***Pre-Continuation Procedure Form for Research Students***

**Please fill out this form if you are completing your Continuation Procedure.**

(Note: FT PhD students should submit at 18 months and PT PhD students should submit at 30 months)

**Further details can be found in the Postgraduate Handbook.**

**This form should be uploaded with your continuation report in the same file** and submitted to Blackboard module CM8807 PhD/MSc Research Student Module. See further instructions within this module.

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| **PART A: GENERAL INFORMATION** | |
| **Student Name** |  |
| **Student Email** |  |
| **Student Number** |  |
|  |  |
| **Part Time or Full Time (PT or FT)** |  |
| **Year on PhD Register** |  |
| **Currently Registered** |  |
| **Expected Final Thesis Submission Date** |  |
|  |  |
| **Supervisor Name** |  |
| **Supervisor Email** |  |

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| **PART B: ASSESSORS INFORMATION** | |
| **\*ASSESSOR 1** |  |
| **Name** |  |
| **Email** |  |
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| **ASSESSOR 2** |  |
| **Name** |  |
| **Email** |  |

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| **CHECKLIST** | **PLEASE TICK** |
| **I have attached my Continuation Report with this form.** |  |
| **PART C: TITLE, ABSTRACT & THESIS** | |
| **Please indicate title of your thesis below.** | |
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| **Please add an Abstract below (Max 250 Words).** | |
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| **PART D: DECLARATION & STATEMENT OF PLAGIARISM** | | |
| **Please generate a Turnitin Score for your Continuation Report at the following Module: CM8803. Please email** [**GRADAPPS@TCD.IE**](mailto:GRADAPPS@TCD.IE) **should you not have access. Note: This module is for you to generate a Turnitin Score and not for actual submission. Further details can be found in the Postgraduate Handbook.** | |
| **DECLARATION**  I declare that this report has not been submitted as an exercise for a degree at this or any other university and it is entirely my own work. I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at: <http://www.tcd.ie/calendar>  I have also completed the Online Tutorial on avoiding plagiarism ‘Ready, Steady, Write’, located at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>  I understand that plagiarism could result in the failure. | |
| **The Turnitin Score of this report is:** | % | |
| **I, student, confirm I have completed the Online Tutorial and checked for plagiarism.** (Student Signature, *scanned signature acceptable*) |  | |
| **Date** |  | |
| **I, supervisor, confirm I have discussed plagiarism and the Turnitin Score of this report with my student:** (Supervisor Signature, *scanned signature acceptable*) |  | |
| **I, supervisor, confirm that I will be present at the Continuation viva\*;**  **(**Supervisor Signature, *scanned signature acceptable*) |  | |
| **Date** |  | |

\*In order to adhere to College regulations, the student’s supervisor **must** be present at the continuation viva. If for some exceptional reason the supervisor cannot attend, permission must be sought from the Dean prior to viva.

