UCD School of Biology & Environmental Science (SBES)

Graduate Research Student Handbook
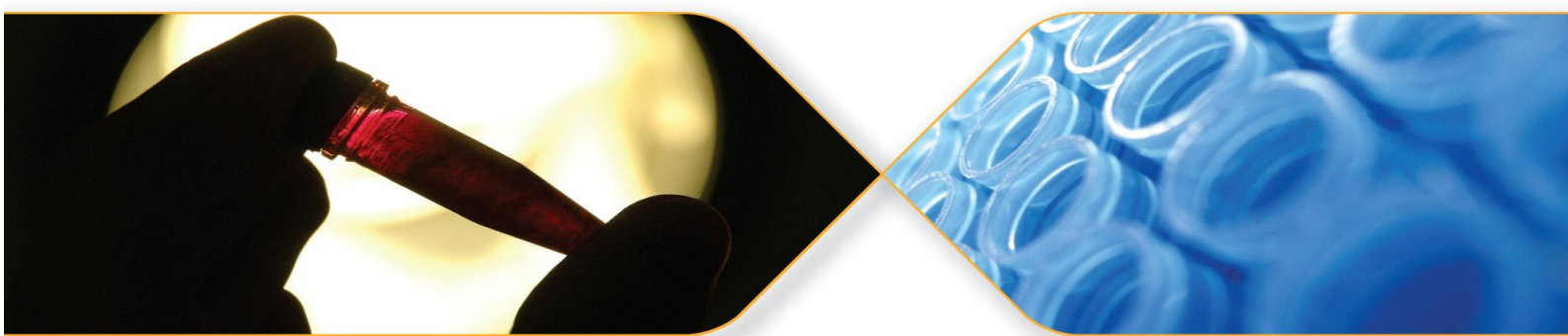# (PhD & MSc by Research)
2025/26

This handbook describes the policies and requirements that apply to all PhD and MSc (Research) students registered through SBES, whether based on the UCD Belfield Campus <u>or</u> off-campus.

@UCDSBES
@UCDGS (Grad Studies)

www.ucd.ie/bioenvsci

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1.   Welcome from the Head of School

The UCD School of Biology and Environmental Science (SBES) provides a stimulating intellectual environment to foster the development of world-class, multidisciplinary teaching and research. The School's research reputation is built on the specialisations of, and synergies between, our academic and technical staff, our post-doctoral fellows and our research students. We pride ourselves on the integrative approach (from genes to ecosystems) that we bring to our three research themes:

•   Environmental Change & Sustainability: Informing Policy & Practice
•   Genetics and Evolution: From Genome to Biome
•   Cellular and Molecular Biology: From Genes to Biotechnology

As a research student, you are central to the School's activities, and the research undertaken during your MSc and/or PhD degrees represents a large proportion of the School's research output. Undertaking a research degree is a major commitment on your part and the School's Graduate Studies Committee has prepared this handbook to outline the structure of the School's graduate programme and to explain the formalities associated with a research degree. Please read it carefully so that you are fully informed as you navigate through your research programme and ultimately complete your thesis.

Your time as a research student is likely to be challenging but rewarding. We aim to provide you with the best facilities and infrastructure, creating an environment that maximises your opportunities for personal and professional development. However, as is true for most worthwhile endeavours, the more effort you put in, the more rewarding the experience will be. Therefore, we encourage you to engage enthusiastically with the School's graduate research programme and become an active member of the School community. We hope that the training and experiences offered by the School will help you to realise your potential as a scientist, enhance your personal development and shape your future career.

Prof Mary Kelly-Quinn

Head, UCD School of Biology and Environmental Science

2.   Communication by Email

All official UCD and SBES communication by e-mail will be sent to your UCD-Connect E-mail address. It is your responsibility to regularly check this e-mail account and, where necessary, to act upon e-mails in a timely fashion.

3.   Key Contacts

Head of School   Prof. Mary Kelly-Quinn

Head of Graduate Studies   Dr Jon Yearsley
                                                                                            jon.yearsley@ucd.ie

Deputy Head of School and Head of Teaching and Learning   Prof. Paul McCabe
                                                                                            paul.mccabe@ucd.ie

Chief Technical Officer   Ms. Gwyneth MacMaster
                                                                                            gwyneth.macmaster@ucd.ie

Graduate Administrator   Ms. Rachael Reenan
                                                                                            Rachael.reenan@ucd.ie

Vice Principal College of Science Graduate School   Assoc. Prof Nicolae Buchete
                                                                                            nicolae-viorel.buchete@ucd.ie

UCD Dean of Graduate Studies   Prof Emma Sokell

SBES Postgraduate reps   biologypostgradrep@gmail.com

School Website: http://www.ucd.ie/bioenvsci

4.   Health & Safety

SBES seeks to maintain a safe working environment for its staff and students. However, many of the activities undertaken within the School, both in the lab, field and desk-based settings may involve working with a variety of hazards. We have strict safety systems in place to minimize the risks associated with these and it is your responsibility to adhere to them at all times.

Things to do underline before starting work in SBES:

1.   Arrange a SAFETY INDUCTION:

If your project will involve spending time in a lab or a field setting, a safety induction must be arranged with a member of the technical staff before you can begin work in the lab or the field. Your supervisor can put you in touch with the appropriate Technical Officer.

2.   Carry out RISK ASSESSMENTS:

As part of our safety systems at UCD we require all students (working in a lab or field setting), in conjunction with their supervisor to carry out a set of risk assessments before they start work on their project.

3.   Discuss your TRAINING NEEDS:

In conjunction with your supervisor, you should discuss what training you will need on lab/field techniques, instrumentation etc. to enable you to keep yourself and other users of the lab/field safe. Training can be arranged in house, or through the SIRC office where required.

Accidents:
If you have any accident in the lab or the field, no matter how small you must report it to your supervisor and the Technical Officer in charge of the lab (if in a lab). An incident report form must be filled out (available from the Technical Officers).

Pregnant Personnel:
In the interests of their own health and safety and that of their unborn / nursing child, all pregnant and breastfeeding employees and postgraduate students are strongly encouraged to report their pregnancy / breastfeeding to their Head of School / Unit Manager or to the University SIRC Office directly as early as possible. A Pregnant Employee Risk Assessment must be carried out. This will be done by the SIRC office to ensure that the safety of mother and unborn baby in the workplace.

Safety Contact Points:
Any safety related queries about your project or work in SBES should be discussed in the first instance with your supervisor and/or the Chair of the School Safety Committee, Nicholas Brereton (nicholas.brereton@ucd.ie).

The UCD SIRC (Safety, Insurance, Operational Risk and Compliance) Office (http://www.ucd.ie/sirc) provides advice on safety issues and offers training courses in all aspects of Health & Safety.

