



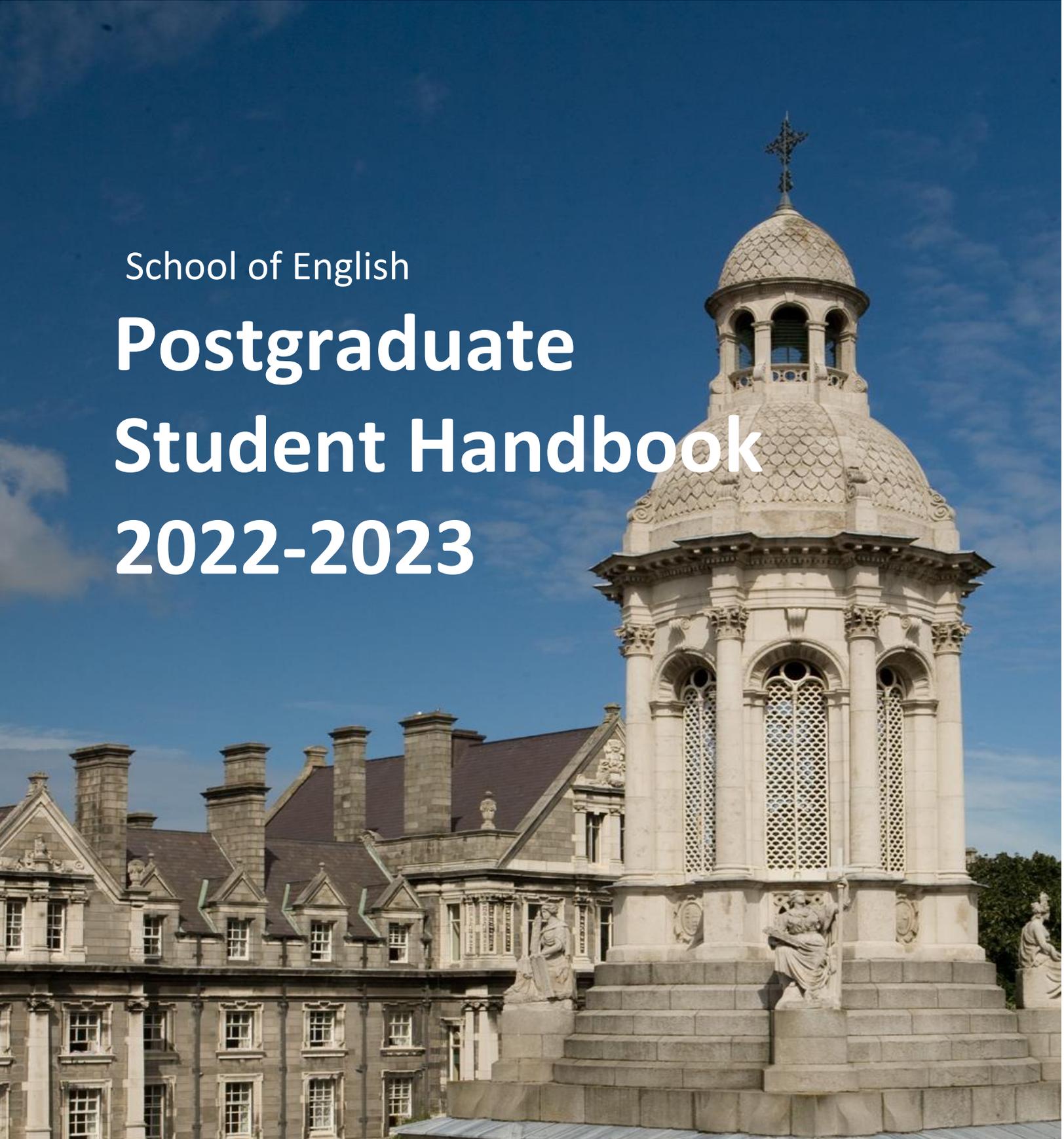
**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of English

# Postgraduate Student Handbook 2022-2023



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## **1. GENERAL COURSE INFORMATION**

### **1.1 Introduction**

Welcome to the School of English at Trinity College Dublin. The School has a large and active postgraduate community. We currently host over 40 research students and will be offering four taught M.Phil. programmes in the 2022-23 academic year. We are proud of the very high international reputation for research and scholarship accrued by our staff and our graduate students, many of whom have gone on to distinguished academic careers in institutions across the world. We are also fortunate here in Trinity to have the use of a copyright library with world-class holdings, in a campus right at the heart of a capital city, with many major cultural and artistic resources on our doorstep.

Some of you will already be familiar with the School and with the College, but we hope that those of you are newly arrived in Dublin will also take advantage of its many academic and social opportunities, enjoy your time here, and will come to feel at home in the School's intellectual community.

If you are pursuing one of the School's taught M.Phil. programmes, your main point of contact will be your Programme Director(s), and you will find detailed information about your programme in the relevant course handbook.

As a postgraduate research student, your primary relationship is with the member(s) of staff who supervise(s) your thesis research. Your supervisor(s) will advise and help you define your topic, set a schedule of work/meetings and provide feedback on your work. They will also serve as your first port of call for any queries and problems you may encounter along the way. However, the School also provides a broader framework of academic support for research students. Throughout the academic year, you will have access to workshops, seminars and other events to help you acquire and strengthen skills, gain a broader academic perspective, exchange research findings with staff members, fellow students and other members of the broader scholarly community in College. While you alone are responsible for the success of your thesis project, doing a research degree should not be a solitary endeavour but should also prepare you for future employment, in or outside academia. The School of English is committed to helping you get the most out of your time here at Trinity College Dublin.

This handbook is designed to give you some basic introductory information to the School, its ethos, and practices. More detailed information on regulations is available in the Trinity College Calendar Part 3. If this handbook and the Calendar differ, the Calendar is to be considered authoritative. You can find a copy here: <http://www.tcd.ie/calendar/>

Dr Bernice M. Murphy,

Director of Teaching and Learning (Postgraduate), September 2022.

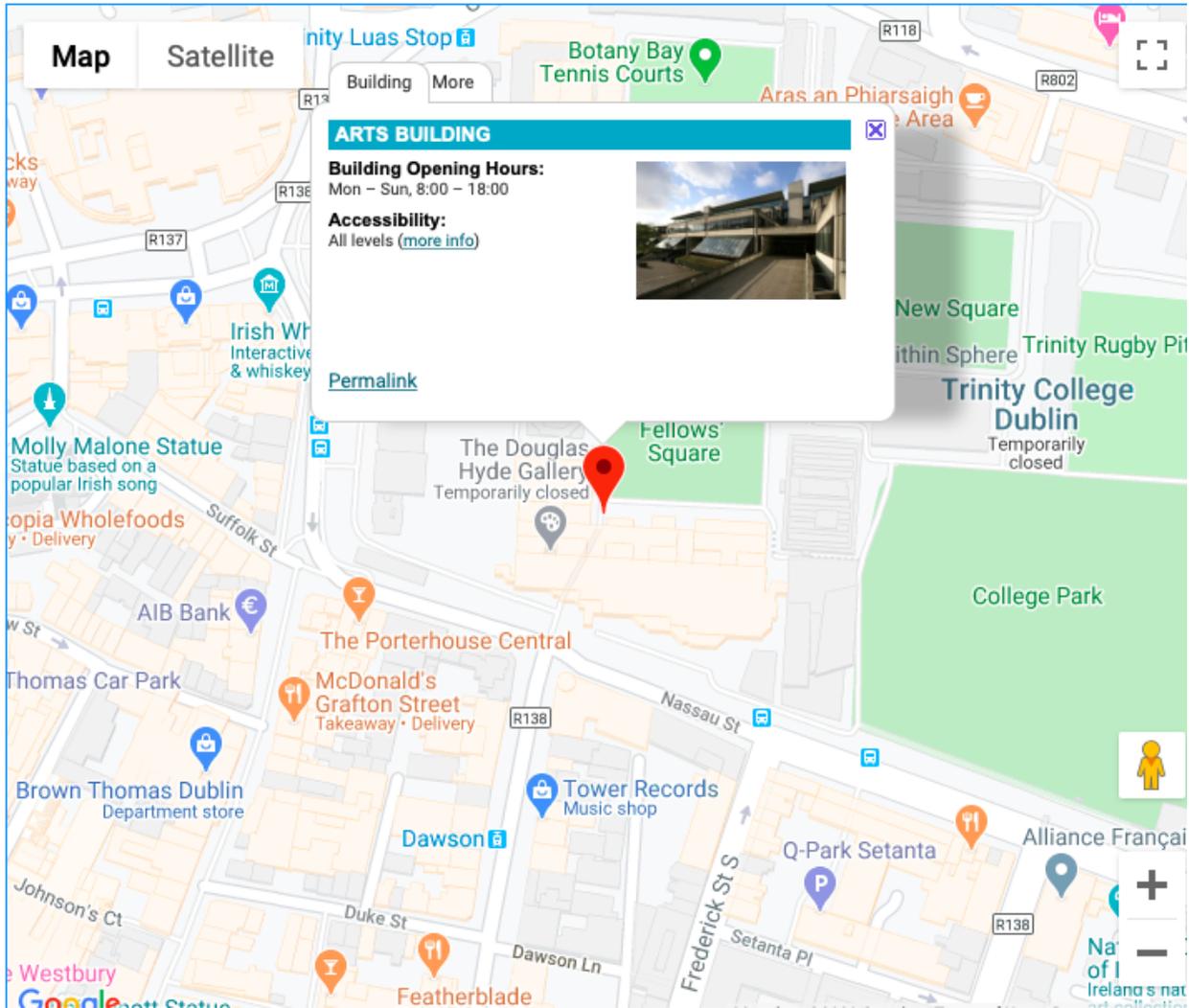
## 1.2 Contact Details

Staff Name	Role/Title	Contact 1	Contact 2
Dr Jarlath Killeen	Head of School	<a href="mailto:killeej@tcd.ie">killeej@tcd.ie</a>	896 2337
Dr Bernice M. Murphy	Director of Postgraduate Teaching and Learning (DPTL)	<a href="mailto:Murphb12@tcd.ie">Murphb12@tcd.ie</a>	896 2547
Dr Tom Walker	Taught M.Phil. Co-ordinator/Head of Discipline HT	<a href="mailto:walkerto@tcd.ie">walkerto@tcd.ie</a>	896 4353
Prof. Andy Murphy	Head of Discipline MT	<a href="mailto:andrew.murphy@tcd.ie">andrew.murphy@tcd.ie</a>	896 3984
Prof. Aileen Douglas	Director of Research	<a href="mailto:adouglas@tcd.ie">adouglas@tcd.ie</a>	896 2322
Dr Paul Delaney	Director of PG Professional Development	<a href="mailto:delanep@tcd.ie">delanep@tcd.ie</a>	896 3481
Ruth Archbold	School Administrative Manager	<a href="mailto:archbolr@tcd.ie">archbolr@tcd.ie</a>	896 2890

As staff members of staff may at times be working from home on some days, it is always best to send an email in the first instance.

