

**UCD College of Social Sciences and Law (CSSL)**

**Staff and Student Guidance and Policies  
on Graduate Research Degree Programmes**

**Academic Year 2018-19**

**Also available at:**

**<http://www.ucd.ie/socscilaw/graduateschool/informationforcurrentphdstudents/#d.en.316607>**

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## Welcome

### 1. Introduction

Welcome to UCD College of Social Sciences and Law (CSSL).

This handbook provides guidelines on completing the structured research degree programmes in the College of Social Sciences and Law. It includes policies and requirements for the students based in the College. However, we are continuously seeking to improve our programmes and thus these requirements may be subject to change from one year to the next. Students should consult this handbook each year; it will be updated before the beginning of each academic year in response to evolving University regulations and ongoing programme review.

It is essential that each student is aware of the requirements for undertaking a research degree. Moreover, it is the responsibility of each student to be proactive in relation to progressing in their research degree. If you require clarification about any of the content in this document, you should first contact your supervisor, your Doctoral/Masters Studies Panel, the PhD/Research Degrees Programme Director or School Manager in your School or the CSSL Graduate School Manager (contacts are listed in the next section).

### Research Degrees in CSSL

The College has eleven Schools and each School varies slightly in terms of the specific requirements placed on students pursuing a research degree. However, all programmes fall within the framework of this document which provides core guidelines for Schools in relation to research degree programmes within CSSL. The PhD programme is developed within the framework of the UCD's academic regulations for structured PhDs. Students are strongly encouraged to take transferrable skills training as opportunities arise. A significant emphasis is also placed on the role of methodological training for PhD students. This is a crucial element of the research programme which assists all students with the research skills in order to complete their degree.

## **2. (a) Key Contacts in the CSSL Graduate School**

### **Director of the Graduate School**

Assoc Professor Nuala Brady

[nuala.brady@ucd.ie](mailto:nuala.brady@ucd.ie) ext 8247

### **Graduate School Manager**

Margaret Brindley

[margaret.brindley@ucd.ie](mailto:margaret.brindley@ucd.ie) 8268

### **Graduate School Administrator**

Dr Rachel Wang

[rachel@ucd.ie](mailto:rachel@ucd.ie) 8643

The following research degree programmes are managed in the CSSL Graduate School:

PhD Complex Systems and Computational Social Science

PhD Quantitative Social Sciences

PhD Global Human Development

PhD Public Policy and UCD/IPA Doctorate of Governance (DGOV)

## **(b) Key Contacts in Schools**

### **School of Archaeology**

Angela McAteer

[archaeology@ucd.ie](mailto:archaeology@ucd.ie) ext 8312

### **School of Economics**

Helen Kenny

[helen.kenny@ucd.ie](mailto:helen.kenny@ucd.ie) ext 8272

### **School of Education**

Sarah Conroy

[sarah.conroy@ucd.ie](mailto:sarah.conroy@ucd.ie) ext 7965

### **School of Geography**

Gillian Johnston

[gillian.johnston@ucd.ie](mailto:gillian.johnston@ucd.ie) ext 8179

### **School of Information & Communication Studies**

Claire Nolan

[claire.nolan@ucd.ie](mailto:claire.nolan@ucd.ie) ext 7055

### **School of Law**

Niamh McCabe

[niamh.mccabe@ucd.ie](mailto:niamh.mccabe@ucd.ie) ext 4111

### **School of Philosophy**

tbc

ext 8186

### **School of Politics & International Relations**

Cathrina Gaffney

[cathrina.gaffney@ucd.ie](mailto:cathrina.gaffney@ucd.ie) ext 8670

### **School of Psychology**

Mary Boyle

[mary.boyle@ucd.ie](mailto:mary.boyle@ucd.ie) ext 8369

### **School of Social Policy, Social Work & Social Justice**

Elizabeth Hassell

[elizabeth.hassell@ucd.ie](mailto:elizabeth.hassell@ucd.ie) ext 8419

### **School of Sociology**

Veronica Barker

[veronica.barker@ucd.ie](mailto:veronica.barker@ucd.ie) ext 8510

## Preliminaries for Graduate Research Programmes

### 3. Registration to Research Degree Programmes

#### Registration in CSSL

Your admission to a research degree programme in UCD is formally approved initially by the relevant School and then by the College of Social Sciences and Law Graduate School Board. All PhD/Research Masters students are registered within a UCD School. Queries regarding your studies should be directed to your Principal Supervisor, Graduate Studies Administrator or PhD/Research Masters Programme Director.

Students are required to formally register for each year of their studies. This occurs at the same time each year depending on the official start date (September, January or May). It is the student's responsibility to ensure that registration is complete each year by the deadline set by UCD Registry (email reminders are regularly sent to the student UCD account). Completing the registration process includes payment of all fees. Failure to do so may result in your student account being deactivated and a fine imposed in order for it to be restored. You must register by logging on to SIS web (<https://sisweb.ucd.ie>).

#### Fees

On completion of the registration process, all students must then pay the programme fees for each year of study. Fees can be paid in instalments and students will be advised by the Fees office of the appropriate fee ([www.ucd.ie/students/fees/](http://www.ucd.ie/students/fees/)). Only students who are fully-registered with all outstanding fees paid can submit their thesis.

### 4. IT

UCD 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 ([www.ucd.ie/itservices/](http://www.ucd.ie/itservices/))

#### 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 registering with the University. Contact the Helpdesk at extension 2700 for assistance.

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 their responsibility to ensure that this alternate mailbox is viable and that all emails are redirected.

UCD IT Services will never ask for your username and password, or any personal credentials by email. Visit the IT Services security pages for more information on 'phishing'.

### 5. Research Ethics

Research ethics applies to all members of the UCD community who conduct research that involves human and/or animal subjects. Prospective researchers must read the policies and guidelines on the research ethics website ([www.ucd.ie/researchethics](http://www.ucd.ie/researchethics)). The CSSL Graduate School organises annually a session on how ethical reviews and exemptions are processed. All research students are strongly encouraged to attend to understand how research ethics are applicable to their proposed research.

