of their intention to submit for examination. Notice of intention to submit a thesis for examination is via the PGR4 form completed by the candidate, Supervisor(s) and Head of School and submitted to Registry at least 2 weeks in advance of the next scheduled meeting of the GRSB. The PGR4 Notice of intention to submit a thesis for examination form must include a 300-word abstract of the thesis, and recommendations (from the Head of School) for the appointment of the internal and external examiners (see Guide Section 11). 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 one soft bound printed copy of the thesis for each examiner with a PGR7 Thesis Access Consent Form to Student Awards, Registry (see Registry submission dates webpage). The soft cover binding is deemed to be temporary pending completion of the examination process. The thesis must be referred by Registry to the Examiners, who cannot accept it directly from the candidate or the supervisor.

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

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

Submission of hardbound and e-copy of the thesis
Following approval by the examiners the candidate must submit two hardbound copies of the thesis, a PGR8 Application Form for Restriction of Access to Thesis, if applicable, and a PGR12 E-thesis Submission Declaration Form. One hardbound copy is presented to the Principal Supervisor at the next faculty awards board for research degrees meeting and the other is submitted to the library following graduation. An electronic version is also submitted to the library by the Principal supervisor (see Section 10.3).
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<tbody>
<tr>
<td>1.</td>
<td>Candidate submits PGR4 form to their supervisor</td>
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<tr>
<td>2.</td>
<td>Supervisor consults with Head of School to nominate Internal and External Examiners</td>
</tr>
<tr>
<td>3.</td>
<td>Supervisor submits completed PGR4 to Registry and Registry submits it to GRSB for consideration</td>
</tr>
<tr>
<td>4.</td>
<td>GRSB considers the PGR4 at their next meeting and approves/rejects/recommends changes. Approval is valid for 12 months</td>
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<tr>
<td>5.</td>
<td>Registry issues a formal written invitation to the External Examiner(s) following GRSB approval</td>
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<tr>
<td>6.</td>
<td>Candidate submits a soft-bound thesis for each examiner+ PGR7 form to Registry within 3 months of PGR4 submission</td>
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<tr>
<td>7.</td>
<td>Registry forwards a copy of the thesis, the PGR6 Examiners’ Report Form and Examination Regulations for Examiners to each Examiner</td>
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For doctoral awards:

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<tr>
<td>8.</td>
<td>Supervisor liaises with the Examiners and Independent Chairperson to arrange the viva voce examination. The Examiners now deal directly with the Chairperson only.</td>
</tr>
<tr>
<td>9.</td>
<td>The Independent Chairperson notifies the candidate in writing of the arrangements for the viva voce examination and of the composition of the Examination Board.</td>
</tr>
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</table>

Figure 10.1: Thesis submission and examination process Part 1: Thesis submission procedure

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

Thesis submission timelines

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

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

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22 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.
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 DORAS 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 and principal supervisor will be required to sign the PGR12 E-Thesis Submission Declaration confirming that an e-version of the approved thesis has been submitted to the Library. Where 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

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.

DCU theses in electronic form are available on the DCU DORAS institutional repository. 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.

23 Approved by Graduate Research Studies Board, Jan 12 2012.
11. Examination and conferring

11.1 Examination of a doctoral award
Examiners assess a doctoral thesis 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.

11.2 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.

11.3 Examination Board
Each candidate for a higher degree by research will be examined by at least one Internal and 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.
## 11.4 Examiners’ Report and Recommendations

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

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

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

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

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

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

Each Faculty has an Award Board for Research Degrees (FABRD) 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 FABRD composition and remit can be found in the Academic Regulations for Postgraduate Degrees by Research and Thesis. Dates for FABRD meetings are given in the Academic Calendar.

The FABRD 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.

11.6 Conferring & award parchment

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

In cases where a graduand does not attend the ceremony, 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 during their studies. Transcripts are sent to the student by post following the Academic Council meeting at which the award of their degree is approved. 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 the Student Apps 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).

The role of DCU PGR representatives is:

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

Seats on University committees for PGR representatives:

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

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

Students’ Union Postgraduate Officer

As defined by article 8.2.1 of 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 Postgraduate Officer.”

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

Duties of the position include:

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

12.2 Student Support & 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 on Glasnevin Campus, and in room C101 on the ground floor of the C Block on the St Patrick’s Campus. It is a ‘drop-in’ centre where DCU students can receive advice and guidance on all matters academic, personal and financial.

