



Academic Regulations for Postgraduate Research Degrees

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1. PREAMBLE

- 1.1 The Institute's Academic Regulations for postgraduate research degrees have been developed so as to protect the Institute's academic standards and the interests of the individual students. The regulations have been developed and guided by the Irish Universities Quality Board's (IUQB) "Guidelines for Good Practice in the Organisation of PhD Programmes in Irish Higher Education", 2nd edition (2009); the "Irish Universities PhD Graduate Skills' Statement" (2009); and HETAC's "Research Degree Programme Policy and Criteria" (2009).
- 1.2 All students¹ enrolled for a research degree are bound by these regulations and by the Institute's Student Code of Conduct.
- 1.3 These regulations are subject to change.
- 1.4 All staff and students must comply with the requirements of the IUQB Guidelines for Good Practice in the Organisation of PhD Programmes in Irish Higher Education, which has been adopted by the Institute as its Code of Good Research Practice.
- 1.5 All staff and students must comply with relevant health and safety legislation, wherever the research is being undertaken – including locations outside the Institute.
- 1.6 All staff registered for a higher degree and research students must adhere to the conditions set out in their postgraduate research agreements.

¹ For the purpose of these regulations, the term "students" refers to postgraduate research students.

2. REQUIREMENTS FOR AWARDS

2.1 AWARDS FOR MASTERS BY RESEARCH

2.1.1 This is a multi-purpose award-type. The knowledge, skill and competence acquired are relevant to personal development, participation in society and community, employment, and access to additional education and training

2.1.2 Examiners should assess and may recommend the Masters by Research award in accordance with the following general criteria; where discipline-specific standards for awards in respect of research degree programmes have been published by HETAC, these should be used instead: -

Knowledge – breadth	A systematic understanding of knowledge at, or informed by, the forefront of a field of learning
Knowledge – kind	A critical awareness of current problems and/or new insights, generally informed by the forefront of a field of learning
Know-how and skill – range	Ability to demonstrate a range of standard and specialised research or equivalent tools and techniques of enquiry
Know-how and skill – selectivity	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
Competence – context	Act in a wide and often unpredictable variety of professional levels and ill-defined contexts
Competence – role	Take significant responsibility for the work of individuals and groups; lead and initiate activity
Competence – learning to learn	Learn to self-evaluate and take responsibility for continuing academic/professional development
Competence – insight	Scrutinise and reflect on social norms and relationships and act to change them
Progression and Transfer	Demonstrate capability to progress to programmes leading to a Doctoral Degree (Level 10), or to another Masters Degree or to a Postgraduate Diploma (Level 9)

2.2 DOCTORATE AWARDS

2.2.1 The purpose of this award relates to the knowledge, skill and competence acquired, that are relevant to personal development, participation in society and the community, employment, and access to additional education and training.

2.2.2 To qualify for the award of the degree of Doctor of Philosophy (PhD), either by the traditional route or by Portfolio/Composition, candidates must satisfy the examiners that their thesis and their defence of the thesis in a compulsory *Viva voce* examination meet the criteria below.

2.2.3 A satisfactory thesis must:

- a) embody the results of research which make a distinct contribution to scholarship and afford evidence of originality as shown by the discovery of new facts, the development of new theory or insight or by the exercise of independent critical powers; and
- b) be of a standard which could be published, either in the form of articles in appropriate peer-reviewed journals or as the basis of a book or research monograph which could meet the standards of an established academic publisher; and
- c) provide evidence that the candidate is capable of pursuing independent research in the field of study and of exercising critical judgement; and
- d) be written to a standard acceptable for academic and professional communication.

2.2.4 To satisfy the examiners in the oral examination, the candidate must defend the contents of the thesis and be sole author of the work, demonstrate an understanding of research methods appropriate to the chosen field and show adequate knowledge of the literature of the subject and of the work of other scholars in the field. Examiners should assess and may recommend the award of Degree or Doctor of Philosophy in accordance with the following general criteria; where discipline-specific standards for awards in respect of research degree programmes have been published by HETAC, these should be used instead: -

Knowledge – breadth	A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of a field of learning
Knowledge – kind	The creation and interpretation of new knowledge, through original research, or other advanced scholarship, of a quality to satisfy review by peers
Know-how and skill – range	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
Know-how and skill – selectivity	Respond to abstract problems that expand and redefine existing procedural knowledge
Competence – context	Exercise personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent contexts
Competence – role	Communicate results of research and innovation to peers; engage in critical dialogue; lead and originate complex social processes.
Competence – learning to learn	Learn to critique the broader implications of applying knowledge to particular contexts
Competence – insight	Scrutinise and reflect on social norms and relationships and lead action to change them

3. GOVERNANCE

3.1 The Institute's Academic Council is responsible for all matters that relate to graduate research degrees.

3.2 The Institute has established Graduate Research Programme Boards (GRPB) in each of its four academic schools which consist of the Head of School, relevant Heads of Department and all staff currently supervising students and a student representative. The Graduate Research Programme Board:

- a) Reviews and recommends for approval all new applications for registration to research degree programmes;
- b) Nominates external examiners to the Academic Council; ²
- c) Approves internal examiners for final examination,
- d) Nominates and approves external examiners for the PhD transfer process;
- e) Reviews the annual assessment reports and approves the annual renewal of registrations;
- f) Reviews and recommends for approval applications for transfer between postgraduate degree registers;
- g) Ensures all students adhere to the Institute's regulations in relation to research training;
- h) Submits all relevant documentation to the Registrar's Office and,
- i) Undertakes any other function contained in these regulations.

3.3 The Graduate Research Programme Board communicates their decisions in relation to registration, transfer and examination to the Registrar's Office and shall in addition provide annual candidate update reports to the Registrar's Office, which will monitor these reports for quality assurance purposes. It is recommended that the Graduate Research Programme Board should meet at least once a Semester.

3.4 The School Graduate Research Programme Board may decide for the purpose of effective and competent decision making to form sub-committees and to delegate functions to these sub-committees. The School Graduate Research Programme Board has the final responsibility for any decision taken by its sub-committees.

3.5 The Research and Graduate Studies Office has the following responsibilities:

- a) Professional development of graduate research students, Research Assistants and Post-doctoral Researchers through the development and delivery of generic transferable skills modules appropriate to their needs for research and career development

² Extern examiners shall be nominated by the Graduate Research Programme Board and approved by the Academic Council. All correspondence with extern examiners shall be conducted through the Registrar's Office.

- b) Development and implementation of Institutional policies, procedures and regulations concerning postgraduate research
- c) Promotion, recruitment and on-going support of potential postgraduate researchers, Research Assistants and Post-doctoral Researchers
- d) Representing the Institute on appropriate external bodies in relation to graduate studies

3.6 The Registrar's Office has the following responsibilities:

- a) Registration of postgraduate research students
- b) Quality assurance of Graduate Research Programme Boards
- c) Pastoral support
- d) Examination of students and management of the appeals process.

