UCD College of Social Sciences and Law
Master of Public Policy
Graduate Diploma of Public Policy
PhD in Public Policy

Graduate Studies Handbook 2017/18

September 2017

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Programme Contacts

If you have a general question about registration, scheduling, assessment, theses, etc., please contact Public Policy Programme administrator:

Ms Gillian Johnston
> mpp@ucd.ie
> Tel: 01 716 8643
> D110, Newman Building

If you have a specific question regarding your programme's requirements, please contact the Public Policy Programme director:

1st semester 2017/18: Dr Stephan Köppe
> stephan.koeppe@ucd.ie, +353 1 716 8275
> Room A204, Hannah Sheehy Skeffington Building
> Office hours: Wed 13-14, Thu 11-12

From January 2018: Prof. Niamh Hardiman
> Niamh.Hardiman@ucd.ie
> Room G310, Newman Building

Registration

Before you begin the academic year at UCD, you will need to fully register with the University (http://www.ucd.ie/students/registration.html). Registration allows you to obtain your student card and gain access to the wide range of facilities available to our students.
Registration is carried out online and involves the following three stages:
- Programme registration: Confirmation of your personal details
- Module registration
- Payment of fees

Online Registration will be accessed through your **UCD Connect account**. UCD Connect provides access to a wide range of University services and information. Accessed via the Internet, UCD Connect is available on and off campus. To access Connect, go to www.ucd.ie, and log in using the panel in the centre of the page. Your username will be your UCD Student Number (on your welcome letter). Your password in the first instance is your date of birth in the format ddmmyy, unless you are a continuing student and have already reset your password. Click on the "My Records" tab and then the link to the Student Information System (SIS), click "Enter Registration Process". This system will guide you through the remaining steps of the process.

If you have any queries concerning the programme registration and payment of fees, please contact the student desk (studentdesk@ucd.ie   and   Tel: +353 1 716 1555   at   Student Desk Tierney Building University College Dublin; Belfield; Dublin 4. http://www.ucd.ie/students/studentdesk/.

If you have any queries concerning **the module registration, results and other issues**, please contact the programme administrator, Gillian Johnston. You can check the module outlines at http://www.ucd.ie/students/course_search.htm and the module timetables at http://www.ucd.ie/students/generalreferencetimetable.html.*

* The timetable for some postgraduate (Level 4 & 5) modules won't be indicated correctly on the system. Please contact the programme administrator.

The start-of-year orientation meeting to welcome new students to the Public Policy Programmes will take place at 17:30 on **Wednesday 6th of September in Room G317, Newman Building**.

The Acting Programme Director Dr Stephan Köppe and staff associated with each thematic stream will be available to speak to new students and provide essential information including details of modules, timetables etc.

In addition to these meetings, the University holds orientation meetings and information sessions for all new graduate students.

See http://www.ucd.ie/students/newstudents/index.html for further details.

Key Dates (academic year 2017/18)

See http://www.ucd.ie/students/keydates.htm for further details.

Semester 1 (Tuesday 5 September 2017 – Sunday 21 January 2018 inclusive)		
Pre-term Economics / Statistics Boot Camp	Tuesday, 05 September – Friday, 08 September	4 days
Teaching Term 1	Monday, 11 September – Friday, 01 December	12 Weeks
Revision	Saturday, 02 December – Friday, 08 December	1 Week
Exams and assessments	Monday, 11 December – Friday, 22 December	
Christmas Break	Monday 25 December 2017 – Sunday 21 January 2017	
Semester 2 (Monday 22 January 2018 – Sunday 20 May 2018 inclusive)		
Teaching Term 2a	Monday, 22 January – Friday, 09 March	7 Weeks
Fieldwork / Study Period	Monday, 12 March – Sunday, 25 March	2 Weeks
Teaching Term 2b	Monday, 26 March – Friday, 27 April	5 Weeks
Revision	Saturday, 28 April – Sunday, 06 May	1 Week
Exams	Tuesday, 08 May - Saturday, 19 May	
Thesis Submission	Monday 20 August 2018, 12 noon	

Programme Structure: MPP and Graduate Diploma

The MPP and Graduate Diploma share common coursework requirements.

MPP candidates must complete 90 credits, made up as follows:

- o Four core modules, each worth 10 credits
- o Optional modules, totalling 20 credits
- o Thesis preparation module POL41420 Dissertation Design, 5 credits
- o Dissertation or Internship, 25 credits

Graduate Diploma candidates must complete 60 credits, made up of the same components as the MPP, but without the Dissertation Design module or the requirement to write a thesis. (Although please note that any application to transfer from the Graduate Diploma to the MPP requires that the candidate must also complete POL41420 Dissertation Design. Further details on transfer application below).

All students of the Graduate Diploma and of the Master of Public Policy follow a common programme of core modules:

- o CSSL 40010 Public Administration and Policy (Friday 2-4pm, first semester)

- SPOL 40450 Evidence-Based Policy Making (Friday 4-6pm, first semester)
- POL 40160 Comparative Public Policy (Friday 4-6pm, second semester)
- LAW 40250 Regulatory Governance (Friday 2-4pm, second semester)

MPP students must also take POL41420 Dissertation Design (Monday 6-8pm, Duration: 6 weeks in Semester one, from mid-October to end of November).

