Guidelines for PhD Students in the
School of Biochemistry and Immunology

School of Biochemistry and Immunology
Trinity College Dublin
September, 2022
1. Introduction
The School of Biochemistry & Immunology provides doctoral training through provision of a structured programme of research and study. The core component of a structured PhD programme is the advancement of knowledge through original research. Through conducting research, engaging in associated research-related activities and attending courses, our PhD students are supported in their development of a range of skills that meet the needs of an employment market that is wider than academia. The high quality research experience, training and outputs are consistent with international norms and best practice.

2. General Information

2.1 Starting your research degree
Incoming PhD students officially start on September 1st or March 1st of each year. Postgraduate registration occurs twice per year in either September or March and is co-ordinated by Academic Registry. All incoming students must complete an online application on the TCD graduate students web page prior to being invited to register and pay fees.
https://www.tcd.ie/courses/postgraduate/how-to-apply/
Separate to this all students must ensure that the relevant paperwork is submitted to Human Resources to facilitate the setup of stipends. This process is managed by the individual PIs.
The steps involved are outlined here:
https://www.tcd.ie/Biochemistry/local/HR_info/index.php

2.2 School of Biochemistry and Immunology Contacts:
Further information and other ongoing announcements associated with graduate student activities are located on the School of Biochemistry and Immunology website:
http://www.tcd.ie/Biochemistry/postgraduate/

Director of Postgraduate Teaching and Learning (DPGTL): Prof David Finlay
finlayd@tcd.ie 896-3564
School Manager Dr Noirin Nic A'Bhaird:

nicabhan@tcd.ie 896-4749

Head of School: Prof Derek Nolan

denolan@tcd.ie 896-2455

Director of Research: Prof Ed Lavelle

lavellee@tcd.ie 896-2488

2.3 College Contacts:
The College also provides a number of contact points useful to postgraduate students.

- **Graduate Studies Office (GSO):** The GSO is responsible for administration of all Masters and Doctorate programmes in the College. Significant information for graduate students is provided here. See [http://www.tcd.ie/Graduate_Studies/](http://www.tcd.ie/Graduate_Studies/)

- **Graduate Students Union (GSU):** The graduate students union is an independent body representing graduate students in Trinity. The GSU is located on the second floor of House 6, at the front of College. All postgraduates are members and the organization serves the entire postgraduate community. The GSU Education and Welfare officer advises students on personal matters, financial concerns, bereavement and illness. All concerns are addressed with the strictest confidentiality. See [https://www.tcdgsu.ie](https://www.tcdgsu.ie)

- **The Postgraduate Advisory Service (PAS):** The PAS is a unique and confidential service available to all registered postgraduate students at Trinity College. It offers a comprehensive range of academic, pastoral, and professional supports dedicated to enhancing your student experience. The Postgraduate Student Support Officer provides ‘frontline’ support for all postgraduate students at Trinity College Dublin. S/he will act as a first point of contact and a source of support and guidance, both on your arrival in College and at any time during your stay. If you require specific advice or would like to arrange a confidential meeting with the dedicated Student Support Officer, you can make an appointment by e-mailing pgsupp@tcd.ie. The service is
located on the second floor of House 27 in the Senior Tutor’s Office. See: www.tcd.ie/senior_tutor/postgraduate

- **Career Advisory Service**: The careers web site at Trinity College Dublin has a dedicated site for postgraduate students. There are numerous tools and information links to help inform your career path. Calendars of job fairs, careers week, and other career-related events are provided throughout the year. Finally, information regarding CV/resume preparation and interview skills can be found. A career advisor is also available for an appointment. See: http://www.tcd.ie/careers

2.4 College Regulations:
Regulations for Higher Degrees by Research are contained in the University Calendar Part III. The University Calendar is available in all College libraries, the School Office and online (http://www.tcd.ie/calendar/).

