Trinity College Dublin

School of English

Research Student Procedures 2019-20
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Admissions

Initial enquiries

The School of English website contains a guide for all prospective PhD students (https://www.tcd.ie/English/postgraduate/research-students/). Applicants should be directed there in the first instance and to the DTLPG for any more specific questions. The Graduate Studies Office website also contains some useful information (http://www.tcd.ie/Graduate_Studies/).

Documentation required

The following (scanned) documentation must be submitted through the admissions website before the School can assess a PhD application: academic transcripts; degree certificates; cv; two academic references; proof of English language competence (for applicants whose first language is not English and who have not been educated through the medium of English); research proposal; and, a writing sample (c. 5000 words).

Ideally, the research proposal should be developed in consultation with an appropriate member of staff. Nonetheless, staff should make it clear to the applicant that while the agreement to help develop a research proposal may constitute an ‘agreement in principle’ to supervise, all applications are subject to approval by the School Admissions & Funding Panel.

Admissions procedure

The DTLPG will convene a School Admissions & Funding Panel at the beginning of each academic year. The panel will also have responsibility for the allocation of School/Faculty funding and nominations for College funding (i.e. Ussher and 1252 awards). The panel shall be made up of: the DTLPG, the Head of Research; the Head of Discipline; and one other member of staff (with an additional member of staff for the funding meeting). The member(s) of staff should ordinarily have supervised a PhD to completion and their selection should be driven by an aspiration that the panel constitutes an appropriate balance as regards gender and literary specialism/period.

The panel will ordinarily meet quarterly to assess PhD applications: MT; HT (twice); and TT. Additional meetings may be called should the level of applications warrant it. This will satisfy the College requirement that admissions be assessed on a rolling basis without adding unduly to the administrative burden. Meetings will be ‘virtual’ with the exception of the funding meeting unless circumstances require an actual meeting. The TT meeting will take place in the first week of May in order to make funding decisions.

Once a full proposal has been submitted to the online admissions system, the following steps should be followed:
1) The DTLPG will ask an appropriate member of staff to assess the materials.

2) The staff member will complete a brief report on the applicant’s suitability for doctoral studies (see appendix A).

3) The DTLPG will circulate the assessor report and the application materials to the panel.

4) Each panel member will submit a brief report (appendix B) for each candidate to the DTLPG.

5) The DTLPG will collate the reports and inform the panel of the collective decision. The reports will be retained by the DTLPG for the purposes of allocating funding at the appropriate meeting.

6) The DTLPG will notify the prospective supervisor of the decision.

7) The supervisor will have the opportunity to engage with the panel should they disagree with the decision. The supervisor can write to the panel through the DTLPG. The panel will then make a final decision which will be binding.

8) The DTLPG will update the online admissions system with the outcome and write to the student directly.

**Supervision**

**College regulations**

The College has published a statement outlining the roles and responsibilities of the supervisor with which School members should familiarize themselves *(Supervision of Research Guidelines (2012))*). The document states *inter alia* that supervisors will:

- Agree with the student no later than 3 months after registration the basic structure of the research project, an appropriate research method, a realistic plan of work, and any additional required study including Skills development training.
- Establish a practice of regular meetings with the student at which all matters relating to the research project can be discussed. Provide commentary, constructively, ad within a reasonable timeframe, on the student’s oral and written work. Ensure that written evidence of the meeting is kept within the Department.
- Arrange for a replacement in the event of absence for a period exceeding 4 weeks.
- Complete annual progress reports in conjunction with the student in order to monitor the student’s progress and highlight any unexpected problems which can then be addressed.
• Inform the student about the procedures for transfer from the Masters register of confirmation on the PhD register. The supervisor should ensure that transfer/confirmation occurs within 18 months of registration for a full-time student and provide guidance in the drafting of the Report.

A further document Best Practice Guidelines on Research Supervision for Academic Staff and Students is available through the GSO website: https://www.tcd.ie/Graduate_Studies/docs/Supervison%20Guidelines.pdf

School practices

The School adopts as a principle that staff members should be allowed to supervise individual students as they see fit, recognizing that different projects and students have different needs. Normally, a supervisor should not have in excess of 3-5 PhD students although the School recognizes that this may vary according to circumstance. Supervisors shall be free to determine the extent and scope of a research plan; however, the School agrees that there should ordinarily be one meeting per month within term, unless agreed otherwise by both parties. Supervisors will maintain documentation of each meeting for their own records.

Supervisors on leave shall normally continue to supervise students to include reading students’ work, completion of progress reports, approval of confirmation materials, and shall, where possible, be present at confirmation interviews.