> Graduate Diploma candidates who wish to be considered for transfer to the MPP programme at the end of the first semester (further details below) must audit this module in the first semester. If they are accepted for transfer to the MPP, the audited module and related assessment material can be converted to registration.

The MPP and Graduate Diploma have eight thematic streams. Candidates *must* choose their optional modules from within the list of modules identified for each stream. The full programme structure, module descriptions, and timetable are available in a separate handbook.

1. Citizenship, Rights and Policy
2. Community, Drugs & Health Policy
3. Economics Policy
4. Environmental Policy
5. European Union Policy
6. Regulatory Governance
7. Research Methods
8. Urban Policy

Part-time students

Students completing their programme over two years on a part-time basis, rather than full-time in one year, may combine their core and optional module workload in the way that best suits their own needs. However, students are strongly advised that it is not desirable to commit to more than three modules per semester, because of the volume of ongoing reading and assessment requirements for each module. The minimum workload for part-time graduate students is 30 credits per academic session.

Programme Structure: PhD

UCD welcomes candidates interested in pursuing research to doctoral level on topics relevant to public policy. The Public Policy Programme is uniquely well-placed to provide excellent training and supervision, as it is a cross-disciplinary programme that encompasses the disciplines of politics, sociology, economics, law, social policy, geography and planning. If you are planning a funded PhD consider a lead in time of more than a year. For a September start date most funding deadlines are in autumn the previous year. So get in touch with potential supervisors as early as possible.

Doctoral Studies Panel

Each PhD candidate is assigned a principal supervisor with a relevant disciplinary orientation. In addition, at least two other members are available to them on the three-person Doctoral Studies Panel. One or two will have additional relevant disciplinary skills, the other will be the Director of the Public Policy Programme. Students work most closely with their principal supervisor. Doctoral Studies Panel meetings are held at least once per semester.

Each PhD student must keep a record of supervision meetings in their Research Development Plan:

https://www.ucd.ie/graduatestudies/currentgradstudents/researchphdsupport/professionalplanrpdp/

This will be counter-signed by the principal supervisor and the other members of the Doctoral Studies Panel. It is an essential log of what has been agreed about the development of the student's work at each stage of their study.

Credits and Modules

Consistent with UCD's policy on Structured PhD Programmes:

PhD students in Public Policy are required to complete successfully modules with at least 30 credits. These will normally be chosen from among the core MPP modules, unless the candidate has already successfully complete the MPP, in which case they will be guided toward modules appropriate to the additional training best suited to their research topic. Further modules can be taken in addition to the required 30 credits, as appropriate. All modules successfully completed will appear on the candidate's PhD transcript.

UCD College of Social Sciences and Law (CSSL) Graduate Board's PhD Regulations are here:

https://www.ucd.ie/t4cms/CSSL_ResearchDegrees_Guidance_Aug_17.pdf

UCD's policy on Structured PhD programmes is at:

http://www.ucd.ie/graduatestudies/studywithus/researchprogrammes/

A full statement of UCD regulations on Doctoral Programmes is here:

http://www.ucd.ie/registry/academicsecretariat/doctoralprogs.htm

PhD Progression

A PhD is normally completed within three to four years by full-time students (five to six years part-time). This takes place in two stages:

Stage 1: during the first three semesters of full-time PhD work (six semesters, pro rata, for part-time candidates), the student prepares the research plan, and acquires substantive and methodological training as required. The objective is to develop a feasible and well-structured research proposal.

The Public Policy Programme Board organises a Transfer Assessment process to assess suitability for progression to Stage 2 of the PhD. This involves submission of written work, and an interview with a panel drawn from the Public Policy Programme Board. The student must have completed at least 20 credits of taught modules at the time of assessment and the College recommends that at least 15 of the 30 credits are completed in research methods (e.g. research design, quantitative, qualitative etc) as appropriate to the discipline; and an achieved a B average grade, in accordance with the CSSL Graduate Board regulations (August 2017). The written work will include:

> Completed an STA submission document (6,000 words minimum). The document must contain an outline of key literature informing the research and a clearly articulated research plan (including research objective(s), research question(s) and an outline of the proposed methodology for operationalising the research) for consideration by the TAP that is appropriate to the discipline.

A recommendation from the Doctoral Studies Panel following completion of an interview with the TAP on the basis of the submitted STA documents. Students may also be required to provide a brief c 15 minutes presentation to the Panel. **Note that the School of Law does not impose these requirements in every case but retains the discretion to require an interview and/or presentation where it sees fit.**

The Transfer Assessment Panel may choose between any of the recommendations set out by the UCD policy: options include progression to Stage 2 PhD, non-progression and submission of a thesis for the degree of MLitt, or withdrawal from graduate research work altogether.