5.   After-Hours Access and Desk space

Access to Science Centre after-hours for registered graduate students (i.e. after 7 pm weekdays, after 6 pm Saturdays, all day Sunday) can be arranged by means of a swipe-card. Please contact Rachael Reenan who will send an email on your behalf to the Welcome centre.
Due to security issues, under no circumstances should you borrow someone else's swipe-card.

Desk space is managed by Rachael Reenan on the third floor of Science East, by the Earth Instiute on the fourth floor of Science East and by your supervisor in Science South.
To arrange desk space in East, please contact william.fitzmaurice@ucd.ie or rachael.reenan@ucd.ie

6.   Registration

Your admissions to graduate studies in UCD will have been proposed by your Primary Supervisor (an academic in the School) and formally approved by the School and the Graduate Research Board. You must register for each year of your studies, at the same time of year as you started (September, January or May). It is your responsibility to ensure that you have completed your registration each year, by the deadline set by UCD Registry. You do this online. Registration allows you to obtain your student card and gain access to the wide range of facilities available to our students.

Please see Registration | UCD Current Students for further details on Registration dates, guide (including videos) to registration and other support information.

Online registration will be available through UCD Connect - at www.ucd.ie. Please note that your UCD Connect account will be available 48 hours in advance of online registration. Your UCD Student Number (e.g. 15998899) is your username and your date of birth is your password (ddmmyy format). Once in UCD Connect, click on the

"Student Life" tab, then enter the "SIS" Student Information System. If you were a student of UCD in the last three years your computer account and email details remain the same. If you have any questions or problems with the registration process, please consult the following web page: Registration | UCD Current Students

It is important to note that your application for admission must be fully processed before you can commence registration.

Further information can be found through your UCD SISweb account on https://sisweb.ucd.ie/

7. Academic Year 2025/26 in UCD

Key Dates | UCD Current Students

The academic year for Graduate students spans September 8th 2025 – August 22nd 2026.

Please note that lectures / practical classes may be scheduled during study periods, and students are advised not to book trips outside of the Christmas break without consulting their timetable and supervisor.

8. Obtaining your student card: "U Card"

When you have registered and your fees are paid, you will be able to collect your student card. There is an indicator on the summary page of your online registration system that will tell you when you are registered and that your card is ready for collection.

For more information on student cards visit: Ucard Bureau

Your UCARD on campus:

As well as being the single most important piece of ID you possess during your time here your UCARD entitles you to a range of university facilities including:

- access to the library, and the facility to borrow books from the library
- admission to UCD student facilities
- printing at Copi-Print stations
- purchasing food in the restaurant
- paying for your laundry if you are in campus accommodation

9. Orientation

Your programme will have a specific orientation event prior to the beginning of the academic term, usually in October.

In addition, a list of graduate orientation and induction events is available here; Orientation | UCD New Students

10. The Graduate Research degree

The Research Master's Degree

The primary purpose of master's level research is to develop in the student the skills and competencies required to conduct research. The student undertakes a coherent programme of supervised research and is required to successfully complete and submit a thesis in acceptable form. The Masters 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 period of registration for the Research Master's degree will be not less than three trimesters and not more than six trimesters for a full-time student and not less than six trimesters and not more than twelve trimesters for a part-time student.

The Degree of Doctor of Philosophy (PhD)

The core objective of the Doctor of Philosophy (PhD) degree is to make a substantial and original contribution to knowledge, normally leading to peer-reviewed publications. The PhD is awarded following successful completion of a programme of supervised research and advanced education and training. The degree will be awarded only where the outcome of the research makes an original and substantial contribution to knowledge and where the candidate has demonstrated the capacity to pursue original research and scholarship. The research is described in a thesis, in accordance with international norms, which forms the basis for the examination for the award of the degree of PhD, and which must contain material of a standard and form appropriate for peer-reviewed publication.

The period of registration for a graduate research programme of study leading to the award of the PhD degree, will not be more than 12 trimesters for a full-time student and 18 trimesters for a part-time student, and will not be less than nine trimesters in duration for a full-time student and fifteen trimesters for a part-time student.

11.   Conducting the Research Project

Successful completion of a research degree involves a close collaboration between student and supervisor. The research project is an opportunity for a student to learn the tools of the trade with the help of an experienced researcher. Such close supervision is unlikely to be available again in a researcher's career. The collaboration between student and supervisor serves to train the student as a researcher and may therefore also include elements such as attendance at training workshops/courses, delivery of research seminars either in UCD or at external locations, working visits to other institutions, practice in writing grant applications or reports, project management etc. Students are also encouraged to join relevant professional societies and to attend international conferences. The costs of course participation (outside UCD) and conference attendance are often covered by research grants; however, the student should discuss this with their Supervisor.

Responsibilities of the Research Student

It is the responsibility of the student to work steadily and diligently, to comply with agreed deadlines and to focus on prompt completion (funding is difficult to maintain for more than the allotted period, usually for a maximum period of three or four years, depending on the source of funding). Students should keep accurate and up-to-date records of their research protocols and results and maintain appropriate back-up copies of electronic data. Note that laboratory note-books and data should remain with the supervisor on completion of the research. Students should always behave in a professional manner, complying with School/College/University regulations, meeting relevant deadlines etc. The Supervisor and School Office should be notified if a student is absent due to illness or is performing research off-campus.

Responsibilities of the Supervisor

From a supervisor's point of view, the research student is working on a topic that is of interest to the supervisor and the outcome of the research will influence the reputation of the supervisor. It is the responsibility of the supervisor to ensure that funding and research facilities to support the student's research are in place prior to the registration of the student, to provide strong support and guidance in the design and execution of the research project, while at the same time providing the student with the opportunity to develop the skills and attitude required of an independent researcher. The supervisor should be available for regular meetings with the student and should introduce the student to the members of the students' Support Panel (it is the Supervisor's responsibility to organize regular meetings of the Support Panel). The supervisor should always behave in a professional manner, providing prompt feedback on written submissions, being aware of upcoming School/College/University scheduled deadlines. In the case of protracted absence of the Supervisor, the supervisor should make appropriate arrangements for alternative supervision, such that the student's research

or thesis preparation/submission is not impaired.

12. Research Ethics and Good Practise in Research

The UCD Research Ethics Committee is tasked with reviewing and publicising best practice to ensure that all research carried out by UCD staff and students is done in a professional manner, complies with UCD's ethical standards and abides by relevant regulatory requirements. More information is available at UCD Office of Research Ethics.

