UCD College of Agriculture, Food Science and Veterinary Medicine

Guidelines for Students Commencing Structured PhD Programmes

The UCD Structured PhD Framework applies to all PhD students registered in the UCD College of Agriculture, Food Science and Veterinary Medicine (which is part of the larger UCD College of Science Graduate School). This Handbook outlines the key policies and requirements that apply to all such PhD students (including both students based on the UCD campus and those based off-campus, for instance at a Teagasc research centre). The UCD Regulations for the Degree of Doctor of Philosophy (PhD) can be found online at: www.ucd.ie/registry/academicsecretariat/pol_regs.htm

It is essential that each student is aware of these requirements and that they proactively plan her/his activities in order to satisfy them. If you require clarification concerning these policies, you should discuss them with your Principal Supervisor or Doctoral Studies Panel (defined below).

I. Supervision

Prior to registration, you will have already selected your Principal (Primary) Supervisor. In addition a Doctoral Studies Panel (DSP) will be appointed for you.

Please refer to the UCD Policy Document Code of Practice for Supervisors and Research Degree Students for details on the roles and responsibilities of the Research Student, Principal Supervisor, any secondary or co-supervisors, and the DSP. This document is available to download at:

www.ucd.ie/registry/academicsecretariat/docs/researchs_code.pdf

The Doctoral Studies Panel (DSP)

As part of the UCD Structured PhD Programme, every student will be appointed a Doctoral Studies Panel (DSP). This Panel will comprise of your Principal Supervisor, any co-supervisors and at least two, but normally no more than four, additional advisers.

The purpose of the DSP is to support and advise both the student and the Principal Supervisor throughout the duration of the Structured PhD Programme. This is achieved by monitoring the progress of the student and by providing advice and support to the student and supervisor(s), thereby enhancing the supervisor-student relationship.

The advisers appointed to the DSP will usually have sufficient experience of supervising doctoral students and/or the relevant academic expertise required to effectively support and enhance the student-supervisor relationship. They shall normally be members of the academic staff of the University, or adjunct, visiting or affiliated academics or professionals. One of the advisers will act as the chairperson of the DSP. Postdoctoral researchers are permitted to act as advisers on DSPs; however, a maximum of one postdoctoral researcher is allowed on each DSP. A postdoctoral researcher cannot act as the DSP chair or as the Principal Supervisor.
It is strongly recommended that each student meet with their DSP a number of times in Year 1 (ideally at 1, 3, 6 and 12 months); three months after the Stage Transfer Assessment (STA – see later) and at yearly intervals thereafter. At each meeting with your DSP you should record the meeting outcomes on the templates provided in the Research and Professional Development Plan (RPDP), as discussed in the next section of this Handbook.

Your Principal Supervisor should arrange the initial meeting between you and your DSP. At the first meeting you should agree the date for the next meeting, and follow up with your supervisor and DSP advisors to finalise meeting arrangements before the agreed date.

The Terms of Reference for Doctoral Studies Panels are available as Appendix I in the policy document at: www.ucd.ie/registry/academicsecretariat/docs/researchs_code.pdf

Other Administrative Structures

- Head of School – School of Agriculture and Food Science
- Head of School – School of Veterinary Medicine
- College of Science Graduate School
- College of Agriculture, Food Science and Veterinary Medicine Research Postgraduate Education Coordinator
- College of Agriculture, Food Science and Veterinary Medicine Research Postgraduate Education Committee (PGEC)
- College of Science Graduate School Board (GSB)
- School of Veterinary Medicine Graduate Studies Administrator, School Office
- School of Agriculture and Food Science Graduate Studies Administrator, Programme Office
- College of Science Graduate School Manager, Science Centre
- Graduate Research Seminar Coordinator

The Postgraduate Education Committee (PGEC)

The PGEC of the College of Agriculture, Food Science and Veterinary Medicine meets regularly (usually monthly) to agree recommendations relating to student admissions, progress and programme-related issues for submission to the College of Science Graduate School Board (GSB). The PGEC also ensures, in the first instance, compliance with UCD’s PhD regulations and related policies.

The PGEC may also act to consider cases of: (a) serious problems (e.g. personal conflicts) between a student and her/his supervisor or other DSP members; and (b) to decide a course of action in case a student fails to satisfy one or more programme requirements.
II. Planning and Progress Monitoring

Research and Professional Development Plan (RPDP)

The Research and Professional Development Plan (RPDP) is an integral part of the PhD programme. The purpose of such planning is to ensure that your work is clearly focused on achieving your research and professional goals. This will play a major part in informing the trajectory of your PhD research, and in your training and development as a researcher. Your plan will also help you develop key skills that will be invaluable for both your current research and your future career prospects.

Your RPDP will form the basis of discussions at your meetings with your supervisor and your Doctoral Studies Panel (DSP).

A mandatory outcome of the meetings of your DSP is a formal record of your research and professional plans, together with your progress to date. Reports based on these plans will also be primary inputs to your Stage Transfer Assessment (STA), which determines whether you progress from Stage 1 to Stage 2 of the UCD Structured PhD Programme.

Appendix 1 of this Handbook provides a full copy of the current RPDP, which includes a template for your DSP Meeting Record Report. The RPDP can also be downloaded from: www.ucd.ie/pgstudy/currentstudents/rpdp. Please select the RPDP template relevant to you according to your College and initial registration date.

The DSP meeting records should be completed during or soon after each DSP meeting, signed off by you and all members of your DSP, and then returned to your School Graduate Studies Administrator:

School of Agriculture and Food Science:
Karen Holland
Karen.holland@ucd.ie Tel 01 716 7193

Annette Patchett
Annette.patchett@ucd.ie Tel 01 716 7353
Programme Office, UCD Agriculture and Food Science Centre, Belfield, Dublin 4

School of Veterinary Medicine:
Maria Mulholland/ Frances Lematti
vetresearch@ucd.ie Tel: 01 716 6105
School Office, UCD Veterinary Science Centre, Belfield, Dublin 4

Guidelines to assist you in producing your Research and Professional Development Plan are also downloadable from www.ucd.ie/pgstudy/currentstudents/rpdp. These should be used in conjunction with input and advice from your Principal Supervisor.
III. Stage Transfer Assessment (STA)

Structured PhD Degree Programme Stages

A course of taught study and research leading to the degree of PhD is pursued in two stages: **Stage 1** of the UCD Structured PhD Programme normally comprises 90 credits such that it will be completed by a full-time student in one calendar year; **Stage 2** of the UCD Structured PhD Programme normally comprises a nominal 180 - 270 credits, such that it will be completed by a full-time student in 2 - 3 calendar years.

**Stage 1**: Stage 1 is an initial period of advanced education, training and research, normally amounting to 90 credits. There are no restrictions on the relative proportion of taught modules, generic skills training, research training and original doctoral research within Stage 1 doctoral studies; however, at least 60 credits must be at Level 4 or above (note that this can comprise original doctoral research).

**Stage 2**: Stage 2 is largely dedicated to original doctoral research (Level 5), but may also include taught modules and generic training. Again, there is no restriction on the balance between these components except that the entire Structured PhD programme requires a nominal minimum of 270 credits total effort, including a nominal 240 credits of original doctoral research; and that the total awardable credit for taught education and training modules cannot exceed 90 credits. All PhD students must also complete a minimum of 30 credits of taught modules over the duration of their programme (see later in this Handbook for details).

Students registered to the UCD Structured PhD Programme are assessed formally at the end of their Stage 1 doctoral studies. This assessment process will determine if the student should progress to Stage 2 of their doctoral studies.

The Stage Transfer Assessment (STA) for an individual PhD candidate will require an STA Panel that will assess the progress of the student at the end of Stage 1, and will make a recommendation regarding the student’s progression.

The College Postgraduate Education Committee (PGEC) and the College of Science Graduate School Board (GSB) have agreed the following with regard to the STA process for PhD students in the College of Agriculture, Food Science and Veterinary Medicine:

**The Stage Transfer Assessment (STA) Panel**

The STA Panel will comprise of the student’s Doctoral Studies Panel (DSP) and one other academic external to the DSP. The Principal Supervisor is not permitted to be a member of the STA Panel. The additional academic can be internal or external to the School. However, this person cannot be the Principal Supervisor, Co-Supervisor, a member of the DSP, or someone closely associated with the student’s research project or laboratory group. The **DSP Chairperson** is responsible for nominating the **external academic** for the STA. In addition, the DSP Chair will normally act as the Chair of the STA Panel.
Exemptions

Students with a Research Masters qualification at the time of their PhD registration may be exempted from the STA process. The Masters qualification should be relevant to the student’s PhD project, and the exemption is at the discretion of the Principal Supervisor and the student’s DSP.

If an exemption is allowed, the student is still required to make a 20 minute presentation on their future plan for research, including progress to date.

The student must provide the abstract and table of contents of their MSc thesis to the College Postgraduate Education Committee (PGEC). Each case for exemption will be considered on its own merits to ensure the MSc/MPhil area clearly overlaps with the PhD.

