



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Department of Clinical Speech and
Language Studies

**M.Sc. in Clinical
Speech and
Language Studies
(Part-time Year 2)
2017–2018**

The information provided in this handbook is accurate at time of preparation. Any changes will be communicated to students by e-mail to their TCD account.

This handbook should be read in conjunction with the General Regulations printed in the University of Dublin Calendar. In the event of a conflict, the General Regulations have primacy over information in the handbook. See. <http://www.tcd.ie/calendar/general-information/>

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Welcome

Dear Postgraduate Student,

A very warm welcome to the *Department of Clinical Speech & Language Studies*, within the School of Linguistic, Speech & Communication Sciences at Trinity College Dublin (TCD).

Aside from being a university steeped in a rich tradition and a vibrant history, Trinity College Dublin is recognised internationally as Ireland's premier university and is ranked in 78th position in the top 100 world universities by the QS World University Rankings 2015.

The Department of Clinical Speech & Language Studies has been at Trinity College since 1979, having established itself as a qualifying school for Speech and Language Therapists at an undergraduate level, some years before that. Our postgraduate suite of MSc courses began in the academic year 2004-2005 and has been successfully running since then, with many of our MSc graduates going on to PhD level.

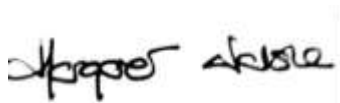
Since the beginning of the MSc programme, courses and modules have evolved and developed, being enhanced by the expertise, both coming from within the Department and from the expertise of other members of our teaching team, many of whom hail from other departments within College or from outside, highly-respected institutions (e.g. teaching hospitals). Our teaching team is energetic, committed and highly-motivated, each member supported by his/her own strong research and clinical background.

At all times, we strive to give our students the best educational experience we can offer, an experience that is not only high class, but one which contributes to the objective of life-long learning and enquiry. Core to our teaching philosophy is responding to and supporting the curious mind. You have all chosen to pursue your own 'curiosities' by committing to further study, against a backdrop of your earlier educational or workplace experiences. We in the Department are here to feed and nurture that curiosity, by exposing you to a deep, rich and hopefully enjoyable learning experience.

Trinity College facilitates the nurturing of the student experience with its wide and diverse range of learning and teaching resources, including world-class libraries, and many other student-focused supports. Additionally, students can avail of over 100 College societies and 50 active TCD Sports Clubs.

We are delighted that you have chosen to come and join our thriving postgraduate community here in the Department. We look forward to guiding and accompanying you all on your postgraduate journey.

Finally, as Head of Discipline, I warmly welcome each and every one of you, wishing you the very best of luck with your studies. I hope you will enjoy all that we, and TCD, have to offer you.



Dr. Margaret Walshe,

Head of Discipline,

Department of Clinical Speech & Language Studies.

September 2017

Contacts

Acting Course Director:

Professor Francesca La Morgia Room 124 flamorgi@tcd.ie 01 896 4370

Head of School:

Professor Martine Smith

Head of Discipline:

Professor Margaret Walshe

Director of Teaching and Learning (Postgraduate):

Professor Lorna Carson

Director of Research:

Professor Lorraine Leeson

Postal Address/ Contact Information:

Department of Clinical Speech and Language Studies,
7-9 South Leinster St,
Dublin 2

Phone: +353 1 896 1496

E-mail: cslspostgraduate@tcd.ie

Staff contributing to course

Professor Martine Smith – Associate Professor *and* Head of School.

Lectures in developmental speech and language disabilities, cerebral palsy and augmentative and alternative communication. Main research interests are in augmentative and alternative communication and language acquisition (spoken and written) in exceptional circumstances.

E-mail: mmsmith@tcd.ie **Tel:** +353 1 896 2027

Professor Irene Walsh – Associate Professor.

Lectures on discourse analysis, development of discourse skills in childhood, developmental language disorder and communication disorders in people with mental health disorders. Research interests include the analysis of healthcare discourse; evaluation of problem-based learning; the development of language and social communication skills in people with MHDs, particularly schizophrenia.

E-mail: ipwalsh@tcd.ie **Tel:** +353 1 896 2420

Professor Pauline Sloane – Associate Professor *and* Director of Undergraduate Teaching and Learning

Lectures on voice disorders, PBL and laryngectomy, with a special interest in voice and voice disorders.