Commencing academic year 2018-19, all PhD students will be expected to complete a research integrity programme online. This programme prepares early stage researchers to understand the obligations and responsibilities of a researcher, and also provide advice on how to deal with complex situations that might arise. This programme is certified, can be completed in the students' own time and should take no more than five hours. For more information, go to [ucd.ie/graduatestudies/currentgradstudents/researchphdsupport/researchintegritytrainingforphdstudents/](http://ucd.ie/graduatestudies/currentgradstudents/researchphdsupport/researchintegritytrainingforphdstudents/)

### 6. Graduate Tutors/Demonstrators

It is common for students to be involved as graduate tutors which includes the provision of tutorials for undergraduate and graduate modules in their School. This is a useful opportunity for students to gain teaching experience as part of their development.

## The PhD Programme

### 7. The Structured PhD Programme

The structured PhD enables students to achieve the best possible experience of graduate research and training. Making a substantial and original contribution to knowledge, normally leading to peer-reviewed publications remains the core objective of doctoral studies. Our structured PhD includes several innovative measures designed to support you in achieving your academic and professional objectives. Assessment for the award of a PhD is made on the basis of a thesis and *viva voce* exam.

To enter the PhD programmes, applications are invited from graduates with a degree (normally of a first class or very high 2.1 standard, or equivalent). However, meeting these standards does not guarantee a place on the PhD programme. Holding a masters degree will normally enhance considerably an applicant's chances of acceptance on one of our PhD programmes. All students must enter Stage 1 of the PhD programme.

### 8. Supervision

#### UCD Principal Supervisor

- Must be a permanent member of staff OR a member of the adjunct or visiting staff of the University who has been specifically approved by UCD to act as principal supervisor.

Members of staff without an academic appointment cannot act as the principal supervisor of a research student.

- A full-time member of the academic staff on a temporary contract of three years or greater may act as principal supervisor with the approval of Head of School, provided that there is a co-supervisor who is a permanent member of staff.
- Should be an active researcher in the broad area of the student's research topic, with a record of a peer-reviewed publication of international standing.
- Will normally hold a doctoral degree and have experience in supervising doctoral students.

Students are always registered to the School of the principal supervisor.

#### Supervisor responsibilities

The main duties and responsibilities of the principal supervisor are as follows:

- Act as the main source of research supervision, provide mentoring, guidance and advice for the student throughout their research degree;
- Meet regularly with the student;
- Participate in the Doctoral Studies Panel (DSP).

For further information, please refer to the Policy Document '*Code of Practice for Supervisors and Doctoral Students*':

[sisweb.ucd.ie/usis/!W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=10](http://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=10)

## 9. Doctoral Studies Panel

In addition to your supervisor, your School will appoint a Doctoral Studies Panel (DSP) within three months of the date of initial registration. For Master's students, a Masters Studies Panel (RMP) will be appointed within the same timeframe. Typically, DSP members are nominated by the School in consultation with the supervisor. It normally comprises of the supervisor(s), two advisors (one of whom acts as the panel Chair) and the student. The purpose of the DSP is to support and enhance the supervisor-student relationship, to monitor progress during the course of the doctoral studies, and to provide advice and support both to the student and the supervisor. One of the nominated advisors has academic expertise relevant to the student's research work and also has experience in supervising doctoral students.

The DSP should have its first meeting within six months of the student's initial registration in order to review the student's research and professional development plan (RPDP). At least one additional meeting should be held in the first year of the student's registration. Thereafter, it is recommended that students should have two DSP meetings per academic year. Students should be pro-active in arranging such meetings in conjunction with their supervisor. The student, or another member of the DSP, may convene a meeting of the panel at any stage if it is considered desirable or necessary to address any relevant issue(s) that may arise.

#### Meeting reports

Records of the DSP meetings are maintained as part of the Research and Professional Development Plan (RPDP). Students should complete the RPDP document after each DSP meeting, which should be signed by all DSP members. Schools should ensure that RPDP records are maintained centrally by a designated administrator within the School.

It is strongly recommended that the key recommendations of DSP meetings are recorded. In most cases the report should be brief but, where there are issues relating to student performance/progress, the report should document the weaknesses/issues raised and recommendations for improvement.

If there is a serious issue with a student's performance raised at a DSP meeting, the School Head of Graduate Studies or PhD programme coordinator should be notified.

#### **10. Research Masters Panel**

A Research Masters Panel (RMP) should be established for all research masters students. It should comprise the supervisor(s) and at least one other adviser appointed by the School. The RMP monitors progress in a similar fashion to the DSP.

For more information on doctoral and research masters panels, go to:

[sisweb.ucd.ie/usis/!W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=145](http://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=145)

#### **11. Masters by Research to PhD pathway**

In exceptional cases, students may be accepted on to a Master by Research degree programme and then subsequent transfer onto the PhD programme. In such cases, students who transfer onto the PhD programme must follow the procedure as laid down in Section 11.1 Transfer from the Research Masters to PhD degree of the current University Academic Regulations Research Masters Degrees.

#### **12. Research and Professional Development Plan (RPDP)**

Research and professional development planning is an integral part of the structured PhD programme. The purpose of such planning is to ensure that your work is clearly focused on achieving your research and professional development goals. This will play a major part in informing the trajectory of your PhD research, and in your training and development as a researcher.

There are three main components to the RPDP:

1. The Research Plan – This provides the student with a clear research focus and a coherent research plan.
2. The Professional Development Plan – This enables the student to identify the skills important to their research and career.
3. The Doctoral Studies Panel Meeting Record – A mandatory outcome of the DSP meetings will be a formal record of the student's research and professional plans, and progress to date. This will also inform the transfer assessment panel.

Further details and RPDP forms are available for download from:

<http://www.ucd.ie/graduatestudies/currentgradstudents/researchphdsupport/researchandprofessionaldevelopmentplanrpdp/>

Scroll down to the bottom to College of Social Sciences and Law box.

#### **13. PhD Modules in the CSSL Graduate School**

UCD operates a credit-based system for accrediting taught modules acquired during the structured PhD programme. All PhD students are required to take a minimum of 30 credits to be accumulated throughout their doctoral studies. Recognised Prior Learning (RPL) will not be considered for the completion of the 30 credit requirement in the College. It is recommended, but not essential, that most students take the majority of credits in the first 18 months of the PhD. Additionally, the CSSL Graduate School recommends that all students in the College take at least 15 of the 30 credit requirement in core research methods training (as appropriate to the discipline). This can be from the modules designated as core in the Graduate School or within individual Schools in the College. Note that individual Schools may have designated core modules that must be taken as part of the PhD programme in that School; please check the requirements in your School. Where a student plans to



depart from this, the DSP should contact the PhD Programme Director in their School providing clear justification for the deviation.

