

## General Information

This Calendar, Part 3, contains all information concerning graduate studies in Trinity College, Dublin. The College is not bound by any error in, or omission from, the following information. Euro amounts have been calculated to the nearest unit.

Where the *Consolidated Statutes 1966* are amended or repealed, then references in this *Calendar* to the provisions of the *1966 Statutes* shall be construed as references to the relevant amendments or replacements, as the case may be.

### DEAN OF GRADUATE STUDIES

Professor Neville Cox, LLB, PhD

#### Staff of the Office of the Dean of Graduate Studies

Administrative Officer: Helen Thornbury, B.A. (D.C.U.), M.A. (N.U.I.)

Executive Officer: Catherine Allen, B.A.

#### Enquiries and Correspondence

Address: Office of the Dean of Graduate Studies, Watts Building, Trinity College Dublin, Dublin 2, Ireland.

Telephone: + 353 1 896 2722/3671

Email: [Dean.GradSecretary@tcd.ie](mailto:Dean.GradSecretary@tcd.ie); [Generaladmin.gso@tcd.ie](mailto:Generaladmin.gso@tcd.ie)

The Office of the Dean of Graduate Studies Office maintains a web site: [http://www.tcd.ie/Graduate\\_Studies](http://www.tcd.ie/Graduate_Studies) which gives further details on course development, review, supervision, research examinations and thesis submission and provides downloadable copies of various forms. Information on all postgraduate courses listed in this Calendar Part 3 is available at <http://www.tcd.ie/courses/postgraduate>

# Academic Structure 2017/18

## Faculty of Arts, Humanities and Social Sciences

School of Business

School of Creative Arts

Drama and Theatre Studies

Music

School of Education

School of English

School of Histories and Humanities

Centre for Gender and Women's Studies

Classics

History

History of Art

School of Languages, Literatures and Cultural Studies

European Studies

French

Germanic Studies

Hispanic Studies

Irish and Celtic Languages

Italian

Near and Middle Eastern Studies

Russian and Slavonic Studies

School of Law

School of Linguistic, Speech and Communication Sciences

Centre for Language and Communication Studies

Clinical Speech and Language Studies

School of Psychology

Confederal School of Religions, Peace Studies and Theology

Irish School of Ecumenics

Loyola Institute

Religions and Theology

School of Social Sciences and Philosophy

Economics

Philosophy

Political Science

Sociology

School of Social Work and Social Policy

**Faculty of Engineering, Mathematics and Science**

School of Biochemistry and Immunology

School of Chemistry

Inorganic and Synthetic Materials Chemistry

Organic, Medicinal and Biological Chemistry

Physical, Computational and Materials Chemistry

School of Computer Science and Statistics

Computer Science

Statistics

School of Engineering

Civil, Structural and Environmental Engineering

Electronic and Electrical Engineering

Mechanical and Manufacturing Engineering

School of Genetics and Microbiology

Genetics

Microbiology

School of Mathematics

School of Natural Sciences

Botany

Geography

Geology

Zoology

Trinity Centre for the Environment

School of Physics

## **Faculty of Health Sciences**

School of Dental Science

Oral Surgery, Oral Medicine and Oral Pathology

Public and Child Dental Health

Restorative Dentistry and Periodontology

School of Medicine

Anatomy

Clinical Biochemistry

Clinical Medicine

Clinical Microbiology

Haematology

Health Services Management

Histopathology and Morbid Anatomy

Immunology

Medical Gerontology

Nutrition and Dietetic Studies

Obstetrics and Gynaecology

Occupational Therapy

Paediatrics

Pharmacology and Therapeutics

Physiology

Physiotherapy

Psychiatry

Public Health and Primary Care

Radiation Therapy

Surgery

School of Nursing and Midwifery

School of Pharmacy and Pharmaceutical Sciences

## **Graduate Studies Committee**

### **MEMBERS\***

#### **Ex Officio members**

The Dean of Graduate Studies (Chairperson) – Prof. Neville Cox

The Dean and Vice-President for Research – Prof. John J Boland

#### **Directors of Teaching and Learning (Postgraduate) in the following Schools:**

School of Biochemistry and Immunology – Prof. Rachel McLoughlin

School of Business – Prof. Jim Quinn

School of Chemistry – Prof. Dónall Mac Dónaill

School of Computer Science and Statistics – Prof. Owen Conlan

School of Dental Science – Prof. Michael O’Sullivan

School of Drama, Film and Music – Prof. Paula Quigley

School of Education – Prof. John Walsh

School of Engineering – Prof. Richard Reilly

School of English – Prof. Philip Coleman

School of Genetics and Microbiology – Prof. Seamus Joseph Martin

School of Histories and Humanities – Prof. Eunan O’Halpin

School of Languages, Literatures and Cultural Studies – Prof. Justin Doherty

School of Law – Prof. Deirdre Ahern

School of Linguistic, Speech and Communication Sciences – Prof. Lorna Carson

School of Mathematics – Prof. Andreea Nicoara

School of Medicine – Prof. Stephen Smith

School of Natural Sciences – Prof. Mary Bourke

School of Nursing and Midwifery – Prof. Fiona Timmins

School of Pharmacy and Pharmaceutical Sciences – Prof. John Gilmer

School of Physics – Prof. Mauro Ferreira

School of Psychology – Prof. Jean Quigley

Confederal School of Religions, Peace Studies and Theology – Prof. David Shepherd

School of Social Sciences and Philosophy – Prof. William Phelan

School of Social Work and Social Policy – Prof. Virpi Timonen

### **Representatives of the Graduate Students' Union**

The President of the Graduate Students' Union – Mr Shane Collins

The Vice-President of the Graduate Students' Union – Mr Madhav Bhargav

### **IN ATTENDANCE**

#### **Ex Officio**

Secretary to the Committee – Ms Ewa Sadowska

Keeper of Readers' Services – Ms Siobhan Dunne

[Information System Services](#) Representative – Ms Helen O'Hara

[CAPSL](#) Representative – The Academic Secretary, Ms Patricia Callaghan

Administrative Officer, Office of the Dean of Graduate Studies – Ms Helen Thornbury

Two members may be co-opted.

## **Graduate Studies Committee – Terms of Reference**

### **TERMS OF REFERENCE**

The Graduate Studies Committee was established in the academic year 1965/66. Initially the members were drawn from Schools and later they were drawn from Faculties. In 2005, Board and Council approved that the membership would be changed to include the Directors of Teaching and Learning (Postgraduate) so that the membership is now: the Dean of

Graduate Studies as the chair of the committee, the [Dean of Research](#), the Directors of Teaching and Learning (Postgraduate) in the Schools, the President of the Graduate Students' Union, the Vice President of the Graduate Students' Union. In attendance are: The Keeper of Readers' Services, a representative of Information and Systems Services, and an Administrative Officer as secretary to the committee. Up to two non-voting members may be co-opted in order to advise on current or forthcoming academic developments.

There shall be no substitution of members of the Graduate Studies Committee.

The main functions of the Graduate Studies Committee are:

- 1) To initiate discussion and make recommendations on all matters of academic policy and practice relating to postgraduate study and research, and to report these discussions to the Heads of School Committee and the University Council.
- 2) To advise the Dean of Graduate Studies in his or her role of reporting to the University Council, including such matters as
  - a. admission, progression, and examination of postgraduate students;
  - b. proposals for new postgraduate degrees and diplomas, and changes to existing degree and diploma courses and regulations.
- 3) To monitor, evaluate, and ensure the quality of postgraduate courses and research degrees.
- 4) To assess proposals for the formation of Graduate Schools, including joining Graduate Schools with other institutions, and to make recommendations on the proposal to the Heads of School Committee or other committees in College as may be required.
- 5) To monitor, review and report on all aspects of the Bologna process as it relates to postgraduate studies, including European Credit Transfer Systems (ECTS).
- 6) To advise on the promotion of postgraduate programmes.
- 7) To consider and make appropriate changes to the University Calendar Part III.

8) To set up the Appeals Committee for Graduate Students as required.

9) To set up the Higher Doctorates Sub-committee as required.

## Level Descriptors for major award types

### Level descriptors for major award types

Qualifications under the categories listed below are awarded to students who have completed a programme of study in relation to each category under 1.1 to 1.7:

#### 1.1 Higher Diplomas (Level 8, National Framework of Qualifications):

Those who hold this award have been able to demonstrate, through a variety of assessment procedures:

- a comprehension of the theory, concepts, methods and processes pertaining to a specialised field of study
- a detailed knowledge of this specialised area, some of it at the current boundaries of the field
- that they can demonstrate mastery of complex and specialised skills and tools, use and modify them to conduct closely guided research, or professional or advanced technical activity
- that they can use advanced skills to conduct research, or advanced technical or professional activity, and that they can apply diagnostic and creative skills in a range of contexts
- that they can act effectively under guidance of qualified practitioners in a peer relationship within multiple, complex and heterogeneous groups
- that they can act in unfamiliar learning contexts with independence, professionalism and an ethical awareness
- that they can communicate the results of their research or advanced technical and professional learning to both specialist and non-specialist audiences
- that they have developed those learning skills which are necessary for them to progress to programmes leading to Postgraduate Diplomas or Masters degrees.

## **1.2 Masters Degrees (Level 9, [National Framework of Qualifications](#)):**

Those who hold this award have been able to demonstrate, through a variety of assessment procedures:

- knowledge and comprehension that is founded upon, extends and enhances that associated with the Bachelor's level and is at the forefront of a field of learning
- a critical awareness of current problems and new insights, new tools and new processes within their field of learning, or the development of professional skills
- that they can apply their knowledge and comprehension, their critical awareness and problem solving abilities, within the context of research, or in the development of professional skills, in broader or multidisciplinary areas related to their fields of study
- that they have the ability to integrate knowledge and handle complexity, to formulate judgements with incomplete or limited information, either individually or in groups, which includes (where relevant) reflecting on social and ethical responsibilities linked to the application of their knowledge and judgements
- that they can lead or initiate activity, and take responsibility for the intellectual activities of individuals or groups
- that they can communicate their conclusions, and knowledge, rationale and processes underpinning these, to specialist and non-specialist audiences clearly and unambiguously
- that they possess the learning skills to allow them to continue to study in a manner that may be largely self-directed or autonomous.

## **1.3 Postgraduate Diplomas (Level 9, [National Framework of Qualifications](#)):**

Those who hold this award have been able to demonstrate, through a variety of assessment procedures:

- a systematic comprehension of a closely defined and specialised field of knowledge at the forefront of its development
- a critical awareness of current problems and new developments at the forefront of the field of learning
- that they can demonstrate and use a range of standard and specialised research tools and techniques of enquiry

- that they can select appropriately from a range of complex and advanced skills and
  - techniques within a specialised field of learning, and develop new skills and techniques at a high level
- that they can act in a wide variety of professional situations which are often unpredictable and ill-defined
- that they can take significant responsibility for their own activity and for the activity of others, either individually or in groups, and that they can initiate such activity having due regard for the professional, social and ethical implications of their actions
- that they can communicate the results of their research or advanced technical and professional learning to both specialist and non-specialist audiences
- that they have developed those learning skills which are necessary for them to progress to programmes leading to Masters or Doctoral degrees.

#### **1.4 Research Doctorates (Level 10, [National Framework of Qualifications](#)):**

Research doctorates should continue to be known as Doctor in Philosophy. Those who hold this award have been able to demonstrate, through a variety of assessment procedures:

- a systematic comprehension of a field of study and mastery of the skills and methods of research associated with that field
- that they have the ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity, rigour and discrimination, which may involve the development of new skills, techniques, tools or materials
- that they are capable of critical analysis, evaluation and synthesis of new and complex ideas
- that they have made a significant contribution through original research which extends the frontiers of knowledge by developing a body of work, some of which merits publication in national or international refereed publications
- that they can communicate with their peers, the larger scholarly community and with society in general about their areas of expertise in a sustained and exact manner
- that they can be expected to be able to promote, with due regard to ethical considerations, within academic contexts, scientific, technological, social or cultural advancement.

#### **1.5 Professional Doctorates (Level 10, [National Framework of Qualifications](#)):**

Professional doctorates should be known by a specific title. Those who hold this award have been able to demonstrate, through a variety of assessment procedures including practice:

- a systematic comprehension of a field of study and practice, and mastery of the skills and methods of research associated with that field
- that they have the ability, either singly or as part of a team, to conceive, design, implement and adapt a process of research with scholarly integrity, rigour and discrimination, which may involve the development of new skills, techniques, tools, materials, or practices
- that they are capable of critical analysis, evaluation and synthesis of new and complex ideas and practices
- that they have made some contribution through original research that extends the frontiers of knowledge or the parameters of professional practice by developing a body of work, some of which merits publication in national or international publications
- that they can communicate with their peers, practitioners in their own professions, the larger scholarly community and with society in general about their areas of expertise in a sustained and exact manner
- that they can be expected to be able to promote, with due regard to ethical considerations, within academic, professional and practice contexts, scientific, technological, social or cultural advancement
- that they can be expected to receive professional accreditation and recognition, where this is available, within their appropriate areas of expertise.