Please note: In addition to the Abstract and Table of Contents of the Research Masters, a signed copy of the PhD STA Recommendation and Report form must also be submitted to the School Graduate Studies Administrator.

Timeline

The STA should take place 12 months from the date of registration for full-time registered students, and no later than 18 months after registration. The timeline is 18 months, and no later than 24 months, for part-time students.

The School Graduate Studies Administrator will notify the Principal Supervisor either 12 or 18 months into the Student’s registration to remind them of the STA requirements. It is a School requirement that the PhD Student present him/herself for assessment within the time frame outlined above. This ensures that the Student will have the opportunity to re-present for assessment if they are not successful at their first STA.

Students located off-campus

Postgraduates with a primary location off-campus will be required to travel to the UCD Belfield Campus to complete their STA. It is the responsibility of the Principal Supervisor to organise a date, time and location for the STA.

Masters students transferring to Stage 2 of the structured PhD programme

A number of students commence their postgraduate studies on a Masters Programme, and following a period of satisfactory academic performance, the Principal Supervisor may deem the Student suitable for transfer to a PhD registration. Should a student wish to transfer from a Masters to the PhD Programme, they must also complete an STA. The outcome of the STA will determine if the Student should be approved for recommendation to transfer to Stage 2 of the UCD Structured PhD Programme.

Please note: Masters Students who intend to apply for transfer to PhD registration should maintain an RPDP document from the start of their postgraduate programme. They should also be aware of the mandatory 30 credits of taught modules for PhD students.
The Principal Supervisor’s role in the STA

The following guidelines define the responsibilities of the Principal Supervisor regarding the STA process:

1) It is the Principal Supervisor’s responsibility to arrange the appointment of a suitable Doctoral Studies Panel (DSP). The Chairperson of the DSP will usually also chair the STA Panel during the STA process.

2) It is the responsibility of the Principal Supervisor (in consultation with the student and the STA Panel members) to organise a date, time and location for the STA.

3) The Principal Supervisor should define a date by which the PhD student must submit material for consideration at the STA; this date should be decided following consultation with the Student and the STA Panel members.

4) The Principal Supervisor is required to submit a progress report to the STA Panel. The progress report should be a short statement on the progress of the Student during Stage 1 and a recommendation on their progression (or otherwise).

The Student’s role in the STA

The following guidelines define the responsibilities of the student regarding the STA process:

1) A duration of one hour is recommended for each student’s STA interview. The interview may include a short oral presentation to the STA Panel if requested.

2) Students are required to complete at least one seminar presentation each year of their postgraduate studies. If the student has not fulfilled this requirement during Stage 1, an oral presentation shall be a mandatory component of the STA.

3) The student will provide the STA Panel with a written STA Report that should consist of the following:

   a) A literature review that summarizes and critically reviews the research/scientific literature relevant to the PhD candidate’s research project (approx. 3,000-3,500 words). This review will provide the basis of the literature review for the Student’s PhD thesis.

   b) A draft chapter outline of the Student’s PhD thesis (refer to the latest UCD PhD regulations for acceptable PhD thesis formats: www.ucd.ie/registry/academicsecretariat/regs_home.htm). This draft outline should not be more than two pages in length.

   c) An outline of research work completed to date (should not be more than two pages).

   d) A proposed future work plan (should not be more than two pages).

   e) If results to date are available these should be summarized and included in the report (should not be more than three pages, including any figures/tables).

   f) A summary list of taught modules undertaken to date should be provided. The STA Panel can provide feedback on the student’s progression with regard to
taught modules, advising the student on the type of modules that may be most beneficial to their programme of study.

[NB. Documents prepared for the STA should be formatted on A4 paper with at least 2.5 cm margins, 12 pt serif font (e.g. Times, Times New Roman) and 1.5 line spacing.]

4) The Student should provide the STA Panel with copies of their Research and Professional Development Plans, as these will be reviewed as part of the STA process.

**Important:** electronic copies of all material used during the STA, including the Research and Professional Development Plans, the STA Report and any PowerPoint slides used should be emailed to the relevant School Graduate Studies Administrator following the STA:

School of Agriculture and Food Science:  [Karen.holland@ucd.ie](mailto:Karen.holland@ucd.ie)

School of Veterinary Medicine:  [vetresearch@ucd.ie](mailto:vetresearch@ucd.ie)

**The Stage Transfer Assessment (STA)**

Following completion of the STA there are initially two options available to the Assessment Panel:

1) Satisfactory Progress – student should progress to Stage 2 of the UCD Structured PhD Programme.

2) Unsatisfactory Progress – another review by the STA Panel to be conducted within three months. The STA Panel will provide the student with recommendations on the areas that need to be improved for the second STA.

Should the STA Panel recommend another review within three months, the STA Panel will have the additional following options available on completion of the second assessment:

1) Satisfactory Progress - student should progress to Stage 2 of the UCD Structured PhD Programme.

2) The student should transfer to another graduate programme utilising, where appropriate, the credits accumulated in Stage 1 of the UCD Structured PhD Programme.

3) The student should graduate with a Graduate Certificate, Graduate Diploma or Masters Degree.

4) The student’s registration should be terminated and the student be awarded a certificate of credit for any modules for which credit has been awarded.

Once the STA Panel has reached a final decision, the STA Panel members are required to complete and sign the *PhD Stage 1 Transfer Assessment Report* (Appendix 2 of this
Handbook). This STA report should then be circulated to the student and to the Principal Supervisor.

The Chair of the STA Panel shall also complete and sign the PhD Stage 1 Transfer Assessment Recommendation (Appendix 3 of this Handbook). This should then be sent to the relevant School Graduate Studies Administrator for processing. It will then be forwarded to the College of Agriculture, Food Science and Veterinary Medicine Postgraduate Education Committee (PGEC), and the College of Science Graduate School Board (GSB), for formal approval.

**Following the STA**, the STA Panel should provide feedback to the Student, indicating their recommendation while also noting that the recommendation is ultimately subject to approval by the College of Science Graduate School Board.

Stage Transfer Assessment (STA) – Overview

- **Timeline:** 12–18 months post-registration for full-time PhD students, and 18–24 months for part-time students.
- **STA Panel:** The Doctoral Studies Panel (DSP) and one additional academic. The chairperson of the DSP will usually also chair the STA Panel.
- **Principal Supervisor:** Sets the date for submission of the student’s STA report to the Assessment Panel and also submits a short progress report on the student to the Assessment Panel.
- **Stage Transfer Assessment (STA):** The student may be required to present a short oral presentation and will also submit the mandatory student’s STA Report.
- **Student’s STA Report:** The student’s STA report should consist of a literature review, results to date (if available), an outline of research work and results to date, a draft thesis chapter outline, a future work plan and a summary of taught modules undertaken.
- **Following the STA:** The STA Panel will complete an STA Report Form and a Recommendation. The Report is circulated to the Student and Principal Supervisor; a copy of the report and the completed recommendation is to be sent to the relevant School Graduate Studies Administrator for processing. Formal approval by the College of Science Graduate School Board is then required.

Please note the UCD Policy on Progression in Doctoral Programmes is available at: [www.ucd.ie/registry/academicsecretariat/docs/doctoralp_po.pdf](http://www.ucd.ie/registry/academicsecretariat/docs/doctoralp_po.pdf)
PhD Stage Transfer Assessment:
Guidelines for the Assessment Panel

Name of Student:
Student Number:

Title of Project:
Date of assessment:

The review focuses on two main areas:

1. The academic value and progress of the work to date.
2. The ability of the Student to complete the research work and manage the study to completion.

Reviewer’s Comments (please address questions as appropriate):

1. Has the aim of the research been placed in a suitable context?

2. Is there appropriate synthesis and critique of previous work?

3. Does the research activity to date demonstrate evidence of originality?

4. Does the student show a developing knowledge of the methods to be used in the study?

5. Does the work as presented appear to offer the capacity to make a contribution to knowledge and understanding of the topic?

6. Does the proposed research design appear satisfactory in terms of meeting the research aims?

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1 This form is intended for guidance purposes only and should be used in a flexible way. It is not compulsory to answer all questions – only those that are relevant to the STA.
If a second STA is recommended, this document should be used for reference during the second STA.
7. Is the proposed study feasible and practical within the time frame?

8. Is there a work plan to move from upgrade to completion?

9. Has the Student completed any taught modules? If so, are these considered beneficial to the Student’s research? Please specify any additional modules that may be appropriate for the Student.

General Comments:

Specific Actions Recommended:
IV. Candidacy Requirements

Education and Training Taught Modules

The UCD Structured PhD Programme now also includes a mandatory taught educational and training element, which develops the advanced knowledge, skills and competencies required for successful original research and/or the support for the acquisition of generic or transferable skills.

The core of the UCD Structured PhD Programme is a coherent programme of research, which requires that the student successfully completes original doctoral (Level 5) research amounting to a nominal minimum of 240 credits, the outcome of which makes an original and substantial contribution to knowledge. Overall, at least 270 credits are required for the completion of the UCD Structured PhD Programme, 240 of which must be original research. The remaining 30 credits **MUST be completed through suitable accredited taught modules, without exception** (please see the College’s policy summary below).