Accredited modules are available to assist you in developing the knowledge and skills base required to complete your PhD in the time required. **Student performance and grades in taught modules will be noted in your final PhD transcript.** It is important that students identify the modules most appropriate to their research needs in consultation with supervisor(s) and the DSP. If a student then decides to withdraw from a module or to audit a module, they must inform their principal supervisor and the CSSL Graduate School Manager (Margaret Brindley) within six weeks of the commencement of the module. **Please note that if students do not withdraw during this period time, the module will appear as a ‘FAIL’ on your final transcript.**

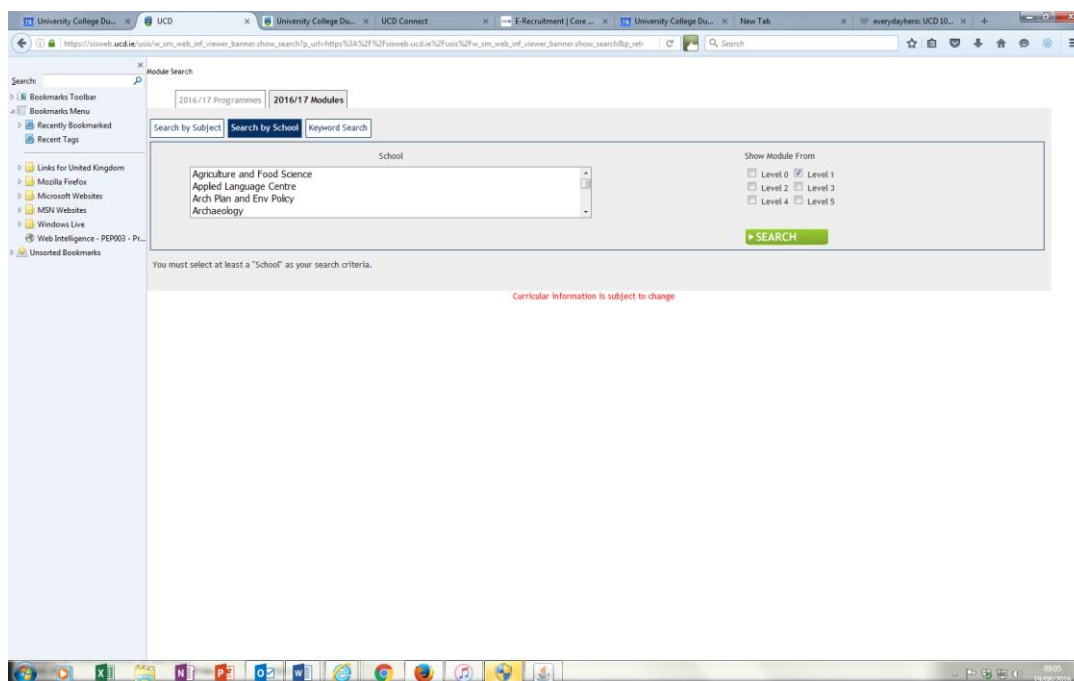
### Module List: Graduate School CSSL

Module Title	Module Code	Year to be taken	Level	Semester	Credits
Advanced Qualitative Methods	EDUC41290	1	4	1	10
Quantitative Data Analysis	IS40730	1	4	1	5
Advanced Research in Law	LAW50030	1	4	1	5
Social Science Methodology	CSSL50020	1	4	2	5
Advanced Qualitative Design	PSY40220	1	4	2	5

### Full Module Descriptors

For detailed information on any module in the college, including assessment strategies, please follow these instructions:

- Go to [www.ucd.ie/students/course\\_search.htm](http://www.ucd.ie/students/course_search.htm)
- Select/find 2018/19 Modules + ‘Keyword Search’ options
- Type in Module Code (e.g. CSSL50020)
- Check “All Information’ and Level 1, 2, 3, 4 and 5 filters



### Module levels

The first number of the module code indicates module level. Most PhD students find Level 4+ (Masters+ level) academic and research skills modules most useful. However, a limited number of Level 1-3 may be appropriate in certain cases, for example if you need to learn something from outside your undergraduate discipline. Students must consult with their supervisor before signing up to modules. The CSSL Schools also offer a broad selection of modules across all disciplines that are open to all research students. Students should always consult their supervisor prior to module registration. The full listing is available at: [www.ucd.ie/t4cms/Taught Modules for Research Students 16-17.pdf](http://www.ucd.ie/t4cms/Taught_Modules_for_Research_Students_16-17.pdf)

### Module registration

Please make sure you register for every module you participate in; you will not be able to register retrospectively for any modules. As it is not possible to register to modules yourself, you must complete the module registration form and return it to your School or the Graduate School office. Your principal supervisor must sign the module registration form and if the module is provided outside of your School, permission must be sought in advance of registration from the module coordinator for its suitability, and also out of courtesy. These forms are available from your School or via the Graduate School Manager, Margaret Brindley.

### Modules at other institutions

With prior approval from their supervisor, research students may register to modules outside of UCD for credit. However, all modules taken outside UCD must have official credit-bearing under the European Credit Transfer and Accumulation System (ECTS), including appropriate assessment. **If this is not the case, students must seek prior approval from the Graduate School Board to take a module for credit.** As with modules taken within UCD, supervisors must sign off on the module being appropriate for the academic development of the student. The institution must also provide official confirmation of successful module completion. The School will then make a recommendation to the Graduate School Board that the student receives appropriate credit toward their mandatory 30 credit requirement. **If a student or School is in any doubt about whether the Graduate School Board will sanction credit for a specific external module they must check in advance before proceeding with undertaking the module.**

Please note that conference presentation/attendance is not considered for credit; this is a normal part of ongoing doctoral student activity. For similar reasons, research visits/lab work at another institution is not considered for credit. Students should use their RPDP to record details of any courses or modules they take outside of UCD.