Please refer to the University Calendar for general regulations, governing higher degrees by research only, for information on topics such as:

- Admission requirements
- Probation
- Subject of research
- Role of Director of Teaching and Learning (Postgraduate)
- Progress and continuing registration Role of Supervisors
- Attendance
- Part-time registration
- Extension and off-books
- Transfer to/Confirmation on the PhD register
- Procedure for examination of a candidate
- Complaints concerning supervision
- Appeal against the decision of examiners
- Plagiarism.
3. School of Biochemistry & Immunology Information and Regulations

3.1 Declared outcomes and graduate attributes in line with national and international best practice
The School offers a doctoral training programme in accordance with the learning outcomes expected of a research doctorate (Level 10, National Framework of Qualifications), as specified in the Calendar Part 2 (1.27.4) and the IUQB guidelines for Good Practice in the Organisation of PhD Programmes in Irish Higher Education (2009) and the IUA Irish Universities’ PhD Graduate Skills document which has identified the following skills as relevant to PhD student education: -research skills and awareness; ethics and social understanding; communication skills; personal effectiveness; team-working and leadership; career management; entrepreneurship and innovation.

3.2 Requirements of a Biochemistry and Immunology PhD
PhD students in the school undertake original research via a structured PhD which promotes the development of in-depth knowledge of their field of study, research skills, critical analysis and communication skills. Any skills gaps that may be identified are addressed by the availability of formal training. Professional development is facilitated through the student’s participation in seminars, workshops and conferences at national and international level. PhD students are expected to undertake taught modules during their PhD (minimum 10 ECTS, maximum 30 ECTS). A minimum of 10 ECTS must be completed by the end of year 2 and written evidence of courses completed provided to examiners at the confirmation process.

3.3 Options for taught modules
- Module BIP771 Core Biomedical Research Skills (10 ECTS). The school offers a bespoke module for PhD students which has been designed to provide PhD students with a unique set of discipline specific skills that are fundamental for pursuing research in a biomedical field. The module runs in the first year of the PhD and should be taken by all students in their first year. Details of this module can be found in
Appendix I and incoming students should register for this module as soon as possible after accepting their PhD.

- **Module CA7000 Research Integrity and Impact in an Open Scholarship Era** (5 ECTS). This is an online module which will introduce students to the existing and emerging challenges and opportunities connected with research, presenting and publishing in an open scholarship era. The module comprises a suite of workshops and will focus on issues such as research integrity, the application of intellectual property and data protection law to PhD research, the role of and construction of data management plans and strategies for heightened research impact in an open scholarship era. This module is a mandatory requirement for all PhD students. To access this module log into Blackboard and the details should be available in your module list. For any issues associated with accessing or completing this module please contact the module coordinator Niamh Brennan (nbrennan@tcd.ie).

- Students can elect to undertake other modules from any level 9 taught masters programmes running in the School or in another School. Permission must be sought directly from the relevant course or module coordinators.

- Other modules provided by non-academic units in College for PhD students include modules provided by the Innovation Academy, Academic Practice and eLearning (CAPSL), Student Learning Development and the Library.

It is important to note that if students complete separate courses with their own certificate, then the credits obtained in the course of obtaining that certificate cannot count towards their structured PhD. In other words you cannot accrue credits that count towards more than one qualification i.e. the PhD being one of those qualifications.
4 Thesis Committee
Each PhD student will have an appointed thesis committee, who will review all of the progression aspects of the student’s structured PhD journey (Full details in Appendix II) Within 2 months of a PhD students initial registration, a thesis committee must be appointed for that student, comprising of:

1) The supervisor
2) Two other academics (referred to as the non-supervisor members)

4.1 Progress reporting

- All students must complete annual progress reports at the end of year 1 and year 3. This report (appendix IV) should comprise a summary of progress for the previous academic year and outline any particular difficulties that may have been encountered. The student should complete this report (approx. 1-2 pages), forward it to their supervisor, the supervisor will add their comments and both should meet to discuss. It is intended that this report creates a formal opportunity for students and supervisors to sit down and review progress on an annual basis. Together, the supervisor and the student should then forward the report to their non-supervisor thesis committee members. Then the student and the non-supervisor thesis committee members should arrange a date, time and location to meet and discuss. The non-supervisor thesis committee members should then add their comments and signatures to the report. Completed reports should be submitted by the non-supervisor thesis committee members to the DPGTL by the deadline of August 1st each year for September registrants and Feb 1st each year for March registrants.