#### **1.6 Higher Doctorates (Level 10, [National Framework of Qualifications](#)):**

These awards recognise distinguished and sustained contributions to learning. They are not based on a provider's programme, and, as such, are not subject to validation but are assessed by the awarding body for each individual learner through a stringent peer-review system. They are few and rare. Those who hold this award have been able to show:

- that they can develop a large and coherent body of knowledge which is, and has been over a long period of time, at the forefront of their particular field of learning
- that they have created seminal knowledge, through sustained and original research, which is of a quality to merit the admiration of their peers

- that they have to their credit a large body of work published in peer review contexts
- that through their research and publication they have decisively altered the paradigms and norms in their particular fields of learning
- that they are recognised as leading authorities in their fields of learning, influencing and guiding others over a long period of time
- that they have demonstrated by their scholarship that they are fitted to initiate and contribute to debates on the professional, social and ethical aspects of their fields of learning

### **1.7 Professional Awards**

Degrees, Diplomas and Certificates awarded by the University of Dublin which lead to professional qualifications are subject to validation by external bodies. These bodies define criteria which holders of professional qualifications have to meet. It is therefore not appropriate that the University of Dublin should define its own learning outcomes and level descriptors in these cases and reference should be made to the appropriate validating bodies.

### **1.8 Credit weighting of courses**

The [European Credit Transfer and Accumulation System](#) (ECTS) represents the student workload required to achieve the specified objectives of a study programme. In College, 1 ECTS unit is defined as 20-25 hours of student input. The norm for full-time taught postgraduate courses of one academic year's duration is 60 ECTS for Postgraduate Diploma courses, and 90 ECTS for Masters courses (inclusive of the Masters research dissertation normally of 30 ECTS weight). The practice in College is to allow variation within the 60 ECTS band where it may be appropriate for professional or academic reasons that the ECTS credits attributed to a particular postgraduate course may be in excess of the recommended norms.

## Important dates

### REGISTRATION

#### September

|   |                                   |
|---|-----------------------------------|
| <a href="#">Registration</a> for all Postgraduate Students        | Online registration               |
| <a href="#">Orientation Meeting for New Postgraduate Students</a> | 12th <sup>th</sup> September 2017 |

#### March

|                          |                     |
|--------------------------|---------------------|
| New Entrant Registration | Online registration |
| Continuing Registration  | Online registration |

**N.B.** Registration may proceed only when all outstanding fees and other charges have been paid and received by College and when invitation to register has been issued.

### AWARDS (closing dates for application)

|  |                          |
|--|--------------------------|
| <a href="#">Postgraduate Research Studentships</a> | 1 <sup>st</sup> May 2018 |
| <a href="#">Ussher Awards</a>                      | 1 <sup>st</sup> May 2018 |

### Trinity Trust Travel Grants (closing dates for application)

|  |                                      |
|--|--------------------------------------|
| For travel between:                                    | Deadline for receipt of application: |
| 15 <sup>th</sup> September – 14 <sup>th</sup> December | 1 <sup>st</sup> September 2017       |
| 15 <sup>th</sup> December – 14 <sup>th</sup> March     | 1 <sup>st</sup> December 2017        |
| 15 <sup>th</sup> March – 14 <sup>th</sup> June         | 1 <sup>st</sup> March 2018           |
| 15 <sup>th</sup> June – 14 <sup>th</sup> September     | 1 <sup>st</sup> June 2018            |

# General academic regulations for graduate studies and higher degrees

**1.1 Terminology and layout defined:** 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:

(i) 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.

(ii) 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 course. Courses 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 course as a whole. The regulations pertaining specifically to this group of graduate students are contained in Sections 3 and 6.

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 Sections 4 and 6.

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 course with a significant research element or a research programme with a significant taught element. For courses 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 and 6).

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:

General Academic Regulations for Graduate Studies and Higher Degrees

Regulations for Higher degrees by Research Only

General Regulations for Taught Graduate Courses

Regulations for Professional Higher and Other Degrees

Other General Regulations

Specific Regulations for Taught Graduate Courses by Faculty

List of Higher Degree Titles

Postgraduate Awards and Travel Funds

Postgraduate Degree and Diploma Courses Annual Fees

The regulations in Sections 1 and 8 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.

## **1.2 The Dean of Graduate Studies and the Graduate Studies Committee**

The 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) in the Schools in College. In addition the committee includes two elected representatives from the [Graduate Students' Union](#), the [Dean of Research](#) as an *ex officio* member; the Keeper of Readers' Services is in attendance as an *ex officio* member and a representative of [Information System Services](#) is also in attendance. 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.

### 1.3 Academic year and terms 2017-2018

The [academic year](#) begins on 28<sup>th</sup> August 2017. It is divided into three terms, Michaelmas term (28 August – 17 December), Hilary term (15 January – 8 April 2018), Trinity term (9 April – 1 July). The period in Michaelmas term and Hilary term during which instruction is given is called teaching term.

### 1.4 Public and other holidays within academic terms

On 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.

### 1.5 Language of Instruction

The 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<br>570 paper-based<br>88 internet-based           |
| <a href="#">Cambridge Certificate of Advanced English</a>       | Grade C  |
| <a href="#">Cambridge Certificate of Proficiency in English</a> | Grade C  |
| <a href="#">Pearson Test of English</a>                         | PTE Academic: a minimum score of 63 (with no section score below 59) |

### 1.6 Coursework

Students may be required to perform coursework as part of the requirements of their course 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 course materials.

### **1.7 Examinations excluding theses and dissertations**

Details of the examination requirements and procedures are presented in Sections 3, 4 and 6. Further details are obtainable from the appropriate course handbook. The following information relates to all examination results:

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

### **1.8 Conduct of examinations (excluding *viva voce*)**

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, paragraph 5.2).

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 Paragraph 1.25).

## **1.9 Regulations for re-checking/re-marking and retention of examination scripts**

1. 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 Course Co-ordinator/Director.
2. Graduate students are entitled to view their scripts when discussing their performance.
3. Graduate students' examination performance cannot be discussed with them until after the publication of the examination results.
4. To obtain access to the breakdown of their results, graduate students should make a request to their Course Co-ordinator/Director.
5. 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 course contained questions on subjects which were not part of the course prescribed for the examination or
  - c. that bias was shown by an examiner in marking the script, assessment or dissertation.
6. In all three cases (a)-(c) above, the request will be made in the first instance to the Course 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 Course Co-ordinator/Director is final.
7. In the case of (b) and (c) above, if the Course 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.

8. 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.

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.

## **1.10 Appeals process for Graduate Students**

**1.10.1 General.** 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 course committee; and ii) appeals against the decision of a School research transfer/confirmation panel.

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.

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 Paragraph 1.24.7.

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.

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.

**1.10.2 Representation.** 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.

**1.10.3 Conflict of Interest.** Conflicts of interest will be avoided throughout all stages of the Postgraduate Appeals process (i.e., no person from the relevant course 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).

**1.10.4 Appealing the decision of a taught postgraduate course committee.** 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 Course 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.

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 Course Co-ordinator/Director. The reasons for the request must be clearly stated and supported where necessary by documentary evidence.

If the Course 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 1.24.7 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) – see Paragraph 1.24.7.

**1.10.5 Appealing the decision of a PhD transfer/confirmation panel.** 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.

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 1.24.7 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) – see Paragraph 1.24.7.

**1.10.6 Appealing the decision of the examiners of a research thesis.** 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 and re-examination, 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 1.24.7 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) – see Section Paragraph 1.24.7.

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

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.

Appellants must first have pursued the course of action most appropriate to their case – see paragraphs 1.24.4 to 1.24.6 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.

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 (i to iii above) upon which the appeal is being made and must clearly state what remedy they are seeking (e.g., special supplemental exam, 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.

### **1.11 Academic progress**

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.

## **Application, Admission, Registration**

### **1.13 Application**

Before entry to a research programme leading to a higher degree, application for registration as a graduate student must be made one-line at [www.tcd.ie/courses](http://www.tcd.ie/courses).

Before entry to a taught course 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 [www.tcd.ie/courses](http://www.tcd.ie/courses).

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.

### **1.14 Admission**

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 Course Co-ordinator/Director for graduate courses in consultation with the appropriate Director of Teaching and Learning (Postgraduate). Admission criteria are given under individual entries in Sections 2, 3, 4 and 6.

### **1.15 Registration**

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

Registration for graduate students will commence after 1 September 2017 for the academic year 2017-18. Graduate students admitted to the appropriate postgraduate register on 1 March are required to register from 1 March 2018 and, where continuing registration is required, should re-register by the same date annually.

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 11 November 2017 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).

In the case of graduate students admitted to the appropriate postgraduate register on 1<sup>st</sup> 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 15<sup>h</sup> May 2018 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).

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 education authority. Late registration and replacement charges will be enforced.

### **1.16 Registration for a second degree/postgraduate diploma/additional module(s)**

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

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

When, during the period of research, graduate students wish to register in another institution for a course 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.

### **1.17 Part-time Registration**

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

## Fee Status (EU/Non-EU)

### 1.18 Annual Fees

A portion of the postgraduate fees section of the College Calendar Part 1 is reproduced for information purposes on the [Academic Registry website](#). The College Calendar Part 1 must therefore be consulted for a definitive list of annual fees.

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.

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.

To be admitted to the postgraduate register in September graduate students must pay the prescribed fee by 31<sup>st</sup> August, 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 course, have formally completed their course requirements and submitted their dissertation for examination or (iii) in the case of Postgraduate Diploma and Certificate students, their course is completed.

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 two instalments. 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 two instalments. 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 2018 (30<sup>th</sup> June 2018 for graduate students who register in March). Instalments received after the due date and before the end of February (end of July in the case of March registrants) will be subject to a late payment charge of €212. If the second instalment is not paid by the end of February 2018 (end of July 2018 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.

Good Research Practice, Acceptance of Regulations, Garda Vetting

### **1.19 Good Research Practice**

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/>

### **1.20 Acceptance of Regulations**

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.

### **1.21 Garda Vetting Policy**

Students on courses with clinical or other professional placements may be required to undergo [Garda vetting](#) procedures prior to commencing placements. If, as a result of the outcome of the Garda vetting procedures, a student is deemed unsuitable to attend clinical or other professional placement, he/she may be required to withdraw from his/her course. 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 Garda Vetting process or alternatively to provide an enhanced disclosure by the completion of an affidavit during the course of their degree programme.

## **1.22 Change of Address**

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**

### **1.27 Coursework**

Students may be required to perform coursework as part of the requirements of their course 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 course materials.

### **1.28 Examinations excluding theses and dissertations**

Details of the examination requirements and procedures are presented in Sections 3, 4 and 6. Further details are obtainable from the appropriate course handbook. The following information relates to all examination results:

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

### **1.29 Conduct of examinations (excluding *viva voce*)**

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, paragraph 5.2). 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 Paragraph 1.25).

### **1.30 Regulations for re-checking/re-marking and retention of examination scripts**

1. 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 Course Co-ordinator/Director.
2. Graduate students are entitled to view their scripts when discussing their performance.
3. Graduate students' examination performance cannot be discussed with them until after the publication of the examination results.
4. To obtain access to the breakdown of their results, graduate students should make a request to their Course Co-ordinator/Director.
5. 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 course contained questions on subjects which were not part of the course prescribed for the examination or
  - c. that bias was shown by an examiner in marking the script, assessment or dissertation.
6. In all three cases (a)-(c) above, the request will be made in the first instance to the Course 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 Course Co-ordinator/Director is final.
7. In the case of (b) and (c) above, if the Course 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.
7. 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.

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.

### **1.23 Attendance and off-books**

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 Course Co-ordinators/Directors, may permit a graduate student to undertake a significant portion of the work for their degree or postgraduate diploma outside Dublin (See Sections 2, 3 and 6).

Normally, graduate students must pursue their course continuously. In exceptional circumstances the Dean of Graduate Studies, after consultation with the graduate student's Supervisor and/or appropriate Course Co-ordinators/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/Course 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.

"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 course.

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 [paragraph 15](#) of the regulations relating to *Foundation and Non-Foundation Scholarships* in Part I of the Calendar.

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 courses.

### **1.24 Extensions and "Dean's Grace"**

Details are given, as appropriate, in Sections 2 (research degrees), 3 (taught courses) and 4 (professional higher and other degrees). "Dean's Grace" extension for one month only (free

of fees) to submit a thesis/dissertation may be requested from the Dean of Graduate Studies by the student's Supervisor/Course Co-ordinator prior to the deadline of the student's annual registration.

### **1.25 Fitness to Study**

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.

### **1.26 Maternity, Paternity and Adoptive Leave**

Full-time female graduate students undertaking a thesis/dissertation may seek and be granted 26 consecutive weeks maternity leave subject to the following conditions:

- a) 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.
- b) the graduate student must notify her Supervisor/Course 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/Course Co-ordinator with a medical certificate confirming the pregnancy and specifying the expected date of birth. The Supervisor/Course Co-ordinator must then immediately forward her request for leave to the Dean of Graduate Studies.

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/Course 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/Course Co-ordinator must inform the Dean of Graduate Studies of the graduate student's intention.

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.

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)

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/Course 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/Course Co-ordinator must then immediately forward her/his request for leave to the Dean of Graduate Studies.

Students undertaking a taught course 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 course, being allowed to return to it at the first available opportunity (normally either in a year's time for full-time courses or in two years' time for part-time courses). Such graduate students must inform their Course Co-ordinator/Director of their pregnancy who must, in turn, immediately forward the request for leave to the Dean of Graduate Studies.

### **1.32 Plagiarism**

#### **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.

#### **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.

### **Plagiarism in the context of group work**

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collusion with other students may be considered to be plagiarism.

When work is submitted as the result of a Group Project, it is the responsibility of all students in the Group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

### **Self-Plagiarism**

No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism.

### **Avoiding Plagiarism**

Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding plagiarism is available at [http://tcd-  
ie.libguides.com/plagiarism](http://tcd-<br/>ie.libguides.com/plagiarism)

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

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

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.

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

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

## **Appeals Process for Graduate Students**

### **1.31 Appeals process for Graduate Students**

**1.31.1 General.** 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 course committee; and ii) appeals against the decision of a School research transfer/confirmation panel.

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.

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 Paragraph 1.24.7.

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.

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.