E-mail: psloane@tcd.ie **Tel:** +353 1 896 1494

Professor Margaret Walshe – Associate Professor *and* Head of Discipline

Lectures on acquired motor speech disorders, EBP and dysphagia. Research interests include psychosocial issues in acquired communication disorders; EBP; developing outcome measures in dysphagia; dementia and dysarthria assessment.

E-mail: walshema@tcd.ie **Tel:** +353 1 896 2382

Professor Caroline Jagoe – Assistant Professor

Coordinates and lectures on acquired language and communication disorders within the undergraduate and postgraduate programmes. Main research interests relate to enhancing community engagement of people with acquired communication disorders; reciprocal relationship between community engagement and wellbeing; language and communication in adults with mental health disorders; application of Relevance Theory to acquired communication disorders; communication disorders and issues of access in developing and developed countries.

E-mail: jagoec@tcd.ie **Tel:** +353 1 896 4029

Professor Francesca La Morgia – Assistant Professor and Acting Course Director

Lectures on Research Methods. Research interests include child language development and disorders; child and adult bilingualism. Psycholinguistic approaches to the study of language.

E-mail: flamorgi@tcd.ie **Tel:** +353 896 4370

Director of Teaching and Learning (Postgraduate)

The School's Director of Teaching and Learning (Postgraduate) DTLPG, is Professor Lorna Carson E-mail: carsonle@tcd.ie Tel: + 353 1 896 4282

Student Support Services



Location: House Six (second floor)

Website: <http://tcdgsu.ie/>

Contact: Shane Collins – president@tcdgsu.ie

Elisa Crespo – vicepresident@tcdgsu.ie

The Graduate Students' Union (is the representative body for graduate students in Trinity College, Dublin. The Union's primary duty is to represent the postgraduate community, which it does with active involvement at every level of College government. On behalf of the Union, the sabbatical officers sit on the principal committees of the College, including the College Board and University Council. They are also active advocates in the day-to-day decision-making of the College – on behalf of both the interests of the postgraduate community in general and individual students, where appropriate. The Union provides a number of services and facilities to the postgraduate community.



The Postgraduate Advisory Service is a unique and confidential service available to all registered postgraduate students in Trinity College. It offers a comprehensive range of academic, pastoral and professional supports dedicated to enhancing your student experience.

Who?

The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all Postgraduate students in Trinity. The Postgrad Support Officer will act as your first point of contact and a source of support and guidance regardless of what stage of your Postgrad you're at. In addition, each Faculty has three members of Academic staff appointed as Postgraduate Advisors who you can be referred to by the Postgrad Support Officer for extra assistance if needed.

Contact details of the Postgrad Support Officer and the Advisory Panel are available on our website: http://www.tcd.ie/Senior_Tutor/postgraduate/

Where?

The PAS is located on the second floor of House 27. We're open from 9.00am – 5.00pm Monday to Friday. Appointments are available from 10am to 4pm.

Phone: 8961417

Email: pgsupp@tcd.ie

What?

The PAS exists to ensure that all Postgrad students have a contact point who they can turn to for support and information on college services and academic issues arising. Representation assistance to Postgrad students is offered in the area of discipline and/ or academic appeals arising out of examinations or thesis submissions, supervisory issues, general information on Postgrad student life and many others. If in doubt, get in touch! All queries will be treated with confidentiality. For more information on what we offer see our website.

If you have any queries regarding your experiences as a Postgraduate Student in Trinity don't hesitate to get in touch with us.

A blue banner with the text "Disability Service" in white. To the right of the text is a small, semi-transparent image showing a group of people in a hallway.

Disability Service

The Disability Service provides advice, support and information to help students and staff with disabilities. The College Disability Service is staffed by experienced professional workers with knowledge and expertise in disability education, access and equity issues. Services include Academic and Dyslexia Support, Assistive Technology, Educational support work, etc.

The Disability Service Reception is located in Room 2054, beside the Lecky Library, in the Arts Building, Trinity College Dublin.

For queries, you can contact us as follows:

By Phone: +353 1 896 3111

By Text / SMS (for Deaf Students): 086 3442322

By E-mail: disab@tcd.ie



Student Learning Development offers advice, resources, individual consultations, workshops and much more to help you improve your academic performance and reach your potential.

We can help you with:

- exams
- note taking
- self-management
- presentations
- writing and much more

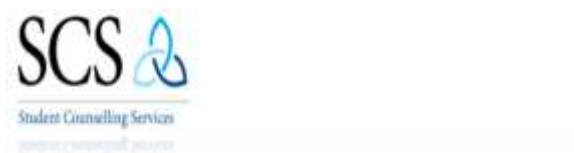
Visit our website <http://student-learning.tcd.ie/postgraduate/> for: Downloadable guides, podcasts, interactive workshops, videos and more.



