UCD College of Agriculture, Food Science and Veterinary Medicine

Research Masters Handbook (2013)

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UCD College of Agriculture, Food Science and Veterinary Medicine

Guidelines for Students Commencing Research Masters

This Handbook describes the policies and requirements that apply to all Research Masters Students registered with the College of Agriculture, Food Science & Veterinary Medicine.

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 Research Masters Panel.

The UCD Regulations for Research Masters Degrees are available at:
http://www.ucd.ie/registry/academicsecretariat/pol_regs.htm

Please ensure you make yourself familiar with these regulations.

I. Supervision

Prior to registration, you will have already selected your primary Supervisor. In addition a Research Masters Panel will be appointed to you.

A Research Masters Panel will consist of the Principal Supervisor, together with at least two advisors. The Research Masters Panel will monitor progress against the prescribed programme of research and study on a regular basis.

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, and the Research Masters Panel.

This policy document is available to download 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. Candidacy Requirements

a) Coursework

Accredited modules are available to assist you in developing the knowledge and skills base required to complete your Research Masters in the time required.

Unless otherwise specified by your Supervisor or Research Masters Panel there is no obligation to complete a minimum number of credits through Taught Modules - it is recommended that, in consultation with your Supervisor, you identify the modules most appropriate to your needs.

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

A Research Masters 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 are recorded on a Student's academic transcript. Transferable skills workshops do not carry ECTS credits.

b) Guidelines for choosing taught modules:

- **Module Level:** Most Masters 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 contact your School Graduate Studies Administrator for a copy of the relevant application form. If completing a Research and Professional Development Plan (RPDP) you should also use it to record details of any courses or modules you take outside of UCD. You are advised to check with the external module coordinator whether or not such a module is accredited towards the credit value of your Masters.

- **Breakdown of Credits:** The Research Masters degree will be awarded only where a Student has successfully completed a programme of study of a value between 90-180 credits. Within this range, Students must complete a minimum of 90 credits of research activity. This research activity is to be undertaken at Masters level (UCD level 4). The Student, as required or recommended by their Principal Supervisor, may take taught modules relevant to their area of research or professional development. These may include additional educational and training elements which develop the advanced knowledge, skills and competencies required for successful research and/or support the acquisition of generic or transferable skills. **A programme of study and research leading to the award of a Research Masters degree may include up to but no more than 90 credits of taught modules.**

c) 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 recorded.

d) Health & 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 & 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: http://www.ucd.ie/safety/index.html

e) 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 Connect address.

f) The Student information System

The SIS Student web is used for a number of things including registering, paying fees, changing 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 your SIS to:
- Update personal information (including change of address, email etc), use the tab 'Personal Information' to update this information.
- Pay fees, use Information for Students tab and Programme Fee Account & Pay Fees
- View your Fees summary– this is important as you must ensure your fees are paid up to date in particular upon submission of your 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 Research Masters Panel membership, Thesis Title, Registration   details   etc.

g) Monitoring of candidacy requirements

Progress towards achieving these requirements will be monitored by the Research Masters Panel. The student's progress will be reported to the School Postgraduate Education Committee. Where the student fails any requirements, or the Research Masters Panel considers that progress or the arrangements for supervision of the Student is inadequate, the Research Masters Panel will inform the College Postgraduate Education Coordinator.

III. Transferring from Masters to PhD:

If you are considering applying to transfer from a Research Masters programme to the Structured PhD you will be required to complete a Stage Transfer Assessment (STA).

Full details on the STA including requirements and timeline are available in the College of Agriculture, Food Science & Veterinary Medicine Structured PhD Handbook, available to download at:

Please note if it is your intention at the starting point of your registration to initially register to a Research Masters and then apply for transfer to a PhD you must also commence a Research & Professional Development Plan (RPDP) from the start of your registration.

Full details on the RPDP can also be found in the College Structured PhD handbook and on the UCD Graduate Studies website at the following link:

http://www.ucd.ie/pgstudy/currentstudents/rpdp/

Please select the relevant templates for Students registered to Agriculture, Food Science and Veterinary Medicine.
The RPDP should be used in conjunction with input and advice from your Principal Supervisor.

IV. 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 VI 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 Research Masters Degree will not normally be less than 1 year or more than 2 calendar years for a full-time Student, and will not normally be less than 2 or more than 4 calendar years for a part-time Student.
Where a full-time student needs to register into Year 3 (or a part-time Student into Year 5) 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 Research Masters 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

V. Thesis Submission

Please refer to UCD Fees for details on the relevant Thesis Submission dates, available at:
http://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 3 soft bound copies of your Thesis to the Student desk in the Tierney Building. The form is available from:
http://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:
http://www.ucd.ie/registry/assessment/student_info/graduatestudents.html

V. Thesis Examination

Please refer to the UCD Academic Regulations for Research Masters degrees available at:

www.ucd.ie/registry/academicsecretariat/pol_regs.htm
Examination of Research Masters Theses can be found in Section 14 of the Regulations.

VI. 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:
Ms 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

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