### Transferable skills for graduate students

UCD also offers some short courses and workshops on transferable skills which are targeted at students' professional development. These are listed on your diploma supplement, but they do not count towards the mandatory credits of the PhD programme. Topics include data management, career development, innovation and entrepreneurship, project management, ethics approval and research integrity amongst many others. In addition, UCD Career Development Centre has career consultants who are able to direct you too. More information is available at:

- [www.ucd.ie/graduatestudies/researchstudenttrainingsupport/](http://www.ucd.ie/graduatestudies/researchstudenttrainingsupport/)
- [www.ucd.ie/careers/](http://www.ucd.ie/careers/)

## 14. Stage Transfer

All students are required to undergo assessment in order to move from Stage 1 to Stage 2 of the PhD programme. Stage 1 is an initial period of advanced education, training and research. Stage 2 is largely dedicated to carrying out a body of original, publishable research required for the award of a

PhD. In order to transfer to Stage 2 students are assessed by a Transfer Assessment Panel (TAP) who make a decision as to whether a student has made sufficient progress towards completion of the PhD research. The TAP is convened by the School and contains at least three members of academic staff; however, it does not include supervisor(s). At the discretion of the School, a supervisor may be present in a purely observational capacity. Stage Transfer Assessment takes place between months 12-18 of the initial date of registration (full-time) or months 18-27 (part-time).

In order to progress to Stage 2 of the PhD programme, each student must have:

1. Completed at least 20 credits of taught modules at the time of assessment; the College recommends that at least 15 of the 30 credits are completed in research methods (eg research design, quantitative, qualitative, etc) as appropriate to the discipline;
2. Achieved a B average grade across modules undertaken as part of the 30-credit requirement.<sup>1</sup> If students do not meet this requirement and the DSP agree that this should not be an impediment to transfer, the DSP must provide written notification to the TAP providing justification for same.
3. 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.
4. Completed 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.**

Supervisors are also required to produce a typewritten short report (one page) outlining the student progress and whether they recommend that the students should be transferred from Stage 1 to Stage 2 of the PhD programme. The TAP considers the student's progress based on 1-4 above as well as the report of the supervisor(s) in deciding whether the student should transfer from Stage 1 to 2 of the programme. The Transfer Assessment Panel (TAP) makes a recommendation based on their assessment of student progress. The recommendation must be one of the following:

- (i) that the student should progress to the next stage or year of the doctoral programme;
- (ii) that the student should not progress to the next stage or year of the doctoral programme, and that:
  - The student should re-submit for assessment within six months (with an indication of the month/year in which the subsequent formal assessment of progress will take place);
  - The student should apply to transfer to another graduate programme utilising, where appropriate, any credits already accumulated within the doctoral programme;
  - A recommendation be made in line with the University's continuation process to Academic Council or its relevant sub-committee that the student's registration be terminated.

After the STA, the assessment panel makes a recommendation via the School to the CSSL Graduate School Board in relation to the transfer. Students are notified shortly after of the outcome. If the recommendation is to progress to Stage 2, you will progress to the next phase of your PhD. If the recommendation is other than progression to Stage 2, the options recommended by the assessment panel, and the potential for re-presenting to the assessment panel sitting, will be discussed with your DSP. Students have the right to appeal a decision of the TAP. For more information on the appeals process, go to [www.ucd.ie/appeals](http://www.ucd.ie/appeals)

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<sup>1</sup> Note that modules designated as pass fail are GPA neutral.

### 15. Leave of absence

Students who, under unforeseen circumstances, need to take time out of the programme, can apply for a leave of absence (LoA). A LoA can be for up to a maximum of one-third of the length of the programme (four semesters for full-time students and six semesters for part-time students) and must be sought by week six from the start of term. After this time, retrospective applications are only approved due to extenuating circumstances. In the first instance, students should contact their supervisor, School or Graduate School on the process.

A student on LoA cannot be active on the programme ie they cannot meet with supervisor(s), attend lectures, access the library or receive grants/scholarships. However, students continue to have access to their UCD Connect account, including email, during this time.

For more information and guidance on the leave of absence policy, go to [https://sisweb.ucd.ie/usis/!W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=129](https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=129)

### 16. Alternative Thesis Guidelines (PhD)

PhD students may pursue a thesis in an alternative format to the traditional monograph. However, this must be agreed in advance and the final decision on which thesis format to pursue resides with the supervisor(s) and the DSP. Please see Appendix 2 for the College Guidelines for Alternative Thesis Format.

### 17. Publications

Publications in peer-reviewed journals are the internationally recognised measure of the standard and quality of your research work and are the ‘career currency’ that you will be evaluated on by future employers. All students should work with their supervisor(s) to write up their research output for publication in international peer-reviewed journals.

### 18. Guidelines for Thesis Preparation

To produce their theses, students should work closely with supervisor(s) to ensure that the research and presentation meets the standards expected of a doctoral thesis. Before submission, the primary supervisor is required to sign a statement that the thesis is ready for submission. If you are of the opinion that such a statement is being unreasonably withheld, you can appeal in the first instance to the relevant School Committee, the Graduate School Director and, ultimately, to the Academic Council Committee on Examinations (ACCE).

All theses submitted must include a statement on plagiarism in accordance with the School’s policy on plagiarism. This policy can be obtained from your School office. The UCD policy on plagiarism is also available from [www.ucd.ie/usis/!W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=113](http://www.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=113)

PhD theses can only be submitted if fees are paid in full and student registration is current. For information on submitting your thesis, visit UCD Assessment: [www.ucd.ie/students/assessment/](http://www.ucd.ie/students/assessment/)

### 19. Thesis Examination

In order to submit a thesis, all students must have transferred into Stage 2 of the structured PhD programme and have completed the mandatory 30 credits of taught modules satisfactorily.