A PhD may be presented as a conventional monograph, in line with CSSL and UCD guidelines. Alternatively, students may present work in an alternative format consisting of a number of related stand-alone papers, provided this has been agreed in advance with the supervisor and the DSP. Please see the CSSL PhD Handbook for full information about what is required:

UCD CSSL Guidelines for Research Degree Programme, March 2017

www.ucd.ie/t4cms/CSSL_ResearchDegrees_Guidance_Mar_17_final.pdf

Assessment

The methods of assessment vary from module to module, but usually contain a combination of written assignments, presentations, and final exam. Details can be found in the course outlines or from the module coordinator. Exams take place at the end of each semester, and are scheduled by the UCD Assessment and Logistics Unit (timetables are published on http://www.ucd.ie/registry/assessment/).

Guidelines for the Preparation of Assessment Projects

Students writing essays and projects are required to familiarise themselves with standard academic practice in the preparation and presentation of their work. Please take careful note of the following points:

All the sources on which you draw must be duly acknowledged in the text or in footnotes, and the full source cited in the bibliography. Direct quotes must be contained in quotation marks and duly referenced. If you paraphrase someone else's argument, you must indicate the source you have used, including page references.

The bibliography should cite all the works you have consulted, and none that you have not personally used.

All work you present as your own must be the result of your own efforts only.

It is not permissible to submit an essay or project reproducing wholly or in part the essay or project of another student. Nor may any student pass on their own writings for such a use by others.

Please note that all students, when submitting an assessment project for examination purposes, will be required to sign a formal declaration that the work they are submitting is their own unaided and original work.

Academic integrity and avoiding plagiarism

Students must note that failure to take account of these guidelines in their writing constitutes **plagiarism**. Plagiarism is defined as:

"The copying of another person's writings or works or ideas in any thesis, essay, project, laboratory report or other exercise which forms part of the requirements for an academic course, where such copying is either unauthorised by the copyright owner or unacknowledged in the thesis, essay, project, laboratory report or other exercise, or both."

Failure to cite sources properly, and recourse to copying sections of text without proper referencing, counts as plagiarism just as much as use of another person's essay or project work. This is a serious breach of academic standards. Furthermore, the College regards plagiarism as cheating, and as such, a wholly unacceptable breach of discipline, as indicated in Section 6 of the Student Code for University College Dublin, which is given in full in the Student Information Handbook.

Plagiarism will be penalised heavily and may result in no marks at all being given for a project or essay, exclusion from your examination, or exclusion from your course.

Please note also that the School retains the right to refer suspected cases of plagiarism to the University's Disciplinary Committee.

IF IN DOUBT ABOUT ANY OF THESE GUIDELINES, YOU MUST CONSULT THE LECTURER FOR YOUR COURSE IN PLENTY OF TIME BEFORE THE DATE OF SUBMISSION.

UCD's policy on plagiarism is set out here:

http://www.ucd.ie/registry/academicsecretariat/docs/plagiarism_po.pdf

Please see the UCD guidelines on 'Avoiding Plagiarism' here:

http://www.ucd.ie/t4cms/Guide101.pdf

Helpful information and guidelines on avoiding plagiarism are also available here:

http://www.ucd.ie/library/supporting_you/support_learning/plagiarism/

Essays

All students will be required to submit assessed written work in the course of the semesters. The submission process may vary between courses.

Submission of written work for assessment implies acceptance of UCD's policies on original work and academic integrity as indicated here in the guidelines on plagiarism.

When a hard copy has to be submitted (in addition to an electronic copy via Blackboard's SafeAssign link), a signed 'Declaration of Authorship' form (see Appendices below) must be attached to the essay and handed in to the location specified by the lecturer. Please ensure that your student number, the module code and title for which work is being submitted, and the lecturer to whom it is being submitted, all appear on any piece of work you submit. All written work must be submitted on or before the due dates. Submission deadlines can be found on the course outlines distributed in the first session of each module (in case you have any questions, please do not hesitate to contact the lecturer).

The only permissible formats for uploading via SafeAssign on Blackboard are pdf or Word, NOT pages, wps, odt, ods, or any other format.

Late Submission and Extenuating Circumstances

Students will lose one point of a grade per working day late or part thereof (taking B+, B and B- to be 'points' of a grade), and receive an NG for essays over 1 week late. (N.B.: This is a harsher penalty than the one applying to undergraduates.) In case you get ill, you need to send a medical certificate to the college admin office (Room D110, Newman). Without medical certificates it is not possible to get extenuating circumstance (if you have questions, please contact the lecturer).

Extenuating Circumstances Policy:
http://www.ucd.ie/registry/academicsecretariat/extc.htm

Penalties for Word Length

Penalties apply for all written assignments outside the indicated word limit. Typically, essays below or above 10% are marked down by 1 Grade without prior approval from the Programme Director.

Thesis

All MPP students are required to complete a thesis or dissertation of approximately 12,000 words (excluding bibliography). Three soft-bound copies of the theses should be submitted to the college admin office (Room D110, Newman) and the electronic copy should be submitted via Blackboard.

Late submissions will be subject to a marks penalty and may risk total exclusion from the examination process. The maximum grade that can be awarded for a late submission is B-.

Extensions may only be granted in exceptional circumstances by the Director of the MPP programme in consultation with the MPP Programme Board, based on the advice of the Supervisor, and supported by clear evidence of extenuating circumstances.