Thesis Committees

From Michaelmas Term 2019, every registered PhD/MLitt student in the School shall be assigned to a ‘thesis committee’. The membership of this 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 in consultation with the student’s supervisor. Students of the DTLPG and DPGPD shall be assigned to other colleagues. The Thesis Committee shall meet with students approximately 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.
Funding

There are a number of 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:

Ussher Awards

These Awards are granted to exceptionally well-qualified candidates of outstanding promise intending and permitted to register on year one for a higher degree of PhD in the University of Dublin. They are open to competition by graduates of any nationality, for research in any branch of learning in the College (subject to availability of resources and competent supervision in the chosen area). The Awards are for a three-year period of research on the PhD register. They cover annual fees and provide a maintenance grant of approx. €16,000 per annum. New entrants to the research register are not required to complete a separate Award application form. A section on the research application form must be completed in order to be considered for an Award. For further information see: https://www.tcd.ie/study/international/scholarships/Postgraduate/ussher.php.

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 of 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:

Provost’s Postgraduate Scholarship Awards

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. Students interested in discussing specific research projects, for which members of the School of English might serve as suitable PIs, should contact individual staff members where appropriate. A full listing of the School’s staff members and their research interests is given here: https://www.tcd.ie/English/staff/.

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 (oconneb2@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 (oconneb2@tcd.ie).
Further advice

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

http://www.studentfinance.ie/

Structured PhD requirements

All PhD students must now complete the structured PhD modules: there are no exceptions. The Graduate Studies Office has requested changes to SITS which are due to be implemented which will prevent a student from being progressed should these requirements not be fulfilled. The DTLPG will inform the students of their obligations but it is up to the supervisor and the student to agree a suitable way of fulfilling those requirements.

Each student has to complete at least 10 and no more than 30 credits within their first 18 months. Students may earn a maximum of 30 ECTS credits in the first 18 months and 60 over the course of their PhD; however, it is likely that most students will prefer to concentrate on their thesis. Part-time students must complete at least 10 credits and no more than 30 within their first 24 months with a maximum of 60 over the course of their PhD.

ECTS credits may be earned through the completion of modules approved by the School and College. The School has endeavoured to offer modules that will be as useful as possible for both those interested in pursuing an academic career and those who seek employment outside the academy.

Supervisors and students should note that it is possible for the student to complete the minimum requirement in the first semester through the ‘Planning and Managing your Research Career’ and ‘Information Literacy’ modules. Modules available to students are documented in the Postgraduate Student Handbook.

The School has decided that those students who take an MPhil module shall normally have their work assessed on a pass/fail basis by their supervisor rather than the module convener, when appropriate.

Procedures for satisfying structured PhD requirements

1) The DTLPG will inform all new PhD students of the structured PhD requirements and the various options available to them during the induction sessions. This information will also be in the handbook.

2) All new students should be encouraged to complete the ‘Planning and Managing your Research and Career’ module offered by College in their first year.
3) By the end of year 1 at the latest the supervisor and student will have agreed what modules the student will complete to satisfy the minimum requirements.

4) The student will confirm the choice in writing to the DTLPG.

5) The DTLPG will record this decision on the student’s file.

6) When the module is complete, the student will ask the module convener (or supervisor for MPhil modules) to confirm this in writing to the DTLPG.

7) The DTLPG will record this on file and, in time, on SITS.

**Progress reports**

Supervisors and students must complete an annual progress report (appendix C) as per College regulations. It is essential that these be completed so that the progress (or lack thereof) of each student be documented and appropriate action taken where required. The substance of the progress report written by the supervisor should be discussed with the student. Annual reports are also due for part-time students.

**First progress report**

The progress report at the end of the first year is crucial, particularly for those at both ends of the achievement spectrum. The initial progress report will be part of the materials reviewed by the Schools Admission & Funding Panel for funding decisions related to continuing students. This will be made explicit to the students so both supervisor and student should bear this in mind when completing the report.

Where students have been admitted who are demonstrably not suitable for doctoral study, this is the first point at which they can be removed from the research register. The School adopts as a principle that all students be given every benefit of the doubt and such a measure should be taken only in extreme cases.

However, though is rare, it is important that the appropriate action be taken when necessary: there is absolutely no requirement to allow a student progress to the confirmation stage if there is sufficient evidence that the student will not succeed. There is an ethical issue in allowing unsuitable students waste their time and money by continuing on the research register.

Supervisors who wish to recommend the removal of their student from the research register at this point should:
1) Ensure that the decision is based on at least two samples of academic work completed during the year.

2) Notify the DTLPG of their intention to make this recommendation.

3) Offer a detailed explanation of their recommendation in the progress report.

4) Inform the student and explain that they have the right of appeal (through the School Appeals Board).

