



UCD School of Nursing, Midwifery and Health Systems

UCD Health Sciences Centre,
University College Dublin,
Belfield, Dublin 4, Ireland
www.ucd.ie/nmhs

Scoil na hAltrachta, an Chnámhseachais agus na gCóras Sláinte UCD

Ionad Eolaíocht Sláinte UCD
An Coláiste Ollscoile, Baile Átha Cliath,
Belfield, Baile Átha Cliath 4, Eire



Information for Research Masters Students 2011-2012

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This booklet is designed to assist you in understanding the policies and requirements that apply to Research Masters students at the School of Nursing Midwifery & Health Systems. For further details on the regulations covering the Research Masters degree in the University please consult the part of the UCD General Regulations entitled 'Regulations for Research Masters Degrees' at:

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

Should you require clarification about these policies you should discuss them with your supervisors and other members of your Research Masters Panel (RMP) or the School's Coordinator of Research Degrees (Professor Abbey Hyde).

Additional useful information is available at:

http://www.ucd.ie/graduatestudies/currentstudents/incoming_students/

Queries about non-academic matters such as fees and registration should be addressed to Asmahan McCambridge at: asmahan.mccambridge@ucd.ie

Introduction

Welcome to the UCD School of Nursing, Midwifery and Health Systems' Research Masters Programme. As the largest and oldest university school of nursing and midwifery in Ireland we have played a leading role in the development of nursing and midwifery education, practice and research nationally. The School's Research Unit is located within the Health Sciences Centre, a purpose-built education and research complex containing a range of state-of-the art facilities, including lecture and seminar rooms, clinical laboratories, a library and information centre, and extensive computer facilities. All our research students have access to these facilities. The School's programme of research is focussed on four clusters, as follows:

- Older people
- Health systems
- Women's and children's health
- Applied/translational and clinical research (incorporating palliative care, oncology, mental health and acute and chronic illness in hospital and in the community).

These research clusters provide the focus for research activity within the School and reflect the expertise and interests of individual researchers and graduate students. As a graduate student in the School your work also forms an important part of the School's research activities. The School's research programme provides the context for comprehensive research training for research masters and PhD-level graduate research students, and it provides students with a basis for life-long engagement with research conduct and utilisation. These programmes aims to produce a cadre of clinical and academic researchers with the expertise to research topics relevant to health and social care, in the fields of nursing, midwifery, health systems, and related health and social services in Ireland and internationally.

Aims of Research Masters programme

The primary purpose of Masters level research is to develop in the student the skills and competencies required to conduct research. The Research Masters degree programme may also include additional personal and professional development elements which develop the skills and competencies required for successful research and/or support the acquisition of generic or transferable skills. This may be provided via specific modules from the advanced educational programme of the University. The primary purpose of Masters-level research is to develop in the student the skills and competencies required to conduct effective research: it may include experiential research training, and does not necessarily result in the creation of new knowledge.

Overview of Research Masters programme

The period of registration for the Research Masters degree will normally be not less than 1 calendar year and not more than 2 years for a full-time student and not less than 2 years and not more than 4 years for a part-time student.

For each graduate research student one academic supervisor is appointed, and a research masters panel (RMP) is created to monitor supervision and progress and to advise as appropriate. Research graduates are provided with opportunities to undertake training in advanced research methods; this training includes master's-level modules in advanced research methods provided by the School, and the provision of regular workshops in such topics as structural equation modelling and grounded theory method. In addition, students are encouraged to avail of a range of modules across the University. Students must be available to attend the University for meetings, seminars, research training and RMPs as required. Part-time students must be available to attend the University at least one day a week as required.

Registration

As a registered graduate research student of the School of Nursing Midwifery & Health Systems you will also be an automatic member of the College of Life Sciences Graduate School. Once accepted onto the programme, you must confirm your registration online. Once registered online you can then obtain a student card, which provides you with access to the wide range of facilities available to students at UCD.

To register online, you should:

1. Log on to your SIS webpage at www.ucd.ie using the student ID and Password provided in your enrolment pack.
2. Complete all fields as required until your registration is complete..

Queries about registration should be addressed to Asmahan McCambridge at asmahan.mccambridge@ucd.ie

In cases where fees are paid by a third party, it is expected that you pay these fees directly yourself by the specified date, and enter into a separate arrangement with the funding body to recoup the fee. If you have not completed the accommodation and/or fees section it will appear that your registration is incomplete. You will not become fully registered until the full fees have been paid. Once you are fully registered you may collect your student card from a specific designated area that will be advertised on campus.

