

## SECTION I

### GENERAL ACADEMIC REGULATIONS FOR GRADUATE STUDIES AND HIGHER DEGREES

#### TERMINOLOGY AND LAYOUT DEFINED

1 For the purposes of this, the third part of the University Calendar, graduate students are differentiated into a number of administrative groupings.

The first group contains those undertaking research degrees. The regulations pertaining specifically to this group of graduate students are contained in Section 2. This group has two subdivisions:

Those graduate students undertaking a M.Litt., M.Sc. by research or Ph.D. form one subdivision. These graduate students' programmes of study may include some taught elements. Though a graduate student's progression through one of the aforementioned programmes may be determined by successful completion of taught assignments, award of the degree is made solely on the basis of successful examination of a thesis, that examination being undertaken by a unique combination of external and internal examiners, appointed by the College.

In November 2007, the [University Senate](#) approved a new degree award of Master in Science (Research) with a Latin title Magister in Scientiis (Indagatio) [M.Sc. (Ind.)] for implementation from 2007/08.

Candidates who have made an outstanding contribution to their chosen field of research may be eligible to apply for a higher doctorate degree by published research (*i.e.* Litt.D., Sc.D., D.D., LL.D., and Mus.D.) and form the second subdivision.

The next group contains graduate students undertaking a taught postgraduate programme. Programmes of study for these graduate students may involve them in research activity and the production of a dissertation of a minor or major nature; however the dissertations so produced are examined, essentially, by a Court of Examiners wherein an [external examiner](#) is appointed by the College to examine the programme as a whole. The regulations pertaining specifically to this group of graduate students are contained in Section 3 and sections 6,7 and 8.

In November 2007, the University Senate approved a new degree award of Master in Science (Studies) with a Latin title Magister in Scientiis (Studia) [M.Sc. (St.)] for implementation from 2007/08.

A further grouping of graduate students contains those who undertake higher professional degrees. The programme of study for these graduate students also may involve a taught element as well as production of a dissertation. The regulations pertaining specifically to this group of graduate students are contained in Section 4.

The boundary between the pure research and taught groupings is not absolute. Programmes of study may not clearly fit into any of the groupings above as they contain significant research and taught elements. In these cases it may be difficult to determine whether graduate students are undertaking a taught programme with a significant research element or a research programme with a significant taught element. For programmes deemed appropriate by the [Dean of Graduate Studies](#) and the [Graduate Studies Committee](#) the progress of such graduate students may be governed by the appropriate paragraphs of the appropriate sections of the regulations depending on the designated activity of the graduate student at the time (*i.e.* sections 2, 3, 4)

One semester or one year graduate students not reading for a higher degree fall outside of these categories and, as befits their individually tailored programme of study, are governed by the appropriate paragraphs of the appropriate section(s) of the regulations outlined below.

This part of the [University Calendar](#) contains the following sections:

Section 1	General Academic Regulations for Graduate Studies and Higher Degrees
Section 2	Regulations for Higher degrees by Research Only
Section 3	General Regulations for Taught Graduate Programmes
Section 4	Regulations for Professional Higher and Other Degrees
Section 5	Other General Regulations Specific Regulations for Taught Graduate Programmes by Faculty
Section 6	Faculty of Arts, Humanities and Social Sciences
Section 7	Faculty of Engineering, Mathematics and Science

Section 8	Faculty of Health Sciences
Section 9	Non-Faculty Programmes
Section 10	List of Higher Degree Titles
Section 11	Postgraduate Awards and Travel Funds
Section 12	College Charges

Postgraduate Degree, Diploma and Certificate Programmes Annual Fees are available from the [Academic Registry](https://www.tcd.ie/academicregistry/fees-and-payments/) at <https://www.tcd.ie/academicregistry/fees-and-payments/>

The regulations in Sections 1 and 5 apply to all graduate students in College; those in other sections apply as appropriate. In general, within each section the regulations are arranged to correspond to issues that may arise as a postgraduate student progresses through the University. However, the regulations governing the presentation of theses/dissertations are placed at the end of Section 1, rather than in the middle, so that they may be easily found.

#### THE DEAN OF GRADUATE STUDIES AND THE GRADUATE STUDIES COMMITTEE

2The regulations for higher degrees are administered by the Dean of Graduate Studies who acts in conjunction with the Graduate Studies Committee, the Deans of Faculties, the Heads of Schools, Directors of Teaching and Learning (Postgraduate), and committees of various professional schools.

The Dean is responsible for convening meetings of the Graduate Studies Committee and transmitting the decisions and views of the Committee to the University Council and Board. The Dean of Graduate Studies is also responsible for the allocation of College research awards.

The Graduate Studies Committee is a Committee of the University Council and acts as an advisory committee to the Dean and to the Council. Its membership is not fixed by Statute but following the Board decision in January 2005, it consists of the Directors of Teaching and Learning (Postgraduate), the Dean of Research and the Academic Director of Tangent. In addition the committee includes two elected representatives from the Graduate Students' Union, and ex officio members as follows: the Sub-Librarian for Teaching, Research and User Experience, an Information Technology Services Representative, the Postgraduate Student Support Officer, and an Administrative Officer (TT&L) acting as the Secretary to the Committee. In order to accommodate current or forthcoming academic developments the Dean of Graduate Studies may propose to augment the committee through nomination to it, annually, of two non-voting members.

#### ACADEMIC YEAR AND TERMS 2021 – 22

3The academic year begins on 13<sup>th</sup> September 2021. It is divided into three terms, Michaelmas term (13<sup>th</sup> September – 19<sup>th</sup> December 2021), Hilary term (24<sup>th</sup> January – 24<sup>th</sup> April 2022) and Trinity term (25<sup>th</sup> April – 5<sup>th</sup> June 2022). The period in Michaelmas term and Hilary term during which instruction is given is called teaching term.

#### PUBLIC AND OTHER HOLIDAYS WITHIN ACADEMIC TERMS

4On the following days (which may fall within the academic terms) no lectures, demonstrations or examinations are held: St Patrick's Day, Good Friday, Easter Monday, May Monday, June Monday, October Monday, together with the Monday and the afternoon of the Wednesday of Trinity Week. All offices and libraries remain open on Trinity Monday.

