7th Edition

Graduate Research Regulations

Graduate Research School Offfice

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CHAPTER 1
Recruitment, Application and Registration Procedures

1.1 Introduction

The Dublin Institute of Technology (DIT) has academic traditions going back to 1887. It was established as a unified autonomous higher education institution in 1993 under the Dublin Institute of Technology Act, 1992. DIT has the statutory authority to confer academic awards at all levels up to doctoral degrees and is organised into four colleges as listed below:

Arts and Tourism
Business
Engineering and Built Environment
Sciences and Health

This document details the academic guidelines and regulations of the Dublin Institute of Technology in relation to graduate research awards. It should be read in conjunction with the current editions of DIT's Student Regulations (www.dit.ie/studentservices/registration/rulesregulations/) and Graduate Student Handbooks
(www.dit.ie/researchandenterprise/graduateresearchschool/currentresearchstudents/)

The guiding principle in these regulations is to maintain the high quality of DIT's research degrees. While these regulations are particularly directed towards informing and supporting the graduate student through all stages of the research project, they are also supportive of staff members engaged in supervision of graduate students, through the provision of standardised monitoring, evaluating and examining processes.

The Graduate Research School Office in consultation with the Quality Assurance Office is responsible for the administration of all quality assurance issues related to graduate research students and the Dean of the Graduate Research School is the person responsible for driving this quality assurance to the highest standard. The Graduate Research School Office can be contacted at DIT Kevin Street, Dublin 8, Ireland email: graduateresearchschool@dit.ie.

These regulations have been developed to govern the conduct of DIT's graduate research programmes. While it is DIT's intention that these regulations will be followed by DIT in all cases and all graduate research students are required to abide by and adhere to these regulations, from time to time circumstances may dictate that the processes or procedures described in these regulations be modified to address specific issues that arise. Where the circumstances so warrant the Dean of the Graduate Research School (or his/her nominee) shall advise of such processes/procedures as are to be followed and his/her decision in this regard shall be final. The forms used to administer these regulations are available at www.dit.ie/researchandenterprise/graduateresearchschool/forms/

1.2 Graduate Research Awards at DIT

DIT confers research-based postgraduate awards, upon the recommendation of Academic Council. Candidates can register for one of three research degrees at DIT:

- Postgraduate Diploma by Research (PgDip (Res));
- Masters of Philosophy (MPhil);
- Doctor of Philosophy (PhD);

DIT also confers Professional Doctorates and Higher Doctorate Awards. The regulations for the award of each Professional Doctorate are contained within the respective Professional Doctorate

Validation Documents and those for Higher Doctorates are contained within the Regulations for the Award of Higher Doctorate which are available from the appropriate College.

1.3 Admission Requirements

The entry requirements for the PhD programme are as follows:

Minimum of a 2.1 honours degree (level 8) in a relevant discipline
or
Transfer from the research Masters degree (level 9)

The entry requirements for a research Masters programme are as follows:

Minimum of a 2.2 honours degree at level 8 in a relevant discipline
or
Transfer from the Postgraduate Diploma by Research (PgDip(Res))

The entry requirements for a PgDip(Res) programme are:

Minimum of a pass degree at level 8 in a relevant discipline

The Graduate Research School Office will verify the equivalency of non-Irish qualifications.

An applicant, whose native language is not English, must display an adequate proficiency in English in four categories; speaking, listening (comprehension), listening and writing. The recognised English language tests are listed at www.dit.ie/study/internationaloffice/englishrequirements/. The minimum level required for research programmes is International English Language Testing System (IELTS) 6.0 or equivalent for the overall average score and a score not lower than 5.5 in each category.

In exceptional circumstances, an applicant with an overall average score of IELTS 5.5 may be considered subject to the approval of the proposed supervisor, Head of School and the Head of the Graduate Research School. Any stage 1 student whose native language is not English and who has obtained a score between 5.5 and 6.0 on the International English Language Testing System (IELTS) or equivalent should successfully complete the English Language for Academic Purposes module.

In making an application to pursue graduate research studies, a candidate is required to provide a transcript of the examination results indicating proficiency in English. Recognition of Prior Learning (RPL) cannot be used for exemption from the English language requirement.

1.4 Recognition of Prior learning

The growing emphasis on lifelong learning and upskilling has given increased prominence to the potential of Recognition of Prior Learning (RPL) as a mechanism that can contribute to a range of social and economic goals. RPL is a process which acknowledges, and gives value to, learning achieved prior to registering for a programme or prior to seeking an award. Prior learning may be a result of successful participation in a formal learning programme for which certification has been awarded. In this case the process is called Accreditation of Prior Certificated Learning (APCL). Prior learning may also be an outcome of non-formal or informal learning achieved through workplace training, voluntary sector activities or private study, which are not certified. The process of using this type of learning for higher education purposes is called Accreditation of Prior Experiential Learning (APEL).

There are different processes for RPL depending on the purpose for which it is used. Students on research programmes may apply for recognition of prior learning and be exempt from employability and discipline specific modules to a maximum cumulative total of 10 ECTS. RPL can only be used

once and cannot be used for any additional subsequent credit. Only in exceptional cases can RPL be used for entry to a research programme where applicants have not formally achieved the minimum entry requirements given in section 1.3. In such cases, the applicant must provide evidence of significant appropriate learning achieved following their undergraduate qualification.

Given the New Immigration Regime for Full-time Non-EEA Students, issued by the Department of Justice and law Reform in July 2011, RPL cannot be used for exemption from the English language requirement.

For exemption from employability or discipline specific skills modules, a portfolio of evidence of prior learning together with a completed application form (PGR 1C [*Application for RPL*]) should be submitted to the Graduate Research School Office prior to May 1st in a given year. An evaluation panel, comprised of the lead supervisor, relevant Head of School, relevant College Head of Research or equivalent and chaired by the Head of the Graduate Research School will assess whether the applicant is eligible for recognition of prior learning. Additional experts may be appointed to the panel to provide specialist advice. Details of the portfolio of evidence, application and evaluation are available   at www.dit.ie/researchandenterprise/graduateresearchschool/phdopportunities/phdprogramme/#d.en.22497

1.5 Non-European Union Applicants

Applicants who are not a national of a European Union country may require a valid permit to study in the Republic of Ireland. It is the responsibility of the applicant to ensure that they have a valid visa and comply with the terms of any visa granted.

1.6 Recruitment of Students

Recruitment of graduate students for funded programmes is through public advertisement. All vacancies will be posted on the DIT web pages at www.dit.ie/researchandenterprise/graduateresearchschool/phdopportunities/

1.7 Arrangements for Supervision

All graduate research students must register in an academic school and are also members of the Graduate Research School.

Academic supervision is central to the successful completion of graduate research work. Supervisors play a key role in designing the research project, guiding the graduate student in their work, maintaining the general direction of the research, setting appropriate academic targets and standards to be attained by the student and assessing when they have achieved them. More than one supervisor may be appointed and at least one of the academic supervisors must have a contract of employment with a DTU alliance[1] partner that extends beyond the thesis submission date of the student.

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[1] The Dublin Technological University (DTU) alliance partners include Dublin Institute of Technology, the Institute of Technology Blanchardstown and the Institute of Technology Tallaght

One of the supervisors must
- Be a current full-time or pro-rata member of staff of a DTU alliance institution;
- Have a contract of employment with a DTU alliance[2] partner that extends beyond the thesis submission date of the student
- Hold a qualification equivalent to, or higher than, the award being sought by the graduate student to be supervised;
- Have previously supervised a student to completion for a qualification equivalent to or higher than the award being sought.

Supervisors who have not previously supervised a research student to successful completion at the level of the award being sought must, within 12 months of the student's first registration, undertake the Licence to Supervise course offered by the Graduate Research School Office. In such cases, a suitably experienced advisory supervisor must also be appointed. In the conduct and management of the project, the lead supervisor normally provides the day-to-day supervision of the graduate student's work.

Where research work is interdisciplinary, involving possibly more than one school and/or collaboration with an external organisation, a second (or third) supervisor, may be appointed.

Each graduate student must be supervised by at least one qualified and experienced supervisor. However, supervisory teams are encouraged that comprise of all relevant supervisors (lead, advisory, associate, external from industry or another HEI) who play an active role in the graduate student's research project. The research team includes all supervisors and the graduate student.

An associate supervisor, not necessarily possessing the requisite qualifications, may also be appointed to the supervision team if they are experts in the required discipline. It is recommended that supervisors assign a graduate student mentor to each new student in their first year.

The relevant College Board or equivalent may withdraw the student from the programme should s/he neglect his/her obligations towards the project or should s/he fail to follow consistently and effectively the advice of his/her supervisor(s).

1.8 Fees
Fees are set by DIT for the various programmes of graduate study by research. Such fees are payable annually and a listing of the current scale of fees is available at
www.dit.ie/researchandenterprise/graduateresearchschool/fees/

In order to fulfil registration requirements the appropriate fee must be paid each academic year. These fees may be paid by the student or supervisors from research funds or the student may be self-funded and pay their own fees.

1.9 Residency
While short term visits or internships, at home or abroad, in industry or at another higher education institution, are strongly encouraged, research students both full-time and part-time registered at DIT will normally reside within Ireland for the duration of their studies.

Research students in consultation with their supervisor(s) must send the appropriate completed form to the Head of the Graduate Research School if they wish to reside and undertake research

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[2] The Dublin Technological University (DTU) alliance partners include Dublin Institute of Technology, the Institute of Technology Blanchardstown and the Institute of Technology Tallaght

outside Ireland for a period of three months or more in any given calendar year. New students should complete the PGR 1A [*Registration*] form. Existing students should complete the PGR 5A [*Change in Status*] form. The rationale and details for residency outside Ireland, and arrangements for health and safety, supervisor oversight of the field, experimental or other work must be provided. The information should be submitted at least 3 weeks prior to making arrangements to leave the country and should be copied to the relevant Head of School who should raise any concern within 5 working days with the Head of the Graduate Research School. The Head of the Graduate Research School will assess the information provided on the advice of the supervisor and will ensure that the student is informed of any decision within 7 working days following application. The Graduate Research School Office will ensure that all research students approved for residency outside Ireland are correctly registered. All submissions will be noted at the Graduate Research School Board on behalf of Academic Council. Research students must inform the Graduate Research School Office of the date of departure and their address while resident abroad. Research students must also notify the Graduate Research School Office of their return. Research students cannot travel until all conditions have been satisfied. Appeals in relation to decisions can be sent to the Dean of the Graduate Research School, whose decision is final.

1.10 Before Applying

Applicants are encouraged to make informal contact with supervisors, schools or colleges prior to application. This contact will permit assessment of the feasibility of carrying out a research programme at the level sought, as well as allowing a thorough discussion of the proposed research project with prospective supervisor(s). It will facilitate discussion of funding arrangements, the availability of laboratory accommodation and other requirements.

1.11 Application

Step 1: All students interested in pursuing graduate research at DIT can apply on-line at www.dit.ie/researchandenterprise/graduateresearchschool/phdopportunities/ at any time.

Step 2: All applications are sent to the relevant supervisor and/or College Head of Research, who will advise the Graduate Research School Office on the suitability of the applicant and the availability of a project. Applicants may be requested to attend for interview in person, by telephone or video conference. The interview panel will consist of
- All supervisor(s) involved in the project;
- The relevant Head of School or their nominee;
- The relevant College Head of Research or their nominee who will act as chairperson;
- Any others as deemed appropriate by the Graduate Research School Board.

When the interview panel reaches an agreement on the selected candidate, the chairperson will prepare an interview report which will be forwarded to the Graduate Research School Office.

Step 3: The Graduate Research School will prepare the approval letter, on the advice of the supervisor(s), for each suitable candidate.

1.12 Assessment of Research Programmes

The proposed programme of research work must be appropriate for the graduate award for which the candidate is registering. The programme of research work may be approved:
- through the DIT scholarship assessment process or
- by a recognised external funding agency (e.g. Science Foundation Ireland, Irish Research Council, Health Research Board) or
- by application to the relevant College Board.

For applications to College Board, the supervisor(s) forwards the description of the proposed programme of research under the following headings to the College Head of Research:

- Project Title:
- Name of Supervisor(s):
- School(s):
- Award Sought: PgDip or MPhil or PhD
- Project Abstract (max. 250 words)
- Project Objectives:
- Project Methodology:
- Project Time Plan:
- Resources Required:

The relevant College Board assesses an application on the advice of the lead supervisor and Head of School to determine that:

- The proposed programme of research work is appropriate for the graduate award;
- DIT can provide the academic expertise, facilities and resources including equipment, travel funding and consumables required for the proposed research programme;
- Suitable discipline-specific taught modules are available;
- Provision can be made for adequate supervision of the proposed research.

Once a supervisor has received approval for the programme of research from College Board s/he must then receive approval from the DIT Research Integrity and Ethics Committee. This is compulsory for all research projects in DIT. Supervisors on receipt of ethical approval may proceed with recruitment of a suitable student. Any significant change during the course of the project may require re-approval of the research programme by the Research Integrity and Ethics Committee.

1.13 Registration

Step 1: Candidates wishing to apply for registration should complete form PGR 1A [*Registration*] with the help of their supervisors. In submitting form PGR 1A, the candidate is agreeing to abide by the regulations of the institution and places on funded graduate research programmes may also be governed by the terms and conditions of a funding agency, details of which are available from the Graduate Research School Office. The relevant Head of School should confirm that the registration has been assessed and should forward the PGR 1A to the College Head of Research (or nominee) for approval by College Board.

Step 2. The Graduate Research School will send a letter of offer to the applicant. Once the Graduate Research School Office receives all relevant documentation, the student will be registered for the appropriate award on payment of the fee. The Graduate Research School Office will report on PhD student registrations to the Board of the Graduate Research School.

1.14 Induction Programme

During their first year, all research students should attend an induction event which will acquaint the students with the research process. This event will be organised by the Graduate Research School Office. The student will be introduced to research regulations, research finances and information/library resources. The aim of induction is also to give students an understanding of the principles and applications of ethics and health and safety issues.

A typical Induction Programme will be as follows:

- Research Ethos: What does a Postgraduate Research Degree involve?
- Introduction to Research and Professional Development Plans;

- Introduction to Ethics in Research;
- Introduction to Research Methodologies;
- Library Services;
- Student Services;
- International Student Services;
- Finance Regulations;
- Graduate Research Regulations;
- Health & Safety / First Aid;
- Risk Assessment (Physical Sciences).

CHAPTER 2

Programme Credits and Progression Criteria

2.1 Introduction

There are four main elements to the research programmes at DIT:
Element 1   Original Research
Element 2   Research Plans
Element 3   Employability Skills
Element 4   Discipline Skills
This chapter describes the programme credits and the criteria for progression between stages.

2.2 Element 1 - Original Research

Each individual student follows their own research path, the core of which must be a coherent body of original research. The candidate must complete a *viva voce* examination following submission of a thesis.

In order to encourage mobility between sectors, students are encouraged to avail of internships in related industries or other HEIs. All work carried out during these internships must contribute to the core research element of the project and as such they are not awarded ECTS credits explicitly.

Attendance and oral/poster presentations at national and international conferences and dissemination of research results in peer-reviewed journals, books and/or other media are strongly encouraged. All of these components are an inherent part of any PhD project and as such are not awarded ECTS credits explicitly.

The ECTS credits for element 1 of the PhD programme are 290.
The ECTS credits for element 1 of the MPhil programme are 142.5.
The ECTS credits for element 1 of the PgDip(Res) programme are 72.5.

2.3 Element 2 - Research Plans

The research plan element of the research programme consists of two categories: 1. the research and professional development plan (RPDP) including the annual evaluation and 2. the transfer or confirmation examination.

2.3.1 Research and Professional Development Plan

The research teams, inclusive of the graduate student and their supervisors, meet initially to discuss the research question(s) and methodologies to be used. The team also assesses any skills training the graduate student may require in order to effectively implement the methodologies and answer the identified research question(s) and take into account the acquisition of particular skills at appropriate times. The skills training should also take account of any future professional needs of the student. An example skills analysis is given at www.dit.ie/researchandenterprise/graduateresearchschool/currentresearchstudents/forms/#d.en.22465 . Following the initial meeting, the research team develop the research programme with reference to any project plan which may have been developed as part of a funding application, through the mechanism of a research and professional development plan (RPDP). The RPDP includes
  ➢ The hypothesis/research question(s),
  ➢ Background information on current state-of–the-art,
  ➢ Schedule of work-packages/methodologies including measurable outcomes and time-lines for the project duration,

➢ List of employability and discipline skills training to be completed in the coming stage
➢ Plans for dissemination of results,
➢ Possible lay-out of final thesis.

A pro-forma RPDP (Form PGR 2A [*Research & Professional Development Plan*] is available. The RPDP should be reviewed annually by the student in consultation with the supervisor(s) as part of the annual evaluation process. The RPDPs are submitted to the relevant College Head of Research, who return all RPDP for their College to the Graduate Research School Office, so that schedules for employability and discipline specific skills training in the coming year can be developed. This part of element 2 also incorporates annual evaluations for Stage 1 and 3 students which are discussed in detail in Chapter 3.

2.3.2 Transfer/Confirmation Examinations

At the end of stage 2, all PhD students must undertake a confirmation examination which is discussed in detail in Chapter 3. Students on the MPhil programme can transfer to the PhD programme at the end of stage 2 in a process similar to the confirmation examination. And similarly students on the PgDip(Res) programme can transfer to the MPhil programme.

The distribution of ECTS credits for element 2 of the PhD programme is as follows:

RPDP including Annual Evaluation	15 ECTS	7.5 ECTS x 2 plans	Stages 1, 3
Transfer/Confirmation	15 ECTS	15 ECTS x 1 examination	Stage 2

The distribution of ECTS credits for element 2 of the MPhil programme is as follows:

RPDP including Annual Evaluation	7.5 ECTS	7.5 ECTS x 1 plan	Stage 1

The distribution of ECTS credits for element 2 of the PgDip(Res) programme is as follows:

RPDP	7.5 ECTS	7.5 ECTS x 1 plan	Stage 1

2.4 Element 3 - Employability Skills Training

The research programme includes additional taught modules for employability skills training. The procedures for module selection and registration, as well as recognition of prior learning (RPL) are described in detail in the Student Handbooks at www.dit.ie/researchandenterprise/graduateresearchschool/currentresearchstudents/ . Students may defer attendance at, and assessment for, any module to the following year. Students may only defer where there are medical circumstances or the student needs to attend a conference and/or participate in an internship programme. A deferral application form (PGR 5A [*Module Deferral*]) should be completed and approved by the lead supervisor. The completed form together with relevant documentation to support the application should be returned to the Graduate Research School Office two weeks prior to the start of the relevant module. However, all modules must be completed prior to submission of the thesis for final examination.

The ECTS credits for element 3 of the PhD programme are 20.
The ECTS credits for element 3 of the MPhil programme are 15.
The ECTS credits for element 3 of the PgDip(Res) programme are 5.

2.5 Element 4 - Discipline Specific Skills Training

The PhD programme includes additional taught modules for discipline specific skills training. The procedures for module selection and registration, as well as recognition of prior learning (RPL) are described in detail in the Student Handbooks at www.dit.ie/researchandenterprise/graduateresearchschool/currentresearchstudents/. Students may defer attendance at, and assessment for, any module to the following year. Students may only

defer where there are medical circumstances or the student needs to attend a conference and/or participate in an internship programme. A deferral application form ((PGR 5A [*Module Deferral*])) should be completed and approved by the lead supervisor. The completed form together with relevant documentation to support the application should be returned to the Graduate Research School Office two weeks prior to the start of the relevant module. However, all modules must be completed prior to submission of the thesis for final examination.

The ECTS credits for element 4 of the PhD programme are 20.
The ECTS credits for element 4 of the MPhil programme are 15.
The ECTS credits for element 4 of the PgDip(Res) programme are 5.

2.6 Progression Criteria

Progression criteria are based on modules with a 5 ECTS credit rating. Students wishing to undertake modules with a different credit rating should, following consultation with their supervisor, submit their request via e-mail to the Head of the Graduate Research School and each request will be assessed on a case by case basis.

If a student does not achieve the required ECTS credits for the employability skills taught elements, he/she may progress to the following stage provided he/she has successfully completed the research and professional development planning and annual evaluation. Only two attempts at the employability skills modules are permitted and non-attendance will be considered as an unsuccessful attempt. A student must have achieved the required ECTS credits for the employability skills taught elements when submitting their thesis for final examination.

If a student does not achieve the required ECTS credits for the discipline specific taught elements, he/she may progress to the following stage provided he/she has successfully completed the research and professional development planning and annual evaluation. Only two attempts at the discipline specific modules are permitted and non-attendance will be considered as an unsuccessful attempt. Alternatively the student may replace a module after the first unsuccessful attempt with another discipline specific module. In such cases only one replacement of each module is permitted and only one attempt at the replacement module is permitted. A student must have achieved the required ECTS credits for the discipline specific taught elements when submitting their thesis for final examination.

2.6.1 Progression Criteria for Full-Time PhD Students

The employability and discipline specific training and research and professional development planning (RPDP) are used to assess progress at each stage and therefore full-time PhD students will need to gain:
- In Stage 1 to proceed to Stage 2
  - 7.5 credits for RPDP
  - 10 credits for employability skills training
  - 10 credits for discipline specific training
- In Stage 2 to proceed to Stage 3
  - 15 credits for Confirmation Exam
  - 5 credits for employability skills training
  - 5 credits for discipline specific training
- In Stage 3 to proceed to Stage 4
  - 7.5 credits for RPDP
  - 5 credits for employability skills training
  - 5 credits for discipline specific training.

A student may not proceed to examination until they have accumulated the minimum required ECTS for research and professional development planning, employability and discipline specific skills training.

2.6.2 Progression Criteria for Part-Time PhD Students
The employability and discipline specific training and research and professional development planning (RPDP) are used to assess progress at each stage and therefore part-time PhD students will need to gain:
  ➢ In Stage 1 (Years 1 & 2) to proceed to Stage 2
    o 7.5 credits for RPDP
    o 10 credits for employability skills training
    o 10 credits for discipline specific training
  ➢ In Stage 2 (Years 3 & 4) to proceed to Stage 3
    o 15 credits for Confirmation Examination
    o 5 credits for employability skills training
    o 5 credits for discipline specific training
  ➢ In Stage 3 (Years 5 & 6) to proceed to examination
    o 7.5 credits for RPDP
    o 5 credits for employability skills training
    o 5 credits for discipline specific training

A student may not proceed to examination until they have accumulated the minimum required ECTS for research and professional development planning, employability and discipline specific skills training.

2.6.3 Progression Criteria for Full-time MPhil Students
The employability and discipline specific training and research and professional development planning (RPDP) are used to assess progress at each stage and therefore full-time MPhil students will need to gain:
  ➢ In Stage 1 to proceed to Stage 2
    o 7.5 credits for RPDP
    o 10 credits for employability skills training
    o 10 credits for discipline specific training

A student may not proceed to examination until they have accumulated the minimum required ECTS for research and professional development planning, employability and discipline specific skills training.

2.6.4 Progression Criteria for Part-time MPhil Students
The employability and discipline specific training and research and professional development planning (RPDP) are used to assess progress at each stage and therefore part-time MPhil students will need to gain:
  ➢ In Stage 1 (Years 1 & 2) to proceed to Stage 2
    o 7.5 credits for RPDP
    o 10 credits for employability skills training
    o 10 credits for discipline specific training

A student may not proceed to examination until they have accumulated the minimum required ECTS for research and professional development planning, employability and discipline specific skills training.

CHAPTER 3
Progressing the Research Work

3.1 Introduction
Progress in the research work is monitored and recorded on a regular basis by the supervisor(s) and student primarily to ensure successful completion of taught elements and the successful production of a relevant thesis for examination for the award by the due date. The mapping of progress is a vital element in the timely completion of the research. If the student or supervisor(s) consider that the progress of the research is unsatisfactory at any stage, it is important that this be brought immediately to the attention of the appropriate Head of School.

3.2 Work Arrangements, Meetings and Written Reports
Working hours and arrangements for leave and holidays should be agreed by each individual student with their supervisor(s).

Graduate research students normally take four weeks annual leave. If sick leave is sought for more than two consecutive days, a medical certificate should be returned to the relevant supervisor(s). If leave for a period longer than two consecutive weeks is sought, a leave of absence as described in Section 6.1.1, should be requested in consultation with the supervisor(s).

Students and supervisors should maintain a written record of meetings and progress. It is recommended that a research logbook showing the list of meetings held during the year is used to record the progress of the research work and the broad decisions made at each stage in the work. A template for a logbook is available at
www.dit.ie/researchandenterprise/graduateresearchschool/currentresearchstudents/forms/

3.3 Annual Renewal of Registration
Permission to renew a registration is granted only on the basis that the research project, including successful completion of taught elements, has progressed satisfactorily during the previous year of registration, as determined through DIT's monitoring and annual report and assessment procedures.

Renewal of registration takes place at a time and place notified by the Graduate Research School Office and after payment of the appropriate fee.

3.4 Registration, Assessment and Examination
A student must be registered on the appropriate graduate register to be a graduate student of DIT, to undertake taught elements, to submit an annual progress report for assessment, and to submit a thesis for examination. Penalties may apply if a student does not submit the thesis within the relevant timeframe. Further details are available in section 6.3 of this document.

3.5 Annual Evaluation
For registration to be renewed research progress, including successful completion of taught elements, must have been satisfactory for the previous year and the results from the College Module and Progression Board for graduate research students must have been received by the Graduate Research School Office. All registered students must complete the annual evaluation event each year regardless of the date of their first registration. Re-registration solely for the purpose of visa renewal will not be facilitated in the absence of a successful annual evaluation.

Step 1. The student is required to complete a written annual progress report for assessment each year, returning it to the College Head of Research or equivalent, normally before 30th April each year. Once this report has been submitted, the student is required to attend an annual evaluation event. [3]

Step 2. The College Head of Research or equivalent will co-ordinate the annual evaluation event, during which the graduate student is required to present a seminar on their work to staff, fellow students and other invited guests. This event will normally take place before 31st May each year and the College Head of Research or equivalent will notify all registered graduate students and their supervisors of the schedule of seminars and dates.

The annual report and oral presentation will be evaluated by an assessment panel which must have a quorum of at least three panellists, including the lead supervisor, Head of relevant School/Department (or nominee) and College Director (or equivalent or nominee).

The panel will assess the quality and progress of the research work to date and the quality and feasibility of the proposed programme of work for the award sought. The panel will convey its decision using form PGR 2D [*Assessment of Annual Progress],* making one of the following recommendations
1. Research and progress satisfactory, continue;
2. Research and progress unsatisfactory, remedial action needed. Report and present again at a time agreed by the panel;
3. Research and progress unsatisfactory, recommend to transfer to a lower register;
4. Research and progress unsatisfactory, discontinue.

In the case of decision 2, a student may only have two attempts at the annual evaluation in any given 12 month period. If both attempts are unsuccessful, the outcome for a student on the PgDip register shall be a discontinuation: In the case of a student on the MPhil or PhD register, the outcome may, subject to the circumstances of the case, either be a discontinuation or a transfer to a lower register.

In the case of decision 3, a student may have 3 months in addition to the maximum time allowed to complete the thesis for the lower award.

If a student experiences any difficulty in attending the annual evaluation event, they must immediately inform the College Head of Research or equivalent and a supplemental evaluation process may be carried out in September each year to facilitate the process.

3.6 Module and Progression Board
After the annual evaluation and before June 20th each year, a module and progression board will be held in each school. The Graduate Research School Office will provide the results of all module assessments to the College Head of Research and the board will consider the module assessment and annual evaluation results of all graduate research students registered in that school.

3.6.1 Composition and Function
The module and progression board will consist of the relevant Head of School/Department and all supervisors from that school/department and will be chaired by the College Head of Research or equivalent.

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[3] Form PGR 2B [*Student Annual Evaluation Report*] may be used as a template for the annual report from the student. Supervisors are also required to complete an assessment of each project and student and form PGR 2C [*Supervisor Annual Progress Report*] may be used as a template.

The purpose of the module and progression board is to review the overall performance of each student and to make a decision on progression between the stages of the programme of study.

The existence of any personal circumstances, which may have had a bearing on a student's results and which have been notified in writing by the student to the Graduate Research School Office, shall be brought to the attention of the board for consideration

The decision of the module and progression board shall normally be formulated by consensus. Where a board is divided, the decision shall be by a majority decision of the members present. In the event of an equality of votes the Chairperson of the board shall exercise the casting vote. The provisional results as determined by the module and progression board shall be certified by the signature of the Chairperson.

3.6.2 Notification of Results

The College Head of Research or equivalent will forward the results of the module and progression board and all completed PGR 2D forms to the Graduate Research School Office. The Graduate Research School Office will issue the results to all students and their supervisors and re-register all students once fees have been paid.

3.7 Feedback from Student and Supervisors

As part of their annual progress report, students, together with their supervisors, will identify the modules they require in the forthcoming year and will return their list of module requirements to the College Head of Research or equivalent, prior to April 30th each year.

The annual evaluation process is also used to consider feedback from students and supervisors in order to address any issues and provide an action plan for the coming year. Each College Head of Research will compile a report based on the feedback received from students and supervisors using form PGR 2E [*College Annual Progress Report*] and will forward the report to the College Board and the Graduate Research School Office. A plan to address any issues raised by students and/or supervisors should be included in the College Quality Action Plan. The Head of Graduate Research Programmes will draft a summary of the PGR 2E forms received from each College and an action plan to address any issues raised. The Graduate Research School Board will consider and approve the report and action plan.

3.8 Transfer from the PgDip Register to the MPhil Register

At least 3 months prior to the finish date a student, while on the PgDip register, may apply to transfer to the MPhil register. Prior to completion of form PGR 3A the supervisor should ensure that sufficient funding is available to complete the project to MPhil.

Step 1: The supervisor(s) nominates one transfer examiner who must be independent of the project, the supervisor(s) and the graduate student and possess the following attributes
  • External to the DTU alliance;
  • Expertise in the broad area of the research work;
  • An MPhil or equivalent qualification;
  • Supervised at least one student to completion at MPhil level and/or examined at MPhil level.

Former postdoctoral researchers and/or employees of the DTU alliance may act as external examiners 3 years after leaving the Institute(s).

Through a process of informal contact, the supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as possible dates for the examination.

The student and supervisor(s) are required to complete form PGR 3A [*Application to Transfer to Higher Register*] which is endorsed and signed by the relevant Head of School.

Step 2: The completed form is forwarded to the College Head of Research. The College Head of Research must table all requests for transfer to higher registers to College Board for approval. Once College Board approval has been received, the signed PGR 3A form is sent to the Graduate Research School Office. The Graduate Research School Board considers the nomination on behalf of Academic Council and Academic Council has final approval of such requests having taken account of the views of The Graduate Research School Board.

A transfer examination may not proceed until approval from the Graduate Research School Board has been received.

Step 3: The College Head of Research will co-ordinate the transfer examination including all arrangements for the examiner, venue and documentation.

At least 5 weeks prior to the proposed transfer examination the student should submit to the College Head of Research a transfer report which must contain
  • A comprehensive description of the research work carried out to date;
  • A detailed written plan of the future research including the rationale and timeframes.

Students are advised to use the format and presentation as recommended for final theses in section 4.4.

The College Head of Research will forward all documentation to the examiner and will notify the examiner, student and their supervisors of the venue and schedule

Step 4: The student will undertake an oral examination in private session which will be solely attended by the transfer examiner, the supervisor(s) and the College Head of Research (or nominee) who will act as chairperson. The Chairperson will ensure that DIT's regulations are followed and that the formal report on the examination process, form PGR 3B [*Report on Transfer Examination*] is completed together with recommendations and forwarded to the Graduate Research School Office.

Normally the examination will commence with a brief 15 minute (max) presentation by the student. The examiner will assess the quality and progress of the research work to date and the quality and feasibility of the proposed programme of work for the award sought, making one of the following recommendations
  1. Proposed Research and progress suitable for transfer to a higher register, transfer;
  2. Proposed research and/or progress not suitable, remedial action and report and present again at a time agreed;
  3. Proposed research and/or progress not suitable, cannot transfer to a higher register.

In the case of decision 2 a student may only have one further attempt to pass the examination. If both attempts are unsuccessful the outcome is cannot transfer to the higher register.

The Chairperson will verbally notify the student and their supervisor of the recommendation of the examination panel (which is subject to approval by Academic Council) immediately after the examination.

The Graduate Research School Board shall then consider the recommendation on behalf of Academic Council. Academic Council has final approval of such recommendations having taken

account of the views of the examination panel and the Graduate Research School Board. The Graduate Research School Office will provide written notification of the decision of Academic Council.

Where transfer is refused, the Graduate Research School Office will provide a written explanation to the student, supervisor(s) and Head of School.

Granting permission to transfer is conditional on the work carried out for PgDip being incorporated into the MPhil programme of work and no thesis having already been submitted for the award of PgDip.

3.9 Transfer from the MPhil Register to the PhD Register

While on the MPhil register at least 3 months prior to the finish date a student may transfer to the PhD register by undertaking a similar examination, to the transfer examination outlined above in section 3.8.

Prior to completion of form PGR 3A the supervisor should ensure that sufficient funding is available to complete the project to PhD.

Step 1: The supervisor nominates one transfer examiner who must be independent of the project, the supervisor(s) and the graduate student and possess the following attributes
  • External to the DTU alliance;
  • Expertise in the broad area of the research work;
  • A PhD or equivalent qualification;
  • Supervised at least one student to completion at PhD level and/or examined at PhD level.

Former postdoctoral researchers and/or employees of the DTU alliance may act as external examiners 3 years after leaving the Institute(s).

Through a process of informal contact, the supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as possible dates for the examination.

The student and supervisor(s) are required to complete form PGR 3A [*Application to Transfer to Higher Register*] which is endorsed and signed by the relevant Head of School.

Step 2: The completed form is forwarded to the College Head of Research. The College Head of Research must table all requests for transfer to higher registers to College Board for approval. Once College Board approval has been received, the signed PGR 3A form is sent to the Graduate Research School Office. The Graduate Research School Board considers the nomination on behalf of Academic Council and Academic Council has final approval of such requests having taken account of the views of The Graduate Research School Board.

A transfer examination may not proceed until approval from the Graduate Research School Board has been received.

Step 3: The College Head of Research will co-ordinate the transfer examination including all arrangements for the examiner, venue and documentation.

At least 5 weeks prior to the proposed transfer examination the student should submit to the College Head of Research a transfer report which must contain
  • A comprehensive description of the research work carried out to date;
  • A detailed written plan of the future research including rationale and timeframes.

Students are advised to use the format and presentation as recommended for final theses in section 4.4.

The College Head of Research will forward all documentation to the examiner and will notify the examiner, student and their supervisors of the venue and schedule.

Step 4: The student will undertake an oral examination in private session which will be solely attended by the transfer examiner, the supervisor(s) and the College Head of Research (or nominee) who will act as a chairperson. The Chairperson will ensure that DIT's regulations are followed and that the formal report on the examination process, form PGR 3B [*Report on Transfer Examination*] is completed together with recommendations and forwarded to the Graduate Research School Office.

Normally the examination will commence with a brief 15 minute (max) presentation by the student. The examiner will assess the quality and progress of the research work to date and the quality and feasibility of the proposed programme of work for the award sought, making one of the following recommendations
  1. Proposed Research and progress suitable for transfer to a higher register, transfer;
  2. Proposed research and/or progress not suitable, remedial action and report and present again at a time agreed;
  3. Proposed research and/or progress not suitable, cannot transfer to a higher register.

In the case of decision 2 a student may only have one further attempt to pass the examination. If both attempts are unsuccessful the outcome is cannot transfer to the higher register.'

The Chairperson will verbally notify the student and their supervisor of the recommendation of the examination panel (which is subject to approval by Academic Council) immediately after the examination.

The Graduate Research School Board shall then consider the recommendation on behalf of Academic Council. Academic Council has final approval of such recommendations having taken account of the views of the examination panel and the Graduate Research School Board. The Graduate Research School Office will provide written notification of the decision of Academic Council.

Where transfer is refused, the Graduate Research School Office will provide a written explanation to the student, supervisor(s) and Head of School.

Granting permission to transfer is conditional on the work carried out for MPhil being incorporated into the PhD programme of work and no thesis having already been submitted for the award of MPhil.

3.10 Confirmation of PhD Registration

After being registered for between 15 and 24 months on the full time register or for between 30 and 48 months on the part time register, direct entry PhD students need to undertake a similar examination, to the transfer examination outlined above in sections 3.8/3.9

Step 1: The supervisor nominates one confirmation examiner who must be independent of the project, the supervisor(s) and the graduate student and possess the following attributes
   • External to the DTU alliance;
   • Expertise in the broad area of the research work;
   • A PhD or equivalent qualification;
   • Supervised at least one student to completion at PhD level and/or examined at PhD level.

Former postdoctoral researchers and/or employees of the DTU alliance may act as external examiners 3 years after leaving the Institute(s).

Through a process of informal contact, the supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as possible dates for the examination.

The student and supervisor(s) are required to complete form PGR 3C [*Application for Confirmation for PhD register*] which is endorsed and signed by the relevant Head of School.

Step 2: The completed form PGR 3C is forwarded to the College Head of Research. The College Head of Research must table all requests for confirmation examination to College Board for approval. Once College Board approval has been received, the signed PGR 3C form is sent to the Graduate Research School Office. The Graduate Research School Board considers the nomination on behalf of Academic Council and Academic Council has final approval of such requests having taken account of the views of The Graduate Research School Board.

A confirmation examination may not proceed until approval from the Graduate Research School Board has been received.

Step 3: The College Head of Research will co-ordinate the confirmation examination including all arrangements for the examiner, venue and documentation.

At least 5 weeks prior to the proposed confirmation examination the student should submit to the College Head of Research a report which must contain
   • A comprehensive description of the research work carried out to date;
   • A detailed written plan of the future research.

Students are advised to use the format and presentation as recommended for final theses in section 4.4.

The College Head of Research will forward all documentation to the examiner and will notify the examiner, student and their supervisors of the venue and schedule.

Step 4: The student will undertake an oral examination in private session which will be solely attended by the confirmation examiner, the supervisor(s) and the College Head of Research (or nominee) who will act as a chairperson. The Chairperson will ensure that DIT's regulations are followed and that the formal report on the examination process, form PGR 3D [*Report on Confirmation Examination*], is completed together with recommendations and forwarded to the Graduate Research School Office.

Normally the examination will commence with a brief 15 minute (max) presentation by the student. The examiner will assess the quality and progress of the research work to date and the quality and feasibility of the proposed programme of work for the award sought, making one of the following recommendations

   1. Proposed research and progress suitable for candidate to remain on the higher register, confirm
   2. Proposed research and/or progress not suitable, remedial action and report and present again at a time agreed;
   3. Proposed research and/or progress not suitable, transfer to a lower register.

In the case of decision 2 a student may only have one further attempt to pass the examination. If both attempts are unsuccessful the outcome is transfer to the lower register.

In the case of decision 3 a student may have 3 months in addition to the maximum time allowed to complete the thesis for the lower award.

The Chairperson will verbally notify the student and their supervisor of the recommendation of the examination panel (which is subject to approval by Academic Council) immediately after the examination.

The Graduate Research School Board shall then consider the recommendation on behalf of Academic Council. Academic Council has final approval of such recommendations having taken account of the views of the examination panel and the Graduate Research School Board. The Graduate Research School Office will provide written notification of the decision of Academic Council.

Where confirmation is refused, the Graduate Research School Office will provide a written explanation to the Student, Supervisor(s) and Head of School.

3.11 Recheck, Remark and Appeals Procedures

The procedures in relation to a recheck or remark of a module assessment are given in Appendix 2. An appeal against a decision in respect of a withdrawal, transfer, annual evaluation or confirmation of PhD registration shall be made in accordance with the appeal procedure set out in Appendix 2

CHAPTER 4
Examinations and Award Criteria

4.1 Introduction
Research degrees at DIT are awarded when a student has successfully completed their research and over the course of their programme, has completed the structured elements including research and professional development and employability and discipline specific training.

4.2 Programme Duration and Award Criteria
4.2.1 PhD Awards
The degree of PhD is awarded only when a student has successfully completed their research programme and when the work conducted has been assessed on the basis of a submitted thesis and *viva voce* examination.

In addition, a full-time PhD graduate research student, over the course of the 4 year programme and a part-time PhD graduate research student, over the course of the 6 year programme, must accumulate:
- ➢ a total of 30 ECTS for research and professional development planning, annual evaluation and confirmation examinations
- ➢ an additional 40 ECTS for successful completion of employability and discipline specific training

4.2.2 MPhil Awards
The degree of MPhil is awarded only when a student has successfully completed their research programme and when the work conducted has been assessed on the basis of a submitted thesis and *viva voce* examination.

In addition, a full-time MPhil graduate research student, over the course of the 2 year programme, and a part-time MPhil graduate research student, over the course of the 3 year programme, must accumulate:
- ➢ a total of 7.5 ECTS for research and professional development planning and annual evaluation.
- ➢ an additional 30 ECTS for successful completion of employability and discipline specific training

4.2.3 PgDip(Res) Awards
The degree of PgDip(Res) is awarded only when a student has successfully completed their research programme and when the work conducted has been assessed on the basis of a submitted thesis. For all candidates for the PgDip (Res) award, the examiners normally examine the thesis only. After the PgDip (Res) thesis has been examined the examiners may decide that a *viva voce* examination is required.

In addition, a PgDip(Res) graduate research student, over the course of the 1 year full-time or 2 year part-time programme, must accumulate:
- ➢ a total of 7.5 ECTS for research and professional development planning.
- ➢ an additional 10 ECTS for successful completion of employability and discipline specific training.

4.3 Thesis Characteristics

DIT requires that a thesis be submitted in English or Irish for examination in written format, with supporting materials as appropriate.

The thesis presented for examination is required to be the student's own work and must not have been previously submitted, either in whole or in part, for a separate award from DIT or any third level institution. Any results, insights, conclusions, design, etc. of others that are used in the work must be properly referenced and credited according to the general practices of the discipline concerned. If the work carried out is part of a collaborative project, the thesis should clearly show the candidate's specific contribution and the extent of collaboration involved. Unacceptable practices such as plagiarism or fabrication of results will, following enquiry, usually result in immediate disqualification and expulsion.

The finish date is determined according to section 4.2 above and is the maximum duration allowed starting from the date of first registration. The official date of submission of a thesis is the date the thesis is received by the Graduate Research School Office. The student must be properly registered and all fees paid at the time of submission.

4.3.1 Characteristics Expected of a Thesis for the Award of PgDip (Res)

A PgDip (Res) thesis is a comprehensive and coherent account of the work done, including the context and background of the work and a critical appreciation of the results of the work and their relevance to the field. It is normally a substantial written report and may include other elements such as models, designs, artistic compositions, audiovisual or multimedia materials etc., depending on the discipline and nature of the project.

The thesis should demonstrate that the student has gained a range of the following skills:
  • An understanding of the theory and methodology in the discipline;
  • Knowledge of specialisation in the field;
  • Specialist skills and their application in research and/or advanced practice in the field;
  • Planning ability;
  • Implementation of complex processes relating to the field;
  • Problem-solving skills.

4.3.2 Characteristics Expected of a Thesis for the Award of MPhil

An MPhil thesis is normally a substantial written report but may encompass models, designs, artistic compositions, audiovisual and multimedia materials etc., depending on the discipline and nature of the project. The thesis should demonstrate that the student has gained a range of the following skills:
  • A systematic understanding of knowledge, at, or informed by, the forefront of a field of learning.
  • A critical awareness of current problems and/or new insights, generally informed by the forefront of a field of learning.
  • A range of standard and specialised research or equivalent tools and techniques of enquiry.
  • An ability to select from complex and advanced skills across a field of learning; develop new skills to a high level, including novel and emerging techniques.
  • Skills to act in a wide and often unpredictable variety of professional levels and ill-defined contexts.
  • Skills to take significant responsibility for the work of individuals and groups; lead and initiate activity.
  • An ability to learn to self-evaluate and take responsibility for continuing academic/professional development.
  • Skills to scrutinise and reflect on social norms and relationships and act to change them.

4.3.3 Characteristics of a thesis for the PhD

A PhD thesis is normally a substantial written report but may also encompass models, designs, artistic compositions, audiovisual and multimedia materials etc., depending on the discipline and nature of the project. The thesis should demonstrate that the student has gained a range of the following skills:

- A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of a field of learning.
- The creation and interpretation of new knowledge, through original research, or other advanced scholarship, of a quality to satisfy review by peers.
- A significant range of the principal skills, techniques, tools, practices and/or materials which are associated with a field of learning; develop new skills, techniques, tools, practices and/or materials.
- Skills to respond to abstract problems that expand and redefine existing procedural knowledge.
- Personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent contexts.
- An ability to communicate results of research and innovation to peers; engage in critical dialogue; lead and originate complex social processes.
- Skills to critique the broader implications of applying knowledge to particular contexts.
- An ability to scrutinise and reflect on social norms and relationships and lead action to change.

4.4 Recommended format, length and presentation

The body of the thesis should be printed single-sided on good quality white A4 size paper. Letter quality, Times New Roman, 12 point, black type should be used with double line spacing. On each page there should be a left-hand margin of at least 40 mm and a right-hand margin of at least 20 mm. All pages should be numbered consecutively throughout the text and appendices, starting at the table of contents, with the page numbers central at the bottom of each page, at least 10 mm above the edge of the page.

Depending on the discipline, a PhD thesis should not exceed 600 pages or 100,000 words, an MPhil thesis should not exceed 300 pages or 50,000 words and a PgDip thesis should not exceed 150 pages or 25,000 words including all references and appendices. Students should refer to their supervisor(s) for further clarification.

4.4.1 Thesis Cover

Copies of the thesis are initially submitted with a soft cover. Final copies of the thesis are submitted with a hard cover, with inscriptions on the cover and spine as specified below.

The hard cover is required to be dark blue in colour and the front cover must be gold-embossed in Times New Roman with the following inscription:

- The full title of the thesis (in 20 point type) together with any subtitles;
- The name of the candidate;
- The award for which the thesis is submitted (PgDip (Res), MPhil, PhD);
- The full denomination of Dublin Institute of Technology;
- The year of submission;
- The volume number and the total number of volumes, if more than one.

The spine of the hard-bound cover thesis is also required to be gold-embossed, in a smaller type if necessary, with the following

- The name of the candidate;
- The award (in abbreviated form) for which the thesis is submitted (PgDip (Res), MPhil, PhD);
- The year of submission;
- The volume number, if more than one.

4.4.2 Structure of the thesis
The structure of a thesis will depend on the discipline area and supervisors will advise students on a recommended structure.

A thesis can be submitted in the format of peer-reviewed publications in internationally-recognised journals where the student is the main author. Normally in such cases the layout would be as follows:
- Initial pages as per sections 4.4.2.1 to 4.4.2.7 below.
- Background to contain a literature review, discussion of current state-of-the-art and the aims and objectives of the present work etc.
- A minimum of 4 peer-reviewed publications in internationally-recognised journals where the student is the main author. These should be presented in the format recommended in section 4.4 above in separate chapters for each publication.
- Conclusion to contain a critical discussion of the publications presented in the preceding chapters and how the work advances knowledge beyond the current state-of-the-art..

The elements of all theses should be set out in the following order:
- Title page
- Abstract
- Declaration Page
- Acknowledgements (if any)
- Abbreviations List (if any)
- Table of Contents
- Table of Illustrations, Figures, etc.
- Chapters in Sequence
- References/Bibliography (if not given at the end of each chapter)
- Appendices (if any)
- List of Publications (if any)
- List of Employability Skills and Discipline Specific Skills Training

4.4.2.1 Title page
The title page should display the:
- Full title of the thesis, with any subtitles, in Times New Roman 20 point type in black text;
- Name and qualifications of the candidate;
- Award for which the thesis is submitted (PgDip (Res), MPhil, or PhD);
- The full denomination of Dublin Institute of Technology;
- Name(s) of the supervisor(s);
- School to which the candidate is principally affiliated;
- Month and year of submission.

4.4.2.2 Abstract
The thesis should include a single-page abstract of the work.

4.4.2.3 Declaration Page

A page containing the following declaration, appropriately completed is required. If this declaration is not completed and signed then the thesis will not be examined:

I certify that this thesis which I now submit for examination for the award of _____, is entirely my own work and has not been taken from the work of others, save and to the extent that such work has been cited and acknowledged within the text of my work.

This thesis was prepared according to the regulations for graduate study by research of the Dublin Institute of Technology and has not been submitted in whole or in part for another award in any other third level institution.

The work reported on in this thesis conforms to the principles and requirements of the DIT's guidelines for ethics in research.

*(The following sentence may be **deleted** if access to the thesis is restricted according to section 4.8)*

DIT has permission to keep, lend or copy this thesis in whole or in part, on condition that any such use of the material of the thesis be duly acknowledged.

Signature _____ Date _____
Candidate

4.4.2.4 Acknowledgements (if any)

Personal acknowledgements may be expressed.

4.4.2.5 Abbreviations List (if any)

A list of abbreviations and symbols used in the thesis should be provided, together with their meanings, definitions and/or the terms they represent.

4.4.2.6 Table of Contents

There should be a table of contents including the number and title of each chapter of the numerically referenced chapter subsection headings, references and appendices with corresponding page numbers.

4.4.2.7 Table of Illustrations, Figures, etc.

All illustrations, photographs, figures, tables, graphs and/or diagrams should be provided with reference numbers and legends.

4.4.2.8 Chapters in Sequence

The main headings for the chapters should be given in capital letters. Subsidiary headings should use initial capital letters only. Footnotes in each chapter should be numbered consecutively.

4.4.2.9 References/Bibliography

References should be thorough and comprehensive and a single form of referencing should be used throughout the thesis. The format used should accord with the norms and accepted standards for the discipline.

References may be included at the end of each chapter or all references can be given in a dedicated chapter at the end of the main body of the text and before any appendices

4.4.2.10 Appendices (if any)

Appendices may consist of supporting material, lists, documents, commentaries, tables or other evidence, which, if included in the main text, would have interrupted the flow of the narrative.

4.4.2.11 List of Publications (if any)

A list of the student's publications relating to or arising from the research work should be included.

4.4.2.12 List of Employability Skills and Discipline Specific Skills Training

A list of the Employability Skills and Discipline Specific Skills training undertaken by the student during the research work should be included. A brief rationale explaining the choice of modules should be given.

4.4.3 Unbound Material

If material that constitutes part of the thesis cannot be conveniently submitted in bound form, the unbound material and its packaging shall both be marked with the author's name, initials and award for which the work is submitted, in such a way that it can readily be linked to the thesis. Reference to any such unbound material shall be made in the thesis.

4.5 Submitted Copies - The Property of DIT

All copies of the thesis and all accompanying materials finally submitted become the property of DIT.

4.6 Publication of Material from Thesis

Publication of material arising from the research work in reputable journals, at conferences and elsewhere, is a key aim of graduate research. Students are encouraged to publish new and unique material even in advance of the submission of the thesis. All publications should be lodged in the Institute repository Arrow at http://arrow.dit.ie/. Students should discuss publications with their supervisor(s).

4.7 Intellectual Property/Copyright

The Intellectual property policy of DIT is available at:
www.dit.ie/hothouse/media/dithothouse/DIT%20IP%20Policy%20NEW.pdf.

All issues arising from Protection of Intellectual Property and Commercialisation of Intellectual Properties should be dealt with by the Technology Transfer Office and should be discussed with the supervisor(s).

4.8 Declaration Allowing Access to Thesis

At the time of submission, the student is required to sign a declaration allowing academic access to the thesis. If sufficient reason exists by way of commercial or other sensitivity of information contained within the thesis, the student or supervisor may request restricted access. This should be informed in writing to the Graduate Research School Office.

4.9 Thesis Submission and Examination

Step 1: Appointment of Examiners

At least 3 months prior to the finish date the student and supervisor(s) are required to complete Form PGR 4A [*Nomination of Examiners*] which is endorsed and signed by the relevant Head of School. The completed form is forwarded to the College Head of Research. The College Head of Research must table all examiner nominations requests to College Board for approval. Once College Board approval has been received the signed PGR 4A form is sent to the Graduate Research School

Office. The Graduate Research School Board on behalf of Academic Council has final approval of such requests.

The External Examiner
One person of suitable academic and/or professional standing, independent of the research project, the supervisor(s) and/or the graduate student, is nominated to be external examiner by the lead supervisor.

The external examiner should normally:
  • Be a recognised and qualified expert in the discipline;
  • Have a qualification at least of the level sought by the candidate;
  • Have experience of successfully supervising graduate research students to a postgraduate award of this level;
  • Have experience of examining at this level.

The same external examiner cannot be used by a supervisor for any two consecutive student candidates or in any period of 12 consecutive months. This also applies to all individual members of a team of supervisors. The external examiner cannot have acted as the transfer or confirmation examiner for the candidate. For an examination for a PhD based on prior publications, the external examiner cannot have acted as the external reviewer for the initial application'. Former postdoctoral researchers and/or employees of DIT may act as external examiners 3 years after leaving the Institute.

If the external examiner does not meet all the criteria specified, a letter of explanation defending the proposed appointment should be provided together with the examiners curriculum vitae and evidence of track record for consideration of the College Board and the Graduate Research School Board. In such cases the experience and qualifications of the internal examiner must complement those of the proposed external examiner. Only in exceptional cases will an external examiner who does not meet all of the above criteria be appointed.

External Examiners shall declare any interest, relationship or other circumstance which might constitute a conflict of interest, or which might be seen as inappropriate for the role of External Examiner. Failure to do so could lead to retraction of an award if a conflict of interest comes to light at a later date.

Through a process of informal contact, the supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as their availability within an approximate six-week period after the intended submission date of the thesis.

The Internal Examiner
A member of the staff of any DTU alliance partner, independent of the research project, supervisor(s) and/or the graduate student, is nominated by the supervisor(s).The internal examiner must
  • Have a qualification at least of the level being sought by the candidate;
  • Have knowledge and research ability in the discipline.

In cases where the external examiner does not meet all the criteria specified in section 4.9, the experience and qualifications of the internal examiner must complement those of the proposed external examiner.

The supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as their availability within an approximate six-week period after the intended submission date of the thesis.

If a suitable internal examiner is not available, then a 2nd external examiner may be appointed. When the student is also a member of staff of a DTU alliance partner a 2nd external examiner must always be appointed in place of the internal examiner. In both of these cases it must be clearly indicated on PGR 4A which external examiner is acting in the role of internal examiner.

Step 2: Submission of the Thesis
Each student is responsible for the quality of their own work. However, students are advised to heed the advice of the supervision team prior to submission. In the event of any member of the supervisory team not considering a dissertation to be ready for submission, a student has the right to ignore this advice and submit. This course of action is strongly discouraged. Conversely, the agreement of the supervisor(s) and Head of School to submit the thesis is no guarantee of a successful outcome to the examination process.

At least six weeks prior to the proposed date of the examination 3 soft-bound copies of the thesis are submitted together with the completed Form PGR 4B [*Confirmation of Suitability of Thesis*] to the Graduate Research School Office. When completing form PGR 4B possible dates for the viva voce examination should be suggested.

In order to facilitate delivery and examination of the thesis by the examiners, an examination cannot take place within the five week period following submission of the thesis.

The Graduate Research School Office will ensure that the thesis, the Form PGR 4C [*Examination Report*] and all other documentation are sent to examiners within the first week following submission.

The internal and external examiners will endeavour to complete the examination of the work within four weeks of receiving the thesis. Each examiner will complete an individual typewritten preliminary report on the thesis prior to the examination and will return it to the designated chairperson on the day of the viva voce.

Discussion of the thesis between examiners, students and supervisors is not acceptable at any time prior to the examination.

If a student elects to submit their thesis without the completed Form PGR 4B and their supervisors' consent and if examiners have not already been nominated, the Head of the Graduate Research School in consultation with the relevant Head of School will complete Form PGR 4A [*Nomination of Examiners*]. In such cases two external examiners, of suitable academic and/or professional standing and meeting the criteria as described in step 1 of section 4.9 of the regulations will be nominated and the Graduate Research School Board approves such requests on behalf of Academic Council.

Step 3: Examination
An examination may not proceed until approval from the Graduate Research School Board has been received.

For all candidates for the PgDip (Res) award, the examiners normally examine the thesis only. After the PgDip (Res) thesis has been examined the examiners may decide that a *viva voce* examination is required. In the case of an MPhil or PhD candidate a viva voce is always required.

An independent chairperson is nominated by the Graduate Research School Office from a pool of senior staff who have obtained the license to chair research examinations.

The Chairperson should:
   • Be a full-time member of staff of a DTU alliance partner;
   • Have obtained the license to chair research examinations;
   • Ideally have a qualification at least of the level sought by the candidate and/or have experience of successfully supervising graduate research students to a postgraduate award of this level and/or have experience of examining at this level.

The Chairperson's role is to manage and preside over the oral examination, ensuring that the regulations are followed and that Form PGR 4C [Examination Report] is completed and sent to the Graduate Research School Office. The Chairperson should also provide advice on the regulations to the examiners and student when necessary. The independent Chairperson shall not have any role in determining the result.

A preparatory meeting should be held prior to the viva voce and should allow sufficient time to
   • Agree the approach of the viva voce examination – the content and conduct
   • Review the written preliminary reports
   • Agree the management of post-viva voce examination paper work.

Present at the viva voce, are the chairperson, the two examiners and the student. With the agreement of the examiners and the candidate, supervisors may attend the viva voce examination, but cannot intervene at any stage unless asked by the examiners to provide clarification. Supervisors do not participate in the final decision and should leave the room while such deliberations take place.

The Graduate Research School Office arranges the date and venue for the oral examination, in consultation with the Chairperson of examiners and the examiners themselves and notifies the student accordingly.

The viva voce examination is conducted in private session and can include a short presentation (max. 15 minutes) of the student's work if the student wishes. A systematic interview of the student by the two examiners will then be conducted. The viva voce is meant to ensure that the candidate meets the criteria for the award being sought. The viva voce examination and all documentation should normally be completed within 1 to 2 hours.

Step 4: Results of Examination
The examination report, form PGR 4C [*Examination Report*], must be typewritten and completed immediately following the viva voce. If corrections are required to the thesis a precise typewritten list must be provided and attached to form PGR 4C. The Chairperson will return the completed form to the Graduate Research School Office. This report covers both the thesis and oral examination and concludes with a recommendation from the examiners.

The examiners may make one of the following recommendations:
1. The award is recommended with no corrections required in the thesis;
2. The award is recommended subject to minor corrections to the thesis;
3. The award is not recommended but following major corrections the thesis may be re-submitted for re-examination;
4. The award is not recommended but the candidate is recommended for a lower award;
5. No award be made;
6. No award be made but a revised thesis may be submitted for examination for a higher award;
7. Permission be given to the candidate to withdraw the thesis without penalty.

The Chairperson will verbally notify the student of the recommendation of the examination panel (which is subject to approval by Academic Council) immediately after the examination. The Graduate Research School Board shall then consider the recommendation on behalf of Academic Council. Academic Council has final approval of such recommendations having taken account of the views of the examination panel and the Graduate Research School Board. The Graduate Research School Office will provide written notification of the decision of Academic Council to the student, the supervisor(s) and the Head of School.

Where the two examiners are incapable of reaching an agreed decision following examination a third independent examiner will be nominated by the Dean of the Graduate Research School. The nomination will be considered and approved by Academic Council. In order to ensure fairness to the student this third examiner will be independent of the original process. The recommendation of the third examiner in respect of the award will be final.

Where a student elects to submit their thesis without their supervisors' consent and In the event of Recommendation Number 2, the student alone will be required to make the recommended minor corrections to the thesis and to submit the corrected thesis to the Graduate Research School Office who will forward it to the examiner.

Where a student elects to submit their thesis without their supervisors' consent and In the event of Recommendations Numbers 3, 4 and 5, the Head of School in which the student is registered will be asked to make alternative supervision arrangements.

Step 5: Thesis Corrections
A very small number of minor typographical and/or grammatical errors and/or minor formatting errors which can be corrected within a 3 day period do not constitute minor or major corrections. In such cases the award can be recommended with no corrections to the thesis if the student assures the panel they will make the corrections prior to submission of the final thesis.

Minor corrections may take up to 3 months to rectify. They can be defined as a significant number of typographical and/or grammatical errors or minor formatting errors. Minor corrections may also include other changes to the thesis but do not require any additional significant research to be carried out.

Major corrections may take up to 1 year to complete and re-submission and re-examination of the thesis are required. Major corrections may involve additional research to be carried out and/or a major re-write of parts or all of the thesis.

The typewritten list of the precise corrections is given to the student and the internal examiner by the Chairperson immediately following the examination. The Graduate Research School Office will

provide written notification of the result. Additional corrections or new issues cannot be raised by the examiners after the examination.

On completion of the recommended minor corrections, the student submits one corrected soft-bound thesis to the Graduate Research School Office who will forward it to the internal examiner. As with the initial submission of the thesis for examination, students are advised not to submit their corrected work unless it has been reviewed by the supervisors. Within 2 weeks of receiving the corrected thesis the internal examiner will confirm that all the recommended corrections and revisions have been adequately incorporated by signing the appropriate part of the examination report, Form PGR 4C [*Examination Report*], and returning it to the Graduate Research School Office. If the internal examiner confirms that the recommended corrections have not been made to the thesis then the student is permitted one final submission of the suitably corrected thesis. Additional corrections or new issues cannot be raised by the internal examiner at this stage of the process and after the examination. The Internal examiner is obliged to liaise with the External Examiner in cases of any situation that puts the candidate in peril.

On completion of the recommended major corrections, two soft-bound copies of the thesis are submitted to the Graduate Research School Office. As with the initial submission of the thesis for examination, students are advised not to submit their corrected work unless it has been reviewed by the supervisors. The Graduate Research School Office will ensure that the thesis and all documentation are sent to both examiners within the first week following the re-submission. The internal and external examiners will ensure they complete the examination of the work within the five week period following re-submission of the thesis. If required by the examiners, a second viva voce is convened. Both examiners must confirm that all the recommended corrections and revisions have been adequately incorporated by signing the appropriate part of the examination report, form PGR 4C [*Examination Report*], and returning it to the Graduate Research School Office. If they confirm that corrections have not been made to the thesis then the student is permitted one final submission of suitably corrected thesis. Additional corrections or new issues cannot be raised by either examiner at this stage of the process and after the examination.

If a second viva voce examination is required and the original examination panel is not available for any reason then replacement examiners will be nominated and appointed following the procedure given in section 4.9 step 1 above.

Step 6: Awards
The Graduate Research School Office forwards the final examination report, form PGR 4C to the Graduate Research School Board and to Academic Council for approval. The decision of Academic Council is final, and confirms the result of the examination. The Graduate Research School Office will communicate the final result to the student and supervisor.

The student submits one electronic and one hard-bound copy of the final thesis to the Graduate Research School Office. In the case of theses for which there is restricted access (see section 4.8) only one hardbound copy should be submitted to the Graduate Research School Office clearly marked "restricted access". It is the responsibility of the supervisor(s) to clearly highlight outstanding IP issues related to the content of the thesis.

The electronic version of the thesis that has not been marked for restricted access will be lodged on Arrow, the DIT Research Repository which can be accessed at http://arrow.dit.ie/

The relevant College will notify the student and supervisor with details of the graduation ceremony.

4.10 Examination Appeals

Appeals against the recommendations of an examination panel or the decision of Academic Council shall be made in accordance with the appeals procedure set out in Appendix 2.

CHAPTER 5
Regulations for the Award of PhD
based on Prior Publications

These regulations for the award of PhD based on Prior Publications mirror closely those described already in chapters 1 to 4, thus ensuring the same high quality.

The award of PhD based on prior publication allows people who have not followed the traditional academic route towards a PhD to obtain academic recognition for having, through the course of their career, undertaken and produced research to doctoral level. For example this may include people in practice-based disciplines. The PhD based on prior publication differs from the traditional PhD in that it is normally based upon *research already undertaken before registration* for the PhD. This research has normally already led to a number of coherent publications or a body of publicly-accessible creative outputs. The applicant would also have already developed research skills prior to registration which would be demonstrable through the research publications/outputs. The research skills obtained are therefore recognised and evaluated in retrospect and would be expected to be equivalent to a traditional PhD student at the thesis submission stage.

5.1 Eligibility Criteria for Registration

In order to be eligible for registration for a PhD based on Prior Publications the candidate will normally have at least a 2.1 honours degree (level 8) or equivalent and through the course of their career have a series or set of publications which demonstrate the candidate's original contribution to knowledge. Such publications may include peer-reviewed papers, book chapters, monographs, books, scholarly editions of a text, technical reports, creative work in relevant areas, and/or other artefacts.

The final thesis based on these publications must be of a standard equivalent to that of a traditional PhD and as such should demonstrate a range of the following characteristics:

- A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of a field of learning.
- The creation and interpretation of new knowledge, through original research, or other advanced scholarship, of a quality to satisfy review by peers.
- Demonstrate a significant range of the principal skills, techniques, tools, practices and/or materials which are associated with a field of learning; develop new skills, techniques, tools, practices and/or materials.
- Respond to abstract problems that expand and redefine existing procedural knowledge.
- Exercise personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent contexts.
- Communicate results of research and innovation to peers; engage in critical dialogue; lead and originate complex social processes.
- Learn to critique the broader implications of applying knowledge to particular contexts.
- Scrutinise and reflect on social norms and relationships and lead action to change them.

5.2 Preliminary Application

The candidate should submit six soft-bound copies of the preliminary application together with the application fee to the Graduate Research School Office. Each copy must include:

1. Application Form PGR 1B [*Application to PhD from Prior Publications*]
2. One copy of 4 relevant examples of publications, or any other items which are likely to be included in the final submission for the PhD based on Prior Publications
3. Application Fee.

5.3 The Preliminary Evaluation

The relevant College Board will nominate one external reviewer, one internal reviewer and a potential supervisor(s).

The external reviewer will

- Be of suitable academic and/or professional standing, independent of the research project, the supervisor(s) and/or the applicant;
- Be a recognised and qualified expert in the discipline;
- Have a qualification at least of the level sought by the candidate.
- Have experience in examining and/or supervising theses for examination for the award of PhD.

Former postdoctoral researchers and/or employees of a DTU alliance partner may act as external reviewers 3 years after leaving the Institute.

An experienced PhD supervisor is appointed to

- Guide the candidate in the selection of publications for inclusion in the thesis for submission;
- Guide the candidate as to whether further publications are needed;
- Support and advise on the development of the critical supporting documentation;
- Guide the candidate in relation to the coherence of the body of work to be included in the thesis;
- Advise the candidate in relation to any research training they may require.

The Graduate Research School Board considers the nomination on behalf of Academic Council and Academic Council has final approval of such requests having taken account of the views of The Graduate Research School Board. Once the nominations have been approved the College Head of Research will forward the application together with the evaluation form to the external reviewer.

The external reviewer will consider

- The quality and coherence of the publications to be submitted for examination for a PhD based on Prior Publications;
- The likelihood of the proposed submission meeting the criteria for the award of a PhD;

The external reviewer will complete the evaluation form and return it to the College Head of Research with one of the following recommendations; that the candidate

1. Be permitted to register for a PhD based on Prior Publications;
2. Not be permitted to register for a PhD based on Prior Publications;
3. Be advised on the nature of publications which might, at a future date, permit them to register for a PhD based on Prior Publications.

The College Head of Research will co-ordinate a meeting of an evaluation panel and will forward all documentation to the panel.

The evaluation panel comprises

- The relevant College Director;
- The relevant Head of School;
- College Head of Research;
- The potential supervisor(s);
- Another independent member of staff in the relevant discipline (internal reviewer).

The panel will consider

- The report and recommendations from the external reviewer
- The quality and coherence of the publications to be submitted for examination for a PhD based on Prior Publications;
- The likelihood of the proposed submission meeting the criteria for the award of a PhD;
- If provision can be made for adequate supervision.

The panel may make one of the following recommendations to the Graduate Research School Board; that the candidate

1. Be permitted to register for a PhD based on Prior Publications;
2. Not be permitted to register for a PhD based on Prior Publications;
3. Be advised on the nature of publications which might, at a future date, permit them to register for a PhD based on Prior Publications.

The College Head of Research will send the completed PGR 1B to the Graduate Research School Office.

5.4 Registration
Applicants passing this preliminary stage will be registered for a PhD based on Prior Publications. A part-time fee will apply to their registration.

The normal duration of registration of part-time study leading to submission of a PhD based on Prior Publications will be 1 year from first registration. In the case of practice-based research where a more substantial written component may be required, the period of registration may be extended to 2 years part-time.

5.5 Thesis Format and Submission
The general format for all theses is given previously in Chapter 4. In the case of a PhD based on Prior Publications the main body of the thesis takes the following form:

a) A series or set of publications with a supporting and overarching document, which draws the publications together and critically appraises them;
b) The thesis must be of a standard equivalent to that of a traditional PhD in the relevant academic area and demonstrate the candidate's original contribution to knowledge;
c) The number of publications will depend on both the academic area and the type of publication included in the thesis, but there should normally be between three and ten peer-reviewed publications included. Such publications may include peer-reviewed papers, book chapters, monographs, books, scholarly editions of a text, technical reports, creative work in relevant areas, or other artefacts;
d) The publications included should normally involve work published in the 10 years before the date of submission. These publications should not have been used in submission for another award with DIT or in any other higher education institution. Normally, the majority of the

publications should have been published already, but it will be possible to include publications (some 20% – 30% of the total) which are in press or have been accepted for publication;

e) Where a candidate includes jointly-authored publications in their thesis, they should provide a statement declaring the extent to which each publication is their own work and this should be certified by all authors concerned. This statement should be bound within the thesis;

f) The overarching critical document, of approximately 10,000 words in length, should set the published work in the context of existing literature, critically describe the candidate's research methodology and evaluate the contribution that the research in the publications makes to the advancement of the discipline area. It should draw out and stress the coherence of these publications, linking them to the methodology adopted.

The process involved in submitting and examining the thesis is set out in chapter 4 of this document.

CHAPTER 6
Changes in the Research Programme

6.1 Changes in the Registration Status

At any time during the period of the research changes may need to be made to the status of the student's registration. For example students may need a leave of absence due to illness. The following changes to the research programme may be made by completion of Form PGR 5B [*Changes in Registration Status*]. This form should be signed by the student and co-signed by the supervisor(s), Head of School and College Head of Research. The completed form should be submitted to the Graduate Research School Office who will process the change in registration. The Graduate Research School Office should be informed immediately of any problem with the registration status. Changes in registration will not be processed retrospectively.

6.1.1 Leave of Absence

It may be necessary for a student to take a leave of absence, e.g. due to illness or maternity leave. For periods of leave in excess of 1 month, students will not receive any scholarship. Students should complete PGR 5B and should attach any supporting documentation e.g. medical certificates. A leave of absence may only be taken for the reasons shown in table 1 and the maximum duration of leave in each case is also shown. No other reasons for leave or extension of leave in excess of the maximum allowed will be considered. An explanation of each leave type is given below.

Table 1 Type and Duration of Leave of Absence

Type of Leave	Objective	Maximum Duration
Adoptive	For adopting mothers, sole male adopters and adopting fathers, where the mother has died.	6 months
Carer	For the purpose of the provision of full-time care and attention to a person requiring it certified by a qualified medical doctor.	12 months
Compassionate	Necessitated by the serious illness or death of an immediate family member defined as spouse or civil partner, partner, parent, sister, brother, son, daughter, mother-in-law, father-in-law.	1 week (Ireland-based family) 2 weeks (Europe-based family) 4 weeks (all other regions)
Family Emergency	For urgent family reasons, owing to the illness or injury of a close family member. Routine minor and predictable illnesses to children, or other family members which invariably occur are not covered. A close relative is defined as one of the following; children or adopted children; spouses or partners/civil partners; siblings; parents; grandparents;	1 week (Ireland-based family) 2 weeks (Europe-based family) 4 weeks (all other regions)
Marriage or Civil Partnership	For students getting Married or entering a Civil Partnership	2 weeks (Ireland-based family) 3 weeks (Europe-based family) 4 weeks (all other regions)
Maternity	For all pregnant female students	6 months
Parental	To enable students to take care of young children	4 months
Sick	For certified illness and convalescence,	>3 consecutive weeks to a maximum of 12 months over 4 years
Work Commitments	For part-time students to allow for work commitments	Maximum of 2 months in a given year

6.1.2 Study Mode Change from Part-Time to Full-Time or Vice Versa

Students may apply to change their mode of study from part-time to full-time or vice versa. Such cases are not new registrations. Students will be expected to submit their thesis on time and the change in registration status will not be back-dated. Students should complete PGR 5B.

6.1.3 Withdrawal from the Research Programme

At any time during the period of their research students may withdraw from their research programme and should complete PGR 5B in order to do so.

The relevant College Board can withdraw the right to supervision in the case of a student who neglects his/her obligations or who does not follow consistently and effectively the advice of their supervisor(s). In such cases the student will be withdrawn from the programme.

6.1.4 Transfer to a Lower Register

At any time during the period of their research students may transfer to a lower register and should complete PGR 5B in order to do so. Students will be expected to submit their thesis on time and the change in registration status will not be back-dated.

6.2 Changes to Supervision

At any time during the period of the research changes may need to be made to the supervision. The need for such changes may arise for a number of reasons such as supervisors may retire. For any number of reasons new or additional supervisors may need to be appointed. In most cases the student and original supervisor will be expected to work together to agree a suitable substitution.

The students and/or the original supervisor should complete Form PGR 5C [*Changes to Supervision*] in consultation with the Head of School. The form should then be forwarded to the College Head of Research for College Board approval. In circumstances where agreement on substitution cannot be reached and/or neither the student nor the original supervisor complete form PGR 5C but a new supervisor is considered necessary by the Head of School and/or the Dean of the Graduate Research School, then the Head of School and/or the Dean of the Graduate Research School may appoint such new supervisors as s/he considers necessary having regard to all the circumstances.

It is the responsibility of all Heads of School to ensure that graduate students in their school are adequately supervised. One of the supervisors must
  • Be a current full-time member of staff of DIT;
  • Hold a qualification equivalent to or higher than the award being sought by the graduate
  student to be supervised;
  • Have previously supervised a student to completion for a qualification equivalent to or higher than
  the award being sought.

6.3 Duration of Study

The maximum duration of study for a PhD graduate research student is 4 years full-time or 6 years part-time.

The maximum duration of study for a MPhil graduate research student is 2 years full-time or 3 years part-time.

The maximum duration of study for a PgDip(Res) graduate research student is 1 year full-time or 2 years part-time.

The maximum duration of study starts from the date of first registration and the official date of submission of a thesis is the date the thesis is received by the Graduate Research School Office. The student must be properly registered and all fees paid at the time of submission.

All students are given a grace period of 6 months during which their thesis must be submitted to the Graduate Research School Office.

If a student cannot submit their thesis before or within 6 months of their finish date they can withdraw from their programme and re-register when they are in a position to submit their thesis. In

this case the student can proceed to examination on payment of the re-registration fee. During the withdrawn period, the student will not have access to facilities and resources including supervision.

Alternatively if a student cannot submit their thesis before or within 6 months of their finish date they can continue as a registered student for 1 year only, on payment of the supervision fee.

In both cases, there will be no additional scholarship funding. Students should inform the Graduate Research School Office of their decision by completion of form PGR 5B.

CHAPTER 7
Student Grievance Procedure

7.1 Introduction

This procedure provides an opportunity for a student to resolve his/her grievance within DIT. It should be recognised that the majority of grievances should be resolved as near to their source as possible. It is for this reason that the Student Grievance Procedure provides for a number of stages, both informal and formal in the handling of a grievance. The purpose of the Procedure is to ensure that grievances are resolved amicably. It is expected that the majority of grievances will be resolved at the informal stage of the process. An independent Student Ombudsman who will ensure that all complaints are handled promptly and fairly will be appointed by the Academic Council of DIT.

The Student Grievance Procedure does not cover
  • Allegations of bullying and harassment
  • Appeals against a decision in respect of withdrawal, transfer, annual evaluation, confirmation of PhD registration, recommendations of module and progression and examination boards or decisions of Academic Council.
  • Disciplinary procedures
  • Students' Union procedures
  • Allegations of personal misconduct against a member of staff
  • Anonymous grievances or grievances raised on behalf of an anonymous party (Action cannot be taken on these grievances).

Separate procedures exist in respect of the above and details of these are available on request from the Graduate Research School Office. Any difficulties that staff members may have with students should be addressed through the student disciplinary procedures.

Grievances will be treated seriously and constructively at all stages of the Student Grievance Procedure.

Grievances will be dealt with fairly and consistently and with due regard to the Institute's Equal Opportunities Policy. If a grievance is upheld, appropriate remedial action will be implemented. If a grievance is not upheld, the reason(s) for the decision will be communicated to the complainant. The Institute will seek to ensure that student grievances are addressed promptly within specified timescales outlined in this procedure. If a timescale for addressing a grievance is not achievable at any stage in the procedure, then the complainant shall be notified in writing and provided with an explanation for any delay.

Students will have a full opportunity to raise grievances on an individual or collective basis without fear of disadvantage or recrimination.

Privacy and confidentiality will be respected both for complainants and respondents. However, it may be necessary to disclose information to others in order to deal with the grievance and in these circumstances the parties concerned will be informed of such disclosure. A complainant and respondent are both entitled to be accompanied at all stages of the Student Grievance Procedure by a friend or colleague. Before reverting to the official grievance process, the student is encouraged to talk to their students' union representative.

7.2 The Student Grievance Process

Step 1: Informal Grievance

It is expected that the majority of grievances can be resolved at this stage through the complainant first raising their grievance with the individual who is the subject of the grievance. This could be done by

- Telephoning the appropriate member of staff to discuss the grievance;
- Making an appointment to see the appropriate member of staff to discuss the grievance;
- Writing to the appropriate member of staff to outline the grievance.

The grievance should be raised as soon as possible, normally within five working days of the incident that prompted the grievance.

When the student meets with the individual who is the subject of the grievance with a view to resolving the matter the meeting should be under mutually agreed conditions, with or without friends/colleagues or witnesses present, as agreed. In outlining their grievance, the complainant should briefly describe the incident that prompted the grievance citing the time and date of incidents where applicable. It is also necessary for the complainant to clearly outline/explain the outcome that is expected.

It is recognised that there may be circumstances in which the complainant considers they cannot approach the individual concerned. In this case the complainant may go to a senior member of staff within the College or service concerned to informally discuss the grievance.

Step 2: Formal Grievance

If the complainant is unable to resolve the issue at the informal stage they should submit a 'Student Grievance Form', to the Director responsible for the area that is the source of the grievance.

On the PGR 5D form [*Student Grievance*], students shall be required briefly to outline their grievance and to include dates, times, the nature of the incident and the individual(s) involved. The student will also need to state the outcome they are hoping to achieve and to mention any attempts at informal resolution of the grievance, if appropriate. The PGR 5D form should normally be submitted within 15 working days of the occurrence of the incident that prompted the grievance. The form shall be signed and dated by the student. The timing of the submission of the PGR 5D form will naturally be affected by the attempts at informal resolution of the grievance at Step 1 of the process, if appropriate.

The appropriate Director shall acknowledge receipt of the PGR 5D form [*Student Grievance*] within 7 working days of receipt of the form and shall investigate the matter including consultation with the individual who is the subject of the grievance. As part of the investigation, the student may be asked to attend a meeting to discuss the grievance in greater detail. At such a meeting, the student shall be entitled to be accompanied by a friend or colleague. Following the conclusion of an investigation, a written response shall be sent to the student within 15 working days of receipt of the PGR 5D form.

Where the investigation is unable to be concluded within this timescale, the complainant shall be informed in writing of the revised timescale for receiving a response and the reason(s) for the delay. The Institute should endeavour to complete the process within three months. The action taken by the Director at this stage of the process shall be recorded on the PGR 5D form. A copy of the form shall be appended to the written response sent to the student with the College/Service retaining the original for information and for the recording of grievances. If the grievance is not upheld, the reasons for this decision must be stated in the written response to the student and recorded on the form.

Step 3: Grievance Review Panel

If the complainant is still dissatisfied with the response from the initial investigation they can request that the grievance is considered by the Grievance Review Panel. The complainant should submit to the Student Ombudsman details in writing of the reasons for wishing to take the grievance to the next stage. This should normally be done within ten working days of receipt of the response from stage 2. The Student Ombudsman will acknowledge receipt of the request and convene a meeting of the Grievance Review Panel (appointed by the President) normally within 15 working days of receipt of the request.

The panel will have access to all prior correspondence and the results of the initial investigation. They will also normally wish to meet with all parties involved in the grievance in reaching their decision. All parties involved in the grievance have the right to be accompanied by another person at the hearing.

The complainant will normally receive written confirmation of the Panel's conclusions and any subsequent action that the Institute intends to take within 7 working days of the hearing. A written summary of the hearing will be kept with any other relevant paper in the Office of the Student Ombudsman.

The decision of the Grievance Review Panel is the final stage of the grievance procedure.

The Grievance Review Panel shall include:
  • A member of the Directorate Team (Chair);
  • A member of the Governing Body who shall not be a student or staff member;
  • A Director not implicated in the grievance, appointed by the President;
  • President of the Students' Union or nominee;
  • An independent person appointed by the President from a panel of independent persons approved from time to time by the Governing Body;

The Secretary to the Review Panel shall be the Student Ombudsman or nominee.

APPENDIX 1
Good Practice Guidelines and Responsibilities

This section outlines some guidelines for good practice in research and also the responsibilities of the research student, all supervisors, the College Head of Research, College Board and the Graduate Research School Board, in relation to quality assurance in research programmes. This is not a stand-alone document and must be read in conjunction with the current edition of the Graduate Research Regulations.

A1.1 Responsibilities of the Graduate Research Student

A graduate research student is required to:

➢ Comply with the DIT Graduate Research Regulations.
➢ Comply with the DIT Student Regulations.
➢ Comply with the terms and conditions of any scholarship award.
➢ Agree with the appointed supervisor(s) the timetable for the proposed research including working hours
➢ At least 4 weeks in advance, agree with the appointed supervisor(s) arrangements for holidays;
➢ Agree with the appointed supervisor(s) the employability and discipline specific skills training required;
➢ Inform the Graduate Research School Office of all module requirements in an appropriate timeframe
➢ Agree with the appointed supervisor(s) the nature and extent of the guidance required
➢ Agree a regular schedule of meetings with the supervisor(s), including the advisory supervisor, where appointed and contribute to maintaining a permanent record of these meetings;
➢ Prepare with the supervisor(s) the research and professional development plans;
➢ Inform the supervisor(s) of significant problems and difficulties as early as possible;
➢ Maintain progress on a work schedule agreed with the supervisor(s);
➢ Conduct the research within the ethical standards of DIT and other appropriate external agencies;
➢ Present written material on the work being undertaken as required by the supervisor(s).
➢ Complete the relevant forms to obtain approval for
    o Leave of absence;
    o Change of supervisors;
    o Change their mode of study;
    o To withdraw from their studies;
➢ Provide a comprehensive annual progress report as specified by the College by the set date each academic year and by completing form PGR 2B [*Student Annual Progress Report*];
➢ Make an oral presentation on the annual progress report to the assessment panel;
➢ If applicable, at least 5 weeks prior to a transfer examination, submit to the College Head of Research a transfer report .
➢ Attend and undertake the transfer examination if applicable and comply with the results of the examination
➢ If applicable, at least 5 weeks prior to a confirmation examination, submit to the College Head of Research a confirmation report .

- Attend and undertake the confirmation examination if applicable and comply with the results of the examination
- Agree, if possible, with the supervisor(s) on a date for submission of the final thesis;
- Give three months' notice of intention to submit a PgDip (Res), MPhil or PhD thesis to the Graduate Research School, by assisting in the completion of form PGR 4A [*Nomination of Examiners*];
- At least six weeks prior to the examination submit 3 soft-bound copies of the thesis together with the completed Form PGR 4B [*Confirmation of Suitability of Thesis*] to the Graduate Research School Office.
- Attend the oral examination and comply with the results of the examination

Supervision

Supervisory teams are encouraged that comprise of all relevant supervisors (lead, co-, advisory, associate, external from industry or another HEI) who play an active role in the graduate student's research project. The research team includes all supervisors and the graduate student. . In the event where the supervisory team cannot reach consensus in relation to any matter concerning the research student, then the decision of the lead supervisor if final.

A1.2 Responsibilities of All Supervisors

A supervisor is required to:

- Be qualified to the appropriate level;
- Participate in the selection of the graduate student;
- Agree with the student the nature and extent of the guidance required;
- Agree with the student the timetable for the proposed research including working hours
- At least 4 weeks in advance, agree with the student arrangements for their holidays; ;
- Agree with the student the employability and discipline specific skills training required;
- Prepare with the student the research and professional development plans;
- Where appropriate, to liaise closely with any other supervisor involved in the research;
- Participate in the assessment panel which formally reviews the annual report, attend the student's oral presentation and make an assessment report on the research and its progress, through completing form PGR 2C [*Supervisor Annual Progress Report*];
- Participate in the formal module and progression board to consider the decisions of the annual assessment panels in the College;
- Participate in the transfer or confirmation examinations as appropriate
- Advise the student when their research work has reached an appropriate stage such that the thesis may be completed and give approval for the preparation of a thesis
- Read thesis material in both proof and final form, before it is formally submitted for examination;
- Alternatively, arrange for the thesis to be independently read, evaluated and commented on by a colleague prior to formal submission;
- Agree, if possible, with the student that the thesis is ready for submission.

A1.3 Responsibilities of the Lead Supervisor(s)

The lead supervisor has a range of duties and responsibilities in overseeing the progress of the research work. It is preferable if the lead supervisor is a full-time or pro-rata member of staff of a

DTU partner institution and in addition to the role expected of all supervisors the lead supervisor is also required to:

➢ Be cognisant of the DIT Graduate Research Regulations.
➢ Oversee the progress of the research work
➢ Participate in the selection of the graduate student and sign form PGR 1A [*Registration*];
➢ Arrange a regular schedule of meetings with the student to provide advice on the topic of the research and on the work to be undertaken, maintain a permanent record of these meetings;
➢ Refer the student to a professional counsellor, if necessary, in relation to problems external to the research;
➢ Ensure that the student undergoes any necessary training in research skills and techniques, including all safety and ethical aspects of the work;
➢ Obtain regular written reports from the student in order to monitor the progress of the research work and be able to provide constructive comments and advice;
➢ Clearly identify inadequacies in the work at as early a stage as possible, in order to maintain appropriate standards and to allow adequate time for re-orientation and correction;
➢ Ensure that the research complies with the ethical standards of DIT and other appropriate external agencies;
➢ Advise the Head of School on all matters relating to the student.
➢ Advise the College Board and the Graduate Research School on the student's progress;
➢ Support the student's application for transfer to a higher register if appropriate;
➢ Support the student's application for confirmation for the PhD register if appropriate
➢ Seek to ensure that the student brings the research work to completion in due time advise the student on the format and lay-out of the thesis
➢ Endorse the student's intention to submit a PgDip (Res), MPhil or PhD thesis, form PGR 4A [*Notification of Examiners*], indicating that the student is eligible to do so
➢ Nominate an external and internal examiner for the examination of the student's thesis and oral examination for the relevant award;

A1.4 Responsibilities of the Advisory Supervisor (when appointed)

The duties of the advisory supervisor are to:

➢ Provide guidance and assistance to the lead supervisor(s) in the planning of the research programme and ensuring the attainment and maintenance of an appropriate academic standard in the work being undertaken
➢ Advise the lead supervisor on the ethical standards of DIT and other appropriate external agencies
➢ Help to resolve difficulties and advise on procedures
➢ Participate in the assessment panel which formally assesses the annual report, attends the student's oral presentation and makes an assessment report on the research and its progress, through completing form PGR 2C [Supervisor annual progress report]
➢ Participate in the formal module and progression board to consider the decisions of the annual assessment panels in the College
➢ Participate in the transfer or confirmation examinations as appropriate
➢ Reach agreement with the lead supervisor(s) on the nomination of a suitable external and internal examiner and assist the head of school in the nomination of a suitable internal reader if required

- ➢ Read and evaluate the thesis in both draft and final form, before it is submitted for examination and provide advice to the student and lead supervisor(s)
- ➢ Agree, if possible, with the student that the thesis is ready for submission

A1.5 Role of the Associate Supervisor

The associate supervisor is required to:

- ➢ Participate in the supervision team under the guidance of the advisory and other experienced supervisor(s)
- ➢ Engage in various of the roles set out in section A1.2 above

A1.6 Role of the Head of School

The Head of School may from time to time assign some of their responsibilities in respect of graduate research students to a head of department or assistant head of school. All forms submitted to the Head of School should be approved within 2 weeks of submission.

The Head of School is required to:

- ➢ On the advice of the lead supervisor, confirm that the student possesses or will possess the required qualifications, or equivalent, prior to registration;
- • On the advice of the lead supervisor confirm that the programme of research work is appropriate for the level of the award
- • Confirm that provision can be made for adequate supervision and training, facilities and resources including equipment, and consumables required for the proposed research programme.
- ➢ Confirm that the student registration has been assessed and forward the PGR 1A to the College Head of Research (or nominee) for approval by College Board.
- ➢ Advise the Graduate Research School on the appointment of an advisory supervisor with the lead supervisor if required. Complete form PGR 5B [Changes in Registration Status], when it becomes necessary to make changes to the students research programme
- ➢ Participate in the assessment panel which formally reviews the annual report, attend the oral presentation and sign the PGR 2D [*Assessment of Annual Progress]*
- ➢ Participate in the formal module and progression board to consider the decisions of the annual assessment panels in the College
- ➢ Support the student's application for transfer to a higher register if appropriate;
- ➢ Support the student's application for confirmation for the PhD register if appropriate
- ➢ Endorse the three months' notice of intention to submit a PgDip (Res), MPhil or PhD thesis, form PGR 4A [*Nomination of Examiners*], including the nominations for external and internal examiners.

A1.7 Role of the College Head of Research

Each College Head of Research is a member of the College Board and therefore assists in organising the quality assurance activities for graduate research in the College, as set out in these regulations and serves as the main link with the Graduate Research School Office.

The College Head of Research is required to:

- ➢ Present to College Board for approval programmes of research work which have not received approval from external assessors or an external funding agency;
- ➢ Process applications for student registration through College Board and forward to the Graduate Research School Office;
- ➢ Co-ordinate the annual evaluation event during which the graduate student is required to present a seminar on their work to staff, fellow students and other academics;
- ➢ Compile the annual evaluation results, arrange and chair the module and progression board which is comprised of the Head of School and all supervisors.
- ➢ Provide an annual report based on feedback from students and supervisors to the College Board and Graduate Research School Office and contribute to the College Quality Action Plan.
- ➢ Table all requests for transfer to higher registers and confirmation examinations to College Board for approval and send the signed PGR 3B and PGR 3D forms to the Graduate Research School Office;
- ➢ Co-ordinate the transfer and confirmation examinations including all arrangements for the examiner, venue and documentation.
- ➢ Table all examiner nominations requests to College Board for approval and send the signed forms to the Graduate Research School Office;
- ➢ Return research plans for all students in the College to the Graduate Research School;
- ➢ Compile the results of modules for research programmes and arrange and chair the module and progression boards which are comprised of the Head of School and all supervisors.
- ➢ Work with the Graduate Research School Office in the organisation of the induction programme for new research students;
- ➢ Work with the Graduate Research School Office in the organisation of the annual research student symposium;
- ➢ Participate in the evaluation panel for applications for PhDs based on publications;
- ➢ Co-ordinate the preliminary evaluation, forward all documentation to the, and arrange one meeting of the panel to evaluate applications for PhDs based on publications;
- ➢ Process any application for a change to the research programme.

A1.8 Role of the College Board

The College Board has a range of monitoring and other quality assurance responsibilities in relation to graduate studies by research. The College Board may from time to time assign some of their responsibilities in respect of graduate research students to a member of the College or sub-committee of College Board. All forms submitted to the College Board for approval, should be approved within 2 weeks of submission.

The College Board is required to:

- ➢ Monitor the recruitment of graduate research students to the College.
- ➢ Confirm the appointment of the supervisor(s), ensure the availability of the facilities required for the research work and approve the student's acceptance on the appropriate register for graduate study by research by endorsing form PGR 1A [*Registration*]
- ➢ Advise the Graduate Research School on the appointment of an advisory supervisor with the proposing supervisor in the case of the latter not possessing experience of successfully supervising a graduate research student to graduation with an award of the appropriate level

- Confirm that the research complies with the ethical standards of DIT and other appropriate external agencies
- For candidates who wish to transfer from the MPhil to PhD register approve the nomination of transfer examiners and supervisory arrangements through completion of form PGR 3A [*Application to Transfer to Higher Register*] and forward to the Graduate Research School Board for approval.
- When the result of an annual assessment is that the student be transferred to a higher register, ensure that the appropriate supervision arrangements are put in place and adequate resources are made available, before the student is registered on the higher register
- Ensure that the results of annual evaluation and feedback from students and supervisors is included in the College Quality Action Plan
- Endorse the three months' notice of intention to submit a PgDip (Res), MPhil or PhD thesis, form PGR 4A [*Nomination of Examiners*], including the nominations for external and internal examiners.
- Note the results of examinations for awards for graduate students within the College and ensure that all successful candidates are duly invited to the conferring ceremony

A 1.9 Research Programme Committee

The Research Programme Committee is a sub-committee of the Graduate Research School Board and was established in 2011.

A 1.9.1 Role of the Research Programme Committee

The Research Programme Committee is responsible for academic quality and quality assurance in all graduate research programmes at DIT and has the following roles and responsibilities:

- Preparing the quality actions plans for all graduate research programmes
- advising the Graduate Research School Board, and as appropriate, through it, Academic Council, on matters relating to proposed or existing programme;
- developing the programme and assisting in processing such proposals through the appropriate Validation Panel with a view to securing approval of the programme
- following appropriate internal (and if necessary, external) approval, monitoring the implementation of the programme
- completing an annual monitoring report (Q5 form) for the programme
- incorporating approved modifications in the Student Handbook and Institute Information Systems
- carrying out the critical self-study of the programme and the preparation of revised documentation and other tasks in relation to the programme review;

A 1.9.2 Membership of the Research Programme Committee

The Research Programme Committee has representation from across the TU4D alliance and also includes research student representatives. Each College is represented by their Head of Research and in addition the Institutional representatives from several National PhD programmes are members of the Committee. The full membership is given below

- Head of the Graduate Research School (Chair)

- ➢ Coordinator of Graduate Research School Office (Secretary)
- ➢ Dean of the Graduate Research School
- ➢ Research Manager Institute of Technology Tallaght Dublin
- ➢ Representative of Institute of Technology Blanchardstown
- ➢ Head of School nominated by DIT Management Forum
- ➢ Head of Research from
  - o DIT College of Arts and Tourism
  - o DIT College of Business
  - o DIT College of Engineering and the Built Environment
  - o DIT College of Sciences and Health
- ➢ Experienced Supervisor nominated by relevant research committee from
  - o DIT College of Arts and Tourism
  - o DIT College of Business
  - o DIT College of Engineering and the Built Environment
  - o DIT College of Sciences and Health
- ➢ Representative of National PhD Programmes
  - o BioAnalysis & Therapeutics (BioAT) ITT Dublin representative
  - o Integrated NanoScience Platform for Ireland (INSPIRE) DIT representative
  - o Creative Arts & Media (GradCAM) DIT representative
  - o Telecommunications (TGI) DIT representative
  - o Engineering (GrepENG) DIT representative
  - o International Centre for Graduate Education in Micro- and nano-Engineering (ICGEE) DIT representative
  - o National Agri-Food Graduate Development Programme (AFGDP) DIT representative
- ➢ One student representative from each of 1st, 2nd, 3rd and 4th years from:
  - o DIT College of Arts and Tourism
  - o DIT College of Business
  - o DIT College of Engineering and the Built Environment
  - o DIT College of Sciences and Health
  - o Institute of Technology Tallaght Dublin
  - o Institute of Technology Blanchardstown

A 1.9.3 Meetings of the Research Programme Committee

The Research Programme Committee shall meet at least once each semester and at such other times as required

A1.10 Role of the Graduate Research School

The Graduate Research School is designed as the over-arching entity for the quality assurance of graduate research and to support and develop graduate education across DIT, ITB and ITT Dublin. All graduate student researchers and supervisors at the three institutions are, in addition to being registered in their own school, members of the Graduate Research School. The Graduate Research School Office provides a comprehensive support service to all members of the Graduate Research School. This service includes the marketing and promotion of graduate research opportunities, the recruitment of graduate research students, the maintenance of the graduate research registers, the administrative support for the progression and the examination of graduate research students. The Office also assists the Graduate Research School in the co-ordination of Graduate Research Education programmes, provision of events to enhance the graduate student learning experience and promotion of the achievements of the graduate research community.

A1.10.1 Terms of References of the Graduate Research School

The Graduate Research School Board has responsibility for the quality assurance of graduate research at DIT and developing and monitoring the administration of DIT's regulations for graduate studies through research. The Head of the Graduate Research School (or nominee) will act as chairperson. The Board may establish sub-committees and working parties, some of whose members may be from outside the Committee or from outside DIT, with the approval of Academic Council and Governing Body. The chairperson shall be responsible for reporting the decisions and views of the Committee to Academic Council and for transmitting the relevant decisions and views of Academic Council to the Committee.

- Advising Academic Council on matters related to graduate and postdoctoral research and development work having regard to section 11(2) (d) of the DIT Act.
- Promoting, facilitating and encouraging graduate research education within DIT, ITT Dublin and ITB
- Approving the appointment of examiners for transfer and confirmation examinations on behalf of Academic Council
- Approving the appointment of examiners for final examinations on behalf of Academic Council
- Having taken account of the views of examination panels, make recommendations for awards to Academic Council.
- Developing guidelines and procedures to assist in the allocation of internal funds for postgraduate research and development
- Monitoring DIT's graduate research programmes
- Liaising with other sub-committees of Academic Council in relation to graduate research programmes
- Liaising directly with appropriate external institutions, in matters relating to collaborative research and supervision of graduate students
- Carrying out such other functions as are considered appropriate subject to the approval of Academic Council
- Preparing and submitting an annual report on its work to Academic Council.

A1.10.2 Membership of the Graduate Research School

(Members will not necessarily be members of Academic Council)

- Head of the Graduate Research School (Chair)
- Director of Research and Enterprise, and Dean of the Graduate Research School
- Director of Academic Affairs & Registrar
- Registrar of the Institute of Technology Tallaght
- Registrar of the Institute of Technology Blanchardstown
- One DIT College Director
- DIT Head of Research
- ITT Dublin Head of Research
- ITT Head of Development
- One member from DIT Library Services
- One member from the DIT Learning, Teaching and Technology Centre
- One member of the DIT Quality Assurance Office
- Two members appointed by each DIT College Board (one should be the College Head of Research and one an active research supervisor)

- Three members appointed by ITT Dublin (one should be a Head of School and two active research supervisors)
- Three members appointed by ITB (one should be a Head of School and two active research supervisors)

- One DIT College Manager
- Four postgraduate students (one nomination from the DIT Student's Union and one PostgGraduate Research Student from each of DIT, ITT and ITB)
- One Research Centre Representative
- One Research Institute Representative
- Coordinator of Graduate Research School (in a non-voting secretarial capacity)

A1.10.3 Meetings of the Graduate Research School
The Board shall meet at least twice each semester and at other times as required.

A1.11 Guidelines for Viva Voce Examinations
The assessment of a candidate for the award of MPhil or PhD from DIT is an equally-weighted two-stage process i.e. the examiners assessment is on the basis of both the written thesis and a viva voce examination.

A viva voce examination is a systematic interview of the student by the two examiners in private session. At the viva voce examination examiners may have questions relating to the content of the thesis but may also probe the candidate's general knowledge of the discipline area. The examiners need to ensure that the work submitted is the candidates own work and that the candidate meets the criteria for the award being sought. An independent chairperson is nominated by the Graduate Research School Office from a pool of senior staff who have completed the license to chair research examinations.

Prior to the examination the chairperson should ensure that the venue is suitable and that projection and computer facilities are available. They should also ensure that water is available for all in attendance and that appropriate arrangements have been made for hospitality vis a vis the external examiner.

The chairperson should bring to the examination a copy of the current graduate research regulations, the thesis, the PGR 4C form and the expenses claim form.
Each examiner will complete an individual typewritten preliminary report on the thesis prior to the examination and will return it to the designated chairperson on the day of the examination.
The Chairperson's role is to manage and preside over the examination, ensuring that the regulations are followed and all documentation is completed and sent to the Graduate Research School Office. The Chairperson should provide advice on the regulations to the examiners and student when necessary but does not take part in any decision regarding the recommendations for the award.
A 15 minute preparatory meeting between the chairperson and the examiners should be held just prior to the examination to
- Agree the approach to the viva voce – the content and conduct
- Review the written preliminary reports
- Agree the management of post-viva paper work.

Questions at the examination should be led by the external examiner but with input where appropriate and agreed in advance by the internal examiner.

The viva voce examination may be preceded by a short presentation (max. 15 minutes) of the student's work if the student wishes.

The viva voce examination and all documentation should normally be completed within 2 hours. When the examiners have completed their questions the candidate and supervisor(s) if present should leave the room.

The examination report, which covers both the thesis and oral examination and concludes with a recommendation from the examiners must be completed immediately (within 20 mins) following the viva voce.

If corrections are required to the thesis a precise typewritten list must be provided.

The Chairperson will verbally notify the student of the recommendation (which is subject to approval from Academic Council) immediately on completion of the documentation.

The Chairperson will return the completed documents to the Graduate Research School Office.

The Chairperson will advise the external examiner on completion of expenses claim forms.

The Graduate Research School Office will ensure that external examiners are paid in line with policy.

The Graduate Research School Office will provide written notification of the result to the student, the supervisor(s) and the Head of School.

APPENDIX 2
Re-check, Re-mark and Appeal Procedures

A2.1 Re-checks

A candidate wishing to have a module assessment re-checked should make a formal request using Form PGR 5E [*Request for Assessment Re-check*] which should be returned together with the requisite fee to the Graduate Research School Office within three working days of the date the results were issued.

The re-check process shall be carried out under the direction of the relevant Head of School, and shall normally involve establishing that all attempted parts of the assessment were marked, and that no computational error occurred during the marking process or the recording of the marks. It shall also involve establishing that all answers, part-answers and/or other assessment materials have been assessed.

Where the process gives rise to a change of mark, the Head of School shall notify the Graduate Research School Office and in such instances, it shall be open to the Head of School to require that a re-check be undertaken in respect of all assessments in the module concerned. Where this course of action is deemed appropriate, the Head of School may nominate another examiner to carry out the re-check.

A2.2 Re-Marks

A candidate may seek a re-mark of a module assessment by submitting form PGR 5F [*Request for Assessment Re-mark*] together with the requisite fee to the Graduate Research School Office within five working days of the date the module results were issued or within two working days of the submission of the recheck application form.

The relevant Head of School or nominee will make the necessary arrangement for the re-marking of the assessment. In the event that the recheck gives rise to a change of mark, the Head of School shall notify the Graduate Research School Office with a view to reconvening the relevant module and progression board.

A2.3 Appeals

A2.3.1 Grounds for Appeal
The appeals process provides for appeal by a student against decisions in respect of withdrawal, transfer, annual evaluation, confirmation for PhD registration, recommendations of module and progression and examination boards or decisions of Academic Council.
  1. that the Graduate Research Regulations of the Institute have not been properly implemented;
  2. that circumstances exist which may not have been specifically covered by the Graduate Research Regulations;
  3. that there is new, attested, documented and relevant information, that was not made available for justifiable reason, and therefore not considered when a decision relating to assessment, examination or withdrawal was made.

These are the only matters which may be appealed using this process.

A2.3.2 The Graduate Research Appeals Eligibility Group and Appeals Board
The Graduate Research Appeals Eligibility Sub-Group assess appeals in respect of withdrawal, transfer, annual evaluation, confirmation for PhD registration, recommendations of module and

progression and examination boards or decisions of Academic Council received from graduate research students and determine whether there are valid grounds for appeal. The Appeals Eligibility Sub-Group will comprise three members of the Graduate Research Appeals Board including the Head of Graduate Research School as Chairperson and brings a recommendation in relation to the eligibility/ineligibility of the application to the Appeals Board.

The function of the Graduate Research Appeals Board shall be to adjudicate on an appeal against decisions in respect of withdrawal, transfer, annual evaluation, confirmation for PhD registration, recommendations of module and progression and examination boards or decisions of Academic Council.

A Graduate Research Appeals Board shall be appointed by Academic Council and shall be composed of not more than five persons from the Graduate Research School Board. The Head of Graduate Research School will act as Chairperson and a Vice Chairperson shall be appointed from within the four other members of the Appeals Board. No member of staff who has previously been involved at any earlier stage of a particular appeal shall be entitled to attend.

The Appeals Board shall meet as necessary and shall hear the appeals presented to it for that occasion and make determination thereon. All necessary information shall be processed through the Graduate Research School Office and presented in writing to the Board for each hearing.

A2.3.3 The Appeals Procedure
Step 1: An appeal must be lodged with the relevant College Head of Research on the Appeals Form (PGR 5G [*Student Appeals Form*]) within seven working days of the publication of the relevant decision/recommendation i.e. withdrawal, transfer, annual evaluation, confirmation for PhD registration, recommendations of module and progression and examination boards or decisions of Academic Council. The application must be accompanied by the appropriate fee which shall be refunded if the appeal is successful.

Step 2:The College Head of Research shall be responsible for initiating the preparation of a written report from the relevant supervisor(s) and Head of School. The form together with the written reports and other documentation to accompany the appeal shall be referred to the Head of Graduate Research School within 10 working days, who shall have responsibility for presenting them to the appellant and Graduate Research Appeals Eligibility Sub- Group.

Step 3:The Appeals Eligibility Sub-Group shall convene to determine whether there are valid grounds for appeal under the Graduate Research Regulations and shall bring a recommendation in relation to the eligibility/ineligibility of the application to the Appeals Board.

Step 4: The Appeals Board shall meet to hear all eligible appeals and shall consider all evidence (oral and written) relevant to the appeals listed for hearing. The Appeals Board may, at its discretion consult other parties where this is considered appropriate. The student shall be entitled to make submissions on his or her behalf to the Appeals Board.

The Head of School, or nominee, shall present the written report to the Appeals Board and respond to matters raised by the Board.

The appellant shall be invited to present the case in person to the Appeals Board and shall indicate on the form if she/he wishes to appear and/or be represented by a third party e.g. DITSU.

The decisions of the Appeals Board meeting in private session shall normally be formulated by consensus.

Where the Board is divided, the outcome shall be decided by a majority decision. In the event of an equality of votes the Chairperson of the Board shall exercise a casting vote.

No change shall be made retrospectively in graduate research regulations for the particular issue involved in the appeal.

The Appeals Board shall notify in writing the appellant, the Chairperson of the Graduate Research School Board, the College Director, the Head of School and the Supervisor(s) of its decision as soon as possible.

The decisions of the Appeals Board(s) shall be final and binding on the Institute and the appellant.

APPENDIX 3

Definitions and Procedures in Relation to Plagiarism

The Dublin Institute of Technology considers plagiarism to be a serious academic offence. Plagiarism is a breach of academic values, academic conventions and codes of practice. It is widely accepted within academia that in the pursuit of knowledge, innovation and creativity academics and students alike will build upon the works of others. Fundamental to this process of human inquiry and discovery is the prerequisite that all sources of information utilised should be appropriately acknowledged. This elementary precondition enables the cultivation of scholarly activities and research to progress in an open and free environment.

A3.1 Definition of Plagiarism

Plagiarism is regarded as the 'passing off' of others' work as one's own. This includes the using of others' ideas, information presented or accessed in either visual or audio formats and asking or paying another to produce work.

In short, do not:

➢ Pass off another's work as your own
➢ Ask another to do work which you claim as your own
➢ Buy or copy work from electronic sources which you claim as your own
➢ Use another's ideas as your own

Plagiarism can be either an intentional act whereby work is deliberately utilised and claimed as one's own, or it can occur unintentionally either through bad academic practice by the student or failure to inform yourself about DIT's regulations. Plagiarism is not confined to written assignments, projects or theses; it incorporates all academic work, including practical workshops, demonstrations, three dimensional work and artistic practice.

A3.2 How to Avoid Plagiarism

The best way to avoid plagiarism is to become informed. You should request information from your lecturer, examine programme writing style guides and conventions, access programme documents and consult DIT's General Assessment Regulations. Be clear about the particular referencing system of the discipline concerned, while noting that with modularisation students may study modules in different disciplines. Therefore, be sure you are using the correct referencing procedure appropriate to the discipline you are studying. Above all, clearly acknowledge all sources of information you have accessed during your work. DIT's Library Services have several useful texts on plagiarism which are both accessible and informative, and they are a good guide to referencing. Library staff provides Information Literacy sessions that include guidance on referencing and plagiarism.

Students may be asked to sign a declaration on all written assignments/theses submitted to verify that the work is not plagiarised. If such a declaration is not signed, however, students will still be subject to the regulations governing plagiarism.

A3.3 Procedure for Suspected Case of Plagiarism

A supervisor or examiner should utilise their own professional judgement in suspected cases of plagiarism to clarify if plagiarism is likely to have occurred.

Informal Resolution
In most cases where a supervisor considers plagiarism may have arisen, the supervisor will be expected to have shared their concern with the student and to have seen if a reasonable explanation (for example poor referencing) exists. Where an examiner suspects plagiarism may have occurred

her or she should contact the Chairperson of the examination panel to discuss the matter and the chairperson may liaise with the relevant supervisor and/or student to see if a reasonable explanation exists.

An informal approach as referred to above may not be appropriate in all cases.

Suspected cases of plagiarism must be dealt with having regard to the principles of fair procedures.

The process outlined below will be followed.

Formal Approach - Initial stage
If the informal approach described above fails the supervisor or the independent Chairperson of the examination panel (having received the initial report from the examiner) shall notify the relevant Head of School.

The Head of School shall inform the student of the concern and arrange a meeting within 10 working days. In attendance should be the relevant Head of School the supervisor/examiner, the student and a student representative (optional student's choice). During this meeting the student will be clearly informed of the precise nature of the concern. The student will be asked to provide clarification relating to the concern. They may also provide additional details in relation to the matter. At the end of this meeting the Head of School will consider the case (taking into account all matters raised at the meeting by each party present) and shall make one of the following academic decisions:
(i) The matter has been clarified.
(ii) To resolve the matter the student needs to resubmit the work in question.
(iii) The matter is not resolved and a legitimate concern remains that requires resolving.

If the matter is not resolved the Head of School shall promptly request the College Head of Research to move the case to Panel of Enquiry stage as provided for in Appendix 4 (Breaches of Regulations).

The student shall be promptly notified of the membership of the Panel of Enquiry.

APPENDIX 4
Breaches of Regulations

A4.1 General Principles

No student shall breach any of the regulations of the Institute and no student shall procure or attempt to procure such a breach, whether on her or his own behalf or by or on behalf of any other person.

Cheating, plagiarism, misrepresentation, bribery, falsification, personification and other forms of deception, including the possession of material in advance of an examination or assessment, whether carried out alone or with others are instances of unfair practice.

An enquiry into the circumstances relating to an allegation of breaches of the regulations shall be conducted by a Panel of Enquiry through the Dean of the Graduate Research School.

The Graduate Research School Administrator shall be responsible for administering the disciplinary procedures.

A breach of regulations constituting unfair practice may be detected:
  1. during the assessment of material for annual evaluation
  2. during the assessment of material for transfer to a higher register or confirmation for the PhD register
  3. during the assessment of material for the final award of PgDip or MPhil of PhD

The following procedures shall be followed in these instances.

A4.2 Assessment of Material

If, during the assessment of material submitted for annual evaluation, transfer, confirmation or final award a supervisor or examiner (internal or external) suspects that the student may be guilty of unfair practice which is not resolved through the procedure described in A3.3 then a written report shall be compiled by the supervisor/examiner giving details of the cause for suspicion. The report, together with all materials relating to the incident, shall be forwarded to the Head of Graduate Research School or nominee. The Head of Graduate Research School, or nominee, shall seek to have the formal enquiry procedures of the Institute invoked.

A4.3 Notification Procedures

The student, lead supervisor/examiner and Head of School shall be notified in writing through the Graduate Research School Office at least five working days in advance of a meeting of the Panel of Enquiry in relation to the following:
  1. the precise allegation(s),
  2. the entitlement to present a response either orally or in writing to the Panel of Enquiry,
  3. the entitlement to be accompanied at all hearings conducted by the Panel of Enquiry,
  4. the enquiry schedule.

The student shall notify the Graduate Research School Office of the person(s) to accompany them, and their status at a meeting of the Panel of Enquiry.

A4.4 Panel of Enquiry

The inquiry procedures shall be carried out by the Panel of Enquiry composed of:
  1. a Director from a College not involved with the research programme

2. a Head of School from a School not involved with the research programme.
3. two members of academic staff from Schools not involved with the research programme.

Note:
In cases where the student suspected of a breach of regulation is registered on a research programme leading to a joint award involving the Dublin Institute of Technology and another awarding institution, one of the two members will be from the partner awarding institution.

The quorum for meetings of the Panel of Enquiry shall be the Director together with two other members.

The Head of Graduate Research School, or nominee, shall act as secretary.

The lead supervisor responsible for the research programme or the examiner shall present a written report to the Panel of Enquiry and shall attend a hearing of the Panel of Enquiry to respond to matters raised by the Panel. A copy of this report shall be provided to the student prior to the first hearing of the Panel of Enquiry.

A4.5 Enquiry Procedure

The Panel of Enquiry shall assemble to consider the allegation(s) as soon as possible following the reporting of the incident. Each case shall be considered separately and only on the basis of unambiguous evidence available to the Panel of Enquiry.

The supervisor/examiner and the student shall be entitled to call witnesses and notice of intention in this regard shall be provided to the parties at least one working day prior to the date on which the witnesses are scheduled to attend. The student shall have the right to seek clarification of the witnesses statements.

If during the course of the proceedings the student seeks an adjournment then this may be granted at the discretion of the Panel of Enquiry. In such circumstances the duration of the adjournment shall be determined by the Panel of Enquiry.

The Panel of Enquiry alone shall adjudicate on the allegations(s) based on the written and oral submissions and shall determine the penalty to be applied. Other than the Head of Graduate Research School, acting as Secretary, no other person shall be present during the period of adjudication.

The student shall be notified in writing through the Graduate Research School Office of the outcome of the inquiry within 5 working days.

The decision of the Panel of Enquiry shall be final.

The Head of Graduate Research School shall maintain a written record of all proceedings of the Panel of Enquiry and shall hold on file all materials relating to the enquiry.

A4.6 Penalties

The Panel of Enquiry shall determine the actual penalty to be applied (if any) having regard to the seriousness of the incident and the guidelines set out in the following sections. These penalties may be applied either separately or in combination. Where the Panel has found a student to be in breach of the Regulations and before determining the penalty to be imposed, the Panel should take into account any previous breaches by the particular student. The Panel of Enquiry may, at its discretion:

1. deem the student to be innocent of the allegation(s). In such a case the relevant module and progression or examination Board shall be instructed to consider the assessment results in the normal manner;

2. issue a written warning to the student. In such a case the student may be informed that the written warning constitutes a formal record of breach of regulations;

3. deem the student to have failed all or part of the assessments for the stage or year of the programme. In such a case the Panel of Enquiry shall determine the period of time which shall elapse before the student is entitled to be reassessed;

4. determine if the student shall be ineligible for any special award of the Institute;

5. suspend the student from all activities of the Institute for a stated period; In such cases the suspension order shall be signed by the President.

6. recommend to Academic Council the expulsion of the student from the Institute. In such a case and subject to the decision of Governing Body the expulsion order shall be signed by the President.

7. recommend to Academic Council retraction of any award that may already have been approved and/or conferred.

Appeal against the decision of a Panel of Enquiry

Students have the right to appeal to the Institute Disciplinary Appeals Board against any suspension or recommendation of expulsion.

The Graduate Research School Administrator shall be responsible for administering the procedures in relation to an appeal against the decision of a Panel of enquiry.

1 A student may appeal against the decision of a Panel of Enquiry on one or more of the following grounds:

(a) substantive new evidence that was not available to Panel of Enquiry at the time of its hearing has come to hand;

(b) the Institute's procedures in relation to Breaches of Assessment Regulations were not properly followed;

(c) the penalty determined by the Panel of Enquiry is inappropriate in comparative terms with similar cases within the Institute.

2 A student shall have the right to present the case to a Panel of Enquiry Appeals Committee. Such student shall indicate in the written statement if they wish to appear and/or be represented by a third party.

3 An appeal must be lodged in a written statement to the Head of Graduate Research, or nominee, within five days of the outcome of Panel of Enquiry. The appeal must be accompanied by the appropriate fee. The written statement which should be no more than 300 words, will specify the ground(s) of the appeal and matters relevant to it. Late appeals will be considered only in exceptional circumstances.

4 The Panel of Enquiry Appeals Committee shall be comprised as follows:

(a) One Director from a College not involved with the programme. The Director shall chair the Committee.

(b) Two Heads of School from Schools not involved with the programme.

5 The Committee shall be provided with all relevant documentation that was available to the Panel of Enquiry at the time of its hearing of the case together with relevant written details in relation to the outcome of that enquiry as well as the written statement submitted from the appellant that forms the basis of the appeal.

Note:
In cases where the student wishing to appeal the decision of a Panel of Enquiry is registered on a programme leading to a joint award involving the Dublin Institute of Technology and another awarding institution, one of the two members will be from the partner awarding institution.

6 The Committee is entitled to call as a witness the Head of School in which the appellant is a student.

7 The Committee shall adjudicate on the case based on written and oral statements and shall determine whether the initial penalty shall stand or whether a lesser or a more severe penalty shall be applied.

8 The decision of the Panel of Enquiry Appeals Committee in respect of such appeals shall normally be formulated by consensus. Where the Committee is divided, the outcome shall be decided by a majority decision. In the event of an equality of votes the Chairperson of the Committee shall exercise the casting vote.

9 The decision of the Panel of Enquiry Appeals Committee shall be final and binding on the Institute and on the appellant.