12.3 International Office
The International Office is located in the John Hand Library on the All Hallows Campus. The International Office supports and assists non-EU students and prospective students in the transition from their home country to life and study in Ireland, and works in conjunction with other units in the University, particularly the Student Support and Development Office, in this regard. International students are also directed to the International Student Guide which contains information on all aspects of academic, professional, social and personal norms in Ireland.

12.4 Careers Service
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

13.1 Withdrawing or early exit from research programme

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

13.2 Changes in registration details

Change in supervisor

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

Change in study mode

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

Outside of this process a request can be sent to Registry (Postgrad Enrolment Section) in the form of a memo. Funding implications must be considered before any changes are made.
13.3 Extension of registration period

Section 5 of the Academic Regulations for Postgraduate Degrees by Research and Thesis relate to the period of time for completion of research programmes. See also Guide Section 1.2.1. 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 to 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, 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

13.4 Deferral

Deferral/formal temporary cessation of registration (R32R)

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

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

13.5 Early submission of thesis

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

13.6 Withdrawal

Research students withdrawing from the University must notify the Registry. For current students this can be done via the Student Apps page. For others, who are not registered in the current academic year, this may be done 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 Resolving issues informally
Occasionally issues can arise for a student, or between the student-supervisor relationship. We encourage, where possible, that difficulties, are addressed locally and informally.

14.2 Formal 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

14.3 Disciplinary Committee
The University strives to maintain the highest academic and social standards and expects students and staff to be treated with respect at all times. DCU’s Student Code of Conduct and Discipline aims to ensure that a suitable academic environment in the University is maintained. The Code 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 or any of the University’s regulations may be asked to present themselves to the Disciplinary Committee. This Committee will decide on
an appropriate course of action after hearing the events as outlined by both the offender and prosecutor. Some examples of a student breaching the regulations include plagiarism, cheating in exams and disorderly conduct on campus.

14.4 Unsatisfactory progress and appeals
Students can submit an appeal in respect of decisions regarding their:
   a) Progression
   b) Transfer/confirmation
   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 Faculty Award Board for Research Degrees (FABRD) meeting and the opportunity to appeal follows notification of the decisions of these boards. In respect of negative progression recommendation, the date of decision is taken as the date the completed review form is submitted to Registry. In respect of a negative 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 Central Units

Research
Research and Innovation Support (RIS) – www.dcu.ie/researchsupport/index.shtml
Innovation and Enterprise Centre (Invent) – www.dcu.ie/invent/index.shtml
DCU Faculties and Schools – www.dcu.ie/research/faculties.shtml
DCU research centres and institutes – www.dcu.ie/research/institutes.shtml

Graduate Studies
Graduate Studies Office training – www.dcu.ie/graduatestudies/training.shtml
Graduate Studies Office Scholarships and Opportunities – www.dcu.ie/graduatestudies/scholarships-opportunities.shtml
Graduate Studies Office ‘How to Apply’ – www.dcu.ie/graduatestudies/how_to_apply.shtml
Graduate Studies Office New Students – www.dcu.ie/graduatestudies/newstudents.shtml
Graduate Studies Office Postgraduate Contacts – www.dcu.ie/graduatestudies/contact-us.shtml

Registry
Registry – www.dcu.ie/registry/
Registry webpage for English language requirements – www.dcu.ie/registry/english.shtml
Registry webpage for entry requirements – www.dcu.ie/registry/postgraduate/index.shtml#Entry
Registration section of Registry’s website – www.dcu.ie/registry/registration.shtml
Registry Postgraduate Administration (PGR) Forms – www.dcu.ie/registry/application_forms.shtml#research
Postgraduate enrolment section in Registry – www.dcu.ie/registry/postgraduate/index.shtml
Registry submission dates – www.dcu.ie/registry/postgraduate/submission_dates.shtml
Transcripts section of the Registry website – www.dcu.ie/registry/transcripts.shtml
Registry graduation webpages – www.dcu.ie/registry/graduation/index.shtml
**Academic Affairs**
Vice-President for Academic Affairs – [www.dcu.ie/ovpaa/index.shtml](http://www.dcu.ie/ovpaa/index.shtml)
Secretary of the Graduate Research Studies Board – [www.dcu.ie/ovpaa/gradstudies_board/grad_board.shtml](http://www.dcu.ie/ovpaa/gradstudies_board/grad_board.shtml)