A PhD student may select any module from throughout the University, with the approval of their Principal Supervisor and the relevant Module Coordinator. Students can select from the modules catalogued at: [www.ucd.ie/students/course_search.htm](http://www.ucd.ie/students/course_search.htm)

It is recommended that, in consultation with your Principal Supervisor and your Doctoral Studies Panel, you identify the modules most appropriate to your needs as guided by your RPDP. **If you are registered to a Thematic PhD Programme there may be a requirement to complete specific modules; please consult your supervisor for further clarification.**

Information on the transferable skills modules available at UCD can be found at: [www.ucd.ie/graduatestudies/transferableskills](http://www.ucd.ie/graduatestudies/transferableskills).

Successfully completed transferable skills activity is recorded on the student’s academic transcript. Transferable skills workshops do not carry ECTS credits, and therefore do not count towards the mandatory 30 credits requirement.

Guidelines for choosing taught modules

- **Module Level:** Most PhD students will find Level 4 or 5 (Masters Level) academic and research skills modules most useful. However, a limited number of Level 1-3 modules (Undergraduate Level) may be appropriate in certain cases, particularly for interdisciplinary research.

- **Taking Modules for Credit and Auditing Modules:** You may opt to take a taught module for credit or to audit a module. In either case, you will be expected to attend all classes and associated seminars, tutorials and practicals, unless otherwise agreed with the Module Coordinator. Taking a module for credit involves undertaking all module assessments, while auditing a module merely requires that you attend classes without any assessment. While modules taken for credit and modules audited are both indicated on your academic transcript, only modules taken for credit count towards the credit value of your PhD. If you would like to audit a module, please first discuss this with the Module Coordinator and your Principal Supervisor.
• **Module Registration**: Registering for a module is through your School Graduate Studies Administrator. Please contact your School Graduate Administrator for a copy of the current semester’s module registration form. The Module registration form must be signed by your Principal Supervisor, and students must contact the module co-ordinator for availability of a place and agreement for a PhD/Masters student to attend this module.

If you decide, after submitting the module registration form, to withdraw from the module or to audit the module, you must inform your School’s Graduate Administrator within six weeks of the commencement of the module. **Failure to withdraw from a module prior to the assessment period will result in a failing grade which will appear on your final academic transcript.**

• **Modules at other Institutions**: To record registration to modules taken outside of UCD please complete the application form available in Appendix 4 of this Handbook. Please submit the completed application to your School Graduate Administrator for processing and approval through the PGEC and the GSB. You should also use your RPDP to record details of any courses or modules you take outside of UCD. You are advised to check with the external Module Coordinator if the module is suitable for accreditation towards the credit value of your PhD i.e. it has an ECTS value. Only modules with a clear ECTS value will approved by the PGEC and GSB to count towards the credit value of your PhD (unless there are exceptional circumstances, which must be fully documented in writing).

• **Recognition of Prior Learning (RPL)**: The attention of students is drawn to the possibility for the recognition of prior learning (RPL) against some of the mandatory 30 credits taught modules requirement. Students can apply for RPL where some of the learning outcomes of their PhD programme were achieved before they first registered (e.g. a prior taught Masters degree). An application, after consultation with the Principal Supervisor, is made to the DSP in the first instance (for details, see the College’s policy summary below, point no. 12). The application form is available in Appendix 5 of this Handbook. All applications must be well documented, and are subject to scrutiny and approval by the PGEC and the GSB. **Accreditation of up to 20 credits of modules of prior learning is permissible, but only in exceptional circumstances.**
Taught Modules for PhD Students: Summary of Policy in the UCD College of Agriculture, Food Science and Veterinary Medicine

1. From September 2014, all incoming PhD students must take 30 credits of taught modules over the course of their programme. The aim of these taught modules is to facilitate research as well as to provide important transferable skills enhancing career development.

2. This mandatory requirement applies to all PhD students who began their registration on or after September 2014, irrespective of:
   a. Whether the student’s period of registration is three or four years (or longer);
   b. Whether the student is usually based at a UCD campus or off-site (e.g. at a Teagasc research centre or overseas);
   c. Whether the student’s registration is full-time or part-time;
   d. The student’s source of funding.

3. For PhD students who began their programme before September 2014, it is not mandatory to take any taught modules. It is also not mandatory for any Research Masters students (however students initially registering for a Masters with an intention to subsequently upgrade to PhD should be aware of the 30 credits requirement for PhD students).

4. The completion of module credits is monitored centrally, and students who have not completed the mandatory 30 credits of taught modules will not be permitted to submit their PhD thesis for examination.

5. No particular modules are recommended or required at School level. Therefore students may choose from the full range of modules available throughout UCD in consultation and agreement with their Principal Supervisor and the relevant module coordinators. However, students undertaking a Thematic PhD Programme should consult with their Programme Coordinator/administrator for any specific modules that may be mandatory.

6. A full list of UCD modules is available by clicking the 2014/15 Modules tab on the Course Search page: http://www.ucd.ie/students/course_search.htm . A document containing three lists of possible modules for PhD students in the College is available from your School postgraduate administrator. Some modules using an online/blended approach to teaching and learning are available, if desired.

7. There is no requirement for students to have taken a particular number of credits before their STA (Stage Transfer Assessment), or in the first/second/third years of their programme. However, as noted above, the 30 credits must be completed before thesis submission.

8. There is no requirement as to the academic level at which the modules should be taken (e.g. level 4, level 3). However, it would ordinarily be expected that a PhD student would overwhelmingly select modules at levels 3, 4 or 5, unless there are exceptional academic circumstances. Students are reminded that the academic level of the module will be recorded on their final University transcript.
9. To register for modules, students must complete a module registration form, available from their School, after securing agreement with the module coordinator and their Principal Supervisor. Being registered to a module means that a student must attend classes and complete assignments; students will earn credits for this, which will be shown on their transcript. Audited modules do NOT count towards the 30 credits requirement.

10. Please note that once registered for a module, if for any reason a student does not complete it, and they have not officially withdrawn from this module within 6 weeks, a NG grade will be entered onto his/her university record and will appear on their transcript. To withdraw from a module, please contact your School office within 6 weeks of the commencement of the module. NO RETROSPECTIVE CHANGES CAN BE MADE.

11. Students are permitted to count modules from non-UCD institutions towards the 30 credits requirement, but ONLY if these modules have an ECTS weighting (ECTS is the European Credit Transfer and accumulation System e.g. 5 ECTS credits; 10 ECTS credits). An application form is available from your School postgraduate administrator. Applications to include non-UCD modules which lack an ECTS weighting will be rejected, unless there are exceptional circumstances (with a very detailed case made in writing, including the ECTS equivalent weighting which is claimed). There is NO maximum or minimum number of external modules which can be counted towards the 30 credits requirement.

12. The attention of students and supervisors is drawn to the possibility for the recognition of prior learning (RPL) against the 30 credits requirement. Students can apply for RPL where some of the learning outcomes of their PhD programme were achieved before they first registered (e.g. a prior taught Masters degree). Any application for RPL must:
   a. Be approved by the student’s supervisor and DSP (Doctoral Studies Panel) in the first instance, ideally at the first meeting of the DSP. An application form is available from your School postgraduate administrator.
   b. Each student is assessed on a case-by-case basis in line with UCD’s policy on RPL. An applicant must demonstrate that they have met the learning outcomes of the modules defined within their PhD programme, for which they are requesting RPL.
   c. The application will then be sent for approval to: (i) the Postgraduate Education Committee (Research) of the College of Agriculture, Food Science and Veterinary Medicine; (ii) the UCD College of Science Graduate School Board.
   d. It would ordinarily be expected that a PhD student claiming RPL would overwhelmingly count modules at levels 3, 4 or 5, unless there are exceptional academic circumstances. Accreditation of up to 20 credits of modules of prior learning is permissible, but only in exceptional circumstances.

13. Ultimately the responsibility for ensuring the completion of the mandatory 30 credits requirement lies with the PhD student.
Seminar Participation

Every PhD student is required to give at least one seminar presentation a year, and the relevant UCD research group seminar series (where this exists) provides an excellent opportunity to fulfil this requirement. Moreover, all students are strongly encouraged to regularly attend School and research group seminars and journal clubs where appropriate. It is also recommended that you regularly attend other seminars to foster interdisciplinary research and scholarship within the College and across the wider UCD research community.

Some seminar series in UCD are modularized and have an ECTS value (such as the seminar series of the School of Agriculture and Food Science – module code FDSC 40490, comprising 2.5 credits); therefore registration can count towards the requirement of taking 30 credits of taught modules over the course of your PhD programme.

For PhD students based at off-campus locations (for example Teagasc Research Centres), you should consult with your Principal and Co-Supervisors regarding participation in local research seminar series and/or journal clubs.