## 1.3 Programme Specific Locations

Please refer to individual M.Phil. handbooks for location details related to your specific course. The School of English is located on the fourth floor of the Arts Building. Most individual staff offices are located on the third and fourth floors of the Arts Building. **Source:** Interactive College Map: <https://www.tcd.ie/Maps/map.php?q=School+of+English>



**Blackboard:** Blackboard is Trinity’s online VLE (Virtual Learning Environment). Depending on your course of study, you can access lecture notes, online assignments and other activities through Blackboard. All registered TCD staff and students are automatically assigned a Blackboard account. <https://www.tcd.ie/CAPSL/resources/blackboard/>

**The Library of Trinity College Dublin:** <https://www.tcd.ie/library/>

**The Academic Registry:** <https://www.tcd.ie/academicregistry/>

**Trinity College People Finder:** <http://peoplefinder.tcd.ie/>

# 1.4 Academic Year Calendar 2022/23

## ACADEMIC YEAR CALENDAR 2022/23

2022/23 Academic Year Calendar		Term / Semester	
Academic Calendar Week	Week beginning	UG continuing years / PG all years	UG new first years
1	29-Aug-22	Reassessment* (for Semesters 1 & 2 of 2021/22)	
2	05-Sep-22	Orientation (Postgraduate, Visiting & Erasmus); Marking/Results	
3	12-Sep-22	Teaching and Learning	Orientation (JF UG)
4	19-Sep-22	Teaching and Learning	Teaching and Learning
5	26-Sep-22	Teaching and Learning	Teaching and Learning
6	03-Oct-22	Teaching and Learning	Teaching and Learning
7	10-Oct-22	Teaching and Learning	Teaching and Learning
8	17-Oct-22	Teaching and Learning	Teaching and Learning
9	24-Oct-22	Study/Review	Study/Review
10	31-Oct-22	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)
11	07-Nov-22	Teaching and Learning	Teaching and Learning
12	14-Nov-22	Teaching and Learning	Teaching and Learning
13	21-Nov-22	Teaching and Learning	Teaching and Learning
14	28-Nov-22	Teaching and Learning	Teaching and Learning
15	05-Dec-22	Revision	Revision
16	12-Dec-22	Assessment*	Assessment**
17	19-Dec-22	Christmas Period - College closed	Christmas Period - College closed
18	26-Dec-22	23 December 2022 to 2 January 2023 inclusive	23 December 2022 to 2 January 2023 inclusive
19	02-Jan-23		
20	09-Jan-23	Foundation Scholarship Examinations*	Foundation Scholarship Examinations**
21	16-Jan-23	Marking/Results	Marking/Results
22	23-Jan-23	Teaching and Learning	Teaching and Learning
23	30-Jan-23	Teaching and Learning	Teaching and Learning
24	06-Feb-23	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)
25	13-Feb-23	Teaching and Learning	Teaching and Learning
26	20-Feb-23	Teaching and Learning	Teaching and Learning
27	27-Feb-23	Teaching and Learning	Teaching and Learning
28	06-Mar-23	Study/Review	Study/Review
29	13-Mar-23	Teaching and Learning (Friday, Public Holiday)	Teaching and Learning (Friday, Public Holiday)
30	20-Mar-23	Teaching and Learning	Teaching and Learning
31	27-Mar-23	Teaching and Learning	Teaching and Learning
32	03-Apr-23	Teaching and Learning (Friday, Good Friday)	Teaching and Learning (Friday, Good Friday)
33	10-Apr-23	Teaching and Learning (Monday, Easter Monday)	Teaching and Learning (Monday, Easter Monday)
34	17-Apr-23	Revision	Revision
35	24-Apr-23	Trinity Week (Monday, Trinity Monday)	Trinity Week (Monday, Trinity Monday)
36	01-May-23	Assessment* (Monday, Public Holiday)	Assessment* (Monday, Public Holiday)
37	08-May-23	Marking/Results	Marking/Results
38	15-May-23	Marking/Results	Marking/Results
39	22-May-23	Marking/Results	Marking/Results
40	29-May-23	Research	Research
41	05-Jun-23	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)
42	12-Jun-23	Research	Research
43	19-Jun-23	Research	Research
44	26-Jun-23	Research	Research
45	03-Jul-23	Research	Research
46	10-Jul-23	Research	Research
47	17-Jul-23	Research	Research
48	24-Jul-23	Research	Research
49	31-Jul-23	Research	Research
50	07-Aug-23	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)
51	14-Aug-23	Research	Research
52	21-Aug-23	Research	Research

\* Note: additional/contingency days may be required outside of the formal assessment/reassessment weeks.

\*\* Note: it may be necessary to hold a small number of JF examinations/assessments in the week beginning 9th January 2023.

## 1.5 Timetables

Information pertaining to individual M.Phil. timetables is provided in your course handbook. PhD/M.Litt students should email individual M.Phil. course directors for timetable information.

## 2. ACADEMIC WRITING AND RESEARCH ETHICS

### 2.1 Plagiarism Guide

Plagiarism is a matter taken very seriously by the College and all students are responsible for ensuring that they understand what constitutes plagiarism. **Please note that all postgraduate students – whether they are on taught programmes or reading for research degrees – must complete an online tutorial on plagiarism before they submit work.** This tutorial can be found here:

<http://tcd-ie.libguides.com/plagiarism/ready-steady-write>.

More information and guidance relating to plagiarism can be found here: <http://tcd-ie.libguides.com/plagiarism/about> while the College *Calendar's* specific regulations follow below (taken from pp.18-20 of the *Calendar* Part III, 2021-22 edition)

1. **General:** 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.

### 2. Examples of Plagiarism

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.

### **3. 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.

### **4. 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.

### **5 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://tcd-ie.libguides.com/plagiarism>.

- 6 If plagiarism as referred to in paragraph (1) above is suspected, the Director of Teaching and Learning (Postgraduate) 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.

- 7 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. 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, who will interview the student and may implement the procedures set out in Section 5 (Other General Regulations).
- 8 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:
  - (a) 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;
  - (b) 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;
  - (c) Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.
- 9 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 will inform the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as set out in Section 5 (Other General Regulations).
- 10 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.

**References/Sources:**

[Calendar, Part III, General Regulations & Information, Section I 'Plagiarism'](#)  
[Plagiarism Policy](#)  
[Library Guides - Avoiding Plagiarism](#)  
[Plagiarism Declaration](#)

## 2.2 Research Ethics:

As the research ethics section of Trinity Research webpage notes, ‘the quest for knowledge and the betterment of society through research are central to the mission of Trinity College. It is essential that all our research is conducted with the utmost integrity and that it adheres to the highest standards of ethical oversight. Research excellence in College is guided by the principles described in the Policy on Good Research Practice document (2002; updated in 2009) and these principles apply to all research conducted by staff and students under the auspices of Trinity College. To ensure that we continue to operate at the highest levels of excellence all policies in this area are continuously reviewed by the Research Ethics Policy Committee (REPC)’.

Further information about current research ethics policies within the College can be found here: <https://www.tcd.ie/research/dean/research-ethics/>

The School of English also has its own Research Ethics Committee (REC), which currently consists of: Director of Research Professor Aileen Douglas, Head of School Dr Jarlath Killeen, Director of Postgraduate Teaching and Learning Dr Bernice Murphy, and Head of Discipline Professor Andy Murphy. If you are undertaking an M.Phil. dissertation or PhD thesis project which may require the approval of this committee, your supervisor should contact Professor Douglas in the first instance.

### References/Sources:

[Research Ethics](#)

[Policy on Good Research Practice](#)

[Ethics Policy](#)

## 3. INFORMATION FOR M.PHIL. STUDENTS

### 3.1 School of English M.Phil. Programmes (2022-23)

#### M.Phil. in Irish Writing:

**Directors:** Dr Julie Bates and Dr Sam Slote

**Teaching Staff:** Dr Julie Bates; Dr Paul Delaney; Dr Seán Hewitt, Dr Jarlath Killeen; Dr Rosie Lavan; Professor Nicholas Grene; Professor Chris Morash; Professor Andrew Murphy; Dr Sam Slote; Dr Tom Walker, Dr Clare Clarke, Professor Aileen Douglas.

#### MPhil in Creative Writing:

**Directors:** Eóin McNamee and Deirdre Madden

**Teaching Staff:** Deirdre Madden, Harry Clifton; Dr Carlo Gébler, Dr Kevin Power.

#### MPhil in Children’s Literature:

**Director:** Dr Jane Carroll and Dr Pádraic Whyte

**Teaching Staff:** Dr Jane Carroll, Prof. Jarlath Killeen; Dr Pádraic Whyte.

### **Modern and Contemporary Literary Studies:**

**Directors:** Professor Darryl Jones and Dr Melanie Otto

**Teaching Staff:** Dr Clare Clarke; Dr Darryl Jones; Prof. Philip Coleman; Dr Melanie Otto; Prof. Aileen Douglas; Dr Bernice Murphy; Dr Kevin Power, Dr Sam Slote, Prof. Jarlath Killeen

**Please consult the handbook for your individual M.Phil. programme for more detailed information about teaching staff and course content.**

### **3.2 M.Phil. Teaching and Learning**

Information pertaining to the course structure, progression regulations, reading lists, external examiners, learning outcomes, coursework requirements and available award/s and exit awards related to specific taught M.Phil. programmes within the School can be found in their individual course handbooks.

### **3.3 M.Phil. ECTS Requirements and Marking Scale**

The weighting for the European Credit Transfer and Accumulation System (ECTS) for each of these year-long MPhil programmes, with classes taught over two twelve-week terms, is 90. Although the MPhil degree is awarded on a Distinction/Pass/Fail basis, individual assignments within the MPhil courses are marked according to the following standards:

1 <sup>st</sup>	80–100	A paper of outstanding merit; publishable quality.
1 <sup>st</sup>	70–79	A very strong and original paper: work displaying analytical and argumentative power with good command of the facts and/or arguments relevant to the questions and evidence of ability to organise them with clarity, insight and efficiency.
Upper 2nd	60–69	Work displaying analytical power and argumentation of the quality associated with a First, but with less comprehensive and thorough command of evidence. Or work showing considerable thoroughness but less analytical skill or less clarity in organisation.
Lower 2nd	50–59	Competent work with no major defects, but giving an incomplete account of the question, or marred by inaccuracies. Or work which demonstrates lapses in (but does not lack) analytical and argumentative skills.
3rd	40–49	Work that is generally weak with muddled argumentation, but containing some evidence of knowledge of facts and analytical skill. These marks

Fail	0–39	are also used for work that, while competent and knowledgeable in itself, does not address the question asked. Very poor quality work, not meeting the standards of information, understanding and analysis required for graduate level.
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### 3.4 The M.Phil. Dissertation

Formal teaching on MPhil programmes ends at the close of Hilary Term. Around this time, in consultation with course directors, each student will be allocated a supervisor for their dissertation. It is the responsibility of individual students to contact their supervisors, and to work out a programme of supervision with them so that they meet the submission deadline. Individual MPhils have their own regulations as to word length. The College *Calendar* and the relevant MPhil programme handbook should be consulted for full information.

The School of English does not stipulate a house style for presentation of work, but we ask that you be consistent. You should consult major style manuals such as *The Chicago Manual of Style* (available online), the MLA, or MHRA style manuals. The Purdue Owl website is also a useful resource: <https://owl.english.purdue.edu/owl/>.

An M.Phil. with Distinction may be awarded to students who achieve a mark of 70% or higher on their dissertation and at least 68% in the taught course work where modules amounting to at least 30 credits have a mark of at least 70%.

