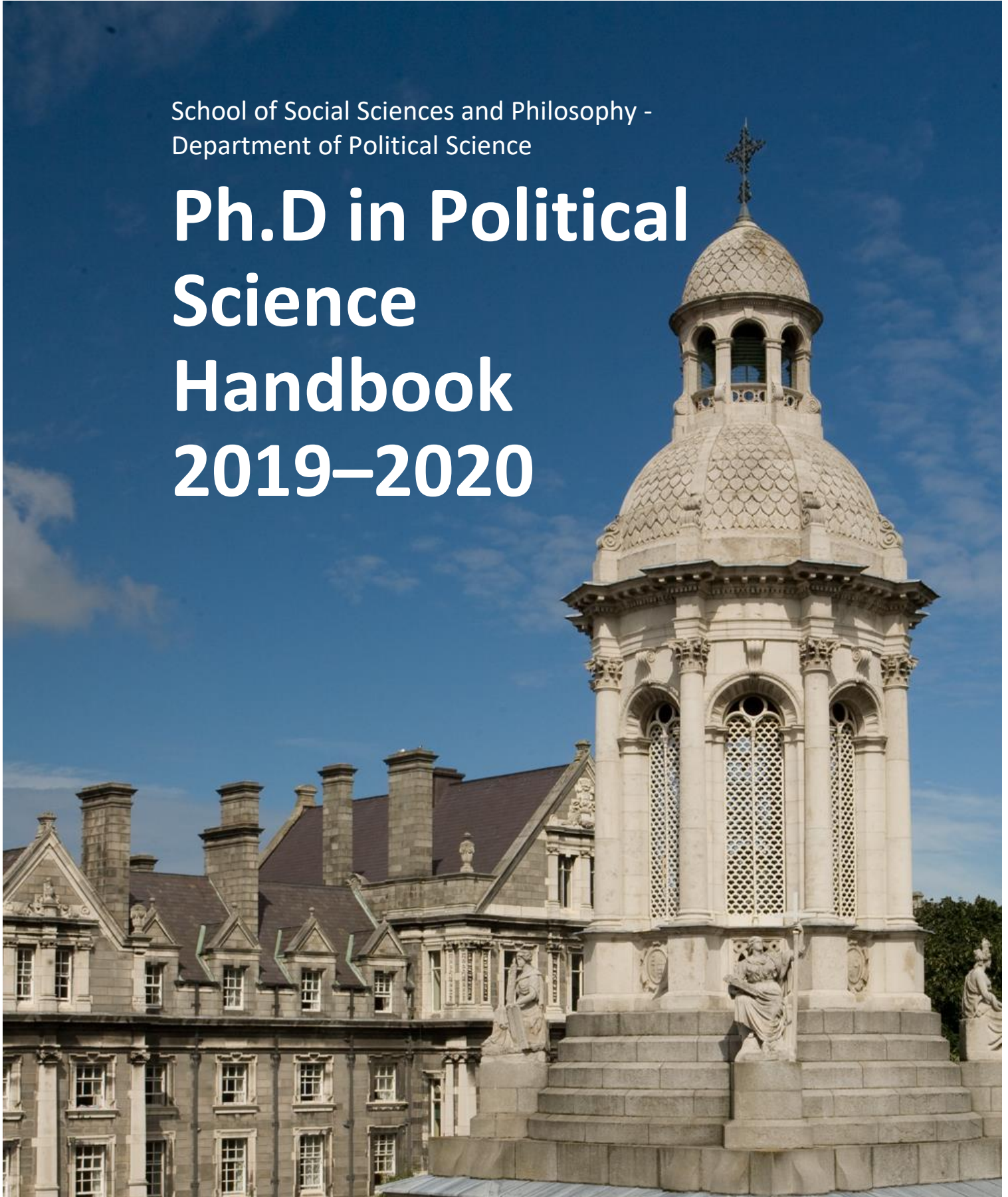**Trinity College Dublin**
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

School of Social Sciences and Philosophy -
Department of Political Science

Ph.D in Political Science Handbook 2019–2020

Contents

A Note on This Handbook

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

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

Section 1 – General College Information

Student Services and Support

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

- Careers Advisory Service - http://www.tcd.ie/Careers/
- Graduate Studies Office - http://www.tcd.ie/graduatestudies/
- Mature Student Office - https://www.tcd.ie/maturestudents/
- Student Services Website and Information booklet – www.tcd.ie/studentservices, http://www.tcd.ie/students/assets/pdf/Student Services Booklet (web version).pdf
- Trinity Disability Service - http://www.tcd.ie/disability/

Support Provision for Students with Disabilities

Trinity has adopted a Reasonable Accommodation Policy that outlines how supports are implemented in Trinity. Student seeking reasonable accommodation whilst studying in Trinity must applying for reasonable accommodations with the Disability Service in their student portal my.tcd.ie. Based on appropriate evidence of a disability and information obtained from the student on the impact of their disability and their academic course requirements, the Disability Staff member will identify supports designed to meet the student's disability support needs. Following the Needs Assessment, the student's Disability Officer prepares an Individual Learning Educational Needs Summary **(LENS)** detailing the Reasonable Accommodations to be implemented. The information outlined in the LENS is communicated to the relevant School via the student record in SITS.

Examination accommodation and deadlines

Students should make requests as early as possible in the academic year. To ensure the Assessment, Progression and Graduation Team can set your accommodations for examination purposes the following deadlines are applied:

- Semester 1 assessments and Foundation Scholarship assessment: the last Friday in September (27th September 2019)
- Semester 2 assessments: the last Friday in January (24th January 2020)
- Reassessments: the last Friday in May (29th May 2020)

Student responsibilities for departmental assessments/course tests

- Students are required to initiate contact with the School/Department and request reasonable accommodations as **per their LENS report, or email received following their needs assessment** for particular assessments for School/ Department administered assessment. Students are advised to make contact **at least two weeks prior** to the assessment date to enable adjustments to be implemented.

