

Continuation & Readmission Process Map: Research Programmes

The Principal Supervisor has primary responsibility for the academic supervision of the research degree student. Each student will also have a Research Studies Panel (RSP) appointed to them within the first trimester of a research student's registration. The role of the student's RSP is to provide advice, monitor the progress of the student and support the supervisor student relationship.

Start / end

Process

Outcome / decision

A Head of School / Stage Transfer Assessment Panel makes a recommendation to the Graduate Research Board to discontinue a student's registration.

Recommendations to the Graduate Research Board are accompanied by supporting evidence which demonstrates that the student has been offered appropriate supports (academic and pastoral) in order to meet the progression requirements of the programme. Such evidence may include records/minutes of meetings; email communications between the student and Principal Supervisor / Co Supervisor and meetings with the Research Studies Panel. Students are notified of the decision to recommend discontinuation to the Graduate Research Board, and are given copies of the recommendation and related supporting evidence. Students may make a written submission to the Graduate Research Board within 10 working days.

The Graduate Research Board considers the recommendation

The Graduate Research Board approves the recommendation to discontinue

The Graduate Research Board may, following discussion with the Head of School / Stage Transfer Assessment Panel, make a decision which differs from the recommendation

The Graduate Research Board requests that the Head of School / Stage Transfer Assessment Panel reconsider their recommendations

Notification sent to

- the student, within 5 working days of the date of the meeting.
- Head of School / Stage Transfer Assessment Panel
- UCD Registry and Academic Council Committee on Student Conduct and Capacity (ACCSCC), via Student Engagement Conduct, Complaints and Appeals (SECCA).

The Head of School / Stage Transfer Assessment Panel is notified of the decision within five working days of the date of the meeting.

Resolved

Resolved

SECCA records the case and the outcome

The student has the right to appeal the decision to the University's Students Appeals Committee **within 10 working days** of the date of issue of the decision of the Sub-committee

Grounds for appeal:

- new evidence
- procedural irregularity