#### LANGUAGE OF INSTRUCTION

5The language of instruction and communication at the University is English, and all applicants whose first language is not English and who have not been educated through the medium of English must present one of the following qualifications in the English Language:

Examination	Minimum Level Required
<a href="#">IELTS</a>	Grade 6.5
<a href="#">TOEFL</a>	230 computer-based 570 paper-based 88 internet-based
<a href="#">Cambridge Certificate of Advanced English</a>	Grade C
<a href="#">Cambridge Certificate of Proficiency in English</a>	Grade C

Pearson Test of English	PTE Academic: a minimum score of 63 (with no section score below 59)
Duolingo English Test	Overall score of 110 as equivalent to IELTS 6.5 is accepted on a temporary basis for 2021/22
Trinity's Centre for English Language Learning and Teaching's Pre-sessional Pathway Programme	An award certificate with a minimum of II.1 overall score is accepted on a temporary basis for 2021/22

## APPLICATION, ADMISSION, REGISTRATION

### APPLICATION

6 Before entry to a research programme leading to a higher degree, application for registration as a graduate student must be made on line at <https://www.tcd.ie/programmes>

7 Before entry to a taught programme of study leading to a Masters degree or Postgraduate Diploma or Certificate or Higher Diploma, application for registration as a graduate student must be made on line at <https://www.tcd.ie/programmes>

8 Submissions for a [higher doctorate degree](#) by published research (Doctor in Divinity (D.D.), Doctor in Laws (LL.D.), Doctor in Letters (Litt.D.), Doctor in Music (Mus.D.) and Doctor in Science (Sc.D.)) are made to the [Dean of Graduate Studies](#) by 1 September annually.

### ADMISSION

9 The right to admit applicants to the Graduate Studies register rests with the Dean, who is guided by the Director of Teaching and Learning (Postgraduate) in the School in which prospective students wish to pursue their research, or by the Programme Co-ordinator/Director for graduate programmes in consultation with the appropriate Director of Teaching and Learning (Postgraduate). Admission criteria are given under individual entries in Sections 1, 2, 6, 7, 8 and 9.

### REGISTRATION

10 Registered graduate students are members of the University and are entitled to similar rights and privileges as undergraduate students.

11 Registration for graduate students will commence after 1 September 2021 for the academic year 2021-22. Graduate students admitted to the appropriate postgraduate register on 1 March are required to register from 1 March 2022 and, where continuing registration is required, should re-register by the same date annually.

12 A charge of €212 will be imposed for late registration (i.e. levied on students who fail to register during their allotted registration period). Students who do not register by 5<sup>th</sup> October 2021 will be deemed to be withdrawn and services such as library and e-mail accounts may be suspended. In such circumstances postgraduate students must apply to the Dean of Graduate Studies for re-admission and pay a replacement fee of €358 (€212 late registration fee and €146 re-admission fee).

13 In the case of graduate students admitted to the appropriate postgraduate register on 1st March, a charge of €212 will be imposed for late registration (i.e. levied on students who fail to register during their allotted registration period). Postgraduate students who do not register by 5<sup>th</sup> April 2022 will be deemed to be withdrawn and services such as library and e-mail accounts may be suspended. Postgraduate students must apply to the Dean of Graduate Studies for re-admission and pay a replacement fee of €358 (€212 late registration fee and €146 re-admission fee).

14 It should be noted that registration cannot be completed until any debts owing to the College have been paid and until fees for the forthcoming year have been paid or pledged as payable by an approved education authority. Late registration and replacement charges will be enforced.

### REGISTRATION FOR A SECOND DEGREE/POSTGRADUATE DIPLOMA/ADDITIONAL MODULE(S)

15 A graduate student may not normally be registered on the undergraduate and postgraduate registers of the University at the same time.

16 Normally graduate students registered for one postgraduate programme in the University cannot apply to register for a second. However, when a second programme (or an additional module) will be of academic benefit to a graduate student's research through its complement to a first programme, the graduate student may make a case to the Dean of Graduate Studies to be allowed to register simultaneously for the second programme (or make a case to the supervisor to be allowed to take up the additional module). The second programme must not be a full-time degree programme and cannot be undertaken during the final year of their programme. The Dean of Graduate Studies may refer such cases, as necessary, to the Graduate Studies Committee. If permission is granted to register for two programmes (or additional modules) simultaneously, only one fee is

payable, that which is the higher of the two.

17 When, during the period of research, graduate students wish to register in another institution for a programme of study related to their research, they should apply to the Dean of Graduate Studies for permission to go off-register for the length of their registration in the other institution.

## PART-TIME REGISTRATION

18 Part-time registration is permitted under certain circumstances. Details of the requirements are given, as appropriate, in Sections 2 (research degrees), 3 and 6,7,8 (taught programmes) and 4 (professional higher and other degrees).

## FEE STATUS (EU/NON-EU)

### ANNUAL FEES

19 The postgraduate fees are published on the Academic Registry website.

20 As approved by Board on 3 December 2003, applications for admission are classified as EU applications or non-EU applications for the purpose of fee payment. An EU application is one made by a person who fulfils one or more of the following criteria:

- a) who is ordinarily resident in the EU and who has received full-time further or higher education in the EU for three of the five years immediately preceding admission; or
- b) who is ordinarily resident in the EU and has worked full-time in the EU for three of the five years immediately preceding admission; or
- c) who holds a passport from an EU State and has received full-time further or higher education in the EU for three of the five years immediately preceding admission.

Applications from children of

- a) EU government officials living abroad,
- b) Semi-state officials who are on assignment in countries outside the EU
- c) Volunteer development workers, and
- d) Certain EU officials as approved by the Department of Foreign Affairs are treated as EU applications.

All other applications are considered to be non-EU applications. Students who have had periods of residence outside the EU are required to provide documentary evidence for their claim for EU fee status. This evidence must be presented with the application.

21 A student's registered status (EU/non-EU) cannot be changed during a programme for which he/she is registered. Note that full-time education in the EU does not in itself constitute ordinary residence. A student, or his or her supervisor or course director may appeal his or her fee status to the Dean of Graduate Studies on the appropriate form. The Dean of Graduate Studies will only alter the fee status of an application in exceptional and appropriate circumstances.

