

# UCD Research Demonstrators Terms and Conditions

## Terms and Conditions/Assessment Procedures

As part of its contribution to the further development of the 4<sup>th</sup> level in Irish education, UCD is proud to announce a scheme of advanced research awards. These awards are intended to underline UCD's commitment to research excellence and to attract and to retain the very best from all disciplines.

1. The overall aim is to attract applicants of the highest academic standards to participate in structured Ph.D. programmes in UCD.

2. Applications will be accepted from suitably qualified applicants regardless of nationality or residence. Applicants, however, must make their own visa/consular arrangements to ensure that they are eligible to reside in Ireland for the duration of their studies.

3. Applicants must have at least a first or upper second-class honours primary degree and/or master's degree, or the equivalent and be qualified for direct admission to a Ph.D. programme. If examination results are not known at the time of application, UCD may make a provisional offer of a Research Demonstration subject to the student achieving a specified grade in their degree, or such other conditions as the university may impose.

4. Successful Applicants must be formally enrolled by the relevant UCD School by 15<sup>th</sup> September for the following academic year

5. Successful applicants to this Research Demonstration Scheme will be designated as 'UCD Research Demonstrationships'.

6. Applications may be made in either Irish or English. In order to facilitate evaluation by the Selection Board, UCD may have to provide a translation of an application where such has not been provided by the applicant himself/herself. Applicants are free to submit their own translations with their applications.

7. UCD is committed to the maintenance of the highest ethical standards in its research. Where ethical issues may arise, applicants will be required to submit a written statement to the effect that full consideration has been given to the ethical implications of the research proposal. This statement must further demonstrate the applicant's proposed resolution of the ethical issues arising. Such applications will be referred to the UCD Ethics Committee. All research should be conducted in accordance with the UCD Code of Good Practice in Research. If a research project requires access to archival material in private custodianship or archival material with restricted access, written evidence of appropriate permission to consult such material must be furnished to UCD.

8. Applicants must complete the appropriate and current application form for the Scheme. They must include the relevant supporting materials and non-returnable original transcripts of their academic record. Transcripts can usually be obtained from one of the following offices, or their equivalent: the Registrar, faculty, or department/school of the applicant's institution. **All transcripts must be appropriately stamped or endorsed as original copies. Offers will be conditional on receipt of transcripts.**

9. Applications will be evaluated by appropriate School/College/Institute Selection Board on the basis of their excellence, originality and potential. Applications will be evaluated and ranked by the School/College/Institute according to the following criteria:

- (a) Academic excellence and potential of the candidate;
- (b) Originality and potential of the research proposed;
- (c) Potential contribution to or 'fit' with School's/College's/Institute's research programme or expertise including thematic PhD programmes.;
- (d) Testament of referees;
- (e) Prior experience and formation in chosen field of study. In addition to academic excellence and potential, cognizance will be taken of prior professional experience and training, particularly where this

involved research and equivalent tasks, that may further indicate the applicant's future potential as a research student.

10. The primary function of the Selection Board is to arrive at a qualitative ranking for the applications within the School(s)/College(s)/Institutes to which they are assigned.

11. The School Board will send details of recommendations to the College Graduate School Board for ratification.

12. The total value of the payment of the Research Demonstratorship programme is valued at €15,000 p.a. Successful applicants who do not qualify for any external fee support will in addition be supported by a UCD grant to cover 50% of fees. All students are obliged to pay the Student Centre levy.

13. All applicants for UCD Research Demonstratorships must inform the University of any other funding applied for. The University reserves the right to reduce the funding under the UCD Research Demonstratorship scheme in the light of other funding received.

14. Successful applicants will be assigned to a specific principal investigator/supervisor or a joint project with a small number of investigators/co-supervisors, or to a thematic Ph.D. programme with a cluster of principal investigators/supervisors. It will be the norm for the academic progress and welfare of research doctoral students at UCD to be monitored by a Doctoral Studies Panel.

15. These terms do not preclude a Research Demonstratorship from applying for, or benefiting from, funding which has been awarded to support a research project, in which the Research Demonstratorship will participate during the term of his/her Research Demonstratorship, provided that the Scholar does not derive additional personal remuneration from such a source.

16. Research Demonstratorships will be awarded only to those who are full-time students and who will engage full-time in research during the period of the Research Demonstratorship. The Research Demonstratorship is prohibited from taking on any form of paid employment during the period of the award, unless formal permission is granted by the Head of School on the recommendation of the supervisor.