The Graduate Studies office is now part of the Academic Registry
(<http://www.tcd.ie/academicregistry/>)

Address: Academic Registry, Watts Building, Trinity College Dublin, Dublin 2

Phone: +353 1 896 4500 **E-mail:** academic.registry@tcd.ie



We offer free, confidential and non-judgemental support service to registered students of Trinity College Dublin http://www.tcd.ie/Student_Counselling/

Address: 3rd Floor, 7-9 South Leinster Street

Phone: +353 896 1407

Email: student-counselling@tcd.ie

1. Learning Outcomes

Learning Outcomes for the Course (*in accordance with Level 9, National Framework of Qualifications*):

On successful completion of this programme, graduates should demonstrate:

- (1) Excellence in clinical practice through extending and enhancing their existing theoretical knowledge base with a critical awareness of new insights and developments within their chosen clinical specialist area.
- (2) An ability to apply their existing scientific literacy skills to research and clinical practice.
- (3) A comprehensive understanding and mastery of concepts, information and techniques relevant to research methodology.
- (4) An ability to design and implement, with a degree of autonomy, and with due regard to ethical considerations, small-scale research studies in their chosen clinical specialist area. These studies will add to the existing professional knowledge base.
- (5) An ability to communicate confidently with peers on their area of expertise through formal presentations and with the wider scholarly community through oral presentations and published articles.
- (6) Sustained intellectual interest and critical thinking as professionals through application of scientific literacy skills in the pursuit of lifelong learning.

2. Programme of Study

2.1 Course Structure (*Part time programme*)

Students are expected to be on-site for the weeks scheduled for 2017-18. This year, concentration is on research leading to a 15,000 word (maximum) dissertation in the selected specialist area. In addition, students are required to submit an outline of a journal article for publication or prepare a poster for conference presentation. This proposed publication/poster will be based on their research or an aspect of their research. See appendix 7, 8 and 9 for guidelines on this assignment.

2.2 European Credit Transfer System (ECTS)

The European Credit Transfer System (ECTS) of credit weighting is applied across this course. Credits are based on estimated student workload. Each credit represents 20-25 hours' student work, including all teaching or contact time and all independent study. An outline description of each module is given in the following section

2.3 *Fitness to Practice Committee*

The School Fitness to Practice Committee is convened as required, at the request of a Head of Discipline, to consider matters of concern in relation to professional practice. This committee is appointed by the School Executive Committee, with representation from two members from within the School and one member from a non-Faculty School, where Fitness to Practice is a requirement of the course. Students called to appear before the Fitness to Practice Committee are entitled to be represented by their tutor.

2.4 *Garda Vetting Policy*

Students who are undertaking clinical placements within the Republic of Ireland will be required to undergo Garda vetting procedures prior to commencing placement. If, as a result of the outcome of the Garda vetting procedures, a student is deemed unsuitable to attend clinical placement, he/she may be required to withdraw from the course

MODULE TITLE AND CODE:	DISSERTATION (SL8001)
Module Co-ordinator:	Professor Margaret Walshe
Module Contributors:	Professor. Francesca La Morgia / Professor Martine Smith / Professor Irene Walsh / Professor Pauline Sloane
ECTS Value	30
Contact Hours	40
Indicative hours:	560 hours

Research leading to a 15,000 word (maximum) dissertation in the selected specialist area. Students will write a dissertation based on a small-scale research project undertaken with their supervisor (30 ECTS credits). Students will also submit an outline of a journal article for publication or prepare a poster for conference presentation.

Format: Lectures, tutorials, individual supervision, oral presentations.

This module is for all full time students and for students who have successfully completed Year 1 of the part time M.Sc. Clinical Speech and Language Studies programme. This is a mandatory module.