Co-curricular Activities

TCD Sports Clubs

College has 50 sports clubs in a range of disciplines, from Basketball to Archery, you can find information on all of the clubs on the Trinity Sport website, here: https://www.tcd.ie/Sport/student-sport/clubs/

TCD Societies

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

Student Union

GSU

The Graduate Students Union represent the postgraduate student body at College level. You can find further information about the union, and how to get involved, on their website, here: https://www.tcdgsu.ie/ and can find information on the student representation structures here: https://www.tcdgsu.ie/becomearep

Emergency Procedure

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

Data Protection

Please note that due to data protection requirements Staff in the School of Social Sciences and Philosophy cannot discuss individual students with parents/guardians or other family members. As the University considers students, even if they are not yet 18, to have the maturity to give consent for the use of their data, in normal circumstances, the University will not disclose personal data to the parents, guardians or other representatives of a student without the student's consent. The University's preference is to receive written consent by way of email from the student where possible. Without such consent the University will not release any details regarding students including details of their registration, attendance, results, fee payments etc. Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws, you can find further information on how we obtain, use and disclose student data here: https://www.tcd.ie/info_compliance/data-protection/student-data/

Health and Safety Statements

The College Safety Statements can be found at the following link: https://www.tcd.ie/estatesandfacilities/health-and-safety/

Section 2 – General Programme Information

Introduction

The Ph.D. programme in political science at Trinity College Dublin is designed to give students the highest level of training to become professional political scientists. It is designed to impart substantive knowledge about politics, but also to train students in the techniques necessary to recognize, design and implement cutting edge research. The writing of a thesis of original research follows two years of rigorous and comprehensive coverage of topics and techniques in political science. We strongly emphasize and support the placement of our students in top-quality positions upon completion. The graduate programme is designed to train teachers and scholars of political science. Most of our graduates have pursued careers in research and teaching; but others have gone into careers in government and business (see "Our former students" page on the departmental website).

In the first two years of the Ph.D. programme, students follow a structured training in political science. This training consists of a series of modules covering research design, methods and a range of substantive areas of political science.

This handbook sets out the basic structure and requirements of the programme and the mutual obligations of staff and students involved. The handbook is intended to be your guide to understanding the Ph.D. programme and also a tool to get you started on the path to making the most of your degree. It also refers to additional resources to help you get the most out of many of our regular activities such as the Friday seminar presentations. The key thing to remember is that we value our postgraduate students very highly, particularly the close, constructive and informal interaction between all that is the mark of any good department.

Welcome from the Programme Director

It is my pleasure to welcome you to the Political Science Ph.D. Programme. I am delighted that you have decided to continue your studies here and it is my hope that you find your postgraduate experience to be a satisfying and enriching one.
As the Ph.D. Programme Director, I am not only responsible for the day-to-day running of the programme but I also act as an adviser to Ph.D. students in their dealings with the department and the College. So please feel free to get in touch with me in case you have any questions or concerns about research or teaching related matters.

Gizem Arikan, Ph.D. Programme Director

Welcome from the Programme Administrator

Welcome to the Department and best wishes for your studies here over the next few years. You can find me in office 5.02 (fifth floor, 3 College Green, Dublin 2), 9am – 1pm excluding Wednesdays. Do email / phone / call to the office if you have any questions throughout your time with the Department.

Sarah Cunningham, Executive Officer for Postgraduate courses

Contact Details

- Head of Department
  William Phelan, Associate Professor; Room 5.03, 3 College Green, phelanw@tcd.ie

- Director of Teaching and Learning (Postgraduate), School of Social Sciences & Philosophy
  Thomas Chadefaux, Assistant Professor; Room 5.05, 3 College Green; thomas.chadefaux@tcd.ie

- Ph.D. Political Science Programme Director
  Gizem Arikan, Assistant Professor; Room 4.05, 3 College Green, arikang@tcd.ie

- Ph.D. Political Science Programme Administrator
  Sarah Cunningham, Executive Officer for Postgraduate Courses; Room 5.02, 3 College Green
  4687; polgrad@tcd.ie

- See the full list of staff members here: https://www.tcd.ie/Political_Science/people/

- Ph.D. in Political Science website:
  https://www.tcd.ie/Political_Science/postgraduate/phd-programme/index.php

- School of Social Sciences and Philosophy website: https://www.tcd.ie/ssp/

Programme Governance

The Ph.D. Political Science programme is governed by the Ph.D. Programme Director, along with the Director of Teaching and Learning (Postgraduate) and the Head of Department.

Key Dates

2 – 6 September 2019	1st year students attend math-camp
26 August 2019	- Michaelmas Term begins
	- Postgraduate Orientation Week
	- 1st and 2nd years register for modules / inform PG EO of choices, seeking approval of supervisor and Ph.D. Director in advance
9 September 2019	Michaelmas Term instruction begins
3 October 2019	Optional deadline for submission of IRC proposals for review by the Research Office (until 16.00)
31 October 2019	2nd, 3rd, 4th year students' department progress reports due to Ph.D. Director and PG EO
31 October 2019	Deadline for submission of IRC grant applications
15 November 2019	1st year students' reading course forms due to supervisor and PG EO
29 November 2019	End of Michaelmas Term instruction

****

13 January 2020	- Hilary Term begins
	- 1st, 2nd year students inform PG EO of MT module marks
	- 1st, 2nd year students register for modules / inform PG EO of choices, seeking approval of supervisor and Ph.D. Director in advance
20 January 2020	Hilary Term instruction begins
30 March 2020	1st, 2nd, 3rd, 4th year students' College progress reports due to Ph.D. Director and PG EO
10 April 2020	- End of Hilary Term instruction
	- 1st year students' Reading Course Papers due to supervisors

****

Key Dates

20 April 2020	- Trinity term begins
30 April 2020	- 1st, 2nd year students' thesis proposals due to supervisor and Ph.D. Director
4 – 22 May 2020	Summer exam grading for TAs; students should be in Dublin until 22 May.
22 May 2020	1st, 2nd year students inform PG EO of HT module marks
TBA (May/ June 2020)	1st, 2nd year students' viva examinations
31 May 2020	Trinity term ends

****

15 August 2020	1st, 2nd year students who received 'revise and resubmit' submit proposals to Ph.D. Director.
Late August – early September 2020	Supplemental exam grading for TAs for 1st and 2nd year modules.