Students should familiarise themselves with the UCD Code of Good Practice in Research, available online at: Code of Good Practice in Research

Penalties for plagiarism (i.e. passing off the work of others as the student's own – for example by failing to cite the source of material) and for fabrication of data (i.e. fraud) are severe. For further details see Plagiarism Policy and Procedures online at
UNIVERSITY COLLEGE DUBLIN UCD Registry PLAGIARISM POLICY AND PROCEDURES

13. Structured Approach to Research Degrees

As a graduate research student in SBES, a key goal is to develop the discipline-specific skills and experimental strategies required for research in your research area. Much of this learning will occur through a 'master/apprentice' relationship between you and your principal supervisor (or between you and more senior lab members in your supervisor's research group). However, in order to enhance your personal-development and to ensure that you become a well-rounded biologist capable of contributing beyond your specific discipline, it is important that you also develop skills that transcend your specific research area (for example skills in time-management, team working, communication, career planning and/or entrepreneurship). The acquisition of such generic, or transferable, skills will also help to optimize your employability at the end of your graduate student career. All universities in Ireland are committed to the provision of a structured approach to graduate research education that encourages and facilitates your acquisition of both discipline-specific and generic skills.

UCD has adopted a Structured Degree Framework that aims to give you the best possible experience of graduate research training, as well as fostering your personal and professional development. There are several major components to the framework in SBES:

- The Research Studies Panel (RSP);
- The Research and Professional Development Plan (RPDP);
- The Stage Transfer Assessment;
- Credit accumulated through the modular system;
- The SBES Seminar Series & Annual Graduate Seminar Day;
- Demonstrating;

14. The Research Student Panel (RSP)

Every graduate student in SBES is provided with a Support Panel (Research Studies panel, RSP) consisting of the primary supervisor (and any co-supervisor) and at least two advisors, normally other members of the academic staff of the University (or adjunct or visiting university staff or affiliated academics or professionals). One advisor is selected by the principal supervisor when he/she proposes registration of the research student. The second advisor is appointed by the School's Postgraduate studies committee and acts as Chairperson of the panel. The terms of reference for Research Studies Panels are available online at Governance Document Details

The role of the Research Studies Panel is to

- Provide support to the student and supervisor(s);

- Provide constructive advice to student and supervisor(s);

- Monitor the progress of the student throughout their studies;

- Help address any difficulties that may arise during the study.

- Provide career guidance to the student towards the end of their studies.

The members of the Panel normally have experience of supervising graduate students to completion and/or the relevant expertise required to effectively support and enhance the supervisor-student relationship. Students are required to have two meetings with their support panel in the first year of registration, with the first meeting taking place within three months of initial registration and the second approximately 6 months later. In subsequent years, students are required to have an annual meeting with their Panel. In the final year the panel will provide guidance to a student on career choices and the possible pathways for achieving career ambitions. Scheduling of these RSP meetings should be the student's responsibility. It is strongly recommended that you are proactive in forming a productive relationship with the members of your Panel.

Preparing for formal meetings with your RSP (Research Studies Panel)

Your Research Studies Panel is an experienced team of researchers, and you should take a proactive approach to developing a relationship with its members. You are required to meet with your Panel twice in your first year and on an annual basis thereafter. However, to gain the most benefit from your Panel, you should keep the members informed of your progress on a more frequent basis.

Your first meeting with your RSP will be arranged by your supervisor and will take place within 3 months of your start date (You need to arrange all subsequent meetings). You should prepare for your meetings with your support panel by preparing the Research and Professional Development Planning form (RPDP). Full details and the form itself can be found here; Research and Professional Development Planning | Structured PhD programme at UCD| UCD Graduate Studies

This form will be amended by you, after the meeting, to reflect the discussion that has taken place. The form will also be amended by the Chairperson of your RSP. The amended report is to be signed off by you, downloaded and then submitted by you to the Graduate Administrator in the School Office within seven days of your meeting via email, as a central record of your activity. **Please note that the Graduate Administrator does not have access to the file via SISweb.**

Schedule of RSP meetings for SBES students

For new SBES students (beginning their MSc or PhD), the first meeting with their RSP will take place within the first 3 months of their programme. (See Table below)

A second meeting will take place at least 2 months before your Stage transfer Assessment, and at the same time in each subsequent year (See Table below).

For continuing SBES MSc (Research) and PhD students, annual RSP meetings will take place as per the table below (depending on initial registration date).

Dates of scheduled meetings with RSPs in 2025-2026

Student registration start date	Initial meeting with RSP (For students beginning in 2025-2026 academic year)	Annual meeting with RSP (For all SBES students)
September	Dec 1-5, 2025	June 1-5, 2026
January	Mar 30-Apr 2, 2026	Sep 29-Oct 2, 2025
May	Aug 3-6, 2026	Feb 3-5, 2025

The dates of the annual RSP meetings for the 2025-2026 academic year are also available on the SBES website.

It is recommended that the student should try to schedule the meeting with the entire RSP in the designated week as staff have been asked to give these weeks free for these meetings. In the event that a student or Panel becomes unavailable on the day, due to unforeseen circumstances, the School Office should be notified immediately and the meeting should be re-arranged by the Supervisor, to take place as soon as possible thereafter. In addition to the mandatory meetings, a student or Supervisor may convene additional meetings as required.

Please note: During all RSP meetings an opportunity should be given to the student to speak to the panel without their supervisor being present.

Although the student is typically responsible for the arrangements/logistics of RSP meetings, and ideally the student should be proactive about identifying dates after the first meeting, Schools/Supervisors are required to oversee the process and to ensure these meetings are taking place.

The Research and Professional Development Plan (RPDP)

A postgraduate research degree requires a level of personal development that is not a feature of undergraduate education: in order to identify the knowledge gap that will inform your research question(s), you need to develop a broad knowledge of biology and a deep knowledge in your specific field; you need to plan an overall research strategy and the shorter-term experiments that address this strategy; you need to consider your approach to data analysis. Research degrees require self-motivation and an ability to manage your time efficiently, both on a day-to-day basis and over a longer time period. They require that you develop team-working skills, communication skills and an appropriate level of professionalism. In order to develop these skills, you will need to become extremely self-aware, identifying your strengths and weaknesses and developing ways to address knowledge and/or skills deficits.

To help you in this respect, UCD requires you to undertake formal self-reflection exercises on a regular basis (Research and Professional Development Planning | Structured PhD programme at UCD| UCD Graduate Studies) and to make written records of these exercises. The reflection exercises may involve a discussion with your supervisor and should include a training needs assessment (of both Generic and Specific skill sets). The written record is prepared by completing pages 6-8 of the RPDP form available on the SBES website. Your written record is reviewed and discussed at your meetings with your RSP and, following amendment to take account of the Panel discussion, is presented to the Head of Graduate Studies via the School office). The self-reflection exercises thus record your research and professional development as you plan and execute research, submit for Stage Transfer Assessment (see below) and move towards completing your thesis. Regular self-reflection, and discussion thereof, helps ensure that your work is clearly focused and aimed at achieving your research and professional goals.

Please note: MSc (Research) students who consider that they may apply for transfer to Stage 2 of the PhD should ensure that they engage with the RPDP process, and maintain adequate RPDP documentation, from the start of their postgraduate programme.

Additionally, all students should schedule a RSP at least 2 months in advance of their Stage Transfer Assessment.