**Progress report procedure**

1. The DTLPG will remind all staff and students that these reports are due in early August (February for March registrants). Students should complete their part of the report and send to the supervisor.

2. The supervisor should complete the form and arrange a meeting with the student to discuss.

3. The completed reports should be sent to the DTLPG by the middle of August (end of February for March registrants).

**Confirmation**

The confirmation interview should take place before the end of 18 months (36 for part-time students) on the research register. The DTLPG will write to all supervisors of students in MT of year 2 to remind them that the confirmation materials are due.

The purpose of the confirmation interview is to establish whether the project is on course to satisfy the requirements of the PhD. A range of outcomes are possible and members of the confirmation panel are encouraged to consider the full range of options available to them. Candidates whose materials suggest they will not meet the PhD standard should never be allowed progress past the confirmation stage. Part of the rationale for the 18 month deadline is to allow sufficient time for the candidate to write up and submit an MLitt, should that be deemed a more appropriate route, without incurring fees for a third year. The confirmation panel should not automatically permit an unconfirmed student pursue an MLitt degree, bearing in mind the rigorous demands of that degree.

Confirmation hearings should not normally exceed an hour and should be conducted in a fashion that will help prepare the candidate for a viva. The confirmation panel should ask questions that will challenge the student but that will also encourage the student a chance to display their preliminary findings. The confirmation result should be primarily driven by the submitted materials but the panel should take account of the performance at the
interview when reaching their final decision. The supervisor should be present but does not participate.

**Confirmation report**

The confirmation report must comprise of the following items:

1) A cover sheet with a signed statement from the supervisor confirming they have reviewed the materials and discussed them with the student (appendix D).

2) A statement outlining clearly the proposed project’s original contribution to knowledge and how it is situated in relation to the existing critical field (1000 words).


4) A sample chapter (10-15000 words).

5) Bibliography of primary and secondary materials (no word limit).

The sample chapter word limit should be strictly observed and excessively long chapters will be rejected. Any sample chapter in excess of 15,000 words **must** have the approval of the Director of Post Graduate Teaching & Learning (DPGTL) in advance and a very strong justification must be offered.

The student should submit one hard copy of the materials and a soft copy via email to the DTLPG.

**Confirmation procedure**

1) The student submits the confirmation report to the DTLPG.

2) The supervisor shall suggest appropriate readers.

3) The DTLPG shall nominate a reader.

4) On occasion, the DTLPG may ask the HoS or HoD to chair a confirmation meeting.

5) The DTLPG shall organize a time and venue that suits the student, supervisor, and the panel.

6) The DTLPG and the reader should meet in advance of the confirmation hearing to discuss the work, agree questions that should be asked, and agree a provisional result.
7) After the interview, the reader shall write a report (appendix E) which will be sent to the DTLPG for review. Both parties should agree to and sign the final version.

8) The DTLPG will send the final report to the supervisor and the student.

**Confirmation outcome**

The confirmation interview must have one of the following outcomes as stipulated by the College *Calendar* (text in brackets is the School gloss):

a) continuation on the PhD register
   [the panel may have minor reservations or offer suggestions but are generally confident that the candidate is on course to produce a piece of research that will meet the standards of a PhD]

b) continuation on the PhD register after some minor changes have been made to the PhD confirmation report
   [the panel have identified problems that need to be addressed before the candidate can be confirmed; the changes must be made and approved by the second ‘expert’ reader before the student can be confirmed]

c) continuation on the PhD not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter
   [the panel have identified substantive problems that must be addressed before the candidate can be confirmed; these changes normally require a second interview to determine whether they have been made to the satisfaction of the panel.]

d) a recommendation to change to the general Masters register to submit a Masters thesis
   [the panel should ensure that the interview should carefully illustrate to the candidate why this decision has been taken; care should be taken that the questions posed demonstrate why the project will not meet the Calendar criteria for a PhD thesis. Please note that the ‘recommendation’ constitutes a ruling]

e) not to continue as a postgraduate research student
   [the panel should ensure that the interview should carefully illustrate to the candidate why this decision has been taken; care should be taken that the questions posed demonstrate why the project will not meet the Calendar criteria for a PhD or an MLitt thesis]

In the case of outcome b) the panel should suggest an appropriate deadline for the submission of the revised report. This can be negotiated by the student and the supervisor after the panel’s assessment has been digested but a definite submission date should be agreed in due course.
In the event of outcome c), the panel shall agree with the student and supervisor an appropriate timeframe for the resubmission of the materials and subsequent interview. The School adopts as a principle that outcome c) may only be given once.

In the event that the panel decides on outcome d) or e), the student is to be told that they have the right of appeal as laid out in the School Confirmation Appeals Board (appendix F).

In the case of outcome e) the GSO should be informed by the DTLPG so that the student is formally removed from the register.