Supervision

Supervisors

As a graduate research student you will receive support, mentoring, guidance and advice throughout your programme of study from your supervisor. Prior to registration, you will already have been assigned your research supervisor.

Research Masters Panel

In addition to your *Supervisory Committee*, a *Research Masters Panel* will be established for you. This panel will consist of your supervisor and two other members of academic staff. The role of the *Research Masters Panel* is to assist in monitoring and assessing your progress and to provide technical expertise and advice as appropriate. The Research Masters Panel members will have their first meeting within the first 3-4 months following registration, and again in the second half of the first year. Thereafter, there should be a meeting at least once a year and more frequently if required.

Research Masters Degree structure

The Research Masters degree will be awarded only where a student has successfully completed a programme of study of Masters level (UCD Level 4) research activity (equivalent to 90 credits). The total overall credit value of a Research Masters degree programme is between 90-180 credits.

Coursework

You may undertake taught modules which will assist you in developing your knowledge and skills base. In consultation with your supervisor, you will identify the modules most appropriate to your needs. You may select from the advanced modules offered by the School, including modules associated with the School's taught master's programme or modules offered by other schools within UCD. You are responsible for ensuring that you complete the requirements of the selected modules. Once registered on a module, you will be expected to attend planned lectures, seminars and tutorials associated with the module, and to undertake all assessment components in order to be attain the credits for the module. In the event of failure to complete a module your RMP may require that the module be repeated, or an alternative module undertaken. A module can be audited whereby you are required to attend the lectures but there will be no assessment component or credits awarded on completion. A programme of study and research leading to the award of a Research Masters degree may include up to but no more than 90 credits of taught modules.

Seminar participation

You are required to participate in the School's research seminar series. You will be required to attend all planned seminars (4 per annum), and in consultation with your supervisor, you will present on an aspect of your research or on seminal work in your field (e.g. 2-4 seminal studies) at least once a year. In addition to the School's seminar series, from time to time you will be advised to attend other seminars which may be relevant to your topic and/or your research method.

Thesis Examination

Prior to thesis submission, you must have satisfied candidacy requirements and made satisfactory progress as attested by your Research Masters Panel. The Thesis Examination is governed by the *Policy on Theses in Graduate Research Programmes* (Approved by Academic Council on 23 April 2010 version 1.29).¹ In summary the University will establish a Research Masters Examination Committee made up of one extern and one internal examiner to assess the student on the basis of the thesis submitted and to make a recommendation on the award (or otherwise) of the Research Masters degree. Normally, the internal examiner will act as the Chair of the Examination Committee.

Masters theses may be submitted at any time providing your registration is in order and students should be aware of the deadline for submission within current registration which are outlined at:

<http://www.ucd.ie/registry/adminservices/fees/graduate.html> If the examiners agree the thesis is satisfactory the student will be awarded the degree of Research Masters. Should the Examination Committee recommend amendments to the thesis the student will be required to submit the suggested amendments before the degree may be awarded.

VIVA VOCE EXAMINATION: On the request of a Head of School, or at the behest of the examiners, a *viva voce* examination may be arranged. The *viva voce* examination will normally be held within two months of submission of the thesis. The supervisor may be invited to attend the *viva voce* examination with the consent of the Research Masters Examination Committee and the candidate. The procedure for such a *viva voce* examination shall be equivalent to those employed for a PhD *viva voce* examination.

¹ Available at http://www.ucd.ie/registry/academicsecretariat/pol_grad_research_theses.pdf

Thesis Presentation

The Research Masters thesis is based on an explanation of the candidate's individual research which describes and analyses the context, nature, methodology and outcomes of the research, prepared in accordance with international norms.

The candidate will prepare a thesis under the direction of the supervisor and in accordance with any guidelines published by the University, and will submit the thesis for examination. The appropriate length of the thesis shall be agreed between the candidate and the supervisor in accordance with the traditions of the discipline.

Guidelines for the presentation of theses are available at:

http://www.ucd.ie/registry/academicsecretariat/pol_grad_research_theses.pdf

In addition, the following School-specific requirements apply:

- The thesis should be presented in one volume
- Text should be justified and diagrams should be separate
- Black or colour printing may be used.