22 To be admitted to the postgraduate register in September graduate students must pay the prescribed fee by 5<sup>th</sup> October 2021, or within seven days of being notified of their acceptance on the register (if notified after 24<sup>th</sup> August). Students accepted on the register at 1<sup>st</sup> March must pay the prescribed fee by that date. Continuing graduate students must pay the prescribed annual fee before the due date prior to their date of registration. Students must continue to pay the [prescribed annual fee](#) and register each year until (i) in the case of graduate students registered for a degree by research only and for graduate students undertaking a professional higher degree, they have formally submitted their thesis for examination and the examination process has been completed or (ii) in the case of graduate students registered for a Masters programme, they have formally completed their programme requirements and submitted their dissertation for examination or (iii) in the case of Postgraduate Diploma and Certificate students, their programme is completed.

23 EU fee paying graduate students who are liable for the full annual tuition fee may take the option of paying their annual tuition fees in three instalments for Academic Year 2021/22. Non-EU fee-paying new-entrant graduate students must pay their annual tuition fee in full prior to registration. Non-E.U. continuing students may pay their fees in three instalments for Academic Year 2021/22. The amount payable will be as set out on each individual graduate student's fee payment form which will be available online through [my.tcd.ie](#). The second instalment will be payable on or before 31<sup>st</sup> January 2022 (1<sup>st</sup> July 2022 for graduate students who register in March). The third instalment will be payable on or before 28<sup>th</sup> February 2022 (1<sup>st</sup> August 2022 for graduate students who register in March). Instalments received after the due date will be subject to a late payment charge of €212 in March 2022 (August 2022 for graduate students who register in March). If the third instalment is not paid by 1<sup>st</sup> July 2022 (1<sup>st</sup> August 2022 in the case of March registrants) an additional late payment charge of €146 will be applied giving a total late payment charge of €358 which must be paid together with the balance of fees due. Non-receipt of a reminder or not accessing the fee payment page of [my.tcd.ie](#) by a student will not be accepted as an excuse for non-payment of fees or other charges. Note that the above dates may be subject to change. Please see [www.tcd.ie/academic\\_registry/fees-and-payments](#) for more information<sup>1</sup>.

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<sup>1</sup> In 2021/22 students can pay fees in three stages.

## **GOOD RESEARCH PRACTICE**

24 Upon admittance to their programme, students are required to familiarise themselves with the College policy document 'Good Research Practice' and undertake upon registration to abide by its conditions for the duration of their study. The document is available on the website at: <https://www.tcd.ie/research/dean/ethics/>

## **ACCEPTANCE OF REGULATIONS**

25 During the registration process, all graduate students will confirm, among other things, that they have been provided with a link to the Board's general regulations for graduate students and that they are applying for registration in accordance with the provisions of such regulations. Graduate students must ensure that they are familiar with both the general regulations and the more detailed School regulations. Graduate students should note in particular the regulations relating to student discipline.

In the event of any conflict or inconsistency between the general regulations and local handbooks, the provisions of the general regulations shall prevail.

## **STUDENT HANDBOOKS**

26 All students will have access to a hard or soft copy of a Handbook relating to their programme of study. Handbooks will be available in advance of the start of each academic year and will comply with the content requirements as set out in the College Programme Handbook Policy.

## **GARDA/POLICE VETTING POLICY**

27 Students on programmes with clinical or other professional placements or on courses that will bring them into contact with children and/or vulnerable adults will be required to undergo vetting by the Garda Síochána, through the National Vetting Bureau, or other relevant police force prior to commencing placements. If, as a result of the outcome of these vetting procedures, a student is deemed unsuitable to attend clinical or other professional placement, he/she may be required to withdraw from his/her programme. Students should also be aware, that given the duration of degree programmes, the University reserves the right, at its discretion, to require certain groups of students to undergo a further vetting process or alternatively to provide an enhanced disclosure by the completion of an affidavit during the period of their degree programme.

## **CHANGE OF ADDRESS**

28 Registered graduate students must immediately inform the Academic Registry and inform their Director of Teaching and Learning (Postgraduate) of change of address, to ensure that contact can be maintained with them.

## **COURSEWORK AND EXAMINATIONS**

### **COURSEWORK**

29 Students may be required to perform coursework as part of the requirements of their programme of study. The assessment of coursework may be based on essays, tests and assessments, attendance at practical classes and field trips, keeping and submitting practical books, carrying out of laboratory or field projects, and the satisfactory completion of professional placements. The Faculty, School or Discipline, as appropriate, publishes its requirements for satisfactory performance of coursework on Faculty or School noticeboards and/or in handbooks and/or other programme materials.

### **EXAMINATIONS (EXCLUDING THESES AND DISSERTATIONS)**

30 Details of the examination requirements and procedures are presented in Sections 3, 6, 7 and 8. Further details are obtainable from the appropriate programme handbook. The following information relates to all examination results:

- i. All postgraduate examination results are published under a student's registered ID number.
- ii. Students who successfully complete their programme will have the qualification, where appropriate, awarded under their registered name and within class.

### **CONDUCT OF EXAMINATIONS (EXCLUDING VIVA VOCE)**

31 Candidates for examination are forbidden to bring into an examination hall or have in their possession during an examination any books, papers, notes, memoranda, mobile phones or written or electronic material of any nature. They are also forbidden to copy from or exchange information with other persons or in any way to make use of any information improperly obtained. Any breach of this regulation is regarded as a major offence for which a graduate student may be expelled from the University (see Section 5.). Candidates are permitted to bring non-programmable calculators into the examination hall. Candidates must not leave the hall before the time specified for the examination has elapsed, except by leave of the invigilator. Examinations or other exercises which are part of continuous assessment are subject to the same rules as other College examinations. Examinations undertaken remotely (i.e. electronically) are also subject to the same rules as other College examinations. Where submitted work is part of a procedure of assessment, plagiarism is similarly regarded as a major offence and is liable to similar penalties (see paragraphs 49-56).

32

### **REGULATIONS FOR RE-CHECKING/RE-MARKING AND RETENTION OF EXAMINATION SCRIPTS**

- i. All graduate students have the right to discuss their examination, assessment and dissertation performance with the

- appropriate academic members of staff as arranged for by the Programme Co-ordinator/Director.
- ii. Graduate students are entitled to view their scripts when discussing their performance.
  - iii. Graduate students' examination performance cannot be discussed with them until after the publication of the examination results.
  - iv. To obtain access to the breakdown of their results, graduate students should make a request to their Programme Co-ordinator/Director.
  - v. Having received information about their examination, assessment and dissertation results and having discussed these and their performance with the appropriate academic staff members, graduate students may request that their results be reconsidered, within four weeks of their publication, if they have reason to believe:
    - a. that the grade is incorrect because of an error in calculation of results
    - b. that the examination paper specific to the graduate student's programme contained questions on subjects which were not part of the programme prescribed for the examination or
    - c. that bias was shown by an examiner in marking the script, assessment or dissertation.
  - vi. In all three cases (a)-(c) above, the request will be made in the first instance to the Programme Co-ordinator/Director, who will discuss the request with the relevant parties and attempt to find a resolution; In the case of (a) above, the decision of the Programme Co-ordinator/Director is final.
  - vii. In the case of (b) and (c) above, if the Programme Co-ordinator/Director does not grant the request, the student may ask that the relevant School committee consider their request. In submitting such a case for reconsideration of results, graduate students must state under which of (b) and/or (c) the request is being made. If the student is dissatisfied with the way in which his/her request was handled, he/she may write to the Dean of Graduate Studies, clearly stating under which of (b) and/or (c) the request is being made. Once an examination result has been published it cannot be amended without the permission of the Dean of Graduate Studies. The decision of the Dean of Graduate Studies is final.

33 All examination materials relevant to the performance of any candidate must be retained by Schools for thirteen months from the date of the meeting of the final court of examiners. Such materials will include, not only examination scripts, essays and dissertations, but also any written information directly related to the completion and marking of any assessment exercise written or otherwise performed.

34 Examination scripts and other complete written assessment materials relating to work done in an earlier year that have not been finally marked and/or moderated should be retained until the work of the final Court of Examiners has been completed. In the case of students going off-books, scripts for which the marks have been moderated by the Court of Examiners prior to the student going off-books are not normally retained for longer than thirteen months.

## **ACADEMIC PROGRESS**

35 The Board of the College reserves the right to exclude from the College, on the recommendation of the University Council, graduate students whose academic progress is unsatisfactory. Normally, students who fail to satisfy the requirements of their year are not permitted to repeat the year.

## **ATTENDANCE AND OFF-BOOKS**

36 Normally, all graduate students should enter into residence in or near Dublin. In exceptional circumstances the Dean of Graduate Studies, after consultation with the graduate student's Supervisor and/or appropriate Programme Coordinators/Directors, may permit a graduate student to undertake a significant portion of the work for their degree or postgraduate diploma outside Dublin. Where a student has been approved to undertake the Non-Resident Ph.D. it is not required that the student enter into residence in or near Dublin.

37 Normally, graduate students must pursue their programme continuously. In exceptional circumstances the Dean of Graduate Studies, after consultation with the graduate student's Supervisor and/or appropriate Programme Coordinators/Directors may permit graduate students to go "off-books" (i.e. off-register) where to do so in the judgement of the Dean of Graduate Studies is in the best interests of the graduate student. Application to go "off-books" should be made to the Dean of Graduate Studies via the student's Supervisor/Programme Co-ordinator or the relevant Director of Teaching and Learning (Postgraduate). During the period of interruption graduate students are not required to pay fees. Consequently they will not have a student card during this period and will not have access rights to the college library or other college facilities.

38 "Off-books" permission is given for a definite period. A re-admission request from the student to the Dean of Graduate Studies is required prior to re-registration if permission has been granted for medical reasons. Students who for reasons of ill-health, or other grave cause, have been allowed to go "off-books" can only be re-admitted, even in the current academic year, at the discretion of the Dean of Graduate Studies, who may require a satisfactory certificate from a medical referee nominated by him/her. Permission for an "off-books" period is given for a definite duration and the onus is on the student to ensure that they resume their studies at the designated time as otherwise they will be considered "withdrawn" from the programme.

39 A postgraduate Scholar who goes off-books has not for that reason automatically intermitted his/her scholarship; he/she does not have the status of a Scholar during the period he/she is off-books; and if he/she wishes to preserve privileges of scholarship, he/she must also seek the permission of the Dean of Graduate Studies to intermit his/her scholarship, pursuant to paragraphs 16-17 of the regulations relating to Foundation and Non-Foundation Scholarships in Part II of the Calendar.

40 A comprehensive range of academic, pastoral and professional supports can be availed of by postgraduate students through the Postgraduate Advisory Service which is administered through the Senior Tutor's Office.

Details of the attendance requirements are given, as appropriate, in the sections containing information on research degrees and taught programmes.

## EXTENSIONS AND “DEAN’S GRACE”

41 Details are given, as appropriate, in Sections 2 (research degrees), 3 (taught programmes), 4 (professional higher and other degrees) and the faculty sections 6,7,8 (taught programmes). “Dean’s Grace” of one month free of fees to submit is automatically applied to all research students’ registrations in their expected final year (this is end year 2 for fulltime, and end year 3 for part time, Masters by research candidates; end year 4 for full time, and end year 6 for part time Ph.D. candidates). For students entering in September, “Dean’s Grace” brings their submission deadline to 30 September. For students entering in March, “Dean’s Grace” brings their submission deadline to 31 March. All other extensions should be sought by application to the Dean of Graduate Studies.

## FITNESS TO STUDY

42 Where the Dean of Graduate Studies has serious concerns about a student’s fitness to study, the Dean may require that student to undergo a medical examination or assessment for the purpose of obtaining an opinion as to the student’s fitness to study.

## MATERNITY, PATERNITY AND ADOPTIVE LEAVE

43 Promotion and overseeing of maternity, paternity and adoptive leave lies with the Office of the Associate Vice Provost for Equality, Diversity and Inclusion. Full-time female graduate students undertaking a thesis/dissertation may seek and be granted 26 consecutive weeks maternity leave subject to the following conditions:

- i. the maternity leave must commence not later than two weeks before the expected date of birth and end not earlier than four weeks after the expected date of birth.
- ii. the graduate student must notify her Supervisor/Programme Co-ordinator in writing as soon as reasonably practicable, but not later than four weeks before the commencement of maternity leave, of her intention to take maternity leave. Additionally, not later than the time of the above notification, she is obliged to supply the Supervisor/Programme Co-ordinator with a medical certificate confirming the pregnancy and specifying the expected date of birth. The Supervisor/Programme Co-ordinator must then immediately forward her request for leave to the Dean of Graduate Studies.

44 A graduate student undertaking a thesis/dissertation may, if she chooses, take up to four consecutive weeks additional maternity leave immediately after her maternity leave subject to the following condition: she should give reasonable notice to her Supervisor/Programme Co-ordinator of her intention to do so at the same time as she gives notification of her intention to take maternity leave. The Supervisor/Programme Co-ordinator must inform the Dean of Graduate Studies of the graduate student’s intention.

45 Graduate students on maternity leave will be considered to be “off-books” and appropriate adjustments will be made in relation to their submission dates and completion times.

46 Paternity leave for male graduate students on the postgraduate register is available by application to the Dean of Graduate Studies on *ad misericordiam* grounds relating to the pregnancy of their partner for a maximum of four weeks only. Students requiring more extended periods must apply to go “off-books” (see “off-books” regulations).

47 Adoptive leave of 16 weeks duration is available to adoptive mothers from the time the child is placed with the parents. Adoptive fathers may also apply for adoptive leave of 4 weeks duration. The graduate student must notify her/his Supervisor/Programme Co-ordinator in writing as soon as reasonably practicable, but normally not later than four weeks before the commencement of adoptive leave, of her/his intention to take adoptive leave. The Supervisor/Programme Co-ordinator must then immediately forward her/his request for leave to the Dean of Graduate Studies.

48 Students undertaking a taught programme or an obligatory taught element of another class of degree and who seek and are granted maternity or adoptive leave will be placed off-books for that programme, being allowed to return to it at the first available opportunity (normally either in a year’s time for full-time programmes or in two years’ time for part-time programmes). Such graduate students must inform their Programme Co-ordinator/Director of their pregnancy who must, in turn, immediately forward the request for leave to the Dean of Graduate Studies.

## PLAGIARISM

### 49 General

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement.

Plagiarism is the act of presenting the work or ideas of others as one’s own, without due acknowledgement.

Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.

Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

### 50 Examples of Plagiarism

Plagiarism can arise from actions such as:

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

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

- (i) fail to distinguish between their own ideas and those of others;
- (ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
- (iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
- (iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

#### *51 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 collaboration 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. In order to avoid plagiarism in the context of collaboration and groupwork, it is particularly important to ensure that each student appropriately attributes work that is not their own.

#### *52 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.

#### *53 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>

54 If plagiarism as referred to in §49 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, who will interview the student and may implement the procedures set out in Section 5 (Other General Regulations).

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

- (a) Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;
- (b) Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;
- (c) Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission. The student is required to submit a new piece of work as a supplemental assessment during the next available



session. Provided the work is of passing standard, the assessment mark and the module mark will be capped at the pass mark. Discretion lies with the Dean of Graduate Studies (as appropriate) in cases where there is no standard opportunity for a supplemental assessment under applicable course regulations.

Provided that the appropriate procedure has been followed and all parties in 54 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 Programme Director and, where appropriate, the Programme 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 Section 5 (Other General Regulations). 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).

56 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.

## **APPEALS PROCESS FOR GRADUATE STUDENTS**

### **GENERAL**

57 Every School will have a defined appeals process, with one or more appeals committees to hear student cases relating to decisions made at a School level. These include: i) appeals against the decision of a taught postgraduate programme committee; and ii) appeals against the decision of a School research transfer/confirmation panel.

58 Appeals against the decision of the examiners of a research thesis will be made in the first instance to the Dean of Graduate Studies. Appeals against the decision of a School appeals committee will be made to the Dean of Graduate Studies.

59 Appeals by postgraduate students against the decision of the Dean of Graduate Studies will be made to the Academic Appeals Committee for Graduate Students (Taught) for taught graduate students or to the Academic Appeals Committee for Graduate Students (Research) for research graduate students – see paragraphs 70-73 below.

60 The Academic Appeals Committee for Graduate Students (Taught or Research) will refer its recommendation to the University Council for approval. If the Academic Appeals Committee for Graduate Students (Taught or Research) upholds a graduate student's appeal, then its recommendations must be fully implemented. Where the Academic Appeals Committee for Graduate Students (Taught or Research) cannot arrive at a decision, or where the graduate student is dissatisfied with the decision of the Committee, he/she may seek redress from the Visitor.

61 It should be noted that no appeals committee can overturn the examiners' academic verdict on the work as presented. Only changes of a procedural nature can be recommended. An appeal other than an *ad misericordiam* appeal cannot be made against the normal application of College academic regulations approved by the University Council.

### **REPRESENTATION**

62 The student is entitled to have representation appropriate to the formality of the appeal hearing – i.e., a supervisor, other appropriate academic staff member (who is not a relative), a Graduate Students' Union representative, or an advisor from the Postgraduate Advisory Service. When the Academic Appeals Committee for Graduate Students (Taught or Research) hears an appeal, the graduate student must attend and is entitled to present her/his own case if this is desired, with the support of a Postgraduate Student Advisor or a representative of the Graduate Students Union.

### **CONFLICT OF INTEREST**

63 Conflicts of interest will be avoided throughout all stages of the Postgraduate Appeals process (i.e., no person from the relevant programme committee or an examiner or supervisor should serve on the appeals committee; when the Dean of Graduate Studies is also the supervisor, examiner or lecturer, a pro-Dean will be appointed).

### **APPEALING THE DECISION OF A TAUGHT POSTGRADUATE PROGRAMME COMMITTEE**

64 Where a graduate student has failed on the coursework component, and feels that there are mitigating circumstances, he/she may make a request, in writing, to the Programme Co-ordinator/Director for permission to repeat the examination(s) and/or assessment(s). The reasons for the request must be clearly stated and supported where necessary by documentary evidence. If the graduate student is granted a supplemental examination, the results of that examination will be considered to be final, i.e., repetition of the year will not be permitted.

65 Where a graduate student has passed the coursework component but has failed on the assessment of the dissertation (including an oral examination), and is dissatisfied with the manner in which the dissertation was examined, he/she may make a request, in writing, to the Programme Co-ordinator/Director. The reasons for the request must be clearly stated and supported where necessary by documentary evidence.

66 If the Programme Co-ordinator refuses to grant a request, the student may make an appeal to the relevant School appeals committee. If the School appeals committee refuses to grant the appeal, or the student is not satisfied with the outcome of the

appeal process, he or she may appeal the decision of the School in writing to the Dean of Graduate Studies, clearly stating under what grounds of (i) to (iii) listed in Paragraph 71 below they are appealing and what remedy they are seeking. If the Dean of Graduate Studies denies the appeal, the student may appeal this decision to the Academic Appeals Committee for Graduate Students (Taught).

#### **APPEALING THE DECISION OF A PHD TRANSFER/CONFIRMATION PANEL**

67 Where a transfer or confirmation panel interview has been held, and the panel has determined that a student may not transfer to, or continue on the PhD register, the student may appeal in the first instance to the relevant School appeals committee. The grounds for the appeal must be clearly stated and supported where necessary by documentary evidence. If the student is granted another interview, the decision of the panel in that case will be final.

68 If the School appeals committee refuses to grant the appeal, or the student is not satisfied with the outcome of the appeal process, he or she may appeal the decision of the School in writing to the Dean of Graduate Studies, clearly stating under what grounds of (i) to (iii) listed in Paragraph 71 below they are appealing and what remedy they are seeking. If the Dean of Graduate Studies denies the appeal, the student may appeal this decision to the Academic Appeals Committee for Graduate Students (Research)

#### **APPEALING THE DECISION OF THE EXAMINERS OF A RESEARCH THESIS**

69 Where a viva voce examination of a thesis has been held, and the examiners' reports state that the thesis has been referred back for extensive revision, or the award of a lower degree or outright failure is recommended, the student may appeal the decision of the examiners in writing to the Dean of Graduate Studies, clearly stating under what grounds of (i) to (iii) listed in Paragraph 71 they are appealing and what remedy they are seeking. If the Dean of Graduate Studies denies the appeal, the student may appeal this decision to the Academic Appeals Committee for Graduate Students (Research).

#### **ACADEMIC APPEALS COMMITTEES FOR GRADUATE STUDENTS**

70 The Academic Appeals Committee for Graduate Students (Taught) will consider appeals arising out of examinations, and other academic circumstances, from registered taught postgraduate students. The membership of the Academic Appeals Committee for Graduate Students (Taught) is outlined in Calendar Part 1, General Regulations and Information. Where possible, cases relating to postgraduate students will be heard at the same times as for undergraduates.

The Academic Appeals Committee for Graduate Students (Research) will consider appeals arising out of research examinations (to include the final thesis examination and the transfer/confirmation processes), and other academic circumstances, from registered research postgraduate students. The membership of the Academic Appeals Committee for Graduate Students (Research) is outlined in Calendar Part 1, Section I, Committees.

The membership of the Academic Appeals Committee for Graduate Students (Taught or Research) should not include any current members of the Graduate Studies Committee.

71 An appeal will only be heard by the Academic Appeals Committee for Graduate Students (Taught or Research) where the student's case:

- i. is not adequately covered by the ordinary regulations of the College, or
- ii. is based on a claim that the regulations of the College were not properly applied in the applicant's case, or
- iii. represents an *ad misericordiam* appeal.

72 Appellants must first have pursued the programme of action most appropriate to their case – see paragraphs 57 – 71 above. The Academic Appeals Committee for Graduate Students (Taught or Research) will not consider appeals concerning decisions made more than 4 months previously, except in the most exceptional circumstances.

73 Appeals to the Academic Appeals Committee for Graduate Students (Taught or Research) must be made in writing by an appropriate representative or by the student alone. Appellants must use the correct procedural form, must indicate the precise grounds (71, i to iii above) upon which the appeal is being made and must clearly state what remedy they are seeking (e.g., permission to repeat the transfer process, referral or re-examination of the thesis). At the hearing the Dean of Graduate Studies will attend to defend his/her decision in these cases. The graduate student must attend and is entitled to present her/his own case if this is desired, with the support of an appropriate representative.

Further information and appeal forms are available from the Office of the Dean of Graduate Studies.

#### **NOTICE REQUIRED FOR CONFERRING DEGREES AT COMMENCEMENTS**

74 When the results of an examination have been published, successful candidates at that examination who seek to have the degree conferred on them at a particular Commencements ceremony must give notice on the prescribed form available for download here. The form must be returned so as to reach the Student and Graduate Records Office, Academic Registry not later than the specified closing date for a Commencements session. Higher degrees must have the approval of Council and Board fourteen days prior to the first date of the Commencements ceremonies. From 2019-20, the Commencements fee will be included in the Student Levies and Charges (SLC) invoiced to students annually prior to the beginning of their studies/the academic year.

The Commencements fee will be fully refundable to all students who become ineligible to proceed with conferral. Any student who has an appeal underway that could have implications for their degree result is advised not to proceed with degree conferral until the outcome of the appeal has been confirmed.

## **DEMONSTRATING, TUTORING, TEACHING, INVIGILATING, ETC.**

Graduate students may be required to demonstrate or otherwise assist in the work of their School/Discipline, at the discretion of the Head of the School/Discipline. Such work will be paid for at agreed College rates and must not exceed six hours per week on average, except in circumstances agreed between the graduate student, Head of School and Dean of Graduate Studies, as appropriate.

## **THE LIBRARY, DATA PROTECTION, PHOTOCOPYING AND COPYRIGHT**

### **THE LIBRARY**

75 Readers, including all graduate students, are admitted to the Library reading rooms on production of a current Identity Card and are required to observe the terms of the Library Declaration and the other Library Regulations as described in the College Calendar [Part I Section ].

76 The Library Declaration is:

*'Ego,....., solemniter promitto, me, quoties in Bibliothecam hujus Collegii venire contigerit, libros ceteramque Bibliothecae suppellectilem sic tractaturum, ut superesse quam diutissime possint. Promitto etiam quod neque ipse librum aliquem asportabo, sponte corrumpam, interscribam, aut alio quovis modo abutar, nec ab aliis haec fieri (quantum in me est) permittam. Quae omnia et singula, et omnia Bibliothecae statuta (quantum ad me attinet), me fideliter observaturum promitto, et spondeo.'*

The following is a translation of the declaration:

*'I,....., do solemnly promise that, whenever I enter the Library, I will treat the books and other furniture of the Library in such fashion that they may last as long as possible. I further promise that neither will I myself take away any book nor designedly damage or write in or badly treat in any way whatever any book, nor so far as in me lies will I suffer such things to be done by others. All and each of which things and all the Statutes of the Library, in as far as they concern me, I promise and vow faithfully to observe.'*

### **LIBRARY REGULATIONS**

- (i) It is a breach of the Library regulations to attempt to enter any Library building by use of another reader's Identity Card. Readers must show their Identity Card or Library Card on request to any member of the Library staff when within the Library.
- (ii) Readers before leaving Library buildings must present all books, bags and briefcases to the guards for inspection. No Library book may be taken out of a Library building except a book the loan of which is permitted, and which has been recorded by the Library staff as being on loan to the reader.
- (iii) Mutilation or defacement of any book or article of Library property is regarded as a major offence.
- (iv) Readers may not use bottles of ink or correction fluid in the Library, nor may such substances be left on desks or in reading rooms.
- (v) Silence must be observed as far as possible in all parts of the Library. The use, in a manner causing noise or disturbance, of electrical equipment such as computers, mobile phones, personal stereos, or radios is prohibited. Except in respect of computers in specifically designated areas, the Library does not make power outlets available for such electrical equipment. Users of computers in the Library are reminded that they must also comply with the college's IT and network code of conduct and other regulations for the time being in force.
- (vi) Smoking and the consumption of food and drink are forbidden in all parts of the Library open to readers, and no items of food or drink may be left on desks or in reading rooms.
- (vii) Readers are not allowed to bring visitors into the reading rooms.
- (viii) Readers are not permitted to reserve seats by leaving their belongings or books on seats and desks. The Library staff may move any property left at unoccupied desks or seats for more than 15 minutes except for officially reserved seats and carrels.
- (ix) Readers are at all times responsible for their own property.
- (x) Readers are required to comply with the provisions of the Copyright and Related Rights Act, 2000 to 2007 when making photocopies from material which enjoys copyright protection. Failure to comply may expose the person to potential civil liability and, in the case of a student or staff member of College, to College disciplinary procedures. The attention of readers is drawn to the notices on display beside all photocopying machines in the Library.

### **SANCTIONS FOR BREACH OF LIBRARY REGULATIONS**

77 Breach of the Library regulations will result in sanction by the Librarian, the Junior Dean or the Committee on Student Conduct and Capacity, as appropriate. Appeal against a Library penalty or decision of the Junior Dean is to the Disciplinary Committee. The Librarian operates a system of penalties (as approved from time to time by the Board) for breaches of the

Library regulations. Penalties may include fines, administrative and other charges, ejection and temporary or permanent exclusion from the Library and/or the College and/or the University, and the confiscation of any personal property brought into or used within the Library in breach of library and/or any other applicable college regulations. The Library shall not be responsible, in any way whatsoever, for any property so confiscated.

78 Graduate students who have passed their final examinations are required to return all books to the Library within one month following their examinations. The Library will return records of books and fines outstanding to the Academic Registry for the purpose of alerting students to their obligation to clear their Library records so that they may proceed to Commencements.

## **DATA PROTECTION**

79 The College is registered as a 'data controller' under the Data Protection Act 1988. All graduate students are required, in addition to their general obligations under the Act, to comply with the terms of the College's registration and the regulations relating to data protection which may from time to time be laid down by the Board of the College.

## **PHOTOCOPIING AND COPYRIGHT**

80 All users of College photocopying equipment are required to comply with the provisions of the Copyright and Related Rights Act 2000 when making photocopies from material which enjoys copyright protection.

Students are obliged to comply with the provisions of copyright and licences as they apply to individual computer programmes.

Failure to comply may expose the person to potential civil liability and to College disciplinary procedures.

## **THE SUBMISSION OF THESES AND DISSERTATIONS**

### **GENERAL**

81 Candidates and Supervisors should note that these requirements are mandatory, and they are asked to familiarise themselves with the information below. Theses must meet all the requirements set out below. Please note: from time to time the Dean of Graduate Studies may approve other formats on an individual basis.

### **LANGUAGE**

82 A thesis or dissertation should be written in English or Irish unless prior permission has been granted for the use of another language by the Dean of Graduate Studies. A candidate who wishes to write a thesis or dissertation in a language other than English or Irish should initially contact his/her Supervisor/Programme Co-ordinator. The Supervisor/Programme Coordinator will then consult with his/her Director of Teaching and Learning (Postgraduate). If the latter can satisfy him/herself that a) there are sound academic reasons for the thesis or dissertation to be written in a language other than English or Irish and b) that the candidate has the necessary skills/fluency in the relevant language, then the Director of Teaching and Learning (Postgraduate) should send a summary of the case under the two headings outlined above to the Dean of Graduate Studies. The Dean of Graduate Studies will normally be guided by the recommendation of the Director of Teaching and Learning (Postgraduate), but may refer the matter to the Graduate Studies Committee if they deem it necessary.

### **PUBLISHED WORK**

83 A thesis submitted for a higher degree may be based on, or include single authored or multi-authored/collaborative papers and writings already published by the candidate, if the studies from which they derive have been carried out during the period of registration on the higher degree register. Such writings must be fully integrated into the body of the thesis.

Where chapter(s) are jointly authored, the student must outline at the beginning of the chapter the exact nature of his or her contribution to the chapter.

For avoidance of doubt, a thesis containing a published work is examined according to the standard rules for examination of any thesis submitted for a higher degree. In particular, the criteria in Paragraphs 46 and 47 of Section II, Part III of the University Calendar apply irrespective of whether the thesis contains single authored or multi-authored/collaborative papers.

### **LENGTH**

84 A thesis must be written concisely. Dissertations submitted in part-fulfilment of the requirements of a postgraduate taught programme are limited to the length prescribed in the individual programme regulations. Normally a Ph.D. thesis should not exceed 100,000 words of text (exclusive of footnotes and bibliography) and a M.Litt. or M.Sc. (by research) thesis, 60,000 words of text (exclusive of footnotes and bibliography), and for scientific or technical subjects will normally be shorter. If a thesis is likely to exceed these limits, the Dean of Graduate Studies must be advised of its estimated length and her/his permission obtained at an early stage in the writing. Additional material, such as numerical appendices, listings of computer programs and textual footnotes, may be bound in a separate volume. Where the combined length of text, footnotes and appendices, etc. exceeds 400 pages the thesis must be bound in two volumes.

### **TYPESCRIPT AND ILLUSTRATIONS**

85 Theses, submitted electronically, must have A4 (297 mm x 210 mm) sized pages and a black typescript of not less than 10 point. Line-spacing must be at one and a half or double spacing between lines. The gutter margin of both text and diagrams

must not be less than 35 mm and that on the other three sides not less than 20 mm.

86 Printed copies of a thesis must be printed on good quality, A4 (297 x 210mm) white paper. The type must be fully formed as in the output of a laser or ink jet printer. The output of dot matrix printers is not acceptable.

87 Where printed copies of the thesis for examination are submitted, it is required that these are soft-bound (not ring-bound) and printed on one side of the page only.

88 It is required that any hard-bound copy of a thesis will be printed on both sides of the page on paper of a weight of at least 90 gsm (exceptions are at the discretion of the Dean of Graduate Studies).

89 A thesis which has been examined and in which all necessary corrections have been completed, if submitted in hard copy, must be securely bound in hard covers with dark blue cloth. The final size when bound must not exceed 320 x 240 mm.

## TITLE

90 The title of the thesis must be written in full on the title page of each volume of the thesis. The degree for which the thesis has been submitted, the year, and the name of the candidate, in that order, should be lettered in gold, in 24 pt or larger type, down the spine, so as to be readable when the volume is lying flat with the front cover uppermost. The title must also appear in gold lettering on the front cover of the thesis. The year on the spine and title page must be the year that the thesis was approved by Council (not the year of initial submission).

## DECLARATION, ONLINE ACCESS and the GENERAL DATA PROTECTION REGULATION

91 The thesis must contain immediately after the title page the following declaration signed by the author:

I declare that this thesis has not been submitted as an exercise for a degree at this or any other university and it is entirely my own work.

I agree to deposit this thesis in the University's open access institutional repository or allow the Library to do so on my behalf, subject to Irish Copyright Legislation and Trinity College Library conditions of use and acknowledgement.

I consent / do not consent to the examiner retaining a copy of the thesis beyond the examining period, should they so wish (EU GDPR May 2018).

a) In the case of a thesis for which the work has been carried out jointly; the declaration must have a statement that it includes the unpublished and/or published work of others, duly acknowledged in the text wherever included.

a) Open access electronic theses are freely available over the World Wide Web for users to read, copy, download, and distribute subject to Irish Copyright Legislation and Trinity College Library conditions of use and acknowledgement. Withheld access will be implemented, as applicable, according to the terms in Calendar Part III section 1, paragraph 101.

b) A digital repository is an online, searchable, web-accessible database containing works of research deposited by scholars, the purpose of which is both increased access to scholarship and long-term preservation.

## SUMMARY

92 A succinct summary of the methods used and the major findings of the thesis must be bound into each copy of the thesis following the declaration page. It must not exceed two pages of typescript.

## ACKNOWLEDGEMENT

93 A formal statement of acknowledgements must be included in the thesis.

## REFERENCES

94 Systematic and complete reference to sources used and a classified list of all sources used must be included in the thesis. The titles of journals preferably should not be abbreviated; if they are, abbreviations must comply with an internationally recognised system (the format may vary according to the precedents and customs of the subject area; graduate students should consult with their Supervisor as to appropriate presentation).

## ABSTRACT

95 One copy of an abstract, with A4 formatting, must be submitted as a separate PDF file with the electronic theses. One copy of an abstract, printed on a single sheet of A4 paper, must be submitted loose with each copy of the soft-bound thesis. The abstract must contain the title of the thesis and the author's full names as a heading and may be single spaced. Two copies of an abstract must be submitted loose with the final hard-bound copy.

## SUBMISSION OF EXAMINABLE THESIS

96 Students will submit an electronic copy of their thesis for examination in one PDF file to the link provided by the Academic Registry.

97 On occasion a student may prefer to submit their thesis for examination in print. In this case, two copies of the thesis, which may not be returned, and which for the first submission should be soft-bound, should be presented at the Academic Registry Service Desk, accompanied by two loose copies of the abstract.

98 The thesis will not be formally accepted, electronically or otherwise, until it has been established that the candidate is currently registered on the higher degree register and that any outstanding fees have been paid.

#### **ACCESS TO THESES**

99 One bound copy of every thesis approved for a higher degree is lodged in the custody of the Librarian in the University Library<sup>2</sup>. An electronic copy is deposited in the University's open access institutional repository. A thesis so approved may be made available by the Library under terms and conditions relating to appropriate use subject to Irish Copyright Legislation and Trinity College Library conditions of use and acknowledgement either through the University's institutional repository or by way of the printed copy.

#### **WITHHELD ACCESS (A "STAY")**

100 Should an author of a thesis wish to withhold permission for the use of her/his work, a written application must be made to the Dean of Graduate Studies at the time of submission of the thesis for examination. Such applications must have the written support of the graduate student's Supervisor or Director of Teaching and Learning (Postgraduate), must state the reasons for the request for a stay on access and must provide a contact address. The maximum length of a stay is five years. During this period of withheld permission the thesis may be consulted, lent or copied only by written permission of the author who is under an obligation to reply to all enquiries within a reasonable time.

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<sup>2</sup> While access to campus is restricted due to Covid-19, the need to submit a bound copy of the final thesis is suspended. When and where possible, students should endeavour to submit the hardbound thesis when campus is fully operational.