Learning Outcomes:

On successful completion of this course, students should demonstrate:

1. An ability to conduct a thorough review of the literature in the chosen area of research, critically reflecting on the current knowledge base and formulating a theoretical framework relating to the topic of interest (Programme Outcomes: 1, 2, 6)
2. An ability to formulate clear, concise research aims/questions and hypotheses, considering the available methodology to address the research question and provide a rationale for the chosen methodology (Programme Outcome: 3)
3. An ability to design a small scale research project in their chosen specialist area integrating knowledge on ethics, research methodology and current research evidence (Programme Outcome: 4)
4. Skills in data collection relevant to the research project and apply principles of data management; integrating concepts, information and techniques relevant to research methodology (Programme Outcomes: 3, 4)
5. An ability to write a dissertation on the research project integrating knowledge of scientific writing conventions (Programme Outcomes: 1,2, 3, 5)
6. An ability to discuss their research confidently with peers and colleagues (Programme Outcome: 5)
7. An ability to prepare a research article for submission in a recognised periodical/journal (Programme Outcomes: 1, 2, 5, 6)

Assessment

(a) **Summative:** Dissertations are marked as Pass/Fail or Pass with Distinction.

Students can be awarded the M.Sc. with Distinction if they achieved an overall mark of Distinction (70%+) on the course work, together with a mark of Distinction (70%+) on the dissertation.

(b) **Formative:** Students will receive formative feedback on draft chapters of the dissertation and on presentation of their research to the class and to other postgraduate students, as well as on the preparation of article for publication/poster for conference presentation.

3. Students are assessed on the basis of their performance in core assignments completed in Year 1 and a dissertation in Year 2.

3.1 Course Assignment Submission Dates 2017-2018

Assignment	Weighting	Due date
Methodology Chapter	Formative – not graded	Submitted by Friday 12 th January 2018
Research Progress Report (submit to supervisor)	Not graded	16 th February 2018
Results and Discussion Chapters	Formative – not graded	Submitted by Friday 4 th May 2018
Submission of Dissertation	Pass/Fail/Pass with Distinction	Thursday August 30 th 2018
Article outline/poster	Formative – not graded	Friday September 21 st 2018

3.2 Grades

In the calculation of the overall course mark, all modules and the dissertation are weighted according to their ECTS credit value. The pass mark of 40% applies to all assignments. To qualify for the award of the M.Sc. degree, students must achieve a mark of 40% or above in each module and in the dissertation thereby accumulating 90 ECTS credits. There is no compensation between modules. The final degree result is classified as pass/fail or distinction. Students may be awarded the M.Sc. with Distinction if they achieve a mark of 70% or above in the dissertation together with an overall average mark for the course of 70% or higher on core modules.

Assignments are graded according to the scale in general use in the university:

I	70+
II.1	60-69
II.2	50-59
III	40-49

In general the four classes are to be interpreted as follows: III – demonstrates an adequate understanding of key issues and an ability to construct a basic argument; II.2 – demonstrates a full understanding of key issues and an ability to construct a detailed argument on the basis of that understanding; II.1 – demonstrates a full understanding of key

issues and an ability not only to construct a detailed argument on the basis of that understanding, but to generate additional insights; I –demonstrates a full understanding of key issues, an ability to construct a detailed argument on the basis of that understanding, and a capacity for developing innovative lines of thought.

Students receive feedback on their Michaelmas term assignments by the middle of Hilary term, and on their Hilary term assignments by the middle of Trinity term. They are notified of their assignment results and dissertation with final grade after the meeting of the Court of Examiners in October.

3.3 Failed Assignments

Full time students must pass each of the required assignments for the core modules including the clinical component and the dissertation over the academic year. An assignment cannot be repeated more than once. Repeated assignments will achieve a maximum of 40% (III). Students are not permitted to repeat more than three assignments may be debarred from writing a dissertation by the court of examiners in June. These students may apply for a Postgraduate Diploma in Clinical Speech and Language Studies, provided they have passed the required modules amounting to 60 credits.

3.4 Attribution and Plagiarism

All quotations from published and unpublished sources *must* begin and end with quotation marks and be accompanied by a full reference. The following practices are unacceptable and will be treated as plagiarism:

- copying without acknowledgement;
- selective copying (which omits words, phrases or sentences from the original) without acknowledgement;
- close summary without acknowledgement.

No student found guilty of plagiarism will be (i) awarded a degree or (ii) supported in applications for admission to other courses of study either at Trinity College or elsewhere. See also the College regulations on plagiarism: <https://www.tcd.ie/undergraduate-studies/general-regulations/plagiarism.php>

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at <http://tcd-ie.libguides.com/plagiarism>

We ask you to take the following steps:

- (i) Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at <http://tcd-ie.libguides.com/plagiarism> . You should also familiarize yourself with the 2017-18 Calendar entry on plagiarism located on this website and the sanctions which are applied;
- (ii) Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>. Completing the tutorial is compulsory for all students.
- (iii) Familiarise yourself with the declaration that you will be asked to sign when submitting course work at <http://tcd-ie.libguides.com/plagiarism/declaration>;
- (iv) Contact your College Tutor, your Course Director, or your Lecturer if you are unsure about any aspect of plagiarism.