4. QUALIFICATION REQUIREMENTS

- 4.1 All applicants are normally required to possess a minimum of a second class honours degree at level 8 or an equivalent qualification in terms of knowledge, skill and competence in order to be considered for admission to a research degree register.
- 4.2 In exceptional circumstances applicants who hold recognised academic qualifications determined to be at least equivalent to the above may be considered. Prospective applicants with a recognised professional qualification (which requires experience and work achievement) and which testifies to the possession of the required knowledge, skill and competence for admission may also be considered.
- 4.3 Normally, admission to the Doctoral Register is confined to students who have been admitted at least 12 months previously to the Master's Register (18 months in the case of part-time students) and whose transfer to the Doctoral register is recommended by the PhD Transfer Examination Board.
- 4.4 Direct entry to the Doctoral register may be possible if the applicant's academic achievement is such as to merit direct progression. Such achievement may include but is not limited to:
 - a) Level 9 qualification in a cognate discipline
 - b) Significant relevant experience
 - c) Proven track record in the research area.
- 4.5 Students holding academic qualifications from outside the State will be assessed using the NARIC guidelines and the European Framework of Qualifications.
- 4.6 Students, whose first language is not English, must demonstrate a minimum proficiency in English at 6.5 (or greater if considered necessary by the Graduate Research Programme Board) on the IELTS scale or equivalent in order to ensure that there is no language barrier between research student and supervisor, which might hinder the research activity at the outset, and that the student is capable of providing written work, as and when required.

- 4.7 Students, whose first language is not English, but who have attained their primary degree through the medium of English, are not subject to the above requirement

5. SUPERVISION

- 5.1 Research supervision is central to the successful completion of postgraduate research work. The supervisors play a key role in designing the research project, guiding the postgraduate student in their work, maintaining the general direction of the research, setting and maintaining appropriate targets and academic standards along with preparing the student for submission of their final thesis for examination.
- 5.2 Every registered student in the Institute must have a supervisory team which is normally composed of a principal supervisor and at least one co-supervisor. The co-supervisor may, if appropriate, be from a different School or institution to the one in which the student is working.
- 5.3 In certain cases an additional mentor supervisor may be appointed to support the supervisory team
- 5.4 Senior lecturers, lecturers, assistant lecturers and postdoctoral fellows are all eligible to be considered for appointment as research supervisors.
- 5.5 All supervisors must be appropriately qualified and have undergone the Institute's supervisory training programme. All supervisors shall participate in support and refresher training relevant to their experience.
- 5.6 All members of the supervisory team will be active scholars and researchers currently engaged in research in the relevant discipline(s), so as to ensure that the direction and monitoring of the student's progress is informed by up-to-date subject knowledge and research developments.
- 5.7 At least one member of the supervisory team should have a contract in the Institute for the duration of the proposed programme of study
- 5.8 The total research supervisory commitments of the proposed supervisor(s) should be taken into account by the relevant Graduate Research Programme Board when appointing supervisor(s).
- 5.9 If for any reason a change of supervisor(s) is required during the period of the research, the above procedures apply to the appointment of the new supervisor(s). Changes in the supervisory arrangements must be made normally through an agreement between the supervisor(s), the student and the proposed supervisor(s) and the Head of the Department and must be submitted to the Graduate Research Programme Board for approval.
- 5.10 The responsibilities of the supervisor(s) are:
- a) To provide guidance and advice to the student regarding the research project and the standard expected on an on-going basis
 - b) To establish and maintain a timetable for the research with the student
 - c) To provide contact and guidance through regular meetings with the student maintaining a record of such formal meetings

- d) To assess on an on-going basis the training needs of the student in both discipline- specific and generic transferable skills through the conducting of a skills audit
- e) To ensure the student receives the required training
- f) To formally monitor the student's progress during the course of the research programme whilst ensuring that the student is aware of any inadequacies of progress or standards
- g) To make recommendations on requests for transfer to a higher or lower register
- h) To advise on the format and the methodology of the thesis as well as the examination process
- i) To formally acknowledge the contribution of the student in any presentation or publication involving the student's work

5.11 Categories of Supervisor:

5.11.1 Principal Supervisor

In addition to the roles in section 5.10 the Principal Supervisor is responsible for the overall management of the project. In order to act in the role of Principal Supervisor, the supervisor should meet the following requirements:

- a) Be a member of the staff of the Institute
- b) Have academic qualifications at least at the level of the award being sought by the candidate in the broad discipline area of the proposed research project.
- c) Have experience and demonstrated ability to supervise at least one research student to completion at the appropriate level at a recognised academic institution.
- d) Be research-active and have a demonstrable track record in the relevant research field

Where a proposed Principal Supervisor does not satisfy all the requirements laid out above, a Mentoring Supervisor must be appointed to supervise on the programme.

5.11.2 Co-Supervisor

In order to act in the role of Co-Supervisor, a supervisor will:

- a) Be a current or former member of staff of a recognised Higher Education Institute.
- b) Have academic qualifications at least at the level of the award being sought by the candidate in the broad discipline area of the proposed research project.
- c) Have experience and demonstrated ability to supervise research students at the appropriate level at a recognised academic institution
- d) Be research-active and have a demonstrable track record in research.

5.11.3 Mentoring Supervisor

The Graduate Research Programme Board may appoint an additional mentoring supervisor on a research programme where either the Principal Supervisor and/or Co-supervisor do not meet the required criteria laid out under sections 5.11.1 and 5.11.2. In order to act as a Mentoring Supervisor it must be demonstrated that he/she has the prerequisite experience within the

discipline area proposed and that s/he meets all of the criteria for the approval of a Principal Supervisor or Co-supervisor as outlined in sections 5.11.1 and 5.11.2.

5.12 The responsibilities of the student are:

- a) To conduct the research in a professional and ethical manner according to the Institute's standards
- b) Become familiar with the Institute's regulations and guidelines on research degrees and any relevant departmental guidelines
- c) Follow relevant codes of behaviour and practice
- d) Make satisfactory progress
- e) Maintain regular contact with their supervisor(s)
- f) Keep accurate and adequate records on all relevant aspects of the project and prepare reports on progress as required and on time
- g) Work sufficiently and effectively on the research project and keep – in so far as it is feasible – to agreed deadlines
- h) Acquire necessary specialist and generic skills as agreed with the supervisor and as required for the project and the preparation of the thesis

5.13 Students and their supervisors are advised to resolve any disputes/grievances which may arise between them during the course of the student's registration in an informal fashion prior to invoking the Institute's formal grievance or complaints procedure.

5.14 When this is not possible the matter should be referred to the relevant Head of Department. In cases where the Head of Department is part of the student's supervisory team, the matter should be referred to the relevant Head of School.

5.15 If the matter is not resolved it should be referred in turn to the relevant Head of School and then the Registrar. If the matter cannot be resolved in this manner then it is the right of either party to invoke the formal complaints procedure.

5.16 The Institute encourages external research collaboration and as a result during the course of their research degree students may have the possibility of undertaking part of their research programme outside of the Institute. In all such cases, students must first seek permission through their supervisor(s), and from the Chair of their Graduate Research Programme Board, to spend part of their research programme outside of the Institute. For short-term visits defined as being less than 6 months the Graduate Research Programme Board can grant permission for such visits once they are satisfied that suitable arrangements exist for the support and supervision of the student at the external location. For longer term visits, defined as being greater than 6 months, permission must be sought by the student from the Registrar's office through the Graduate Research Programme Board.

6. ADMISSIONS AND REGISTRATION

6.1 All recruitment of research students is conducted through the Research and Graduate Studies Office in conjunction with the relevant Head of Department.

6.2 In accordance with the DKIT Access Policy, the Institute welcomes and encourages applications from all suitable students, and does not discriminate on the grounds of gender, family status, marital status, sexual orientation, religious belief, age, disability,

race or membership of the Traveller Community. It is committed to improving the range of services and facilities available to support them.

- 6.3 All candidates will be invited to submit applications to register through the respective academic department in which they will be conducting the research.
- 6.4 Heads of Department are responsible for ensuring that adequate supervision and sufficient resources are in place in their Department to support the student.
- 6.5 It is the responsibility of the supervisory team to submit the student's application for admission, in consultation with the student, to the relevant Graduate Research Programme Board
- 6.6 In considering applications, the following shall be taken into account by the Graduate Research Programme Board:
 - a) The applicant's academic qualifications
 - b) the applicant's equivalent and/or professional qualifications for which the following procedure applies. In considering an applicant in this category, the Board shall look for evidence of the candidate's ability and background knowledge in relation to the proposed research. Professional experience, publications, written reports or other appropriate evidence of accomplishment shall be taken into consideration.
 - c) Whether the proposed programme of research can be studied to the depth required to obtain the postgraduate research degree
 - d) The likelihood that the proposed research programme can be completed within the designated time frame
 - e) The experience of the proposed supervisory team
 - f) The availability of the necessary resources within the sponsoring School
 - g) The project's funding arrangements
 - h) The adherence of the research project to the relevant Institute ethical guidelines
- 6.7 All applications approved by the relevant Graduate Research Programme Board are then lodged with the Registrar's Office. The Registrar or his/her nominee must ensure the application complies with these Regulations and forward such applications to the awarding body. The Registrar's Office informs the student when the application is approved and invites the student to register and informs the Chair of the Graduate Research Programme Board, the Head of Department, the Supervisors and the Research and Graduate Studies Office of the approval.
- 6.8 Successful students will be required to register within the Institute and pay the appropriate fees
- 6.9 The right to admit students to the Research Degree Register rests with the relevant awarding body. The Registrar is responsible for the submission of all Institutional admission applications to the awarding body.
- 6.10 Where an application is unsuccessful the decision may be appealed through the Institute's appeals process

- 6.11 All students must register at the start of their research programme and at the beginning of every subsequent academic year. Registration in the second and subsequent years is subject to satisfactory progress.
- 6.12 Students may not normally register for any other programme of study, at this or at any other institution, while they are registered as students. In exceptional circumstances, and only with the agreement of the supervisor(s), the Head of the Graduate Research Programme Board may grant such permission, normally for a short fixed period of time.
- 6.13 Registration may be on a full-time or a part-time basis. For the purposes of assessing the status of research students, the term 'year' means a consecutive 12-month period, normally running from the start of the academic year in September.
- 6.14 A student who has registered for a particular year as on a full-time or part-time basis must apply through his/her supervisor(s) to the Graduate Research Programme Board for permission for any change in registration during that year.

7. TIME FOR COMPLETION

Masters Research Programme

- 7.1 Students can register either on a full-time or part-time basis. The normal duration for full-time students on a masters research programme is two years. Normally full-time students may not submit a thesis within their first year of study. The Graduate Research Programme board may grant a time extension of up to an additional one year for thesis submission. Under exceptional circumstances an extension beyond three years may be granted.
- 7.2 The normal duration for part-time students on a masters research programme is four years. Normally part-time students may not submit a thesis before two years. The Graduate Research Programme Board may grant a time extension of an additional one year for thesis submission. Under exceptional circumstances an extension beyond five years may be granted.

PhD Research Programme

- 7.3 Students can register either on a full-time or part-time basis. The normal duration for full-time students on a PhD research programme is three years whereas the normal completion time for students registered on structured PhD research programmes is four years. Normally full-time students may not submit a thesis before three years. The Graduate Research Programme Board may grant a time extension of up to an additional two years for thesis submission. Under exceptional circumstances an extension beyond five years may be granted.
- 7.4 The normal duration for part-time students on a PhD research programme is five years. Normally part-time students may not submit a thesis before three years. The Graduate Research Programme Board may grant a time extension of an additional two years for thesis submission. Under exceptional circumstances an extension beyond seven years may be granted.

8. TERMINATION OF REGISTRATION

- 8.1 The termination of a student's registration can only be sought from HETAC by the Registrar through the submission of a written request. Advice on this matter can be sought from the relevant Graduate Research Programme Board by the Registrar.
- 8.2 The grounds for termination of registration may include an instance where:
- a) The student is in breach of Institute Regulations
 - b) The student is in breach of the Institute's Code of Conduct for Researchers
 - c) The student is in breach of their signed postgraduate research agreement
 - d) A student's registration has lapsed beyond the time period allowed for completion of the appropriate postgraduate degree programme
 - e) The Registrar upholds a request for termination by the Head of Department, supported by the Chair of the relevant Graduate Research Programme Board, due to unsatisfactory progress by the student, after due process has been followed, taking fully into account any representations or appeal by the student or his/her representative.
- 8.3 A request for termination of registration may be a suggested outcome from the annual assessment process. Alternatively, such a request may be considered at any time during the project as appropriate.
- 8.4 All students will be informed that if any of the grounds listed under 8.2 a) to 8.2 e) were to apply, their registration may be terminated by letter to his/her contact address. The outcome of the termination process will be communicated to the student, Principal Supervisor, the relevant Head of Department and the Chair of the relevant Graduate Research Programme Board.
- 8.5 Any appeals against deregistration must be lodged with the Registrar within ten working days of the date of issue of the deregistration notice.

9. WITHDRAWALS AND EXTENSIONS

Withdrawal by the student

- 9.1 In the event that a student wishes to withdraw either permanently or on a temporary basis from their postgraduate research degree they are first encouraged to discuss this with their supervisor(s) on an informal basis
- 9.2 The student should formally notify in writing their supervisor(s), Head of Department and Chair of the relevant Graduate Research Programme Board that they wish to withdraw from their postgraduate research degree. The withdrawal of the student from the programme is noted at the next Graduate Research Programme Board.
- 9.3 The Chair of the relevant Graduate Research Programme Board then notifies the Registrar, who notifies HETAC of the withdrawal of the student.
- 9.4 In the case of a temporary withdrawal the Graduate Research Programme Board may, on request by the student, permit the student to withdraw temporarily from their research programme for a period of up to one year at a time.

- 9.5 Before granting such permission, the Board will seek confirmation that the student's funding body (where applicable) has agreed to a period of temporary withdrawal. The Board may authorise a temporary withdrawal where the funding body has turned down the request, but will advise the student that temporary withdrawal may lead to the loss of his or her funding.
- 9.6 A period of temporary withdrawal agreed under 9.4 above does not count as part of the time allowed by the Institute for completion, and the student is not liable for any fees for such an agreed temporary withdrawal.
- 9.7 Students must seek permission, as far in advance as possible, to withdraw temporarily or to extend a period of temporary withdrawal. Applications must be made in writing to the Graduate Research Programme Board through the student's Principal Supervisor.
- 9.8 A student who does not re-register at the appropriate time and who does not seek permission to withdraw temporarily shall be deemed to have withdrawn from the Institute. A student who is dissatisfied with such a ruling can appeal to the Postgraduate Appeals Committee.

Extension of Time for Thesis Completion

- 9.9 Students can formally request a time extension to submit their thesis. However students are first encouraged to discuss their intentions with their supervisor(s) informally
- 9.10 Extension of time to complete a thesis may only be granted with the agreement of the Registrar, in consultation with the Supervisor(s), the Chair of the relevant Graduate Research Programme Board and HETAC. The extension of time will only be considered under exceptional circumstances, e.g. prolonged illness or other personal circumstances.
- 9.11 If the permitted registration period has passed the student, in conjunction with their supervisor(s), must complete the HETAC form "Application for Re-Admission to Postgraduate Register" and submit it to the Registrar for consideration.

10. INDUCTION AND TRAINING

- 10.1 All students are required to undergo a formal Institute induction programme and must comply with any additional induction arrangements that apply in their respective academic school, department and/or research centre.
- 10.2 All students must undertake a training needs analysis upon commencement, and annually, in conjunction with their supervisory team. Part of this process shall involve the development of a training plan specific to the student's needs being agreed between the student and the supervisor(s). The plan should detail both the specialist and generic "transferable" skills required by the student so as to underpin their research career development during their research programme.
- 10.3 The provision and monitoring of the effectiveness of such training is arranged at Departmental/School level and by the Research and Graduate Studies Office. It is reviewed as part of the student's formal progress monitoring.
- 10.4 Students shall comply with the Institute's training requirements, the training requirements of their funding body and any specific training specified

11. SUPERVISORY TRAINING

- 11.1 It is the responsibility of the Head of School to ensure that all new and accredited research degree supervisors receive the appropriate level of training as required
- 11.2 Through the Research and Graduate Studies Office a continuing professional development programme in research supervision is offered to all new and experienced supervisors.
- 11.3 All new supervisors must complete the Institute's research supervision training prior to acting as part of a research supervisory team.

12. ASSESSMENT

ANNUAL PROGRESSION

- 12.1 The formal monitoring of a student's progress is important for the successful completion of the student's postgraduate programme of study and is the responsibility of both the student and supervisor.
- 12.2 All research students are subject to annual progress monitoring through completion and submission of the Institute's annual progress report
- 12.3 Registration at the beginning of each academic year is dependent on the submission of a satisfactory annual progress report
- 12.4 The first formal review will be completed within 12 months of the student's first registration. Subsequent reviews will take place at annual intervals throughout the period of registration. The Graduate Research Programme Board may specify more frequent reviews at its discretion.
- 12.5 All supervisors shall sign the progress monitoring form. The supervisor(s) shall show the student the completed Section B and their recommendation, and shall then submit the completed form to the Graduate Research Programme Board .
- 12.6 Where a recommendation is unfavourable, the student and the supervisor(s) shall be invited to appear separately before a Subcommittee of the relevant Graduate Research Programme Board before the recommendation is confirmed. An unfavourable recommendation is defined as one that downgrades or discontinues the student's registration, or that proposes that a student who wishes to upgrade to PhD status be not allowed to do so. The Subcommittee makes its recommendation to the Graduate Research Programme Board who shall then confirm its decision to the student and the supervisor(s) in writing.
- 12.7 If the Graduate Research Programme Board decides, in any circumstances , not to endorse the supervisory recommendation, the supervisor(s) shall be given the opportunity to make representations to the Board before a final decision is reached.
- 12.8 A student who is dissatisfied with the outcome of the progress monitoring exercise may appeal to the Postgraduate Appeals Committee, following the procedures set out in Section 19 below.
- 12.9 A supervisor who has concerns about a student's progress should bring this to the immediate attention of both the student and the Chair of the Graduate Research

Programme Board without waiting for the next formal progress monitoring exercise to take place.

PH.D. TRANSFER PROCESS

12.10 For all graduate research students wishing to transfer from the Master's Register to the Doctoral Register a formal application must be made, through their respective Graduate Research Programme Board (GRPB), to the Institute's Registrar. This request can only be made following the formal recommendation from the student's supervisory team and in consultation with their sponsoring Department. Where the student has not been recommended for transfer then the student can appeal the decision through the appropriate registration appeals process

12.11 Graduate research students registered on the Research Masters programme are eligible to transfer to the PhD register as follows:

- a) Full-time students: not less than 12 months and normally no more than 28 months from first registration for research;
- b) Part-time students: not less than 18 months and normally no more than 36 months from first registration for research.

12.12 All graduate research students wishing to transfer to the PhD register are required to undergo examination by a PhD Transfer Examination Board. This involves the following:

- a) Submission of a Transfer Report (double-spaced and not normally more than 50 A4 pages in length) or an equivalent discipline-specific submission, to their Supervisory Team. This is then reviewed by an appropriate independent external expert in the relevant field of study. The structure of the Transfer Report should be as follows:
 - Review and discussion of the research work already undertaken since initial registration, together with a comprehensive list of references.
 - An outline of the proposed PhD research project, set in the context of relevant research in the field, with appropriate targets and milestones, and a timescale for its completion.
- b) Statement by the supervisors confirming that they consider the candidate's proposed research programme is viable for the award of a PhD and that the candidate has made sufficient progress to justify transfer.
- c) Examination by *Viva voce* at a PhD Transfer Examination Board.

12.13 The supervisory team must nominate an independent external expert to the relevant GRPB for consideration and approval. This nomination must be made at least 4 weeks in advance of the proposed transfer process.

12.14 The independent external expert may have been already approved as an external examiner for other research degree programmes. If not they must meet the following criteria:

- a) Possess a PhD or an equivalent qualification in the relevant field;
- b) Have recently supervised at least one PhD graduate student to completion as the lead supervisor;
- c) They must be research active and possess the required expertise in the research area of the proposed transfer request

12.15 This external examiner cannot participate in the final PhD oral examination

12.16 The Chair of the GRPB, in consultation with the supervisory team, convenes the PhD Transfer Examination Board, which consists of:

- The independent external examiner
- Chairperson (Chair of the GRPB or his/her nominee). The role of the Chairperson is to ensure that the Institute's regulations on PhD transfer are adhered to.

The PhD Transfer Examination Board is attended by the graduate student and their supervisory team and the examination takes the following structure:

1. The student gives an oral presentation to the Examination Board describing the work presented in their Transfer Report;
2. The Examination Board then orally examines the student in a *Viva voce*.

The role of the Examination Board is to determine if the graduate student's research programme is suitable for a PhD and to assess the student's capacity for completing the programme. The Board can recommend one of the following options:

- a) Student can transfer to the PhD Register
- b) Student can resubmit an updated Transfer Report (based on recommendations by the examiners) and re-present for a second *Viva voce* normally no later than 6 months after the original examination date
- c) Student should remain on the Master's Register.

12.17 It is possible for the PhD Transfer Examination Board to examine the student by *Viva voce* using video conferencing or other electronic facilities, if this is more convenient for the external examiner, hence avoiding their need to travel.

12.18 Where the examination recommends the student for transfer, the student and supervisors must complete and submit the following forms to the relevant Graduate Research Programme Board:

- a) HETAC Application for Transfer to Doctoral Register form
- b) Report from the Chair of the PhD Transfer Examination Board
- c) Resource Declaration Form: The Head of Department should carry out a review of the supervisory arrangements and availability of accommodation to ensure that:
 - The Supervisor(s) will continue to be available to supervise the project for the extended duration of the new level of award.
 - The Supervisor(s) meet(s) the criteria to supervise to at the higher level of award.
 - The Department has the facilities required for the extended programme to be completed.

After receiving the completed forms, the Chair of the GRPB convenes a meeting to discuss the proposed transfer.

12.19 Where the GRPB endorses the findings of the PhD Transfer Examination Board the GRPB then sends all relevant documentation to the Registrar, who then forwards it to the awarding body for approval. The decision of the awarding body is final.

12.20 Where the GRPB does not endorse the findings of the PhD Transfer Examination Board then the Chair of the GRPB communicates this in writing to the student outlining the reasons for not approving the transfer. The Chair also informs the student that they should remain on the Master's Register.

12.21 Where the student has not been recommended for transfer by the Institute then the student can appeal the decision through the appropriate appeals process.

INTENTION TO SUBMIT FOR EXAMINATION

12.22 The student and their supervisor through their respective Graduate Research Programme Board, must give written advance notice to the Registrar's Office of their intention to submit the thesis. The completed thesis must be submitted for examination at least three months before an Examination Board (i.e. before the end of December for consideration by the March Examination Board and before the end of May for consideration by the September Examination Board. Theses submitted outside the time-frame indicated above cannot be considered for assessment by external and internal examiners, since an award cannot be approved in time for the subsequent autumn conferring. A candidate who fails to submit the thesis by the notified date must inform the Graduate Research Programme Board of a new date of submission, after consultation with their supervisor.

The candidate shall specify the title of the thesis when giving notice of intention to submit. The title may not be changed thereafter, except with the permission of the Graduate Research Programme Board.

12.23 In cases of a disagreement between the student and their supervisor(s) regarding the appropriateness of submitting the thesis for examination, the matter is referred to the Graduate Research Programme Board for resolution.

12.24 In no circumstances should the thesis be sent directly to the examiners by either the student or the supervisor(s).

12.25 A candidate must be fully registered as a research student, with fees paid, in the academic year during which the thesis is submitted.

13. THESIS FORMAT

13.1 The thesis must normally follow the format outlined below

A thesis must:

- Consist of the candidate's own account of his/her research.
- Demonstrate knowledge and understanding of the field of study.
- Include critical analysis of related work.
- In the case of a PhD thesis, constitute a significant contribution to existing academic knowledge.
- Contain work which has been conducted while the candidate has been registered as a research student at DKIT.

Traditional PhD Thesis:

The traditional PhD thesis presents the research undertaken by the candidate as an integrated whole. It should include:

- An introduction.
- Critical analysis of existing research.
- In-depth discussions of the methodological approach taken by the candidate
- Presentation, and critical analysis, of the findings of the research undertaken by the candidate.
- A substantive conclusion which indicates scope for further research arising out of the candidate's research.
- The maximum word length, including bibliography and notes, is 90,000. Any appendices included in the thesis remain outside the word limit.
- A variety of media may be used to support/inform research work - e.g. CDs, DVDs, websites, photographs, and emerging technologies.
- The order in which these components are presented, and the nature of any additional written work, will vary from discipline to discipline.

In addition there will be the customary title page, lists of contents, tables, figures etc. and an Abstract of no more than 300 words, as described in Section 13.7 below.

Candidates who are registered for a structured Ph.D. format follow this exact same procedure in relation to their thesis.

PhD by Portfolio/Composition:

A candidate may submit:

- A portfolio of compositions.
- An accompanying commentary of no less than 20,000 words in length detailing the research questions addressed through the medium of composition.

The thesis as a whole should demonstrate artistic skill and originality.

13.2 All doctoral theses are examined under the same conditions and through the same processes of independent examiners and a *Viva voce* examination.

13.3 The student should provide the Registrar's Office with one soft-bound copy of the thesis for each examiner as well as a soft-bound copy for the supervisor(s) and the proposed Chair of the *Viva voce* examination. The binding is deemed to be temporary pending completion of the examination process.

13.4 On completion of the examination process, one additional copy of the thesis shall be submitted in electronic format to the library. It shall be subject to the regulations as to format, except where those apply specifically to physical properties of the print copies. In all other respects the electronic copy shall contain exactly the same content as, and be an exact surrogate of, the print copy.

- 13.5 The candidate will be required to sign a declaration form confirming that an e-version of the approved thesis has been submitted to the Library. The completed form must be submitted to the Registrar's Office with the two hard-bound print copies of the thesis.
- 13.6 The language of the thesis shall normally be in English or Irish. Other languages shall require the approval of the relevant Graduate Research Programme Board. This approval should be sought at initial registration.
- 13.7 The thesis shall:
- Be bound within boards of sufficient rigidity to support the work when it is standing upon a shelf.
 - Have the following information on the front
 - (board) cover: - the title of the thesis in at least 24pt
 - (8 mm) type - the initials and name of the candidate
 - the award for which the thesis is submitted e.g. MA, MBS, MSc, MEng, Professional Doctorate, PhD
 - the year of submission
 - The subject area must not be stated; the reference should be to, for example, - 'PhD', not 'PhD in xxxx'.
 - Have the same information (excluding the title of the thesis) printed in the same order in at least 24 pt (8 mm) type along the spine of the cover in such a way as to be easily legible when the thesis is lying flat with its front cover uppermost. All lettering on the cover and the spine shall be gold in colour and clear of any graphic design.
 - Be printed, typewritten or otherwise reproduced on one side only of good-quality white A4-sized paper (210mm x 297mm), with a minimum font size of 11, doubly or one-and-a-half spaced, with a left-hand margin at the binding edge of not less than 40mm and all other margins not less than 20mm.
 - Pages must be numbered consecutively throughout the text, including those pages incorporating photographs or diagrams which are included as whole pages.
 - Where the thesis consists of more than one volume, the pagination should indicate the Arabic number of the volume as well as the page number referring to the volume.
 - Page numbers should be located centrally at the bottom of the page and about 10mm above the edge of the page
 - Appendices should be named alphabetically, and each appendix paginated consecutively but separately from the main text and from the other Appendices.
 - Contain a title page with the following information:
 - a) the full title of thesis, and subtitle, if any, and qualifications, if any, of the
 - b) candidate
 - c) the award for which the work is submitted
 - d) the name of the Institution, the supervisor/s and the School with which the

- e) candidate is registered
- f) the month and year of submission
- g) the total number of volumes and the number of the particular volume, if there
- h) is more than one volume.

- Have a page, bound into the thesis immediately following the title page, containing the following declaration, signed by the candidate:

I hereby certify that this material, which I now submit for assessment on the programme of study leading to the award of (insert title of degree for which registered) is entirely my own work, and that I have exercised reasonable care to ensure that the work is original, and does not to the best of my knowledge breach any law of copyright, 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.

Signed: _____ (Candidate) ID No.: _____ Date: _____

- Be accompanied by an abstract of not more than 300 words. This should follow the table of contents in the thesis. In addition, two loose copies of the abstract should be submitted at the same time as the thesis. The abstract should be printed or typed in single spacing and should indicate the author and the title of the thesis in the form of a heading. Have photographs and/or diagrams firmly fixed in place and appropriately indexed, each accompanied by an explanatory legend.
- Where footnotes and indented quotations are used, these may be in single spacing.
- Have any abbreviations, other than those in normal use, accompanied by an explanatory guide.

13.8 A thesis should not be excessively long. The maximum limit for a Doctoral thesis is 90,000 words of text, including bibliography and notes, and for a Master's thesis is 45,000 words of text, including bibliography and notes. In the case of scientific and technological theses, the amount of text may be less. Because of this variation from subject to subject, the advice of the Supervisor(s) should be sought at an early stage in the preparation of the thesis.

13.9 Copies of the thesis submitted for examination will remain the property of the Institute. The Institute will place one print copy and one electronic copy of the thesis in the Library for free consultation. The Library retains the right, subject to paragraph 13.10 below, to include the summary or abstract in any list of theses published by the Institute or any publication to which the Institute may decide to contribute a list of theses.

13.10 Candidates are required to sign a declaration form (Thesis Access Consent Form), at the time of submission of the thesis for examination, permitting access to their thesis; where questions of the confidentiality of the contents arise, candidates may request and obtain temporary restriction of access up to a maximum of four years for sufficient cogent reasons, using the appropriate form. An application for the restriction of access must be approved and countersigned by a research student's supervisor.

13.11 The student may publish material in advance of presentation of the thesis, but reference should be made to any such publication in the thesis. Students can only do this with the approval of their supervisor(s).

- 13.12 Copyright in the thesis, ownership of the intellectual property arising in the course of its preparation, and patent rights in respect of any relevant product or process are matters for agreement between the candidate and the Institute made in this regard.
- 13.13 The use of external professional individuals or organisations for proof-reading or copy-editing of theses on a paid basis is not permitted.
- 13.14 Following the *Viva voce* examination and on receipt of feedback in respect of the initial, bound submission and the completion of required amendments, if any, the candidate must submit one hard copy and one electronic copy to the Registrar's Office. The thesis must be typed and hard bound in a fixed binding so that leaves cannot be removed or replaced.
- 13.15 In the case of a thesis, which is accompanied by an exhibit or artefact produced or developed by the candidate, which forms a significant part of the submission; or where performance on the part of the candidate or of another person or persons comprise the practitioner element, it shall be the Institute's responsibility to arrange appropriate and convenient access to the exhibit, artefact or performance for the purpose of assessment by the external and internal examiners.
- 13.16 A statement should also be submitted at this time, signed by the student and the supervisor(s), indicating that:
- a) the thesis represents the student's own work, or, in the case of a thesis based on a group project, indicating the extent of the student's individual contribution and making reference to any other theses submitted or material published by each collaborator in the project;
 - b) the thesis is not one for which a degree has been or will be conferred by any other university or institution;
 - c) the thesis is not one for which a degree has already been conferred by this Institute;

Presentation of performed/exhibited element(s) and of composition

- 13.17 Each application for registration for a higher degree should describe the form in which the practitioner element is to be presented, and the proposed arrangements for making it available for assessment by the examiners. It is the responsibility of the sponsoring recognised institution to ensure that adequate disclosures and arrangements have been made in this regard.
- 13.18 The Graduate Research Programme Board may, at the time of registration of the student, or subsequently, specify the form in which the practitioner element is to be presented, and any special arrangements to be made by the student in relation to presentation.
- 13.19 Requirements for submissions, of which performance, practice or exhibition forms a significant part for the purposes of postgraduate research awards, are as follows:--
- The work must have been undertaken as part of a registered postgraduate research programme.
 - The final submission must be accompanied by a permanent record of the creative work(s).
 - The creative work(s) must be set in its relevant theoretical, historical, critical or visual context.

- There must be a written dissertation.
- The work will constitute an independent and original contribution to knowledge.
- The submission will demonstrate an understanding of appropriate methodology
- There will be an oral examination.

14. APPOINTMENT AND DUTIES OF EXAMINERS

- 14.1 The Graduate Research Programme Boards shall nominate both external and internal examiners, who shall be appointed by the Registrar's Office. There shall be at least one internal and one external examiner for each student
- 14.2 Where the candidate is a member of staff of the Institute, or the research is multidisciplinary in nature or where local expertise is limited, adding an additional external examiner to act as the internal examiner must be undertaken so as to ensure a fully competent Examination Board.
- 14.3 No members of the student's supervisory team can be appointed as an examiner
- 14.4 The student should not be involved in the selection of the examiners

Internal Examiner

- 14.5 The internal examiner shall normally be a member of the Institute's staff.
- 14.6 Staff on probation may not be appointed as internal examiners.
- 14.7 For quality assurance purposes the internal examiner shall not have published with or played any role in the supervision of the student at any time, or have any links, including personal links, with the student.
- 14.8 It is expected that an internal examiner should possess the following qualities:
- a) Possess a PhD or an equivalent qualification in their own right;
 - b) Currently be research active in their own research area
 - c) Possess experience in the supervision and examination of PhD students

External Examiner

- 14.9 An external examiner is appointed for each student presenting for a PhD
- 14.10 For quality assurance purposes the external examiner:
- a) Shall not have collaborated in research with the student at any time, or have any links, including personal links, with the student.
 - b) Must not have been a member of staff or a student of the Institute at any time during the three years prior to appointment.
 - c) Shall not have jointly supervised any student with the supervisors during the aforementioned three years.

- d) Not have published with the supervisory team in the past three years.
- e) Not be in receipt of remuneration from the Institute.

14.11 An external examiner who has been retired for more than one year by the date of submission shall not normally be appointed, unless in circumstances where there is clear evidence that the proposed examiner continues to be active in research.

14.12 External examiners from outside the higher education system, for example from industry or the professions, are appropriate in certain circumstances.

14.13 It is expected that an external examiner should possess the following qualities:

- Possess a PhD or an equivalent qualification in their own right;
- Possess the required expertise in the research area being examined
- Currently be research active in the research area being examined
- Possess experience in the supervision to completion of PhD

students 14.14 An external examiner should not be appointed more than twice in a four-

year period 14.15 The duties of all examiners for research degree candidates are as

follows:

- To review the student's thesis and/or published papers submitted together with performance recordings where appropriate.
- To attend the *Viva voce* examination for all Doctoral candidates
- To attend any other assessment event that the Chairperson of the Examination Board deems necessary.
- To judge with fellow examiner(s) whether the thesis and/or published papers meet the appropriate learning outcomes for the level of degree being sought
- To make a recommendation in agreement with the fellow examiner(s) in relation to the outcome of the examination

15. THE EXAMINATION PROCESS

15.1 Candidates for a doctorate are assessed on the basis of a written thesis and a mandatory *Viva voce* examination. The assessment of master's candidates is based solely on a written thesis.

15.2 The purpose of the *Viva voce* examination is to assess the work submitted by the student. It gives the student the opportunity to present and defend the work through high-level debate with experts in the subject. It enables the examiners to confirm that the student is the author of the research and has a thorough understanding of the practical and theoretical aspects and methods involved in the work.

15.3 The Examination Board for a *Viva voce* examination shall consist of the examiners, internal and external, chaired by an individual, appointed by the Institute, who has not previously been involved with the candidate or the examination process. One of the student's supervisors may attend the oral examination, but may only contribute to the

process on request from the Chairperson or with his/her permission. The supervisor can take no part in the examination of the candidate. The student shall have the right to request that the supervisor not be present at the oral examination. Where there is more than one supervisor, the student and the supervisors shall agree in advance which supervisor will attend the oral. If absent from the room, the principal supervisor should be available at short notice for consultation by the examiners.

- 15.4 The Registrar's Office shall send each of the examiners a copy of the thesis and the statement and declaration made by the candidate. The examiners shall each prepare an independent report on the thesis prior to the *Viva voce*. The student and the examiners may not communicate with each other about the thesis before the oral examination.

Conduct of *Viva Voce* Examination

- 15.5 The *Viva voce* examination, which is organised by the Registrar's Office, should normally take place as soon as possible, or within three months of submission of the work being presented. Where possible all examiners are physically present at the *Viva voce* examination. Video conferencing may only be used with the agreement of the student, the Chair and the examiners. When used, video conferencing must be of a high quality.
- 15.6 The overall aim of the Chairperson is to ensure that there is a fair and constructive dialogue between the candidate and examiners. More specifically the individual duties of the Chairperson for the *Viva voce* include:
- a) Ensuring that the examiners and the candidate have adequate time for discussion of the student's work under examination
 - b) Ensuring the examiners have had the opportunity to confer with each other
 - c) To agree the approach and the broad lines of questioning with the examiners whilst ensuring the examiners have identified areas of particular interest in advance of the *Viva voce*
 - d) Introducing the examiners to the candidate
 - e) Explaining to the candidate the purpose of the examination and the procedures to be followed and to advise the candidate to deal with the questions from the examiners as fully as he/she thinks necessary
- 15.7 After the *Viva voce* examination, the Independent Chairperson must send to the Registrar's Office all the independent reports plus a joint report which includes one of the following recommendations:
- a) that the degree of PhD be awarded for the thesis as it stands;
 - b) that the degree of PhD be awarded subject to minor adjustments being made to the thesis. Minor adjustments are defined as adjustments which are, in the view of the examiners, capable of completion within three months. The three month period dates from when the examiners notify the student in writing through the Registrar's Office of the adjustments required: this must reach the student within two weeks of the oral examination;
 - c) that the thesis be revised and re-submitted for the degree of PhD at a later date. The examiners must indicate whether or not another oral examination will be required. Students are normally only permitted to revise and re-submit a thesis once, not counting minor adjustments under (b) above;
 - d) that a masters degree be awarded for the thesis as it stands;

- e) that a masters degree be awarded subject to minor adjustments being made to the thesis, as defined in (b) above;
 - f) that the thesis be revised and re-submitted for a masters degree at a later date, with or without another oral examination. The examiners must indicate whether or not another oral examination will be required;
 - g) that no degree be awarded.
- 15.8 If the examiners cannot reach agreement on a recommendation, the internal examiner shall notify the Chair of the Graduate Research Programme Board, who shall nominate an additional external examiner to be appointed. The additional external examiner shall be informed that the original examiners have been unable to reach agreement and shall be sent the independent reports with the thesis. The decision of the new external shall be final.
- 15.9 The Independent Chairperson shall sign off the report as confirmation that the correct procedures have been followed.
- 15.10 The Registrar's Office shall notify the candidate in writing of the official examination result, once the report has been signed off, and shall send the candidate a copy of the examiners' report on the thesis.
- 15.11 Candidates have the right to appeal against recommendations d) to g) above, through the Institute's Appeal process – the candidate is normally only allowed to appeal against process, not recommendations/academic judgement.

16. RE-SUBMISSIONS

- 16.1 When the examiners recommend a re-submission (other than for minor adjustments), the examiners may also set a deadline by which the revised thesis must be re-submitted. Requests for extensions to this deadline shall only be considered in very exceptional circumstances, and require the agreement of the examiners. The Graduate Research Programme Board shall deal with any such requests.
- 16.2 The examiners shall indicate whether or not a second oral examination will be necessary. A further oral shall be required, notwithstanding the content of the first report, should the recommendation after the re-submission of the thesis be that no degree be awarded or that a Masters degree be awarded in lieu of the PhD.
- 16.3 The same examiners as for the original submission shall examine the re-submission. They shall be re-appointed following the appointment procedures set out in section 15.
- 16.4 The recommendations available to the examiners for a re-submission are as follows:
- a) that the degree of PhD be awarded for the thesis as it stands;
 - b) that the degree of PhD be awarded subject to minor adjustments being made to the thesis. Minor adjustments are defined as adjustments which are, in the view of the examiners, capable of completion within three months. The three-month period dates from when the examiners notify the student in writing of the adjustments required: this must reach the student within two weeks of the oral examination;
 - c) that a masters degree be awarded for the thesis as it stands;

- d) that a masters degree be awarded subject to minor adjustments being made to the thesis, as defined in b) above;
 - e) that no degree be awarded.
- 16.5 Any decision to fail a re-submitted thesis, including a thesis re-submitted for minor modifications under 16.4(b) above, shall be signed off by both the internal and external examiners.
- 16.6 Candidates have the right to appeal against recommendations c) to e), following the procedures set out in section 17 below. – the candidate is normally only allowed to appeal against process, not recommendations/academic judgement

17. APPEALS

- 17.1 A candidate cannot appeal the outcome of the examination process on the basis of the examiners' judgement. The grounds on which a student can register an appeal are as follows:
 - a) where the appeal is against the outcome of an examination
 - that there were procedural irregularities in the conduct of the examination (including administrative error) of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same conclusion had they not occurred;
 - that there is evidence of inadequate assessment on the part of one or more of the examiners;
 - that there is evidence of inadequate supervision. The appellant shall be expected either to show that he/she took action at the earliest possible stage to deal with any alleged supervisory problems, or to explain why he/she did not take such action.
 - b) where the appeal is against the Graduate Research Programme Board
 - that the original decision was based upon an error in the interpretation of the regulations;
 - that there was a procedural irregularity;
 - that the decision of the Graduate Research Programme Board was against the weight of the evidence;
 - that there exist extenuating circumstances of which the Graduate Research Programme Board was unaware.
- 17.2 All candidate appeals are dealt with by the Institute's Graduate Appeals committee which is comprised of the President (or his nominee) as the chair and the Head of Research. School representatives will take no part in the decision making when the appellant is from their School, but may be asked to attend the meeting to provide information to the Committee as required. A member of staff from the Registrar's Office will be Secretary to the Committee and will be present throughout the proceedings.
- 17.3 No member of the Committee shall have had previous involvement in the case. In considering appeals, the Committee shall restrict itself to considering only whether the original decision was fair and whether all relevant factors were taken into account. It shall

not question the academic judgement of the examiners or the Graduate Research Programme Board.

- 17.4 Appeals, in writing, must reach the Registrar's Office within 10 working days of the student being officially informed of the decision against which he/she is appealing. The letter of appeal must state the grounds on which the appeal is being made.
- 17.5 Confidentiality shall be respected at all stages of the procedure, and the documentation – including the letter of appeal – shall only be released to third parties as necessary to progress the appeal.
- Any responses received shall be released to the appellant and to the Graduate Appeals Committee.
- 17.6 The Committee shall meet to hear the appeal, normally within one month (two months during holiday periods) of the receipt of the appeal in the Registrar's Office.
- 17.7 The appellant shall be given at least five working days' written notice of the date of the meeting at which the appeal will be heard and shall be invited to appear before the Committee.
- 17.8 The appellant shall be advised that he/she has the right to be accompanied by a registered student of the Institute or an officer of the Students' Union or a member of staff of the Institute or the Institute Chaplain. Legal representation shall not be permitted. The name of the person accompanying the appellant must be notified at least 48 hours in advance of the meeting to the Registrar's Office.
- 17.9 The Committee shall have the right to seek such advice or additional information from other sources as it may require, and may invite appropriate individuals to attend the meeting to provide such advice or information or to respond to any complaint made against them. Any member of staff against whom a complaint has been made shall have the right to be accompanied at the meeting by a member of Institute staff, a registered student of the Institute or the Institute Chaplain.
- 17.10 Where an appellant fails to attend the appeal meeting without good cause, the Committee may consider the case and reach a decision in the absence of the student and without further notice. It is the responsibility of the student to establish 'good cause' to the satisfaction of the panel.
- 17.11 The appellant, with anyone accompanying him/her under 17.8 above, and the School's representative on the Graduate Appeals Committee shall all enter and leave the meeting at the same time. They shall be asked to leave while the Committee deliberates and reaches its decision.
- 17.12 The Committee may take any of the following decisions:
- a) in the case of an appeal against the outcome of an examination
 - Declare the examination null and void and direct that a new examination be conducted. New examiners, including at least one external examiner, shall be appointed: there shall be no fewer examiners than for the original examination. The School shall not inform the examiners that they are conducting a re-examination on appeal. There shall be an oral examination, and the examiners shall submit independent and joint reports in the normal way;

- Recommend to the examiners that, for reasons stated, they reconsider their decision;
- Give the appellant permission either to revise the thesis and re-submit for re-examination within a specified time or to re-register for a further period of time to undertake more research before re-submitting the thesis. If the appeal has been upheld on the ground of inadequate supervision, the Committee shall recommend to the School that one or more new supervisors be appointed for the further period of research. The Committee shall specify whether the thesis is to be re-examined by the same or new examiners;
- Reject the appeal.

b) in the case of an appeal against the decision of a Graduate Research Programme Board

- Ask the Graduate Research Programme Board to reconsider its decision;
- Vary the decision of the Graduate Research Programme Board;
- Dismiss the appeal.

17.13 The decision, with reasons, shall be communicated to the appellant in writing within five working days of its having been made.

17.14 An annual anonymised report on appeals to the Graduate Appeals Committee shall be prepared by the Registrar's Office.

17.15 Subject to the written approval of the supervisor and Head of School the author of a thesis may instruct the Institute Librarian to prohibit access to the thesis for a period normally not exceeding five years from the date of deposit. Approval shall not reasonably be withheld. For an extension of the prohibition on access beyond five years it is necessary to obtain the approval of the Institute Librarian and the Research Office.