### 3.5 Student Feedback and Evaluation

Teaching and Learning is evaluated annually by students through mandatory postgraduate taught programme evaluations, and by participation in the Irish Survey of Student Engagement (ISSE) and the International Student Barometer (ISB). The method of student evaluation is at the discretion of the School and a variety of methods, including hard copy and on-line surveys, focus groups, meetings with class representatives are used to provide the opportunity for students to give feedback on their academic and educational experience. A Procedure for the Conduct of Focus Groups for the purpose of module and programme evaluation has been developed which aims to provide guidance to Schools and Programmes interested in using focus groups to conduct module and programme evaluations at undergraduate and postgraduate taught course level, or to use focus groups to drill down on issues arising from other forms of student evaluation e.g. online or hard-copy surveys. Schools are required to report on the implementation of undergraduate modules and postgraduate course evaluations through the Annual Faculty Quality Report, including the percentage of modules and courses evaluated, the response rate, repeat issues arising from evaluations, actions taken and methods to close the feedback loop to students. The results of these surveys are used to inform the School or Programme reviews and influence policy development and change at local and institutional level.

## References/Sources:

[Student Evaluation and Feedback](#)

[Student Partnership Policy: https://www.tcd.ie/teaching-learning/academic-policies/assets/archive/student-partnership-may2017.pdf](https://www.tcd.ie/teaching-learning/academic-policies/assets/archive/student-partnership-may2017.pdf)

### 3.6 Extension Requests and Late Submission

Requests for extensions will only be granted in exceptional circumstances and should be directed to the Course Director. In the case of extensions requested on medical grounds, documentation may be required. The late submission of essays without the granting of an extension will result in the deduction of two marks per day for up to five days. Thereafter a fail mark (0) may be returned for the late-submitted essay, unless a retrospective extension is approved by the course director.

## 4. INFORMATION FOR M.LITT. AND PHD STUDENTS.

### 4.1 The M.Litt./PhD Thesis

The degree of M.Litt. is awarded for a piece of original research of approximately 60,000 words in length, normally taking 2-3 years to complete. A PhD thesis is usually around 100,000 words long and will take 3-4 years of work. While the award of an M.Litt. is a substantial achievement in itself, most students would expect to continue through to the PhD register. M.Litt. students may choose to transfer into the PhD register in their second year upon successful completion of the confirmation process in their second year.

Although each research project will follow its own path and encounter its own challenges, you would normally be expected to complete your PhD in 3-4 years:

*Year 1:* Preliminary research; clear formulation of research topic; familiarity with scholarship in your area; drafting of first chapter(s).

*Year 2:* Preparation and submission of materials for confirmation (see below); work on subsequent chapters following successful confirmation.

*Years 3-4:* Completion and submission of PhD; *viva voce* examination; corrections/revisions if necessary.

As the pressure on PhD candidates who plan on pursuing an academic career continues to increase, they are also expected to deliver conference papers and produce publications to be credible postdoctoral and job candidates: nevertheless, **the importance of the thesis is paramount and no other activities, however virtuous, should distract from its completion to the highest standard possible.**

In **exceptional** cases, usually on medical grounds, extensions of registration beyond 4 years can be granted by the Dean of Graduate Studies. The PhD supervisor must write to the Dean of Graduate Studies to request this extension.

## 4.2 Annual Progress Reports

The progress of all postgraduate research students in College is reviewed on an annual basis. After the completion of Years 1 and 3 students and supervisors are asked to complete a **progress report** and submit it to the Director of Teaching and Learning (Postgraduate). In Year 1 the student should complete two substantial pieces of written work (agreed with the supervisor) in advance of the progress report. The template for progress reports is available here (under the heading 'Progress reports') <https://www.tcd.ie/graduatestudies/students/research/>

In Year 2, the progress report takes the form of the **confirmation** process (see below).

## 4.3 The Confirmation Process

A stringent process of academic assessment for all PhD students to confirm their continuation on the PhD register shall normally be arranged within the first eighteen months of registration, extended by a further year for PhD students on the part-time register from year 1. This timeline is extended by a further year for Ph.D. students on the part-time register from year one. The process is to be approached positively and constructively by all parties as an essential part in the student's learning experience. The PhD confirmation process requires the student to prepare a PhD *confirmation report*; the confirmation report should be written according to the guidelines issued by the Director of Teaching and Learning (Postgraduate) (DTLPG).

The student must ensure that a draft of the confirmation report is made available to the Supervisor with sufficient time for the Supervisor to read it and provide comments. The use of paid professional copy-editing services for the preparation of the confirmation report is not permitted and will be considered a breach of the confirmation regulations. In certain exceptional cases, students registered with the College disability service may, following consultation with the Dean, be permitted to avail of paid professional copy-editing services.

The following materials comprise the confirmation report for the School of English and should be submitted by email to the Director of Teaching and Learning (Postgraduate) at the appropriate time:

- i. a detailed outline of the proposed PhD thesis, including a breakdown of the contents of all chapters (2,000 words);
- ii. a completed thesis chapter (10-15,000 words);
- iii. a brief statement outlining the original contribution to knowledge made in the thesis (500-1,000 words);

- iv. a complete bibliography of primary and secondary material (no word limit).

### **Confirmation Requirements for Literary Practice Students**

The following materials comprise the confirmation report for Literary Practice Students in the School of English and should be submitted by email to the Director of Teaching and Learning (Postgraduate) at the appropriate time:

- i. a detailed outline of the proposed creative project (1,200 words), including a breakdown of chapters (if the student is undertaking a creative prose project) and an outline of the proposed critical component (800-1000 words)
- ii. For students undertaking a creative prose project: completed chapters amounting to between 8,000-10,000 words and a separate 4,000 word-5,000-word critical essay related to the creative work written so far. For students undertaking a Literary Practice PhD in poetry, 8-10 pages of poetry and a separate 4,000-5,000-word critical essay related to the poetic works written so far are required. In both instances, the work submitted for confirmation must be consistent with the final body of work submitted for the PhD.
- iii. a brief statement outlining the original contribution to the creative arts made in the thesis (500-1,000 words);
- iv. a complete bibliography of primary and secondary material (no word limit).

The confirmation interview process is the same for every PhD student. The student shall be invited to attend a PhD *confirmation* interview which will take place either in person or via Zoom (or another video conferencing platform). The PhD *confirmation panel* for each student is appointed by the DTLPG and shall consist of at least two members as follows: the DTLPG or his or her nominee, and a second member who should have acknowledged expertise in the subject area of the student's research (or in a cognate field). Members of the PhD confirmation panel may be drawn only from academic staff eligible to supervise. Although the DTLPG makes the final decision about membership of the PhD confirmation panel, he or she will consult with the student's Supervisor. The Supervisor shall not be a member of the PhD confirmation panel, but it is expected that the Supervisor (and Co-Supervisors) should be present at the interview. When necessary, an external discipline expert may be appointed. The Supervisor's attendance at the interview ensures that he or she is aware of the panel's critique of the student's work.

Written feedback shall be given to the student as soon as possible after the PhD confirmation interview. The recommendation of the panel shall be one of the following:

- (a) continuation on the PhD register;

- (b) continuation on the PhD register after some minor changes have been made to the PhD confirmation report;
- (c) continuation on the PhD register not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter;
- (d) a recommendation to change to the general Masters register to submit a Masters thesis; or,
- (e) not to continue as a postgraduate research student.

After a successful confirmation hearing, the panel will write a report for the student's consideration, with suggested revisions to the chapter, thesis outline, and/or methodology.

A student may appeal the result of a PhD confirmation interview according to the School's appeals board. The appeal procedure will be made available on request. **(Supervisors should consult the *Staff Handbook of Research Student Procedures 2022-23* for this information.)**

**N.B.** Any sample chapter in excess of 15,000 words **must** have the approval of the Director of Teaching and Learning (Postgraduate) in advance and a strong justification must be offered.

#### **4.4 Thesis Supervision:**

Each research student will be assigned a supervisor. The *College Calendar* states:

*The Principal Supervisor shall provide advice and assistance to students that shall include, in particular, the college regulations and matters relating to academic progression and examination. Any reasonable written requests shall be responded to without undue delay. The Principal Supervisor shall also give the students all possible assistance regarding access to the material, equipment and other resources essential to their research. Principal Supervisors shall be accessible to the student for a personal consultation session at least once a month during the statutory term, unless a prior arrangement has been agreed between the two parties.*

It is most important that you establish from the beginning the basis of your working relationship with your supervisor. Students are entitled to ongoing contact with their supervisor on a regular basis though the nature of the help you will want and how frequently you need to meet to discuss your work will vary greatly depending on the particular research project and the stage it is at – for example, it is likely that you will meet very frequently (either online or in person) with your supervisor at the beginning and end of your project, though perhaps less frequently in the middle stages.

As a general principle in literary studies, it is desirable that you should begin writing early. The pattern of completing research before 'writing up', which is appropriate in scientific disciplines, in most cases will not be suitable for a project in English Studies where the ability to organize material and structure an argument in writing is essential. Therefore, you should be prepared

to write early and write often, with much of your supervision coming from commentary provided on submitted work.

If your work is being co-supervised, it is important to establish clearly from the outset just what will be the involvement of each supervisor and to whom you submit written work. When your supervisor is on leave, they will usually continue to supervise your work.

### **Students' Expectations of Supervisors:**

The supervisor's role is to give advice, encouragement and constructive criticism to research students. The supervisor should normally:

- Be familiar with and ensure that the student is familiar with College and School regulations, particularly those pertaining to the annual progress review process, the timeframe for completion and examination, any ethical issues arising from their research and academic honesty (plagiarism).
- Offer guidance in clarifying the student's research topic and research schedule.
- Maintain regular contact with the student. College regulations recommend that supervisors and students should normally meet at least once a month during statutory term. This will not always be possible, particularly when students are abroad for archival research or fieldwork, but in such cases students and supervisors should maintain regular contact by e-mail or other means.
- Respond promptly and professionally to the submission of written work. Supervisors and students should work together to devise a reasonable timetable for the regular submission of written work and supervisors should normally aim to return comments and suggestions to students within a fortnight of receiving chapter length submissions. At certain times of the year, particularly during the examination period and outside of statutory term, returning comments within this timeframe will not always be possible and students should schedule the submission of their work accordingly.
- Discuss the student's research in person and offer clear, constructive written comments on the student's written work.
- Monitor the student's progress according to an agreed plan of work and milestones and complete required progress reports required by the School or funding bodies.
- Advise on specific research, language or IT skills that the student may require for their research and ensure that the student is aware of available training programmes.
- Ensure that the student is familiar with the appropriate scholarly conventions within their discipline.
- Ensure that the student is aware of the range of departmental and other seminars where relevant research issues are discussed.
- As the student moves towards completion, supervisors should discuss options for the presentation and publication of his or her research and other appropriate steps in engaging in academic discourse and in career development.
- Make arrangements for replacement in consultation with DTLPG in the event of unavailability for a period exceeding 4 weeks during term-time (for example, illness).

- Provide guidance on preparation of the thesis for submission and on the *viva voce* examination.