3.5 Printing requirements.

Assignments should be word-processed and can be printed on one or both sides of the paper, using 1.5 spacing, with a margin of at least one inch at the top, bottom, left and right of the page. *Examiners will pay particular attention to the presentation of assignments, and candidates whose work is deficient in this regard will be penalized.*

Title page. Each assignment must begin with a title page that contains the following information (in this order): the student number; the question that it answers or the task that it fulfils; the degree for which it is submitted (M.Sc. Clinical Speech and Language Studies); the part of the course to which it is attached; the term and year in which it is submitted.

Pagination. All pages must be clearly and sequentially numbered.

Binding. Assignments need not be bound in any formal sense, but all pages must be firmly fixed together, e.g. by a strong staple. *ASSIGNMENTS SHOULD NOT BE SPIRAL BOUND.* This is to facilitate return of assignments electronically to students.

References. Every assignment must have appended to it an alphabetical list of references, presented according to the APA or Harvard convention. See TCD website for advice on citation and referencing <http://www.tcd.ie/Library/support/referencing.php>.

Doubtful cases. Candidates who are uncertain how to apply the above conventions to any of their assignments should consult with the member(s) of staff responsible for the part(s) of the course in question or Professor Francesca La Morgia (Acting Course Director).

3.6 Submission of Assignments

Students should **e-mail a copy of their assignment to cslspostgraduate@tcd.ie by 4pm on the due date. A hardcopy of the assignment must be posted on the same day of electronic submission. Students should retain a copy of this receipt as proof postage.**

All assignments must be accompanied by the Department's Assignment Submission Sheet (Appendix 1). These forms are retained in Reception and kept separate from the assignment. Unless a medical certificate is presented to the course coordinator, **students are automatically penalized for late submission of an assignment — 5% if the assignment is up to one week late and 10% if the assignment is between one and two weeks late.** Without a medical certificate, no assignment will be accepted later than two weeks after the submission date.

For all assignments, students are required to upload an electronic version of the assignment to **TurnItIn**, a plagiarism detection system. For help in using TurnItIn – please see: <https://www.tcd.ie/CAPSL/students/integrity-plagiarism/index.php>.

3.7 Blackboard

Blackboard is a virtual **learning** environment and course management system that that allows academics to create and host course materials and assignments on the Internet. It also facilitates students to engage in online learning and discussion. The materials on Blackboard supplement traditional classroom courses. All assignments are available online with associated marking rubrics. The M.Sc. and Postgraduate Diploma courses are registered on Blackboard. Students must have completed the registration process before

they can access Blackboard. It is the student's responsibility to check that they are registered for all modules on Blackboard.

4. Dissertations

As well as following the programme of study outlined, students write a dissertation of not more than 15,000 words in one of the specialist areas selected.

Students must select a topic in their specialist area in which they will write their dissertation at the beginning of Michaelmas term, and are expected to formulate a detailed research proposal and work schedule for their dissertation by the end of Michaelmas term.

Submission of the proposed project for ethical approval in TCD must be completed by the end of Michaelmas Term.

The Court of Examiners held in June may debar students from writing and submitting a dissertation, if they fail to submit a detailed plan and work schedule for the dissertation by the end of Michaelmas term and/or if they fail to achieve at least a 111 (40%) grade in each of the core (see Assessment Section) assignments, or based on their overall profile and quality of work on submitted assignments during the year.

Final date for submission of dissertations is 30th August 2018, for consideration at the Court of Examiners at end of October. Supervision will not be given after mid- July except in cases where an extension has been granted on medical grounds. A complete draft of the dissertation should be submitted to the project supervisor at the end of Trinity Term. (See section 3.1)

Students whose dissertation fails to satisfy the examiners may, on the recommendation of the Court of Examiners and on payment of the prescribed fee, be allowed to register for a further year and revise and resubmit their dissertation.

1. Attendance / keeping in touch

Students are required to attend all components of the course. If they are unable to attend because of illness or any other reason, they should immediately inform the Course Director. Students who are persistently absent from the course without explanation may be excluded from the assessment process.

It is the responsibility of students to remain in touch with their supervisor and attend for supervision at mutually agreed times. Students should immediately notify their supervisor and Course Director if they change their address. You may also notify Student Records.