- Students must complete a continuation report/examination at 18 months of registration and not later than 22 months. The student in consultation with the supervisor, should prepare a written report and complete a confirmation viva. The non-supervisor thesis committee members will form the confirmation viva committee. The DPGTL will act as a chair for all confirmation vivas. Following the viva, the panel’s findings will be relayed to the student and supervisor. The report should
be considered in discussions regarding the current data and future work plan. This stage of the PhD programme is critical for enabling successful completion of the PhD thesis. The confirmation process must be completed by the deadline of June 30th of the second year for September registrants and December 31st of the second year for March registrants. Further details on the process of arranging a confirmation viva can be found in Appendix III.

5. Responsibilities of Supervisors and PhD Students
The supervisor’s role is as an academic guide and mentor. In the ideal situation, a strong working relationship will develop between supervisor and student that will extend beyond the PhD study period and be a lasting career benefit. Such a relationship must be based on mutual respect, and it will require significant effort by both parties. Regular communication is the essential ingredient to developing a strong working relationship - grievances should not be allowed to fester. Problem issues should be brought explicitly to the attention of the other party – do not assume the other party is aware that a problem exists. Together, the supervisor and student should work to achieve the academic and intellectual independence of the student. The supervisor’s role is most important at the beginning of a PhD when the project is being formulated and the student is learning new techniques. As the work progresses the student should become more independent and should not rely on the supervisor for detailed instructions as to what to do. However, it is important to recognize that supervisors have substantial research experience in the field and students should be continually cognizant of their guidance in mastering the many skills that are required to achieve a PhD, including: the choice of scientific problem, experimental design, technical approaches, scientific best practice, critical evaluation of data, critical evaluation of the literature, data presentation, career planning and many other issues. Your supervisor should also play a major role in helping you to track the progress of your work and how to develop good project management skills.

Students should make themselves familiar with the document on good research practice and supervision guidelines available from the Graduate Studies Office webpage:
In summary, a student can expect their supervisor to:
• meet with them at mutually convenient times on a regular basis
• advise on experimental or research strategies
• assist in interpretation of data and results
• work with the student to prepare work for publication

A supervisor can expect a student to:
• conduct their work with integrity and diligence
• avoid plagiarism and all other forms of academic misconduct
• keep a detailed lab notebook
• report the status of their work at regular lab meetings
• write the first draft of manuscripts arising from the student’s work
• prepare and deliver seminars within the School as well as at international conferences
• communicate any difficulties to the supervisor as soon as they arise

6. Grievance resolution
If a problem arises the best solution is resolution with the supervisor directly – thus, good communication and mutual respect between supervisor and student are essential. In the event that the problem cannot be resolved in this way, then it is recommended that the problem be addressed through mediation with the following people, preferably in this order:
1. Thesis committee members
2. Director of postgraduate teaching and learning
3. Head of School
All discussions will be held in the strictest confidence.

College also provides a Postgraduate Advisory Service and students may refer to this service for advice and assistance. However, we strongly recommend that a resolution is sought within the School before seeking external assistance.
7. Postgraduate Award - Keith Tipton Prize

The Keith Tipton Prize will be awarded to the top PhD student in their second year of the programme. The prize is in honour of the contributions of Professor Keith Tipton, a world-renowned biochemist who has contributed to our understanding of enzyme function and neurochemistry. In order to be eligible, students must complete the confirmation process by the deadline in year 2. Students will be evaluated for the quality of the thesis writing and organization, research output, lecture to the viva panel, and the defence of the thesis. In addition students will be required to give a short presentation (oral or poster) during the prize giving event. The winner will receive a medal and a modest cash prize at a reception for all post-graduate students.
Check List

Please ensure that you have contacted everyone below, in order to familiarize yourself with the resources and support available during your graduate studies.

☐ School Executive Officers - 3rd floor

☐ Safety officer – Dr Darren Fayne

☐ Liam Cross (RM Basement -2.52), Technical Services

☐ Director - Postgraduate Teaching – Prof David Finlay
Appendix I- BIP77100
Core Biomedical Research Skills for PhD students (10 ECTS credits)

Module Co-coordinator: Dr Barry Moran

Module Description: This module will provide training in core research skills that are required to pursue a PhD by research in a biomedical field. Through a series of workshops it will provide students with hands-on training in tissue culture, a basic technique underpinning the majority of biomedical research, in addition to more advanced technologies such as flow cytometry, confocal microscopy, electron microscopy and metabolic flux analysis. In addition, through participation in the Biochemical Research Seminar Series students will have an opportunity to broaden their research knowledge and appreciation of the discipline and will have the opportunity to interact with world-renowned expert speakers from the fields of biochemistry and immunology, thus promoting their communication skills.

Module Learning Outcomes:

On successful completion of this module, students will be able to:

1. Outline all health and safety aspects pertaining to work with biological reagents and prepare a biological risk assessment for their research.
2. Describe cell culture basics, including the requirements of a cell culture lab, safety, aseptic technique, recognise microbial contamination of cell cultures, as well as demonstrate the basic methods for passaging, freezing, and thawing cultured cells, establishing primary cultures and selecting appropriate culture conditions for downstream applications.
3. Explain the fundamentals and applications of flow cytometry, and design their own experiments.
4. Explain the fundamentals in sample preparation and experimental design for light-based microscopy.
5. Describe the basic theory of Transmission Electron Microscopy and the variables involved in preparation of biological samples and demonstrate ability to successfully image samples and critically analyse results.
6. Critically appraise current scientific research being carried across the fields of biochemistry and immunology by way of developing critical thinking skills on the scientific process while promoting the ability to discuss scientific concepts thus enhancing communication skills.
Attendance/Participation:

Students’ performance on the module is evaluated on the basis of good attendance and a pass on the assigned assessments. In order to accrue the 10 ECTS, participants will be expected to attend lectures and practicals comprising all six workshops and complete the course assessments.

Assessment:

a. Participation in technical workshops 1-5: (35% contribution to final mark).
b. Assessment 1: Complete a Biological Risk assessment for specific PhD research project: (5% contribution to final mark)
c. Assessment 2: Preparation of resource-driven archive-repository of technical/application on one of the techniques covered in the workshop series (up to ~1000 words plus graphics): (12.5% contribution to final mark).
d. Assessment 3: Design of an experimental protocol utilising one of the technologies covered to address a specific research question relevant to the PhD project: (10% contribution to the final mark)
e. Attend 10 biochemical research seminars and participate in post seminar discussion forum with guest speaker: (25% contribution to the final mark)
f. Assessment 4: Submit a written report (~2000 words) on 1 seminar/discussion forum: (12.5% contribution to final mark).

Documentation and Credit

To monitor progress, students will record their workshop attendance (contact hours) and assessments with the ECTS Monitoring Form which is kept on file. Once this form is received, a certificate of module completion will be issued. It is envisioned that in the future this information will be recorded on SITS and credits will appear on the students transcript.

Registration:

To register for a place on this module please email MORANBA@tcd.ie.
Appendix II - Guidelines for a PhD Thesis Committee

In 2019 TCD’s University Council approved a Graduate Studies Committee proposal stating that a Thesis Committee would be appointed for all new PhD entrants.

Requirements

Within 2 months of a student’s initial registration, a thesis committee must be appointed for that student, comprising:

a) the supervisor(s)

b) two other academics (referred to as the non-supervisor members)

The two non-supervisor members:

- Should be at lecturer level or above.
- 1 must be from within our school and the other can be from within or outside our school.
- The supervisor should be content that, barring unforeseen circumstances, the non-supervisor members will be available to act in this role for the four years in which the student will be registered in Trinity.
- Students must be notified as to the membership of their thesis committee.
- The supervisor(s) should choose and ask the 2 non-supervisor members for their participation.
- The PhD student is encouraged to be involved in this selection and appointment process (but does not have to be).
- The supervisor(s) should provide the DPGTL with the names of non-supervisor members and the DPGTL will inform Academic Registry of the thesis committee membership.
Functions of the Thesis Committee

The model approved by Council sees the thesis committee acting, in effect, as an expanded version of the confirmation panel, reviewing all of the progression aspects of the student’s structured PhD journey.

Therefore, in their first and third year, the non-supervisor members of the thesis committee should receive a copy of the student’s annual progress report (Appendix IV), in which:

(a) the student outlines progress made to date and any concerns they might have and

(b) the supervisor's(s) comments on this progress.

The non-supervisor members, having reviewed this, should then meet with the student to discuss progress. (NB One of the non-supervisors should chair this meeting). If there are outstanding issues arising from this report, the entire committee (including the supervisor) should meet to discuss these. Thereafter, the non-supervisory members should fill out their section of the progress report form, briefly outlining their views as to progress made, any concerns they might have and stating whether they believe that continuation on the register is appropriate. The non-supervisor thesis committee members should then send the signed form to the DPGTL.

In the student's second year, the non-thesis committee members should form their confirmation panel in the normal manner. NB Deadline for completion of confirmation process is June 30th (for September Entrants) or Dec 31st (for March Entrants).

In their fourth year, if a student requests, the entire committee (i.e. with the supervisor) should meet no more than once per semester, to discuss progress.

At any stage, a student may seek a meeting with his or her thesis committee - or with only the non-supervisor members. Similarly, if there are real concerns with academic progress other than in the context of annual review forms (e.g. at other stages of the year), the supervisor can seek a meeting with the entire committee to discuss progress.
Importantly, it is not the function of the committee to provide pastoral or other similar advice to students. Moreover, the non-supervisor members do not have a supervisory role – i.e. they should not "second-guess" the functions of the supervisor in directing the relevant project.

Finally, the thesis committee has no role during any ‘revisions period’ and has no role in the nomination of examiners for a thesis.

Key dates:

For September Entrants:

31st October - The thesis committee must be appointed by the supervisor and student.

1st August - deadline for email submission of the 1st and 3rd Year Progress Reports to DPGTL.

NB: it is up to the student and supervisor(s) to ensure that the thesis committee meets before August and the progress report must be submitted to the thesis committee 2 weeks in advance of that meeting to ensure the committee are given ample time to review it.

For March Entrants:

30th April - The thesis committee must be appointed by the supervisor and student.

1st February - deadline for email submission of the 1st and 3rd Year Progress Reports to DPGTL. NB: it is up to the student and supervisor(s) to ensure that the thesis committee meets before February and the progress report must be submitted to the thesis committee 2 weeks in advance of that meeting to ensure the committee are given ample time to review it.
Appendix III- Guidelines for submission of PhD confirmation report.
The report should normally be submitted after eighteen months of registration and not later than 22 months.

The purpose of the confirmation report process is:

1. To provide an independent confirmation that research question or area under investigation forms a valid subject for a doctoral thesis.
2. To consider whether the approaches taken so far are valid and likely to yield results and insights at a level commensurate with what would be expected of a doctoral thesis.
3. To provide an evaluation of the rate of progress towards the goal of a doctoral thesis and likelihood that the student will submit a doctoral thesis within the normal timescale.
4. To provide independent advice on possible directions the research might take.
5. To encourage both student and supervisor to take stock of the situation at the midpoint position of the normal PhD timescale.

What should the report contain?
It is important to keep in mind that this process is not a dry run for a PhD write up and viva, although it should be helpful in preparing for this task. The prime objective of the process is to determine what the research is about, whether it is an appropriate subject for a PhD. The report should comprise:

(i) An introduction that clearly and precisely introduces the research under consideration. It should be clear from the introduction what the research question(s) is and why it is important. All non-original material (figures etc.) should be properly referenced. The introduction should focus on the issues and literature that are relevant to the research question. It is not necessary to write an exhaustive review of the field. The introduction should conclude with a list of clear aims and objectives of the proposed doctoral thesis.
(ii) A methods section that contains appropriate detail on how the experiments were performed and the major methodologies employed. It is important to note that candidates may be requested to explain the key technologies they have used to generate their data.

(iii) A results section constructed in a clear and logical manner that allows the reader follow the experimental data and evidence being presented. Particular attention should be given to the presentation and titles of figures. In all cases appropriate legends should be included.

The results section should demonstrate sufficient progress towards the goal of delivering conclusions, insights or outcomes that would be expected of a doctoral thesis. However, it is important to stress that at this stage (after 18 months’ work) the results do not necessarily have to be conclusive or completely novel but should generate an expectation among the reviewers that these are both achievable within the normal time scale considered appropriate for a doctoral thesis.

(iv) A discussion section that draws appropriate conclusion from the results, places them in the context of other published results and where develops new insights where appropriate.

At this stage (after 18 months’ work) it is not expected that these insights or proposals be fully formed but represent reasonable conjectures.

The final section should contain an outline (1-2 pages) of the proposed future directions of the work with an estimated time line of expected key experiments/results and the intended submission date of the thesis.

A complete list of references should be provided using a peer review journal accepted format. If you cite an article, you should be familiar with the details and contents of the article as you may be quizzed on this point. If you have hundreds of references, you may well attract attention to this point.

A single page abstract/summary of the report should also be provided.

A complete list of abbreviations employed, standard definitions, ATP etc, are not necessary

**How long should the report be?**

There is no absolute limit, but the expected size of a confirmation report should be approximately 50 –70 pages. It is important to keep in mind that after 18 months you are not expected to produce a mini version of your PhD thesis.
Arrangements for the confirmation viva

It is the responsibility of the student and supervisor(s) to make arrangements for the confirmation viva. A suitable date and time should be agreed between the non-supervisor committee members and the DPGTL who will act as chair. The student must submit their completed confirmation report to the non-supervisor thesis committee members at least 2 weeks before the viva date (DPGTL does not require a copy). Upon completion of the viva the non-supervisor thesis committee members should complete a single joint report (Appendix V) to provide feedback to the student and supervisor on the project and give their recommendation for continuation on the PhD register. This should be forwarded to the DPGTL.

Key dates:

For September Entrants:

30th June - deadline for completion of the confirmation process and email submission of confirmation reports to DPGTL.

For March Entrants:

1st February - deadline for completion of the confirmation process and email submission of confirmation reports to DPGTL. A separate “Confirmation on the Ph.D. Register” form must also be completed and signed by the thesis committee – latest form available at [https://www.tcd.ie/graduatestudies/staff/academic-standing/](https://www.tcd.ie/graduatestudies/staff/academic-standing/) and appendix VI
Appendix IV- Annual Progress Report

Trinity College Dublin
The University of Dublin

PROGRESS REPORT
For Research Students registering from 2022-23

Please complete this form and ask your supervisor to complete the section overleaf. This form should be returned to the DPGTL by 30 July for September registrants and 28th February for March registrants.

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<th>Name of Postgraduate Student</th>
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<td>Student Number</td>
<td>Month of registration</td>
</tr>
<tr>
<td>Degree registered for</td>
<td>Choose an item.</td>
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<tr>
<td>Name of structured/thematic PhD programme (if appropriate)</td>
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<tr>
<td>Provisional title of Thesis</td>
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<tr>
<td>Name of Supervisor</td>
<td></td>
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<tr>
<td>Thesis Committee Member</td>
<td></td>
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<tr>
<td>Thesis Committee Member</td>
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</table>
1. To be completed by Candidate

1a. Candidate's self-assessment of work done since September / March 201… (delete as appropriate) This is to be submitted to the supervisor for comments and transmission to the Director of Teaching and Learning. Candidates should not hesitate to mention problems, setbacks etc., since these matters are important to the DPGTL in monitoring progress and permitting extensions etc. Please provide details of the plan of research that has been agreed for the next 12 months. (Please continue to a separate sheet, if necessary).