15. PhD Stage Transfer Assessment (and Transfer from MSc to PhD)

All PhD Students in UCD begin their studies in "Stage 1" and must undergo a formal assessment in order to remain in the programme and transfer to "Stage 2" of the programme. The purpose of the Stage Transfer Assessment is to assess the student's progress and their competence and capacity to complete a doctorate.

The assessment is performed by a Transfer Assessment Panel established by the School for this purpose and will be scheduled approximately 15 months after the start of PhD studies. (The Principal Supervisor, or Co-

Supervisor may not be a member of the Transfer Assessment Panel).

The timing of Stage Transfer Assessments in the academic year is available on the SBES website. Further information on panel composition, and on specific dates, time and locations of Assessments, will be communicated in advance by the SBES Graduate Administrator.

PhD Stage Transfer Assessment Procedure

Under the UCD General Regulations for the Degree of Doctor of Philosophy (2006), all PhD Students begin their studies in "Stage 1". A formal Stage Transfer Assessment determines whether the student should progress to "Stage 2" of PhD. This assessment is performed by a Transfer Assessment Panel established by the School. The Principal Supervisor (or Co-Supervisor) is not a member of the Transfer Assessment Panel.

The purpose of the transfer assessment is to assess the student's progress and their competence and capacity to complete a doctorate. The evidence upon which the Panel makes its assessment is provided by:

- The Student Statement of Progress and Research Plan (in the form of the Students Transfer Assessment Report form).
- The Principal Supervisor (in the form of a Progress Report that contains a clear recommendation regarding transfer to Stage 2).
- A short oral presentation by the Student to the Transfer Assessment Panel (no more than 20 mins).
- An interview of the Student by the Transfer Assessment Panel.
- A review of the Student's RPDP by the Transfer Assessment Panel.

Please note that it is compulsory for students to have completed their research integrity training in advance of the STA process.

In addition, the Panel may, at its discretion, decide to interview the Principal Supervisor (and/or Co-Supervisor).

ASSESSMENT OF MSC (RESEARCH) STUDENTS TRANSFERRING TO THE PHD PROGRAMME

Some postgraduate students may begin their studies on a MSc (Research) programme and, following a period of satisfactory academic performance, the Principal Supervisor may deem them suitable for transfer to PhD. Should the student wish to transfer to PhD they must also complete the Stage Transfer Assessment. If successful, the outcome of this assessment would recommend the transfer from MSc to Stage 2 of PhD Studies. Please note: MSc students who may wish to apply for transfer to a PhD programme should ensure that they maintain adequate RPDP documentation from the start of their postgraduate programme.

ASSESSMENT OF PHD STUDENTS IN STAGE 2

A student's progress in Stage 2 of the PhD programme is normally monitored by their Doctoral Support Panel (RSP). In the event that progress is not considered satisfactory during Stage 2, the Supervisor and/or RSP may request that the SBES Postgraduate studies committee initiate a formal assessment of the student. In response to such a request, an Assessment Panel will be appointed by the Graduate studies committee. The assessment procedure will take place as described in this document, with similar choice of potential outcomes.

Further information: UCD Policy on PhD Stage 1 Transfer Assessment is available online in the Academic regulations under the section Progression in all Doctoral Programme: Governance

Document Details

STAGE TRANSFER TIMELINES

A student should have completed and passed the Stage Transfer Assessment within 18 months of first registration. To comply with this limit, the School will organize Stage Transfer Assessments approximately 15 months after the student's first registration. See our website for dates of Stage Transfer Assessments in the academic year.

DOCUMENTS REQUIRED BY TRANSFER ASSESSMENT PANEL

Student's Statement of Progress and Research Plan. This should include:

- A brief description of the overall research project (provide enough background material and detail to allow a non-specialist to understand the basic principles)
- The explicit hypothesis/hypotheses being tested and how they map to potential thesis chapters
- A summary of the research carried out in the first 12 -14 months (bullet point format is encouraged, since these can be elaborated on in the oral presentation)
- The approach taken to overcome any difficulties encountered in the first 12 months (if appropriate)
- A research plan for the remaining period of the PhD, structured around thesis chapters and including an indication of the amount of work that has been completed to date. Include indicative timelines and relevant contingency plans.
- The dates of all formal meetings with the candidate's Research Support Panel.
- Elements from the student's RPDP such as evidence of regular meetings with the RSP, scientific meetings and/or workshops attended, visits to collaborators, training needs identified and evidence of successful completion of taught modules

The Student's Statement of Progress and Research Plan should be a concise document, with evidence of progress to date, and of the existence of a research plan for the future. Most of the relevant information may be presented in a bullet-point format, and appropriately annotated figures that communicate progress effectively may be included. The overall word limit (excluding references) is 3,000. While the document should be the Student's own work (the ability to communicate in this way provides evidence of competence and capacity), the initial draft may benefit from the Supervisor's comments.

The Student's RPDP documents to be reviewed by the Transfer Assessment Panel. A RSP meeting should be scheduled 2 months prior to the STA.

Principal Supervisor's Progress Report. This should include:

- a short statement on the Student's progress in Stage 1 and on the Supervisor's opinion as to the competence and capacity of the student to complete a doctorate;
- a clear recommendation on whether the student should progress to Stage 2.

Students should submit their Statement of Progress and Research Plan to the SBES Graduate Administrator no later than one week in advance of the assessment date. Principal Supervisors should submit their report to the SBES Graduate Administrator Panel by the same date.

OUTCOMES OF TRANSFER ASSESSMENT PROCESS

Having considered all documentation, and following the interview with the Student, the Transfer Assessment Panel will make one of the following decisions, and should note the reason(s) for the decision on the Report Form (included at end of this document):

(i)   that the student should progress to Stage 1 of the doctoral programme;

(ii)   that the student should progress to Stage 2 of the doctoral programme;

(iii)   that the student should not progress to Stage 2 of the doctoral programme, and that:

        a)   the student should re-submit for assessment.

        b)   the student should apply to transfer to another graduate programme utilising, where appropriate, any credits already accumulated in Stage 1 of the doctoral programme;

        c)   a recommendation be made to the University Programmes Board that the student's registration be terminated.

The Chair of the Transfer Assessment Panel should complete the report form, which includes the decision, the reason(s) for the decision, and the feed-back for Student and Supervisor. Each Panel member should sign off on the agreed decision and the completed Report should be delivered to the SBES Graduate Studies Administrator.

The SBES Head of Postgraduate Studies will consider the Transfer Assessment Panel's Report and, on approval, will submit the recommendation to the Graduate Research Board (GRB) and will send copies of the report to the Student and Principal Supervisor. Following approval by the GRB, the student's record will be updated by UCD Registry. The School Graduate Administrator will confirm approval of the recommendation to the student and their supervisor (by email).

APPEAL OF DECISION OF TRANSFER ASSESSMENT PANEL

A candidate has the right to appeal a decision of the Transfer Assessment Panel. In the first instance, an informal appeal should be made in writing to the SBES Head of Postgraduate Studies, who will then ensure that a process for assessing the appeal, independent of the student's RSP and Transfer Assessment Panel, is put in place. The outcome of the appeal should be known to both the student and the supervisor within one month.