#### PhD examination

PhD theses are examined by a PhD Examination Committee (*viva voce*) comprising of an external examiner, one internal examiner and a chair. The external examiner, who must be a recognised expert in the field, is nominated by the School, approved by the Graduate School Board and then ratified by the Academic Council Committee on Examinations (ACCE). The thesis is assessed in accordance with UCD guidelines. Particular account is taken of the following:

- The originality of the work described and the theories developed in the thesis
- The candidate's familiarity with the published work of other authors in related areas
- The candidate's ability to summarise the work of other authors and to synthesise a theoretical framework within which to position the work described in the thesis
- The methodology adopted by the candidate to address the research topic
  - Is it accurately and comprehensively described? Is it appropriate to the topic?
  - Is the candidate aware of alternative methodologies which might have been employed?
  - Is the candidate sensitive to any inherent weaknesses in the methodology?
  - Where a novel method has been developed, has it been tested and calibrated appropriately?
- Experimental design
- Presentation of the results of the research.
  - Are the results presented in a clear, accessible way?
  - Are tables, figures or plates, where included, adequately annotated and correctly referenced in the text?
- Interpretation of results
  - Are the candidate's conclusions reasonable on the basis of the evidence presented?
  - Has the significance of the results been fully appreciated by the candidate?
  - Has the correct statistical analysis been employed (where appropriate) and justifiable conclusions arrived at?
  - Have theories formulated on the basis of the results taken into account relevant findings published by other authors?
  - Has the candidate identified any weaknesses or gaps in the evidence brought forward?
- The bibliography
  - Is it comprehensive and up-to-date?
  - Are references to the published literature annotated accurately and consistently in a recognised citation style?
- Presentation of the thesis - is it free of typographical and other errors?

Students are examined orally in a *viva voce* examination where they must defend their work and the resultant conclusions (in the context of the foregoing criteria).

After the *viva voce* the report of the examiners is considered by the ACCE. Some amendments to the thesis are usually required. In the event of a recommendation by the examiners that a PhD degree should not be awarded, the student can submit a revised thesis for re-examination subject to the conditions set out by the ACCE. On submission, the revised thesis must be accompanied by a statement from the supervisor that the thesis has been revised under their supervision. Students can also appeal a decision of the ACCE to the Assessments Appeals Committee.

The submission and examination procedures for research masters theses are the same as those described above except that an oral examination is not mandatory. An oral exam can be held on the request of the Head of School or one of the examiners.

For more information on the formatting of a research thesis, go to

[https://sisweb.ucd.ie/usis/!W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=122](https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=122)

### 20. Conference Attendance and GRIF

#### Graduate Research and Innovation Fund (GRIF)

Grants of between €100 and €1000 are available by the College of Social Sciences & Law Graduate School to support the educational, training and research endeavours of graduate research students within the College.

These are primarily used for participation at professional academic conferences (overseas or in Ireland) at which the student is presenting a paper (as sole or co-author), or a poster; participation in professional academic workshops, symposia, summer schools another university or research institution to which the student has applied and been accepted and deemed as appropriate by the student's DSP.

GRIF does not provide financial assistance for research fieldwork. There are two calls per academic year (October and March). All students are notified and advised of the submission deadline for each call associated with GRIF. For further information:

[www.ucd.ie/socscilaw/graduateschool/graduateresearchinnovationfund/](http://www.ucd.ie/socscilaw/graduateschool/graduateresearchinnovationfund/)

### 21. Annual Graduate Research Symposium

All PhD students are encouraged to participate in the graduate research symposium which is jointly organised with the College of Business and is held in May each year. Details are provided through the Director of the PhD programme in your School or the Graduate School Manager. The aim is to bring together diverse researchers across both Colleges and provide an opportunity for students to showcase their work in an interdisciplinary environment. For further information, please see here: [www.ucd.ie/socscilaw/graduateschool/graduateresearchstudentsymposium/](http://www.ucd.ie/socscilaw/graduateschool/graduateresearchstudentsymposium/).

### 22. Important Policies and Information for PhD Students

Depending on the policy and its procedures, each School may have internal procedures to deal with different circumstances, eg consider cases of (a) serious problems (eg personality conflicts) between a student and her/his supervisory committee; (b) to decide a course of action where a student fails to satisfy any programme requirements. It is advisable that all students and supervisors familiarise themselves with the policies below. Students are welcome to address any concerns to the relevant PhD programme director in their School, who will advise them on the appropriate course of action.

#### Graduate Studies Documents and Policies

<http://www.ucd.ie/graduatestudies/infoforstaff/>

#### General regulations for the degree of Doctor of Philosophy

[https://sisweb.ucd.ie/usis/!W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=123](https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=123)

#### Progression in Doctoral Programmes including Stage 1 Transfer Assessment

[https://sisweb.ucd.ie/usis/!W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=6](https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=6)

#### Code of Practice for Supervisors and Doctoral Students

[https://sisweb.ucd.ie/usis/!W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=10](https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=10)

**Split-site Arrangements for PhD and other Graduate Research Students**

[https://sisweb.ucd.ie/usis!/W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=9](https://sisweb.ucd.ie/usis!/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=9)

**Code of Practice for Conflict Resolution for Supervisors and Research Students**

[https://sisweb.ucd.ie/usis!/W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=11](https://sisweb.ucd.ie/usis!/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=11)

**Student Complaint Policy and Procedures**

[https://sisweb.ucd.ie/usis!/W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=165](https://sisweb.ucd.ie/usis!/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=165)

**Policy on Plagiarism**

[https://sisweb.ucd.ie/usis!/W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=113](https://sisweb.ucd.ie/usis!/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=113)

**Policy on Leave of Absence**

[https://sisweb.ucd.ie/usis!/W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=129](https://sisweb.ucd.ie/usis!/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=129)

### New to UCD

#### 23. Orientation

Before the commencement of the academic year (September start), a list of graduate orientation and induction events is available to download from [www.ucd.ie/graduatestudies](http://www.ucd.ie/graduatestudies). In addition, your School will have specific welcome event at beginning of the academic year. The CSSL Graduate School also invites new research students to attend an information event on the structured PhD along with other supports available at College level to students.

While aimed at our international student cohort, the International Student handbook provides key information for all students, and particularly those new to Dublin:

[www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/international-student-handbook/](http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/international-student-handbook/)

#### 24. Student Welfare and Student Life

##### Student Advisers

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 visit/consult/contact your student adviser in relation to any personal, social or practical issues you are having.

Student Advisor for CSSL: Kieran Moloney ([kieran.moloney@ucd.ie](mailto:kieran.moloney@ucd.ie))

Student Advisor for School of Law: Nadia Clarkin ([nadia.clarkin@ucd.ie](mailto:nadia.clarkin@ucd.ie))

More information and contact details: [www.ucd.ie/studentadvisers/](http://www.ucd.ie/studentadvisers/)

##### UCD Chaplains

Chaplains offer personal support and advice in complete confidence to students who come to us. To find a UCD chaplain visit [www.ucd.ie/chaplaincy](http://www.ucd.ie/chaplaincy).

##### Student Health Services

The Student Health Service in UCD - Telephone: (01)7163134 - 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. For more information, go to [www.ucd.ie/stuhealth/](http://www.ucd.ie/stuhealth/)

There is no dental service attached to the Student Health Service and dental care is not covered to any great extent even with a medical card. If dental treatment is required, the Student Health Service can recommend a local dentist.

##### Students' Union Representatives

Niall Torris is the Graduate Officer for UCD Students Union for academic year 2018-19. 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 by e-mail at [graduate@ucdsu.ie](mailto:graduate@ucdsu.ie) or call at (01)7163113, UCD Students Union Welfare Officer (01)7163112 or email [welfare@ucdsu.ie](mailto:welfare@ucdsu.ie). More useful information is available from [www.ucdsu.ie](http://www.ucdsu.ie)

##### UCD Sports, Clubs and Societies

The environment of UCD provides a vibrant social life to all members of the university. For a gateway to some key social and sporting information sources at UCD as well as other useful links, visit [www.ucd.ie/studentcentre/studentexperience/](http://www.ucd.ie/studentcentre/studentexperience/)



### University Facilities and Campus Maps

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

#### James Joyce Library

The modern and well-stocked central library is located in the James Joyce building which is opposite the lake in Belfield. Please note that you need your student card to enter. There are also smaller libraries around the campus. The library catalogue can be searched online at [www.ucd.ie/library](http://www.ucd.ie/library)

#### Campus Maps

Visit [www.ucd.ie/maps/](http://www.ucd.ie/maps/) for a high resolution map of the campus and its app.

#### 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 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. For urgent assistance, go to [www.ucd.ie/students/support/](http://www.ucd.ie/students/support/)

#### 24 Hour Confidential Emergency Line

Internal telephone No: 7999 External telephone no (01)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 eg an accident/emergency, fire, theft, reporting suspicious or troublesome persons or 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.**

### 25. Accommodation

UCD residence: [www.ucd.ie/residences/residences](http://www.ucd.ie/residences/residences). Students apply for rooms by using their student number and date of birth. Please note that graduates and undergraduates are mixed together.

The following web sites are also useful: [www.daft.ie](http://www.daft.ie) [www.findahome.ie](http://www.findahome.ie) [www.myhome2let.ie](http://www.myhome2let.ie)  
[www.unison.ie](http://www.unison.ie)

Areas close to the Belfield campus are:

Dublin 4: -Ballsbridge, Donnybrook, Sandymount

Dublin 6: - Ranelagh, Rathgar, Rathmines

Dublin 14: - Clonskeagh, Dundrum, Goatstown

Co Dublin: - Blackrock, Booterstown, Mount Merrion, Stillorgan, Dun Laoghaire

### 26. International Students

#### Immigration

All students from outside the European Union (EU) or the European Economic Area (EEA) must register in person as soon as possible after arrival at the Garda National Immigration Bureau.

Please see the Irish National Immigration Service web site for full details on application and registration procedures: [www.inis.gov.ie/](http://www.inis.gov.ie/)

#### Visa Requirements

The Irish Department of Foreign Affairs issues visas to citizens of certain countries who wish to travel to Ireland. You must check whether citizens of your own country need an entry visa by

visiting the Irish Naturalisation and Immigration Service website  
[www.inis.gov.ie/en/INIS/Pages/Study](http://www.inis.gov.ie/en/INIS/Pages/Study).

Please note that students from the USA, Canada and Malaysia do not require entry visas to Ireland. Students from these countries should skip to the section regarding Immigration Requirements below.

Students who receive an entry visa must also register with immigration upon completion of registration at UCD. See below for registration procedures.

### Immigration Requirements and Procedures

All students from outside the European Union (EU), the European Economic Area (EEA) or Switzerland must register in person, following their arrival in Ireland, at the Garda National Immigration Bureau (GNIB). The GNIB is located at 13-14 Burgh Quay, Dublin 2 (Tel: (01) 616 7700). In order to register, a student needs to have the following documents: ·

- Valid passport (and visa if appropriate).
- Valid UCD Student Card.
- Letter from the UCD Student Desk stating that you are a registered student and indicating the start date and duration of your academic programme.
- Evidence of fees paid to UCD (receipt).
- Proof of sufficient funds: e.g. current bank statement showing your name, a letter of guarantee from parent or guardian indicating availability of sufficient funds, or a letter from your sponsoring body confirming your financial status.
- Any other documents which may be requested by the immigration authorities.
- Proof of health insurance.

Please note that there is a €300 fee payable to the GNIB for registration. The cost of a multiple entry visa is €100. Both are needed every year.

EU, EEA or Swiss nationals, who are resident in Ireland to follow an approved academic programme, are not subject to these immigration requirements.

### Health Insurance for EU Nationals

Students from EU member states in possession of the European Health Insurance Card (EHIC), obtainable from their own health authorities before departure, are entitled to free emergency health treatment in the public health system. Details are available at [www.hse.ie/eng/services/list/1/schemes/EHIC/visitors/Visitors\\_to\\_Ireland.html](http://www.hse.ie/eng/services/list/1/schemes/EHIC/visitors/Visitors_to_Ireland.html) Information on your entitlements as a visitor to Ireland under the EHIC system are given on the website [www.hse.ie/eng/services/list/1/schemes/EHIC/](http://www.hse.ie/eng/services/list/1/schemes/EHIC/)

Please ensure that you obtain an EHIC card before you arrive in Ireland.