Note: Students participating in modules in UCD as part of the TCD-UCD joint teaching of Ph.D. modules in Political Sciences are required to attend classes throughout the UCD term, including in weeks that may otherwise constitute "reading weeks" on the TCD calendar. Students will be informed of any necessary changes to these dates by email during the year.

Academic Year Structure

ACADEMIC YEAR CALENDAR 2019/20

Academic Calendar Week	Week beginning	2019/20 Academic Year Calendar	Term / Semester
1	26-Aug-19	Reassessment* (Semesters 1 & 2)	←Michaelmas Term begins/Semester 1 begins
2	02-Sep-19	Orientation (undergraduate); Marking/Results	
3	09-Sep-19	Teaching and Learning	←Michaelmas teaching term begins
4	16-Sep-19	Teaching and Learning	
5	23-Sep-19	Teaching and Learning	
6	30-Sep-19	Teaching and Learning	
7	07-Oct-19	Teaching and Learning	
8	14-Oct-19	Teaching and Learning	
9	21-Oct-19	**Study/Review**	
10	28-Oct-19	Teaching and Learning (Monday, Public Holiday)	
11	04-Nov-19	Teaching and Learning	
12	11-Nov-19	Teaching and Learning	
13	18-Nov-19	Teaching and Learning	
14	25-Nov-19	Teaching and Learning	
15	02-Dec-19	Revision	
16	09-Dec-19	Assessment*	←Michaelmas term ends Sunday 15 December 2019/Semester 1 ends
17	16-Dec-19	Christmas Period - College closed 24 December 2019 to 1 January 2020 inclusive	
18	23-Dec-19		
19	30-Dec-19		
20	06-Jan-20	Foundation Scholarship Examinations^	
21	13-Jan-20	Marking/Results	←Hilary Term begins/Semester 2 begins
22	20-Jan-20	Teaching and Learning	←Hilary teaching term begins
23	27-Jan-20	Teaching and Learning	
24	03-Feb-20	Teaching and Learning	
25	10-Feb-20	Teaching and Learning	
26	17-Feb-20	Teaching and Learning	
27	24-Feb-20	Teaching and Learning	
28	02-Mar-20	**Study/Review**	
29	09-Mar-20	Teaching and Learning	
30	16-Mar-20	Teaching and Learning (Tuesday, Public Holiday)	
31	23-Mar-20	Teaching and Learning	
32	30-Mar-20	Teaching and Learning	
33	06-Apr-20	Teaching and Learning	
34	13-Apr-20	Revision (Monday, Easter Monday)	←Hilary Term ends Sunday 19 April 2020
35	20-Apr-20	**Trinity Week**	←Trinity Term begins
36	27-Apr-20	Assessment*	
37	04-May-20	Marking/Results (Monday, Public Holiday)	
38	11-May-20	Marking/Results	
39	18-May-20	Marking/Results	
40	25-May-20	Research	←Statutory (Trinity) Term ends Sunday 31 May 2020/Semester 2 ends
41	01-Jun-20	Research (Monday, Public Holiday)	
42	08-Jun-20	Research	
43	15-Jun-20	Research	
44	22-Jun-20	Research	
45	29-Jun-20	Research	
46	06-Jul-20	Research	
47	13-Jul-20	Research	
48	20-Jul-20	Research	
49	27-Jul-20	Research	
50	03-Aug-20	Research (Monday, Public Holiday)	
51	10-Aug-20	Research	
52	17-Aug-20	Research	
53	24-Aug-20	Research	

* Note: extra contingency days may be required outside of the formal assessment/reassessment weeks.
^ Note: it may be necessary to hold some exams in the preceding week.

Last checked: 8 January 2019

Module Registration and Timetable

Lecture Timetable

Lecture Timetables are published to student portals (my.tcd.ie) at least one week before the beginning of the academic year. Once a student is registered, they can view their timetable on their student portal. The onus is on students to check their timetable at regular intervals to identify any changes to venues or lecture times.

Module Registration

Students will be automatically registered for their compulsory modules. They should email the Programme Director and Programme Administrator regarding their chosen modules.

Key Locations

- The Political Science Department is located on the fourth and fifth floors of 3 College Green. All instructors and administrative staff for the course can be found here unless otherwise indicated. (To find the fifth floor, take the lift to *four*; to find the fourth floor, take the lift to *three*).

- Lectures generally take place in the Arts Building on the main campus and in Phoenix House, 7-9 Leinster St South, just off campus.

- The Library is at the heart of the College's research facilities. It includes a book stack of more than 4 million volumes, one of the largest in Europe. As the only copyright library in Ireland it enjoys the privilege of receiving, automatically and by right, all Irish and UK copyright material. Postgraduate students can apply for a library carrel, which guarantees them study space within the library.

- Special Facilities for Graduate Research Students include a Graduate Common Room located in house 7 in Front Square. There is also a Graduate Students Union Officer. Graduate students are also represented on College committees and at Departmental Staff meetings.

- The 1937 Reading Room is a designated postgraduate library and study area for research students. It is located in the Front Square beside the Exam hall. There is a 24-hour swipe card access, seven days a week for postgraduate students. The 1937 Reading Room is fully equipped with computers on the ground floor, a basement computer room, and lockers. The lockers are run by the Graduate Students' Union and Research Students can sign up to get one for the coming year in the Graduate Students' Union office (second floor, House 6, Front Square).