**Viva voce examination**

**Appointment of examiners**

The external examiner for a PhD thesis should meet College criteria as laid out by the GSO: ‘The external examiner should be a recognized independent expert in the candidate’s field of study. The external examiner should not be a collaborator in the candidate’s research, nor be a recent graduate of the College’.

For budgetary reasons, the School can only sanction examiners from within Europe. However, staff should consider whether it may be possible to secure a non-EU examiner if they happen to be coming to Europe for conferences or research trips. While not ideal, it may also be possible to conduct a viva via video-conferencing, subject to approval from the Dean.

1) The supervisor, after consultation with the student, will suggest an examiner to the DTLPG.

2) Once the DTLPG agrees that the examiner is appropriate, the supervisor should seek informal agreement from the external.

3) The DTLPG and the supervisor should also agree an internal examiner. The internal examiner must not be a collaborator in the student’s research. In exceptional cases, it is possible to nominate two external examiners but this must be approved by the Dean of Graduate Studies and the Head of School.

4) The DTLPG will submit a nomination form for the GSO. **NB** Staff should note that there is no requirement that the thesis be submitted for this to take place. If there is any urgency with the viva, supervisors can have examiners approved in advance of thesis submission in order to speed the process along.

**Viva logistics**

1) The GSO will send the thesis to the examiners.
2) The internal examiner is responsible for the scheduling of the viva and organizing a venue. The vivas will normally be held in the School Library or an office.

3) The internal examiner is responsible for booking the external's accommodation (via Diane Sadler).

4) The internal examiner is responsible for organizing a meal. The School will cover the cost of a lunch or dinner at the 1592 (ext. 1592), Dunne & Crescenzi (675 9892 / 677 3815), or any reasonably priced restaurant that has the capacity to invoice the School directly. The external and internal examiners, the student, and the chair of the viva may attend.

5) The internal examiner is also responsible for instructing the external on the submission of expense claims. The external should submit one expense claims to Brenda Brooks for their fee and travel expenses.

6) The claim form can be found here: https://www.tcd.ie/Graduate_Studies/externalexaminers/research/guidelines/Docs/StaffReimbursementForm.pdf

Viva procedure

The viva should be chaired by the DTLPG or his/her proxy. Viva chairs should familiarize themselves with the Calendar regulations regarding vivas (Part III.2.16). The chair should meet with both examiners shortly before the viva to get a sense of how the viva will go and should also determine whether the examiners wish to tell the candidate the result at the outset or wait until the viva has ended so they can have another discussion. The chair should check whether the examiners would like to have a break called after an agreed period of time e.g. 90 minutes.

The chair is present to ensure that College regulations are followed and that the candidate is treated fairly by the examiners. Normally, the chair will simply introduce the examiners and, at the end, ensure that the candidate is asked whether they have anything in addition to say or have any questions they would like to pose to the examiners.

Results

The viva must have one of the following results:

a) the degree be awarded for the thesis as it stands

b) the degree be awarded for the thesis subject to minor corrections, for which two months are allowed from the time of notification [the thesis must be resubmitted to the internal examiner only]
c) the thesis be referred for major revision and subsequent re-examination, for which six months are normally allowed from the time of notification [the thesis must be resubmitted to both internal and external examiners]

d) a lower degree be awarded, if necessary following minor corrections to the thesis

e) the thesis be failed.

In the case of outcome b) or c), the allowed time period is dated from the official results letter from GSO, not from the viva.

In the case of option c), major revision, a fee of €1160 will apply (this applies to both EU/non-EU students). A thesis may only be referred for major revision once: in other words, option c) is not available to examiners on resubmission.

Further details and guidelines for the administrative processes related to the examination of PhDs in the School of English are given in Appendix G below.

**MLitt procedures**

Students who wish to transfer from MLitt to PhD need to undergo a transfer interview. This would normally take place after about 18 months on the MLitt register and is effectively the same procedure as a confirmation interview.

**Examination of MLitt thesis**

The examination of an MLitt thesis requires two examiners, one internal and one external. However, a *viva voce* exam is not required although the student may request one. A *viva* exam should also take place should the examiners be considering referring or failing the thesis.
Appendix A – PhD application assessment

School of English
PhD Application Assessment

*NB* This report will be part of the materials assessed for the allocation of funding.

<table>
<thead>
<tr>
<th>Applicant</th>
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<tbody>
<tr>
<td>Assessor</td>
<td></td>
</tr>
<tr>
<td>Project title</td>
<td></td>
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<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Please comment on the proposal under each of the following categories and then make an overall recommendation.