If the student is not satisfied with the outcome of the SBES appeal, an informal appeal should be made in writing to the Graduate Research Board. In the event of an unsuccessful appeal at this level, the student may apply to the UCD Assessment Appeal Office to formally appeal the outcome of the Stage Transfer Assessment. Further information is available from http://www.ucd.ie/appeals/

RESPONSIBILITIES OF PARTICIPANTS IN STAGE TRANSFER ASSESSMENT

Student

•   Schedule and complete a RSP at least 2 months in advance of the Stage Transfer Assessment.

•   Submit Statement of Progress and Research Plan in a timely manner to the SBES Graduate Administrator.

•   Attend interview with Transfer Assessment Panel.

•   Prepare and deliver oral presentation.

Principal Supervisor

•   Submit Principal Supervisor's Progress Report in a timely manner to the SBES Graduate Studies Administrator.

Chair of Assessment Panel

•   Prepare for the Transfer Assessment by reading all documentation in advance.

•   Following the meeting (and in the absence of the Student) chair a discussion of the merits of the student's case for Stage Transfer and obtain a consensus on the decision.

•   Complete all parts of the Report Form and obtain signatures from all members.

•   Submit the Stage Transfer Assessment Panel's Report to the SBES Graduate Administrator.

Member of Assessment Panel:
- Prepare for the Transfer Assessment by reading all documentation in advance.
- Actively participate in the Assessment interview.
- Reach a decision (jointly with other Panel members) on the outcome of the Assessment.
- Sign report form.

16. Credit accumulated through the modular system

From September 2014 all PhD students in SBES, including those located off the UCD campus (for example, at Teagasc sites, EPA etc.), are required to accumulate 30 credits from the modular system, prior to completion of their studies. The value of accumulating credits through taught modules lies in increasing your knowledge base, developing your research skills and providing you with important transferable skills that enhance your career development.

For example, BIOL50040 (Research Seminar Series) is a 5-credit module offered by SBES (and coordinated by Zixia Huang) that aims to improve scientific communication skills. It involves regular attendance at the School seminar series (see Section below), completion of assignments that test the student's understanding of the scientific content of seminars and encourage critical evaluation of seminar delivery. The module also includes a series of oral presentations given by the students on their own research.

In SBES, we require first year graduate students who are engaged in a demonstrating role (the majority of graduate students in SBES, see below) to take (for credit) BIOL40100 (Teaching in Higher Education, SBES). This is a 5-credit module, coordinated by Gavin Stewart and is designed to support graduate students in the development and evaluation of their teaching skills. The practical element of the module takes place in trimester 1 and the workshop/lecture aspects of the module takes place in trimester 2.

Additionally, from August 2019, all incoming research students will be required to complete research integrity training as part of their programme. Information on this training can be found on the Research Integrity website (UCD Research Integrity) and opportunities to meet this requirement include a 5 credit module offered by the College of Science (SCI50020 – www.ucd.ie/modules/SCI50020). This module must be completed before the student attempts their Stage transfer assessment (15-18 months into the programme),

You may choose from the full range of modules available within UCD, subject to your supervisor's approval. Your supervisor may also recommend that you take relevant short skills or technique training courses offered outside UCD; participation in such courses will depend on whether or not your funding body covers the related costs. From a supervisor's point of view, the research student is working on a topic that is of interest to the supervisor and the

Registering for Taught modules

Registering to a module for credit means that you must attend classes (lectures, lab practical's, field trips, tutorials etc.) and complete all assignments and assessments. Each module you take will be listed on your academic transcript, along with the grade you achieve in each. You may also take a module for 'audit'. This means that you attend classes (lectures, lab practical's, field trips, tutorials etc.) but you are not required to take the assessment(s) and you do not accumulate any credit towards your 30-credit requirement.

You can register to some modules via your SISweb (with the permission of your supervisor). For all other modules you must complete the online form that can be found here.

You can find full details here;
Taught Modules for Research Students| UCD Graduate Studies

NOTE: You can withdraw from a module before the end of week 12 of a trimester, or before the last day of teaching in a trimester, with no academic implications. If you are unable to participate in a module that you are registered to and wish to drop it, please contact the Graduate Administrator ASAP.

Modules and Credits

What is a module?
- A module is a self-contained unit of learning, teaching and assessment.
- The volume of educational activity is expressed in hours of student effort.
- This is linked directly to the credit value of the module.
- Information about a module is contained in the online descriptor for that module.

What is a module descriptor?
A module descriptor captures information about a module for the purpose of conveying that information to staff and students. It will be available online. The module descriptor should, at a minimum, include the following:
- The School and Module coordinator responsible for the module.
- Credit value, level, Trimester, learning outcomes, curriculum and description of the module.
- The means by which the learning outcomes will be assessed.
- An indication of the expected student workload.
- Any module dependencies (pre-requisites, required modules, co-requisites, incompatible modules, exclusions, requirements or recommendations).
- Information on remediation opportunities.

Module levels
The first number of the module code indicates Module Level, which is an indication of the level of difficulty of the learning outcomes and the material that will be encountered. Most modules recommended for Graduate research students are Level 4 or 5 (Final Year Hons / Masters+ level). However, a limited number of Level 3 modules may be appropriate in certain cases, for example if you need to learn something from outside your undergraduate discipline.

Module Descriptors

For detailed information, including assessment strategies, please follow these instructions:
- Go to http://www.ucd.ie/students/course_search.htm
- 'Search all Modules' + 'Filter by Keyword'
- Type in Module Code (e.g. GENE30010)

External Credit & Recognition of Prior Learning (RPL)

Graduate Research students may, with the approval of their supervisor, register to modules or workshops outside of UCD for credit. This credit can contribute towards the 30-credit component.

External credits will be reflected on a transcript with the College specific module code (EXTLXX101) and the description 'External Credit'. Please discuss with your supervisor if you wish to explore taking modules outside of UCD.

What is RPL?

Recognition of Prior and Concurrent Learning (RPL) is defined as: "a process by which learning is formally identified, assessed and given a value".

- RPL encompasses all forms of prior and concurrent learning, including learning acquired by following a course of study (i.e., formal learning), learning acquired outside of the formal education system which may not lead to certification (i.e., non-formal learning) and learning acquired through experience.
- Prior learning refers to learning achieved prior to admission to a programme of study.
- Concurrent learning refers to learning that has been completed outside of the programme after the student has been admitted to the programme.

How to apply for RPL or External credit?

This must be discussed and approved by the RSP panel. After the meeting, please contact the Graduate Administrator for the correct forms. You may not apply for this until you are in your second year.