Blackboard

Blackboard is the College online learning environment, where lecturers will give access to material like lecture notes and discussion forums. The use of Blackboard varies from module to module and individual lecturers will speak to you about the requirements for their module. In order to access a module on Blackboard you should be registered to the module by your Programme Administrator. Blackboard can be accessed via https://tcd.blackboard.com/webapps/login/

Email

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

Student Portal

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

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

Section 3 – Teaching and Learning

Programme Architecture

The Ph.D. programme lasts four years. Structured training is given to students in the first two years in the form of a series of modules. Unlike traditional Ph.D.s in Europe, the programme combines intensive training with a substantial project of supervised original research resulting in a thesis. Students' progress is assessed throughout the programme. Particularly important assessment points take place at the end of the first and second years, as detailed below. These assessments are designed to establish whether students are making satisfactory progress. Continuation on the Ph.D. register each year is contingent on the demonstration of satisfactory progress as outlined below.

Training modules

Students take a series of modules during the first two years of the programme. There are broadly three types of modules: core modules taken by every student, elective modules (from a list of Ph.D. and masters-level courses, and courses made available to TCD at UCD) and reading courses, which are customized for each student.

The Ph.D. programme lasts four years. Structured training is given to students in the first two years in the form of a series of modules. Unlike traditional Ph.D.s in Europe, the programme combines intensive training with a substantial project of supervised original research resulting in a thesis. Students' progress is assessed throughout the programme. Particularly important assessment points take place at the end of the first and second years, as detailed below. These assessments are designed to establish whether students are making satisfactory progress. Continuation on the Ph.D. register each year is contingent on the demonstration of satisfactory progress as outlined below.

CA700 Research Integrity and Impact in an Open Scholarship
In addition to the credits required as part of the structured PhD, the module on "Research Integrity and Impact in an Open Scholarship Era" must be completed prior to the confirmation on the PhD register as part of the official confirmation process. The course is delivered online and may be taken at any stage prior to a student undertaking his or her confirmation/transfer process.

Year 1
The first year of the integrated Ph.D. programme consists of the following compulsory modules in the 2019-20 academic year:

Michaelmas Term
1) PO7001 Quantitative Methods I (10 ECTS) (taught at UCD)
2) PO7002 Research Design (10 ECTS)

Hilary Term
1) PO7003 Reading Course (10 ECTS, Pass/Fail, see below)
2) PO7005 Quantitative Methods II (10 ECTS)

PO7003 Reading Course
The reading course is crucial for 1st year students for the development of their thesis proposals. Each first year student will be assigned a supervisor for the Reading Course at the beginning of the Michaelmas Term and will follow a programme designed on an individual basis to provide structured reading. At the start of the course, both the student and lecturer will agree a reading list and a schedule of informal meetings to review progress on these. At least three meetings each term should be scheduled. The reading course culminates in the student submitting a written paper of 5-

7,000 words to be submitted by the end of the Hilary Term **(10 April 2020).** This paper will be a thorough review of the scholarly literature that clearly identifies a research question, and identifies areas for future research. It should thoroughly explore a topic and its issues, mapping out the territory for the student's own thesis project. The reading course itself is graded by the supervisor, on a pass/fail scale, on the basis of the detailed literature review of the student's research area submitted by the reading course deadline.

The reading course paper differs from the Draft Thesis Proposal (see below) in that it is typically longer, focuses more on summarizing existing research and identifying lacunae, and contains fewer precise details about the research design and the student's own potential contribution to the field than does the Draft Research Proposal. The importance of the Reading Course lies in the fact that it serves as the basis for the 'Draft Thesis Proposal' to be defended at the end of the first year.

Draft Thesis Proposals and Proceeding to the second year

A 10-15 page Draft Thesis Proposal must be submitted by **30 April 2020** and will be defended in May/June 2020 **(TBA)** in front of a committee composed of an External Examiner, the Ph.D. Director, and another Internal Examiner.

The Draft Thesis Proposal should be clearly based on principles of research design: defining some variation to be explained, identifying alternative explanations, proposing clear tests which can distinguish between alternative explanations, discussing issues of data collection and measurement issues, etc. The proposal should be double-spaced including normal margins, and should amount to no more than 4,500 words including all footnotes etc, but not the bibliography. Please include a word count on the first page. The paper must follow the format set out in the document titled "Ph.D. research proposals formatting and structure", available on the departmental website.

Following its defence, the Draft Thesis Proposal may receive one of the following evaluations from the Assessment Committee:

- Eligible to proceed.
- Revise and Resubmit to proceed. In this case, students should resubmit their Draft Thesis Proposal, or other piece of work required by the Assessment Committee, by **15 August 2020**. They will be informed of the revised decision by mid-September.
- Ineligible to proceed with Ph.D.

Year 2

Providing that the student is eligible to proceed to the second year of the programme (see below), they will have to make up 30 ECTS credits in total this year. The 30 ECTS can be chosen from TCD MSc modules, additional Ph.D. level modules taught at TCD, or from Ph.D. or MSc. level modules available at UCD. Students must seek approval from their supervisor and the Ph.D. Director before registering to elective modules.

The modules typically meet 10-11 weeks for 3 hours per week. The compressed time and the small size of the groups involved means that **participation and attendance are compulsory.** Students may also be asked by the instructor to make presentations. *Unexplained absences from class will not be tolerated and persistent absence from courses and/or the Friday seminar may result in the department deciding that, with immediate effect, a student may not continue in the Ph.D. programme.*

In the second year, it is also expected that students will meet regularly with their supervisors to continue the progress made in the first year on their particular dissertation topic. This culminates in

a dissertation proposal that must be submitted and then defended at the assessment at the end of the second year.

Final Thesis Proposals and Proceeding to the third year

Students who are either eligible to proceed to with the Ph.D., or who have successfully revised and resubmitted their proposal work on converting the ideas developed in the first year into a more concrete research proposal in the second year of the programme. While there is no formal Reading Course in the second year of the Ph.D. programme, it is expected that students will continue to meet with their supervisors as in the first year, to refine their proposals in the second year. This culminates in a final 15-20 page 'Final Thesis Proposal' to be submitted by **30 April 2020** and defended in front of the Assessment Committee Meeting in May/June 2020 **(TBA)** of the second year in the programme. This proposal will explain exactly what this project will be and especially why this research should be conducted. Significant progress must be demonstrated between the defence of the Draft Thesis Proposal and the defence of the Final Thesis Proposal.

Following its defence, the Final Thesis Proposal may receive one of the following evaluations:

- Pass
- Revise and Resubmit to proceed. In this case, students should resubmit their Final Thesis Proposal, or other piece of work required by the Assessment Committee, by **15 August 2020**.
- Fail. Students who 'Fail' their thesis proposal must either withdraw from the Programme or, potentially, consider transferring to the M.Litt. register.

Years 3 and 4: The Ph.D. Thesis

The final two years of the programme are spent preparing a thesis on a substantial and original topic, developed in consultation with one (and in some cases two) supervisor(s). The supervisor of a student's thesis will ideally be the member of staff with whom the student did their reading course. In exceptional circumstances the department may ask someone who is not a member of the staff of the department to assist in the supervision of the thesis. The Ph.D. Director will act as an adviser to all Ph.D. students, dealing with matters not directly related to the subject matter being researched.

Our expectation is that every thesis should be publishable, and that every attempt should be made to publish it in some form or another, such as articles in established journals.

The relationship between supervisors, Ph.D. Director, and research student is critical to determining the quality of the student's postgraduate experience. This relationship is one of collaboration in a common enterprise. For a successful collaboration, all parties must recognize their separate responsibilities, which are set out below.

Submitting and Defending the Dissertation

When the thesis is complete it is submitted to the College (Graduate Studies) for examination. At the same time, you must submit the datasets (or other relevant replication material) used in your dissertation, if any. All data and other relevant replication material should be sent electronically to the Ph.D. Director, your supervisor, and the Postgraduate EO. The datasets must be clearly named, documented, and submitted in a single file (e.g., zip). The department (or examiners) may also, at their discretion, request other supporting materials (e.g. notes of interviews, documents etc.) as necessary. You are also strongly encouraged to submit your replication code, if any. The thesis is read by an internal examiner who will be a member of the department other than the supervisor, whose job will be to evaluate the thesis in the context of its contribution to the profession as a whole, and by an external examiner from another institution, who has detailed professional knowledge of the thesis topic and whose job will be to provide an expert assessment of this. In

exceptional circumstances in which no suitable internal examiner can be found, that role may be filled by a faculty member outside College.

It is the full responsibility of the Ph.D. Director, who will consult with both the candidate's supervisor and the Director of Teaching and Learning (Postgraduate), to choose the external examiner of the thesis in order to maintain the objectivity of the examination process. Clearly, students may have views on who is best to serve as external examiner and they are thus encouraged to discuss this with their supervisors well in advance of the date of final submission; their supervisors will then discuss the matter with the Director of Teaching and Learning (Postgraduate) who will make the final the decision. In no circumstances are students to approach and ask potential external examiners of their willingness to serve on the examination committee.

Once the thesis is read by both the internal and external examiners, an oral (and viva voce) examination will be held generally between two and four months after the thesis has been submitted to Graduate Studies. (Students who would prefer a viva held before Christmas are advised not to submit their draft dissertations at the last possible moment near the beginning of the Michaelmas term, as experience shows that oral examinations for such dissertations can frequently be scheduled only in January or February of the following year). The examination should last about two hours and the internal and external examiners may ask questions on any aspect of the thesis and the theme with which it deals.

Detailed rules for submission of thesis are contained in the College Calendar, Part 2, and these must be consulted carefully by the student before any plans for submission are made. The Calendar provides for students to submit theses without the prior approval of the supervisor, but in practice it would be extraordinarily unwise for any student to do this. Both department and supervisor have a strong interest in having good theses accepted by the examiners and, if they advise against submission, then this advice should be taken very seriously by the student. It almost certainly means that the thesis will encounter serious problems when it is examined. After the thesis has been examined in this way, the examiners will recommend one of the following: The thesis passes as it stands;

- The thesis passes after minor corrections have been made (the internal examiner must certify that these corrections have been made before the final thesis is submitted and the degree awarded);
- The thesis must be revised in a more major way, and then be submitted for reexamination (in this event the examination procedures outlined above will be repeated, although there is no oral examination);
- A lesser degree (such as a Master's) should be awarded;
- The thesis should fail outright.

All Years: The Friday Seminar
A Friday seminar series operates throughout the programme and is compulsory for all students registered in the programme. Its main purpose is to provide a forum for academic interaction and discussion in the department as a whole, and, in particular, for interaction between staff and postgraduate students. Every active student will be scheduled for a presentation at some point during the each year. In addition, some of the seminars will be given by distinguished visitors while others may be given by staff members. Any suggestions from postgraduate students of topics, speakers, or both, for seminars will be very welcome and should be directed to the Friday Seminar Coordinator (currently Dr. Roman-Gabriel Olar), who will also set more detailed arrangements for presentations, circulation of papers etc.

Each student is expected to present progress on his or her Ph.D. topic once a year at a Friday seminar. Students may also present other work at a second or third seminar.

It is a very important feature of the collegiality of the department that, as far as is humanly possible, all members of staff and all postgraduate students attend all departmental seminars. To miss a seminar without very good cause undermines the value of the series and is discourteous to colleagues.

Responsibilities

A potential supervisor will not accept a student for supervision if there is any reason, such as lack of competence in the field of study, lack of facilities for the proposed research, lack of essential funding for fieldwork, the imminent departure of the supervisor from College, or over-commitment, that would lead to inadequate supervision during the projected period of the student's research.

Supervisors have both a reactive and a proactive role. On the one hand, a supervisor must be accessible to the student for academic help and advice during the progress of the research and the final preparation of the thesis. On the other hand, the supervisor has an active duty to be informed about the progress of the research student's work, to give frank and constructive opinions about this work (whether or not these are asked for), to make sure that the student is aware of the quantity and quality of work required, and to negotiate and monitor a timetable for its submission.

To this end, student and supervisor should negotiate a programme of meetings at the beginning of each academic year. For most students on this programme, monthly meetings should be the norm, and these meetings should be held whether or not the student has a particular piece of written work to submit for comments.

