



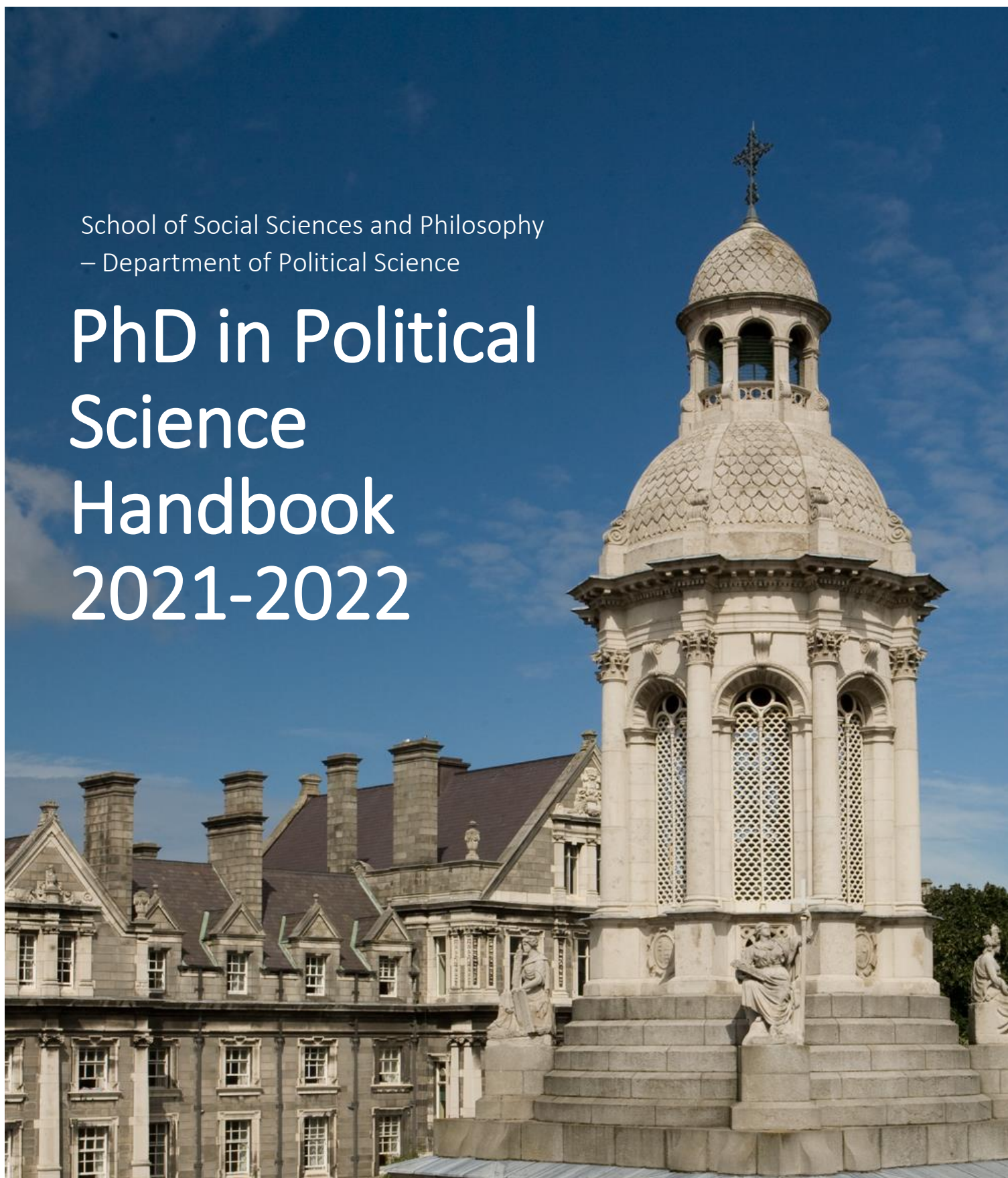
**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Social Sciences and Philosophy  
– Department of Political Science

# PhD in Political Science Handbook 2021-2022



**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.

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# 1. GENERAL COURSE INFORMATION

## 1.1 Introduction

This handbook sets out the basic structure and requirements of the PhD in Political Science 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 Course Co-Directors

It is our pleasure to welcome you to the Political Science Ph.D. Programme. We are delighted that you have decided to continue your studies here and it is our hope that you find your postgraduate experience to be a satisfying and enriching one. As the Ph.D. Course Co-Directors, we are not only responsible for the day-to-day running of the programme but 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 us in case you have any questions or concerns about research or teaching related matters.

*Jesse Dillon Savage, Ph.D. Course Co-Director*

*Alexander Held, Ph.D. Course Co-Director*

## 1.2 Contact Details

Staff Name	Role/Title	Contact
Dr Carol Newman	Head of School	<a href="mailto:cnewman@tcd.ie">cnewman@tcd.ie</a>
Dr Tara Mitchell	Director of Teaching & Learning – PG	<a href="mailto:mitchet@tcd.ie">mitchet@tcd.ie</a>
Dr Peter Stone	Head of Department	<a href="mailto:pstone@tcd.ie">pstone@tcd.ie</a>
Dr Jesse Dillon Savage	Course Co-Director	<a href="mailto:dillonsj@tcd.ie">dillonsj@tcd.ie</a>
Dr Alexander Held	Course Co-Director	<a href="mailto:helda@tcd.ie">helda@tcd.ie</a>
Sarah Cunningham	Course Administrator	<a href="mailto:polgrad@tcd.ie">polgrad@tcd.ie</a>

### 1.3 Programme-Specific Locations

Please see interactive campus maps [here](#).

- The Political Science Department is located on the fourth and fifth floors of 1 College Green building, just off the West end of the main campus. All instructors and the Course Administrator can be found here unless otherwise indicated.  
Note: 1 – 5 College Green is a combined building, the main entrance is at 3 College Green. Turn left on exiting the main lift or staircase in order to reach 1 College Green. If taking the lift to the fifth floor of 1 College Green, press *four*; if taking the lift to the fourth floor of 1 College Green, press *three*.
- The Arts Building (on the main campus) and Phoenix House (7-9 Leinster St South, just off the east end of the main campus) host the majority of Political Science lectures.
- 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 must be registered for the module by your Course Administrator. Blackboard can be accessed here: <https://tcd.blackboard.com/webapps/login/>
- Your @tcd address **only** will be used for correspondence. You should check your email on a regular basis. When emailing the Administration, make sure to include your TCD Student ID Number.
- 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 any details on your timetable/module list are incorrect, you should contact the Course Administrator.
- Academic Registry (“AR”) manages course registration and fees. Their website can be accessed here: <https://www.tcd.ie/academicregistry/>. If your personal student information listed on SITS is incorrect you should email [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie). The Academic Registry offices are located in the Watts Building, on the east side of the main campus.

## 1.4 Key dates

Please see the Academic Year Structure here:

<https://www.tcd.ie/calendar/academic-year-structure/>

### Michaelmas Term

6 – 10 September 2021	<ul style="list-style-type: none"><li>- 1<sup>st</sup> year students attend math-camp</li><li>- 1<sup>st</sup> and 2<sup>nd</sup> years inform Course Administrator MT module choices, having received approval from supervisor and Dr Dillon Savage in advance</li></ul>
3 October 2021(TBC)	Optional deadline for submission of IRC proposals for review by the Research Office (until 16.00)
22 October 2021	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> year students' department progress reports due to Dr Dillon Savage and Course Administrator
31 October 2021(TBC)	Deadline for submission of IRC grant applications
26 November 2021	1 <sup>st</sup> year students' reading course forms due to supervisor and Course Administrator
10-21 January 2022	Exam grading; TAs should plan to be in Dublin.

### Hilary Term

24 January 2022	<ul style="list-style-type: none"><li>- 1<sup>st</sup>, 2<sup>nd</sup> year students inform Course Administrator of MT module marks</li><li>- 1<sup>st</sup>, 2<sup>nd</sup> year students inform Course Administrator of HT module choices, having received approval from supervisor and Dr Dillon Savage in advance.</li></ul>
14 April 2022	1 <sup>st</sup> year students' Reading Course Papers due to supervisors

### Trinity Term

29 April 2022	<ul style="list-style-type: none"><li>- 1<sup>st</sup>, 2<sup>nd</sup> year students' thesis proposals due to supervisor and Dr Dillon Savage</li><li>- All students' College progress reports due to Dr Dillon Savage and Course Administrator</li></ul>
2 – 27 May 2022	Exam grading: TAs should be in Dublin until 27 <sup>th</sup> May.
9 May 2022	1 <sup>st</sup> , 2 <sup>nd</sup> year students inform Course Administrator of HT module marks
TBA (May/ June 2022)	1 <sup>st</sup> , 2 <sup>nd</sup> year students' viva examinations

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19 August 2022	1 <sup>st</sup> , 2 <sup>nd</sup> year students who received 'revise and resubmit' submit proposals to Dr Dillon Savage.
Late August – early September 2022	Supplemental exam grading for TAs for 1 <sup>st</sup> and 2 <sup>nd</sup> 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.**

## 1.5 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.

## 2. ACADEMIC WRITING

### 2.1 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, 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. A general set of guidelines for students on avoiding plagiarism is available at <http://tcd-ie.libguides.com/plagiarism>, where students must also complete the Online Tutorial 'Ready Steady Write'.

If plagiarism as defined 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 relevant procedures.

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 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 Co-Directors 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) of the [Calendar](#).

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

## 2.2 Research Ethics

We wish to draw your attention to the need for you to comply with the School's research ethics policy. Full details can be found at <https://www.tcd.ie/ssp/research/ethics/>. The most consequential aspect of this that, should you be planning to observe, interview, poll, or experiment on human beings, you will need to get ethics approval. This involves completing a form that you will find via the link above and then having it approved/signed by the Department's Research Ethics representative. **Failure to comply with the School's research ethics policy could result in penalties, up to and including a zero mark for the dissertation.**

### 3. TEACHING AND LEARNING

#### 3.1 Course Structure

The Ph.D. programme lasts four years, and is a [level ten QQI – NFQ](#) qualification. 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.

In addition to the credits required as part of the structured PhD, the module CA7000 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.

#### 3.2 Course Workload

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

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty. The European norm for fulltime study over one academic year is 60 credits. 1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations.

## **Year 1: Compulsory modules & Draft thesis proposal**

The first year of the integrated Ph.D. programme consists of the following compulsory modules in the 2021-22 academic year:

- PO7001 Quantitative Methods I (10 ECTS)
- PO7002 Research Design (10 ECTS)
- PO7003 Reading Course (10 ECTS, Pass/Fail, see below)
- 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 (14 April 2022). 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 29 April 2022 and will be defended in May/June 2022 (TBA) in front of a committee composed of an External Examiner, a Ph.D. Co-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 19 August 2022. They will be informed of the revised decision by mid-September.
- Ineligible to proceed with Ph.D

## **Year 2: Elective modules and Final thesis proposal**

Providing that the student is eligible to proceed to the second year of the programme, 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 first seek approval from their supervisor and Dr Dillon Savage and then contact the Course Administrator to register for elective modules.

The modules typically meet 10-11 weeks for 2-3 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 29 April 2022 and defended in front of the Assessment Committee Meeting in May/June 2022 (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 19 August 2022.
- 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. Co-Directors will act as advisers 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. Co-Directors, 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 Dr Dillon Savage, your supervisor, and the Course Administrator. 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. Co-Directors, 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 3, 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: 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 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.

### **All Years: Friday seminars**

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 Co-Coordinator (currently Dr Noah Buckley and Dr Jeffrey Ziegler), 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.

### 3.3 Module Descriptors & Compulsory Reading Lists

Module descriptors and timetables will be available on the Departmental website shortly before the start of each term:

[https://www.tcd.ie/Political\\_Science/postgraduate/phd-programme/taught-component/](https://www.tcd.ie/Political_Science/postgraduate/phd-programme/taught-component/)

### 3.4 Learning Outcomes

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, including two years of modules covering research design, methods and a range of substantive areas of political science, and the writing of a thesis of original research. The programme is designed to impart substantive knowledge about politics, but train students in the techniques necessary to recognize, design and implement cutting edge research. We strongly emphasize and support the placement of our students in top-quality positions upon completion. Most of our graduates have pursued careers in research and teaching; but others have gone into careers in government and business (see the [Former Students page on the departmental website](#)).

### 3.5 Coursework Requirements

The coursework requirements for each individual module will be detailed in the relevant syllabus.

#### **Documentation**

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: <https://connect.apsanet.org/stylemanual/>. 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.

### **Late Work**

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.

### **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/>

## **3.6 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 Dr

Dillon Savage and/or the instructor for the module on which they are teaching as appropriate in advance of making any travel commitments.

See the Calendar for College regulations regarding attendance and 'Off-Books' status: <https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf>

### 3.7 Absence from Examinations

As specified in the [Calendar Part III](#):

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

Postgraduate students who consider that other grave cause beyond their control may prevent them from attending an examination (or any part thereof) must consult and inform their Course Director. The Course Director will then make representations to the [Dean of Graduate Studies](#) requesting that permission be granted for absence from the examination.

The acceptance of medical disability is entirely at the discretion of the Dean of Graduate Studies, who may ask for a report from the medical officers in charge of the [Student Health Service](#). The report will be strictly confidential to the Dean of Graduate Studies.

### 3.8 Marking Scale

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%

### 3.9 Progression Regulations

See the College Calendar for full details of College regulations regarding Progression <https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf>

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, and two faculty members. 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, including taking into account the modules taken by students and grades received.

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 **29 April 2022**.

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.

### 3.10 External Examiner

TBD

### 3.11 Student Feedback and Evaluation

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. This survey is anonymous, and the results are used in reviewing and improving aspects of each programme and its delivery.

### 3.12 Postgraduate Supports for Students with Disabilities

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

Supports for Postgraduate Students includes:

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

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

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

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

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

## Appendix I: 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 Dr Dillon Savage 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.

## Appendix II: Responsibilities within the PhD programme

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. Co-Directors as Advisers

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. Co-Directors fill this role. The reason for having advisers who are 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 times 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 Dr Dillon Savage. (In exceptional circumstances, a student may be unwilling to commit such problems to paper, in 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.

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 29 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.