17. The SBES Seminar Series & Annual Graduate Seminar Day

The SBES Seminar Series

All graduate students of SBES are expected to attend the School's Seminar Series, in which a weekly lunchtime seminar is held during term time. These seminars span the School's four research themes and serve to broaden and deepen students' knowledge of Biology and Environmental Science. From 2014, the School Seminar series is associated with BIOL50040 (see above). Seminars are presented by SBES researchers or by visiting speakers from outside the School or University. The Series is coordinated by Dr Susanne Schilling and Dr Zixia Huang. Students may nominate invited speakers when the series is being established.

SBES Annual Graduate Seminar Day

SBES graduate students organize an annual Seminar Day that showcases the students' research activities. This is an important event and all graduate students are expected to attend each year and, in the latter stages of their studies, to deliver a seminar based on their research. This is compulsory for PhD students who typically present seminars during year 3 or 4. MSc graduate students who wish to take part should let the SBES Graduate Administrator know of their interest. Each year the Carmel Humphries Memorial Medal is awarded to the best graduate student seminar.

SBES Key Events

There are a number of key events in the School diary to which all graduate students are invited.
- Postgraduate Seminar Day (around June). Event organized by SBES post-graduate students where final stage PhDs present and discuss their work, showing the breadth of research within the School.
- The SBES Seminar Series (weekly at lunchtime on Thursdays).

- The Researchers Lunch (monthly at lunchtime on the last Friday of the month).
- School coffee mornings/bake sales. (intermittent).

18. Demonstrating

It is the policy of the School of Biology and Environmental Science that all PhD and MSc (Research) students act as demonstrators at undergraduate practical classes, per Autumn and Spring trimester (unless special circumstances exist). Demonstrating is an integral part of training for an academic career and may prove to be an important addition to a CV. In addition, teaching practice improves core research skills (Feldon et al, 2011*). To help you develop your teaching skills, we require students who demonstrate to take the Module BIOL40100 (for details, see above).

Demonstrators are paid by the hour for their efforts. They should ensure that they approach demonstrating in a professional manner and are properly prepared for the contact hours they teach. The demonstrating rota is organised by Rachael Reenan and circulated by email at the start of each trimester. When you are assigned to a class, consult the relevant module coordinator for further details.

Graduate students who have been awarded a UCD Research Demonstratorship by SBES are required to demonstrate for a certain number of hours per week, and/or perform other teaching-related duties, during each trimester.

To receive payment for demonstrating, you must complete an Hourly Paid Set Up Authorisation Form at the beginning of each academic year (Circulated by the School's Finance Administrator, Ms Gillian Moran). You must subsequently complete an Online Timesheet each month, by the stipulated deadline in order to receive payment. Further information is available online at Tutors & Demonstrators - UCD Human Resources
Demonstrators will be allowed to claim for the senior demonstrator rate after working in the School as a demonstrator for no less than 2 years.

Please make sure to review the School's Demonstrator Policy document which will be communicated to all new demonstrators at the start of each teaching trimester. This can also be requested from the SBES Graduate Administrator via email.

* Graduate students' teaching experiences improve their methodological research skills" Feldon, D.F. et al (2011) Science, 333(6045): 1037-1039. DOI: 10.1126/science.1204109

19. Funding Travel to Research Conferences

Presenting the outcome of your research at international research conferences, in poster- or oral format, is a valuable method of developing your communication skills, networking in your research discipline and increasing your research profile. It may even help you find the next position in your career. Travel to such conferences is therefore encouraged, and many funded PhD programmes include an allowance for travel to conferences. Your Principal Supervisor should be able to tell you if a conference travel allowance will be available to you, and will help you to plan for the optimum use of such resources.

In addition, many conference organizers, and some academic societies, provide grants that help postgraduate research students to attend conferences. Your Supervisor, or your student or postdoc colleagues may be aware of such sources of travel grants. You should also seek out your own sources of funding and pay particular attention to advance planning, as deadlines for applications may need to be made well in advance of the conference you would like to attend.

GraSS: Graduate Support Scheme

Grants may be made available by the School of Biology and Environmental Science to support the educational and research endeavours of Postgraduate research students and Research funded staff within the School of Biology and Environmental Science. Such funds may be applied to (but are not restricted to):

- Participation at professional international academic conferences (online, in Ireland and / or overseas) at which the student/research funded staff member is presenting a paper (as sole or first co-author).
- The event for which funding is being awarded must take place within six months before and six months after the submission deadline for the grant. Exceptions to this are only granted under very exceptional circumstances.

The fund cannot support basic research functions necessary to the research project itself such as field research, data gathering, data analysis etc. Applications to purchase personal computers, laptops or books also cannot be accepted.

At least two calls for applications under the School of Biology and Environmental Science Graduate Support Scheme are made each year (usually October and March). A template for such applications is provided and completed applications must be supported by their PI. Each application will be judged under specific criteria by the Research and Innovation committee and all decisions are final.

In respect of applications for various categories of travel grant – **and for indicative purposes only** – the maximum likely award for Ireland-based events will be €250; for comparable events elsewhere in Europe, €400-500; and for exceptional overseas events, €750. All expenses (travel, subsistence, registration fees) must be specified in advance, itemised and evidenced by way of receipts on return. No funding will be made for non-receipted expenses, and no advances may be paid. Mileage and per diem are not allowed. Students must submit original receipts and boarding pass stubs (if available) for reimbursement.

The selection criteria will be assessed on the basis of four criteria;

- Quality of the proposal
- Value for money
- Impact to the applicant
- Impact to the School

20.   Requests for Extension, Leave of Absence, & Withdrawal

Please note that a student becomes eligible for an extension when they reach the maximum number of registered trimesters for their programme, as outlined in Academic Regulations 7.10, 7.11, 8.11 or 9.10.

Information on applying for a thesis extension is available at Thesis Extensions| UCD Graduate Studies

Information on a taking a Leave of Absence is available at Taking a Leave of Absence | UCD Current Students

Information on withdrawing is available at Withdrawing from your Programme | UCD Current Students

21. Preparation of Thesis, Submission and Examination

Students should familiarise themselves with the *UCD Policy on Theses in Graduate Research Programmes* available at: **Governance Document Details**

The **UCD Graduate Student Research Handbook** also contains guidance on thesis preparation, submission and examination. If you and your supervisor intend to submit an "Alternative Format Thesis" (i.e. a thesis as a collection of papers) then the handbook has a section dedicated to this format and the UCD Graduate Research Board have published **specific guidelines production of alternative thesis format**. Please read these guidelines, and in particular the section on "Originality, Authorship & Acknowledgements".

University Academic Regulations require that doctoral and research master degree candidates submit an electronic copy of their thesis. In order to facilitate the deposit of electronic theses, UCD has established a publishing partnership with ProQuest's Dissertations & Theses Global (PQDT) service.