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| **PART E: GENERAL PLAGIARISM INFORMATION** | |
| **Please Read the Notes below and once done sign the above declaration.**  Each student is responsible for ensuring that their work is actually the result of his/her own efforts, skills and knowledge, and has not been produced by means that will give an unfair advantage over other students. You are urged to read very carefully the following extract from the College Calendar on plagiarism — the improper use of others’ work. Plagiarism is a very serious offence and is against the spirit of proper academic and scientific enquiry. The risk of inadvertent plagiarism is greater at post-graduate level because of the increasing use of primary sources (research papers). It is therefore essential to develop good practice immediately.  §70 Plagiarism is interpreted by the University as the act of presenting the work of others as one’s own work, without acknowledgement.  Plagiarism is considered as academically fraudulent, and an offence against University discipline. The University considers plagiarism to be a major offence, and subject to the disciplinary procedures of the University.  §71 Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.  Plagiarism can arise from actions such as:  (a) copying another student’s work;  (b) enlisting another person or persons to complete an assignment on the student’s behalf.  (c) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format;  (d) paraphrasing, without acknowledgement, the writings of other authors.  Examples (c) and (d) in particular can arise through careless thinking and/or methodology where students:  (i) fail to distinguish between their own ideas and those of others.  (ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;  (iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain and information which might be widely known, but which nevertheless requires some sort of acknowledgement;  (iv) come across a distinctive methodology or idea and fail to record its source.  All the above serve only as examples and are not exhaustive.  Students should submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, work submitted which is the product of collusion with other students may be considered to be plagiarism.  §72 It is clearly understood that all members of the academic community use and build on the work of others. It is commonly accepted also, however, that we build on the work of others in an open and explicit manner, and with due acknowledgement. Many cases of plagiarism that arise could be avoided by following some simple guidelines:   1. Any material used in a piece of work, of any form, that is not the original thought of the author should be fully referenced in the work and attributed to its source. The material should either be quoted directly or paraphrased. Either way, an explicit citation of the work referred to should be provided, in the text, in a footnote, or both. Not to do so is to commit plagiarism. 2. When taking notes from any source it is very important to record the precise words or ideas that are being used and their precise sources. 3. While the Internet often offers a wider range of possibilities for researching particular themes, it also requires particular attention to be paid to the distinction between one’s own work and the work of others. Particular care should be taken to keep track of the source of the electronic information obtained from the Internet or other electronic sources and ensure that it is explicitly and correctly acknowledged.   §73 It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.  §74 Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All departments should include, in their handbooks or other literature given to students, advice on the appropriate methodology for the kind of work that students will be expected to undertake.  §75 If plagiarism as referred to in §34 above is suspected, the Head of Department will arrange an informal meeting with the student, the student’s tutor\*, and the lecturer concerned, to put their suspicions to the student and give the student the opportunity to respond.  §76 If the Head of Department forms the view that plagiarism has taken place, he/she must notify the Senior Lecturer in writing of the facts of the case and suggested remedies, who will then advise the Junior Dean. The Junior Dean will interview the student if the facts of the case are in dispute. Whether or not the facts of the case are in dispute, the Junior Dean may implement the procedures set out in Conduct and College Regulations §2.  \*As an alternative, students nominate a representative from the Students’ Union to accompany them to the meeting. |

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| **PART D: TURNITIN SIMILARITY SCORES** |
| Similarity reports provide a summary of matching or highly similar text found in a submitted paper. When a Similarity Report is available for viewing, a similarity score percentage will be made available. Similarity reports that have not yet finished generating are represented by a greyed our icon in the Similarity column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report.  https://help.turnitin.com/Resources/Images/Feedback%20Studio/Instructor/TFS_Instructor_SimilarityReport_SimilarityExamples.png  Overwritten or resubmitted papers may not generate a new Similarity Report for a full 24 hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.  The colour of the report icon indicates the similarity score of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100%. The possible similarity ranges are:  Blue: No matching text  Green: One word to 24% matching text  Yellow: 25-49% matching text  Orange: 50-74% matching text  Red: 75-100% matching text |

**FOR OFFICE USE ONLY: DOCUMENT CONTROL**

**SCHOOL OF MEDICINE**

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| **FOR OFFICE USE ONLY: DOCUMENT CONTROL - SCHOOL OF MEDICINE** | |
| **Prepared by:** | **Prof Kumlesh K. Dev (Director, PGTL, School of Medicine)** |
| **Reviewed by:** | **Prof Lina Zgaga (Associate Director PhD Studies, PGTL, School of Medicine)** |
| **Approved by:** | **Dara O'Mahony (Committee Member, PGTL, School of Medicine)** |
| **Next Review Date** | **This document was approved by the Postgraduate Teaching and Learning Committee (PGTL), School of Medicine who will review every two years. This document, may be subject to quality appraisal such as the School review. The next review date of this document will be October 2021** |
| **VERSION HISTORY** | **Version 1 – Oct 2019**  **Version 2 – May 2020** |

**SIGN OFF**

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| **Prepared by:**  Julie Broderick | | |
| **Signature:** | **Date: 27.11.22** |  |
| **Reviewed by:**  Catherine Darker | | |
| **Signature:** | **Date:** 14.11.22 |  |
| **Approved by:**  Catherine Darker | | |
| **Signature:**  **Date:** 14.11.22 | | |

**VERSION HISTORY**

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| **Version** | **Description of Change** | **Revised By** |
| 1.0 | Original | S.Keegan |