**Assessor involvement in proposal development**

**Academic achievement to date**

**Quality of proposal (methodology, originality, knowledge of critical field)**

**Quality of writing sample**

**Fit with TCD resources (supervisor expertise, library resources)**

**Overall recommendation**

---
**Appendix B – Admissions report**

**PhD admissions/funding**  
**Applicant report (incoming students)**  
*NB This report will be part of the materials assessed for the allocation of funding.*

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Proposed supervisor</td>
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<tr>
<td>Project title</td>
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</tbody>
</table>

*Please comment briefly on the applicant’s proposal under the following categories. A rating of ‘poor’, ‘fair’, ‘good’, or ‘excellent’ should be offered for each category.*

<table>
<thead>
<tr>
<th>Academic record</th>
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<tbody>
<tr>
<td>(primary degree, MA, awards)</td>
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<thead>
<tr>
<th>Proposal</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(clarity and presentation, knowledge of critical field, potential contribution to knowledge, fit with TCD resources)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>References</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(enthusiasm for project, comparative ranking of applicant, familiarity with applicant’s work)</td>
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<thead>
<tr>
<th>Recommendation</th>
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SCHOOL OF ENGLISH
RESEARCH STUDENT PROGRESS REPORT

Please complete this form, ask your supervisor to complete the section overleaf and submit your report to the Director of Teaching & Learning (PG)

Name of student: .........................................................................................................................

Student number: ............................................................................................................................

Email address: .................................................................................................................................

Department: ....................................................................................................................................

Degree for which registered: ............................................................................................................

Provisional title of thesis: ..................................................................................................................

Name of Supervisor(s): ......................................................................................................................

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

________________________
Candidate’s Signature
2. **Supervisor’s comments:**
   (The substance of these observations should be discussed with the candidate.)

Has the candidate been working in TCD all of this year?  
(If the answer is no, please state duration of and reasons for absence, place of study and supervision arrangements).

Do you recommend continuation on the higher degree register?

If the student is on the MLitt or Probationary PhD register in Year 1, do you have any concerns at this stage about their progress? Has the possibility of completing an MLitt been discussed with the student?

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

________________________________________
Supervisor’s Signature
### Appendix D – Confirmation cover sheet

**School of English**  
**Confirmation cover sheet**  
(please attach to the hard copy of your confirmation package)

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
<th>Student Number</th>
<th></th>
<th>Date of registration</th>
<th></th>
<th>Project title</th>
<th></th>
<th>Supervisor</th>
<th></th>
<th>Date of submission</th>
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I have reviewed and discussed these confirmation materials with my student.

________________________________

Supervisor signature
# Appendix E – Confirmation interview report

## School of English

### PhD Confirmation Interview Report

<table>
<thead>
<tr>
<th>Student Name</th>
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<tbody>
<tr>
<td>Student Number</td>
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<tr>
<td>Supervisor</td>
<td></td>
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<tr>
<td>PhD Title</td>
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<td>Date of Interview</td>
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<tr>
<td>Interview Panel</td>
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</table>

### Decision

(please drag x to appropriate box)

(a) continuation on the Ph.D. register

(b) continuation on the Ph.D. register after some minor changes have been made to the Ph.D. confirmation report

(c) continuation on the Ph.D. 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

(e) not to continue as a postgraduate research student

X
Please append a report that gives the panel’s view as to whether the written submitted materials and the candidate’s performance at interview suggest that this project will fulfill the requirements of the PhD standard within the time remaining on the PhD register. The report should offer a general assessment of the materials and interview and, specifically, should address the following criteria: whether the project will make an original and appreciable contribution to knowledge; demonstrates an appreciation of the relationship of the subject to a wider field of knowledge/scholarship; applies an appropriate methodology; and, adheres to the norms of scholarly presentation.
Appendix F – School Appeal Board

The School of English Confirmation Appeal Board is constituted in accordance with the University of Dublin Calendar, Part III, §1.31.5.

1. Composition
   1.1 The Appeal Board shall be composed of two members. The Board will include the Head of School and Head of Discipline; however, it may be composed of any two senior members of the faculty from within the School (or, in exceptional circumstances, from outside the School) in order to meet the criteria outlined in 1.2 and 1.3, below.
   1.2 The candidate’s supervisor shall not be a member of the Appeal Board.
   1.3 Members of the original Confirmation Panel shall not be members of the Appeal Board.