Please make yourself familiar with the UCD Policy on Extenuating Circumstances at:
http://www.ucd.ie/registry/academicsecretariat/pol.htm

Students opting to write a thesis must achieve at least a passing grade in the dissertation: no averaging with coursework grades is possible. In the event that a student submits a thesis that fails to reach a passing standard, s/he will be invited to resubmit. The student is responsible for any consequent examination and continuation fees.

All students, whether undertaking a thesis or an internship, must complete the requirements of the POL41420 Dissertation Design module in the first semester, which will include an exercise in formulating a research proposal.

Graduate Diploma students who wish to apply for transfer to the MPP mid-way through their programme must also have completed this module in order to be eligible.

You must submit a **research outline,** setting out the topic you want to address in your thesis, to be emailed to the director of the programme in mid-February. A supervisor will be assigned to you on the basis of your research outline.

Guidelines for Thesis Preparation and Submission

Supervision and Thesis Preparation

The topic of the thesis is first proposed by the student in the form of the outline of the research question to be addressed, which is submitted in mid-February. It is then discussed and approved by the supervisor assigned by the MPP Programme Director.

The student is responsible for arranging to meet with the supervisor regularly during the preparation and writing of the thesis, culminating in a final meeting no later than the end of July. The student may also submit one draft of the thesis for feedback from the supervisor during this period. During August, any technical questions about the thesis or submissions process should be directed to the programme office.

In the end, the student is fully responsible for the topic, structure and content of the thesis that s/he submits. In the event that a student submits a thesis that lacks sufficient academic merit to earn a passing grade, s/he will be invited to resubmit. The student is responsible for any consequent examination and continuation fees.

Submission

The deadline for thesis submission this academic year is Monday 20 August 2018, 12 noon.

Three hard copies of the thesis must be submitted to the MPP administration office (Room D110, Newman), and one identical electronic copy in pdf or Word format, not pages, wps, odt, ods, or any other format, must be submitted via SafeAssign on the Blackboard page for GSHS40440 MPP Thesis. Hard copies must be printed on one side of good quality, A4 size paper in legible form, with a clear cover and card back (of the sort provided by Copi-Print).

One signed 'Declaration of Authorship' (see Appendices) should accompany the hard copies of all theses.

Theses should be 12,000 words in length, including text, footnotes, appendices, tables etc., but excluding bibliography. Extended appendices are normally not permitted.

Referencing

You must make sure that your referencing and bibliography reflect the highest academic standards. Thesis with poor referencing and bibliography will lose marks unnecessarily. Please see the information on the UCD Library website at: http://libguides.ucd.ie/academicintegrity/referencingandcitation

The Harvard referencing system is widely used in the social sciences (author, date, page), though supervisors may advise otherwise in individual cases. Whichever system you use, it must be fully adhered to and consistently implemented with appropriate typography.

For full details on the Harvard system, including guidance on how to cite every conceivable kind of source, see here: http://libguides.ucd.ie/academicintegrity/harvardstyle

Thesis layout

Theses may be presented in double or 1.5 spacing, except for indented quotations, references and footnotes, where single spacing should be used. Only one standard typeface may be used throughout the thesis. Italics may

be used for book titles, foreign terms and other cases that are appropriate in conjunction with the standard face used in the text.

Margins should be 40mm at the binding edge and other margins should be not less than 20mm. Page numbers are placed without punctuation at the bottom centre of the page within the margin. Preliminary pages are numbered in consecutive lower case roman numerals. The Title page number does not appear but the page is counted (as page 'i'). Pages appearing before the Table of Contents are numbered and counted but are not listed on the Table of Contents. The first page of the Introduction or first chapter of your thesis is numbered page 1; the rest of the text and reference materials is numbered consecutively in Arabic numerals.

Graduate Thesis Policy Summary for Graduate Taught (Masters) and Graduate Research (PhD):
http://www.ucd.ie/registry/academicsecretariat/docs/gradthesisr_po.pdf

Original work

Students are required to familiarise themselves with standard academic practice in the preparation and presentation of their written work. All work you present as your own must be the result of your own efforts only. It is not permissible to submit an essay or project reproducing wholly or in part the essay or project of another student. Nor may any student pass on their own writings for such a use by others.

In addition to complying with the university's policy on plagiarism, all assessed work is expected to be original. As a result, written work that has already been submitted for assessment (normally in the course of a taught module) should not be re-submitted for assessment as part of the same module, another module or research thesis. This prohibition covers written text, but not ideas or arguments, which may be re-used if they are re-worked into new form.

All students, when submitting an assessment project for examination purposes, will be required to sign a formal declaration that the work they are submitting is their own unaided and original work. All the sources on which you draw must be duly acknowledged in the text or in footnotes, and the full source cited in the bibliography. Direct quotes must be contained in quotation marks and duly referenced. If you paraphrase someone else's argument, you must indicate the source you have used, including page references. The bibliography should cite all the works you have consulted, and none that you have not personally used.

Failure to take account of these guidelines in their writing constitutes plagiarism. Notes on avoiding plagiarism are set out above.

Internship (CSSL40030)

The internship programme is available to graduate students in fulfilment of their requirements towards the Master of Public Policy programme.