**International Office**

**Finance**
Finance Office EU/Non-EU Fees Criteria – [www.dcu.ie/international/eu_status.shtml](http://www.dcu.ie/international/eu_status.shtml)
Finance Office insurance webpages – [www.dcu.ie/finance/information/insurance.shtml](http://www.dcu.ie/finance/information/insurance.shtml)
Core Expenses system – [www.dcu.ie/finance/coreexpensesystem/index.shtml](http://www.dcu.ie/finance/coreexpensesystem/index.shtml)

**Library**

**Student Support and Development**
Student Support and Development – [www.dcu.ie/students/index.shtml](http://www.dcu.ie/students/index.shtml)
Student Advice Centre – [www.dcu.ie/advice/index.shtml](http://www.dcu.ie/advice/index.shtml)
Inter Faith Centre – [www.dcu.ie/chaplaincy/index.shtml](http://www.dcu.ie/chaplaincy/index.shtml)
Mature Students – [www.dcu.ie/students/mature/index.shtml](http://www.dcu.ie/students/mature/index.shtml)
Health and Safety Office web page – [www.dcu.ie/safety](http://www.dcu.ie/safety)

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

**Students Union**
Students’ Union – [www.dcusu.ie/](http://www.dcusu.ie/)
Policies, Regulations and Reports

DCU strategic plans


DCU regulations and policies


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


DCU framework


Sharps Injury Policy (including bites and splashes) – www.dcu.ie/safety/policies.shtml


Policy and Procedures for Lone/Out of Hours Working –

Student Grievance Procedure – www.dcu.ie/students/policies/index.shtml

University’s regulations – http://www.dcu.ie/policies/regulations.shtml

DCU Student Charter – www.dcu.ie/students/policies/index.shtml


Calendars and timetables

Academic Calendar 2017/18 – https://www4.dcu.ie/timetabling/ac-17_18.shtml


Forms and reports

Card Fee Declaration – www.dcu.ie/finance/fees/postgraduate_research_policy.shtml

Postgraduate Travel Grant Application Form –
www.dcu.ie/graduatestudies/scholarships-opportunities.shtml

Scholarship Authorisation Form (SAF) –
www.dcu.ie/graduatestudies/how_to_apply_forms.shtml

Bank Details Form – www.dcu.ie/graduatestudies/how_to_apply_forms.shtml

Scholarship Exemption Declaration Form (SE Form) –
www.dcu.ie/graduatestudies/how_to_apply_forms.shtml

Scholarship Adjustment Form Annual Progress Report – http://pgr2online.dcu.ie/

Registry postgraduate administration (PGR) and application forms –
www.dcu.ie/registry/application_forms.shtml#research including:
• R103 Change of Supervisory Arrangements Form and/or panel members arrangements
• R-32R Application for defeffal
• R33 Application for Postponement of Assessment/Examinations
• R30 Extenuating Circumstances
• R-27 Notification of Withdrawal from a Course
• R-26H Visiting Research Student Application
• PGR3 Transfer to/confirmation on the PhD register
• PGR4 Notice of intention to submit a thesis for examination
• PGR6 Examination report for the Award of a Higher Degree
• PGR7 Thesis Access Consent Form
• PGR8 Application Form for Temporary Restriction of Access to Thesis
• PGR12 E-thesis Submission Declaration
• PGR13 Permission to reside/carry out research abroad
• PGR14 Request for Extension to Maximum Registration Period or re-admission to the research programme
Guidelines/guides


Guidance for students and supervisors in respect of withdrawing, or early exit from research programmes – www.dcu.ie/sites/default/files/graduate_research/research%20student_withdrawing%20or%20early%20exit.pdf


Inter-institutional mobility

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

Standard Operating Procedures for the Inter-institutional Mobility of Postgraduate Research Students – www.dcu.ie/graduatestudies/training.shtml#Overview

External links

National


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

Quality and Qualifications Ireland (QQI) – www.qqi.ie/


UK
VITAE / Researcher Development Framework (RDF) – www.vitae.ac.uk

EU


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


Applications
Postgraduate Applications Centre (PAC) – www.pac.ie/dcu

R26/H visiting student Registration Form – www.dcu.ie/registry/application_forms.shtml#research

Information for international students Fáilte webpages – www.dcu.ie/graduatestudies/arrival-info/index.shtml

Information for new research students transitioning from abroad – www.dcu.ie/graduatestudies/arrival-info/PGR.shtml

Information for research students on temporary visit to DCU from abroad – www.dcu.ie/graduatestudies/arrival-info/PGRnonDCU.shtml
Scholarships and opportunities

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