2. The Appeal Process
   2.1 An appeal must be lodged with the Director of Postgraduate Teaching and Learning within 30 days of notification of the original Confirmation Panel finding.
   2.2 All appeals must be lodged in writing. There is no standard format. The candidate will write to the DTLPG indicating that the correspondence constitutes an appeal, and outlining the grounds for the appeal, with reference to 3.1 to 3.4 below. The candidate may append to this statement of appeal any documents deemed relevant to the appeal.
   2.3 The School Appeal Board will not accept third party appeals.
   2.4 Upon receipt of this material, the DTLPG shall notify the Head of School or Head of Discipline, as appropriate, who shall convene an Appeal Board, supplying members with all materials constituting the candidate’s appeal, as well the reports of the original Confirmation Panel. In the circumstances that both Head of School and Head of Discipline were members of the original Panel, the DTLPG will convene the Board. The Appeal Board’s decision will be based on these written materials.
   2.5 There is no facility for an oral hearing.
   2.6 The Appeal Board will make a decision within 30 days of receipt of all materials, taking account of the grounds outlined in Section 3, below.
3. **Grounds for Appeal**

3.1 Appeals will only be considered under one of three grounds:

3.2 That there were circumstances of which the original Confirmation Panel were unaware at the time that it made its decision. *Explanatory note:* These may be matters of a personal or medical nature, which may have had an impact on the candidate’s work, or matters of a similar nature, and are being put forward as the basis of an *ad misericordiam* appeal.

3.3 That there was substantive irregularity in the conduct of the original Confirmation Panel. *Explanatory note:* This may include allegations that the Board was not properly constituted in breach of College regulations, did not take account of the full range of materials presented, did not provide adequate justification for its decision or other similar matters.

4. **Decisions of the Appeal Board**

4.1 The Appeal Board will make one of the following decisions; in the case of decisions 4.3, 4.4, or 4.5, the reconvened Board will have recourse to any of the options outlined in The University of Dublin Calendar, Part III, §2.14:

4.2 It may uphold the decision of the original Confirmation Panel.

4.3 It may order the Confirmation Panel to reconvene with the same membership.

4.4 It may order the Confirmation Panel to reconvene with different membership from within the School.

4.5 It may order the Confirmation Panel to reconvene with one or more members from outside the School or outside the University.

4.6 The decisions of the Appeal Board are final.

4.7 Candidates who wish to appeal the decision of the Board have recourse to the Dean of Graduate Studies, as per 1.31.5 of Part III of the University of Dublin Calendar.
Examination of PhDs in School of English

Administrative Processes and Guidelines

The following guidelines are intended to clarify and summarise the administrative processes and procedures in the time leading up to, during, and following the examination of PhDs in the School.

For details about the academic side of this process, i.e. how the Viva Voce examination should be conducted, a description of possible examination outcomes, etc., see the relevant pages in the School of English Postgraduate Student Handbook and the School of English Research Student Procedures booklet (both circulated annually in August).

College guidelines on the examination of PhDs are also described in Appendix 1 below, which is also available at: https://www.tcd.ie/graduatestudies/assets/pdf/phd-guidelines-08-2016.pdf. The guidelines given in Appendix 1 and in the Calendar take precedence over any points made in this document.

1. Before the Viva

It sometimes happens that a student decides to submit a dissertation for examination without a supervisor’s knowledge or approval. This is very rare and should be discouraged if at all possible. In normal circumstances, when a supervisor is satisfied that a student is ready to submit their dissertation, they should discuss potential internal and external examiners with the student before nominating examiners to the DTLPG.

1.a Nomination Process: Internal Examiner

The internal examiner would normally be the colleague who served as the internal reader for the student’s Confirmation, but this does not have to be the case. In rare situations it is necessary to ask a colleague from outside the School of English to serve as internal examiner, but in most cases it will be someone from within the School.

All nominations for internal examiner should be discussed with the DTLPG in the first instance. Once the internal examiner has been agreed, students should not discuss their work with them and they should also be strongly discouraged from communicating with external examiners before the examination of their work has been completed.

It is also of the utmost importance that the DTLPG be told as early as possible if the supervisor feels there may be a difficulty finding an examiner or with the examination of a dissertation. The internal examiner’s contact details need to be given, together with the student’s details (ID number, title of thesis, etc.) on the Examiner Nomination Form (see Appendix 2 below).

1.b Nomination Process: External Examiner

As stated in the Dean’s Memo (see Appendix 1 below), the external examiner should be a ‘recognised independent expert in the candidate’s field of study’. In the first instance, a supervisor should contact a potential external examiner informally to tell them a little about the project to be examined and asking if they would be willing to serve. At this point external examiners should also be told that dissertations are normally examined within two months (from the date a dissertation is received by the external examiner). Supervisors should also note that there are budgetary constraints on the appointment of external examiners from outside the UK and the EU. If in doubt, contact the DTLPG before any invitations are made.