**1.31.2 Representation.** 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.

**1.31.3 Conflict of Interest.** Conflicts of interest will be avoided throughout all stages of the Postgraduate Appeals process (i.e., no person from the relevant course 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).

**1.31.4 Appealing the decision of a taught postgraduate course committee.** 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 Course 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.

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 Course Co-ordinator/Director. The reasons for the request must be clearly stated and supported where necessary by documentary evidence.

If the Course 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 1.24.7 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) – see Paragraph 1.24.7.

**1.31.5 Appealing the decision of a PhD transfer/confirmation panel.** 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.

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 1.24.7 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) – see Paragraph 1.24.7.

**1.31.6 Appealing the decision of the examiners of a research thesis.** 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 1.24.7 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) – see Section Paragraph 1.24.7.

**1.31.7 Academic Appeals Committees for Graduate Students.** 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 (Taught or Research) should not include any current members of the [Graduate Studies Committee](#).

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.

Appellants must first have pursued the course of action most appropriate to their case – see paragraphs 1.24.4 to 1.24.6 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.

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 (i to iii above) upon which the appeal is being made and must clearly state what remedy they are seeking (e.g., special supplemental exam, 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 for conferring degrees, Demonstrating, Tutoring, Invigilating etc.,

### **1.33 Notice required for conferring degrees at Commencements**

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 the 2012-13 academic year the [Commencements fee](#) will be charged as a once-off payment to be levied at the same time as the tuition fee. 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.

### **1.34 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. Students who are in receipt of College awards may not earn for such activity in excess of the current income level of €18,000 (after payment of fees).

## **The Library, Data Protection, Photocopying and Copyright**

### **1.35 The Library**

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 H and J].

The Library Declaration is:

*'Ego,...., solemniter promitto, me, quoties in Bibliothecam hujus Collegii venire contigerit, libros ceteramque Bibliothecae supellectilem 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.'*

#### **1.35.1 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.

### **1.35.2 Sanctions for breach of Library regulations**

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.

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.

### **1.36 Data protection**

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.

### **1.37 Photocopying and Copyright**

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

### **1.38 The submission of theses and dissertations**

**1.38.1 General.** 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.

**1.38.2 Language.** 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/Course Co-ordinator. The Supervisor/Course Co-ordinator 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 he/she deems it necessary.

**1.38.3 Published Work.** A thesis submitted for a higher degree may be based on, or include, 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.

**1.38.4 Length.** A thesis must be written concisely. Dissertations submitted in part-fulfilment of the requirements of a postgraduate taught course are limited to the length prescribed in the individual course 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.

**1.38.5 Typescript and illustrations.** The 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. The type must be black and 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. The two copies of the thesis for examination should be soft-bound (not ring-bound) and printed on one side of the page only. It is required that the 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). A copy of the hard-bound thesis will be lodged in the Library following approval by Council. Colour photocopies and scanned images may be used in the copy of the thesis deposited in the Library.

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

**1.38.7 Title.** 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).

**1.38.8 Declaration and online access:**

a) 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.*

b) 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.

c) 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 1.38.14.

d) 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.

**1.38.9 Summary.** 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.

**1.38.10 Acknowledgement:** A formal statement of acknowledgements must be included in the thesis.

**1.38.11 References:** 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).

**1.38.12 Abstract:** 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.

**1.38.13 Submission:** 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. The thesis will not be formally accepted until it has been established that the candidate is currently registered on the higher degree register and that any outstanding fees have been paid.

**1.38.14 Access to theses:** One bound copy of every thesis approved for a higher degree is lodged in the custody of the Librarian in the University Library. 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.

**1.38.15 Withheld access (a "stay"):** 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.

# Regulations for higher degrees by research only

## Degrees by Research and Thesis

### 2.1 General

Graduates of the University of Dublin, or of any other university approved by the University Council, and persons holding qualifications from other institutions which are, in the opinion of the University Council, for this purpose equivalent to a university degree, may apply for registration as graduate students reading for a higher degree by research only (Ph.D., M.Litt. and M.Sc. (Ind.)).

Research students are required to comply with requirements to attend generic and discipline-specific courses as specified in local handbooks, which should be made available to each student on entry, subject to those requirements not being in conflict with general Calendar Part 3 regulations.

### 2.2 Admission to the Research Register

Candidates are normally required to possess a good Honors Bachelor degree (*i.e.* an upper-second class (2.1) or first class Honors Bachelor degree), or equivalent qualification (*i.e.* a grade point average of at least 3.2). However, possession of such a qualification does not guarantee acceptance.

The University Council approved on 7 May 2008 that from the academic year 2008/09 new research entrants with appropriate academic qualifications are normally admitted directly to year one on the Ph.D. register by the Dean of Graduate Studies on the recommendation of the applicant's prospective supervisor supported by the relevant Director of Teaching and Learning (Postgraduate).

Prospective supervisors may recommend on academic grounds that their new research entrants should be admitted to the Masters register on year one in the first instance, with a view to undergoing a transfer process to the Ph.D. register normally within the first eighteen months of registration. Research applicants may also choose to apply to be accepted to the Masters' register with a view to submitting a Masters' thesis.

Applicants with a lower-second class (2.2) Honors Bachelor degree (or less) or a grade point average of less than 3.2 will be accepted only in special circumstances and at the discretion of the Dean of Graduate Studies. Such applicants must produce satisfactory evidence that they have the ability to carry out research effectively, and they will normally be accepted initially on probation only (see this Section Paragraph 2.3 (a)). They may be required to enter as one-year graduate students not registered for a higher degree (see this Section Paragraph 2.3 (b)).

### 2.3 Probation before Admission to the Research Register

Applicants may be required to do either of the following before admission to the register:

(a) spend a probationary period working upon research in the discipline for which he/she has applied. If the candidate's work is satisfactory, the candidate's registration will be confirmed and deemed to date from the beginning of the probationary period. The fees for this period will be those required of a student registered for a higher degree, or

(b) enter the University as a one-year graduate student not registered for a higher degree to read specific parts of an honours undergraduate course in the subject and to satisfy the Director of Teaching and Learning (Postgraduate) at a qualifying examination. On successful completion of this one-year course he/she may proceed to the postgraduate register. The fees payable are set out on the Academic Registry web pages.

## **2.4 Subject of Research**

Applicants are required upon registration to state the subject of their research; the subject proposed must be approved by the Director of Teaching and Learning (Postgraduate) to which it pertains, who must also be satisfied that the applicants are qualified to undertake the research stated to the standard required for the registered degree.

Research students conducting a project involving collaboration between academia and an enterprise will address an aspect of research that emerges from and contributes to the research questions of the relevant enterprise. A suitably qualified co-supervisor from the enterprise must be identified at time of application and will be nominated by the relevant Head of School for [adjunct](#) status in TCD for the duration of the student's registration. The co-supervisor will not be re-numerated. For such research projects the student is permitted to conduct some of the research within the enterprise's premises. All matters concerning [intellectual property](#) must be agreed in advance between TCD and the enterprise.

## **2.5 Role of Director of Teaching and Learning (Postgraduate)**

It is the responsibility of Directors of Teaching and Learning (Postgraduate) to ensure that the research chosen may be effectively undertaken in their School, and that sufficient resources and a suitable Supervisor can be provided for the period of study. They may decline to accept a student if they are not satisfied that these conditions can be met. It is also their responsibility to ensure that no members of staff of their School are required or allowed to take on more graduate students than they can reasonably supervise without adversely affecting the students' studies. They should also make provision for the continued supervision of graduate students whose Supervisors are no longer able to carry out their duties.

## **2.6 Provision for other School Officers to act**

The Director of Teaching and Learning (Postgraduate) may devolve some of the functions of his or her role as detailed in this Section (Section 2) to a Head of Discipline/Department, subject to the agreement of the Head of School, and by informing the Dean of Graduate Studies. However, the Director of Teaching and Learning (Postgraduate) still retains overall responsibility for graduate studies in the School.

The Head of School may act in place of the Director of Teaching and Learning (Postgraduate) in certain cases, with the agreement of the Dean of Graduate Studies.

## **2.7 Probation, Progress and Continuing Registration on the Research Register**

A student registered for a higher degree by research only is required to carry out research in an appropriate branch of learning. This research must be carried out under the direction of a Supervisor approved by the Dean of Graduate Studies on the nomination of the appropriate Director of Teaching and Learning (Postgraduate).

Students are required to attend such transferable and discipline-specific modules as are laid down by the graduate programme director or the supervisor in consultation with the appropriate programme director or Director of Teaching and Learning (Postgraduate). The progress of graduate students will be reviewed each year, and the Supervisors and/or Directors of Teaching and Learning (Postgraduate) may test students in whatever way is appropriate. Progress report forms should be completed by students and their Supervisors for retention on the student file within the School. This form may be downloaded from the [Office of the Dean of Graduate Studies website](#).

If progress is unsatisfactory, Supervisors may recommend to the Dean of Graduate Studies that the student's registration should be terminated. Students who do not maintain adequate contact with their Supervisors may be deemed unsatisfactory and their registration terminated. The first year of registration is probationary for all students. Directors of Teaching and Learning (Postgraduate) will exercise particular care in reviewing the progress of students after one year of research. The Director of Teaching and Learning (Postgraduate) in consultation with the Supervisor and such other members of staff as may be appropriate will only recommend continuing registration as a research student if the candidate has clearly established to the staff concerned sufficient commitment and degree of promise that it seems reasonable to allow the candidate to proceed.

Research Supervision

## **2.8 Role of Supervisors**

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

Joint supervision is permitted, if prior approval has been sought and obtained from the Dean of Graduate Studies. In all cases of joint supervision one individual shall be the Principal Supervisor and that person should be in the School in which the student is registered. The [Co-Supervisor](#), if appointed, must be willing and qualified to assume the role of the Principal Supervisor if the latter becomes indisposed. If no Co-Supervisor has been appointed and a Principal Supervisor takes a temporary leave of absence or sabbatical of longer than 3 months' duration, a temporary Acting Supervisor must be appointed by the Director of Teaching and Learning (Postgraduate). [Adjunct](#) and [Assistant](#) Supervisors may also be appointed to contribute additional advice and guidance of a purely academic nature, the extent and parameters of which may vary and should be negotiated with the student and supervisor(s).

## 2.9 Eligibility to Supervise Research Students

Eligibility criteria for the four different categories of supervisors is as follows:

- (i) The *Principal Supervisor* must be a Professor, Associate Professor, Senior Lecturer, Lecturer or Senior Research Fellow, including those with Research and Clinical titles. Members of the academic staff on contract may be a Principal Supervisor, but in such cases a Co-Supervisor must also be appointed from among the permanent academic staff; A Co-Supervisor is not required for members of staff on contracts of indefinite duration or contracts which extend beyond the maximum period of the student's registration (i.e., 2 years for a Masters, 4 for a PhD). A Principal Supervisor may not be appointed if they are due to take a leave of absence/sabbatical during the first year of the student's registration.
- (ii) The *Co-Supervisor* must be a Professor, Associate Professor, Senior Lecturer or Lecturer, including those with Research and Clinical titles. Members of the academic staff on contract may be a Co-Supervisor, but only if they are on a contract of indefinite duration or a contract which extends beyond the maximum period of the student's registration (i.e., 2 years for a Masters, 4 for a PhD).
- (iii) A Research Fellow or a contract academic staff member who holds a Ph.D. degree or equivalent may be nominated as an *Assistant Supervisor*.
- (iv) A visiting academic, a part-time non-permanent member of the academic staff, or an emeritus staff member listed in the [University Calendar](#) may be nominated as an *Adjunct Supervisor*. A case may be made to the Dean of Graduate Studies for the appointment of an adjunct supervisor external to College on an honorary basis. The adjunct supervisor may not necessarily be from a university background; e.g., they could be from a company (perhaps in a research role) or cultural agency. However, in this case a CV must be submitted along with a description of their proposed contribution to the supervision of the student.

Exceptionally, and only after consultation with the Dean of Graduate Studies, other categories of individuals may be nominated to one of these supervisory roles.

## 2.10 Complaints concerning supervision

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

In any case where a dispute between a student and his/her Supervisor and/or Director of Teaching and Learning (Postgraduate) has been brought to the notice of the Dean of

Graduate Studies, the examiners of that student may both be selected from outside the School.

Attendance, Part time registration, Extensions and “Off- books”

### **2.11 Attendance**

To qualify for the degree, students must be registered (*i.e.* duly placed on the higher degree register of the University).

Normally graduate students on the research register must attend College or one of its associated institutions full-time. This regulation is automatically relaxed in the case of graduate students whose research necessitates their undertaking field study.

In special circumstances, a graduate student may be permitted to carry out part, or even all, of his/her research in another institution (*e.g.* in a designated department of one of the D.I.T. Colleges, in C.E.R.N. or the Bibliothèque Nationale, Paris). This will be allowed only when it is the most appropriate way of carrying out the proposed research and when the institution has facilities adequate for the purpose. It will be necessary to obtain assurances that the candidate will be able to proceed full-time with his/her research. It will also be necessary to satisfy the Dean of Graduate Studies that the candidate can attend the University for such periods as are necessary for the adequate supervision of the research, though the requirement for attendance may be reduced if there is a suitable person in the proposed institution to be appointed in an honorary capacity to supervise the work jointly with the internal College Supervisor. Permission to carry out such research in another institution must be sought from the Dean of Graduate Studies with support from the appropriate Director of Teaching and Learning (Postgraduate).

### **2.12 Part-time Registration**

Normally part-time registration is available only to those engaged in teaching or research within the University. However, in special circumstances part-time registration may be permitted to highly qualified graduates, who are engaged full-time in an occupation which is related to their proposed research and which gives adequate opportunity to them to pursue their research, provided that they can attend the University for such periods as are necessary for adequate supervision. Special application for permission for such part-time registration, setting out all the circumstances, must be made to the Dean of Graduate Studies and will need the written support of the Supervisor. Students on the full-time research register who obtain full-time employment relevant to their research after having completed the first year on the Ph.D. register may apply in writing to the Dean of Graduate Studies to transfer to the part-time register for the remainder of their registration, which may not in this case extend beyond year 5 on the part-time Ph.D. register in total. Such applications must have the written support of the supervisor endorsed by the Director of Teaching and Learning (Postgraduate). Students on the full-time research register may not transfer to the part-time register during or for the final year of their registration.

The minimum period of time on the part-time register is three years. If a student on the part-time register leaves before they have completed six years on the register, they will be required to pay the difference in fees between the total part-time fees they have already paid

and the equivalent full-time fees that they would have been charged during that time on the register, up to a maximum of the four years full-time fee.

Students entering or continuing on the part-time register may not at any point transfer to the full-time register.

### **2.13 Extensions and off-books**

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

The maximum period before submission of a thesis for students on the full-time M.Litt. and M.Sc. (by research) registers and for those on the full-time Ph.D. register are two and four years respectively. An extension of the period within which the thesis can be presented may be [obtained by application](#) to the Dean of Graduate Studies by the student's Supervisor and must have a strong recommendation from the Director of Teaching and Learning (Postgraduate).

Requests for extensions must be submitted before the period on the higher degrees register has expired. In cases where a request for an extension is not made before expiry of the normal time on the higher degree register, a replacement fee will be charged, in addition to the continuation fee, if an extension is granted.

In special circumstances (such as prolonged illness or absence from the country for grave *ad misericordiam* reasons), a graduate student may be allowed "off-books"(off the register) for one year. [Application](#) should be made by the student's Supervisor to the Dean of Graduate Studies and must have a strong recommendation from the Director of Teaching and Learning (Postgraduate). In exceptional circumstances this period may be extended for a second year with the agreement of the Dean of Graduate Studies (see Section 1, Paragraph 1.17).

Confirmation on PhD register, Transfer to PhD register

### **2.14 Confirmation of the continuation on the Ph.D. register**

A stringent process of academic assessment for all Ph.D. students to confirm their continuation on the Ph.D. register shall normally be arranged within the first eighteen months of registration extended by a further year for Ph.D. students on the part-time register from year 1. The process is to be approached positively and constructively by all parties as an essential part in the student's learning experience.

The Ph.D. [confirmation process](#) requires the student to prepare a Ph.D. *confirmation report*; the confirmation report should be written according to the guidelines issued by the appropriate Director of Teaching and Learning (Postgraduate). The student must ensure that a draft of the confirmation report is made available to the Supervisor with sufficient time for the Supervisor to read it and provide comments. The use of paid professional copy editing services for the preparation of the confirmation report is not permitted and will be considered a breach of the confirmation regulations. In certain exceptional cases, students registered

with the College [Disability Service](#) may, following consultation with the Dean, be permitted to avail of paid professional copy editing services.

The student shall be invited to attend a Ph.D. *confirmation interview*. The Ph.D. *confirmation panel* for each student is appointed by the Director of Teaching and Learning (Postgraduate) and shall consist of at least two members as follows: the Director of Teaching and Learning (Postgraduate) or his or her nominee, and a second member who should have acknowledged expertise in the subject area of the student's research (or in a cognate field). Members of the Ph.D. confirmation panel may be drawn only from academic staff [eligible to supervise](#) (see Section 2, Paragraph 2.9). Although the Director of Teaching and Learning (Postgraduate) makes the final decision about membership of the Ph.D. confirmation panel, he or she will consult with the Supervisor before deciding and will endeavour to take into account the student's opinion. The Supervisor shall not be a member of the Ph.D. confirmation panel, but it is expected that the Supervisor (and Co-Supervisors) should be present at the interview. When necessary, an external discipline expert may be appointed. The Supervisor's attendance at the interview ensures that he or she is aware of the panel's critique of the student's work.

Written feedback shall be given to the student as soon as possible after the Ph.D. confirmation interview. The recommendation of the panel shall be one of the following: (a) continuation on the Ph.D. register, (b) continuation on the Ph.D. register after some minor changes have been made to the Ph.D. confirmation report, (c) continuation on the Ph.D. not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter, (d) a recommendation to change to the general Masters register to submit a Masters thesis, or (e) not to continue as a postgraduate research student.

A student may appeal the result of a Ph.D. confirmation interview. See Section 1, Paragraph 1.24.

### **2.15 Transfer to the Ph.D. register**

A [transfer process](#) shall be held for all students on the Masters (M.Litt. or M.Sc.) register to decide on their eligibility to be transferred to the Ph.D. register. It is to be approached positively and constructively by all parties as an essential part in the student's learning experience.

The transfer process shall normally be arranged within the first eighteen months of registration, extended by a further year for Ph.D. students on the part-time register from year one. The transfer process requires the student to prepare a transfer report; the transfer report should be written according to the guidelines issued by the appropriate Director of Teaching and Learning (Postgraduate). The student must ensure that a draft of the transfer report is made available to the Supervisor with sufficient time for the Supervisor to read it and provide comments. The use of paid professional copy editing services for the preparation of the transfer report is not permitted and will be considered a breach of the transfer regulations. In certain exceptional cases, students registered with the College [Disability Service](#) may, following consultation with the Dean, be permitted to avail of paid professional copy editing services.

The student shall be invited to attend a transfer interview. The transfer panel for each student is appointed by the Director of Teaching and Learning (Postgraduate) and shall consist of at least two members as follows: the Director of Teaching and Learning (Postgraduate) or his or her nominee, and a second member who should have acknowledged expertise in the subject area of the student's research (or in a cognate field). Members of the transfer panel may be drawn only from academic staff eligible to supervise (see Section 2, Paragraph 2.9). Although the Director of Teaching and Learning (Postgraduate) makes the final decision about membership of the transfer panel, he or she will consult with the Supervisor before deciding and will endeavour to take into account the student's opinion. The Supervisor shall not be a member of the transfer panel, but it is expected that the Supervisor (and Co-Supervisors) should be present at the transfer interview. When necessary, an external discipline expert may be appointed. The Supervisor's attendance at the transfer interview ensures that he or she is aware of the transfer panel's critique of the student's work.

Written feedback shall be given to the student as soon as possible after the transfer interview. The recommendation of the transfer panel shall be one of the following: (a) transfer forthwith, (b) transfer after some minor changes have been made to the transfer report, (c) transfer not recommended at this time: a new report to be written and transfer interview to be held again as soon as possible thereafter, (d) continue on the Masters register to complete a Masters thesis, or (e) not to continue as a research postgraduate student.

A student may appeal the result of a transfer interview. See Section 1, Paragraph 1.24.

Procedure for examination of research candidate

## **2.16 Procedure for examination of a candidate**

A thesis submitted for a Masters degree must show evidence of rigour and discrimination, appreciation of the relationship of the subject to a wider field of knowledge, and make some contribution to knowledge/scholarship (but it is not necessary that it be worthy of publication); it must be clear, concise, well written and orderly and must be a candidate's own work.

A doctoral thesis must show evidence of rigour and discrimination, appreciation of the relationship of the subject to a wider field of knowledge/scholarship, and make an appreciable, original contribution to knowledge; it should show originality in the methods used and/or conclusions drawn, and must be clear, concise, well written and orderly and must be a candidate's own work.

The use of paid professional copy editing services for the preparation of a Masters or doctoral thesis is not permitted and will be considered a breach of the examination regulations. In certain exceptional cases, students registered with the College disability service may, following consultation with the Dean, be permitted to avail of paid professional copy editing services.

The submission of a thesis is at the discretion of the candidate. A candidate is advised, but not required, to seek the agreement of his/her Supervisor prior to submission. Postgraduate students whose thesis is under examination are considered as registered students of the

university for the duration of the examination. Such students may be afforded different rights and privileges to students who fully register for an academic year.

The Director of Teaching and Learning (Postgraduate) in consultation with the Supervisor nominates an [external examiner](#) and an internal examiner to the Dean of Graduate Studies (a standard nomination form is issued by the Academic Registry). Two external examiners must be nominated in the case of candidates who are members of staff of the University. In other exceptional circumstances where it is not possible to nominate an internal examiner, a case may be made to the Dean of Graduate Studies for two external examiners to be appointed. The external examiner should be a recognised independent expert in the candidate's field of study. The external examiner should not be a collaborator in the candidate's research, nor be a recent graduate of the College. The internal examiner must be a member of the academic staff, and cannot be the candidate's supervisor. The internal examiner should not be a collaborator in the student's research. Should the Director of Teaching and Learning (Postgraduate) be an internal examiner or the Supervisor, a pro-Director of Teaching and Learning (Postgraduate) should be appointed by the Head of School. The Dean of Graduate Studies is the final arbiter regarding the suitability of examiners. Each examiner must independently submit a signed written report and completed decision form to the Dean of Graduate Studies at the end of the examination process. Examiners' names are presented to Council in consolidated form once a year for formal approval.

A *viva voce* examination is a normal requirement of the examination of a Ph.D. candidate. For a Masters examination a *viva voce* will be arranged at the request of either examiner or the Director of Teaching and Learning (Postgraduate). The internal examiner is the official point of contact for the external examiner to do with all issues of the *viva voce* examination, and has overall responsibility for organising it. Requests from the candidate for a *viva voce* will be considered by the Dean of Graduate Studies. It is the Internal Examiner's responsibility, in conjunction with the School administrative staff and Director of Teaching and Learning (Postgraduate), to arrange the date of, and accommodation for, the *viva voce*. The *viva voce* should normally be chaired by the Director of Teaching and Learning (Postgraduate) who may delegate that role to a head of discipline or other senior academic to act as an independent Chair.

The role of the Chair is to clarify College regulations, where appropriate, and to ensure that the *viva voce* is conducted in a courteous and professional manner. The Chair must intervene if the examiners do not adhere to these regulations. While there is no specified length for a *viva voce* examination, when examination exceeds 2.5 hours the Chair should offer the student and examiners a comfort break of 10 minutes.

The conduct of the examination is the responsibility of the examiners, in consultation with the Chair of the *viva voce*. The only parties who may be involved in any discussion of the proposed result of the thesis under examination prior to the *viva voce* are as follows: the internal and external examiners and the Chair. Application must be made to the Dean of Graduate Studies by the Director of Teaching and Learning (Postgraduate) in advance of the *viva* if it is proposed to run the *viva voce* on any other basis than that of a live face-to-face examination with all participants in the same venue: such applications will only be favourably considered in the most exceptional circumstances. The Supervisor, or under exceptional circumstances and with the prior agreement of the Dean of Graduate Studies, other cognate

person, has the right to be present at the *viva voce* examination purely as an observer unless the student wishes otherwise, in which case he/she would need to inform the Director of Teaching and Learning (Postgraduate) in advance.

Where there are two external examiners involved in examining a thesis, it must be decided at the *viva voce* examination which of them should replace the internal examiner in the role of checking, approving and informing the Dean of Graduate Studies that the requested corrections have been carried out satisfactorily.

Students are not required to travel out of Dublin for a *viva voce*. If they agree to do so, the expenses incurred are a matter for the School concerned. If a *viva voce* cannot be arranged in Dublin because it does not suit the external examiner, a second external examiner may be appointed, and, in due course, both reports considered.

In the case of a Masters degree the examiners may propose that (i) the degree be awarded for the thesis as it stands, (ii) the degree be awarded for the thesis subject to minor corrections, for which two months are allowed from the time of notification, (iii) the thesis be referred for major revision and subsequent re-examination, for which six months are normally allowed from the time of notification, or (iv) be failed. When examiners propose either failure, or referral of a thesis for revision, they must hold a *viva voce* examination. The candidate must be informed of the reason for the *viva voce*. A thesis may only be referred for major revision once: in other words, option (iii) above is not available to examiners on re-submission.

In the case of a Ph.D. thesis the examiners may propose that (i) the degree be awarded for the thesis as it stands, (ii) the degree be awarded for the thesis subject to minor corrections, for which two months are allowed from the time of notification, (iii) the thesis be referred for major revision and subsequent re-examination, for which six months are normally allowed from the time of notification, (iv) a lower degree be awarded, if necessary following minor corrections to the thesis or (v) the thesis be failed. A thesis may only be referred for major revision once: in other words, option (iii) above is not available to examiners on re-submission.

When there is disagreement between examiners as to whether a thesis should be passed as it stands or passed with minor corrections, the Dean of Graduate Studies will adjudicate. Where there is disagreement between examiners as to whether a thesis should be referred for major revision and re-examination, awarded a lower degree or failed, the Dean of Graduate Studies, through the relevant Director of Teaching and Learning (Postgraduate), will attempt to achieve an agreement between examiners on the course to be adopted. If agreement is not reached, the Dean of Graduate Studies will propose that new examiners be appointed. All reports will be sent to the Dean of Graduate Studies.

The texts of the external and internal examiners' reports are initially available only to the Dean of Graduate Studies, the Director of Teaching and Learning (Postgraduate) and the Supervisor. However, candidates are entitled to see the reports relating to their examination on written request. Such requests should be addressed to the Director of Teaching and Learning (Postgraduate) who will bring their request to the Dean of Graduate Studies.

Corrections required by examiners must be made before results are submitted to Council. A letter is required from the internal examiner certifying that corrections have been carried out

satisfactorily. Minor corrections should be completed within two months of the candidate being informed of corrections required. If the examiners recommend that the thesis be referred for revision, this means that re-examination is required (though a second *viva voce* is not permitted) and the candidate must pay a revision fee (see the [Academic Registry website](#)). Under exceptional circumstances, and with the prior permission of the Dean of Graduate Studies, revised theses may be submitted up to an absolute maximum of two years after the original date of submission. Such late submissions will be subject to a further revision fee. A thesis can only be referred for such major revision once – and a thesis can therefore only be examined twice in total before a final decision on it is reached.

### **2.17 Appeal against decision of examiners**

Where a *viva voce* of a thesis has been held, and the thesis referred back for extensive revision, or the award of a lower degree, or outright failure is recommended, the Dean of Graduate Studies shall inform the candidate of the verdict prior to the submission of the examiners' reports to the Council. A student may appeal the decision of the examiners (see Section 1 Paragraph 1.24 for further details). Appeals will be entertained only on the grounds stated above in Section 1 Paragraph 1.24 *i.e.* in cases amounting to a reasonable claim that the examination was unfair. The candidate's name is then withheld from Council until after the hearing of the appeal.

In cases where re-examination is recommended it should be the work as originally submitted (or of the most recent examined version if revisions were carried out). If the student wishes to decide if the original or revised version should be examined this will be taken into account, but the Dean of Graduate Studies or the relevant appeals committee (depending on the level of the appeal) will make the final decision.

## **M.Litt., M.Sc., Ph.D., Higher Doctorate**

### **Master in Letters (M.Litt.)**

**2.18** A student registered for the degree of M.Litt. is required to carry out research in literature, language, philosophy, history, politics, economics, social sciences, psychology, education, geography or other cognate branch of learning.

The minimum period of research before which a thesis can be submitted is one year from the date of registration, and the maximum period two years. In the case of part-time registration the minimum period of research before a thesis can be submitted is two years from the date of registration and the maximum period three years.

### **Master in Science (M.Sc. (Ind.))**

**2.19** A student registered for the degree of M.Sc. (by research only) is required to carry out research in a branch of mathematical, systems' sciences, engineering or natural sciences, pure or applied.

The minimum period of research before which a thesis can be submitted is one year from the date of registration, and the maximum period two years. In the case of part-time registration the minimum period of research before a thesis can be submitted is two years from the date of registration and the maximum period three years.

The degree of Magister in Scientiis (Indagatio) M.Sc. (Ind.) will be conferred upon students who successfully complete Master in Science research programmes.

### **Doctor in Philosophy (Ph.D.)**

**2.20** The regulations for the degree of Ph.D. are the same as those for the degrees of M.Litt. and M.Sc. except as set out below.

**2.20.1** The minimum qualifications for admission as a Ph.D. student are higher than those for admission as an M.Litt. or M.Sc. student. In particular, applicants must show evidence of marked aptitude for research.

**2.20.2** More difficult topics and more extensive and deeper research are required for the Ph.D. than for the M.Litt. or M.Sc. The minimum period of research before which a thesis can be submitted is two years from the date of registration, and the maximum period four years. When part-time registration is permitted, the minimum period of research before a thesis can be submitted is three years from the date of registration, and the maximum period six years (unless the student has changed over from the full-time register in which case the maximum combined period on the full-time and part-time register is five years in total).

### **Higher Doctorates**

**2.21 Introduction:** The degrees of 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 awarded to candidates who are judged by the University Council to have made an outstanding contribution to the advancement of knowledge, as evidenced by the publication of their work. The level of attainment required for a higher doctorate is substantially higher than that required for the degree of Ph.D.

The following are the major criteria used by the Graduate Studies Committee Higher Doctorates sub-committee and the assessors when judging an application:

- a) By their publications, candidates are recognised as being of international standing in their field.
- b) Their contribution has been sustained over a number of years.
- c) Their contribution has led to major innovations or major new additions to knowledge in their discipline.
- d) Their contribution contains seminal publications that have led to developments by others.

**2.21.1 Admission Requirements:** Applicants must be graduates of the University of Dublin, of not less than eight years' standing to be eligible for application to these degrees.

**2.21.2 Application Procedure:** Application must be made to the Dean of Graduate Studies on the prescribed form, and include seven copies of the following:

- 1) A covering letter including the name of the degree applied for and a *curriculum vitae*.

- 2) A statement about the nature and extent of the applicant's contribution to the field of study.
- 3) A list of publications that the applicant intends to submit.
- 4) A statement that the work has not been submitted as an exercise for a degree at this or any other university.
- 5) A statement that the listed publications are the applicant's original work. Where work done in co-operation with others is to be submitted, the applicant should comment on his/her role in the work.

Applications are assessed by the Higher Doctorates sub-committee of the Graduate Studies Committee. On its recommendation, candidates are admitted to the register once a year in September. If admitted to the register, the candidate must submit to the Dean of Graduate Studies when requested three full sets of the corpus of publications which are to be assessed. The publications should be accompanied by a short commentary not exceeding one thousand words indicating how each publication contributes to the total corpus of the candidate's research. All materials other than books must be secured in one hardback folder, or more if necessary, each containing a title and contents page. A candidate should clearly state which part of the submission, if any, has been submitted for any other academic award. Materials submitted may not be returned. Incomplete submissions will not be accepted. The onus is on the candidate to ensure that his/her submission is in the required format.

An application fee of €500 (non-refundable) is payable on applying to establish a *prima facie* case. On admittance a fee is payable by all candidates on a one-off basis (See Section 9 for details). If the appraisal is not completed by the end of the academic year, the candidate will not be required to pay a further fee; however, it will be necessary for him/her to register for the next academic year.

**2.21.3 Assessment:** Appraisal is made by scholars distinguished in the particular area of research. Should it prove impossible for the Dean of Graduate Studies to secure the services of appropriate scholars the University reserves the right not to proceed with the examination and all fees will be refunded to the candidate. Two assessors, who must be external to the University of Dublin, are appointed by the Dean of Graduate Studies in consultation with the appropriate Dean of the Faculty who also submits a list of at least three suitable assessors from which the Dean of Graduate Studies will choose two.

The assessors have the power to question the candidate upon his/her work, either in writing or by *viva voce*.

The degree will be awarded on the independent and unequivocal recommendation of both assessors to Council. In the event of a disagreement between two assessors, the Dean of Graduate Studies shall appoint a third assessor whose recommendation shall be final. There is no appeal against the decision of Council.

**2.21.4 Closing date:** Application must be made on the prescribed form to the [Dean of Graduate Studies](#) to reach the office by 1 September of the proposed year of entry. Late applications are not considered.

## **General regulations for taught graduate courses**

### **3.1 General**

The general regulations outlined in Section 1 apply as appropriate in addition to the following regulations specific to taught courses.

Courses of instruction leading to the higher degrees of B.D., D.Ch.Dent., D.Clin.Psych., D.Couns.Psych., D.Ed., LL.M., M.A.I., M.A.O., M.B.A., M.Ch., M.D., M.Ed., M.Phil., M.Phil.(Ecum.), M.Phil.(Peace Studies), M.Sc., M.Sc.(Mgmt.), M.St., M.S.W. and Postgraduate Diplomas (P.Grad.Dip. and H.Dip. (Ed.) Primary Teaching) are provided in approved subjects listed in this Calendar Part III. In all cases applications are competitively assessed and candidates who meet the minimum admission requirements set out in this Calendar Part III are not automatically awarded entry.

Some Masters courses have the option of an exit Postgraduate Diploma when the taught component of the course has been satisfactorily completed. Such P.Grad.Dip. courses are, for completeness, listed under the appropriate Faculty entry but are not open to entry as separate options from their parent Masters course i.e. students apply for entry to the appropriate Masters course.

Students who have opted to receive a P.Grad.Dip. may apply to submit subsequently for the corresponding Masters degree. Following completion of the Masters requirements the student will inform the Registrar of his/her intention to rescind the P.Grad.Dip. and have the credit obtained during the P.Grad.Dip. integrated into the Masters degree. The student will be required to submit the original P.Grad.Dip. and/or any duplicates that have been issued. The time limit for applying to complete the credits required for the Masters degree will normally be up to 5 years following completion of the P.Grad.Dip. In exceptional circumstances, a longer time limit may be considered by the Dean of Graduate Studies. This arrangement is not available to students who exit with the P.Grad.Dip. as a consequence of failing to attain the pass requirements of the Masters.

All Postgraduate Diplomas (with the exception of Postgraduate Diploma courses in Education) may be awarded at two levels (i) Postgraduate Diploma and (ii) Postgraduate Diploma with Distinction.

All taught Masters Degrees may be awarded with Distinction. The award of a taught Masters with Distinction shall require the achievement of a distinction for the dissertation, but may include additional conditions as specified by the course committee. A distinction cannot be awarded if a candidate has failed any credit during the period of study. Criteria for the award of a distinction for the dissertation shall be approved by the relevant Director of Teaching and Learning (Postgraduate).

## **Attendance, registration, extensions**

### **3.2 Attendance**

Graduate students on taught courses must normally attend College or one of its affiliated institutions whenever instruction is scheduled for their course in the College. In certain cases, all or part of a course may be undertaken outside of the physical confines of the College or one of its affiliated institutions and graduate students are under the same obligation as above to attend for instruction. However, the above requirements for physical attendance are relaxed, as appropriate, for distance learning and e-learning courses. In the case of these courses, attendance at the venue to which the material is delivered is equated to attendance at College or one of its affiliated institutions at the time of delivery.

Students must take part fully in the academic work of their class throughout the period of their course.

The requirements for attendance at lectures and tutorials are published locally and vary between the different taught courses. The onus lies on graduate students to inform themselves of the dates, times and venues of their lectures and other forms of teaching by consulting these timetables.

Where a graduate student is undertaking a dissertation as part of a taught course, the regulations in relation to attendance are those outlined in Section 2 (above).

### **3.3 Part-time Registration**

Part-time registration is available for certain taught courses. Students may not normally transfer from the part-time to the full-time register for such courses once already registered.

### **3.4 Extensions**

Graduate students on taught courses who in any term have been unable, through illness or other unavoidable cause, to attend the prescribed instruction satisfactorily, may be granted credit for the term by the Dean of Graduate Studies acting on the advice of the Course Co-ordinator/Director, but must perform such supplementary exercises as the Dean of Graduate Studies may require. The onus rests with each individual graduate student to inform the Course Co-ordinator/Director of their illness; graduate students must therefore make themselves familiar with the College and course regulations regarding absence from lectures or examinations through illness. Graduate students on taught courses who find themselves incapacitated by illness from attending lectures (or other forms of teaching) should immediately see their medical adviser and request a medical certificate for an appropriate period. Such medical certificates should be given to the Course Co-ordinator/Director, as appropriate. It is the Course Co-ordinator/Director who normally makes representation to the [Dean of Graduate Studies](#) on behalf of their postgraduate student.

Students unable to complete their taught course in the required time must apply in writing to the Dean of Graduate Studies, with the support of their Course Co-ordinator/ Director for permission to [re-register on a continuation year](#). If the request is approved, the graduate student must pay the relevant [annual fee](#).

## Examinations, assessment and progression

### 3.5 Absence from Examinations

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 Co-ordinator/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 course handbooks or from Course Co-ordinators/Directors.

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 Co-ordinator/Director. The Course Co-ordinator/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.

### 3.6 Special Examination Arrangements

Students who may require assistance in examinations must discuss their needs with the Course Co-ordinator/Director in advance of the examination so that special arrangements – such as dictation to an amanuensis – may be provided if feasible and appropriate. Such arrangements are made locally by the Course Co-ordinator with the relevant Office(s) in College.

### 3.7 Examination of Dissertation

Graduate students who require an extension on the submission date of their dissertation (on medical or *ad misericordiam* grounds) must contact their Course Co-ordinator/Director prior to the submission date and must provide documentary evidence to support their case. Such extensions will be at the discretion of the course committee. Where a course requires graduate students to undertake an oral examination of the dissertation work, this will take place before the examination board meeting takes place. Dissertations may be graded fail/pass/pass with distinction. Graduate students who have achieved a pass / pass with distinction for their dissertation may, subject to the approval of the course committee, be granted a one-month extension free of fees for minor revisions / corrections prior to submitting the final hardbound copy of the dissertation. No extensions to this period will be permitted.

Where failure of a dissertation is contemplated and an oral examination has not been held as a matter of course, graduate students are entitled to an oral examination. This must take place prior to, or during the examination board meeting. The candidate must be informed of the reason for the oral examination. Candidates who have attended an oral examination as a

matter of course may not avail of another. The format of an oral examination is at the discretion of the course committee.

### **3.8 Assessment and progression regulations**

The following regulations apply in all courses of study leading to the award of a Masters degree or Postgraduate Diploma.

1. Graduate students must obtain credit for each academic year of their course by satisfactory attendance at lectures and tutorials, by carrying out the required course work, and by successful completion of examinations or other designated assignments. Students may be required to attend a *viva voce* examination. Courses may follow one of two assessment models: either (a) where the final mark is based on a credit-weighted average of the mark awarded in each module; or (b) where the overall credit-weighted average mark for taught modules contributes 40%, and the dissertation or research element contributes 60%, to the final mark. Regulations for individual courses are given under their respective entries, listed alphabetically on the following pages, and are supplemented by further details in course handbooks.

2. To qualify for the award of the Masters degree, students must, as a minimum<sup>1</sup> and in addition to 3.8.1 above,

(i) achieve an overall pass mark<sup>2</sup> which is normally the credit-weighted average mark for all taught modules taken, and

(ii) achieve a pass mark in all modules designated non-compensatable, and

(iii) achieve a pass mark in the research element or dissertation, and

(iv) either<sup>3</sup> (a) pass taught modules amounting to 60 credits, or (b) pass modules amounting to at least 50 credits and achieve a minimum mark of 40% (or 30% where the pass mark is 40%) in any failed module(s).