5.1 Sending Documents:

It is important to note that when sending documents to staff within TCD, all documents, attachments must be e-mailed from student TCD e-mail accounts.

5.2 Receiving Documents:

All notices from the Department will be sent to student's TCD email address rather than to work or personal email addresses. It is the student's responsibility to check TCD e-mail on a regular basis.

6. Postgraduate Course Committee

The Postgraduate Course Committee consists of the coordinator (convenor/chairman), Head of Discipline, one member of the academic staff, and student representatives. Student representatives are elected by their peers early in Michaelmas term each year. The committee meets at least once each term to update students on Faculty, School and Department matters and to provide a forum for communication between staff and postgraduate students.

7. Dates of Terms and Timetable for 2017-2018

Students will be on site for a total of 6 weeks although some weeks are scheduled for data collection only. Michaelmas term 2017 will begin for all Year 2 postgraduate students on Wednesday October 4th 2017. Hilary term 2018 lectures begin on Monday 15th January 2018. The scheduled weeks for 2017-2018 are as follows.

The scheduled weeks for 2017-2018 are as follows.

Week 1	4 th October 2017
Week 2	6 th November 2017
Week 3	4 th December 2017
Week 4	15 th January 2018
Week 5	19 th February 2018
Week 6	19 th March 2018

One to two-day lectures/workshops with international speakers may be scheduled outside these times. Students will be given advanced notification of these dates.

Appendix 1
Trinity College Dublin
The University of Dublin



Coláiste na Tríonóide, Baile Átha Cliath
Trinity College Dublin
Ollscoil Átha Cliath | The University of Dublin

DEPARTMENT OF CLINICAL SPEECH & LANGUAGE STUDIES, TCD
Assignment Submission Form

Student Name	
Student Number	
Assessment Title	
Module Code	
Module Title	
Module Co-ordinator	
Staff member responsible for assignment	
Date Due	
Date Submitted	

A SIGNED COPY OF THIS FORM MUST ACCOMPANY ALL SUBMISSIONS FOR ASSESSMENT. STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.

Ensure that you have checked the Department's procedures for the submission of assessments. **Note:** There are penalties for the late submission of assessments. For further information please see **Student Handbook**.

Plagiarism:

- 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>.

Declaration of Authorship

- I declare that all material in this assessment is my own work except where there is clear

acknowledgement and appropriate reference to the work of others.

Signed: _____ Date: _____

**Appendix 2
Trinity College Dublin
The University of Dublin**

**Department of Clinical Speech and Language Studies
PROGRESS REPORT**

Taught M.Sc. Students

Please complete this form and ask your supervisor to complete the section overleaf. This form should be returned to your supervisor by February 16th 2018.

Name of Postgraduate Student: _____

Student No: _____

Degree for which currently registered: _____

Provisional title of dissertation: _____

Name of Supervisor: _____

Signature of Supervisor: _____

1. Candidate's self-assessment of work done since September 2018. This is to be submitted to the supervisor for comments and transmission to the Head of Discipline. Candidates should not hesitate to mention problems, set-backs etc. since these matters are important to the Head of Discipline in monitoring progress and permitting extensions etc. (continue on a separate sheet, if necessary)

Candidate's Signature: _____

2. Supervisor's comments: (the substance of these observations should be discussed with the candidate).

Do you foresee any problems which might prevent submission of the dissertation on or before the cessation date?

**Appendix 3
Trinity College Dublin
The University of Dublin**

M.Sc. Clinical Speech and Language Studies 2017-2018

Project Supervisor – Research Student Learning Contract

Research Student: _____ Supervisor: _____

Date of Registration: _____

Approximate proposed date of completion: _____

Agreed frequency of supervisions: _____

Research student: I agree to:

Negotiate supervision agendas, send work in advance

Communicate about questions, blocks, problems (usually in short emails)

Produce work at agreed intervals and work steadily

Publish and/or present my research project either nationally or internationally within 12 months of completing my M.Sc.

Signed.....

E-mail address and contact points.....

Supervisor:

I agree to:

Negotiate supervision agendas

Respond to short questions immediately (email) or within 48 hours in working week.