In addition to the internal UCD research seminars and meetings, graduate students should make every effort, in consultation with their Principal Supervisor, to attend relevant symposia, conferences and workshops.

Attendance at all seminars and conferences throughout the year should be noted in the RPD.

Health and Safety Induction Course

Each School has a Health and Safety Committee – the Committees organise Health and Safety induction courses for research graduate students. For further details please contact:

School of Agriculture and Food Science:
Paddy Reilly (patrick.reilly@ucd.ie) Tel: 01 716 7786

School of Veterinary Medicine:
Patsy Kearns (pat.kearns@ucd.ie) Tel: 01 716 6276

If you are located off campus it is likely your off-site Institution will organise an appropriate Health and Safety training course. If this is the case please keep a record of the details.

Please see the UCD Safety Office website for further details on training courses available in the University and important information relating to Health and Safety: www.ucd.ie/safety/index.html

Internet Communications

Every graduate student is required to set up and use their UCD email account. It is your responsibility to check your UCD Connect email account on a regular basis; all UCD-
related communications will be sent to your UCD Connect email address.

The online UCD Student Information System (SIS)

The online SIS facility has a number of functions including registration, fee payment, updating personal details and accessing exam results.

To log into your SIS record go to www.ucd.ie; the direct login to the SIS student web is located under the Connect login box.

You can use the SIS to:

- Update personal information (e.g. change of address), use the tab ‘Personal Information’ to update this information.
- Pay fees, use the ‘Information for Students’ tab and Programme Fee Account and Pay Fees
- View your Fees summary – this is important as you must ensure your fee payments are up-to-date, particularly prior to submission of your PhD thesis (all outstanding fees must be paid before thesis submission).
- View your exam results; use the ‘Information for Students’ tab and click on student records.
- Under the ‘My Student Records’ link on the SIS menu you can review an overview of your Graduate record including DSP membership, Thesis Title, Registration details etc.

Publications

The College has decided not to set a minimum number of publications that a student should be required to publish during their UCD Structured PhD Programme. This decision was reached due to the broad range of research interests within the College. However, the Head of each Academic Unit, in consultation with the Heads of School and the PGEC, may typically set a general standard for each research area.

In addition the Doctoral Studies Panel (DSP) will review the student’s publication output during the course of their programme and make any necessary recommendations.

Monitoring of candidacy requirements

Progress towards achieving these requirements, and evidence of progression on the RPD, will be monitored by the DSP. The student’s progress will be reported to the College Postgraduate Education Committee (PGEC). Where the student fails any requirements, or the DSP considers that progress or the arrangements for supervision of the student is inadequate, the DSP will inform the College Postgraduate Education Coordinator.
V. Applications for Leave of Absence, Extenuating Circumstances Application for Thesis Extension, Permission to Continue Registration and Policy on Withdrawal for Graduate Research Students

Please refer to the relevant policies and associated guidance documents; it is your responsibility to ensure you are aware of the contents of the relevant policies and that your registration is fully up to date.

Leave of Absence (LOA)

UCD recognises that in order for a student to successfully complete a programme of study they may need to take a leave of absence from the programme (due to unexpected personal or family circumstances). A leave of absence is an approved extended period of time away from the programme. The LOA Policy in UCD, a Graduate Guide to the Policy and Guide to Completing the Application form is available at: www.ucd.ie/registry/academicsecretariat/loa.htm

All requests for a LOA by students on graduate research programmes must be supported by the Principal Supervisor and Head of School (or their nominee) to which the student is registered. Where the support of the Principal Supervisor is not forthcoming, the student may appeal directly to the Head of School, supplying all associated documentation. Where the support of the Head of School to which the student is registered is not forthcoming, the student may appeal directly to the College of Science Graduate School Board, supplying all associated documentation.

If you are considering a Leave of Absence please be aware of the staff available to support you; contact details available under Section VIII of this Handbook.

Extenuating Circumstances Application for Extension of Thesis Submission

The Extenuating Circumstances Application for Extension of Thesis Submission is available at the following link: www.ucd.ie/registry/academicsecretariat/gradthesis.htm

Please contact your School Graduate Studies Administrator if you have any questions.

Application for Permission to Continue in the Programme:

An Application for Permission to Continue Registration in the Programme is necessary for students going over the prescribed period of registration.

The prescribed period of registration for a PhD degree will not normally be less than 3 or more than 4 calendar years for a full-time student, and will not normally be less than 5 or more than 6 calendar years for a part-time student. Where a full-time PhD student needs to register into Year 5 (or a part-time student into Year 7), they must apply to continue in the programme (with the support of their Principal Supervisor).

The Application for Permission to Continue in the Programme Form is available at: http://www.ucd.ie/registry/academicsecretariat/gradthesis.htm
Withdrawal

If you are considering withdrawing from your PhD programme, please refer to the UCD Withdrawal Procedure document available at:

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

The main points include:

- Students remain liable for fees up to the date on which they formally submit the withdrawal notification form to their Programme/School Office.
- Students are expected to return their student cards with the official notification form.
- Students who have withdrawn can apply to the University for re-admission to the programme.

The full Withdrawal Procedure and form is available from:
http://www.ucd.ie/registry/academicsecretariat/wd.htm

If you have any queries on the above, please contact your School Graduate Studies Administrator:

School of Agriculture and Food Science:

Karen Holland
Karen.holland@ucd.ie Tel 01 716 7193

School of Veterinary Medicine:
Dr Maria Mulholland/Frances Lematti
vetresearch@ucd.ie Tel: 01 716 6105
VI. Thesis Submission

Please refer to the UCD Registry website for details on the relevant thesis submission dates, available at:
www.ucd.ie/registry/adminservices/fees/thesis_submission.html

It is of the utmost importance that your thesis is submitted on time. Otherwise you will be liable for fees for registering for a further semester.

When you are ready to submit your thesis you will need to complete the Research Degree Examination form and submit it, along with three soft-bound copies of your thesis, to the student desk in the Tierney Building. The form is available from:
www.ucd.ie/registry/assessment/student_info/graduatestudents.html

For guidance on thesis preparation please refer to the Academic Policy on Theses in Graduate Research Programmes, which is available from:
www.ucd.ie/registry/assessment/student_info/graduatestudents.html
VII. Thesis Examination

Prior to thesis submission, students must have satisfied all candidacy requirements (including completing 30 credits of taught modules), and made satisfactory progress as attested by their DSP and completion of the Stage Transfer Assessment.

Thesis examination is governed by the UCD Regulations for the Degree of Doctor of Philosophy (Regulations 22 – 22.10) – available at: [www.ucd.ie/registry/academicsecretariat/pol_regs.htm](http://www.ucd.ie/registry/academicsecretariat/pol_regs.htm)

In summary, the thesis is evaluated by an Examination Committee. This Committee will comprise of:

- One External Examiner (note: nominations of External Examiners from research or educational institutions within the Republic of Ireland will not normally be approved)
- One or two Internal Examiners
- The Committee is chaired by the Head of School, or more usually their nominee. The Chairperson is not an examiner

The Principal Supervisor may not act as an internal examiner; however the Principal Supervisor may be invited to attend the examination with the consent of the Examination Committee and the student. If the candidate is a full-time member of the academic staff of the University, a second External Examiner must be appointed.

The student will be required to defend his/her thesis through an oral viva voce examination; the viva examination will normally be held within two months of submission of the thesis.

When the examination is complete, the examiners shall report to the Academic Council Committee on Examinations (ACCE), with a recommendation whether or not the degree of PhD should be awarded.

Please refer to the Academic Regulations for the Degree of Doctor of Philosophy (PhD) for guidance on PhD Examination Committee Decisions and the Appeal process available in situations where a candidate wishes to appeal a decision of the ACCE. (Regulations 22.6 – 22.10)

You will also find guidance on the Examination of the Graduate Research Degree Thesis in the Policy on Theses in Graduate Research Programmes available at: [www.ucd.ie/registry/academicsecretariat/gradthesis.htm](http://www.ucd.ie/registry/academicsecretariat/gradthesis.htm)
VIII. Important Contacts

**Head of School Agriculture and Food Science:**
Professor Alex Evans
alex.evans@ucd.ie; Tel 01 716 7731

**Head of School Veterinary Medicine:**
Professor Grace Mulcahy
grace.mulcahy@ucd.ie; 01 716 6180

**College Postgraduate Education Coordinator:**
Dr David R. Stead
david.stead@ucd.ie; Tel: 01 716 7661

**School Graduate Studies Administrators:**

School of Agriculture & Food Science:
Ms Karen Holland
Programme Office, Agriculture and Food Science Centre;
Karen.holland@ucd.ie Tel 01 716 7193

School of Veterinary Medicine:
Dr Maria Mulholland/ Frances Lematti
vetresearch@ucd.ie Tel: 01 716 6105

**Graduate School Manager:**
Ms Deirbhle Carroll
College of Science, room E1.09 Science Centre East
deirbhle.carroll@ucd.ie; Tel: 01 716 2633

**Student Adviser:**
Ms Naoimh O’Regan
2nd floor in the Agriculture and Food Science Centre, room 2.48
naoimh.oregan@ucd.ie; Tel: 01 716 6085; Mobile: 087 266 9054
www.ucd.ie/advisers
IX. Frequently Asked Questions:

Where can I get my UCD student card?

Once you receive details of your student number and registration from the School Graduate Studies Administrator you will be required to enrol online to confirm your personal details.

If your fees are to be paid from a scholarship your Principal Supervisor will arrange payment through the online Internal Transfer to the Fees Office. Once both steps for registration have been completed (i.e. online enrolment and fee payment) you can collect your UCD Student Card/UCARD. You will keep your UCARD for the full duration of your programme. Please check the following link for further information: www.ucd.ie/ucard

I have been awarded a Scholarship, how do I set it up and when will I be paid?

Scholarship set up involves completing a Payroll set up form and Revenue declaration form. Both are available to download from:

  www.ucd.ie/bursar/postaward/scholarships.html

Your supervisor will complete and sign off on the Scholarship Authorisation form and will arrange payment of your fees through the online Internal Transfer form available at: www.ucd.ie/registry/adminservices/fees/forms.htm

For payment at the end of the month all forms must be returned by the 20th of the preceding month. Once the relevant scholarship forms have been submitted and processed by the Research Finance office an advance may be possible. Please contact your School Graduate Studies Administrator for further details.

How do I apply for a Personal Public Service (PPS) number?

To complete the scholarship forms you will need your PPS number. If you do not have a PPS number you will need to apply for one, Non-Irish citizens should apply for a PPS number once they arrive in Ireland.

  PPS Numbers are issued by the Department of Social Protection; please contact the Department for further information: www.welfare.ie.

  Though there are some variations in the rules depending on which country you are from, generally you will need valid photographic identification (preferably a passport or national Identity card), evidence of birth/work/education in the relevant country, evidence of address in Ireland.

  A letter confirming your student status can be obtained from the UCD Student Desk www.ucd.ie/registry/adminservices/studentdesk/

  A Certificate of Attendance can be generated online through your SIS.

  **Note:** Please note you can submit your scholarship forms to the Research office without your PPS number and once the details are available you can update the UCD Research office.
How do I set up a Bank Account?

To set up your scholarship payments you will need an Irish bank account. To set up an account you will need to present photo ID, proof of address, and proof of your student status which can be obtained through your SiSweb account, or contact the Student Desk in the Tierney Building for further details.

www.ucd.ie/registry/adminservices/studentdesk/

On UCD campus there is a branch of AIB, and just off campus a Bank of Ireland branch is located.

How do I set up a UCD Email account?

When you are given a UCD student number you are automatically allocated a UCD Connect account. To access your UCD Connect account you should log into UCD Connect using your UCD student number and date of birth in the format ddmmmyy as your pin the first time you log in. Then click on the icon for email and calendar. Your student connect email address will have the extension @ucdconnect.ie. Please note it is your responsibility to check your UCD Connect email on a regular and consistent basis in order to stay aware of, and comply with, important notices and instructions from the University. The UCD Student Email Policy is at: www.ucd.ie/registry/academicsecretariat/docs/email_po.pdf

Where can I get my UCD Personnel number?

If you will be in receipt of funding from a Scholarship then you will be set up on UCD payroll and will be allocated a UCD Personnel number. Your personnel number is generated following the processing of your Scholarship forms. To obtain your Personnel number you will need to contact HR Compensation & Benefits, Tel: 01 716 4900.

Where can I get a Payslip?

If you are in receipt of a Scholarship you will have been set up on the UCD Payroll system and can access a payslip through the Employee Self Service available at: http://www.ucd.ie/hr/ess/

I need a letter to confirm my student status, where can I get this?

You may need a Certificate of Attendance or letter of student confirmation for a number of reasons including visa application (Garda National Immigration Bureau), grant application, bank account set-up etc. You can obtain a Certificate of Attendance online through your SiSweb account:

www.ucd.ie/registry/adminservices/studentdesk
Do I have to register for a minimum number of Taught Modules for Credit?

Yes – a total of 30 credits over the duration of your PhD programme. This requirement applies to ALL PhD students commencing registration from September 2014 in the UCD College of Agriculture, Food Science and Veterinary Medicine. Accredited modules will assist you in developing the knowledge and skills base required to complete your research degree in the time required. You should discuss with your supervisor which modules may be of relevance to you and complete registration as necessary.

Please note there may be specific module requirements if you are registered to a Thematic PhD Programme. You will need to discuss these specific requirements with your supervisor.

How do I register for a module?

To register for a module you must complete the module registration form signed by both you and your Principal Supervisor and return to your School Graduate administrator.

You must return the form in advance of the commencement of the module. For further details on modules available and the module registration form please go to: http://www.ucd.ie/science/graduate_studies/taught_modules.html

If you decide to withdraw from a module you must do so within 6 weeks of the commencement of the module. You should inform your School Graduate administrator of your intention to withdraw. Failure to do so will result in an NG appearing on your final transcript.

I am ready to submit my Thesis – what is the procedure?

The Policy on Theses in Graduate Research Programmes is available at: www.ucd.ie/registry/assessment/student_info/graduatesstudents.html

The Policy provides guidelines on the suggested thesis layout, typography etc.

A candidate must submit the appropriate number of copies of the thesis to the Student Desk based on the number of members of the Examination Committee. In general three soft bound copies are required; for the Examination Committee Chair, the Internal Examiner and the External Examiner.

A completed Research Degree Examination form must be submitted with the soft bound copies of the thesis. This form is available to download from: www.ucd.ie/registry/assessment/student_info/graduatesstudents.html

Before submission you must ensure your fees are paid up to date – please refer to your fees summary screen available through your SIS student web account. Please carefully note the Fees Thesis submission date as available at: www.ucd.ie/registry/adminservices/fees/thesis_submission.html

It is your responsibility to ensure you submit your thesis by the appropriate submission date. If you are uncertain of the applicable date please contact your School graduate studies administrator. It is imperative to submit your thesis on time; otherwise you will be liable for additional fees.
Following submission UCD Assessment will consult their External Examiner nomination records. Your Principal Supervisor will nominate a suitable Examination Committee and will process the nomination through the approval procedure. Once all is in order UCD Assessment will circulate the copies of your thesis to the Examination Committee. Following this a date for the Viva Voce examination will be set.

Upon successful completion of the Viva Voce examination you will be asked to submit a final hard bound copy of your thesis to the Student Desk accompanied by a Thesis Corrections Sign off Form available in Appendix 6 of this Handbook. The Internal Examiner will compile a joint examination report on behalf of the Examination Committee. The signed report must be submitted to the UCD Assessment Office.

Provided all is in order the UCD Assessment Office will forward your details for approval to the Academic Council Committee on Examinations (ACCE). For details on the ACCE meeting dates please contact your School Graduate Studies administrator.

Once the ACCE approve the award of degree the information is noted to the Conferring unit for inclusion at the next appropriate conferring ceremony. Dates for conferring are available at: www.ucd.ie/confer.
Appendix 1

What is your RPDP?

Research and Professional Development planning is an integral part of the Structured PhD programme at UCD. The purpose of such planning is to ensure that your work is clearly focused on achieving your research and professional goals. This will play a major part in informing the trajectory of your PhD research and in your training and development as a researcher. Your plan will also be a useful resource when it comes to writing up, and it will help you develop key skills which will be invaluable for both your current research and your future career prospects.

There are three main components to your Research and Professional Development plan:

A Research Plan – The purpose of your Research Plan is to provide you with a clear research focus and a coherent research work programme. A well-structured research plan will enable you to review your progress and adjust your objectives as your research evolves. Revising and keeping your Research Plan up-to-date will also make it easy for you to produce progress reports, prepare presentations and publications, draft funding applications and write up your thesis. The attached guidelines have been tailored to your area and should be used in conjunction with input and advice from your supervisor in preparing your plan.

A Professional Development Plan – On leaving UCD with a PhD it will be expected that, in addition to having produced a body of original research, you will also have developed a set of skills that distinguish the professional from the novice. Employers, and others who you will interact with professionally in the future, will assume that you bring the skills of an independent professional to any work situation. It is therefore very important for you to develop, demonstrate and practice these skills during your doctoral programme. The attached guidelines are designed to enable you to identify the skills important for your research and career. Developing these skills will not only help you to be a more productive researcher, but will ensure that you are well placed to compete for employment opportunities when you complete your PhD.

Doctoral Studies Panel Meeting Record – Central to your programme are regular meetings with your supervisor and DSP to discuss your research, your professional development and your progress in achieving your goals. A mandatory outcome of the meetings with your DSP is a formal record of your research and professional plans and your progress to date. These records will also inform your transfer assessment. The formal record form for these meetings is appended at the back of this document as a writeable PDF. This must be completed following each DSP meeting, signed by all members of your DSP, including yourself, and returned to your School graduate administrator.