Supervisors will do everything they can to provide careful analysis and constructive criticism of all work submitted to them within an agreed period of 15 time, and to make themselves available, when feasible, for discussions with students that might take place outside an agreed programme of meetings.

Responsibilities of the Ph.D. Director as Adviser

An adviser's essential job is to help the student in all dealings with the department and the College and to be aware of College regulations as far as they affect postgraduates: the Ph.D. Director fills this role. The reason for having an adviser who is not the supervisor is, of course, that the relationship between supervisor and student is one of the matters upon which advice might possibly be needed. Another reason is to give every student more people in the department with whom he or she should maintain routine contact. A more extensive discussion of the role of the adviser can be found in the section below on resolving problems.

Responsibilities of the Research Student

The research student must keep in contact with their supervisors and inform them on the progress of the research. They should meet the supervisors for discussions, submit written work and perform other academic exercises (for example, attending and contributing to the Departmental 'Friday Seminars') according to the timetable negotiated with the supervisors. While the doors of most members of the department are nearly always open to postgraduates, students should remember

that members of staff do have other responsibilities, and that these may at time preclude a member of staff dropping everything to give them immediate unscheduled attention. Students should inform their supervisors as early as possible of anything that might affect their ability to complete an agreed programme of work on schedule, rather than bringing problems to the department at only a late stage. The essential point to remember is that the department is on the side of its postgraduate students in relation to almost any problem that might arise, and will do everything possible to help, given good notice and the information necessary to do so.

Resolving Problems

Although rare, problems may arise between adviser, supervisor, and student. In these cases it is important for students to know what to do. In the first instance, of course, student and adviser or supervisor should meet informally to discuss the problem and attempt to resolve it in a balanced manner. Since almost all students and members of staff are reasonable people, by far the most likely outcome is that any misunderstanding can be ironed out smoothly at an early stage. If an informal discussion of problems fails to find a solution, then the student should write a letter to the adviser or supervisor setting out the problem in more formal terms, and send a copy of this letter to the Ph.D. Director. (In exceptional circumstances, a student may be unwilling to commit such problems to paper, in 16 which case a meeting should be sought with the Director of Teaching and Learning (Postgraduate). If the adviser or supervisor is still unable to offer a resolution of the problems set out in the letter from the student, then the Director of Teaching and Learning (Postgraduate) will meet both individually and attempt to negotiate a solution. If the student is unwilling to accept the solution offered by the Director of Teaching and Learning (Postgraduate), then there is no alternative but to take the matter up with the Dean of Graduate Studies and implement the procedures set out in Part 2 of the University Calendar. It is, however, very unlikely that any problem, handled in an open and reasonable manner by all concerned, should ever get this far. If problems should arise in the course of work as a Teaching Assistant, the student should in the first instance discuss the issue with their instructor. If necessary the student may then meet with their thesis supervisor or the postgraduate director.

Coursework Requirements
Module Grades

To monitor students' progress in their training programme, the Department of Political Science uses the following grading scheme for assessment of all work, where there is one overall grade for each class:

First Class Honours	I	70-100%
Second Class Honours, First Division	II.1	60-69%
Second Class Honours, Second Division	II.2	50-59%
Third Class Honours	III	40-49%

In order to be allowed to proceed from one year of the programme to the next, students must show evidence of making satisfactory progress. The thesis proposal committee, composed of the Ph.D. Director, the External Examiner and the Internal Examiner determine whether a student's progress is satisfactory based on the work they have submitted during the training programme, including the module grades and the reading course grade and their research proposals (see above). (Note that the student grades should be satisfactory even omitting the reading course grade, so that students

can demonstrate that they are making progress with the wider training required by the programme).

Style Guidelines

While strictly speaking the Department of Political Science imposes no particular house-style for written work, in practice we strongly recommend adhering to the Style Manual for Political Science booklet published by the American Political Science Association. This is a parenthetical referencing system based on the Chicago and "Harvard" styles used by such journals the European Journal for Political Research, West European Politics, the American Political Science Review, and the American Journal of Political Science, just to name a few. The booklet also clearly states guidelines for presenting quotations, tables, and figures. It does not contain guidelines about spelling and punctuation, which in your written work may certainly follow the Irish and British conventions. Before submitting your Dissertation, you should also consult the College's rules for printing and binding.

Plagiarism and Referencing

All work submitted must adhere to the Plagiarism and Referencing guidelines provided in Appendix 1 of this Handbook. Late Submissions All work must be submitted against the specified deadlines set out by the module instructor.

Late Submissions

All work must be submitted against the specified deadlines set out by the module instructor. Late submissions will be penalised if no authorised extension is agreed with the instructor in advance, for example, with the support of medical certificate.

Progression Regulations

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

Each year a student's continuation on the Ph.D. register and the continuation of financial support from the department (e.g. payment of fees), if provided, are contingent on the demonstration of satisfactory progress.

Ph.D. Thesis Committee: A Thesis Committee shall be appointed for all PhD students. This committee comprises the Principal and any co-supervisors, Ph.D. Director, and the Head of Department. The role of the Thesis Committee is to monitor and advise in relation to the progress of the Ph.D. student throughout the lifespan of his or her structured Ph.D. The progress of graduate students will be reviewed each year. In the first, third and subsequent years of a student's period on the PhD register, save in the year in which [s]he intends to submit his or her thesis, [s]he and his or her Supervisor should complete a progress report. This form may be downloaded from the Office of the Dean of Graduate Studies website. The students should submit the progress report to the non-supervisor members of his or her Thesis Committee **on 30 March 2020**. Thereafter, a meeting will be arranged between the student and such non-supervisor members to discuss academic progress. Following this meeting and, if appropriate, following discussions between the supervisory and non-supervisory members of the Thesis Committee, the latter will sign the progress report form and indicate whether or not they recommend continuation on the register.

If progress is unsatisfactory, Supervisors or non-supervisor members of a Thesis Committee may recommend to the Dean of Graduate Studies that the student's registration should be terminated.

Job Placement

As a department our success is ultimately measured by the success of our students, and that includes their job placement in top-quality academic institutions, governmental agencies, and private enterprises. Our goal is therefore to assist you on the job market in every way possible, both through guidance on your research projects and by providing opportunities to gain experience teaching and to contribute as a 'good citizen' in the department in ways which will help you on the job market. This process begins, of course, with the rigorous and comprehensive training you will receive as part of the normal programme, but it also includes a specialized support and training system designed to make you the most effective job candidate possible.
Students who are considering applying for academic jobs should first consult with their supervisor(s) and the Ph.D. Director to make sure that they are ready to go on the market. Only students who are deemed to be ready will be supported by the department in their job search. Students are strongly encouraged to hold specially scheduled practice job talks when actually on the job market.

Our Programme includes the following features designed to help your job search:

- A regular series of seminars and opportunities to present your research that will prepare you for job talks when being interviewed.

- A programme that requires students to produce many short papers and encourages and assists them in revising and possibly submitting these for publication.

- A programme that encourages and assists students to participate in additional training courses and professional conferences.

- A well-established and widely-respected faculty that is willing to recommend students who have the potential to pursue an academic career.

Attendance Requirements

All students in the Ph.D. programme are expected to be physically present and available to meet with academic staff at Trinity College in Dublin throughout the undergraduate teaching year, until the end of the summer examinations marking/court of examiners period. In the case of students working as Teaching Assistants – almost everyone in practice – they are expected to be present in Dublin and available to meet with academic staff to prepare for the teaching year ahead from Monday of the week before the first week of undergraduate teaching. Teaching Assistants should discuss in advance with their module instructors work that may need to be done outside undergraduate teaching weeks, particularly over the Christmas period. Travel and holiday arrangements should be made with these constraints in mind. Of course, we know that students may need to engage in travel for research purposes, for example, and that under some circumstances travel during term time will be appropriate. Students should consult the Ph.D. Director and/or the instructor for the module on which they are teaching for as appropriate in advance of making any travel commitments.

Where a student wishes to spend a term or year away from Trinity in order to pursue activities related to their postgraduate progress, such as a formal visiting position at another university, the

student, after consulting with their supervisor, must contact the Ph.D. Director and the Head of Department in advance to obtain department permission. Per College Regulations, residence in Dublin is required of all Ph.D. students and any request to move residence elsewhere must be put in advance to both the Ph.D. Director and Head of Department.

Teaching

The most important contribution that Trinity College makes to Irish society is the teaching of our undergraduate students. The department takes the teaching of undergraduates very seriously and expects that postgraduates participating in teaching undergraduate modules do the same. Obviously modules will differ in their requirements and Teaching Assistants should consult with the module instructor for the module they will be teaching to determine exact arrangements. In general students may be required to grade papers and exams under the guidance of the instructor, lead tutorials ('discussion groups'), note student attendance at tutorials, hold office hours, answer student email, and distribute and collect materials from students, and other course related activities, working of course in conjunction with the module instructor and – for particularly large classes – the head teaching assistant.

Note that, where relevant, Teaching Assistants are expected to be available to grade summer exam papers (as well as papers for 'Supplemental' exams, which are held in early September for students who fail or are absent from summer examinations) for courses they have acted as Teaching Assistants for over the year. The module instructor may also require that postgraduate teaching assistants attend undergraduate lectures to better prepare them to lead tutorials and grade student work. Teaching tends to improve with feedback and instructors may also ask Teaching Assistants to solicit anonymous feedback from the 20 undergraduates on Teaching Assistants' performance and to discuss this feedback with the module's instructor.

Note that it is also school policy to require that undergraduate student course surveys will collect survey evaluations of individual Teaching Assistants and make them available for discussion within the department. Outstanding performances may be publicly acknowledged, for example through an annual prize ceremony. The department also solicits feedback on the performance of Teaching Assistants from module instructors.

In the unlikely case that a Postgraduate Student is unwilling or unable to teach or grade papers or perform other teaching-related duties in line with the department's expectations and standards and the instructors' requirements, the department reserves the right to withhold or withdraw funding support for fees and stipends.

Withdrawing from the Programme

If for some reason a student opts to withdraw from the Ph.D. programme at any stage they must immediately inform in writing a) their supervisor b) the Ph.D. Director and c) the Graduate Studies Office.

University Regulations

- Academic Policies

https://www.tcd.ie/teaching-learning/academic-policies/

- Student Complaints Procedure
  https://www.tcd.ie/about/policies/Student%20Complaints%20Procedure.php

- Dignity and Respect Policy
  https://www.tcd.ie/equality/policy/dignity-respect-policy/

Feedback and Evaluation – School of Social Sciences and Philosophy

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

Section 4 – Prizes

Postgraduate Awards and Scholarships

For a full list of awards and scholarships available to postgraduate students, please visit
https://www.tcd.ie/study/postgraduate/scholarships-funding/

School of Social Sciences and Philosophy Dermot McAleese Teaching Awards

The Dermot McAleese Teaching Awards were presented to teaching assistants in the School of Social Sciences and Philosophy in recognition of their outstanding and inspiring commitment to achieving excellence in teaching and learning. Module lecturers wishing to nominate a Teaching Assistant should return a nomination form to the School Senior Executive Officer (The deadline is usually the end of Hilary teaching term).

Appendices

Appendix 1. Plagiarism and Referencing Guide

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement. Plagiarism is the act of presenting the work or ideas of others as one's own, without due acknowledgement. Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences. It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism. Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

Plagiarism can arise from actions such as:

a) copying another student's work;
b) enlisting another person or persons to complete an assignment on the student's behalf;
c) procuring, whether with payment or otherwise, the work or ideas of another;
d) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;
e) paraphrasing, without acknowledgement, the writings of other authors.

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:

(i) fail to distinguish between their own ideas and those of others;
(ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
(iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
(iv) come across a distinctive methodology or idea and fail to record its source. All the above serve only as examples and are not exhaustive.