The EHIC card covers you for a temporary stay, and for emergencies. Students may have entitlement to a medical card under EU regulations provided they have documents from a competent institution in another member state stating they are still insured in that state, or are a dependent of an insured worker. This medical card, which can be obtained from the local Health Service Executive in Dublin (Health Centre Headquarters, Vergemount Hall, Clonskeagh, Dublin 6, opening hours 09:00-13:00 and 14:15-17:00 Monday to Friday, tel: (01)269 8222) entitles students to free health care, including visits to the local doctor, all necessary in/out-patient treatment in public hospitals, and drugs and treatment prescribed. If you obtain a medical card, you should ensure that the doctor in your area, with whom you are registering, is a member of the General Medical Service (GMS) scheme.

### Health Insurance for Non-EU Nationals

It is mandatory that all non-EU nationals coming to UCD have private medical insurance. If you have obtained private medical insurance in your home country, please ensure that it is valid in Ireland. However, under Irish law, non-EU students who will be resident in Ireland for a minimum of one year are eligible for public hospital treatment under the same conditions as an Irish citizen, though non-EU students staying less than one year are not. Contact the international student adviser in the International Office, Gerard Manley Hopkins Building for more information.

### Private Health Insurance

You may prefer to obtain private health insurance, which will cover you for in-patient care in private and public hospitals (depending on the plan). These are offered by several companies (Irish Life Health, Laya Healthcare, Vhi Healthcare etc.). The cheapest plans cost about €450-500 a year. The best place to start is with the statutory regulator, the Health Insurance Authority, at [www.hia.ie](http://www.hia.ie).

Please note that medical cover does not begin immediately with these insurance schemes. There is a "waiting period" of 26 weeks. Therefore, they are not recommended to students coming to UCD for short periods.

### Applying for a Personal Public Service number

You will need a Personal Public Service (PPS) number to get paid, open a bank account, and access public services. You cannot get a PPS number before you arrive in Ireland.

You can find details at:

[www.citizensinformation.ie/en/social\\_welfare/irish\\_social\\_welfare\\_system/personal\\_public\\_service\\_number.html](http://www.citizensinformation.ie/en/social_welfare/irish_social_welfare_system/personal_public_service_number.html)

To apply, you need to contact your local office of the Department of Social Protection, which depends on where you live, see [www.welfare.ie/EN/Pages/default.aspx](http://www.welfare.ie/EN/Pages/default.aspx)

Importantly, you need to find a place to live before you apply for a PPS number. Proof of identity is a vitally important aspect of the registration procedure and must be established before a PPS number is allocated. Documents presented may be held for authentication. The following are the prescribed documents to accompany a PPS number application:

<i>Bring along the following when applying for your PPS number</i>				
	<b>Irish National</b>	<b>UK Citizens</b>	<b>EU / EEA citizens</b>	<b>Non-EEA nationals</b>
<b>Birth Certificate / Passport</b>	Birth certificate (long form) AND photographic evidence (passport or driving licence)	Passport/ birth certificate	Passport/ national ID card	Passport/ GNIB card
<b>Proof of address</b>		Evidence of Irish address	Evidence of Irish address	Evidence of Irish address

Evidence of an address might include:

- Household utility bill
- Official letter / document
- Financial statement
- Property lease or tenancy agreement
- Verified employer's letter

*Note: All documents must show the applicant's name and address.*

## Appendix 1: College Guidelines on Alternative Thesis Format

### CSSL Guidelines for Alternative Thesis Format

#### Overview

The existing University regulations (21.1) outline the possibility of a PhD candidate pursuing a thesis in an alternative format to the traditional monograph. The regulation states that:

‘Where a School has made suitable arrangements to examine theses presented in alternative formats, a candidate may be examined on the basis of:

- (i) a collection of papers of publishable/peer reviewed standard describing a coherent programme of research, accompanied by a critical and theoretical overview of the work presented in the papers.
- (ii) a substantial collection of original creative material, together with a written thesis which contextualises the work within an academic framework.’

The College of Social Sciences & Law with delegated authority to the Graduate School Board have adopted CSSL guidelines that Schools must operate within, in relation to alternative thesis formats, particularly via a series of papers which is most directly relevant in the College.

These guidelines act to establish a minimum set of requirements for the pursuit of a PhD thesis using an alternative format. Students should note that Schools within the CSSL may decide to establish more stringent standards within the context of the framework laid down in this document.

#### Guidelines

1. In CSSL, published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby make a relevant contribution to the main theme of a thesis. However, publications derived from the work in a thesis may be bound as supplementary material at the back of a thesis;
2. A thesis in an alternative format such as a collection of publishable/peer-reviewed papers must be considered equivalent (in terms of quality and original contribution to knowledge) to the already existing traditional PhD monograph;
3. A minimum equivalent of three papers as either sole or lead author must be submitted to be considered equivalent to a traditional PhD monograph. Where the PhD candidate is not the lead author on any of the three papers, a fourth paper is required;
4. Where papers are co-authored, a definitive statement outlining the precise contribution of each of the co-authors must be submitted with the thesis for examination;
5. A thesis in an alternative format must address a common set of research objectives. It is a single, integrated programme of supervised research whose outputs are the publication of a series of thematically integrated papers which cumulatively address a set of core research questions;
6. For students pursuing the alternative thesis format, the thesis must include a separate substantial discussion that provides an overview of the thesis as a whole. Typically, this will (where appropriate to the discipline) describe the context of and rationale for the research, a literature/theory chapter contextualising the research, a supplementary methods chapter outlining in greater detail the overall research design and analysis framework, and conclusion;
7. The decision as to whether a student pursues a traditional PhD monograph or an alternative thesis format rests with the assigned supervisor(s) in consultation with the Doctoral Studies Panel (DSP);
8. The thesis examination committee have the final say on equivalence within the context of the guidelines issued by the University.

## Appendix 2: Guidelines on Special Extern Appointment and Thesis Submission

### Thesis Submission and Examination

The **School Programme Director** in consultation with the supervisor formally nominates an external examiner, one internal examiner and chair, and forwards the nominations to the relevant School Manager in order for the *viva* panel to be approved. If the student is an academic staff member in UCD or a NUI constituent University – two external examiners are required. The principle supervisor is not permitted to be part of the *viva* examination under PhD regulations but may attend with prior permission. A one-page CV for the special extern also needs to be included with evidence of PhD supervision, along with their active research profile and their web link.

The **School / College** processes the special external examiner nomination through the appropriate School, College Graduate School Board and to the University board (ACCE) for final approval.

Once, the special extern has been approved, students submit three soft copies of the thesis to the Student Desk. Theses are distributed by Assessment to the appointed chair and external / internal examiners for the *viva voce* examination.

**Internal examiners or School** make arrangements for the *viva* (confirm date, location, organise accommodation and flights).

*Viva* should take place within 3 months of initial submission of thesis by student.

**Student** submits thesis after recommended corrections/amendments (if required) have been completed. For guidelines on presentation on thesis, please see [http://www.ucd.ie/students/assessment/thesis\\_regs.html](http://www.ucd.ie/students/assessment/thesis_regs.html)

PhD results are submitted to ACCE for approval. The submission to ACCE must include: a PhD hardbound thesis and *viva* report signed by all examiners, a letter from board chair confirming all corrections have been implemented.

Once approved by ACCE a letter is sent to the student, signed by Prof Mark Rogers, Registrar confirming their award and the names are forwarded to the Conferring Unit.

*Please note: The process of nominating external and internal examiners needs to start a minimum of 3-5 months prior to submission of thesis. This might take longer during the Summer months.*

### Appendix 3: Checklist for PhD student



### Checklist for Research Students College of Social Sciences and Law

<b><u>Year 1</u></b>	
<b>Registration</b>	
To register go online, confirm details and pay fees. Failure to do so might cause your account to be deactivated and incur a penalty.	
<b>DSP/MSP</b>	
Ensure that your School/supervisor has set up your Doctoral Studies Panel (DSP) or Research Masters Panel (RMP).	
Remind your supervisor to organise your 1 <sup>st</sup> DSP/RMP meeting within first 3 months (supervisor's responsibility)	
A 2 <sup>nd</sup> DSP/RMP meeting should be held within the first year (student's responsibility)	
<i>Ensure you complete the relevant Research and Professional Development Plan forms.</i>	
<b>Other</b>	
Ensure you are aware of your supervisor's expectations such as working hours, meeting schedule, holidays, absences and also be fully up-to-date with regulations, policies and research ethics	
Discuss with your supervisor your options on relevant taught modules to improve your research skills.	
Make yourself aware of your School graduate administrator and School director of graduate studies and attend the College orientation event and School events.	
Ensure that you are aware of email policy and understand that communications from the University will be delivered via your UCD Connect account.	
<b><u>Year 2</u></b>	
<b>Registration</b>	
To register go online, confirm details and pay fees. Failure to do so might cause your account to be deactivated and incur a penalty.	
<b>DSP</b>	
Ensure a DSP meeting is held at least 2 months before the Stage Transfer Assessment (STA)	
<b>STA</b>	
Prepare for STA which should be held at approx. 15-18 months (ft) / 18-27 months (pt).	
<b>Other</b>	
Meet with your supervisor on a regular basis.	
<b><u>Subsequent Years</u></b>	
<b>Registration</b>	
To register go online, confirm details and pay fees. Failure to do so might cause your account to be deactivated and incur a penalty.	
<b>DSP/RMP</b>	
Ensure at least one DSP/RMP meeting is held annually.	
<b>Other</b>	
Meet with your supervisor on a regular basis.	

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<b>Final Year</b>	
<b>Registration</b>	
Ensure your registration is fully up to date and that you're fully fees compliant.	
<b>Extern Examiners</b>	
Check with your supervisor that an extern and examination committee ( <i>viva voce</i> ) have been submitted for approval approximately 4 months before the thesis is submitted.	
<b>Submission Date /Viva</b> Check submission deadlines, registration and fees are fully up to date	
Review <a href="http://www.ucd.ie/registry/academicsecretariat/docs/gradthesisr_po.pdf">http://www.ucd.ie/registry/academicsecretariat/docs/gradthesisr_po.pdf</a> for advice	
Registration extension (if need be) – talk to supervisor and School	



### Appendix 4: Checklist for PhD supervisor



#### Checklist for UCD Research Student Supervisors College of Social Sciences and Law

Student's Name:

Student Number:

<b><u>Year 1</u></b>	
<b>Registration</b>	
Ensure that the admission documentation is complete and submitted to the School Graduate Administrator for the approval process.	
Ensure student funding is in place for fees and where relevant appropriate scholarship set-up and R account forms have been completed.	
<b>DSP (Doctoral Studies Panel)/RMP (Research Masters Panel)</b>	
Ensure that the student's DSP/RMP members have been approved, preferably at admission if possible.	
Organise the student's 1st DSP/RMP meeting within first 3 months.	
A 2 <sup>nd</sup> DSP/RMP meeting should be held within the first year (Responsibility of the student)	
<b>Other</b>	
Introduce the research student to the School as a workplace and your expectations (working hours, meeting schedule, teaching obligations, databases, regulations/policies, absence etc.) and research ethics.	
Discuss with the student relevant taught modules to take to improve their research skills.	
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<b><u>Year 2</u></b>	
<b>Registration</b>	
Ensure the student's fees have been paid if they are coming from a grant.	
<b>DSP/RMP</b>	
Ensure a DSP meeting is held at least 2 months before the Stage Transfer Assessment (STA).	
<b>STA</b>	
The STA should be held at approx. 12-18 months (ft) or 18-27 months (pt).	
Ensure that the student is fully informed of the decision of STA along with any recommendations.	
•	
<b><u>Subsequent Years</u></b>	
<b>Registration</b>	
Ensure the student's fees have been paid if they are coming from a grant.	
<b>DSP</b>	
Ensure a DSP meeting is held annually	
<b>Other</b>	
Meet with the student on a regular basis to discuss any issues that may occur and review and set goals	
•	
<b><u>Final Year</u></b>	
<b>Registration</b>	
Ensure the student's registration is fully up-to-date and that the fees have been paid if they are coming from a grant.	
<b>Extern Examiners</b>	

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Submit nomination of examination committee (chair, external and internal examiners) approx. three months before the thesis is due to be submitted.	
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<b>Submission/Viva</b>	
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Ensure the student is fully aware of submission dates.	
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Advise the student on preparation for the <i>viva voce</i> .	
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<b>All Years</b>	
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All DSP, STA and other registration-documents should be kept in the School office for record keeping.	
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