Students may approach prospective internship Hosts either at their own initiative or in response to specific internship opportunities that may be identified by the Public Policy Programme Board. It is the student's responsibility to secure an internship. With the agreement and support of the prospective Host, the student must then present a formal "Learning Contract" for approval by the Internship Coordinator (Programme Diretor) of the MPP. This "contract" should state the specific work assignments and educational objectives of the internship.

A "Memorandum of Agreement" must be completed by the student and the Host Supervisor. This Memorandum is to accompany the Learning Contract. Under the Memorandum, the Host Supervisor agrees to give the student substantive work assignments, to supervise and to guide the student's performance, and to provide a written evaluation of the student's performance at the end of the internship. The MOA and the Learning Contract must be submitted to the Internship Coordinator by the specified deadline of Monday 20th August 2018 (this is subject to change), and must be signed by the Internship Coordinator before the internship can be approved. In the absence of a submitted MOA and Learning Contract on or by that date, the student will automatically and definitively be re-registered to the thesis module.

The student must normally work full-time as an intern for 12-14 weeks between May and early August.

Assessment Structure

Professional development plan	Professional development plan and introduction of the reflective learning journal at outset of the internship. Approximately 2,000 words, graded by UCD supervisor.	P/F
Reflective journal	Set of five reflective, short essays, to be submitted to UCD supervisor at regular intervals, of approximately 500 words each, complemented with a 3,000 word final reflection. Feedback to be provided throughout; grade only upon completion by UCD supervisor.	P/F
Host evaluation	Evaluation form submitted by host supervisor at end of internship – see appendix.	P/F

Interns are supervised by a UCD staff member with whom they meet at regular intervals during their internship. The written work, to be submitted at regular intervals, will normally provide the basis of discussion at these meetings.

As interns are assessed on their skills, not on academic performance, the final grade will be a pass or fail, not the normal academic grade (A+, B- …). You must pass in order to receive credits toward your degree. The internship is grade-neutral, which means that the pass grade will not be counted into your final GPA. Your final GPA will be calculated on the basis of your other coursework modules (65 credits).

Professional Development Plan

At the outset of the internship, the student will write a 2,000 word essay which includes a reflection on the purpose and use of the internship and its relation to the programme of study, as well as a set of learning goals for the internship, as set out in the learning contract. This essay will form the basis of the reflective essays throughout the internship. Sections of the development plan:

- Introduction – how does the internship fit my programme of study and career goals?

- Description – what do I expect the internship to involve and what will be the main focus of activity?

- Professional development goals – what are the development goals for personal professional development for this internship?

- Appendix (not in word count) – host agreement and learning contract.

The Professional Development Plan and the reflective written work will be uploaded through Blackboard at regular intervals, deadlines for which will be visible on Blackboard. The supervisor will provide feedback on the written pieces during the regular meetings. These meetings provide an opportunity for reflection on the aims and goals of the student in the course of the internship, the work programme they have been assigned, relationships with the host organisation, and alignment of the internship with professional development goals.

Reflective Journal

The typical internship lasts a minimum of 10 weeks but is typically 12-14 weeks. The student submits a reflective essay at regular intervals, typically every two weeks, to deadlines that are indicated on Blackboard, which form the basis for discussion with the UCD supervisor. Within a deadline of at most two weeks after finishing the internship, a full journal is due, including the professional development plan as introduction, the five short reflective essays, and a final 3,000 word reflective essay on the internship as a whole. The final essay should address each of the professional development goals outlined in the original plan, learning outcomes, and reflections on the internship. The full reflective journal is assessed by the UCD supervisor, with spot-check second reading by the Internship Coordinator.

See "Reflective Writing: An Introduction" on Blackboard for a brief and clear introduction to the nature of reflective essays, as well as the other documentation there.

Host Evaluation

The host supervisor will be asked to submit a report on the internship.

The supervisor will consider the host evaluation alongside the reflective writing with a view to assessing the outcome of the internship (on a pass/fail basis). If insurmountable problems have been identified in the course of the internship such that the final assessment is unlikely to be successful, a student may discuss alternative courses of action with their supervisor and with the MPP Internship Coordinator. If the student cannot complete their course requirements before the formal finishing date of the MPP, they will need to alter their registration status and may be liable for additional fees.

Transfer from Graduate Diploma to Master of Public Policy programme

Students enrolled in the Graduate Diploma programme may apply for mid-year transfer into the Master of Public Policy programme.

In order to be eligible for transfer into the MPP, full-time Grad Dip students *must* have completed and earned a grade point average of 3.08 (2H1 threshold)* in their first-semester modules. Students who wish to transfer are therefore responsible for registering to the first semester core and option modules of the relevant stream. *(For part-time students, see below.)*

In order to apply for transfer, students must submit the following in a *single e-mail* to the school's Postgraduate Administrator (mpp@ucd.ie) *no later than* the last day of exams in the first semester:

> A formal letter indicating the student's name and UCD student number, and

> A brief statement (250-350 words) regarding the topic of the thesis s/he wishes to write, or area of internship they wish to pursue, if admitted to a master's programme.