You are required to submit your electronic copy through the university's SISweb. Following submission, your e-Thesis will be hosted on the PQDT Global database. You can find details here; **e Thesis System | UCD Current Students**

22. SBES Exit procedure

All SBES allocated space, including laboratory, office and reading desks must be cleared completely prior to departure. Prior to departure (minimum 2 weeks), all students must notify their PI and the School office of their departure date. Students who are finished but have yet to viva should discuss access requirements with their PI. All Students should ensure that personal data has been removed from computer(s) and that all SBES / Group data has been transferred or shared correctly. Confidential material must be returned to the School office for shredding. In the event of non-notification of a departure: The School will deactivate the departee key card and contact the relevant PI to dispose of/transfer all material asap.

23. Publication of Research Findings

In addition to producing a thesis, the PhD research project should yield one or more peer-reviewed scientific publications, ideally in journals of the highest possible quality. In fact, the core objective of the Doctor of Philosophy (PhD) degree is 'to make a substantial and original contribution to knowledge, normally leading to peer-reviewed publications'. These publications are the "career currency" for both student and supervisor and should be given a high priority at an early stage in the project. Students are encouraged to publish during their research studies and any publications (which usually appear in modified form as thesis chapters) may be bound into the thesis as an Appendix. It is not required that research for the MSc (Research) degree lead to peer-reviewed publications. However, it is strongly advised that students should attempt to generate data that is publishable. Being an author on a peer-reviewed publication (even if not first-author) may help to make a CV more competitive.

Presenting your research at international research conferences, in poster- or oral format, is a valuable method of developing your communication skills, networking in your research discipline and increasing your research profile. It may even help you find the next position in your career. Travel to such conferences is therefore encouraged, and many funded PhD programmes include a travel an allowance for conferences. Your Principal Supervisor should be able to tell you if a conference travel allowance will be available to you and will help you to plan for the optimum use of such resources.

24. Authorship & Intellectual Property

Intellectual Property is a complex area because it is hard to assign 'ownership' to ideas and their products. Academic staff in third-level educational institutions are employees and anything they invent is regarded as belonging to the particular institution that employs them. This principle includes students as well as staff. On a more routine level, the student, the supervisor(s), other collaborators and the funding agency may all legitimately claim a stake in the outputs of research students. Such outputs may include research articles, conference presentations, patentable products or processes, and even future lines of research. The thesis itself is the property of the University and will be deposited in the University Library, although the student can keep copies.

For conference presentations and research articles, the relative inputs of the different players are usually acknowledged with co-authorship, statement of affiliation and acknowledgements. The authors of a paper should all have contributed substantially to it and should, in principle, be able to discuss the entirety of its contents. First authorship carries particular weight and is usually given to the person who had the greatest input in terms of effort and/or ideas (and who generally took the lead in the writing process). Authors may then be listed in order of diminishing 'importance', with the exception that the leader of the research group is often identified by being listed last. The affiliation of authors must also be listed on presentations and popular press articles. This means giving prominence to the institution where the author was when the work was done, even if authors have since moved on. New addresses can be listed separately to enable correspondence. The Acknowledgements section provides an opportunity to thank those people who contributed in some way (for example practical help, discussion or funding) but whose contribution was not sufficient to merit authorship. Typically, a supervisor will expect to be listed as an author on the papers produced from a PhD or MSc. In order to avoid authorship disputes these issues should be discussed at an early stage in the research.

The University has an explicit policy on patentable products arising from research and there is a support service to provide advice for researchers aiming to develop the commercial potential of their findings. More information is available from the Office of the Vice-President for Innovation at **Innovation at University College Dublin**

25. IT Services

UCD's IT Services provide virtual and / or face-to-face support for set-up and ongoing computing requirements, including registration of new laptops / PCs to the UCD network, email addresses, research servers, etc. For more information, please visit IT Services website; UCD IT Services
IT Services Online Guide: Services for Students - UCD IT Services

UCD E-mail address
Any official UCD e-mail sent to students will be addressed to their UCD Connect address. UCD registered students are automatically given a UCD network username and password when you register with the University. If you have forgotten your details, contact the Helpdesk at ext. 2700.

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.

UCD IT Services will never ask for your username and password or any personal credentials by email. For more information on 'phishing' emails visit IT Security pages.

Your UCD Connect account gives you access to your email, personal calendar, timetable, eLearning resources, software, 2GB web file storage and much more. If you have any IT queries or wish to find out about our IT facilities visit: facilities visit: UCD IT Services or drop into the IT Centre on campus. You can also contact the IT Support Helpdesk, Home - UCD IT Services.

26. Printing Services

UCD copyprint provides the following services; photocopying, printing and design as well as thesis binding and supplies stationary and computer supplies. For more information including where to find them see: UCD Copi-Print

27. Career Development Centre

Careers Network Services

Access to Career Coaching and Career Guidance

•   A Quick Query Service is on offer throughout the working week (times and changes may vary during vacation periods and between the Belfield and Blackrock campuses), so check our website for details at www.ucd.ie/careers . Consultations are offered for 20 minutes at Belfield and 30 minutes at the Careers Network, Blackrock. The service is intended to help you prepare for the next step, for example, CV enhancement or sourcing funding for graduate study. This service is bookable on the day you wish to visit. You do this on-line or via a smart phone using the MyCareer system (www.ucd.ie/careers). Early booking is advised as slots fill quickly. Should you experience technical difficulty in booking a consultation, please email careers@ucd.ie and a member of the careers team will get back to you to resolve the issue. The Careers Network (Belfield) opens Monday-Friday from 9:00am- 5:00pm. We cannot make bookings for quick query interviews via email unless exceptional circumstances exist. Career & Skills Consultants will help with the full range of careers and employment issues or with work experience queries. Please note that during teaching weeks, Careers Network (Belfield) offers quick query services until 7:30pm on Wednesday evenings. Booking is via MyCareer as outlined above.

•   A longer career coaching session with a Careers & Skills Consultant (Belfield) or Careers Manager (Blackrock) is only available by appointment, after you have seen a quick query adviser and lasts around 30-45 minutes.   All discussions remain confidential, and no sharing of information will take place without your permission to release such is given.

UCD Careers Fairs

For information on career events see: Recruitment Fairs - UCD Careers Network . Also follow events via UCD careers twitter UCD Careers Network (@UCDCareers) / Twitter. On various dates careers fairs are held around the country see web: Events | gradireland.

Graduate Market

Read reports on the level of graduate vacancies and starting salaries available in the UK. Read High Fliers research report. Visit: http://www.highfliers.co.uk.

28. Student Welfare and Student Life

Student Advisors

Your Student Adviser is here to help you make your time at UCD as fulfilling and enjoyable as possible. Student Advisers work with chaplains, the Student Health Service, academic and administrative staff to ensure the best outcomes for you. You can call to see your Student Adviser in relation to any personal, social or practical issues you are having.

The UCD Postgraduate Research Student Advisor is Eamonn McHugh
More information and contact details:
Staff Profiles - UCD Student Advisers

UCD Chaplains

Chaplains in UCD offer personal support and advice in complete confidence to students who come to us. To find a UCD chaplain, visit www.ucd.ie/chaplaincy.