### **Supervisors' Expectations of Students:**

For a successful student-supervisor relationship, the student must play an active role in the relationship. Students are expected to:

- Be familiar with the content of this *Handbook*, in particularly the regulations pertaining to the annual progress review process, the timeframe for completion and examination, any ethical issues arising from their research and academic honesty (plagiarism).
- Maintain regular contact with their supervisor(s) and be pro-active in scheduling supervision meetings. New students should contact their supervisor during Orientation week to schedule a meeting at the start of term. In this first meeting, student and supervisor should agree a schedule for future meetings, and discuss preferred modes of communication; how and when feedback will be provided on written work; when documents such as a project outline, will be produced and discussed; and what written record of supervision meetings and arrangements will be kept for future reference.
- Be punctual in attending supervision meetings and seminars and observe set or agreed deadlines for submission of draft chapters, funding applications, progress review materials and other written work to the supervisor(s) and School.
- Complete their annual registration and pay their academic fees by the deadline set by Academic Registry and inform College of changes of address, etc., in a timely fashion.
- Check their TCD email account regularly or ensure that messages sent to their TCD account are forwarded to an account they check regularly.
- Present written work in an appropriate manner well in advance of a supervision meeting. Students and supervisors should agree a schedule for submitting materials that allows the supervisor adequate time to read and reflect on submitted work. A supervisor cannot offer meaningful comment on work that he or she has just received.
- Consult their supervisor(s) on the dissemination of research findings (presentations and publications), career development and teaching commitments.
- Promptly report problems which may affect the progress of their research, whether these are academic (e.g. missing sources or literature, problems with focus or organisation of chapters, training needs) or personal (e.g. illness, depression, family circumstances, financial difficulties).
- Be aware that the guidance provided by the supervisor(s) is of an advisory nature and that, ultimately, the responsibility for the form and content of their thesis and for meeting the degree requirements lies with them.

Although generally graduate student/supervisor relationships develop perfectly satisfactorily, problems do sometimes arise. The College Calendar Part III states (p.30):

*Complaints about the adequacy of supervision should normally be made first to the Director of Teaching and Learning (Postgraduate). If the Director of Teaching and Learning (Postgraduate)*

*is unable to resolve the problem, or where the Director of Teaching and Learning (Postgraduate) is the Supervisor, the student should contact the Dean of Graduate Studies. Where the Dean of Graduate Studies is also the Supervisor, the student should consult the Dean of his/her Faculty. The Faculty Dean should then follow the procedure outlined above. The Dean of Graduate Studies, or if appropriate the Faculty Dean, should first attempt to resolve the issue by consultation with the persons immediately involved. If this fails, the student may make a formal complaint in writing to the Dean of Graduate Studies. Complaints about the adequacy of supervision will not be entertained once a thesis has been presented for examination.*

**The DTLPG is always available to discuss the progress of your academic work in confidence, but s/he should not be expected to read your work-in-progress except as part of the Confirmation process.**

#### **4.5 Thesis Committees:**

Every registered PhD/M.Litt. student in the School is assigned to an advisory 'Thesis Committee'. The membership of the committee shall be comprised of the Director of Teaching and Learning (Postgraduate), the Director of Postgraduate Professional Development, and one other colleague to be decided on a case-by-case basis. Students of the DTLPG and DPGPD shall be assigned to other colleagues. The thesis committee shall meet with students approx. once a term to discuss a student's general progress. They will not be expected to comment on a student's work, but may offer general advice about research, scholarship, experience of School and College, and career development.

#### **4.6 Structured PhD Programme and Modules**

The Higher Education Authority stipulates that all PhD students in Irish universities must complete a structured PhD programme. This means that PhD students need to acquire a set number of ECTS credits for coursework as well as completing a thesis. For more information on ECTS credits, see:

[https://www.tcd.ie/teaching-learning/ug-regulations/Academic\\_credit\\_system.php](https://www.tcd.ie/teaching-learning/ug-regulations/Academic_credit_system.php)

As a School of English student, **you must earn a minimum of 10 ECTS credits over the first 18 months of your registration in order to satisfy the requirements of the structured PhD.** At the other end of the spectrum, you may earn a maximum of 30 ECTS credits in the first 18 months and 60 over the course of your entire PhD; however, it is likely that most students will prefer to concentrate on their thesis.

However, please note that College regulations stipulate that **Non-Resident PhD** students must complete 20 ECTS within the first 18 months.

<https://www.tcd.ie/graduatestudies/assets/pdf/non-resident-phd-fact-sheet.pdf>

ECTS credits may be earned through the completion of modules offered by both the School and the College. **Modules must be selected in consultation with your supervisor who should inform the DTLPG of your choices.** It is **your** responsibility to ensure that the DTLPG is informed of those modules you have completed so that your record can be updated. Please see details of the various options below.

### **Structured PhD Modules Available in 2022/23:**

#### **CA7000: Research Integrity and Impact in an Open Scholarship Era (Mandatory, 5 ECTS)**

From 2018, Trinity College Dublin requires **all** postgraduate research students to complete a 5 ECTS module in Research Ethics as part of their structured PhD programme. All incoming PhD students are required take this module prior to being confirmed on the PhD register as part of the official confirmation process. The module will be made available through Blackboard to all registered PGR students.

#### **Careers and Employability Modules (5/10 ECTS):**

Details about these modules (and their delivery format) will be forthcoming from the Careers Office during Michaelmas Term. Details will be sent on at that time.

#### **Innovation Academy Modules (5-10 ECTS)**

The Innovation Academy is an exciting intellectual space that promotes creativity and innovative thinking in postgraduate students. Their cohort is drawn from a community of PhD researchers, engaged in scholarship within and across disciplines, in areas of societal, cultural and economic relevance for Ireland and globally. More information can be found at: <https://www.tcd.ie/innovation/education/innovation-academy/>

#### **Teaching and Supporting Learning as a Graduate Teaching Assistant (5 ECTS, Michaelmas 2022). Registration opens in September.**

This is a 5 ECTS module run by Academic Practice & eLearning. The programme provides an opportunity for postgraduate tutors, demonstrators and graduate teaching assistants from across the disciplines to come together to critically reflect on their role as a Teaching Assistants. It is of invaluable assistance for those PhD students who will also work as teaching assistants or demonstrators and indeed for students who have ambitions towards pursuing a lecturing career. Further Information: <https://www.tcd.ie/academicpractice/professional-development/graduate-teaching/index.php>

#### **Programming for the Humanities I and II (5 ECTS per term)**

This two-part module is designed to impart basic Python programming skills with the aim of empowering the students to use these skills in a range of common humanities contexts. This module will provide a general, foundational introduction to programming concepts and routines, such as calling functions, variable types, loops, conditionals etc. Students who want to learn more will be encouraged to enrol in Programming for the Humanities 2.

### **DHP11041: Digital Scholarship and Skills Workshop Series (5 ECTS)**

The Digital Scholarship Skills workshop series will provide a welcoming environment for faculty, staff and students to learn and ask questions about new research methodologies utilising digital research tools. It is an initiative of the Trinity Centre for Digital Humanities. The workshop series is open to faculty, staff, researchers and postgraduate students and may be attended as either 'a la carte' (where participants have a particular interest in a single or multiple sessions), or as a 5 ECTS module to be applied to the taught course requirements in a structured PhD

<https://dh.tcd.ie/dh/workshops/> For Further Information on either of these Digital Humanities modules: contact Dr Jennifer Edmond: [edmondj@tcd.ie](mailto:edmondj@tcd.ie)

### **EN8010: Editorial Practice (5 ECTS).**

Editing has long been a core strength of the School of English and it is an essential skill for any graduate student in English, whether in relation to preparing their own work for publication or in teaching other students. It is however not widely taught as such and is best learned in practice. This module is conceived as an opportunity for research students to practice editing on a major publication under the individual supervision of senior academics.

Students undertaking this module will have the opportunity to contribute to significant editing projects then ongoing in the School. For example, they may be asked to copyedit submissions to a collection of essays in conformity with the house-style of a major academic publisher and to negotiate with contributors on the copyedited texts. They may also be given the responsibility for securing publishable versions of any illustrations required, securing the necessary permissions. They may be asked to prepare manuscript material for publication, work which might involve transcription and the development of appropriate editorial principles for that edition. The module will involve 4 hours per week through the four months of the module. Module availability is conditional on suitable projects being undertaken in the School, the scheduling of which may vary from year to year; for this reason, the module may not be available every year. **In 2022-23, it is planned that descriptions of suitable projects will be circulated in December 2021.**

### **Taught M.Phil. Modules (10-15 ECTS; 1 semester)**

A number of M.Phil. programmes in the School of Creative Arts, the School of English, the School of Histories and Humanities, and the School of Languages, Literatures and Cultural Studies have limited spaces for PhD candidates. Modules should be related to your doctoral thesis and **must be approved by your supervisor**. As spaces for PhD students on these modules are limited, you should contact the relevant programme directors as soon as possible to discuss availability.

### **Taught M.Phil. modules offered by The School of English (10 ECTS)**

**M.Phil. in Children's Literature:** Contact Dr Padraic Whyte ([whytepa@tcd.ie](mailto:whytepa@tcd.ie)) or Dr Jane Carroll ([whytepa@tcd.ie](mailto:whytepa@tcd.ie))

PhD students interested in taking one of these Children's Literature modules must write to the lecturer in the first instance, outlining the reasons they wish to take the module and indicating the benefits to their PhD research. Places are limited; acceptance onto the module is at the discretion of the individual lecturer.

**M.Phil. in Irish Writing:** Contact Dr Julie Bates ([batesju@tcd.ie](mailto:batesju@tcd.ie)) or Dr Sam Slote ([slots@tcd.ie](mailto:slots@tcd.ie)) for further information.

**M.Phil. in Creative Writing:** Contact Eoin McNamee ([emcname@tcd.ie](mailto:emcname@tcd.ie))

**M.Phil. in Modern and Contemporary Literary Studies:** Please contact Prof. Darryl Jones ([drjones@tcd.ie](mailto:drjones@tcd.ie)) or Dr Melanie Otto ([ottom@tcd.ie](mailto:ottom@tcd.ie)) for details.

**General English M.Phil. Module: Research Skills for Postgraduate English** (10 ECTS, Michaelmas Term only). PGR students who wish to take this module should email module co-ordinator Dr Bernice Murphy [murphb12@tcd.ie](mailto:murphb12@tcd.ie) to be added to the class list (email via TCD email account only).

Places may also be available on modules offered by the following programmes/Schools:

**M.Phil. in Film Studies: Theory, History, Practice**

Limited space is available on the modules below. For further information, email Imogen Pollard at: [filmstds@tcd.ie](mailto:filmstds@tcd.ie)

FS7026 *Cinema and Ireland*

FS7031 *Digital Storyworlds*

FS7038 *Current Trends in Contemporary Film*

FS7028 *Critical Approaches to Cinema*

FS7042 *Writing for Computer Games 1*

FS7044 *Writing for Computer Games 2* (prerequisite: FS7042 *Writing for Computer Games 1*)

**The School of Languages, Literatures and Cultural Studies:** For a module list, email [Postgraduate.SLLCS@tcd.ie](mailto:Postgraduate.SLLCS@tcd.ie)

**The School of Histories and Humanities:** For a list of M.Phil. modules which may be available (subject to the approval of the lecturer concerned and module capacity), email [histhum@tcd.ie](mailto:histhum@tcd.ie).