They will normally be awarded for a period of one year renewable up to a maximum of 4 years, subject to annual review and according to the original date of the applicant's registration for the relevant degree with reference to 13<sup>th</sup> October 2014. Where a student withdraws indefinitely from doctoral study, the Research Demonstratorship will terminate. Allowances may be made in the above conditions for those who have taken maternity leave from their degree programmes or who have temporarily withdrawn from them for duly certified medical reasons. However, these circumstances must be brought to the attention of UCD at the time of application and must be authenticated by the applicant and if requested independent verification furnished.

17. Scholars are expected to maintain a real presence within their School/College/Institute during the period of their Research Demonstratorships and to reside within a reasonable traveling distance of UCD. However, UCD acknowledges that depending on the discipline, Scholars may benefit from travel/research elsewhere. This might entail:

taking courses which are relevant to the Scholar's training and providing that the case for taking such courses has been made to the Scholar's Doctoral Studies Panel and with the agreement of her/his Head of School.

spending part of the academic year resident at specialised labs, production facilities, archives or other appropriate research sites. Where such research trips are conducted during the regular teaching term of the Scholar's institution, Scholars must have the prior approval of their Doctoral Studies Panel and Head of School.

18. UCD considers that an integrated masters/doctoral programme should normally be four years' duration and will normally fund for up to four years. A formal review of the Research Demonstratorship's progress, in the form of the Stage 1 to Stage 2 Ph.D. Transfer Assessment, will be undertaken after 12 months. Satisfactory progress must be demonstrated at the Transfer Assessment before the Research Demonstratorship is permitted to enter stage 2 of the Ph.D. programme. Successful applicants under this Research Demonstratorship Scheme must transfer to the doctoral

phase of their programme within two years of their registration as graduate research students. Failure to do so will automatically terminate a Research Demonstratorship

19. Research Demonstratorships will be required to attend taught courses including modules on generic and transferable skills as recommended by their supervisors, Doctoral Studies Panel or Graduate School.

20. Research Demonstratorships are afforded the opportunity to develop the practical application of their academic skills by ongoing pedagogical training which involves participating in undergraduate education. This process is an important component of the Ph.D. programme of education. This also ensures that undergraduate students are able to benefit from the expertise and knowledge of high performing graduate research students. The participation in undergraduate education required will be 9 hours per weeks for 26 weeks. in a calendar year. The maximum 234 hours participation is to include reasonable preparation time, actual contact time and reasonable assessment time. The details of the participation are determined by the Head of School.

21. UCD attaches considerable importance to procedures for monitoring Research Demonstratorships. Research Demonstratorships will be required to submit *annually* their completed-to-date Research and Professional development Plan (RPDP), which has been signed by their supervisor, to their College Graduate School Director. In addition, they will be asked to submit a record of their involvement with undergraduate education for the year.

22. Research Demonstratorships will automatically cease after year 4 or on completion of the Ph.D. programme, whichever is first.

23. Should a Scholar be unable for any reason (including medical reasons) to pursue his/her studies in accordance with the Terms and Conditions of the Research Demonstratorship, he/she must inform their College Graduate School Director (via his/her supervisor) within two weeks of such a situation coming to his/her attention. However, given the basis on which Research Demonstratorships are awarded, UCD reserves the right to withdraw, suspend, reallocate or seek reimbursement of all or part of the Research Demonstratorship.

24. UCD recognises that for personal, professional or other reasons; a Research Demonstratorship may wish to terminate his/her Research Demonstratorship. This should not be done without prior consultation with the College Graduate School Director.

25. All publicity, including public lectures, publications, print materials and press releases, television and radio advertisements, websites, film, video and audio recordings associated with or arising from the research undertaken by a Scholar while in receipt of a Research Demonstratorship must contain acknowledgment of funding received from the '**UCD Research Demonstratorship**'.

27. It is the responsibility of the Scholar to inform the University of any change to the circumstances on which the award of the Research Demonstratorship was based. The Scholar must also take responsibility for updating their personal records including any change of address, telephone, or e-mail on the UCD SIS Student Web system and CORE HR system within two weeks of such a change.

28. UCD Research Demonstratorships are held subject to these Terms and Conditions. If any of the above are breached by a Scholar, UCD reserves the right to suspend or terminate the Research Demonstratorship and/or will require the Scholar to reimburse UCD for such payments as have already been made to the Scholar.

29. Successful applicants will be required to sign a form of consent under the Data Protection Act 1988 in relation to records on data concerning their registration status and academic record.

30. All issues relating to intellectual property will be subject to the University's practices and policies.

31. UCD reserves the right to revise the Terms and Conditions of this scheme at any time.

32. Research Demonstratorships will be subject to the general regulations, policies and codes of practice of the university, and the specific regulations, policies and codes of practice governing doctoral studies and research, as may be amended from time to time by the university.

**APPLICATIONS WHICH ARE EITHER LATE OR INCOMPLETE WILL BE AUTOMATICALLY DISQUALIFIED**