Dissemination of Graduate Work

Research students are encouraged to publish work from their thesis, and to present their research work at conferences and other appropriate sites for dissemination. In view of the intellectual input of the supervisor(s) in shaping the thesis, it is expected that the supervisor(s) will normally be named on publications and presentations arising from the work, with the research student (or graduate) as the first author. However, the supervisor(s) may decline from being named. Discussion between the graduate student and the supervisor about the dissemination plan for the study is encouraged as part of the supervision process.

Contribution to the School

All research students may be required to contribute to tutorials/clinical skills teaching for undergraduate students. This is useful experience and may be an important addition to your CV. Students should ensure that they are properly prepared and familiar with materials if contributing to teaching.

University Facilities

Library

The modern and well stocked central library is located within the building opposite the lake in Belfield. There are also other libraries, such as the health sciences library, located around the campus. The library catalogue can be searched online at www.ucd.ie/~library

Computing Services

IT Services handle all computing procedures, including email accounts and the university network. Once registered, students will be supplied by computing services with an email user name and password. **Any official UCD e-mail sent to students will be addressed to their UCD Connect address.** It is student's responsibility to ensure time-critical e-mail is accessed, read and acted upon in a timely fashion. The official email address will be maintained in each student's record, from which distribution lists are compiled. Students can arrange to have their UCD Connect account redirected to another address or service provider but students should note that it is the student's responsibility to ensure that this alternate mailbox is viable.

Parking

Parking on campus is at a premium and it is often very difficult to find a space after 8.30am. Please note that it is not possible to drive across the campus from 7.00am to 10.30am and from 4.00pm to 7.30pm Monday to Friday.

Student Welfare

If students find themselves in any difficulties, be it personal, medical or financial, help should be sought from the supervisor or any other member of staff. The university also has a wide range of support services. Please see:

<http://www.ucd.ie/advisers/>

<http://www.ucd.ie/stuhealth/>

<http://www.ucd.ie/chaplain/>

Useful contacts

Research Enquiries:

Email: nmhsgraduateresearch@ucd.ie

Tel: 01 716 6493

www.ucd.ie/nmhs

Research Degrees Coordinator

Professor Abbey Hyde

Email: abbey.hyde@ucd.ie

Tel: 01 716 6415

Graduate Seminar Coordinator:

Dr. Barbara Coughlan

Email: barbara.coughlan@ucd.ie

Tel: 01 716 6441

Sciences Research Graduate School Manager:

Ms Deirbhle Carroll

Email: deirbhle.carroll@ucd.ie

Tel: 01 716 2663

Appendix 1

Related Approved Policies:

<http://www.ucd.ie/registry/academicsecretariat/pol.htm>

Approved policies related to graduate education include the following:

Code of Practice for Supervisors and Doctoral Students

http://www.ucd.ie/registry/academicsecretariat/con_sd.pdf

Student Email Policy

<http://www.ucd.ie/registry/academicsecretariat/emailpol.pdf>

Plagiarism and Academic Integrity

http://www.ucd.ie/registry/academicsecretariat/plag_pol_proc.pdf

Split-site Arrangements for PhD and other Graduate Research Students

http://www.ucd.ie/registry/academicsecretariat/pol_split_site.pdf

Student Complaint Policy and Procedures

http://www.ucd.ie/registry/academicsecretariat/student_complaint.pdf

Code of Practice for Conflict Resolution for Supervisors and Research Students

http://www.ucd.ie/registry/academicsecretariat/con_sr.pdf

Policy on Theses in Graduate Research Programmes

http://www.ucd.ie/registry/academicsecretariat/pol_grad_research_theses.pdf

Policy on Leave of Absence and Withdrawal for Graduate Research Degrees

http://www.ucd.ie/registry/academicsecretariat/pol_loa.pdf

Procedures for the Appointment of Adjunct Staff

http://www.ucd.ie/hr/t4cms/appointment_of_adjunct_staff_policy_v4.o.pdf

Procedures for the Appointment of Visiting Staff

http://www.ucd.ie/hr/t4cms/appointment_of_visiting_staff_policy_v2.o.pdf

Procedure for Appointment of Adjunct Staff as Principal Supervisors / *Proforma* for Appointment of Adjunct Staff as Principal Supervisor

<http://www.ucd.ie/registry/academicsecretariat/pol.htm>

Extensions: An extension on your period of registration may be applied for either with extenuating circumstances or without extenuating circumstances.

- Extenuating Circumstances Application for Extension of Thesis Submission Deadline
- Application Form: Graduate Research Programmes: Application for permission to continue in the programme (beyond the prescribed period of registration)

See under: <http://www.ucd.ie/registry/academicsecretariat/pol.htm>