Read work sent in, comment, advise, determine agenda, action points

Advise on accessing the research community

Appendix 4
Trinity College Dublin
The University of Dublin

M.Sc. Clinical Speech and Language Studies
Auditing Research Skills

Name:

Date:

Some of the research skills you may need over the next academic year are listed for you to audit. Mark the extent of your current skills and skills needs (1 = new/to develop 2 = some skills 3 = quite confident 4 = confident, 5 = a strength of mine). Ask yourself, and discuss with supervisor how to address needs that you have re *your* research, noting where + when you can work to develop skills. You might find the audit useful to complete again when finished your research project, so you can measure how far skills have developed and identify those to transfer into future study, employment. **(Adapted from Whisker, 2005)**

Topics	Scoring					Notes about kind of version of your skill	Notes about needs for a place to find and develop help
	1	2	3	4	5		
1. Turning a research topic into a research question, which addresses a gap in knowledge	1	2	3	4	5		
2. Project planning	1	2	3	4	5		
3. Time management	1	2	3	4	5		
4. Knowledge and retrieval	1	2	3	4	5		
5. Knowledge and management	1	2	3	4	5		
6. Bench skills	1	2	3	4	5		
7. Fieldwork skills	1	2	3	4	5		
8. Analytical skills	1	2	3	4	5		
9. Critical skills	1	2	3	4	5		
10. Calculation skills	1	2	3	4	5		
11. Interpretation skills	1	2	3	4	5		
12. Evaluative thinking	1	2	3	4	5		
13. Problem-solving in different contexts	1	2	3	4	5		
14. Creative thinking	1	2	3	4	5		
15. Networking with others to share and develop new ideas and work	1	2	3	4	5		
16. Reading for different purposes	1	2	3	4	5		
17. Reviewing the literature critically and in a dialogue	1	2	3	4	5		
18. Managing and interpreting data	1	2	3	4	5		
19. Drawing conclusions, both conceptual and factual and backing up with data	1	2	3	4	5		
20. Using appropriate computer packages and programmes e.g. SPSS and NUDIST	1	2	3	4	5		
21. Writing for different audiences	1	2	3	4	5		
22. Writing at different levels e.g. for theses and articles	1	2	3	4	5		
23. Structuring and presenting papers	1	2	3	4	5		
24. Managing discussions about your work in context and with a variety of colleagues	1	2	3	4	5		
25. Finishing off pieces of work	1	2	3	4	5		

**Appendix 5
Trinity College Dublin
The University of Dublin**

**Department of Clinical Speech and Language Studies
Trinity College Dublin, the University of Dublin**

***Guidelines for Dissertation submission
(M.Sc. Taught Programme) 2017 -2018***

1.1 General.

Students are asked to familiarise themselves with the guidelines as set out in the Calendar (See <http://www.tcd.ie/calendar/>)

1.2 Submission Procedures:

A complete draft copy with a structured abstract (see 1.11) to be submitted to project supervisor by Tuesday 5th June 2018. The dissertation will be returned to students for revisions (if any) by Friday 6th July 2018.

Two copies of the final version in hard bound format must be submitted by 12 noon on August 30th 2018. This must be submitted with a completed dissertation submission sheet (Appendix 6). **DO NOT INCLUDE THE SUBMISSION SHEET IN THE BOUND COPY.** The Court of Examiners meeting will be held in October 2018. Taught M.Sc. dissertations are NOT submitted to Graduate Studies. They must be submitted to the Department of Clinical Speech and Language Studies.

1.3 Length.

The dissertation must be written concisely. The maximum length of the dissertation is 15,000 words excluding the abstract, appendices and references. **The word count must be provided on the dissertation submission sheet.** It does not need to appear in the final hardbound copy. Students who exceed this word limit will be penalised.

1.4 Typescript and illustrations. (As per Calendar Entry)

The dissertation must be printed on good quality, A4 (297 x 210mm) white paper. The type must be fully formed as in the output of a laser or ink jet printer. The output of dot matrix printers is not acceptable. The type must be black and not less than 10 point. Line-spacing must be at one and a half or double spacing between lines. The gutter margin of both text and diagrams must not be less than 35 mm and that on the other three sides not less than 20 mm. The two copies of the dissertation for examination in August can be printed on both sides of the page- with page margins adjusted accordingly.

1.5 Cover. (As per Calendar Entry)

A dissertation, which has been examined in draft format and in which all necessary corrections have been completed must be securely bound in hard

covers with dark blue cloth and submitted on August 30th 2018. The final size when bound must not exceed 320 x 240 mm.

1.6 Title. (As per Calendar Entry)

The title of the dissertation must be written in full on the title page of each volume of the dissertation. The degree for which the dissertation has been submitted (M.Sc. Clinical Speech and Language Studies), the year, and the name of the candidate, in that order, should be lettered in gold, in 24 pt. or larger type, down the spine, so as to be readable when the volume is lying flat with the front cover uppermost. The title must also appear in gold lettering on the front cover of the dissertation. The year on the spine and title page must be the year that the dissertation was approved (not the year of initial submission).

1.7 Declaration.

The dissertation must contain, immediately after the title page, a signed declaration that it has not been submitted as an exercise for a degree at this or any other University, it is entirely the candidate's own work and the candidate agrees that the Department of Clinical Speech and Language Studies may lend the dissertation upon request.

1.8 Summary.

A succinct summary of the methods used and the major findings of the project must be bound into each copy of the dissertation following the declaration page. It must not exceed two pages of typescript.

1.9 Acknowledgements.

A formal statement of acknowledgements must be included in the dissertation.

1.10 References.

References should be cited using the APA or Harvard referencing style. The titles of journals should not be abbreviated and web sources should be referenced appropriately. See <http://www.tcd.ie/Library/support/referencing.php> for assistance and advice on citation

1.11 Abstract.

One copy of a structured abstract, printed on a single sheet of A4 paper, must be submitted loose with each copy of the dissertation. The abstract must contain the title of the dissertation and the author's full names as a heading and may be single spaced. **Structured Abstract** should include (1) Background, (2) Aims (3) Methods & Procedures, (4) Outcome and Results (5) Conclusions

Appendix 6
Trinity College Dublin, the University of Dublin



Coláiste na Tríonóide, Baile Átha Cliath
Trinity College Dublin
Ollscoil Átha Cliath | The University of Dublin

DEPARTMENT OF CLINICAL SPEECH & LANGUAGE STUDIES, TCD
Dissertation Submission Form

Student Name	
Student Number	
Module Code	
Project Title	
Word Count (max. word count permitted: 15,000 words)	
Supervisor	
Date Due	30 th August 2018
Date Submitted	
Dissertation received by	

A SIGNED COPY OF THIS FORM MUST ACCOMPANY ALL SUBMISSIONS FOR ASSESSMENT.
STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.

Ensure that you have checked the Department's procedures for **guidelines for Dissertation submission**. **Note:** There are penalties for the late submission of assessments. For further information please see **Student Handbook**.

Plagiarism:

- 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>.

Declaration of Authorship

- I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

Signed: _____ Date: _____

Appendix 7
Trinity College Dublin
The University of Dublin

Department of Clinical Speech and Language Studies
Trinity College Dublin, the University of Dublin

Guidelines for Outline of Journal Article Submission
(M.Sc. Taught Programme)
2017 -2018

You are required to complete no more than a 4 (A4) page outline of an article that you propose to submit for publication. The proposed article should be based on your research in Year 2 or an aspect of that research. The outline should include the following:

- **Structured Abstract**
- **Introduction/Background**
- **Methodology**
- **Results**
- **Discussion and Clinical Implications**

Sub headings should be included in each section to indicate the topics to be included in the paper. These headings should be formatted in APA style.

The outline must be accompanied by the following:

- (1) Assignment Coversheet (See overleaf)
- (2) Guidelines for authors and submission requirements for the proposed journal
- (3) Detailed reference list formatted according to journal requirements

Appendix 8
Trinity College Dublin
The University of Dublin
M.Sc. Clinical Speech and Language Studies 2017-2018
Outline of Journal Article for Submission for Publication

Student: _____

Supervisor: _____

Working title of article: : _____

Proposed Publication: _____

Is this a peer reviewed journal? _____ Yes/No

Impact Factor of this journal: _____

Proposed timeline for submission of Draft 1 for publication:

Have you included the following:

- 4 page outline:
- Reference list
- Guidelines for authors:

Date submitted:

Date due: Friday September 21st 2018

Received by: (Office Use).

Student Signature _____

Appendix 9
Trinity College Dublin
The University of Dublin
M.Sc. Clinical Speech and Language Studies 2017-2018
Poster for Submission at Conference

Student: _____

Supervisor: _____

Title of Poster: _____

Proposed Conference: _____

Have you included the following in the poster:

- Title:
- Authors and affiliation
- Abstract
- Background
- Aims/Hypothesis
- Methods
- Results
- Conclusions
- Acknowledgements
- Reference list
- The poster text should not exceed 900 words. The poster should be printed on an A3 size page.

Date submitted:

Date due: Friday September 21st 2018

Received by: (Office Use).

Student Signature: _____