Supervisors should note that external examiners cannot be invited to examine dissertations more than once every five years. Once a prospective external examiner has agreed to examine a thesis, they will need to send their CV and contact details to the supervisor, who will need to provide this information with the Examiner Nomination Form (see Appendix 2).
Once the Examiner Nomination form has been completed, it is sent to the DTLPG, who forwards it to the Dean of Graduate Studies for approval. It is important to note that the final decision regarding the appointment of examiners – Internal and External – rests with the Dean of Graduate Studies.

1.c Preparation for the Viva

As soon as the Dean of Graduate Studies has approved the nomination of internal and external examiners, the internal examiner is responsible for organising the date, time and location of the Viva Voce examination. Having first consulted with the external examiner, they should then write to the student, copying the supervisor and the DTLPG, to confirm that the suggested date/time will work for all concerned.

The DTLPG will normally make every effort to chair a Viva themselves, but if they are unable to do so then a colleague with appropriate experience in the School will be asked to chair on their behalf.

Once a date and time has been established for the Viva, the internal examiner should contact Diane Sadler who will look after the following details:

- Room booking
- External examiner’s travel
- External examiner’s accommodation
- Hospitality

*Room booking:* The preferred venue for Viva Voce examinations in the School of English is the School Library, 4019. If this room is not available then 6.009 in the Arts building is also suitable. Colleagues should not hold Viva Voce examinations in their offices, if possible.

*External examiner’s travel:* Where possible, external examiners should be encouraged to travel to Dublin and back to their home destination in the same day. It is also preferable for the School to look after all travel bookings, where needed (i.e. flights, train travel etc.).

*External examiner accommodation:* The College can cover accommodation for one night only, if required. This must be booked by the School.

*Hospitality:* The School can cover the cost of one meal, lunch or dinner, for a maximum of four guests, i.e. the external examiner, the internal examiner, the supervisor and (at the examiners’ discretion) the student. A list of restaurants and bars approved for this purpose by College is given in Appendix 3 below.

Approximately one week before the Viva, the DTLPG will write to the student to confirm the date and time of the examination. The student should be asked to wait in the lobby of the School or in their supervisor’s office before the Viva. The DTLPG should also arrange to meet with the examiners approximately 30 minutes before the Viva on the day it is scheduled to take place.

2. The day of the Viva

The DTLPG or a colleague acting on their behalf will meet with the examiners before the Viva is due to begin to discuss potential problems and agree the structure of the examination.

The DTLPG or a colleague acting on their behalf will prepare the room for the Viva and place signs on the door and hallways asking people outside to be silent while an examination is in progress. A jug for water and glasses should be used for the examination. These can be provided by Brenda Brooks.
3. After the Viva

Once the Viva has been concluded, the internal examiner should ensure that the external examiner is clear about what needs to be done in relation to the submission of their decision form. This should be submitted to the GSO in hard copy as soon as possible after the Viva has taken place, but it is advisable for an electronic copy to be sent to the Dean also, copied to the internal examiner.

A hard copy of the external examiner’s expenses claim form, which includes a section for the examination fee, together with receipts, should be submitted to Brenda Brooks as soon as possible after the examination has been completed. External examiners can normally expect payment within one month of submitting the form and receipts to the School.

It is important the all receipts and claim forms are sent directly to the School, otherwise there may be long delays in processing payments.

Ruth Archbold
Brenda Brooks
Philip Coleman

26 August 2019
Appendix 1

From: Dean of Graduate Studies
To: Director of Teaching and Learning (Postgraduate)
Supervisor

1. **NOMINATION OF EXAMINERS:** Two copies of the above thesis have been submitted to the Academic Registry. I would be grateful if, in consultation with the supervisor, you would nominate one external examiner and one internal examiner using the enclosed nomination form **within two weeks**. Please supply a brief CV of the external examiner.

2. **THE EXTERNAL EXAMINER:** The external examiner should be a recognised independent expert in the candidate’s field of study. The external examiner should not be a collaborator in the research of either the candidate nor his or her supervisor, nor be a recent graduate of the College. If your nomination for External Examiner is NOT a member of staff of a Third Level Educational Institution I would advise you to consult with me, prior to you approaching him/her. I strongly recommend that the highest quality international experts be selected. The same external examiner should not serve repeatedly. In order to preserve independence, a period of five years should have elapsed before they are nominated again. Details in relation to the appointment and role of an external examiner can be found in the University’s policy on external examiners available at [https://www.tcd.ie/teaching-learning/assets/pdf/ExtExaminersPolicyJune2015-Final.pdf](https://www.tcd.ie/teaching-learning/assets/pdf/ExtExaminersPolicyJune2015-Final.pdf).