**M.Phil. in Gender and Women's Studies:** Contact Dr Catherine Lawless for further details: [lawlessc@tcd.ie](mailto:lawlessc@tcd.ie)

#### 4.7 Not-For Credit Modules (important: these do not fulfil structured PhD requirements):

##### Epigeum Research Integrity Training 2.0 (not mandatory, but recommended for all research students)

This training is available to all staff and students. The training is done online and is made up of the following modules:

Core modules	
Module 1	Good Research Conduct
Module 2	Irresponsible Research Practices
Module 3	Planning Your Research
Module 4	Managing and Recording Your Research
Module 5	Data Selection, Analysis and Presentation
Module 6	Scholarly Publication
Module 7	Professional Responsibilities
Module 8	Communication, Social Responsibility and Impact
Specialist modules	
Module 9	Conflicts of Interest
Module 10	Research Involving Human Participants
Module 11	The Care and Use of Animals in Research
Module 12	Intellectual Property
Module 13	Export Controls

Early career researchers and PhD candidates should complete all 8 core modules. Experienced researchers are advised to complete at least modules 1 and 2. The specialist modules are not required for the purposes of certification but anyone is welcome to complete them if they consider them to be relevant to their area of research. A token is required to access the modules. Anyone who would like to complete the training should contact Dr Jenny Daly for access: [Jennifer.Daly@tcd.ie](mailto:Jennifer.Daly@tcd.ie)

Further information: <https://www.tcd.ie/research/support/epigeum.php>

**Teaching and Supporting Learning as a Graduate Teaching Assistant.** This self-directed online module is research led and is based on the original 5ECTS module for Graduate Teaching Assistants. All postgraduates in Trinity may self-enrol on the fully online version of the module from within Blackboard. To self-enrol, go to Blackboard at <https://mymodule.tcd.ie>

(Please note however that this module is **NOT** for credit and will not count towards your structured PhD requirements).

## **4.8 The Literary Practice PhD**

The Ph.D. in Literary Practice is aimed at those interested in undertaking a combination of creative and critical writing at doctoral level. The main body of the thesis is an extended piece of creative writing. This may take the form of a novel, a collection of short stories or a work of non-fiction, such as a memoir or piece of travel writing, or another form of output as agreed with the project's supervisors. It may also take the form of a collection of poems. This creative work is accompanied by a critical essay that intersects with the creative project. This might take the form of a scholarly investigation or commentary of some kind or offer a reflection on the student's own aesthetic practice. Again, its exact nature and scope will be decided by the student in consultation with their supervisors.

For students writing prose, the creative component is normally between 60,000 and 80,000 words. The critical component is recommended to be around 20,000 words.

For students writing poems, the creative component is normally 60-70 pages of poetry. The critical element is recommended to be around 20,000 words.

## **4.9 Non-Resident (Distance) PhD Programme**

The Non-Resident PhD allows students who wish to undertake a structured Ph.D. within the School of English remotely from anywhere in the world. As part of this programme you will be a fully registered student of the School of English, Trinity College Dublin with access to our libraries and services whether you are on- or off-campus. A programme of online seminars and discussion groups will be made available to enable connection with fellow Trinity researchers within and across disciplines. The programme is four years full-time and six years part-time. The School is committed to providing the same quality of supervision for distance students as for those present on campus in person and will strive to ensure they feel part of the academic community. Students undertaking the Non-Resident PhD will need to conform to the same regulations, expectations and procedures as our general PhD students.

Non-Resident PhD applicants will also need to confirm that they have access to a suitable workspace and to the equipment (i.e. laptop or PC) and internet access which is necessary in order to successfully engage in this mode of study. They are also expected to keep in regular touch with their supervisor via email and online-videoconferencing platforms such as Zoom, Skype and Microsoft Teams. They will also be expected to meet once a term with their thesis committee via one of these platforms. Your supervisor may also have further, more specific expectations in this regard: these will be laid out at the outset of your studies. Students will also be expected to engage with webinars and online conferences within the School and in the College more widely.

Please note that that students will be normally expected to be on-campus in Dublin for their Confirmation hearing approximately half-way through their studies and for their *Viva Voce* examination at the end of their studies.

Non-Resident PhD students in the School (as within the College in general) will follow a structured PhD model which requires them to attain 20 ECTS of taught credits.

5 ECTS of this requirement will be fulfilled by the 'CA7000 Research Integrity in an Open Scholarship Era' module which all Ph.D. students must complete. At least 10 ECTS of these Taught ECTS must be completed in year one of your programme, and 20 ECTS must be completed by the time the student undertakes their Confirmation interview.

Further ECTS credits may be earned through the completion of online modules provided by the School and by the College. There will also be the opportunity to take specific modules offered by other Schools, by the Careers Advisory Service, and by the Innovation Academy (subject to individual course availability in any particular term or year).

By undertaking a Non-resident Ph.D., **students should note that they are ineligible for university funding schemes**, such as the Ussher/1252 and Provost's Ph.D. awards and may be ineligible for funding from other bodies. Students will be responsible for arrangements and bear all personal costs associated with their programme of study, including travel and technology-related costs

#### **4.10 Attendance, Extensions and Going 'Off Books':**

Graduate students on the research register must inform their Supervisor as soon as possible if they are incapacitated by illness or other grave cause and unable to undertake their agreed research programme. If, following consultation with the Supervisor, the illness is deemed to be of significant duration or severity to impede the graduate student's progress, medical certificates should be provided by the Supervisor to the Dean of Graduate Studies.

In special circumstances, a graduate student may be allowed "off-books" (off the register). Application should be made by the student's Supervisor to the Dean of Graduate Studies and must have a strong recommendation from the Director of Teaching and Learning (Postgraduate). In exceptional circumstances this period may be extended for a second year with the agreement of the Dean of Graduate Studies.

Grounds for an off books request can be academic (e.g., internship), medical (serious illness) or *ad misericordiam* (compassionate). This last category is purposely broad but in practice its coverage is quite clearly defined by College policy. Family-related problems often qualify but financial difficulties normally do not. Please consult with the Director of Teaching and Learning (Postgraduate) before submitting an *ad misericordiam* request.

Going off books has significant practical consequences. The visas of non-EU students are usually dependent on being registered as a full-time student. Grants and awards are usually frozen or withdrawn when a student goes off books. Students who are off-books will not have a student

card during this period and will not have access to College facilities, including the library (bare access can be arranged but borrowing is impossible).

Students can be taken off books from 1 March and 1 September, and no other dates, for 6 or 12 months, depending on circumstances and evidence; in some cases this period may be extended for a 2<sup>nd</sup> year. If a student is unable to return after 2 years, s/he is normally made withdrawn (with the possibility of re-admission in the future).

The maximum period before submission of a thesis for students on the full-time MLitt and the full-time PhD register are two and four years respectively. An extension of the period within which the thesis can be presented may be obtained by application to the Dean of Graduate Studies by the student's Supervisor and must have a strong recommendation from the DTLPG. Requests for extensions must be submitted before the period on the higher degree register has expired. In cases where a request for an extension is not made before expiry of the normal time on the higher degree register, a replacement fee will be charged, in addition to the continuation fee, if an extension is granted.

#### 4.11 Thesis Submission Guidelines

In planning for completion, please familiarize yourself with the thesis submission regulations which can currently be found at <https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf> (p.23-25) and here:

These regulations should be followed strictly and, cover matters such as language, length, formatting, referencing, illustrations, title, declaration, acknowledgements, summary, abstract, access, etc.

- Bear in mind that the physical production of a thesis almost invariably takes longer and is far more stressful than expected. Helpers disappear, files get corrupted, pagination goes awry, tables are misplaced or incorrectly labelled, sacrifices to the Dark Gods go cruelly unheeded and references mysteriously disappear. When these substantive problems are addressed, the work still has to be printed out and bound (or submitted electronically). So please give yourself plenty of time to carefully proof and finalize your thesis, because a badly presented thesis – whether the problem be inconsistent referencing, or poor editing, or missing pages, or fuzzy images, or frequent typographical errors – creates a bad impression which may influence the judgement of examiners about the substantive merits of the work.
- You should also make sure that your bibliography/works cited is absolutely correct: it is often the very first section an examiner will turn to when he or she first opens a thesis, and mistakes or oversights there often indicate problems with the main body of the thesis.
- The submission of a thesis is at the discretion of the student, who is **strongly advised**, but not required, to seek the agreement of his/her supervisor(s). Students must be registered in order to submit.

- The normal deadline for thesis submission is **the last day of August for September registrants** and **the last day of February for March registrants**.
- If a student is unable to submit by the (extended) deadline, the supervisor must contact the Director of Teaching and Learning *before* the deadline to discuss the student's progress and prospects.
- **Intention to Submit Form:** Students must submit an 'Intention to Submit' form at least one month before their final submission. Instructions are on the form: failure to submit the form may significantly delay your PhD examination. You will find a link to this form here under the heading 'Thesis Submission/Intention to Submit':  
<https://www.tcd.ie/graduatestudies/students/research/>

Please contact [gsothese@tcd.ie](mailto:gsothese@tcd.ie) with any queries relating to Thesis Submissions.

#### 4.12 PhD Examination

In the last stages of the PhD, and in consultation with the student, the supervisor will suggest a PhD examiner – a specialist in the field of study from outside the College – who will then be approached formally by the Graduate Studies Office. The *viva voce* examination will be conducted by the external examiner, an internal examiner from the School of English, and will be chaired by the DTLPG or their proxy. *Viva* examinations will normally take place within 8 weeks of the examiners receiving the thesis.

College PhD Viva Guide: <https://www.tcd.ie/graduatestudies/assets/pdf/PhD-Viva-Guide-Digital.pdf>

Online vivas: You can find a PDF of the current College guidelines pertaining to the online examination process here (placed under the heading, 'Online Viva Voce examination Guidelines'):

<https://www.tcd.ie/graduatestudies/assets/pdf/online-viva-voce-guidelines-march-22.pdf>

The candidate, the chair, and the external examiner must all formally consent (in writing) to an online *Viva Voce*. If all persons who will be present at the viva do not consent to this method of conducting the exam, the *viva voce* must be delayed until the examination can take place in person. All *viva voce* exams, virtual and otherwise, will be conducted in accordance with University regulations, policies and procedures.

- The examination of a PhD comprises the writing of a thesis *and* satisfactory performance in a *viva voce* examination. All students should be prepared to defend their thesis robustly in the *viva*.
- The examination of an MLitt thesis does not include a *viva* unless examiners propose either failure or referral of the thesis for major revision; in this case a *viva* is obligatory.

- Examiners of a PhD thesis can propose that (i) the degree be awarded for the thesis as it stands, (ii) the degree be awarded for the thesis subject to minor corrections; (iii) the thesis be referred for major revision and subsequent re-examination; (iv) a lower degree be awarded, if necessary following minor corrections; or (v) the thesis be failed. Examiners of an MLitt thesis can propose (i)-(iii) and (v) but not (iv).
- The supervisor should not be involved in the examination procedure, but he or she may, if the student requests, attend the *viva* as an observer, without taking part in discussions or deliberations. Such requests should be carefully considered and submitted to the Director of Teaching and Learning well in advance of the *viva* in order to allow timely communication with the examiners.
- It is nearly always the case that *some* revisions or corrections to the thesis are requested by the examiners. You will receive written notice of these in due course but may expect to be given their general gist at the end of the *viva*. Any revisions required by examiners are not for negotiation but must be carried out as stipulated and without exception.
- If your thesis has been passed subject to 'minor corrections' (typically with 2 months to make them) your point of contact is the internal examiner. The internal examiner will answer queries about the changes the examiners require and offer guidance on how to approach these changes, but you should not expect her/him to provide detailed feedback on revisions and redrafts. If upon resubmission of the complete revised thesis to the internal examiner, s/he is satisfied that all required corrections have been made, s/he will send a notification to Graduate Studies to recommend award of the degree. When this notice has been sent, you may produce and submit the final, hardbound copies of your thesis.
- If your thesis is referred for major revision, re-examination is required (without a second *viva*) and you must re-register and pay a fee for a revision period of, normally, 6 months. A thesis can only be referred once. If your thesis has been referred, the internal examiner (who will in due course be asked to re-examine your thesis) cannot play a role in the revision process beyond clarifying the examiners' requirements. You may expect limited guidance from your supervisor while revising. This guidance would include advice on how to approach the task and feedback on completed revisions but not detailed engagement with rough, partial or repeated redrafts.

#### **4.13 Teaching in the School of English**

Many research students also work as Teaching Assistants for Fresher tutorials in the School of English. This is an important opportunity for graduate students to gain teaching experience, and the TAs play a very significant part in the intellectual and pedagogical life of the School. Teaching Assistantships are organized by the Head of Discipline, Prof. Andy Murphy, who will write to all eligible graduate students for expressions of interest. At the beginning of each academic year, the School will run an induction session to address the intellectual, pedagogical, and practical issues which present themselves to all TA's. There will also be a subsequent session on marking. Senior graduate students sometimes have the opportunity to teach beyond Fresher tutorials, and can give lectures, Sophister seminars, and occasionally M.Phil. seminars. Students in their first year of graduate research are not permitted to work as TAs in the School. Eligibility for TA status is dependent on: 1) a satisfactory Year 1 progress report; 2) an email of

support from the supervisor to the Head of Discipline; 3) attendance of **all** sessions relating to teaching organised by the Head of Discipline. **PGR students are normally expected to have passed Confirmation before they can be employed as TA's.**

Though it is sporadic, TA work can often be an important source of income for graduate students. As a capital city with a number of third-level institutions, Dublin offers much opportunity for graduate teaching experience. UCD, NUI Maynooth, Dublin City University, St Patrick's College, IADT Dun Laoghaire, Dublin Business School, and other third-level institutions are often on the lookout for TA's. **It is important, however, that you balance the time taken up by TA work with the time you have to give to your own research.**

#### **4.14 School of English Postgraduate Professional Development Seminar HT 2023**

This seminar series seeks to prepare graduates of the School of English for future careers. Sessions will include: managing the supervisor relationship; developing a cv; applying for jobs; careers outside academia; publications. Sessions are delivered by members of the School as well as experts within and outside College. A more detailed schedule will be confirmed at the end of Michaelmas Term. Moderator: Dr Paul Delaney, Director of Postgraduate Professional Development ([delanep@tcd.ie](mailto:delanep@tcd.ie))

#### **4.15 Staff-Postgraduate Seminar Series 2022-23**

The Staff-Postgraduate Seminar Series has been integral to the School of English research community since the 1990s. The aim of the seminar series is to provide a relaxed and convivial atmosphere for staff and students to present their research to their peers. The series also welcomes distinguished guest lecturers from the academic community outside Trinity College to present on their work. It is a fantastic opportunity to share ideas and engage with the diverse research taking place within the School, and ideal practice for future conference and lecturing opportunities. Students may present 20-minute papers on any aspect of their research, while staff members and guest speakers are invited to contribute 40-minute papers. A Call for Papers (CFP) is published before each term inviting interested participants to submit a 200-word abstract outlining their proposed paper. Time/Date: every other Tuesday from 5pm to 6pm, on October 4, October 18, November 1, November 15, November 29, December 13.

The series conveners for the academic year 2022-23 are current PhD students Ginevra Bianchini, Liz MacBride and Tony Flynn.

The series can also be followed on Twitter: @SeminarsTCD2022

For any queries regarding the series please contact: [staffpostgraduate2022@gmail.com](mailto:staffpostgraduate2022@gmail.com)

Further information is also available here: <https://www.tcd.ie/English/research/post-grad-seminar.php>

#### 4.16 What Comes Next?

It is likely that many of you will want to pursue third-level academic careers. This is by no means a certain outcome to postgraduate study, though the School of English has an excellent track-record of appointments for its PhD graduates at universities and colleges throughout the world. Job prospects for recent PhDs can sometimes seem grim but this can often be countered by a combination of persistence and flexibility and by a knowledge of what is required for academic jobs. Keep your CV updated, write the best letter of application that you can (but make sure to adapt it to the needs of each specific post for which you are applying – CAPSL can help with CVs and letters), and grow a very thick skin, as you are likely to get a large number of rejections. You should check [www.publicjobs.ie](http://www.publicjobs.ie), the *Times Higher Education Supplement*, the *Guardian*, and [www.jobs.ac.uk](http://www.jobs.ac.uk) regularly for job adverts. Employers will be looking for a combination of teaching experience, publication, conference presentation, the potential to generate external funding, and administrative skills **although a track record or promise of high-quality research publication is the most important criterion.**

It is almost certain that any academic job you get will be a temporary contract in the first instance, often as little as 6 or 9 months. People can sometimes move through a number of these before securing permanent employment. Being tied to one place, or even one country, can be a great impediment to finding academic work as the job-market is a global one. Remember that jobs aren't life-sentences, and that it is easier to plan a career from a position of financial and institutional security. Permanent jobs in Ireland and the UK will almost invariably require a book, or at least a book contract. You should certainly be looking to turn your dissertation into a book within a couple of years of graduating. In the US the book is not a pre-requisite (and indeed can be a hindrance) to gaining a tenure-track position. Advice on the differences between these job markets will be given by the School.

Increasingly, postdoctoral fellowships are providing a point of entry into academic careers, allowing researchers the time, and the institutional and financial resources, to develop their PhD research into publishable form, or to pursue new projects stemming from this research. Postdoctoral fellowships can be obtained from funding sources such as the Irish Research Council, and can also be sponsored by specific institutions, in which case they will be advertised in the media.

In conjunction with the Careers Office, the School organizes a session on academic and non-academic careers every year. Advice on presenting your PhD qualification in the best light to non-academic employers as well as on applying for academic positions in Europe and further afield will be offered. Another useful resource is the recently formed Irish Humanities Alliance which runs events and lectures to promote the importance of humanities teaching and research: <http://irishhumanities.com/>

In addition to the above resources, the Careers Advisory Service has an online career management system called **MyCareer**. Further information can be found here:

<https://www.tcd.ie/Careers/mycareer/students.php>

**MyCareer** is provided by the Careers Advisory Service for Trinity staff and community to:

- View vacancies, competitions and employers
- Search postgraduate courses and funding
- View employer and Careers Advisory Service events
- Submit your queries to the CAS team

It also facilitates:

- Students to book an appointment with a Careers Consultant, search vacancies and employers, postgraduate courses and funding and book onto events with employers and the Careers Advisory Service
- Graduates to connect with the Trinity Careers Advisory Service to search vacancies and employers, postgraduate courses and funding and view events with employers and the Careers Advisory Service
- Employers to advertise vacancies, view and book on to events and raise their visibility with the Trinity community.
- Postgraduate providers to advertise courses and funding opportunities.

Queries about MyCareer can be addressed to Orlaith Tunney in the Careers Advisory Service: [orlaith.tunney@tcd.ie](mailto:orlaith.tunney@tcd.ie)

See also: [www.tcd.ie/careers/events](http://www.tcd.ie/careers/events)

## 5. ACADEMIC STAFF IN THE SCHOOL OF ENGLISH, 2022-23

### 5.1 Staff Names and Contact Details

Dr Julie Bates	Assistant Professor in Irish Writing; Co-ordinator of MPhil in Irish Writing	<a href="mailto:batesju@tcd.ie">batesju@tcd.ie</a>	C.6.009 Arts building
Dr Jane Carroll	Associate Professor, Co-Director of M.Phil in Children's Literature	<a href="mailto:jane.carroll@tcd.ie">jane.carroll@tcd.ie</a> <a href="mailto:whytepa@tcd.ie">whytepa@tcd.ie</a>	Room 4002
Dr Clare Clarke	Assistant Professor (on leave MT)	<a href="mailto:clare.clarke@tcd.ie">clare.clarke@tcd.ie</a>	Room 4004
Harry Clifton	Adjunct Assistant Professor	<a href="mailto:cliftonh@tcd.ie">cliftonh@tcd.ie</a>	Oscar Wilde Centre

Professor Philip Coleman	Professor; Junior Dean	<a href="mailto:philip.coleman@tcd.ie">philip.coleman@tcd.ie</a>	Room 4020
Dr Paul Delaney	Associate Professor; Director of PG Professional Development	<a href="mailto:delanep@tcd.ie">delanep@tcd.ie</a>	Room 4025
Professor Aileen Douglas	Professor; Director of Research	<a href="mailto:adouglas@tcd.ie">adouglas@tcd.ie</a>	Room 4016
Dr Mark Faulkner	Assistant Professor; School Director of Global Relations	<a href="mailto:faulknem@tcd.ie">faulknem@tcd.ie</a>	Room 4026
Carlo Gébler	Adjunct Assistant Professor	<a href="mailto:geblerc@tcd.ie">geblerc@tcd.ie</a>	Oscar Wilde Centre
Dr Seán Hewitt	Teaching Fellow in Twentieth-Century British and Irish Literature	<a href="mailto:shewitt@tcd.ie">shewitt@tcd.ie</a>	Room 4023
Dr Darrell Jones	Teaching Fellow in Eighteenth-Century Studies	<a href="mailto:jonesd4@tcd.ie">jonesd4@tcd.ie</a>	TBD
Dr Alice Jorgensen	Assistant Professor; Head of Sophisters	<a href="mailto:jorgena@tcd.ie">jorgena@tcd.ie</a>	Room 4006
Professor Darryl Jones	Professor of Modern British Literature and Culture; Co-ordinator Columbia Dual Degree	<a href="mailto:drjones@tcd.ie">drjones@tcd.ie</a>	Room 4014
Professor Jarlath Killeen	Professor; Head of School (2019-22)	<a href="mailto:killeej@tcd.ie">killeej@tcd.ie</a>	Room 4005
Dr Rosie Lavan	Assistant Professor; Head of Freshers; Disability Liaison officer	<a href="mailto:lavanro@tcd.ie">lavanro@tcd.ie</a>	Room 4079
Dr Rebecca Long	Adjunct Teaching Fellow in Children's Literature	<a href="mailto:longer@tcd.ie">longer@tcd.ie</a>	

Eoin McNamee	Associate Professor of Literary Practice; Director of Oscar Wilde Centre; Co-Director of Creative Writing M.Phil	<a href="mailto:emcname@tcd.ie">emcname@tcd.ie</a>	OWC
Deirdre Madden	Assistant Professor; Co-Director of M.Phil in Creative Writing; Literary Arts Officer HT	<a href="mailto:dmadden@tcd.ie">dmadden@tcd.ie</a>	Room 3160
Professor Stephen Matterson	Professor	<a href="mailto:smtrson@tcd.ie">smtrson@tcd.ie</a>	Room 4008
Professor Chris Morash	Seamus Heaney Professor of Irish Writing; Athena Swan Champion	<a href="mailto:morashc@tcd.ie">morashc@tcd.ie</a>	Oscar Wilde Centre
Professor Andy Murphy	1867 Professor of English; Head of Discipline (2020-23)	<a href="mailto:andrew.murphy@tcd.ie">andrew.murphy@tcd.ie</a>	Room 4007
Dr Bernice M. Murphy	Associate Professor, Director of Teaching and Learning (Postgraduate); Structured PhD Co-ordinator	<a href="mailto:murphb12@tcd.ie">murphb12@tcd.ie</a>	Room 4010
Dr Brendan O'Connell	Assistant Professor (on leave HT); Inclusive Curriculum Champion	<a href="mailto:conneb2@tcd.ie">conneb2@tcd.ie</a>	Room 4039
Dr Melanie Otto	Assistant Professor; Co-ordinator Visiting Students (incoming); Co-Director MCLS M.Phil	<a href="mailto:ottom@tcd.ie">ottom@tcd.ie</a>	Room 4009
Prof Eve Patten	Professor; Director of Trinity Long Room Hub	<a href="mailto:epatten@tcd.ie">epatten@tcd.ie</a>	Long Room Hub
Dr Kevin Power	Assistant Professor of Literary Practice; Co-ordinator of Evening Lectures (MT); Literary Arts Officer	<a href="mailto:powerk9@tcd.ie">powerk9@tcd.ie</a>	Oscar Wilde Centre

Dr Amy Prendergast	Teaching Fellow in Eighteenth-Century Writing	<a href="mailto:amprende@tcd.ie">amprende@tcd.ie</a>	Room 4016
Dr Björn Quiring	Assistant Professor/Evening Lectures Co-Ordinator	<a href="mailto:quiringb@tcd.ie">quiringb@tcd.ie</a>	Room 4021
Dr Margaret Robson	HT Teaching Fellow	<a href="mailto:robsonm@tcd.ie">robsonm@tcd.ie</a>	
Dr Sam Slote	Associate Professor; Co-Director MPhil in Irish Writing; Fire Officer	<a href="mailto:slotes@tcd.ie">slotes@tcd.ie</a>	Room 4022
Dr Mark Sweetnam	Assistant Professor; Director of Teaching and Learning (Undergraduate, 2021-23)	<a href="mailto:sweetnms@tcd.ie">sweetnms@tcd.ie</a>	Room 4110
Dr Ema Vyroubalová	Assistant Professor; Co-Ordinator Study Abroad (outgoing); Co-ordinator of School of English Trinity Elective (HT); Athena Swan Champion; Co-ordinator Capstone Projects	<a href="mailto:vyroubae@tcd.ie">vyroubae@tcd.ie</a>	Room 4002
Dr Tom Walker	Associate Professor; Co-ordinator of MPhil programmes; Head of Discipline (HT)	<a href="mailto:walkerto@tcd.ie">walkerto@tcd.ie</a>	Room 4016
Dr Pádraic Whyte	Associate Professor; Co-Director of MPhil in Children's Literature; TEP elective Co-ordinator (MT)	<a href="mailto:whytepa@tcd.ie">whytepa@tcd.ie</a>	Room 4083

## 5.2 Staff Research and Supervision Interests

**Dr Julie Bates:** Twentieth and twenty-first century European literature, culture and visual art; Samuel Beckett; Irish writing; experimental forms; intermediality.

**Dr Jane Carroll:** Children's literature, landscape, visual texts, fantasy literature, material culture in children's literature, archives and children's literature collections.

**Dr Clare Clarke:** Victorian popular literature; crime and detective fiction and film; late-Victorian literature and culture; nineteenth-century newspaper and periodical culture.

**Dr Philip Coleman:** Chiefly interested in US American literature, especially poetry and short fiction. Also interested in contemporary poetry, modernism, and the relationship between literature and philosophy. Interested in supervising in these and related areas.

**Dr Paul Delaney:** 20th century Irish literature, especially contemporary fiction and the short story; Daniel Corkery and the Irish Ireland movement; postcolonial theory and Irish Studies; issues of marginality and the minor in Irish writing.

**Dr Aileen Douglas:** Print culture, especially the history of writing; eighteenth-century writing; contemporary Scottish fiction and working-class fiction.

**Dr Mark Faulkner:** Old and Middle English language and literature, especially late Old English and early Middle English; manuscript studies; translation; history of the English Language.

**Dr Darrell Jones:** early modern and eighteenth-century literary and intellectual history, especially William Molyneux, Laurence Sterne, and concepts of Enlightenment.

**Professor Darryl Jones:** Popular Literature; Horror fiction and film; Jane Austen; mass death and catastrophe fiction. *Other interests:* Victorian and Edwardian adventure fiction; ideas of Britishness in popular culture.

**Dr Alice Jorgensen:** Old English poetry and prose, especially Ælfric and late poetry; history of emotions, especially shame; the Anglo-Saxon Chronicle; women and gender; representations of violence; Vikings.

**Dr Séan Hewitt:** Twentieth-century British and Irish fiction.

**Dr Jarlath Killeen:** *Primary Interests:* Victorian Literature; Oscar Wilde; the Gothic (particularly Irish Gothic); Children's Literature; the relationship between religion and literature. *Other Interests:* eighteenth-century Irish literature; the popular romance and chick-lit.

**Dr Rosie Lavan:** Twentieth-century Irish and British literature and culture; Seamus Heaney and his contexts; literature and the media; life-writing; poetic form.

**Professor Stephen Matterson:** 19th and 20th century American literature generally. I'm especially interested in poetry, literature and race, literary nationalism, and the writings of

Herman Melville. Interested in supervising in most areas of American Literature, and in modern and contemporary poetry.

**Professor Andy Murphy** Areas of specialism lie primarily in the fields of Shakespeare Studies and Irish Studies. Professor Murphy is also interested in Shakespeare publishing, editing and reception and in book history more generally. In terms of Irish studies, he is interested in the history and politics of culture and, more specifically, in the relationship between culture and national identity.

**Dr Bernice M. Murphy:** Main research interests: the writing/literary legacy of Shirley Jackson; twentieth and twenty-first century American horror and Gothic narratives; place and space in the American Gothic; Gothic representations of California. Other interests: true crime; Folk Horror, twentieth and twenty-first century popular fiction.

**Dr Brendan O'Connell:** Fourteenth- and fifteenth-century poetry, particularly the works of Chaucer, Gower and the 'Gawain'-poet.

**Dr Melanie Otto:** Any area of postcolonial writing, in particular, Caribbean literature, literatures of the Americas, and New Zealand writing; interdisciplinary projects, particularly those involving the visual arts.

**Professor Eve Patten:** Research interests in nineteenth-century Irish cultural history and twentieth-century British and Irish fiction.

**Dr Amy Prendergast:** My research interests in the long eighteenth century reflect my commitment to interdisciplinarity, and centre on considerations of Irish literature; women's writing; literary history; and life writing.

**Dr Kevin Power:** Creative writing (practice and pedagogy), with an emphasis on prose fiction; politics in 20th and 21st century American literature and film; contemporary Irish fiction; science fiction.

**Dr Björn Quiring:** *Primary interests:* poetics of law and literature; early modern English literature, especially William Shakespeare and John Milton; literary theory in its relation to philosophy, particularly Walter Benjamin, Hans Blumenberg, Gilles Deleuze and William Empson. *Secondary interests:* William Wordsworth; James Joyce; literature of horror and the fantastic.

**Dr Sam Slote:** *Primary Interests:* Joyce, Beckett, theory, genetic criticism, Modernism/Post Modernism. *Other interests:* the interface between literature and philosophy; literature and science, Pynchon, Nabokov.

**Dr Mark Sweetnam:** Digital Humanities, digital textual editing, seventeenth century literature, with a focus on the literature of the Reformation and early-modern science, millennialism and the cultures of evangelicalism.

**Dr Ema Vyroubalová:** Early modern literature, especially drama; early modern women writers; Shakespeare on film; travel narrative; translation studies.

**Dr Tom Walker:** Twentieth-century Irish writing and cultural history (especially poetry); art writing; literature on the radio; allusion.

**Dr Pádraic Whyte:** Children's Literature; Childhood and Literature; Queer Literatures; Myth; Masculinities; and Children's Literature Collections

## 6. FUNDING

### 6.1 College Funding Opportunities

**IMPORTANT:** A full revision of College internal PhD award schemes will be undertaken in 2022-23 to ensure an equitable level of stipend for students in receipt of an internal award. **Consequently, there will be no new 1252, Provost's Postgraduate Awards or Ussher awards released in the academic year 2022-23.**

There are some additional internal funding opportunities available to incoming research students, but it must be acknowledged that these are scarce and highly competitive. In recent years, however, students in the School of English have found the following sources useful: <https://www.tcd.ie/study/postgraduate/scholarships-funding/> (The information below is extracted from this page).

### 6.2 External Funding Opportunities

Detailed information on all financial support for further and higher education in Ireland can be obtained from the relevant Higher Education Authority website: [www.studentfinance.ie](http://www.studentfinance.ie)

#### **Irish Research Council:**

The IRC runs an annual competition for doctoral students. These awards are the most substantial funding available to PhD candidates. **Students should note that awards are regularly made to applicants who have previously been unsuccessful.** The competition is advertised usually in the autumn of every year. Students should keep an eye on the IRC website: <http://www.research.ie/>. The Trinity Long Room Hub runs information session related to this competition.

#### **Local Authority (Higher Education) Grants**

Grant holders who complete a primary degree course may have the grant renewed in order to undertake a full-time postgraduate course. The grant, which covers fees and possibly a contribution to subsistence, may be renewed in subsequent years but is limited to one postgraduate degree or diploma course for each student.

A mature candidate (23 years of age on 1 January of year of entry to postgraduate study) may be eligible for a Local Authority grant on the basis of parents' income if ordinarily resident with parents or on the basis of own income if resident away from home. Details of income limits for eligibility are available from Local Authorities (Higher Education Service).

More information may be found here:

[http://www.citizensinformation.ie/en/education/third\\_level\\_education/fees\\_and\\_supports\\_for\\_third\\_level\\_education/](http://www.citizensinformation.ie/en/education/third_level_education/fees_and_supports_for_third_level_education/)

#### **Further advice:**

The Higher Education Authority offers advice on funding on its website:

<http://www.studentfinance.ie/>

### **6.3 Provost's PhD Project Awards (PPA)**

**As noted above, no PPA awards will be released during the 22/23 academic year.**

These awards are made to individual members of academic staff who serve as Principle Investigators (PIs) on projects for which funding is provided to hire full-time postgraduate researchers. The School of English has successfully bid for several of these awards since the initiative began back in 2018. Further information can be found here

<https://www.tcd.ie/graduatestudies/phdawards/>

### **6.4 Other Scholarships**

#### **The John Scattergood Travelling Scholarship**

This annual award was established by John Scattergood, Professor of Medieval and Renaissance Literature 1980- 2006. It is designed to enable postgraduate students of English specialising in the period before 1550 to travel to libraries and archives in Europe to advance their research. Preference will be given to those needing to access primary materials – manuscripts and early printed books. Applicants will be expected to give a detailed written statement of the object of their research and successful candidates will be required to submit, on their return, a brief account of the outcome of their visits. No Student may avail of this scholarship more than once. Value 1000 euro, but the scholarship may be divided. Applications should be made before 1 February for use of the scholarship within the calendar year. This will be assessed by the Head of the School of English and two people teaching in the period before 1550.

In addition to a detailed written statement of the object of their researches, applicants will be asked to provide an estimated breakdown of costs. Applications and queries should be directed to Dr Brendan O'Connell ([aconneb2@tcd.ie](mailto:aconneb2@tcd.ie)).

## **The Chaucer Scholarship**

This annual award was established by John Scattergood, Professor of Medieval and Renaissance Literature in the School of English 1980-2006. It is designed primarily for postgraduate students of English, but is open to students from other schools also. Its aim is to facilitate research on Geoffrey Chaucer or his contemporaries and may be used for the acquisition of materials, visits to libraries and archives and attendance at relevant conferences. Applicants will be expected to give a detailed written statement of the object of their researches and successful candidates will be required to submit, on the completion of their researches, a brief account of their use of the scholarship. No student may avail of this scholarship more than once. Value 500 euro. Applications should be made before 1 February for use of the scholarship within the calendar year. They will be assessed by the Head of the School of English and two people teaching in the period before 1450.