There are many people who can help to support you throughout your PhD. In relation to your RPDP, you can get help from your supervisor, your Doctoral Studies Panel, your School Office and your Graduate School Office. Contact information for your School and the Science Graduate School is indicated below.

<table>
<thead>
<tr>
<th>School</th>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Agriculture &amp; Food Science</td>
<td>Karen Holland</td>
<td><a href="mailto:Karen.holland@ucd.ie">Karen.holland@ucd.ie</a></td>
</tr>
<tr>
<td>School of Veterinary Medicine</td>
<td>Maria Mullholland/ Frances Lematti</td>
<td><a href="mailto:vetresearch@ucd.ie">vetresearch@ucd.ie</a></td>
</tr>
<tr>
<td>Graduate School Office</td>
<td>Deirbhle Carroll</td>
<td><a href="mailto:Deirbhle.carroll@ucd.ie">Deirbhle.carroll@ucd.ie</a></td>
</tr>
</tbody>
</table>

Guidelines on writing your Research Plan

Every research project requires advance planning, and the better the planning the more successful the project. Preparing a research plan is one of the most important tasks you will undertake as a PhD
candidate. This brief document offers some basic guidelines for preparing a research plan and for using it as a roadmap during your fourth-level experience.

**What is a research plan?**

At the start of your PhD you identify a research problem in your field which needs to be solved, or an issue in your field which has not hitherto been researched but which is clearly important and has scope for study. A research plan is a model or scheme which you design to help you organise your thoughts about your topic, schedule the specific jobs which you need to do, and visualise a finished product.

There is no such thing as an ideal research plan. Plans come in different shapes and sizes, but common to all is **structure** and **timeframe**: research is always planned in stages, each one linked to the next by a structure, and each designed with some idea of how long it will take.

There are two critical things to remember when you begin to design a research plan.

First, your supervisor is there to advise you. He or she will have experience of planning research, and, having agreed to supervise you in the first instance, will happily guide you as you gather your thoughts and formulate your plan. In consultation with your supervisor you should, within the first months of your PhD, be able to identify major tasks and work out the order in which they should be done. Members of your Doctoral Studies Panel (DSP) will also be experienced in planning research, and will be happy to discuss your plan at your DSP meetings, but most of the work will be done with your supervisor at your regular meetings.

Second, research plans change as research progresses. You will always find that the structure which you first envisaged needs modification, and that the timeframe you set will not work. The secrets of a successful research project are (a) the realisation that a research plan is always a work-in-progress, and (b) the ability to adjust a project’s structure and timeframe without losing sight of its goals.

At the start of your studies, your emphasis will be primarily on devising, developing and implementing your research. As you progress, your focus will also encompass the publication of your research results and the preparation of your thesis. Your plan need not encompass all of the elements indicated below at all times, rather it will develop to incorporate them as your research progresses.

**Essential elements of a Research Plan**

- Your research question or hypothesis.
- Background information on why your research question is important.
- A plan of how you intend to investigate your hypothesis and interpret your results.
- How you intend to write-up and publish your findings.

Keep in mind that the objectives and goals you set yourself in your plan should be specific, challenging and achievable within a defined time frame. It may be helpful to refer to the SMART framework, which is widely used as a means of describing objectives in a way that makes them more useful and easier to review. The SMART guidelines indicate that objectives should be:

<table>
<thead>
<tr>
<th><strong>Specific</strong></th>
<th>Specific and clear statements about what is to be achieved.</th>
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<tr>
<td><strong>Measurable</strong></td>
<td>Quantitative and/or qualitative (if objectives are not measurable then it is difficult to determine whether they have been achieved).</td>
</tr>
<tr>
<td><strong>Achievable</strong></td>
<td>Objectives need to be realistic, challenging and motivating.</td>
</tr>
<tr>
<td><strong>Relevant</strong></td>
<td>Relevant to the achievement of your research aims</td>
</tr>
<tr>
<td><strong>Time bound</strong></td>
<td>Include a time-scale for in which to achieve your objective or goal.</td>
</tr>
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</table>
When developing your Research Plan, it may be helpful to consider the following:

<table>
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<tr>
<th>Aspect</th>
<th>Questions</th>
</tr>
</thead>
</table>
| **Formulating your Research Question and Hypothesis** | - What hypothesis (es) are you testing?  
- What question(s) are you asking?  
- Why is this important? |
| **Reviewing the Literature** | - Are you familiar with the relevant literature in your area?  
- Can you clearly explain how your research question builds on what is currently known? |
| **To test your research question or hypothesis, do you need to define more specific objectives?** | - If so, what are these objectives? |
| **Devising your investigative plan to test your hypothesis/meet your objectives** | - What methodological/technological approaches will you use and why are they most appropriate?  
- How will you collect your data (sources, documents, surveys, experiments, etc)?  
- How will you organise and analyse your data?  
- How will you interpret your data? |
| **Reviewing your findings** | - How do your findings inform your original objective(s)?  
- Do they prove or disprove your hypothesis?  
- What new information do they provide you and/or your area of research? |
| **Drawing conclusions** | - What conclusions can you draw from your work to date? |
| **What is your next step?** | - Given your results and conclusions to date, what further work needs to be done to address your original hypothesis? Or do you want to change or adjust the direction of your research? |
| **Presenting and publishing your research** | - Where do you intend to present the results of your work?  
- Where do you intend to publish the results of your work?  
- In each instance, are you familiar with what is required for presenting and/or publishing in the manner you plan? |
| **Writing up your thesis** | - Have you prepared a thesis plan (you should do this as early as possible in your research programme)?  
- Are you familiar with how best to present your work in thesis form and what the requirements are?  
- What progress have you made in writing chapters of your thesis?  
- When do you hope to have your first draft completed?  
- When do you hope to submit? |

You will also need to set a time frame to each of the aspects outlined above. Devising a realistic schedule for each step on the way is extremely important if you want to complete your PhD within the timeframe required.
Guidelines for Professional Development

During the course of your doctoral studies in UCD, you will have opportunities to acquire new skills and to hone your existing skills. As a PhD graduate, your skill-set will need to include the advanced research and analytical techniques necessary for high-level research in your field and for the application of these skills in a broader context.

In general, 20% of PhD graduates pursue careers in academia and 80% develop careers in business, industry, the public and voluntary sectors. It is important to realise that a doctorate offers far more than a passport to a potential career in a particular field of scientific investigation. It greatly enlarges the menu of career tracks open to you. To possess a PhD in a Sciences discipline is to say to the world that you are a professional scientist who is an expert in your field of research and who can apply your professional skills to addressing scientific investigation and development in the broader context. It also says that you are intelligent, well-read, self-motivated and adaptable. As a PhD student, therefore, you should be aware of the ‘transfer value’ of the various skills that you will and can acquire. ‘Transferable skills’ both enhance the experience of learning and equip you to avail of a wide range of career and employment opportunities, including those in areas other than the specific field in which you received your PhD.

The Irish Universities’ Association (IUA) has issued a Graduate Student Skills Statement (www.iua.ie) which describes the desired learning outcomes and skills that PhD students are expected to develop during their studies. It is a skill set which anyone you meet in your future professional life, including prospective employers, will assume you have, given your PhD qualification. Some of these skills will be developed through practical application to your research, whilst others can be learned through attending workshops and modules.

What skills do I need, and how skilled do I need to be?

The first step is to identify the relevant skills you require for effective research and for your proposed career path. Every discipline in the Science area has its own particular suite of skills, many of these you will have acquired as a prerequisite to enrolling for a PhD programme in the first instance. However, it is useful to discuss with your supervisor what additional skills you will need (technical skills, statistical skills, analytical skills) for your research and professional development and to identify where you can acquire them.

As well as identifying the actual skills you need, you should also consider the level of competence you need to achieve in each skill. For example, your research may require an expert level of skill in one technology or methodology, but it may be sufficient to merely be familiar with others. It might be helpful for you to think of your skill development as going through a series of different levels of competence, as outlined below, and to identify which level you need to target:

- **You are a basic-level learner**, gaining an initial understanding of a new methodology, technique, area of knowledge or expertise;
- **You are an advanced learner**, still relying on expert advice for the appropriate application of a new methodology, technique, area of knowledge or expertise;
- **You are an independent user**, capable of applying a new methodology, technique, knowledge or expertise to your research independently;
- **You are an expert**, capable of further development of the methodology, technique, knowledge or expertise that was once new to you.