3. **THE INTERNAL EXAMINER:** The internal examiner must be a member of the academic staff, and cannot be the candidate’s supervisor. If there are no staff members of the University other than the supervisor who have the academic competence to examine the thesis, please consult with me. It is possible to appoint a second external examiner in such circumstances. A second external examiner in place of the internal examiner is **required** where the candidate is a member of staff of the University. A suitable level of independence (from the candidate and the supervisor) is also expected of the internal examiner. The internal examiner should not be a collaborator in the student’s research, related to the student/supervisor and should not be in a dependent position in relation to the supervisor (such as his or her junior postdoc).

4. **A VIVA VOCE EXAMINATION:** Although a viva is not mandatory in the examination of a Master’s thesis, such a viva may be arranged if either of the examiners, or the School’s Director of Teaching and Learning (Postgraduate), requires it after preliminary consideration of the thesis. A viva voce examination is mandatory in cases where one or both examiners contemplate failure of the Master’s thesis or if it seems likely that the thesis will be sent back for revision and resubmission. It is the responsibility of the internal examiner to arrange the date, time and place for the viva. The format of the viva, as appropriate to the field of study, is determined by the Director of Teaching and Learning (Postgraduate) in the School. The examination fee and expenses incurred by the external examiner in terms of travel and subsistence are processed by the School directly with the Treasurer’s Office.

5. **INFORMAL AGREEMENT:** Both examiners you recommend to me should be asked informally (subject to the reservations in 3 and 4 above) before you reply to this memorandum, whether they are willing and able to examine the thesis.

6. **FORMAL APPOINTMENT:** On receipt of the approved nomination form, I, acting on behalf of the University Council, will formally invite the examiners to act, sending them at the same time a copy of the Instructions to Examiners and a copy of the thesis. I urge that the examination (including the viva voce if held) be completed and the examiners’ reports be returned to me in the Graduate Studies Office **within eight weeks** from the present date.

Professor Neville Cox
Dean of Graduate Studies
## Appendix 2

### NOMINATION FORM FOR EXTERNAL & INTERNAL EXAMINERS OF RESEARCH THESIS

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**Note:** A viva voce must be held for all Ph.D. candidates. In the case of a Master’s degree or an M.D. degree, either examiner may request a viva voce on academic grounds, having examined the thesis (Cal. Pt. II, Section 2).

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**Has informal consent to act been received?** *(Please seek such assent before submitting form)*

- [ ] Yes

**Can Examiner attend viva voce?** *(Please seek such assent before submitting form)*

- [ ] Yes

Please attach a CV or description of the proposed examiner’s academic credentials, detailing qualifications, present post and research interests.

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**Is the DTLPG satisfied that all taught elements of the PhD programme have been completed, if appropriate?**

- [ ] Yes
- [ ] No

**Signature:**

**Director of Teaching and Learning (Postgraduate)**

**OR**

**Approved Nominee:**

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Appendix 3

Restaurants and Bars approved by College (28th January 2019)
ELY BAR/ BRIGHTGLEN COMMERCIAL LTD/ AMB TRADING HOUSE LTD
ENOTECA ITALIANA LTD T/A DUNNE & CRESCENZI
FALLON & BYRNE LTD
FARM RESTAURANT
FITZERS RESTAURANT
GREEN GEMS TAVERNS/EAST SIDE TAVERN
MERRION ROW RESTAURANTS, T/A BANG
ONE PICO
PEARL BRASSERIE/PETITE PEARL LTD.
THE PIGS EAR/ANDHUS LTD
REGIONGLADE/PICHET
RESTAURANT FORTYONE/MOLANA
SANREX LTD, T/A THE KITCHEN RESTAURANT
SEQUANA MANAGEMENT LTD/CAFE EN SEINE
Seagrass Restaurant T/A LA Grass Ltd
Eden Restaurant
PRIME STEAK LTD/RUSTIC STONE RESTAURANT
LA CAVE WINE BAR AND RESTAURANT
AQUA RESTAURANT/BAILEY SEAFOODS
PAVILLION BAR/DUBLIN UNIVERSITY CENTRAL ATHLETIC CLUB
CAFFE PARIGI
POPPYSIDE DAC T/A MERCANTILE
ZOZIMUS ENTERTAINMENT LTD T/A EDEN BAR & GRILL
AMB TRADING HOUSE/ELY WINE BAR
ROCATIL LTD/KENNEDYS BAR
CRAWLEY LTD/CAPTAIN AMERICAS
SRM BOOK & COOK LTD/THE WINDING STAIR
BOXY HOUSE LTD.
John Waddell T/A ODELLS BISTRO
CORNSTORE RESTAURANT/COAL QUAY RESTAURANTS
Good World
SLATTERYS/THE OLIVER ST JOHN GOGARTYS
POPPYSIDE DAC T/A MERCANTILE
HOLTEND LTD
MHL EVENT MANAGEMENT LIMITED T/A THE MANSION HOUSE
WESTIN DUBLIN