In addition to a detailed written statement of the object of their researches, applicants will be asked to provide an estimated breakdown of costs. Applications and queries should be directed to Dr Brendan O'Connell ([aconneb2@tcd.ie](mailto:aconneb2@tcd.ie)).

## **Claddagh Scholarship Programme for Chinese Nationals**

Trinity College Dublin, the University of Dublin is delighted offer a number of scholarships for Chinese nationals under the Claddagh Scholarship Programme. These scholarships are being offered to students who have an offer for a postgraduate programme at Trinity. Details of the scholarship can be found below.

<https://www.tcd.ie/study/international/scholarships/Postgraduate/claddaghpg.php>

## **6.5 Publication and Conferences**

### **Research Trips and Conference Attendance**

Limited funding from the School and from the College is available for research trips outside Dublin and conference attendance. *These are normally only available to students who have gone through the confirmation process.* Applicants will only be supported by the College should there be some matching funding from the School. The School will only support conference trips where the student is presenting a paper. Applicants should apply to the School two weeks in advance of the Graduate Studies Office deadlines listed below:

Applicants should submit the following material to the Head of School: 1) a rationale for attendance (500 words); 2) abstract of paper; 3) estimated costs. They should ask their supervisor to send an email of support to the Head of School. Funds are limited so preference will be given to first-time applicants. Applicants will be supported to the value of 10% of the estimated costs.

To apply for a **Postgraduate Travel Grant**, students must submit the online application form and supporting documents to the Office of the Dean of Graduate Studies. It is up to the student to submit their supporting documentation to the Office of the Dean of Graduate Studies.

Awards are made quarterly and applications must be made in advance of travel. Students should note that awards are based on funds available and the number of applications. Therefore, grants cannot be guaranteed. Dates, further information and application forms can be found here, under the heading 'Travel Grant':  
<https://www.tcd.ie/graduatestudies/students/research/>

In order to get an academic job you will be expected to publish your research. For early career scholars, one of the best ways of doing this is through the volumes of essays which arise out of conferences. However, these opportunities need to be weighed against the more valuable (in terms of your employability) option of submitting more mature research to well-regarded peer-reviewed journals. You should be prepared to begin presenting your work at conferences from a relatively early stage. The School's staff/student research seminar is a perfect venue for students presenting for the first time, or who wish to hone their presentation skills. Your supervisor will also be able to advise you on conference presentation. Details of forthcoming conferences can often be found on the School of English noticeboard. The most comprehensive international list of upcoming conferences is offered by the University of Pennsylvania where you can sign up for an RSS feed for topics in your field of interest:  
<http://call-for-papers.sas.upenn.edu>

Graduate Students in the School are also encouraged to organize conferences themselves, and the School can advise on financial and other assistance for conference organization: contact the Head of School for this. It is often the case that organizing conferences will lead to editing volumes of essays. In the past, the Trinity Foundation and the Provost's Office have given assistance to defray editorial and publishing costs for such volumes, or to cover the costs of inviting international plenary speakers to conferences:  
<http://www.tcd.ie/trinityfoundation/index.php>  
<http://www.tcd.ie/provost/>

For details of forthcoming conferences and symposiums in the School, keep an eye on:  
<https://www.tcd.ie/English/news-events/>

## **6.6 Postdoctoral Opportunities**

For Irish postgraduate and postdoctoral researchers, the major domestic source of funding is the Irish Research Council: <http://www.research.ie>.

For work in the UK, the British Academy funds postdoctoral fellowships:  
<https://www.thebritishacademy.ac.uk/funding/postdoctoral-fellowships/>

Also in the UK, the AHRC offers postdoctoral research grants, though these are tied to specific research projects: <http://www.ahrc.ac.uk/>.

If you have a degree from a UK/NI institution, you are eligible for the Leverhulme Early Career Fellowships:

<http://www.leverhulme.ac.uk/funding/ECF/eligibility.cfm>

You might also want to investigate the following funding opportunities:

The Fulbright Commission: [www.fulbright.co.uk](http://www.fulbright.co.uk)

The Andrew W Mellon Foundation: [www.mellon.org](http://www.mellon.org)

The Carnegie Foundation: <http://www.carnegiefoundation.org>

Once again, persistence is important here. Some students initially apply unsuccessfully for funding, but then get funding on subsequent applications.

## 7. FURTHER USEFUL INFORMATION:

### 7.1 Important School Email and Web Contacts

The School of English Website

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

**Head of School:** Dr Jarlath Killeen

Room 4006, Arts Building | [killeej@tcd.ie](mailto:killeej@tcd.ie) | Ext. 2337 (01-8962337)

**Director of Teaching and Learning (Postgraduate):** Dr Bernice M. Murphy

Room 4010, Arts Building | [murphb12@tcd.ie](mailto:murphb12@tcd.ie) | Ext. 2547 (01-896-2547)

**Administrator (Teaching Assistants):** Diane Sadler

Room 4015, Arts Building | [sadlerd@tcd.ie](mailto:sadlerd@tcd.ie) | Ext. 1111 (01-8961111)

**Administrator's Office, Oscar Wilde Centre** | [oscar@tcd.ie](mailto:oscar@tcd.ie) | Ext.2885 (01-8962885)

#### **Email:**

Upon registration, all graduate students will be issued with a College email address. **The School of English will not correspond with registered students at any other email address.** Important information from the School, for example, about forthcoming events, will be communicated via the College email address. You are expected to check your email regularly.

### 7.2 Telephone Numbers

If you are calling from outside College, all extension numbers carry the prefix 896. Thus extension 1878 becomes 8961878, or 01-8961878 from outside Dublin, or 00-353-1-8961878 from outside Ireland.

### **7.3 School Social Media Presence**

- Facebook: <https://www.facebook.com/tcdenglish>
- Twitter: @TCDEnglish

### **7.4 The Library**

The Library has a number of carrels – private desks and lockers – available to postgraduate students only. Priority is given to research students, though M.Phil. students are also eligible to apply for carrels: <https://www.tcd.ie/library/using-library/carrels.php>

Postgraduates have access to the 24-hour Reading Room in the Ussher Library and have 24-hour access to the 1937 Reading Room. These reading rooms provide you with online access to the library's resources and study facilities.

### **7.5 Graduate Studies Office**

[http://www.tcd.ie/Graduate\\_Studies](http://www.tcd.ie/Graduate_Studies)

The Graduate Studies Office is part of the Academic Registry which is located in the Watts Building.

The current Dean of Graduate Studies is Professor Martine Smith. In cases of illness or other unusual circumstances, permission to go Off Books, or to extend periods of registration beyond the normal times, should be sought from the Dean. The request should be made via your research supervisor or M.Phil. course director.

For general inquiries you should contact the schools DPTL or the GSO's administrative officer in the first instance: [Genadgso@tcd.ie](mailto:Genadgso@tcd.ie)

### **7.6 The Postgraduate Advisory Service**

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.

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 may be 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 for the Postgrad Support Officer and the Advisory Panel are available on their website: <https://www.tcd.ie/seniortutor/students/postgraduate/>

The PAS is located on the second floor of House 27.

Phone: 8961417  
Email: [pgsupp@tcd.ie](mailto:pgsupp@tcd.ie)

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.

## **7.7 Graduate Student's Union (GSU)**

The Graduate Student's Union represents all graduate students at Trinity. Further information about the organization and their work can be found here: <https://www.tcdgsu.ie/>

## **7.8 Useful College Services**

### **Accommodation Office**

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

West Chapel, Front Square.

Ext. 1177

Email: [residences@tcd.ie](mailto:residences@tcd.ie)

College accommodation is extremely limited, and cannot be guaranteed to any student. The Accommodation Office does, however, offer advice on renting, and from August until Freshers' Week offers a service to assist students in finding rented accommodation. A number of property websites in Dublin are worth checking, notably [www.daft.ie](http://www.daft.ie) and [www.myhome.ie](http://www.myhome.ie).

### **Health Centre**

[http://www.tcd.ie/College\\_Health/](http://www.tcd.ie/College_Health/)

The Health Centre is in House 47, behind the Samuel Beckett theatre and adjacent to the rugby pitch. Ext. 1556, 1591

### **Student Counselling Service**

[http://www.tcd.ie/Student\\_Counselling/](http://www.tcd.ie/Student_Counselling/)

3rd floor

7-9 South Leinster Street

Trinity College

Dublin 2

Ireland

[+353 1 896 1407](tel:+35318961407)

Email: [student-counselling@tcd.ie](mailto:student-counselling@tcd.ie)

### **Centre for Academic Practice and Student Learning (CAPSL)**

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

Ext. 3071

Email: [capsl@tcd.ie](mailto:capsl@tcd.ie)

CAPSL provides advice to staff and graduate students on academic best practice and career development, and runs a number of programmes and services to assist postgraduate students and Teaching Assistants. These include regular workshops and seminars, and an annual postgraduate conference. CAPSL also helps to set up research and study groups.

### **Thesis Binding**

You can get your thesis bound for submission at The Thesis Centre, 65 Lower Camden St, Dublin 2, tel. 01-4753616, email: [thesis@indigo.ie](mailto:thesis@indigo.ie).

<http://www.thesiscentre.ie/>

## **7.9 Disability Awareness and Support**

In the School of English, we are committed to providing and maintaining an inclusive learning environment for all our students. One of the ways we do this is through working closely with the Trinity Disability Service. If you have a disability, a mental health condition, or an ongoing illness or medical condition, the Disability Service is there to support you. Postgraduate students (both taught and research) who have a disability are encouraged to apply to the Disability Service for reasonable accommodation. Supports for Postgraduate Students include:

- 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/>

<https://www.tcd.ie/disability/current/Postgrad.php>

Dr Rosie Lavan ([lavanro@tcd.ie](mailto:lavanro@tcd.ie)), is the Liaison Officer in the School of English and the point of contact between the School and the Disability Service: you are also very welcome to contact her if you have any queries or concerns.

## 8. LITERARY DUBLIN

Dublin is a city with an extraordinary literary heritage and the School hopes you take full advantage of Trinity's geographical proximity and spiritual links to the literary metropolis. Here are some useful links to web resources that will help you begin to explore some of Dublin's literary avenues.

<http://www.writersmuseum.com/>

News and information from Dublin's Writers Museum.

<http://www.nli.ie/yeats/>

The online version of the National Library of Ireland's Yeats exhibition.

<http://www.marshlibrary.ie/>

Unchanged for three centuries, this perfectly preserved library of the early Enlightenment, with its original oak bookcases, houses more than 25,000 rare and fascinating books.

<http://www.cbl.ie>

Chester Beatty's library has been described as the finest collection of manuscripts and books made by a private collector in the 20th century. It includes representative samples of the world's heritage (artistic, religious and secular) from about 2700 BC to the present century.

<http://www.poetryireland.ie/>

An organization dedicated to developing, supporting and promoting poetry through Ireland.

<http://www.stingingfly.org/>

A magazine dedicated to new and emerging writers an opportunity to get their work out into the world.

<http://drb.ie>

The *Dublin Review of Books* publishes essays chiefly in the fields of literature, history, arts, culture and the human sciences on a regular basis.

<http://www.literatureireland.com/>

Literature Ireland, formerly known as Ireland Literature Exchange, promotes Irish writers and writing internationally.