It is solely the student's responsibility to ensure that this application is submitted by the deadline. Applications will not be considered if they are submitted (both electronically and in hard copy) after the deadline.

Any Grad Dip student considering applying for transfer should also arrange at the start of the first semester to audit and complete all required assignments for POL 41420 Dissertation Design. If the transfer is approved, this 'audit' will be converted into a regular enrolment and grade. In addition, all such students are strongly advised to discuss their plans with the Programme Director in the course of the first semester.

Once applications are submitted, the Programme Administrator will confirm each applicant's eligibility for transfer and then forward all eligible applications to the MPP Programme Board for review and decision. Decisions shall be communicated to the student within the first week of classes in the second semester.

Part-time Graduate Diploma students are covered by this same policy, but all requirements related to semester 1 and semester 2 apply instead to Year 1 and Year 2. (i.e. They *must* have completed and earned a grade point average of 3.08* in their Year 1 modules.)

Students approved for transfer will be required to pay the difference in fees that will apply. Students whose transfer applications are not approved will remain enrolled in their original Grad Dip programme.

*UCD Grading Scheme and Grade Point
http://www.ucd.ie/registry/assessment/staff_info/modular%20grades%20explained%20staff.pdf

Grading Scheme

Grade range	
A	A deep and systematic engagement with the assessment task, with consistently impressive demonstration of a comprehensive mastery of the subject matter, reflecting; · a deep and broad knowledge and critical insight as well as extensive reading; · a critical and comprehensive appreciation of the relevant literature or theoretical, technical or professional framework · an exceptional ability to organise, analyse and present arguments fluently and lucidly with a high level of critical analysis, amply supported by evidence, citation or quotation; · a highly-developed capacity for original, creative and logical thinking.
B	A substantial engagement with the assessment task, demonstrating · a thorough familiarity with the relevant literature or theoretical, technical or professional framework · well-developed capacity to analyse issues, organise material, present arguments clearly and cogently well supported by evidence, citation or quotation; · some original insights and capacity for creative and logical thinking.
C	An intellectually competent and factually sound answer with, marked by, · evidence of a reasonable familiarity with the relevant literature or theoretical, technical or professional framework · good developed arguments, but more statements of ideas · arguments or statements adequately but not well supported by evidence, citation or quotation · some critical awareness and analytical qualities · some evidence of capacity for original and logical thinking
D	An acceptable level of intellectual engagement with the assessment task showing · some familiarity with the relevant literature or theoretical, technical or professional framework · mostly statements of ideas, with limited development of argument · limited use of evidence, citation or quotation · limited critical awareness displayed · limited evidence of capacity for original and logical thinking
D -	The minimum acceptable level of intellectual engagement with the assessment task with · the minimum acceptable appreciation of the relevant literature or theoretical, technical or professional framework · ideas largely expressed as statements, with little or no developed or structured argument · minimum acceptable use of evidence, citation or quotation · little or no analysis or critical awareness displayed or is only partially successful · little or no demonstrated capacity for original and logical thinking
E	A factually sound answer with a partially successful, but not entirely acceptable, attempt to · integrate factual knowledge into a broader literature or theoretical, technical or professional framework · develop arguments · support ideas or arguments with evidence, citation or quotation
F	An unacceptable level of intellectual engagement with the assessment task, with · no appreciation of the relevant literature or theoretical, technical or professional framework · no developed or structured argument · no use of evidence, citation or quotation · no analysis or critical awareness displayed or is only partially successful · no demonstrated capacity for original and logical thinking
G	No intellectual engagement with the assessment task

For further information, please refer to the UCD Assessment Office Website:

http://www.ucd.ie/students/assessment/index.html

Seminars and Other Academic Events

Public Policy students will have access to academic seminars in a number of Schools and across a range of disciplines.

Joint Programmes and Student Exchanges

UCD Public Policy Programme has international agreements in place on joint programmes and student exchanges.

Students on the UCD Masters in Public Policy programme may be admitted to the one-year programme at the City University of Hong Kong, to take a second Masters qualification, the MA in Public Policy and Management (taught in English).

Students on the UCD Masters in Public Policy programme may be admitted to the second year of the two-year Master in Public Policy degree in the Harris School of Public Policy at the University of Chicago.

Accredited study at the Hokkaido University may be possible for one semester.

Students are liable for their own fees, travel, and subsistence expenses.

Further details from Niamh.Hardiman@ucd.ie

UCD Public Policy Programme Board

The Programme Board for the Public Policy progammes (Graduate Diploma, Masters, PhD) includes representation from the following Schools and institutions:

Dr Mark Callanan, Institute of Public Administration
Dr. Micheál Collinss, UCD Social Policy, Social Work and Social Justice
Dr Jos Elkink, UCD School of Politics and International Relations
Dr. Eoin Flaherty, UCD School of Sociology
Professor Niamh Hardiman, UCD School of Politics and International Relations (Director; on sabbatical semester 1)
Dr Andrew Jackson, UCD School of Law
Ms Gillian Johnston, Programme Administrator
Dr Naonori Kodate, UCD Social Policy, Social Work and Social Justice
Dr Stephan Köppe, UCD Social Policy, Social Work and Social Justice (acting Programme Director, 1st semester 2017/18)
Dr. Caroline McEvoy, UCD School of Politics and International Relations
Dr Sarah Morton, UCD Social Policy, Social Work and Social Justice
Professor Enda Murphy, Director of UCD College of Social Sciences & Law, Graduate Studies Board (ex officio)
Dr Michelle Norris, Head of School, UCD Social Policy, Social Work and Social Justice
Dr. Deirdre O'Connor, UCD School of Agriculture and Food Science
Professor Philip O'Connell, Director of UCD Geary Institute for Public Policy (ex officio)
Dr Diane Payne, UCD School of Sociology
Dr Aidan Regan, UCD School of Politics and International Relations
Professor Aisling Reynolds-Feighan, UCD School of Economics
Dr. Lisa Ryan, UCD School of Economics
Professor Mark Scott, UCD School of Architecture, Planning and Environmental Policy
Professor Colin Scott, UCD School of Law and Principal of UCD College of Social Sciences and Law
Dr. Nessa Winston, UCD Social Policy, Social Work and Social Justice

Appendix

DECLARATION OF AUTHORSHIP OF ESSAY

UCD Master of Public Policy
Declaration of Authorship – Essay Assessment

A completed copy of this form must accompany every project submitted for assessment.

Module code and title:
Module convenor:
Essay Title:
I have read and understood the **Master of Public Policy Graduate Studies Handbook and the Guidelines for thesis preparation and submission.** I hereby confirm that the work submitted for assessment in this project is my own original work in accordance with those guidelines. **Signature:**
Name in Block Capitals:
Student Number:
Date:

✂--

Receipt

Module Code and Title:
Name:
Student Number:
Date:

DECLARATION OF AUTHORSHIP OF THESIS

UCD Master of Public Policy
Declaration of Authorship – CSSL40020 Thesis

A completed copy of this form must accompany every project submitted for assessment.

GSHS40440 Thesis
Supervisor:
Title of Thesis:

I have read and understood the **Master of Public Policy Graduate Studies Handbook and the Guidelines for thesis preparation and submission.** I hereby confirm that the work submitted for assessment in this project is my own original work in accordance with those guidelines. **Signature:**
Name in Block Capitals:
Student Number:
Date:

✂--

Receipt

Module Code and Title: CSSL40020 Thesis
Name:
Student Number:
Date:

APPLICATION FORM FOR LATE SUBMISSION OF COURSEWORK

Application Form for Late Submission of Coursework

Requests for extensions of deadlines should be sought in advance of submission dates
This form should be submitted where a student knows that for good reason that a deadline cannot be met
<u>IN ADVANCE</u> – it is expected that such requests will normally be the exception rather than the rule. The
circumstances under which such a request would be considered are likely to be on the basis of a known
extended period of absence from the University for serious personal and/or family reasons or where a
student is representing their country or UCD. *Students <u>must</u> ensure that they are aware of the UCD Policy
on Submission of Coursework (see page 1-2).*

STUDENTS MUST COMPLETE SECTIONS A & B

SECTION A	
Student Name *(please print name)*	
Student Number	
Assessment component Type/Title *(e.g. essay/title)*	
Student contact information *(phone number / email address)*	
Module Code	
Module Title	
Module Co-ordinator	
Supervisor / Tutor (if applicable)	
Due Date of Submission	

SECTION B
Requested new date for submission:
State reason for extension request
Student Signature:
Signed:…………………………………………… Date:…………………………………………….

MODULE CO-ORDINATORS MUST COMPLETE SECION C

SECTION C

Permission granted
❑ **YES**   ❑ **NO**
Penalty?   *(please tick one, if yes state penalty to be applied. See paragraph 4 of Policy on Submission of Coursework)*   ❑ **YES**   ❑ **NO**
Agreed new submission date:
Reason for decision/Comments, give details
Module Co-ordinator Signature: **Signed:…………………………………………... Date:…………………………………………**

Procedures
Forms may be obtained from the School Office / Academic Secretariat Website

Students must complete Sections A & B. (NB: It is the student's responsibility to ask Module Coordinators to complete Section C). The Module Coordinator should return the form to the student. *Students should notify the School Office of the new submission date.* Students should attach the original, completed form to their coursework before submission. (NB this form should be submitted **in addition to** the coursework submission form/School cover sheet, which contains a declaration of authorship).

Module coordinators may, on receipt of a student request for an extension to a submission deadline decide to:

- ▫ Refuse permission for extension, giving reasons; or
- ▫ Grant permission for extension with no penalty; or
- ▫ Grant permission for extension with a penalty, as guided by the Policy for late submission.

INTERNSHIP – MEMORANDUM OF AGREEMENT (MOA)

The UCD College of Social Sciences and Law Graduate School

CSSL 40030 MPP Internship

This internship programme is offered by the UCD College of Social Sciences and Law, Graduate School and is available to graduate students in fulfilment of their requirements towards the Master of Public Policy programme. Students on these programmes may propose a specific internship position with a host agency or organisation. The student must complete a Memorandum of Agreement (MOA) with the Host, and complete a Learning Contract with the agreement of the School's Internship Coordinator.