(iv) Students failing to pass taught modules according to 3.8.2.(iv) above may present for supplemental examination or re-submit required work within the duration of the course, if and as provided for in the course regulations.

(v) Students who, following the supplemental examination or re-assessment, have failed to pass taught modules according to 3.8.2.(iv) above will be deemed to have failed overall, and may apply to repeat the course.

(vi) Students who have passed taught modules according to 3.8.2.(iv) above, but who do not achieve a pass mark in the research element or dissertation, will be deemed to have failed overall. Such students may apply to repeat the year or may be awarded the associated Postgraduate Diploma, where this is provided for in the course regulations.

3. In order to qualify for the award of Masters with Distinction<sup>4</sup> students must as a minimum, either

- (i) achieve a final overall average mark for the course of at least 70% and a mark of at least 70% in the dissertation or research element, or
- (ii) achieve a mark of at least 70% in the dissertation or research element, and achieve at least 68% in the unrounded overall average mark for the taught modules, where modules amounting to at least half of the credits attaching to the taught modules (normally 30 credits) each have a mark of at least 70%. or
- (iii) in courses in which the modules are assigned grades only, achieve a distinction in the dissertation or research element and distinctions in modules amounting to at least half of the required credit for the taught element of the course.

A distinction cannot be awarded if a candidate has failed any credit during the period of study.

**3.9.** Students who have passed taught modules according to 3.8.2.(iv) above, but who do not choose to complete the dissertation or research element, may be awarded the associated Postgraduate Diploma, where this is provided for in the course regulations. Postgraduate Diploma courses may only be offered in conformity with, and if their existence is signalled in, the regulations for individual courses listed in this part of the University Calendar: direct entry is therefore not permitted to some Postgraduate Diplomas.

1. To qualify for the award of the Postgraduate Diploma, students must, in addition to 3.8.1 above,
  - (i) achieve an overall pass mark which is the credit-weighted average mark for all modules taken, and
  - (ii) achieve a pass mark in all modules designated non-compensatable, and
  - (iii) either (a) pass modules amounting to 60 credits, or (b) pass modules amounting to at least 50 credits and achieve a minimum mark of 40% (or 30% where the pass mark is 40%) in any failed module(s).
2. In order to qualify for the award of Postgraduate Diploma with Distinction students must, in addition to 3.9.1 above, either
  - (a) achieve an overall credit-weighted average mark of at least 70% across all modules, or
  - (b) achieve at least 68% in the overall credit-weighted average mark and achieve a minimum mark of 70% in individual modules which together amount to at least half of the required credits for the award of the Postgraduate Diploma associated with the student's registered course or
  - (c) in courses in which the modules are assigned grades only, achieve the grade of distinction in individual modules which amount to at least half of the required credit for the Postgraduate Diploma.

**3.10** The following information relates to all examination results:

1. All postgraduate examination results are published anonymously under a student's registered number.
2. Students who successfully complete their course will have the qualification, where appropriate, awarded under their registered name and within grade.

## Regulations for professional higher and other degrees

### 4.1 Attendance and Examinations

Graduate students undertaking a higher professional degree are, as appropriate, under the same obligations to attend for instruction as those graduate students on the taught courses and/or those on research courses. Examination regulations, as detailed under Section 2 and 3, apply as appropriate.

### 4.2 Part-time Registration

Part-time registration is permitted for certain professional higher degrees. Such registration may be permitted to suitably qualified graduates, who are engaged full-time in an occupation which is related to their proposed degree and which gives adequate opportunity for them to pursue their work, provided that they can attend the University for such periods as are necessary for adequate supervision or other activity. If a full-time option is available graduate students may not normally transfer to it from the part-time register.

### 4.3 Extensions and off-books

Graduate students undertaking a professional higher degree must inform their Supervisor/ Course Advisor/ Course Co-ordinator/Director as soon as is practicable if they are incapacitated by illness and unable to undertake their agreed programme. If, following such consultation, the illness is deemed to be of such significant duration or severity to impede the graduate student's progress then medical certificates should be sought. The certificates must be sent to the Supervisor/Course Co-ordinator/Director for immediate forwarding to the Dean of Graduate Studies. An extension of the period on the register may, potentially, be obtained by application to the Dean of Graduate Studies on the recommendation of the Supervisor/Course Co-ordinator/Director endorsed by the Director of Teaching and Learning (Postgraduate) in the student's School. Requests for extensions must be submitted before the period on the professional degrees register has expired. In cases where a request for an extension is not made before expiry of the normal time on the higher degree register, a replacement fee will be charged, in addition to the [continuation fee](#), if an extension is granted.

In special circumstances (such as prolonged illness or absence from the country), a student may be allowed off the register ('off-books') for a six-month or one-year period. Application should be made to the Dean of Graduate Studies by the Director of Teaching and Learning (Postgraduate) concerned and/or the Supervisor/Course Advisor/Course Co-ordinator. In exceptional circumstances this period may be extended for a second year with the agreement of the Dean of Graduate Studies.

During this "off-books" period, graduate students will not be 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.

Graduate students who have been off the register ('off-books') for a period of time must make application to the Dean of Graduate Studies to be re-admitted to the college register ('on-books') if permission had been granted for medical reasons. This application must be supported by the Director of Teaching and Learning (Postgraduate) concerned and/or the Supervisor/Course Co-ordinator/Director.

#### **4.4 Appeals**

Appeals will be heard for students undertaking professional higher degrees under the criteria and following the procedures outlined in Section 1

**4.5** Regulations pertaining to the following professional higher degrees are covered in this part of the Calendar.

Bachelor in Divinity (B.D.)

Professional Doctorate in Dental Surgery (D.Ch.Dent.)

Professional Doctorate in Education (D.Ed.)

Doctor in Clinical Psychology (D.Clin.Psych.)

Doctor in Counselling Psychology (D.Couns.Psych.)

Doctor in Medicine (M.D.)

Master in Business Administration (M.B.A.)

Master in Dental Science (M.Dent.Sc.)

Master in Education (M.Ed.)

Master in Engineering (M.A.I.)

Master in Fine Art (M.F.A.)

Master in Laws (LL.M.)

Master in Management (M.Sc. (Mgmt.))

Master in Obstetrics (M.A.O.)

Master in Social Work (M.S.W.)

Master in Surgery (M.Ch.)

### **Regulations for the degree of Master in Arts (M.A.)**

Bachelors of the University of at least three years' standing may be conferred with a [Master in Arts](#) (i.e. an M.A. (Dubl.)). This is a title of academic rank and not an examined academic qualification. In the University of Dublin, Masters-level courses of study or research in the Faculty of Arts, Humanities and Social Sciences lead to the award of an M.Litt. or M.Phil.,

not an M.A., there are many other Masters-level degrees in each Faculty; they are all set out in Part III of the Calendar – Graduate Studies and Higher Degrees. However, none is styled an M.A. In other words, the M.A. (Dubl.) is nominal and unexamined, and it is not an academic qualification in the sense that an M.Litt. or an M.Phil. is.

The M.A. (Dubl.) has the same functions and status as an M.A. (Oxon.) or an M.A. (Cantab.), and in none of these functions is it an academic qualification. In Oxford, in Cambridge and in Trinity, there were previously many privileges associated with M.A. status as opposed to B.A. status. For example, in medieval times, the M.A. constituted a license to teach in the university, and it was awarded to those graduates who had remained on for several years for this purpose. The most important remaining consequences are listed below:

I. It is a basis on which the recipient becomes a member of the [Senate](#) of the University. The Senate has a role in formal University decision-making, so membership allows graduates to have some influence on University business.

Since the degree can be obtained only after three years have passed since the conferral of the B.A., it indicates seniority on the part of the recipient.

II. It is an indicator of academic rank and precedence in academic institutions on formal occasions: it defines the academic regalia which the recipient wears on such occasions, and the role (if any) which the recipient can or must play.

III. As the B.A. is incorporated into the M.A., the formal effect of the M.A. is to supersede the B.A. Hence, a recipient should be styled Joe Bloggs, M.A. (Dubl.), rather than Joe Bloggs, B.A. (Mod.) (Dubl.). However, a recipient should not be styled Joe Bloggs, B.A. (Mod.) (Dubl.), M.A. (Dubl.).

On an historical note, the award of M.A. as an exclusively academic qualification seems always to have been the practice in universities in the USA; but, on this side of the Atlantic, the M.A. was first introduced as a formal academic qualification in the nineteenth century by the University of London. Universities founded thereafter followed the London nomenclature. This was the practice adopted when the various colleges which became the N.U.I. were founded in the mid-1800s. Hence, what are called M.Litt.s and M.Phil.s in Trinity are called M.A.s in the N.U.I. (U.C.D., U.C.C., etc). This has become the standard practice, with the result that the Oxford/Cambridge/Trinity model is now less common, sometimes leading to erroneous assumptions about the nature of the M.A. (Dubl.).

Finally, the M.A. (Dubl.) may also be awarded in special cases, such as *honoris causa*, *jure officii*, and *ad eundem gradum*.

Candidates wishing to be conferred with M.A. (Dubl.) must give notice on the prescribed form which is available from the Student and Graduate Records Office. The form must be returned so as to reach that office not later than the specified closing date for a Commencements session. The fee for the M.A. is available from the [Academic Registry](#) (currently under review) and should be paid to the Academic Registry. The fee is waived in the case of eligible staff and graduates of fifty or more years' standing.

## Degrees awarded in special cases

### Degrees honoris causa

A meeting of the Senate for the consideration of names proposed for honorary degrees is held in Michaelmas term. Attention is called to this meeting a week before by a notice at the front gate of the College and by post to members of the [Senate](#) who have requested notification.

### Degrees jure dignitatis

Subject to such regulations as may from time to time be made by the [Board](#), with the approval of the [Senate](#), the Board may, at its discretion, at any time submit to the Senate a grace for conferring a doctorate in divinity or laws, *jure dignitatis*, upon any graduate of the University who has been appointed to such public position as may seem to the Board sufficiently distinguished; provided always that every such grace must receive the approval of not less than two-thirds of the members of the Board present when it is proposed. After admission to the said degree *jure dignitatis* the person admitted is eligible for membership of the Senate on fulfilling the prescribed conditions.

## Other general regulations

### 5.1 Student charter

The Board of the College has approved a graduate student charter setting out the College's intentions in regard to expectations of graduate students as members of the academic and general community. This charter may be viewed on the College website at <http://www.tcd.ie/about/policies/>.

### 5.2 Discipline regulations

1. All graduate students are required to observe, in addition to the laws of the State, the regulations laid down by the Board of the College from time to time. Disciplinary offences therefore include breaches or attempted breaches of the criminal law and of College regulations, whether committed inside or outside the College, including but not limited to

- (a) activity which brings the College into disrepute,
- (b) misconduct in relation to examinations, libraries, and the use of other College facilities, services, and accommodation,
- (c) disruption of the normal operation of activities within the College, and
- (d) harassment or misbehaviour on College property or in dealings with others.

However, this does not preclude the legitimate right of students to assemble and express grievances.

2. The Junior Dean shall maintain discipline and good order among the students, and enquire into and otherwise deal with the alleged commission of a disciplinary offence by a student. The relevant procedures and penalties are set out in the [College Statutes](#); they are available on the College website or from the [Registrar's Office](#), but a non-binding summary is provided below. At all stages of the disciplinary process, students are entitled to representation by their supervisor/course co-ordinator, an advisor from the Postgraduate Advisory Service, by the Students' Unions, or by any other person of their choice.

3. The [Junior Dean](#) (or a person exercising the powers of the Junior Dean, e.g. the [Warden of Trinity Hall](#), the [Librarian](#) or the [Director of IS Services](#)) will usually interview a student suspected of having committed a disciplinary offence. If it relates to a minor offence, the Junior Dean can deal with the matter quickly (summarily), and the decision can be appealed to the [Committee on Student Conduct and Capacity](#). If it relates to a major offence, the Junior Dean can deal with the matter summarily only if the student agrees; otherwise the matter is heard by the Committee on Student Conduct and Capacity.

4. It shall be for the Junior Dean in the first instance to decide whether an offence is major, but he or she shall have regard to factors such as the potential for criminal or professional misconduct proceedings arising out of the offence, the impact of the offence on others, the disruption of the normal functioning of the College and/or its facilities and/or members, plagiarism, falsification or serious misuse of official College or University

documents or false pretences in connection with academic attainments, or refusal to comply with any final penalty. Section H of Part 1 of this Calendar provides, at Part III (Conduct and College Regulations), section 4, that "Without prejudice to the general power of the Junior Dean to decide whether an alleged offence is major or minor, the following examples would normally be regarded as major offences:

- (a) Conduct which does, or is liable to cause, violence to person or damage to property.
- (b) Conduct which does, or is liable to obstruct, the holding of, or frustrates the purpose in holding, any lecture, class or other instruction given by the College or any laboratory work or any research in the College, or any meeting, hearing or other function (including administrative and sporting activities) authorised to take place within the College.
- (c) Seriously interfering with, or unreasonably impeding members of the College in carrying out their duties.
- (d) Theft, fraud or misapplication in connection with funds or property of any kind in College.
- (e) Offences in connection with degrees or diplomas or annual examinations or tests conducted by the College.
- (f) Falsification or serious misuse of University records, including degree or diploma parchments.
- (g) False pretences or personation of others, within or without the College, in connection with academic attainments or financial awards.
- (h) Refusal or failure to pay a fine or comply with any penalty (subject to any right of appeal applicable) imposed by the Junior Dean or Librarian.
- (i) Refusal to produce a College I.D. card or other acceptable means of identification at the request of the Senior Dean, Junior Dean or any of his/her assistants or any College security officer. (Other members of the College have the right to call for identification of any person found in areas properly under their control.)
- (j) Failure to comply with any reasonable instruction of a fire warden.
- (k) All forms of bullying and harassment, including sexual and racial harassment, in all College locations and situations where students are participating in formal College activities or are representing the College or are present at events, social or otherwise, organised in association with the College.
- (l) Misuse of e-mail, computer facilities, or any aspects of College communications networks.
- (m) Dishonesty in relation to academic work.
- (n) Any action by a student on a professional course which would constitute professional misconduct.

(o) Actions of students responsible for, or contributing to, the activities of student publications and/or student societies and/or sports clubs which may be injurious to the health, safety and welfare of any person.

5. The Committee on Student Conduct and Capacity consists of members of the academic staff and of the technical, administrative and support staff, and students; and it hears appeals from decisions of the Junior Dean as well as matters referred to it.

6. There may also be a Panel of Enquiry. It can hear appeals from decisions of the Committee on Student Conduct and Capacity, or conduct initial hearings into the most serious offences.

In the case of any inconsistency between the text of the said section in Part 1 of this Calendar and the text set out above, the text of the said section in Part 1 of this Calendar shall prevail.

### **5.3 Misconduct and noise in rooms**

All occupants of rooms in College will be held responsible for any misconduct in the rooms under their control. This will include the making of noise deemed to be excessive.

### **5.4 Posters and notices**

(a) Only recognised [societies and clubs](#), the [Students' Unions](#), College publications and other bona fide College organisations may advertise in College. It is the responsibility of all the officers and staff of the capitated bodies and of all the committee members of all societies, clubs, publications and other bona fide College organisations to be aware of the regulations and guidelines covering poster and advertising material in College.

(b) In the interest of creating an inclusive and safe College environment care should be taken to ensure that any images or content comply with the College dignity and respect policy and do not create an offensive or hostile environment for an individual or group in College, particularly in relation to any of the nine protected equality grounds. Attention is drawn to the relevant legislation, the [Equal Status Act \(2000-2010\)](#), the [Employment Equality Act \(1998-2010\)](#) and the [Prohibition of Incitement to Hatred Act \(1989\)](#). It is the College's policy to protect freedom of expression and intellectual enquiry and to ensure that they are exercised in such a way as to not interfere with the rights of others, or breach the laws of the State.

(c) Posters advertising specific events organised by recognised societies and clubs, the Students' Unions, College publications and other bona fide College organisations should not identify, explicitly or implicitly access to free or cheap alcohol as a primary incentive to attendance. Posters produced by or on behalf of these aforementioned bodies should not display alcoholic beverages or products either specifically or generically.

(d) Notices may not exceed 42 x 29.7 cm (A3) and must be placed on the student notice-boards provided. Chalked notices, stickers and (except in special cases with the permission of the Junior Dean) unattended free standing notices are forbidden. Not more than one copy of a notice may be displayed on the same board or within 15 m of a similar notice. Advertisements for a particular event must be removed not later than 48 hours after the event. All notices must identify their origin. Posters and notices advertising events or

activities in College may not be fixed to the walls of buildings, lamp posts, litter bins or benches.

### **5.5 Sale or distribution of printed matter**

(a) Printed matter may be sold or distributed by members of the College provided that it is either a recognised student newspaper or material issued by the Students' Unions or material issued by an authorised society or club of the College including tickets for any function organised by those societies.

(b) Provided that no obstruction or unnecessary noise is caused, such printed matter may be sold or distributed in all the open areas of College and within and approaching the Front Gate precinct, at the Pearse Street and Lincoln Place Gates, in the hallways of the Museum and Chemistry Buildings, in the Buttery foyer, in the concourses of the Arts and Social Sciences Building, the Hamilton Building and the Smurfit and Panoz Institutes and outside the entrances to the catering areas. Printed matter may be sold but not distributed *gratis* in any of the catering areas except the Buttery foyer. All printed matter must identify its origin, and in the case of a student newspaper, its editor.

(c) Notwithstanding 10 (a) and (b) above promotional material in the form of flyers or leaflets may not be freely distributed by the Students' Unions or by any authorised society or club of the College with the exception of the period of [Freshers' Week](#) and the respective election campaign periods of the Students' Union and the [Graduate Students' Union](#). At all other times promotional material in the form of flyers or leaflets must be confined to the stands available to Students' Unions and all authorised societies and clubs of the College, in the concourses of the Arts and Social Sciences Building, the Hamilton Building and the Smurfit and Panoz Institutes. It is absolutely prohibited to distribute promotional material on campus on behalf of external outlets. (d) It is forbidden to leave printed matter such as student newspapers or magazines in bundles in any external area of College.

### **5.6 Erection of stalls in College**

Stalls may **NOT** be erected in College except in the foyer of the Arts and Social Sciences Building and the Hamilton Building by arrangement with the [Campus Superintendent](#) and the [Senior Dean](#).

No society, club or person may normally have a stall more than one day per week.

### **5.7 Banners**

Banners may only be erected with the approval of the [Senior Dean](#) at the following locations: Front Arch (east), the Arts and Social Sciences Building ramp (north) and the Pearse Street Gate (viaduct).

### **5.8 Collecting boxes**

Collecting boxes can only be used with the prior permission of the [Senior Dean](#).

## **5.9 Sale of goods**

The sale or distribution of goods other than printed matter is not allowed in the open within the College precincts.

## **5.10 Booking of rooms for events**

Individuals or groups wishing to hold events on College property (indoor or outdoor) on or off the main campus are required to make an application, normally five working days in advance, at the [Enquiries Office](#), College. Permission to host such events is sought from the Junior Dean. Permission to hold an event likely to give rise to a need for additional security must be sought from the Junior Dean two weeks in advance, through the Enquiries Office, and the cost of extra security and other special arrangements must be borne by the organisers. The cost of any damage caused as a result of such an event will also be charged to the organisers, who may be required to lodge a deposit beforehand. Failure to apply in time for permission to hold an event, the plans for which turn out to require special security, will be grounds for refusing permission for that event.

Bookings for meetings in the O'Reilly Institute must be made in advance with the [Director of the Office of Trinity Research & Innovation](#).

## **5.11 Access to buildings**

Those sitting on the steps of public buildings must allow free access to the building by leaving an unobstructed pathway to the door. On the Dining Hall steps painted lines indicate the area to be kept free. Sunbathing is permitted only in College Park.

## **5.12 Universal access pathways**

The universal access pathways in the cobbled areas in College are primarily intended to accommodate pedestrians, particularly those with disabilities. Vehicles are prohibited from parking on these pathways and cyclists must give way to pedestrians using the pathways. Impeding access to or on the pathways through the positioning of vehicles or fixtures (such as signs) is also prohibited.

## **5.13 Outdoor eating**

Food and drink may **NOT** be consumed out of doors except in the College Park. Alcoholic drink may not be consumed out of doors.

## **5.14 Walking on lawns**

No persons are permitted to walk on the lawns, or to cross the playing fields unless they are participating in games or in training authorised by [D.U.C.A.C.](#)

## **5.15 Amplifying equipment**

Radios, loudspeakers and other amplifying equipment may **NOT** be used in public areas within the College precincts without the permission of the Junior Dean. Permission for the use of megaphones must be sought at least twenty-four hours prior to the event. This will normally be granted only to the officers of the Students' Union.

## **5.16 Traffic regulations**

Persons who drive cars or motor-cycles must acquaint themselves with the current traffic regulations, which are strictly enforced. The [Director of Buildings](#) is responsible for these regulations.

## **5.17 Bicycles**

Bicycles may not be parked on the centre walk in Parliament Square. It is forbidden to park bicycles in hallways, staircases, or landings of houses. Bicycles must not be ridden either through the Front Gate, the Arts Building entrance or the new entrance at Pearse Street East. Bicycles must be parked in the bicycle racks provided.

## **5.18 Derelict vehicles**

Any derelict or unlicensed motorcar, motorcycle or bicycle will be removed by the College authorities after fourteen days' notice has been placed thereon.

## **5.19 Concerts, dances and parties**

The Students' Union and any College society or club planning to hold a concert or gig in College must apply for permission to do so at least eight days in advance of the function. Permission is granted by the Junior Dean, to whom written application should be made through the [Enquiries Office](#). Societies or clubs wishing to hold dances outside the College must apply to the Senior Dean at least three weeks before the proposed date.

Permission to hold a party in College must be obtained from the Junior Dean at least five working days in advance. Application form available from the [Junior Dean's website](#).

## **5.20 Pets**

No animal, fish, bird or other livestock may be kept in College residences (except for guide dogs) without the prior consent, in writing, of the [Registrar of Chambers](#).

## **5.21 Activities outside College**

The Junior Dean must be consulted in advance if College organisations propose to arrange parades, collections, demonstrations or any other activities of this kind, using the name of Trinity College. Approval is given on the understanding that relevant by-laws are understood and will be observed. Notice to the appropriate public authorities, where required, should be arranged well in advance. Individual graduate students participating in any activity outside College remain subject to the general regulation that Graduate students' conduct shall not bring the College into disrepute.

## **5.22 Outside activities in College**

As there is no general right for members of the public to enter the College precincts, the Junior Dean must be consulted fourteen clear days in advance if any individuals or groups within College propose to participate with individuals or organisations from outside College in

holding parades, demonstrations, meetings or other activities of this kind in the open within the College precincts.

Approval for such activities may be given on conditions which include the observance of the relevant College by-laws by those attending or organising the activity. Such approval may be withdrawn at any time by the Junior Dean, or those acting under his/her authority, in the event of a breach of any condition of such approval.

### **5.23 Gowns**

Graduate students are entitled to wear gowns appropriate to their standing within the College precincts. They are required to do so when attending Commencements.

### **5.24 Sports clothing**

Appropriate sports clothing must be worn while playing games or training in College Park.

### **5.25 Roofs and attics**

College roofs and attic spaces are out of bounds.

### **5.26 Waste management and recycling**

It is a College offence to deposit litter or other waste in any location within the College perimeter other than in the designated litter bins or other waste disposal units provided on campus. It is also an offence to use College waste management or recycling facilities to dispose of personal, domestic waste of any kind – whether recyclable or not. All staff and students are requested to co-operate and support the College waste management and recycling policy by reducing the volumes of waste produced on campus, re-using products and using the facilities provided to segregate waste at source to facilitate recycling.

## **Accommodation**

**5.27 Residence:** The following types of accommodation are provided by the College:

- (a) rooms in College;
- (b) rooms in Trinity Hall, about 4 km (2½ miles) from the College.

Residence in College is arranged by the [Provost](#) through the [Registrar of Chambers](#) for whom administrative services are provided at and through the Accommodation Office. Residence at Trinity Hall is arranged by the Provost through the [Warden of Trinity Hall](#) for whom administrative services are provided at and through the office at Trinity Hall. Rules governing graduate students in residence are obtainable from the offices concerned.

Graduate students looking for other accommodation are advised to contact the [Students' Union](#) who will provide advice on accommodation in Dublin. Generally, private rented accommodation is in reasonable supply. An accommodation advisory service operates from late August to the end of Freshers' Week to assist students seeking private accommodation.

Comprehensive information is available on the College website at <https://www.tcd.ie/accommodation/>

**5.27.1 Accommodation in the College:** Single, double, twin and treble sets and bedrooms within 3 to 7 person apartments are available. These are fully-furnished and all include, or have access to, at least elementary cooking facilities. There are approximately 700 places for men and women.

[Applications for residential rooms](#) will be accepted after charges for the following year have been set by the Board. This is usually in a four week period during February/March.

Applications for rooms in College will be accepted from full-time students registered for postgraduate degree course. Ordinarily, applications will not be accepted from students registered for diploma courses. Where a degree course is jointly delivered with another institution, applications will be accepted from students in those years that the course is delivered by Trinity College. There is normally a considerable demand for rooms.

Most of the allocations of College rooms for the coming academic year are made in May. Graduate students are notified electronically. Applications from new graduate students seeking places in College rooms cannot be dealt with until they have been issued with a student ID number. Vacancies may occur during the year and applicants interested in taking up these rooms should keep in touch with the [Accommodation Office](#).

**5.27.2 Accommodation in Trinity Hall:** [Trinity Hall](#) at Dartry near Rathmines is 4 km (2½ miles) from the centre of Dublin. It is on a number of direct bus routes, the LUAS tramline, and is within easy cycling distance of the College. Part of the grounds form the University of Dublin Botanic Garden.

Undergraduates in all years, visiting students and postgraduates will be considered for accommodation at Trinity Hall. New entrants and particularly students entering their first year are advised to apply to Trinity Hall. Applications should be made by students after they have been issued with a student ID number.

Standard accommodation located in Cunningham House (70 places) is comprised of single study bedrooms, which are fully furnished and are grouped around kitchen/common rooms where 14 students may cater for themselves. Students share bathroom and toilet facilities.

There are 940 places in modern accommodation arranged within apartments with four or six ensuite bedrooms sharing a kitchen/dining room. Room types available in the modern accommodation are ensuite single or twin rooms. There are a number of modern rooms available at Trinity Hall for those with mobility impediments and special needs. Students wishing to apply for these rooms should contact the Warden at Trinity Hall. These rooms are designed for students who are capable of independent living and are not suitable for students requiring assisted care. These are ensuite rooms within apartments and share kitchen/living rooms with other students.

Residents have access to a library, computer room and common rooms, and have the use of the indoor sports facilities. All residents at Trinity Hall pay a small annual subscription which covers membership of the [Junior Common Room](#).

Applications from new graduate students seeking places in Trinity Hall cannot be dealt with until they have received a College ID number. Vacancies may occur during the year and interested graduate students should keep in touch with the office at Trinity Hall.

**5.27.3 Tenure.** [Foundation \(and non-foundation\) scholars](#) are entitled to remain in residence as provided for in the Statutes.

Graduate students who have held rooms during the academic year and who intend to present themselves for examinations after the expiry of the tenancy period in May may retain their rooms until the morning following final May examinations, provided that they inform the [Registrar of Chambers](#), or the [Warden of Trinity Hall](#) respectively, before the commencement of annual examinations that they wish to extend their occupancy. Students who are the sons or daughters of [Fellows](#) of the College are granted priority in the allocation of rooms. They receive a discount equivalent to one third of the rent of a standard room. In all other respects they must conform to the regulations regarding tenure which are binding on students in general.

Graduate students seeking leave to retain rooms for longer than one period of tenure should re-apply to the Registrar of Chambers, or the Warden of Trinity Hall, during the period indicated in Paragraph 5.27.1. In College, such an extension of the normal period of residence is sparingly granted.

Residents are liable for the residential charges for each billing period. Notice to vacate may be given as detailed below.

Four weeks' written notice is given to the Accommodation Office which is received on or before the first working day of December, with the room vacated by 1 January.

In this case the licensee will also be liable for rental and utility charges for a further period of four weeks after the expiry of the initial notice period.

In the event that the licensee vacates before the expiry of the required period of notice, the licensee still remains liable for the rental and utility charges for the full notice period. After the expiry of the period of notice, the licensee is liable for the rental and utility charges for a further period of four weeks.

The four week liability may be reduced to the length of time the place remains vacant during that period in the following circumstances:

(a) Where the departing resident introduces in a new applicant who is acceptable to the relevant College Officer to take up occupancy.

(b) Where the place is filled by another applicant. In such cases where there is more than one vacancy, vacancies will be filled in rotation in the order in which they arise.

Where the room is to be vacated on or after 1 January, four weeks' written notice must be given to the Accommodation Office. In this case the licensee remains liable for the full cost of all rental and utility charges to the end of the licence.

In the event that the room is re-let as described above, credit may be allowed for the period the room is re-let.

**5.27.4 Sub-letting:** Sub-letting is not allowed unless there are exceptional circumstances and prior permission is sought from the Registrar of Chambers or the Warden of Trinity Hall.

**5.27.5 Deposits:** Graduate students granted rooms for normal tenure must each pay a deposit (see below), to the Accommodation Office, or to the office at Trinity Hall, within a fortnight of their being granted; otherwise their right to the rooms lapses. Having paid the deposit, graduate students should collect their keys from the Accommodation Office, or from the office at Trinity Hall respectively, when taking up residence. The deposit is returned towards the end of July after graduate students have vacated, provided that keys have been surrendered and all outstanding charges (which may include fines) are paid.

Vacation occupants must each pay a deposit (see below), which is refunded when they vacate, provided that keys have been surrendered and all outstanding charges paid.

**5.27.6 Residential charges.** For rooms in College graduate students pay a fixed charge for three rental periods i.e. mid September to 31 December, 1 January to 31 March, and 1 April to mid-May. In Trinity Hall the periods are mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. Residents wishing to extend the occupancy of their rooms beyond the end of the third billing period may do so up to the day following their last May examination on payment of a daily extension charge provided the Accommodation Office or the office at Trinity Hall is notified prior to the commencement of annual examinations. Daily extension charges include the cost of energy.

Subject to availability, short-term occupancy is available to students from outside the greater Dublin area who are sitting supplemental examinations. Rooms are available from mid August and must be requested before 1 July.

Graduate students wishing to reside in rooms in College or Trinity Hall may obtain details of the residential charges and deposits on the [Accommodation Office's](#) web page during the February/May application period.

Staff wishing to reside in College may obtain details of rent and availability from the Accommodation Office. Details of accommodation at the Trinity Hall residences for both staff and students with partners are available from the office at Trinity Hall.

**5.27.7 Accounts:** Accounts include residential charges and utility charges and are payable in advance. Where dilapidation charges or fines are incurred these will be included on a resident's account. Utility charges include heating, hot water, consumed energy and other services such as data connection and piped TV where supplied. In some residential areas an inclusive charge is made for utilities while in other areas consumed gas and electricity is charged on the basis of metered consumption. Information on energy charges is published on the Accommodation Office's web pages.

For rooms in College there are three account periods, mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. Payment must be made in advance for all periods. Most residential charges are now payable online using a secure web based payments service that debits charges against selected credit and charge cards. Students will be notified by either letter or e-mail about payment arrangements. The first period payment

must be made by early September. Accounts not paid by the due date automatically incur a surcharge of €65. If the account and any fine are outstanding by the end of a rental period, the account will remain outstanding but the rooms become automatically forfeit upon notice from the Registrar of Chambers. In Trinity Hall the account periods are mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. For the first period, payment must be made before residence is taken up. For the second and third periods payment must be made before the first day of the period. Accounts not paid by the due date automatically incur a surcharge. If the account and any fine are outstanding by the end of a rental period, the account will remain outstanding but the rooms become automatically forfeit upon notice from the Warden of Trinity Hall.

Publication of examination results may be withheld where students fail to settle their residential accounts. The Registrar of Chambers or the Warden of Trinity Hall may request this course of action, through the [Senior Lecturer](#), pending the discharge of the outstanding account.

Students in whose names rooms stand registered at the beginning of any billing period are liable for all charges in respect of their rooms, unless they have given due notice to the Accommodation Office or to the office at Trinity Hall respectively, and surrendered their keys.

Students who fail to vacate their rooms on or before the date appointed are liable to forfeiture of deposit, or of such portion of it as the Registrar of Chambers or the Warden of Trinity Hall may determine.

**5.27.8 Transfers:** If graduate students wish to change their rooms between September and May inclusive they must apply to the Registrar of Chambers or to the Warden of Trinity Hall respectively for permission to do so. If permission is granted the residential charge and, in College, the heating charge will be adjusted according to the date on which they exchange their keys.

**5.27.9 Discipline in residences:** All resident students are required to abide by the conditions of occupancy in force for residences on campus and at Trinity Hall.

Permission to hold parties in students' rooms in College must be obtained from the [Junior Dean](#) five working days in advance. Application form available from the Junior Dean's website at [Permission to hold parties in students' rooms in Trinity Hall](#) must be obtained from the [Warden](#) five working days in advance. The occupants of rooms will be held responsible for any damage or excessive noise resulting from a party held in their rooms. In particular they will be liable to a fine for any disturbance after midnight. Permission to hold parties in other College rooms must be obtained from the Junior Dean five working days in advance. Application form [available from here](#). The person or group receiving permission to hold such a party will be responsible for any damage or excessive noise resulting therefrom. Permission to hold parties in other Trinity Hall rooms must be obtained from the Warden five working days in advance. The person or group receiving permission to hold such a party will be responsible for any damage or excessive noise resulting therefrom. In all cases the Warden should be notified on forms available from the office at Trinity Hall.

## 5.28 Commons

Commons is served in the evening on week-days (Monday to Friday inclusive). There is no service on any week-end or Bank Holiday. During the summer vacation Commons is served at 1.05 p.m. on week-days. Precise details of the days and times of service are published in advance.

Commons bookings are made by means of a full and valid departmental charge code or vouchers distinguished by date and valid only for the day of issue. These vouchers can be purchased at least one day in advance at the Catering Office.

Exchange of Commons vouchers for future days will be possible at the Catering Office during office hours, but no retrospective exchanges or refunds for any unused vouchers will be made. Commons vouchers are on sale at €22.35 per voucher. Each voucher will be date stamped for the Commons meal required. Vouchers can be purchased no later than 3 p.m. on the day prior to the day the voucher is to be used.

Vouchers may be redated, if required, provided they are surrendered in good time, i.e. prior to the original date of use.

Fellows, scholars and sizars receive [their Commons](#) free of charge.

Scholars wishing to attend Commons must [sign on by 3 p.m. daily](#). During the summer vacation Commons is served at 1.05 p.m. on week-days and scholars must sign on by 11 a.m. Scholars not on the College books, but with an entitlement to Commons, free of charge, can obtain Commons vouchers from the Registry of Chambers.

Fellows wishing to attend Commons must sign on by 3 p.m. daily at <http://www.tcdlife.ie/scholars/fellow/login.php>. During the summer vacation Commons is served at 1.05 p.m. on week-days and fellows must sign on by 11 a.m.

The wearing of gowns at Commons is optional.

Any member of the College may dine on Commons. Guests (i.e. non-members of the College) will be admitted to Commons but their hosts will have to provide pre-paid vouchers or a full and valid departmental charge code for them.

All Commons regulations are subject to revision at short notice should the Board consider it necessary.

## 5.29 Insurance

The Board cannot accept responsibility for the personal property of individuals in College; they are strongly recommended to insure their belongings under an 'all risks' policy. The College arranges a scheme for the benefit of residents in College and at Trinity Hall. Details are available at the [Accommodation Office](#).

## 5.30 Safety

The [Board of the College](#) maintains a working environment in which the physical and mental well-being of the College community is maintained at the highest levels practicable, and provides a basis whereby the College is able to solve problems that arise in the working environment in co-operation with staff and graduate students and their representative organisations.

The Board has appointed a [College Safety Committee](#) and a [College Safety Officer](#) to advise it on general matters of policy relating to safety; to supervise, develop and integrate the College safety system; to foster co-operation with staff and student representatives on safety matters; and to assist in ensuring compliance with health and safety legislation and regulation.

Ultimate responsibility for safety in College rests with the Board of the College. A copy of the comprehensive College safety statement is available from the [College Safety Officer](#). Individual school or department safety statements are available from department heads.

Data protection, copyright, freedom of information, dignity and respect

### **5.31 Data Protection**

Data protection legislation safeguards the privacy of individuals in relation to the processing of their personal data. [The Data Protection Acts 1988 and 2003](#) lay down rules about the safeguarding of the privacy of personal data, including such areas as the obtaining, processing, keeping, use, disclosure, accuracy, appropriateness, retention and an individual's right to access and correct their personal data. The legislation applies to personal data held in both manual and electronic format. All members of staff are required, in addition to observing their obligations under the Acts, to comply with the terms of the College's data protection policy and any regulations which may from time to time be laid down by the Board of the College. Further information is available from the College website [here](#).

### **5.32 Copyright**

The use of copyright materials is governed by the [Copyright and Related Rights Acts 2000 to 2007](#). Those copying material which enjoys copyright protection are required to comply with the provisions of the legislation. This applies to the use of College and other photocopying equipment and to copying by other means, including digital copying. Failure to comply may expose the person to potential civil and criminal liability and, in the case of a student or staff member of College, to College disciplinary procedures. It is also an offence under the legislation to distribute or make available copyright material in any format without authorisation, e.g. by way of computer networks, including publishing it on a website. Those who distribute or make available such material without authorisation are not only in breach of the legislation but also contravene the College's code of conduct for the use of computer resources. Further information is available from the College website [here](#).

The copyright of all material submitted as an exercise in full or partial fulfilment of the requirements for the award of a qualification from the College and the University vests in the author unless otherwise determined under the College's [intellectual property policy](#).

### **5.33 Child Trafficking and Pornography Act 1998-2004**

All staff and students should be aware that the terms of the [Child Trafficking and Pornography Acts 1998 to 2004](#) are applicable to College. These Acts makes it an offence to knowingly:

- (a) produce, distribute, print or publish child pornography and to knowingly import, export, sell, show or advertise child pornography;
- (b) cause or facilitate, or encourage, any of these activities;
- (c) be in possession of any child pornography.

The provisions of these Acts cover the storing, viewing or distribution of child pornography on any computer system and persons found guilty of any of the above offences are liable to a fine and/or prison sentence (A child for the purposes of the Acts is a person under the age of 17 years).

### **5.34 Freedom of Information**

The University of Dublin, Trinity College, was designated as a 'public body' subject to the terms of the [Freedom of Information Act, 1997](#), with effect from 1 October 2001. The Act established three new statutory rights: (a) a legal right for each person to access information held by public bodies; (b) a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading; (c) a legal right to obtain reasons for decisions affecting oneself. The College has published a guide to its functions and records, in compliance with section 15 of the Act, and a guide to its rules and practices as required by section 16.

The College's [Freedom of Information website](#) includes these publications and provides further information about the Freedom of Information Acts 1997 and 2003 and how they apply to Trinity College. Enquiries and formal requests under the terms of these Acts should be addressed to the Freedom of Information Officer, Secretary's Office, West Theatre, Trinity College.

### **5.35 Smoking in College**

College is required to comply with the requirements of [The Tobacco Smoking \(Prohibition\) Regulations, 2003](#). College policy prohibits smoking in all College buildings and other enclosed workspaces, including College vehicles.

### **5.36 Dignity and Respect**

All staff and students should be aware of and uphold the College's [dignity and respect policy](#). The College is committed to supporting a collegiate environment for its staff, students and other community members, which is free from discrimination, bullying and harassment. The [Employment Equality Acts 1998-2010](#) and [Equal Status Acts 2000-2010](#) outlaw discrimination and harassment in relation to any of the nine equality grounds (gender, age, sexual orientation, religion, ethnicity, disability, family status, civil status, and membership of the Traveller community) in employment and service provision.

College has published a policy detailing roles and responsibilities, and a framework and procedures for addressing any issues that arise, including informal and formal complaint

procedures. Failure to comply with the dignity and respect policy could result in disciplinary action. This policy applies to all members of the College community – staff, students and visitors. A panel of contact persons has been appointed by the Board and members are available to provide confidential advice. [The Equality Committee](#) is responsible for monitoring the implementation of this policy. Further information on procedures and sources of help is available [here](#).