Signature of Candidate
2. To be completed by Supervisor

2a. Supervisor’s comments. The substance of these observations should be discussed with the candidate and should include information on the agreed plan of research for the next 12 months.

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<thead>
<tr>
<th>2b. Has the candidate been working in TCD this year?</th>
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<td>Choose an item.</td>
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If the answer to 2b is no, please state reasons for absence, place of study and supervisory arrangements.

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<th>2c. Has the candidate engaged with the structured components/modules as outlined in the School/PhD programme handbook?</th>
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<td>Choose an item.</td>
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If the answer to 2c is no, please state reasons for not engaging with the taught components

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<th>2d. Do you recommend continuation on the higher degree register?</th>
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<tr>
<td>Choose an item.</td>
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2e. Where applicable: Has transfer to the Ph.D. register been recommended? If so, what transfer procedures were followed?

*Please note that the Director of Teaching and Learning (Postgraduate) needs to notify the Dean of Graduate Studies separately of all transfers to the Ph.D. register.*

<table>
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<tr>
<th>2f. Where the candidate is in her/his final year of registration, do you foresee any problems which might prevent submission of the thesis on or before the cessation date?</th>
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<tr>
<td>Signature of Supervisor</td>
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<td>------------------------</td>
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</table>
3. To be completed by non-supervisor Thesis Committee members following a meeting between the student and the non-supervisor members of their thesis committee

<table>
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<tr>
<th>Thesis Committee Member comments</th>
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**Do you recommend continuation on the higher degree register?**

Choose an item.

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<tr>
<th>Signature of Thesis Committee Member</th>
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<th>Signature of Thesis Committee Member</th>
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Appendix V-Confirmation Process Report

PhD Confirmation Report Form

Student:____________________________________________________________

Date of PhD Confirmation Interview:______________________________________

Examiners:____________________________________________________________

Chair:____________________________________________________________________

PhD Supervisor:___________________________________________________________

Brief summary of student’s background:

Specific difficulties encountered in project/lab to-date:

(Can be kept confidential if student wishes)

Please provide details of taught modules completed by the student.

Note: Each student must complete 10 ECTs by their confirmation process and provide written evidence to the DPGTL of module completion.
**Recommendation:**

1) Candidate confirmed to continue on the PhD register  
   □

2) Candidate confirmed to continue on the PhD register after minor changes made to the PhD confirmation report. Report to be resubmitted within ____- weeks.  
   □

3) Continuation on the PhD register not recommended at this time; a new report to be written and confirmation interview to be held again in ______ weeks  
   □

4) Candidate to change to the general Masters register to submit an MSc by research by end of year 2 on register,  
   □

5) Recommendation that candidate does not continue as a postgraduate student  
   □

*(This recommendation must be approved by the Dean of Graduate Studies)*

**Please Attach Scientific Report:**

Signatures of Examiners: ___________________________      _____________________
Appendix V-Confirmation Process Report
Confirmation on the Ph.D. Register

This Confirmation Form must be submitted to the Dean of Graduate Studies Office at Genadgso@tcd.ie for every student accepted directly to the Ph.D. register, normally within the first 18 months of the student’s registration.

I seek the Dean’s approval for confirming the following student on the Ph.D. register:

Name (in CAPITALS): ________________________________

I.D. Number: _____________________________________

Date when entered College on the Ph.D. register year 1: __________________

Date when Ph.D. Confirmation Process has been completed: ______________

State month and year of the student’s intended Ph.D. thesis submission date:

___________________________________________

Supervisor’s name: __________________________________

Thesis Committee members signatures: ____________________________________

______________________________________________

I would like to confirm that the Confirmation Process has been completed as a result of an academic assessment carried out in the School with respect to the student.

School: ____________________________________________

Director of Teaching & Learning (Postgraduate) (Signature): ______________

Director of Teaching & Learning (Postgraduate) (Name): ____________________
Date of submission to the Graduate Studies Office: __________________________

Date of approval: _______ Dean of Graduate Studies ________________

Prof. Martine Smith