The chart below, which is mapped to the skill set identified by the IUA, may be useful in identifying the research and professional skills you need to develop. It is recommended that use this to devise your plan to attain the competencies you require in consultation with your supervisor, members of your DSP and/or other individuals who have an expertise in the skill in question. Several routes to addressing any gaps in your skill-set are open to you: applying the skill in your research, attending workshops and taking taught modules. Remember that you can attend modules and workshops outside your College.
<table>
<thead>
<tr>
<th>Research skills and awareness</th>
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<tbody>
<tr>
<td>• Have I good knowledge of advances and developments in my field?</td>
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<tr>
<td>• Can I demonstrate knowledge of research in related fields and disciplines?</td>
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<tr>
<td>• Do I comprehend and can I effectively employ appropriate research methodologies?</td>
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<tr>
<td>• Can I critically analyse and synthesise new and complex information from diverse sources?</td>
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<tr>
<td>• Can I formulate and apply solutions to research problems and effectively interpret research results?</td>
</tr>
<tr>
<td>• Can I exercise critical judgment and apply critical thinking to create new ways of understanding?</td>
</tr>
<tr>
<td>• Can I formulate and apply solutions to research problems and effectively interpret research results?</td>
</tr>
<tr>
<td>• Do I need to know health and safety procedures and their application in my research environment?</td>
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<tr>
<td>• Have I a broad awareness and knowledge of key relevant funding sources and grant application procedures?</td>
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<tr>
<td>• Do I appreciate basic principles of project and time management?</td>
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<th>Ethics and social understanding</th>
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<tr>
<td>• Do I understand, and apply in my research, principles of ethical conduct, including avoidance of plagiarism, allocation of credit and authorship, and definitions of research misconduct?</td>
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<tr>
<td>• Do I understand the relevance of research in society and the potential impact of research on individuals, groups or society?</td>
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<tr>
<td>• Are the guidelines for the ethical conduct of research involving people, human tissue and animals relevant to me?</td>
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<th>Communication skills</th>
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<tbody>
<tr>
<td>• Have I effective writing and publishing skills?</td>
</tr>
<tr>
<td>• Do I effectively use and decide on appropriate forms and levels of communication?</td>
</tr>
<tr>
<td>• Can I communicate and explain research to diverse audiences, including both specialist and non-specialist?</td>
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<tr>
<td>• Do I teach, and do I support the learning of undergraduate students when involved in teaching and demonstrating?</td>
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<th>Personal effectiveness/development</th>
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<tbody>
<tr>
<td>• Do I operate in an independent and self-directed manner, showing initiative to accomplish clearly defined goals?</td>
</tr>
<tr>
<td>• Do I appreciate key rhetorical skills, including how to persuade others of a viewpoint’s merits, demonstrating and communicating credible suggestions to achieve my aims?</td>
</tr>
<tr>
<td>• Do I appreciate the importance of initiating new projects, proactively reacting to identified needs or aiming to resolve problems?</td>
</tr>
<tr>
<td>• Have I the ability to handle difficulties in research or other professional activities in an appropriate way?</td>
</tr>
<tr>
<td>• Do I critically reflect on experiences and act on such in a cycle of self-improvement?</td>
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<tr>
<th>Team-working and leadership</th>
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<tbody>
<tr>
<td>• Can I develop and maintain effective relationships with colleagues?</td>
</tr>
<tr>
<td>• Do I work well in a collaborative environment? Do I understand how to acknowledge others’ views and critically appraise them?</td>
</tr>
<tr>
<td>• What awareness have I of my own working style, that of others, and how we (or they) they interact?</td>
</tr>
<tr>
<td>• Do I understand leadership in team environments, recognising the strengths of team members and working effectively to achieve mutual goals?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Can I demonstrate an awareness of transferable skills and their applicability to both academic and non-academic positions and how they are applied in different circumstances?</td>
</tr>
<tr>
<td>• Have I taken ownership of my own career management, forming a credible career plan?</td>
</tr>
<tr>
<td>• Can I initiate and sustain networks and relationships that may encourage opportunities for employment?</td>
</tr>
<tr>
<td>• Do I present myself and my skills, attributes, experiences and qualifications, through effective job applications, CVs and interviews?</td>
</tr>
<tr>
<td>• Do I understand the broadest possible range of their employment opportunities?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entrepreneurship &amp; innovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Is it necessary for me to understand the role of innovation and creativity in research?</td>
</tr>
<tr>
<td>• Can I demonstrate an awareness and understanding of intellectual property issues, appreciate and contribute to knowledge exchange?</td>
</tr>
<tr>
<td>• Is it necessary for me to appreciate skills required for the development of entrepreneurial enterprises in the public and private sectors?</td>
</tr>
<tr>
<td>• Do I need to understand different cultural environments, including the business world, and the contribution that knowledge transfer can make to society?</td>
</tr>
</tbody>
</table>
Doctoral Studies Panel Meeting Record report

Candidate name:__________________________________________________________

Date of meeting:__________________________________________________________

Stage of Study:___________________________________________________________

How many DSP meetings have you had this academic year:
____________________________________________________________________

YOUR RESEARCH

Please provide an update of your research progress (no more than 500 words). If this is your first meeting with your DSP, please provide a brief synopsis of your research plan.

Since your last DSP meeting, have you encountered any significant difficulties? If yes, briefly outline these difficulties and indicate what proposals have been agreed at this current meeting to address them.

Have there been any substantive changes in the direction of your research since (a) you started your doctoral research or (b) your last Doctoral Studies Panel meeting? If yes, briefly outline the reasons for this.

What is your plan of action between now and the next meeting to achieve your research objectives?
## YOUR PROFESSIONAL DEVELOPMENT

### Research skills

Indicate progress in the development of specific skills that you need for your research (e.g. technical skills, laboratory skills, statistical skills, analytical skills etc.)

<table>
<thead>
<tr>
<th>Specific Skill</th>
<th>Your progress since the last Doctoral Studies Panel meeting</th>
<th>Your plans for future development.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Transferable skills

*Indicate progress in the development of skills in the areas indicated below.*

<table>
<thead>
<tr>
<th>Skill</th>
<th>Transferable</th>
<th>Your progress since the last Doctoral Studies Panel meeting</th>
<th>Your plans for future development.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics &amp; Social Understanding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications Skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development towards professional independence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career-orientated skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal effectiveness/development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team-working &amp; leadership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship and Innovation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Modules Undertaken

<table>
<thead>
<tr>
<th>Module Name &amp; Code</th>
<th>Semester Taken/Year</th>
<th>Results (or state taken by audit)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Progress Report (to be completed by the Chair)

Progress to date

Page 32
Improvements to be made

Further Comments

Declaration

We agree that this report is an accurate account of the meeting of the Doctoral Studies Panel.

Signature of PhD student                                      Date:  
------------------------------------------------------------------  --------
Signature of principal supervisor                             Date:   
------------------------------------------------------------------  --------
Signature of DSP adviser 1                                    Date:   
------------------------------------------------------------------  --------
Signature of DSP adviser 2                                    Date:   
------------------------------------------------------------------  --------
(Signature of DSP adviser 3)                                   Date:   
------------------------------------------------------------------  --------
Next meeting                                                  Date:   

Please submit a signed copy of this report to the School office.
# PhD STAGE 1 TRANSFER ASSESSMENT REPORT

This form should be completed following the transfer assessment and should be made available to the student, Principal Supervisor, Head of School, Institute Director and/or Director of Thematic Doctoral Programme.

<table>
<thead>
<tr>
<th>Candidate:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School:</td>
<td>School and/or Institute:</td>
</tr>
<tr>
<td>Thematic Doctoral Programme:</td>
<td></td>
</tr>
<tr>
<td>(if applicable)</td>
<td></td>
</tr>
<tr>
<td>Principal Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Provisional Title of Thesis:</td>
<td></td>
</tr>
<tr>
<td>Date of Assessment:</td>
<td></td>
</tr>
</tbody>
</table>

Supporting Documentation:
- [ ] Progress Report *(to be submitted by Principal Supervisor)*
- [ ] Statement of Progress and Research Plan
  - Written work
  - Oral presentation
  - Interview
  - Portfolio
  - Taught modules
  - Other
  - [ ] Supervisor Recommendation for Transfer to Stage 2: yes [ ] no

Report (approximately 200 words):

---

The Assessment Panel approves / does not approve *(circle one)* Transfer to Stage 2

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of the Assessment Panel</td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td>Signed</td>
</tr>
<tr>
<td>Assessment Panel Member 1</td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td>Signed</td>
</tr>
<tr>
<td>Assessment Panel Member 2</td>
<td></td>
</tr>
</tbody>
</table>

Date: __________________
PhD STAGE 1 TRANSFER ASSESSMENT RECOMMENDATION

This form should be signed by the Chair of the Assessment Panel and Head of School, Institute Director and/or Director of Thematic Doctoral Programme and forwarded to the relevant Graduate School Office.

Candidate: ____________________________  Student Number: ______________

Graduate School: ______________________  School and/or Institute: ______________________

Thematic Doctoral Programme: ______________________  (if applicable)

Principal Supervisor: ______________________

Provisional Title of Thesis: ______________________

Date of Assessment: ______________________

Recommendation:  

☐ Progress to Stage 2 doctoral studies

☐ Transfer to another graduate programme (please list: _______________)

☐ Graduate with Graduate Certificate, Graduate Diploma, Masters (please circle one)

☐ Termination of registration

Please attach to this recommendation a copy of the PhD STAGE 1 TRANSFER ASSESSMENT REPORT.