Students for the specified programmes may approach prospective internship Hosts either at their own initiative or in response to specific internship opportunities that may identified by the Master of Public Policy board of study members. *It is the student's responsibility to secure an internship*. With the agreement and support of the prospective Host, the student must then present a formal "Learning Contract" (see below) for approval by the Internship Coordinator. This "contract" should state the specific work assignments and educational objectives of the internship.

A "Memorandum of Agreement" (see below) must be completed by the student and the Host Supervisor. This Memorandum is to accompany the Learning Contract. Under the Memorandum, the Host Supervisor agrees to give the student substantive work assignments, to supervise and to guide the student's performance, and to provide a written evaluation of the student's performance at the end of the internship. The MOA and the Learning Contract must be submitted to the Internship Coordinator by the specified deadline. ***In the absence of a submitted MOA and Learning Contract on or by that date, the student will automatically and definitively be re-registered to the thesis module.***

The student must normally work full-time as an intern for a minimum of 400 hours within the third (summer) semester. The student must raise any issues that adversely impinge on the successful completion of the internship as soon as is feasible with the Internship Coordinator.

The internship is graded according to the module descriptor for CSSL 40030.

The UCD College of Social Sciences and Law, Graduate School

CSSL 40020 MPP Internship

<u>MEMORANDUM OF AGREEMENT</u>

The UCD College of Social Sciences and Law, Graduate School through its internship programme, assists students in gaining a richer understanding of policy analysis, research and evaluation skills. We thank you and your organisation for agreeing to provide an internship for:

(Student's name)

The purpose of the Memorandum of Agreement is to indicate to us that your agency is aware of the academic aspects of this internship. Your signature on the document indicates that you have read this Memorandum and agree with its content.

1. The individual involved in this internship is a student engaged in an academic activity, of which this internship is a significant part. A Learning Contract has been drawn up between the student and the Internship Coordinator, who is a member of the faculty of the School. At any time the intern's host supervisor may call the designated Internship Coordinator to discuss the student's performance or any other matter concerning this internship.

2. The student is registered for 25 ECTS-equivalent credits for this internship. This represents nearly one fourth of the academic content of the student's Masters programme. It is important to note that the student can receive these credits only if the internship experience outlined in the Learning Contract is provided in full. Any significant change in the student's responsibilities should be reported in writing by the student to the Internship Coordinator.

3. The Internship Coordinator will send an evaluation form to the student to be completed by the intern's Host Supervisor near the end of the semester. This is an important element in determining the student's successful completion of the module.

4. In the event of any dispute, the terms of this Memorandum will be adjudicated under Irish Law.

_____   _____
Name of host supervisor and title   Name of internship host organisation

_____
Host Supervisor's signature

_____
Date

INTERNSHIP – LEARNING CONTRACT

INTERNSHIP LEARNING CONTRACT
CSSL 40030

The Student

Student's name:

UCD Student No.:

Term Address:

Permanent Home Address:

Telephone (landline and mobile):

E-mail address:

The Host

Internship Host Organisation:

Host Supervisor:

Host Supervisor Title:

Address:

Host Supervisor's E-mail:

Telephone:

The Internship

Start date: End date:

Total Hours/Average hours per week:

Outline the nature of the internship and the specific job responsibilities. This may change during the course of the semester. You must inform the Internship Coordinator of any major changes in duties, failure to do so may adversely impact on the successful completion of the module.

Summarise the particular learning objectives of the internship: These should be detailed, specific and be clearly related to the graduate programme to which the student is registered.

_____
(Student's signature)

_____
(School Internship Coordinator's Signature)

_____
(Date)

UCD College of Social Sciences and Law Graduate School
Master of Public Policy
CSSL 40030 MPP Internship 2017/2018

HOST EVALUATION

Thank you for hosting the UCD MPP (Master of Public Policy) Intern named below. Your Host/Line Supervisor report is a critical component of the student's successful completion of the internship module. If that evaluation is late or incomplete it may mean that the student concerned will fail to graduate with her/his peers.

The Host Evaluation should be returned at the close of the internship, and not later than close of business on **Friday 31st August 2018**. Please note that all evaluations are confidential – subject to Freedom of Information legislation - and should be separate from any written evaluation or reference provided to the student. Please email the completed document to mpp@ucd.ie

The Student

Student's name:

UCD Student No.:

The Host

Host Supervisor:

Host Supervisor Title:

Postal Address:

E-mail:

Telephone:

The Internship

Start and end dates:

Total Hours/Average hours per week:

The Evaluation

In about 400-500 words, please offer: 1) a description of the student's role and responsibilities within your organisation; 2) your evaluation of the student's performance within your organisation as set against that role and those responsibilities and 3) your analysis of the student's professional development over the course of the internship, paying particular attention to the development of professional strengths and/or how the student addressed any professional challenges. Finally, you are asked to indicate whether you believe the candidate has passed or failed in their internship (the internship does not affect the students' grades, but completing it successfully gives the student credits that affect their eligilbity for the award of the overall degree).

Suggested Overall Grade: Pass/ Fail

Host supervisor's email (this is the equivalent of a personal signature)