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.

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.

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

If plagiarism as referred to in paragraph (1) above is suspected, the Director of Teaching and Learning (Postgraduate) or his/her designate will arrange an informal meeting with the student, the student's Supervisor and/or the academic staff member concerned, to put their suspicions to the student and give the student the opportunity to respond. Students may nominate a Graduate Students' Union representative or PG advisor to accompany them to the meeting. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for them to attend. If the student does not in this manner agree to attend such a meeting, the Director of Teaching and Learning (Postgraduate), or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to in Section 5 (Other General Regulations).

If the Director of Teaching and Learning (Postgraduate) forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties noted above must be in agreement and must state their agreement in writing to the Director of Teaching and Learning (Postgraduate) or designate. If one of the parties to the informal meeting withholds his/her written agreement to the application of the summary procedure, or if the facts of the case are in dispute, or if the Director of Teaching and Learning (Postgraduate) feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean.

If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Postgraduate) will recommend one of the following penalties:

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

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

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

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

If the case cannot normally be dealt with under summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary

procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

Plagiarism Declaration

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

"I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at http://www.tcd.ie/calendar.

I have also completed the Online Tutorial on avoiding plagiarism 'Ready Steady Write', located at http://tcd-ie.libguides.com/plagiarism/ready-steady-write."

The College plagiarism policy can be downloaded here: https://www.tcd.ie/teaching-learning/assets/pdf/PlagiarismPolicy%2002-06-2016.pdf and the College Calendar here: https://www.tcd.ie/calendar/

Documentation

The Department does not require that sources be documented in any particular format. If you are unsure about what reference format to use, however, we recommend the American Political Science Association Style Manual, at https://connect.apsanet.org/stylemanual/. This style manual is generally an excellent resource for writing political science papers.

Appendix 2. Additional Resources

In addition to the information contained in this handbook, there are several additional resources available as sources of information and guidance about our programme. These are available in the main office and also on-line at the department web site. The department web site at: http://www.tcd.ie/Political_Science/

- Postgraduate e-mail list: Your TCD address will be added by the PG EO.
- Forms referred to in this document are available in the main political science office or on the departmental website.
- *The School Postgraduate Handbook* is also a resource which contains guidelines and policies that apply to all postgraduate students in the School of Social Sciences and Philosophy.
- *Guidelines for Research Proposals*, containing guidelines for the style and content of your research proposal that must be defended at the oral examination at the end of your second year. This includes the *Research Proposal Application Form*, which you must use in preparing your research proposal for the oral defence.
- The department's *Guidelines for Seminar Presentations*, which describes how to make the most of your Friday presentations.
- Copies of the *APSA Style Manual for Political Science* are available in the main political science office.
- The *Ph.D. in Political Science* brochure, which is printed and sent to prospective postgraduate students.
- The *College Calendar* contains all information on graduate studies in Trinity College and can be found on the main College website.

- Graduate studies Office: Progress Report Forms, Information on Research Awards, Guidelines for thesis submission, Travel Grants, Studentships etc. https://www.tcd.ie/graduatestudies/

Appendix 3. TCD – UCD Co-operation in Education of Ph.D. Students in Political Science

This note sets out the basis of cooperation between Trinity College and University College Dublin in providing courses available to Ph.D. Students in Political Science at both institutions. In both institutions, this note will be included to the respective Ph.D. handbooks.

Practical arrangements

Courses take place at a location provided at the university that will teach or coordinate the course, and follows the term schedule (including reading weeks) of that university. (An exception may be made for Quantitative Methods 1 when taught at UCD, which may start one week after the beginning of UCD term to allow TCD students to attend the first class meeting.) Students, and staff participating in teaching a course hosted at the other university, will be expected to travel to the university where courses are being held.

Students are to be aware that if they are taking a course at the other university attendance at class is compulsory including in weeks when otherwise a reading week is available at their home university.

Requirements for courses coordinated across departments

Courses including Quantitative Methods 1 and Quantitative Methods 2 are taught under the responsibility of a single instructor. For other courses, teaching may be provided through the participation and rotation of staff from both departments. Coordinators provided by the hosting institution will suggest the overall focus of and contents of the course syllabus and ask for contributions from staff members from both universities in line with agreed proportions. Coordinators should consult with other participants but are encouraged to ensure that the course has 'direction' and not constitute a mere collection of disparate topics. After consultation, the draft syllabus will then be sent for review to members of the Joint Committee two weeks in advance of the beginning of the teaching term.

The normal requirement for student workload for coordinated courses will be a final 8,000 word paper (a research design, a critical literature review, etc.) to be graded by the staff member teaching the topic that the student chooses to address, supplemented by in-term short work such as e.g. a number of response papers. Course scheduling should be arranged so that final grades can be available within two weeks of the last day of course teaching.

Student Responsibilities

Students are required to prepare for, attend, and participate in jointly taught courses just as for courses taught in their own institutions. Requirements for standards of student behaviour, including the requirement to avoid plagiarism, continue to apply. Students must make themselves familiar with, and comply with, rules of conduct established by the university at which course takes place.

Miscellaneous issues

Courses provided as part of this cooperation arrangement are expected to focus on the needs of, and be available as a priority to, Ph.D. students in Political Science at those two universities. Courses are not normally expected to be available to students outside those disciplines and admission of students who are not studying for a Political Science to these courses is at the discretion of the

instructor, who is free not to admit such students, and should in any event be limited to at most one or two students.

Joint Committee
A joint committee comprised of the two members from each university will meet to discuss and oversee this cooperation. At Trinity College, the members of this committee will usually consist of the head of department and the postgraduate director. At UCD, the members of this committee will usually be the Head of School and the Ph.D. Director.
The joint committee's functions include:

- Oversight of course syllabi in advance of the teaching term to maintain overall program coherence (this applies to all courses, including Research Design and Quant 1 and 2)
- Agreeing grading conversion scales
- Resolution of any questions that may arise
- Discussion of improvements for future years.