Signed _____________________________  Date Recommended: __________
   Chair of the Assessment Panel

Signed _____________________________  Date Recommended: __________
   Head of School, Institute Director and/or Director of Thematic Doctoral Programme

GRADUATE SCHOOL BOARD APPROVAL

Signed _____________________________  Date Approved: __________
   Graduate School Director
## Application to take modules in an External Institution

*Please submit completed form to the College of Science Graduate School for consideration at the Graduate School Board*

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programme</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Primary Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Title (including module code if applicable)</th>
<th>Name of Institution Hosting Module</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the student taking the module for credit or audit</th>
<th>Proposed credit value of the module</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How will the student register for this module (please outline the registration agreement with the host University)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will the student be liable for fees in the host University (please outline any agreement in relation to fees)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How will results be reported back to UCD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Information in support of this application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signed ________________________________ (Student)

Signed ________________________________ *(Primary Supervisor)*

Decision of Graduate School Board ________________________________

Credits _______________

Signed ________________________________ *(GSB Chair)*

Date ______________________

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APPENDIX 5
UNIVERSITY COLLEGE DUBLIN
COLLEGE OF SCIENCE / HEALTH SCIENCE / AGRICULTURE, FOOD SCIENCE & VETERINARY MEDICINE

Application Form
Recognition of Prior Learning to be recognised towards the requirements of a UCD Structured PhD Programme

You only complete this form if you have commenced a structure PhD programme within the College of Science/Health Science/Agriculture, Food Science & Veterinary Science. Incomplete applications will not be accepted.

You must complete this form fully and bring it to your first Doctoral Studies Panel (DSP) meeting for discussion. Your DSP will advise if the request can go forward for approval at the School Graduate Committee and if approved the College of Science Graduate School Board. 20 credits (2/3) is the maximum number of RPL credit that a PhD student can be granted towards the taught requirement in the PhD programme and the full 20 credits will only be given in exceptional cases. In some cases your application may not be successful or you may not receive RPL for the amount of credit for which you applied. In such cases, you are responsible for all assessments associated with the modules on your programme and therefore should register for, attend and participate in the module(s) until you are informed of the outcome of your application. UCD reserves the right to contact an institution or referee to verify information provided.

During the first DSP meeting, in consultation with your Supervisor, you must discuss with the panel, the additional knowledge and skills you will need for your research and the type of modules you should undertake.

Completing the form:
Before completing the RPL application form, please ensure you have read the Recognition of Prior Learning Guide for Applicants and the Recognition of Prior Learning Academic Policy (both can be accessed at http://www.ucd.ie/registry/academicsecretariat/rpl.htm).

- All applicants must complete Sections A (Personal Details) and B (Applicant Declaration).
- Please complete section 1/2/3 based on the type of prior learning you are applying to have recognised:
  - Learning previously accredited at UCD: please complete Section 1.
  - Learning accredited at another Higher Education Institute: please complete Section 2.
  - Experiential learning: please complete section 3.

Additional information:
- This is not a programme application form – to apply for a UCD programme of study please refer to www.ucd.ie/apply.
- Receiving an offer of admission to a programme is not a guarantee that you will be successful in any RPL application to have prior learning recognised and credit applied to the UCD programme.
- If you would like to submit your application electronically and do not have an electronic signature, you should type your name in the signature section and this will be taken as your signature for the purposes of this application. If you do not sign/type your name here, your application will be deemed incomplete and will not be accepted.
- The amount of credit based on prior learning that you may have transferred towards your UCD programme is determined by the Board governing your programme.
- Receipt of RPL credit for a UCD programme may disqualify you from being eligible for medals or prizes which are offered by the programme.
- In some cases your application may not be successful or you may not receive RPL for the amount of credit for which you applied. In such cases, you are responsible for all assessments associated with the modules on your programme and therefore should register for, attend and participate in the module(s) until you are informed of the outcome of your application.
- UCD reserves the right to contact an institution or referee to verify information provided.

A. Personal Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Student No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>School:</td>
</tr>
<tr>
<td>Phone number</td>
<td>Programme Code &amp; Title:</td>
</tr>
<tr>
<td>Email address</td>
<td>Programme Start Date</td>
</tr>
</tbody>
</table>

Please give a brief outline of how many credits you are requesting & why:
Section 1 – application for credit to be transferred to my programme based on learning previously accredited at UCD. Complete (i) or (ii).

(i) Modular credit (normally learning previously accredited at UCD since 2006). Please insert additional rows as necessary.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit value of module</th>
<th>Grade</th>
<th>Academic session in which the module was passed (e.g. 2008/09)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(ii) Pre-modular learning (normally learning previously accredited at UCD before 2006). Please provide the result that you gained in each subject for every year that you completed in UCD and for which you are applying for recognition of prior learning.

<table>
<thead>
<tr>
<th>Academic session e.g. 2003/2004</th>
<th>Subject/course and result</th>
<th>Subject/course and result</th>
<th>Subject/course and result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please include any additional information regarding your application.

Section 2 – application for credit exemption based on learning accredited at another Higher Education Institute (HEI) i.e. not UCD. Please state clearly the relevant prior learning you wish to have recognised for exemption and attach required supporting documents e.g. Module descriptor/Learning Outcomes / official transcript of results.

<table>
<thead>
<tr>
<th>Name of institution and student number</th>
<th>Dates of attendance e.g. 2007/2008 – 2009/2010</th>
<th>Course or programme title</th>
<th>NQAI level of course/ programme (see <a href="http://www.nqai.ie">www.nqai.ie</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list the supporting documents you have attached to this form.

Section 3 – application for credit exemption based on experiential learning.

In presenting your experience you should refer to the learning outcomes you have achieved and why these are relevant to your UCD programme, including which UCD modules you feel are possible equivalences and for which you are applying to have prior learning recognised.

- Information on learning outcomes and levels of learning can be found in the UCD Level Descriptors document at http://www.ucd.ie/registry/academicsecretariat/docs/leveld_g.pdf and information on module descriptors/programmes can be accessed at http://www.ucd.ie/students/course_search.htm.

Please attach all required supporting documentation (e.g. CV, references, etc.) and if you would like to get further information on applications based on prior experiential learning, the relevant School Office may be able to refer your query to the appropriate person in the first instance.

Future learning plan and the role of RPL in this
What is your main reason for considering third level education now and how best would RPL contribute to this?

Education details: second level and any subsequent education and training courses undertaken, including work-related training.

Other achievements, including awards or prizes or publications.

Please list the supporting documents you have attached to this form.

B. Applicant Declaration

I confirm that I have read the Recognition of Prior Learning Academic Policy and Recognition of Prior Learning Guide for applicants (available at http://www.ucd.ie/registry/academicsecretariat/docs/rplstudents_g.pdf ) and consulted the checklist at the back of this form and I understand the possible implications of receiving credit towards my UCD.
programme e.g. in relation to professional accreditation. The information given in this form is true and factually correct. I confirm that this information may be disclosed, where necessary, to academic and administrative staff of the University involved in determining and implementing my request and I understand that UCD may verify the information I have provided, e.g. by contacting a previous institution or referee included as part of my application.

I also understand that my application may not be successful or I may not receive RPL for the amount of credit I applied for. In such cases, I understand that I am responsible for all assessments associated with the modules on my programme and therefore should register for, attend and participate in the module(s) until I have been informed of the outcome of my application.

Print name:
Signed:
Date:

C. Academic Sign Off

Supervisor Name:
Supervisor Signature:
Chair of DSP Name:
Chair of DSP Signature:

2. Decision of the Graduate Taught Board

Application approved: □ YES □ NO

Decision (including amount and type of credit awarded):
Date of decision:

Delegated Authority:
Date Registry informed of the approved credit exemption

Checklist for applicants when making a recognition of prior learning application

☐ Have you filled in your personal details?
☐ Have you completed the relevant sections?
☐ Have you signed the form (for online submissions, please type your name in the space provided for your signature)?
☐ Have you read the Recognition of Prior Learning Guide for applicants (accessible at http://www.ucd.ie/registry/academicsecretariat/docs/rplstudents_g.pdf)?
☐ Have you read the Recognition of Prior Learning Academic Policy (accessible at http://www.ucd.ie/registry/academicsecretariat/docs/rpl_p.pdf)?

Applicants requesting credit exemption based on learning accredited at another Higher Education Institute i.e. not UCD – have you attached the following supporting documents?

☐ An official transcript of results, and
☐ A formal syllabus which includes topics covered, texts and references, learning outcomes and assessment and grading criteria for the relevant module(s)/programme(s).

Applicants requesting credit exemption based on experiential learning – have you attached the relevant supporting documents? These may include:

☐ Your CV
☐ References
☐ An official syllabus or outline of education/training undertaken
☐ Other
Appendix 6

THESIS CORRECTIONS SIGN OFF FORM

Candidate:

Student No:

Thesis Title:

Degree:

College

School:

The above candidate has now completed all necessary corrections to his/her thesis and a hardbound copy of the thesis is to be submitted to Assessment, Tierney Building.

Print Name: ______________________________

Signed: ______________________________
(Examiner nominated to oversee corrections)

Date: