

UCD College of Agriculture, Food Science and Veterinary Medicine

Structured PhD Programme Handbook (2013)



UCD College of Agriculture, Food Science and Veterinary Medicine

Guidelines for Students Commencing Structured PhD Programmes

The **UCD Structured PhD Framework** applies to all PhD students. This Handbook describes the policies and requirements that apply to all PhD students registered within the UCD Structured PhD Framework (including both students based on the UCD campus and those based off-campus). The Regulations for the Degree of Doctor of Philosophy (PhD) can be found online at: www.ucd.ie/registry/academicsecretariat/pol_regs.htm

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

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I. Supervision

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

Please refer to the UCD Policy Document *Code of Practice for Supervisors and Research Degree Students* for details on the role and responsibilities of the Research Student, Principal Supervisor, the second and additional supervisors (if any), and the Doctoral Studies Panel.

This policy document is available to download at:
www.ucd.ie/registry/academicsecretariat/docs/researchs_code.pdf

The Doctoral Studies Panel (DSP):

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

The advisers appointed to the DSP will normally have sufficient experience of supervising doctoral students and/or the relevant academic expertise required to effectively support and enhance the supervisor-student relationship. They shall normally be members of the academic staff of the University, or adjunct, visiting or affiliated academics or professionals. One of the advisers will act as the chairperson of the DSP.

Postdoctoral researchers are permitted to act as advisers on Doctoral Studies Panels; however, a maximum of one postdoctoral researcher is allowed on each DSP. A postdoctoral researcher is not allowed to act as the DSP chair or as the Principal Supervisor.

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

It is strongly recommended that each student meet with their DSP a number of times in Year 1 (*ideally at 1,3, 6 and 12 months*), three months after the stage transfer assessment (STA) and at yearly intervals thereafter. At each meeting with your DSP you should record the meeting outcomes on the templates provided in the Research and Professional Development Plan (RPDP), as discussed in the next section of this Handbook.

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

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

Other related administrative structures:

- Head of School – School of Agriculture and Food Science
- Head of School - School of Veterinary Medicine
- College of Science Graduate School
- College of Agriculture, Food Science and Veterinary Medicine Research Postgraduate Education Coordinator
- College of Agriculture, Food Science and Veterinary Medicine Research Postgraduate Education Committee

- School of Veterinary Medicine Graduate Studies Administrator, School Office
- School of Agriculture and Food Science Graduate Studies Administrator, Programme Office
- Graduate Research Seminar Coordinator

The Postgraduate Education Committee (PGEC):

The PGEC meets regularly to agree recommendations relating to student admissions, progress and programme-related issues for submission to the College of Science Graduate School Board. The PGEC also ensures compliance with the UCD PhD regulations and related policies.

The PGEC also acts to consider cases of: (a) serious problems (*e.g.* personal conflicts) between a student and her/his supervisor or other DSP members; and (b) to decide a course of action in case a student fails to satisfy any programme requirements.

II. Planning and Progress Monitoring

Research and Professional Development Plan (RPDP)

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

Your Research and Professional Development Plan will form the basis of discussions at your meetings with your supervisor and your Doctoral Studies Panel (DSP). A mandatory outcome of the meetings of your DSP is a formal record of your research and professional plans and your progress to date. Reports based on these plans will also be primary inputs to your Stage Transfer Assessment (STA), which determines whether you progress from Stage 1 to Stage 2 of the UCD Structured PhD Programme.

Templates for your Doctoral Studies Panel Meeting Record Report are available from: www.ucd.ie/pgstudy/currentstudents/rpdp. Please select the RPDP templates relevant to you according to your initial registration date.

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

School of Agriculture and Food Science:

Annette Patchett

Annette.patchett@ucd.ie Tel 01 716 7353

Programme Office, UCD Agriculture and Food Science Centre, Belfield, Dublin 4

School of Veterinary Medicine:

Maria Mulholland, maria.mulholland@ucd.ie; Tel: 01 716 6102

School Office, UCD Veterinary Science Centre, Belfield, Dublin 4

Guidelines to assist you in producing your Research and Professional Development Plan are also downloadable from www.ucd.ie/pgstudy/currentstudents/rpdp. These should be used in conjunction with input and advice from your Principal Supervisor in preparing your plan.

III. Stage Transfer Assessment (STA)

PhD Degree Programme Stages

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

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

Stage 2: Stage 2 is largely dedicated to original doctoral research (Level 5), but may also include advanced education and research and generic training. There is no restriction on the balance between these components except that the entire Structured PhD programme requires a nominal minimum of 270 credits total effort, including a nominal 240 credits original doctoral research, and that the total awardable credit for education and training modules cannot exceed 90 credits.

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

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

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

The Stage Transfer Assessment (STA) Panel

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

Exemptions

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

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

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

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

Timeline

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

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

Students located off-campus

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

Masters students transferring to Stage 2 of the structured PhD programme

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

Please note: Masters Students who intend to apply for transfer to PhD registration should also maintain an RPDP document from the start of their postgraduate programme.

The Principal Supervisor's role in the STA

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

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

- 2) It is the responsibility of the Principal Supervisor (in consultation with the Student and the STA Panel members) to organise a date, time and location for the STA.
- 3) The Principal Supervisor should define a date by which the PhD Student must submit material for consideration at the STA; this date should be decided following consultation with the Student and the STA Panel members.
- 4) The Principal Supervisor is required to submit a progress report to the STA Panel. The progress report should be a short statement on the progress of the Student during Stage 1 and a recommendation on their progression.

The Student's role in the STA

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

- 1) A time period of one hour is recommended for each student's STA interview. The interview may include a short oral presentation to the STA Panel if requested.
- 2) Students are required to complete at least one seminar presentation each year of their postgraduate studies. **If the Student has not fulfilled this requirement during Stage 1, an oral presentation shall be a mandatory component of the STA.**
- 3) The Student will provide the STA Panel with a written STA Report that should consist of the following:
 - a) A **literature review** that summarises and critically reviews the research/scientific literature relevant to the PhD candidate's research project (3,000-3,500 words). This review will provide the basis of the literature review for the Student's PhD thesis.
 - b) A draft **chapter outline** of the Student's PhD thesis (refer to the latest UCD PhD regulations for acceptable PhD thesis formats: www.ucd.ie/registry/academicsecretariat/regs_home.htm). This draft outline should not be more than two pages in length.
 - c) An **outline of research work completed to-date** (should not be more than two pages).
 - d) A proposed **future work plan** (should not be more than two pages).
 - e) If **results to-date** are available these should be summarised and included in the report (should not be more than three pages including any figures/tables).
 - f) A summary list of **taught modules** undertaken to-date should be provided. The STA Panel can provide feedback on the Student's progression with regard to taught modules, advising the Student on the type of modules that may be most beneficial to their programme of study.

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

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

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

School of Agriculture and Food Science: Annette.patchett@ucd.ie

School of Veterinary Medicine: maria.mulholland@ucd.ie

The Stage Transfer Assessment (STA)

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

- 1) Satisfactory Progress – Student should progress to Stage 2 of the UCD Structured PhD Programme.
- 2) Unsatisfactory Progress – another review by the STA Panel to be conducted within three months. The STA Panel will provide the Student with recommendations on the areas that need to be improved for the second STA process.

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

- 1) Satisfactory Progress - Student should progress to Stage 2 of the UCD Structured PhD Programme.
- 2) The Student should transfer to another graduate programme utilising, where appropriate, the credits accumulated in Stage 1 of the UCD Structured PhD Programme.
- 3) The Student should graduate with a Graduate Certificate, Graduate Diploma or Masters Degree.
- 4) The Student's registration should be terminated and the Student be awarded a certificate of credit for any module for which credit has been awarded.

Once the STA Panel has reached a final decision, the STA Panel members are required to complete and sign the *PhD Stage 1 Transfer Assessment Report* (Appendix 1). This STA report should then be circulated to the Student and the Principal Supervisor. The Chair of the STA Panel shall also complete and sign the *PhD Stage 1 Transfer Assessment Recommendation* (Appendix 2). This should then be sent to the relevant School Graduate Studies Administrator for processing. It will then be forwarded to the College of Science Graduate School Board for formal approval.

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

The decision of the STA Panel will be communicated to the Student and Principal Supervisor via the relevant School Graduate Studies Administrator. Following the STA the Assessment Panel will forward their decision and related forms to the School Graduate Studies Administrator for approval at the next meeting of the Postgraduate Education Committee. Once the PGEC approves the assessment the Student will be informed of the decision by the Graduate Studies Administrator.

Stage Transfer Assessment – Overview

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

Please note the UCD Policy on Progression in Doctoral Programmes is available at:
www.ucd.ie/registry/academicsecretariat/docs/doctoralp_po.pdf

PhD Stage Transfer Assessment: Guidelines for the Assessment Panel¹

Name of Student:

Student Number:

Title of Project:

Date of assessment:

The review focuses on two main areas:

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

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

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

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

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

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

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

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

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

7. Is the proposed study feasible and practical within the time frame?

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

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

General Comments:

Specific Actions Recommended:

IV. Candidacy Requirements

Education and Training Modules

The UCD Structured PhD Programme normally also includes additional educational and training elements, which develop the advanced knowledge, skills and competencies required for successful original research and/or the support for acquisition of generic or transferable skills.

It is recommended that, in consultation with your Principal Supervisor and your Doctoral Studies Panel, you identify the modules most appropriate to your needs as guided by your RPDP.

The core of the UCD Structured PhD Programme is a coherent programme of research, which requires that the Student successfully completes original doctoral (Level 5) research amounting to a nominal minimum of 240credits, the outcome of which makes an original and substantial contribution to knowledge. Overall, 270 credits are required for the completion of the UCD Structured PhD Programme, 240 of which must be original research. The remaining 30 credits *may* be completed through suitable accredited modules.

[Please note there is no minimum credit requirement with regard to the taught modules. The required 270 credits may be completed through original doctorate research activity only. If you are registered to a Thematic PhD Programme there may be a requirement to complete specific modules, please consult your Supervisor for further clarification.]

Students can select from the advanced modules catalogued at:
www.ucd.ie/students/course_search.htm

A PhD student may select any module from throughout the University, with the approval of the Principal Supervisor and the relevant Module Coordinator.

Information on transferable skills modules can be found at:
www.ucd.ie/graduatestudies/transferableskills.

Successfully completed transferable skills activity is recorded on the Student's academic transcript. Transferable skills workshops do not carry ECTS credits.

Guidelines for choosing taught modules:

- **Module Level:** Most PhD students will find Level 4 (Masters Level) academic and research skills modules most useful. However, a limited number of Level 1-3 modules (up to a maximum of 30 credits) may be appropriate in certain cases, particularly for inter-disciplinary research.
- **Taking Modules for Credit and Auditing Modules:** You may opt to take a taught module for credit or to audit the module. In either case, you will be expected to attend all classes and associated seminars, tutorials and practicals, unless otherwise agreed with the Module Coordinator. Taking a module for credit involves undertaking all module assessments, while auditing a module requires that you attend classes without any assessment. While modules taken for credit and modules audited are both indicated on your academic transcript, only modules taken for credit count towards the credit value of your PhD. If you would like to audit a module, please first discuss this with the Module Coordinator.

- **Module Registration:** Registering for a module is through the College of Science Graduate School. The module registration form is available to download from the College of Science website at: www.ucd.ie/science/graduate_studies/taught_modules.html. It should be returned to the Graduate School Manager – Ms Deirbhle Carroll, Sciences Graduate School, E1.09 Science Centre East. The module registration form **must** be signed by your Principal Supervisor and the Module Coordinator

If you decide, after submitting the module registration form, to withdraw from the module or to audit the module, you must inform the Graduate School Manager within **six weeks** of the commencement of the module.

Failure to withdraw from a module prior to the assessment period will result in a failing grade which will appear on your final academic transcript.

- **Modules at other Institutions:** To record registration to modules taken outside of UCD please complete the application form available below in **Appendix 3** of this document. Please submit the completed application to your School Graduate Administrator for processing through the Graduate School Board. You should also use your RPDP to record details of any courses or modules you take outside of UCD. You are advised to check with the external Module Coordinator if the module is suitable for accreditation towards the credit value of your PhD.
- **Breakdown of Credits:** The overall credit value of the UCD Structured PhD Programme consists of a minimum of 270 credits and a maximum of 360 credits in total. In addition, at least 240 of this credit total **must** consist of original doctoral research. The remaining credits may be achieved through accredited modules. **Please note: there is no minimum credit requirement with regard to the taught Module element.** Students registered to a Thematic PhD programme may have requirements to complete specific modules, please check with your Principal Supervisor.

Seminar participation

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

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

If a journal club is in operation students are required to give at least one presentation during the year at their respective journal clubs.

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

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

Health and Safety Induction Course

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

School of Agriculture and Food Science:

Paddy Reilly (patrick.reilly@ucd.ie) Tel: 01 716 7786

School of Veterinary Medicine:

Patsy Kearns (pat.kearns@ucd.ie) Tel: 01 716 6276

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

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

Internet communications

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

The online UCD Student information System (SIS)

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

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

You can use the SIS to:

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

Publications

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

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

Monitoring of candidacy requirements

Progress towards achieving these requirements, and evidence of progression on the RPDP, will be monitored by the DSP. The Student's progress will be reported to the College Postgraduate Education Committee. Where the Student fails any requirements, or the DSP considers that progress or the arrangements for supervision of the Student is inadequate, the DSP will inform the College Postgraduate Education Coordinator.

V. Applications for Leave of Absence, Extenuating Circumstances Application for Thesis Extension, Permission to Continue Registration and Policy on Withdrawal for Graduate Research Students

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

Leave of Absence (LOA)

UCD recognises that in order for a Student to successfully complete a programme of study they may need to take a leave of absence from the programme. A leave of absence is an approved extended period of time away from the programme.

The LOA Policy, a Graduate Guide to the Policy and Guide to Completing the Application form is at: www.ucd.ie/registry/academicsecretariat/loa.htm

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

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

Extenuating Circumstances Application for Extension of Thesis Submission

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

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

Application for Permission to Continue in the Programme:

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

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

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

Withdrawal

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

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

The main points include:

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

The full Withdrawal Procedure and form is available

from: <http://www.ucd.ie/registry/academicsecretariat/wd.htm>

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

School of Agriculture and Food Science:

Annette Patchett

Annette.patchett@ucd.ie Tel 01 716 7353

School of Veterinary Medicine:

Dr Maria Mulholland

maria.mulholland@ucd.ie; Tel 01 716 6102

VI. Thesis Submission

Please refer to UCD Fees for details on the relevant Thesis Submission dates, available at: www.ucd.ie/registry/adminservices/fees/thesis_submission.html

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

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

VII. Thesis Examination

Prior to thesis submission, students must have satisfied candidacy requirements and made satisfactory progress as attested by their DSP and completion of the Stage Transfer Assessment. Thesis Examination is governed by the UCD Regulations for the Degree of Doctor of Philosophy (Regulations 22 – 22.10) – available at the following link: www.ucd.ie/registry/academicsecretariat/pol_regs.htm

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

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

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

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

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

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

You will also find guidance on the Examination of the Graduate Research Degree Thesis in the Policy on Theses in Graduate Research Programmes available at: www.ucd.ie/registry/academicsecretariat/gradthesis.htm

VIII. Important Contacts

Head of School Agriculture and Food Science:

Professor Alex Evans

alex.evans@ucd.ie ; Tel 01 716 7731

Head of School Veterinary Medicine:

Professor Grace Mulcahy

grace.mulcahy@ucd.ie ; 01 716 6180

College Postgraduate Education Coordinator:

Professor David MacHugh

david.machugh@ucd.ie ; Tel: 01 716 6256

School Graduate Studies Administrators:

School of Agriculture & Food Science:

Annette Patchett

Annette.patchett@ucd.ie Tel 01 716 7353

School of Veterinary Medicine:

Dr Maria Mulholland

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Graduate School Manager:

Ms Deirbhle Carroll

College of Science, E1.09 Science Centre East

deirbhle.carroll@ucd.ie Tel: 01 716 2633

Student Adviser:

Ms Naoimh O'Regan

naoimh.oregan@ucd.ie; Tel: 01 716 6085; Mobile: 087 266 9054

www.ucd.ie/advisers

IX. Frequently Asked Questions:

Where can I get my UCD student card?

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

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

Scholarship set up involves completing a Payroll set up form and Revenue declaration form. Both are available to download from: www.ucd.ie/bursar/postaward/scholarships.html

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

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

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

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

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

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

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

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

Note: Please note you can submit your scholarship forms to the Research office *without* your PPS number and once the details are available you can update the UCD Research office.

How do I set up a Bank Account?

To set up your scholarship payments you will need an Irish bank account. To set up an account you will need to present photo ID, proof of address, and proof of your student status

which can be obtained through your SISweb account, or contact the Student Desk in the Tierney Building for further details

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

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

How do I set up a UCD Email account?

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

The UCD Student Email Policy can be found at:
www.ucd.ie/registry/academicsecretariat/docs/email_po.pdf

Where can I get my UCD Personnel number?

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

Where can I get a Payslip?

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

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

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

Do I have to register for a minimum number of Taught Modules for Credit?

Accredited modules are available to assist you in developing the knowledge and skills base required to complete your research degree in the time required. You should discuss with your supervisor which modules may be of relevance to you and complete registration as necessary.

Currently there is no minimum credit requirement with regard to the taught modules element of your research degree; however registration to relevant modules is actively encouraged to broaden your skills base and knowledge.

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

How do I register for a module?

To register for a module you must complete the module registration form signed by both you and your Principal Supervisor and return to the College of Science Graduate School, E1.09 Science Centre East.

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

If you decide to withdraw from a module you must do so within **6 weeks** of the commencement of the module. You should inform Deirbhle Carroll in the Graduate School (deirbhle.carroll@ucd.ie) of your intention to withdraw. Failure to do so will result in an NG appearing on your final transcript.

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

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

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

A candidate must submit the appropriate number of copies of the thesis to the Student Desk based on the number of members of the Examination Committee.

In general three soft bound copies are required; for the Examination Committee Chair, the Internal Examiner and the External Examiner.

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

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

It is your responsibility to ensure you submit your thesis by the appropriate submission date. If you are uncertain of the applicable date please contact your School graduate studies administrator.

Following submission UCD Assessment will consult their External Examiner nomination records. Your Principal Supervisor will nominate a suitable Examination Committee and will process the nomination through the approval procedure. Once all is in order UCD Assessment will circulate the copies of your thesis to the Examination Committee. Following this a date for the Viva Voce examination will be set.

Upon successful completion of the Viva Voce examination you will be asked to submit a final hard bound copy of your thesis to the Student Desk accompanied by a Thesis Corrections Sign off Form available in **Appendix 4** of this document. The Internal Examiner will compile a joint examination report on behalf of the Examination Committee. The signed report must be submitted to the UCD Assessment Office.

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

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

Appendix 1



An Coláiste Ollscoile, Baile Átha Cliath
University College Dublin

PhD STAGE 1 TRANSFER ASSESSMENT REPORT

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

Candidate:

Student Number:

Graduate School:

School and/or Institute:

Thematic Doctoral Programme:
(if applicable)

Principal Supervisor:

Provisional Title of Thesis:

Date of Assessment:

Supporting Documentation: **Progress Report** *(to be submitted by Principal Supervisor)*

Statement of Progress and Research Plan

Written work

Oral presentation

Interview

Portfolio

Taught modules

Other _____

Supervisor Recommendation for Transfer to Stage 2: yes no

Report (approximately 200 words):

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

Print Name _____
Chair of the Assessment Panel

Signed _____

Print Name _____
Assessment Panel Member 1

Signed _____

Print Name _____
Assessment Panel Member 2

Signed _____

Date: _____

Appendix 2



An Coláiste Ollscoile, Baile Átha Cliath
University College Dublin

PhD STAGE 1 TRANSFER ASSESSMENT RECOMMENDATION

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

Candidate:

Student Number:

Graduate School:

School and/or Institute:

Thematic Doctoral Programme:
(if applicable)

Principal Supervisor:

Provisional Title of Thesis:

Date of Assessment:

Recommendation: Progress to Stage 2 doctoral studies

Transfer to another graduate programme (please list: _____)

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

Termination of registration

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

Signed _____
Chair of the Assessment Panel

Date Recommended: _____

Signed _____
Head of School, Institute Director and/or Director of Thematic Doctoral Programme

Date Recommended: _____

GRADUATE SCHOOL BOARD APPROVAL

Signed _____
Graduate School Director

Date Approved: _____

Appendix 3

Application to take modules in an External Institution <i>Please submit completed form to the College of Science Graduate School for consideration at the Graduate School Board</i>			
Student Name		Student Number	
Programme		Year	
School		Primary Supervisor	
Module Title <i>(including module code if applicable)</i>		Name of Institution Hosting Module	
Is the student taking the module for credit or audit		Proposed credit value of the module	
How will the student register for this module <i>(please outline the registration agreement with the host University)</i>			
Will the student be liable for fees in the host University <i>(please outline any agreement in relation to fees)</i>			
How will results be reported back to UCD			
Additional Information in support of this application			

Signed _____ (Student)

Signed _____ (Primary Supervisor)

Decision of Graduate School Board _____

Credits _____

Signed _____ (GSB Chair)

Date _____

Appendix 4



THESIS CORRECTIONS SIGN OFF FORM

Candidate:

Student No:

Thesis Title:

Degree:

College

School:

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

Print Name: _____

Signed: _____
(Examiner nominated to oversee corrections)

Date: