

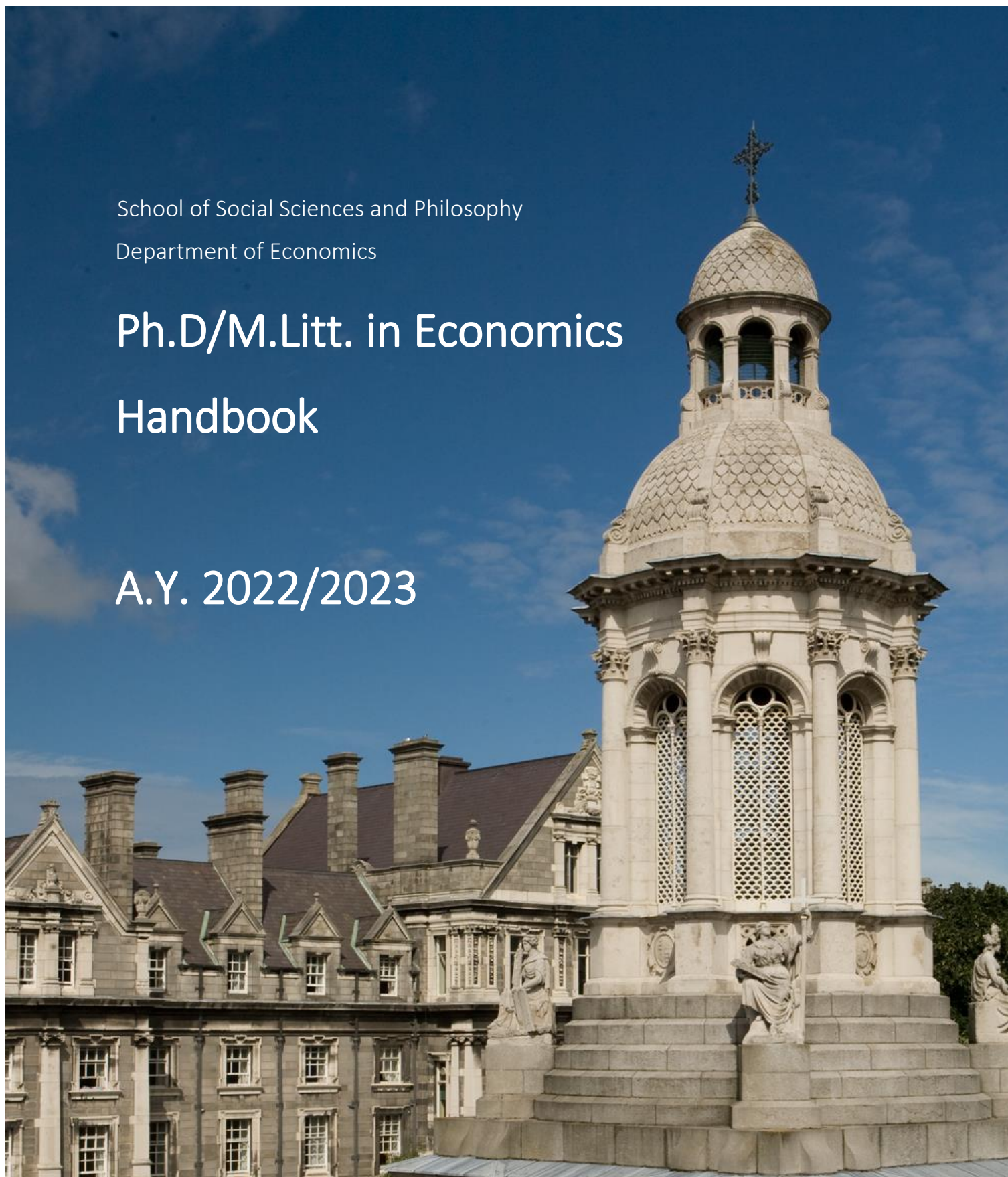


Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

School of Social Sciences and Philosophy  
Department of Economics

# Ph.D/M.Litt. in Economics Handbook

A.Y. 2022/2023





## A Note on this Handbook

In the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in programme or local handbooks, the provisions of the General Regulations in the Calendar will prevail.

Alternative formats of the Handbook can be made available on request.



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# 1. GENERAL COURSE INFORMATION

## 1.1 Introduction

Dear student,

On behalf of the Department of Economics, I would like to welcome you to our postgraduate research programme. The purpose of this handbook is to provide you with all of the information that you need about the programme, what you should expect and what is expected of you. Undertaking a postgraduate research degree should be a challenging but also rewarding experience. This is a unique and exciting opportunity to really focus on learning and developing your research skills and it is important that you make the most out of it. It may sound like a cliché but it is certainly true that the more you put into the programme, the more you will get out of it. You should attend seminars, talk to faculty members about their research and yours, read everything you can and engage with your peers. You will never again have an opportunity like this in your research career where you have so much time dedicated just to learning - enjoy it!

You will find that being part of a research programme is a very different experience to the one you may have had at the undergraduate level. Under the guidance of your supervisor, you must learn to work independently and develop the discipline to persevere even when you face setbacks in your research, which will inevitably happen at some point. Some students find this transition to be quite challenging but please remember that you are not alone in this. The department is here to support you. Your supervisor, in particular, should play an important role in this but please feel free to also reach out to myself and to other members of staff who will always be happy to chat and to provide you with support and guidance. You should also engage with your fellow students as much as possible. Research can be a somewhat solitary experience but you will find that your peers can be an incredible source of support and learning.

Research students play a very important role in the life of the department. We look forward to getting to know you and to guiding you in this first step of your research career.

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Gaia Narciso  
Head of the Department of Economics



### 1.1.1 Welcome from the Programme Administrator

Welcome to Department of Economics and the Ph.D. programme.

My name is Tara Smullen and I am the administrator for the programme. If you have any administrative queries you can email me at [economics@tcd.ie](mailto:economics@tcd.ie) or schedule a meeting with me in the office (room 3014, Arts Building).

Please ensure you regularly check your Trinity email account as I will use this for all announcements relating to the Ph.D. programme.

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Tara Smullen  
Executive Officer

### 1.1.2 Contact Details

Staff Name	Role	Email address	Telephone
Paul O'Grady	Head of School	<a href="mailto:pogrady@tcd.ie">pogrady@tcd.ie</a>	
Tara Mitchell	Director of Teaching and Learning - Post Graduate	<a href="mailto:mitchet@tcd.ie">mitchet@tcd.ie</a>	
Olive Donnelly	School Manager	<a href="mailto:donello@tcd.ie">donello@tcd.ie</a>	
Gaia Narciso	Head of Department and Acting Course Director	<a href="mailto:headofeconomics@tcd.ie">headofeconomics@tcd.ie</a>	
Tara Smullen	Administration	<a href="mailto:Economics@tcd.ie">Economics@tcd.ie</a>	+353 1 8961325



## 1.2 Programme-Specific Locations

### 1.2.1 Key Locations:

Department of Economics office: Room 3014, 3<sup>rd</sup> floor, Arts Building, Trinity College Dublin, College Green, Dublin 2, Ireland

TRISS: 6<sup>th</sup> Floor, Arts Building, Trinity College Dublin, College Green, Dublin 2, Ireland

Academic Registry: Watts Building, Trinity College Dublin, College Green, Dublin 2, Ireland

### 1.2.2 Facilities for Postgraduate Students

#### Blackboard

Blackboard is the College Online learning environment, where lecturers will give you access to material, such as lecture notes and discussion forums. The use of Blackboard varies from module to module and individual lecturers will speak to you about the online content for their module.

Blackboard can be accessed via <https://tcd.blackboard.com/webapps/login/>

#### Desk space

- Where possible, the Department makes PCs available to graduate students who are teaching assistants. These PCs are connected to the Department/TRISS printer. Graduate students should be aware that the cost of printing/copying is a significant demand on the Department's limited resources and are requested to use this privilege in a responsible manner. Please ensure that you use double sided printing or print two sheets to a page where possible.
- The Department provides some desk space for students in TRISS (Trinity Research in Social Sciences). Please note it is not possible to provide a desk to all graduate students for the duration of their time on the register. Students are reminded that they are entitled to seek a postgraduate carrel in the Library, although there is considerable excess demand for these places, and can make use of places in the 1937 Reading Room which is reserved for postgraduate students. Graduate students are also entitled to use the Graduate Students Common Room in House 7.





## Email

All official email correspondence will be sent to TCD email addresses only. You should check your email on a regular basis. When emailing the Administration students should include their TCD Student ID Number at all times.

## Student Portal

<https://my.tcd.ie> allows students to view their own central student record containing all relevant information related to the course for which you are registered. To access the system, you will need your College username and network password.

If your personal student information is incorrect you should contact the Academic Registry (via email – [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie)) stating your full name and student ID number. If your timetable module list is incorrect, then you should notify the Programme Administrator.

## Programme Website

<https://www.tcd.ie/Economics/postgraduate/research-degrees/index.php>

## School Website

<http://www.tcd.ie/ssp/>

## College services

The Programme Administrator is your first port of call of all general queries. College also provides a range of administrative, academic and wellbeing supports and services to help smooth your route through college, these include College Health, the Disability Service and a range of other activities. You can find further information at the links below:

- Careers Advisory Service - <http://www.tcd.ie/Careers/>
- Graduate Studies Office - <http://www.tcd.ie/graduatestudies/>
- Mature Student Office - <https://www.tcd.ie/maturestudents/>
- Student Services Website [https://www.tcd.ie/dean\\_students/student-services/](https://www.tcd.ie/dean_students/student-services/)
- Trinity Disability Service - <http://www.tcd.ie/disability/>
- Student Academic Resources – Library facilities [www.tcd.ie/Library](http://www.tcd.ie/Library) , IT facilities <http://www.tcd.ie/itservices/>

## 1.2.3 Travel Funding





Students can apply for College travel grants. This requires School approval and departmental co-funding, so it is important that students request departmental approval well in advance of the dates for the planned travel (conferences, summer schools). In addition, if a student has already reached the annual limit of, or been turned down for, college travel funding, the department will consider requests for travel funding on a case-by-case basis.

All requests for travel funding should be submitted through the departmental office ([economics@tcd.ie](mailto:economics@tcd.ie)). Details of College postgraduate awards and travel grants are given in the College Calendar Part III and on-line at <https://www.tcd.ie/graduatestudies/students/research/>

#### 1.2.4 Extra-curricular Activities

##### TCD Sports Clubs

College has 50 sports clubs in a range of disciplines, from Basketball to Archery, you can find information on all of the clubs on the Trinity Sport website, here:

<https://www.tcd.ie/Sport/student-sport/clubs/>

##### TCD Societies

College offers over 100 societies across the University. From arts, culture, politics and debating to gaming, advocacy and music, you're sure to find your niche. You can find a list of all of the societies here: <http://trinitysocieties.ie/>

#### 1.2.5 Emergency Procedures

In the event of an emergency, dial Security Services on extension 1999 Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency. Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance. It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

#### 1.2.6 Data Protection

Please note that due to data protection requirements Staff in the School of Social Sciences and Philosophy cannot discuss individual students with parents/guardians or other family members. As the University considers students, even if they are not yet 18, to have the maturity to give consent for the use of their data, in normal circumstances, the University will not disclose personal data to the parents, guardians or other representatives of a student without the student's consent. The University's preference is to receive written consent by way of email from



the student where possible. Without such consent the University will not release any details regarding students including details of their registration, attendance, results, fee payments etc.

Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws, you can find further information on how we obtain, use and disclose student data here:

[https://www.tcd.ie/info\\_compliance/](https://www.tcd.ie/info_compliance/)

## 1.3 Key dates

Important dates and submission deadlines

### Michaelmas Term

- 12<sup>th</sup> September 2022 Michaelmas Term begins
- 12<sup>th</sup> September to 21<sup>st</sup> October Teaching Period
- 24<sup>th</sup> October to 28<sup>th</sup> October 2022: Study Week
- 1<sup>st</sup> November to 3<sup>rd</sup> December 2022 : Teaching Period

### Hilary Term

- 23<sup>rd</sup> January 2022 – 3<sup>rd</sup> March 2023 Teaching Period
- 6<sup>th</sup> March to 10<sup>th</sup> March 2023: Study Week
- 13<sup>th</sup> March to 14<sup>th</sup> April 2023: Teaching Period

## 1.4 Academic Year Structure

### Timetable

The updated course timetable will be available online shortly before the start of the Michaelmas term. Personal timetables will be available to students through [mytcd.ie](https://mytcd.ie).

The Academic Year Structure is available [here](#).

### Module Registration

For most of the courses offered in the Ph.D. programme, students should submit their module choices to Tara Smullen at [economics@tcd.ie](mailto:economics@tcd.ie)



## 2. ACADEMIC WRITING

### 2.1 Plagiarism

Please reference the links below for College regulations, policies and procedures:

- [Academic Policies](#)
- [Student Complaints Procedure](#)
- [Dignity and Respect Policy](#)

#### 2.1 Plagiarism and Referencing Guide

The College plagiarism policy can be downloaded [here](#) and the College Calendar [here](#).

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement. Plagiarism is the act of presenting the work or ideas of others as one's own, without due acknowledgement. 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. It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism. Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University. 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. procuring, whether with payment or otherwise, the work or ideas of another;
- d. quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;
- e. paraphrasing, without acknowledgement, the writings of other authors. Examples (d) and (e) 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.

## 2.2 Plagiarism in the context of group work

Students should normally 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, submitting work which is the product of collusion with other students may be considered to be plagiarism. When work is submitted as the result of a Group Project, it is the responsibility of all students in the Group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

## 2.3 Self-Plagiarism

No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism.

## 2.4 Avoiding Plagiarism

Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding plagiarism is available at <http://tcdie.libguides.com/plagiarism>

If plagiarism as referred to in paragraph (1) above is suspected, the Director of Teaching and Learning (Postgraduate) or his/her designate will arrange an informal meeting with the student, the student's Supervisor and/or the academic staff member concerned, to put their suspicions to the student and give the student the opportunity to respond. Students may nominate a Graduate Students' Union representative or PG advisor to accompany them to the meeting. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for them to attend. If the student does not in this manner agree to attend such a meeting, the Director of

Teaching and Learning (Postgraduate), or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to in Section 5 (Other General Regulations).

If the Director of Teaching and Learning (Postgraduate) forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties noted above must be in agreement and must state their agreement in writing to the Director of Teaching and Learning (Postgraduate) or designate. If one of the parties to the informal meeting withholds his/her



written agreement to the application of the summary procedure, or if the facts of the case are in dispute, or if the Director of Teaching and Learning (Postgraduate) feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean. If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Postgraduate) will recommend one of the following penalties:

**Level 1:** Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;

**Level 2:** Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

**Level 3:** Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

Provided that the appropriate procedure has been followed and all parties in (6) above are in agreement with the proposed penalty, the Director of Teaching and Learning (Postgraduate) should in the case of a Level 1 offence, inform the Course Director and, where appropriate, the Course Office. In the case of a Level 2 or Level 3 offence, the Dean of Graduate Studies must be notified and requested to approve the recommended penalty. The Dean of Graduate Studies may approve or reject the recommended penalty or seek further information before making a decision. If he/she considers that the penalties provided for under the summary procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures as referred to under conduct and college. Notwithstanding his/her decision, the Dean of Graduate Studies will inform the Junior Dean of all notified cases of Level 2 and Level 3 offences accordingly. The Junior Dean may nevertheless implement the procedures as set out in Section 5 (Other General Regulations).

If the case cannot normally be dealt with under summary procedures, it is deemed to be a **Level 4:** offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

## 2.5 Plagiarism Declaration

Each coversheet that is attached to submitted work should contain the following completed declaration:



"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>."

Please refer to your relevant School/ Department for the format of essay submission coversheets.

## 2.2 Research Ethics

Students should be aware of the School ethics policy (available at <http://www.tcd.ie/spp/research/ethics/> and ensure their research complies with it.

## 3. TEACHING AND LEARNING

### 3.1 Course Structure

#### 3.1.1 Prerequisites for the M. Litt. degree

On entering the M.Litt. degree, students are required to have taken JS Economic Analysis and JS Econometrics or modules of an equivalent standard. Where students have not taken one or other of these modules, or an equivalent module at this level, they are required to follow these modules in the first year of the M.Litt. programme. Subsequent progress on the register is conditional on the student obtaining the required standard specified by the Committee in these required modules (e.g. 50 per cent).

#### 3.1.2 Prerequisites for the Ph.D. degree

New research entrants with appropriate academic qualifications are now normally admitted directly to the Ph.D. register on a probationary basis. Students seeking to enter the Ph.D. register must have obtained a good taught M.Sc. in theoretical and quantitative economics or its equivalent.

#### 3.1.3 Confirmation on the Ph.D. Register

In order to be confirmed on the Ph.D. Register a formal confirmation procedure is applied. This takes place typically in the second year for full-time students and in the third year for part-time students. Confirmation applications for full-time students should be submitted by February of Year 2. In the case of part-time students, the applicable dates are February of Year 3. Students will normally be expected to have acquired the 30 ECTS credits in approved coursework before proceeding to confirmation.



The confirmation process requires students to submit evidence of written work (usually a substantially completed research paper) as well as an outline of how they propose to develop this into a Ph.D. thesis (outlines of two other proposed papers), together with a letter of support from their supervisor, to the Department Graduate Studies Committee. The non-supervisory members of the student's Thesis Committee will hold a short interview with the candidate. The student's supervisor should also attend the interview as a witness. The holders of the interview will agree to recommend confirmation, defer confirmation until a new submission and interview are held, or deny confirmation on the Ph.D. register. If the outcome is a resubmission it will be accompanied by recommendations as to what is needed to improve the submission. It is the student's responsibility to ensure the resubmission is to the necessary standard. If the student decides to make major changes that have not been suggested they should first get approval from the Ph.D. coordinator. Resubmission can only result in confirmation or denying confirmation. Denying confirmation to the Ph.D. register may mean that the student is advised to pursue an M.Litt. or that he/she withdraws from the program. In making its decision the Committee will wish to be assured that the research is likely to lead to a thesis of Ph.D. standard (see below) and that it can be completed within a reasonable period of time. It is not in the interests of the Department or the student to confirm a student on the Ph.D. register if there is not sufficient evidence that it can be successfully completed.

#### 3.1.4 Thesis Standard

A research thesis, particularly at the M.Litt. level, is primarily a training exercise in research skills, but in undertaking this exercise students are expected to make an original contribution to knowledge. Remember, however, that the objective is not to write the standard 'world reference' on the thesis topic, but to carve out a sufficiently focused and manageable subject which allows the demonstration of mastery of research skills while producing a useful and relevant contribution to knowledge. As a rule of thumb, an M.Litt. thesis should contain at least one single authored potentially publishable article, a Ph.D. thesis three or more potentially publishable articles at least one of which is single authored.

#### 3.1.5 Co-authorship in the Ph.D. Thesis

A Ph.D. thesis must contain at least one single-authored article. The other articles in the Ph.D. may be co-authored but, in each case, the Ph.D. student must be the lead author for each article and a declaration stating this must be included in the thesis. If an article is co-authored with another Ph.D. student, it may only be submitted as part of a Ph.D. thesis for one student, at this or any other university.

#### 3.1.6 Examination of the thesis

An M.Litt./Ph.D. thesis is normally examined by one internal and one external examiner. The examiners are appointed by the Dean of Graduate Studies in consultation with the School. A supervisor may not act as an examiner.





It is not the School's normal practice to hold a viva voce examination in connection with the submission of an M.Litt. thesis. However, an M.Litt. examiner (internal and/or external) must require a viva voce examination where major revisions or a fail is under serious consideration.

A viva voce is a requirement in the examination of a Ph.D. candidate.

As a result of the examination the thesis can be accepted, rejected or can be referred for minor or major revision. Minor revisions are defined as those that can be undertaken within two months of the students receiving the written reports of the examiners. Major revisions require subsequent re-examination of the thesis (with an associated College fee); students are allowed six months to complete revisions from the time of notification of results. The procedure for appeal against the decision of examiners is set out in the College Calendar Part III. Current College rules permit two soft bound theses to be submitted for examination, with the hard bound versions submitted when the examination process is completed successfully. Electronic copies should also be submitted to the department at the same time as the soft bound versions. On submission of the thesis students must also submit any datasets used for their thesis, including do-files, to the Department of Economics.

The deadline for submission of thesis is August 31st for September registrants and 1st March for March registrants. However, there is an instance called "Dean's Grace" which allows an extension for one month without payment of fee – applications for Dean's Grace must be made to the supervisor. Students are encouraged to plan for submission some months in advance to avoid this necessity.

## 3.2 Course Workload

### 3.2.1 Taught modules for the Ph.D. Programme

The advanced modules/courses now being offered in the Ph.D. Economics programme provide a framework for students to deepen their knowledge of selected subfields and refine their skills. Taking such modules/courses is a proven way of helping selection and development of research topics, and it is now a required component of the Ph.D. programme.

Each student should seek their supervisor's advice in selecting the most appropriate modules/courses. Students are expected to acquire coursework credits as part of the Ph.D. programme. For new entrants to the Ph.D., it is required that a total of 30 ECTS credits in modules/courses approved by their supervisor will have been acquired before submission of the Ph.D. thesis.

There are three core modules on offer in addition to a number of other elective modules. The core modules are Microeconomics, Macroeconomics and Econometrics and students must pass at least two of these three modules before their confirmation. To gain credit a mark of at least 50% must be obtained.

### 3.2.2. Responsibility for Thesis

The ultimate responsibility for completing a thesis rests with the student. The Department assists by providing advice, supervision and facilities, but the responsibility for pursuing the



thesis to its conclusion must remain with the student. It follows that it is primarily up to the student to maintain contact with his or her supervisor, to seek guidance, to provide drafts for comments and to ensure a satisfactory schedule of progress.

In turn, supervisors have a duty to provide a supportive environment for a student's research, to provide timely and detailed comments on drafts, and to monitor a student's progress.

### 3.2.3 Choice of Thesis Topic

The Department encourages students to work on projects which fall directly within the research interests of staff members. The Graduate Studies Committee tries to match students, thesis topic and supervisor in an interactive process when students are admitted to the register, taking into account the student's own preferences for a research area and staff interests.

Should a student wish to change the area of his/her thesis research so that it no longer falls under the research interests of his or her original supervisor, the student should, jointly with his or her supervisor, notify the Graduate Studies Committee of the revised area of thesis interest. The Committee may then nominate alternative supervisors.

### 3.2.4 Supervisors

On being admitted to the graduate register each student is assigned a supervisor based on their expected area of thesis research. It is departmental policy to assign students where possible to a supervisor who shares a similar research interest although, inevitably in a small Department, it may not be possible to provide complete overlap.

Where a student feels he or she is receiving inadequate help and supervision from his or her supervisor the student should first talk over the matter with the Ph.D. Coordinator or another member of the Graduate Studies Committee. This person may take the matter up on the student's behalf directly with the supervisor concerned or may make a recommendation to the Graduate Studies Committee that the student's supervisor should be changed. Should a student still not be satisfied, there is a procedure for complaints against supervision set down in the College Calendar III.

When a supervisor goes on leave for a period he or she will be asked to suggest ways in which continuing contact can be maintained with a student and, if necessary, to advise on the name of a possible replacement for the period of leave. Such arrangements should be notified to the Graduate Studies Committee.

### 3.2.5 Thesis Committees

A Thesis Committee shall be appointed for all Ph.D. students. This committee comprises the Principal and any co-supervisors and two other persons appointed by the School or Discipline. The role of the Thesis Committee is to monitor and advise in relation to the progress of the Ph.D. student throughout the lifespan of his or her structured Ph.D.. The progress of graduate students will be reviewed each year by the Thesis Committee. In the first, third and subsequent years of a student's period on the Ph.D. register, save in the year in which they intend to submit their thesis,



the student and their Supervisor should complete a progress report. This form may be downloaded from the Office of the Dean of Graduate Studies website. Before the end of the relevant academic year, and in a time period determined by the relevant School or Discipline, the student should submit the progress report to the non-supervisor members of their Thesis Committee. Thereafter, a meeting should be arranged between the student and such nonsupervisor members to discuss academic progress. Following this meeting and, if appropriate, following discussions between the supervisory and non-supervisory members of the Thesis Committee, the latter should sign the progress report form and indicate whether or not they recommend continuation on the register. If progress is unsatisfactory, Supervisors or nonsupervisor members of a Thesis Committee may recommend to the Dean of Graduate Studies that the student's registration should be terminated.

### 3.2.6 Supervision

Students and supervisors should meet regularly while the student is on the register. It is not possible to lay down hard and fast rules in this area, but the following guidelines may be of help. In the initial stages of thesis research a student's primary need is for guidance with respect to choosing and refining a thesis topic and for assistance in finding relevant literature.

At this stage it may be useful for student and supervisor to meet for a number of unstructured, open-ended conversations in which various options are explored and suggestions for further work are made.

At a very early stage, however, and certainly by the end of the first term, a student should get into the habit of presenting written work for comment to his or her supervisor. It is very easy for a student to get carried away by reading and specific writing objectives can be very helpful in focusing this reading. A supervisor can help by suggesting topics for written work, for example, by pointing to relevant literature which might be summarised in a literature review; this may or may not form the basis for part of the thesis which is finally submitted.

Supervisors have a responsibility to provide timely comments on written work handed in by students. They should also make themselves available for consultation and advice on reasonable notice.

In some cases, a student and supervisor might opt to agree on a regular series of deadlines or appointments when written work should be presented (preferably some days before the appointment). In other cases a student and supervisor may prefer a more flexible procedure where arrangements for the next meeting are made at the end of the current one. It is important that a student and supervisor at the outset agree on their working relationship and, if the supervisor does not initiate this discussion, the student should. At this stage the supervisor should be made aware of all other demands on the student's time (such as teaching assistant or lecturing duties, extent of other paid employment, etc.) so that realistic targets can be set and achieved. There are, of course, many other demands on the staff member's time as well.



In line with the student's ultimate responsibility for the thesis, it is up to the student to submit written work for comment and to arrange appointments when he or she feels that advice or guidance is needed. The supervisor, however, as part of his/her monitoring role on behalf of the Graduate Studies Committee, has a responsibility to make contact with a student who has not been in touch for some time and should insist on a schedule for written work in agreement with the student.

All supervisors are encouraged to keep a note of their formal contact with their students (in terms of number of meetings scheduled and approximate contact hours).

As chapters are written students are encouraged to circulate them as widely as possible among fellow students and others. Feedback is always valuable and one can never have too many comments. Students are also encouraged to discuss their work with members of staff other than their supervisor.

When the first full draft of the thesis is completed there is an understandable temptation to pause for breath, but there remains substantial work to be done. The supervisor and ultimately the examiners need to be satisfied that there is sufficient substantial original material in the thesis to justify the award of a degree. The painstaking work of editing, re-checking calculations, data sources and references and correcting spelling mistakes is just beginning. Students should be prepared to work through several drafts before a thesis is finally ready for submission, and time should be allocated for this work in the study schedule.

At an early stage students should acquire a copy of the Graduate Studies Office Regulations and Guidelines for Candidates on Submission of a Higher Degree by Thesis and should follow it for layout, references etc. Good practice in this regard from the beginning will save time and tedious work at a later stage.

### 3.2.7 Graduate Student Working Group and Departmental Seminar

Students registered for research degrees are required to attend and participate in the Graduate Student Working Group. They must also make a presentation to the Working Group at least once every year. These presentations are essential in order for students to receive feedback on their research and to develop important presentation skills. While it is understood that the research presented in these seminars is work in progress and a certain amount of informality is acceptable, students should take these presentations seriously, prepare appropriately, and deliver the presentation in a professional manner.

Students are also required to attend the Department's Economics Seminars and encouraged to attend relevant seminars organized by TRiSS. Students should make an effort to meet with seminar speakers to discuss their research where appropriate. They are also encouraged to present at specialist conferences in their area, especially international conferences. Applications can be made to the Dean of Graduate Studies for funding at such conferences. It is essential for students to keep up to date with new research in their field. Students are encouraged to set up reading groups in order to discuss new research papers and learn from one another.



### 3.2.8 Annual Progression

Progression on the Ph.D.-register is subject to annual reviews. Annual progress reporting is an essential requirement for all postgraduate students on the research register (full and part-time) in Trinity College Dublin.

Progress reports should be completed jointly by the Ph.D.-student and the supervisor/supervisory team. They must be submitted by the end of each academic year locally to the course Director (narcisog@tcd.ie) as well as the designated administrator within the Department (economics@tcd.ie) and the School (smullens@tcd). Forms for annual progression can be obtained [here](#) (for students registered before 2019) or [here](#) (for students registered in or after the academic year 2019/2020)

Progression at the end of the second year is conditional on an official confirmation on the Ph.D.-registry by the Thesis Committee as outlined in section 3.2.5 of this handbook and the College Calendar, Part III, Section II.37-41. Confirmation at the end of the second year automatically satisfies the requirement for normal annual progression.

### 3.2.9 Teaching and Research Assistance

The Department is sometimes made aware of needs in other colleges for tutorial classes and lecturing opportunities, as well as for short-term research assistance opportunities.

Postgraduate students who need to earn money in this way should let the Head of Department know as soon as possible of their interest. All students contemplating taking on outside work should keep in mind the importance of completing their theses and are encouraged to inform their supervisors of outside commitments. Students in receipt of outside funding should be aware of any conditions attached to taking on outside work. The giving of private grinds/tutoring to students taking modules by this Department is strictly forbidden.

## 3.3 Module Descriptors & Compulsory Reading Lists

**Standard Text:** The School reserves the right to amend the list of available modules and, in particular to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

### 3.3.1 Module Descriptors & Compulsory Reading List

Code	Mandatory Modules (20 ECTS) Students must complete two of the following three modules	ECTS
ECP88031	Microeconomics	10
EC8023	Macroeconomics	10



ECP88061	Econometrics	10
<b>Code</b>	<b>Optional/ Approved Modules (X ECTS)</b>	<b>ECTS</b>
ECP88074	Development Economics (Spatial Data and Development)	5
ECP88044	Big Data	5

<b>Code</b>	<b>Mandatory Module (Does not count towards required 30)</b>	<b>ECTS</b>
CA7000	Research Integrity and Impact in an Open Scholarship Era	5

### 3.4 Coursework Requirements

All modules are assessed on a pass/fail basis. The minimum grade required to pass is 50%. Modules are assessed by a combination of assignments and exams. Details of assessment requirements will be provided by the lecturer of each module.

### 3.5 Attendance Requirements

The minimum period of research before which an M.Litt. thesis can be submitted is one year from the date of registration, and the maximum period two years (two and three years, respectively in the case of part-time registration). Experience indicates that an M.Litt. should normally take between one and two years. For full-time Ph.D. students, the minimum period is two years and the maximum period four years (three and six years respectively in the case of part-time registration). Students should ideally aim to submit their dissertation by July in their final year, to allow time for slippage in their schedule. Please note the following entry from the College Calendar regarding fees for part-time students:

The minimum period of time on the part-time register is three years. If a student on the part-time register leaves before they have completed six years on the register, they will be required to pay the difference in fees between the total part-time fees they have already paid and the equivalent full-time fees that they would have been charged during that time on the register, up to a maximum of the four years full-time fee. Students entering or continuing on the part-time register may not at any point transfer to the full-time register.