Student Health Services

The Student Health Service in UCD - Telephone: 716-3133 - is located in the Student Centre on the Belfield campus. If a student is worried about a health problem, they may call to the Student Health Service, where the receptionist will make an appointment for them to see the appropriate officer.
There is no dental service attached to the Student Health Service and dental care is not covered to a great extent even with a medical card. If dental treatment is required the Student Health Service can recommend a local dentist.

Students' Union Representatives   www.ucdsu.ie

Marc Matouc is the Graduate Officer for UCD Students Union. The role of your Graduate Officer covers all non-academic issues that you may face in your day-to-day lives throughout your time here in UCD. You can contact Marc by e-mail at graduate@ucdsu.ie or call at +353 0(1) 716 3113. Also, UCD Students Union Welfare Officer (01-7163112 or email welfare@ucdsu.ie).

UCD Sports, Clubs and Societies

The environment of UCD provides a vibrant social life to all members of the university. This page provides a gateway to some key social and sporting information sources at UCD as well as other useful links. www.ucd.ie/sportandsocieties.htm

29. University Facilities and Campus Maps

UCD's campus has several shops, restaurants, cafes, a bank and a post office.

UCD Library   **www.ucd.ie/library**

UCD Library provides you with online access to a wide range of scholarly resources. There are a range of supports available; from tours, workshops, online help and study spaces to individual consultations to ensure you maximise your use of library services. Your dedicated Science Liaison Librarian is available to assist you in finding the best resources to support your studies. Further details on our services for graduate students is available at Use the Library | UCD Library

The modern and well-stocked central library is located within the building opposite the lake in Belfield. The Health Science library is located in the Health Science Building; please note that you need your student card to enter. The library catalogue can be searched online.

Campus Maps

Visit Campus Map for a map of the campus.

Frequently Used Buildings:

	No.	Grid Ref.		No.	Grid Ref.
UCD Conway Institute	18	B5	**Bicycle Shop**	8	B10
Health Sciences	29	C5	**Student Desk/ Registry / Graduate Studies / Research Finance Office**	75	C8
NIBRT	39	C12			
NovaUCD	42	B12			
O' Brien Science Centre	64	C6/D6			
Student Centre / Sports Centre	70	D5			
Global Lounge	51	D9			

Explore UCD is a self-guided walking tour of approximately 2.5km: Explore UCD

Security and Safety Awareness on Campus

UNICARE is a University service designed to enhance the security of property and the personal safety of students, staff and visitors on the UCD Belfield campus. The programme operates through the combined efforts of students, staff, the local Gardaí, the Buildings and Services Department and various groups within UCD.

24 Hour Emergency Line Internal Telephone No: 7999 External Telephone No: 716 7999

You should use the UNICARE number to call for emergency assistance or to report any issues regarding personal safety and security of property on campus, e.g. an accident/emergency, fire, theft, reporting suspicious or troublesome persons or reporting an incident you may have witnessed.

The UNICARE emergency line is operated 24 hours a day and assistance will be provided immediately in response to your call. UNICARE red emergency phones are located throughout the Belfield campus.

Frequently Used Buildings:

	No.	Grid Ref.
UCD Conway Institute	18	B5
Health Sciences	29	C5
NIBRT	39	C12
NovaUCD	42	B12
Science Centre	64	C6/D6
Student Centre	70	D5
Student Desk/Registry	75	C8

North

30. International Students

If you are a national of a non-EU country, you are required to register with the Irish Naturalisation and Immigration Service each academic year. You may only register with the INIS after you have completed registration at UCD, paid your fees, and collected your student card. You will need to present yourself at the INIS with a letter from the Student Desk confirming your registration status, a receipt of fees paid, current student card, and a current bank statement showing you have sufficient funds available or a letter from your funding body confirming your current scholarship/sponsorship details if applicable. There is also a registration fee.

31. Administration

Your Administrator is Rachael Reenan, who will advise on:
- Access cards if and when appropriate
- Letters required for opening bank accounts, etc.
- IT infrastructure
- Forms
- Demonstrating
- Fee issues
- RSP and STA dates/panels/process etc
- Rachael may be contacted at ext 2395 and is located at Room E3.37 in the Science Centre East or alternatively email rachael.reenan@ucd.ie

Graduate Student representatives

A number of SBES graduate students act as representatives of their colleagues, liaising with the School's administration and sitting on various School, College or University committees. In addition, these representatives ensure that agreed codes of behaviour are followed in the reading rooms. Graduate student representatives also play a leadership role in organising the annual graduate student seminar day and may help organise extracurricular and social events.

For details on the current student representatives, please contact SBESPostgradreps@ucd.ie or the SBES Graduate Administrator.

SBES Graduate Studies Committee

MEMBERSHIP
- Jon Yearsley (Chair)
- Rachael Reenan
- Jens Carlsson
- Grace Cott
- Guerrino Macori
- Jennifer Coughlan (Technical Officer)
- XXX (Research Funded Staff)
- SBES Graduate Student Representatives

32. Approved policies related to graduate research

It is essential that you are aware of the University's requirements and that you proactively plan your activities in order to satisfy them. If you require clarification concerning these regulations or policies, you should discuss them in the first place with your Primary Supervisor and Research Studies Panel.

Students should also familiarise themselves with the UCD Policy Document Code of Practice for Supervisors and Doctoral students available online at:
Code of Practice for Supervisors and Research Degree Students

UCD Academic Regulations
Governance Document Details

UCD Student Code
Student Conduct - UCD Student Engagement, Conduct, Complaints and Appeals

Policy for Supervision of Graduate Research Students
https://hub.ucd.ie/usis/W_HU_REPORTING.P_DISPLAY_QUERY?p_query=GD120-1&p_parameters=F46FD1EC22E730EE67CD2D4D3A627D32DD3BCF072D64859E33BC5D26C81B5C068F443CA971B7E7157342B364E3964C43705F357E1D435AFDBB2271C5590BB67F3FEE3C29C40C63ABE3AA2302FC9CE6D77A5D22497BD1ADBCCD369E6DB302851F9F03DDE28046288CB87485508FEA2A8BFEBADABBFC621DA087EA014A097315724A7DA5E740C1907C843321C9058E614D77166EEC0039BC90857C1C77365001EA

Conflict Resolution for Supervisor(s) and Graduate Research Students Policy
https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=11

Terms of Reference for Research Studies Panels
Research Masters/Doctoral Studies Panel Terms of Reference

Split-site Arrangements for PhD and other Graduate Research Students
Governance Document Details

Academic Integrity Policy
Governance Document Details

Research Integrity Policy
Governance Document Details

UCD Leave of Absence Academic Policy
UCD Leave of Absence Policy

UCD Withdrawal for Graduate Research Degrees Policy
Governance Document Details

UCD Policy on Dignity and Respect
Dignity & Respect - Equality, Diversity and Inclusion