Students who suffer prolonged illness or who are out of the country for a prolonged period may be permitted to go off books for a period up to one year (two years in exceptional circumstances). The Dean of Graduate Studies will normally only agree to this request where it has the strong support of the student's supervisor.

Students should aim to make steady progress throughout the period of their research. In particular, good use should be made of the summer period to progress the thesis. Work on a thesis is year-round and long summer vacations familiar from undergraduate life are not appropriate. Strong self-discipline is a vital element in successful completion. In particular, students with teaching assistant duties or with module prerequisites to complete must ensure the time allocated to these activities is kept in bounds and that time is kept available to make progress on the thesis research.

### 3.6 Absence from Examinations

Postgraduate students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical advisor and request a medical certificate for an appropriate period. If a certificate is granted, it must be presented to the student's Course Co-ordinator/Director within three days of the beginning of the period of absence from the examination. Such medical certificates must state that the student is unfit to sit examinations. Medical certificates will not be accepted in explanation for poor performance; where an examination has been completed, subsequent withdrawal is not permitted. Further details of procedures subsequent to the submission of medical certificates are available in course handbooks or from Course Co-ordinators/Directors.

Postgraduate students who consider that other grave cause beyond their control may prevent them from attending an examination (or any part thereof) must consult and inform their Course Co-ordinator/Director. The Course Co-ordinator/Director will then make representations to the Dean of Graduate Studies requesting that permission be granted for absence from the examination. The acceptance of medical disability is entirely at the discretion of the Dean of Graduate Studies, who may ask for a report from the medical officers in charge of the Student Health Service. The report will be strictly confidential to the Dean of Graduate Studies

### 3.7 Marking Scale

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area. The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written





or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty. The European norm for fulltime study over one academic year is 60 credits. 1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations. ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain components. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

### 3.8 Progression Regulations

For College progression regulations please reference the College Calendar at: <https://www.tcd.ie/calendar/graduate-studies-higher-degrees/>

As described earlier, to progress with the Ph.D., students must successfully pass their confirmation interview in their second year and also submit a satisfactory progress report to their Thesis Committee in all other years.

#### 3.8.1 Publication of Results

Results will be published on a rolling basis and distributed to students by the Programme Administrator.

#### 3.8.2 Transcripts

Coursework transcripts are available on request to Programme Administrator at [economics@tcd.ie](mailto:economics@tcd.ie)

Transcripts are never issued to a third party, such as a parent or prospective employer without the consent of the person named on the transcript.

### 3.9 Careers Information & events

The Careers Advisory Service (CAS) provides a wide range of resources and services to help you make and implement informed choices about your future career direction.

The Careers Information Centre at 7-9 South Leinster Street contains a range of free, careerrelated booklets and employer materials for you to take away. Online, the resources section of the website ( <https://www.tcd.ie/Careers/students/> ) provides useful information on a range of topics from career choice and planning, to working abroad, taking a year out and everything in between. Also available is the MyCareer online service. More information is available here: <https://mycareerconnect.tcd.ie/unauth>

The Department of Economics will provide support for students interested in pursuing an academic career through mock job-market interviews, presentations and general advice. Students intending to go on the academic job market should discuss this with their supervisor as soon as possible.



### 3.9 Student Feedback and Evaluation

Evaluation of courses and their constituent modules is an important component of the College's commitment towards improving the quality of teaching and the support of learning. To this end, all postgraduate programmes that are taught by the School of Social Sciences and Philosophy are evaluated on a yearly basis using an online survey. The survey is anonymous and the results are used in reviewing and improving aspects of each programme and its delivery.

## 4. POSTGRADUATE SUPPORTS FOR STUDENTS WITH DISABILITIES

Postgraduate students (both taught and research) who have a disability are encouraged to apply to the Disability Service for reasonable accommodation.

Support for Postgraduate Students includes:

- Academic Support
- Assistive Technology
- Occupational Therapy
- Support on Placements and Internships
- Preparation for Viva Voce examinations

An application can be made through [my.tcd.ie](http://my.tcd.ie) via the 'My Disability Service' tab. Additional information is available in a step-by-step [How to apply for Reasonable Accommodations guide](#).

Any postgraduate student in Trinity (or prospective student) is welcome to contact the Disability Service to informally discuss their needs prior to making a formal application. Please email [askds@tcd.ie](mailto:askds@tcd.ie) or visit the Disability Service [Contact page](#).

<https://www.tcd.ie/disability/contact/>