Trinity College Dublin

School of Languages, Literatures and Cultural Studies

Postgraduate Research Handbook

Academic Year 2018-2019

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1. Introduction

This hand book is intended for all research students in the School of Languages, Literatures and Cultural Studies, and explains the structure of PhD and MLitt degrees in the School, regulations covering different aspects of academic progress for research students, as well as giving useful general information such as School and other research activities and College supports.

Regulations for PhD and MLitt degrees are contained in the College Calendar, Part III (Graduate Studies and Higher Degrees, see https://www.tcd.ie/calendar/graduate-studies-higher-degrees/). Other useful information is contained on the College Graduate Studies web pages (see http://www.tcd.ie/graduatestudies/).

Most research students in the School will be studying for a PhD. Trinity College has a 4-year structured PhD programme, in which students take between 10 and 30 credits of taught modules relevant to their field of study over the first two years of their programme (for more on the structured PhD in Trinity, see http://www.tcd.ie/graduatestudies/assets/doc/phdguide.docx).

A smaller number of students in the School study for a masters' (MLitt) degree by research, normally this degree will be completed within two years.

2. The School, College and General Regulations

2.1. The School of Languages, Literatures and Cultural Studies

The School of Languages, Literatures and Cultural Studies was formed in 2006 and consists of the Departments of French, Germanic Studies, Hispanic Studies, Irish and Celtic Languages, Italian, Near and Middle Eastern Studies, Russian and Slavonic Studies, and the Centre for European Studies. The School teaches at undergraduate and postgraduate levels across a range of languages, disciplines and centuries and cooperates with other schools in the Faculty of Arts, Humanities and Social Sciences in the delivery of interdisciplinary degree programmes.

2.2 Contact Information

General information, forms and announcements can be found on the School's web pages for Postgraduate Studies, see http://www.tcd.ie/langs-lits-cultures/postgrad-research/index.php.

For postgraduate research students, the most important points of contact at School level are with the Director of Postgraduate Teaching and Learning (DTLPG) and the School Executive Officer responsible for PG matters:

DTLPG	Dr Justin Doherty	jdoherty@tcd.ie	8961758
Executive Officer	Ms Caroline Murphy	sllcs@tcd.ie	8961706

Other important contacts in the School are:

Head of School	Prof Juergen Barkhoff	jbrkhoff@tcd.ie	8962415
Director of Research	Dr Brian Brewer	brewerb@tcd.ie	8961376
School Administrative Manager	Ms Rima Fitzpatrick	fitzpari@tcd.ie	8961706

The School Office is located on level five of the Arts Building in room 5042 and is open during normal office hours, Monday-Friday 9.00 a.m - 5.00 p.m.

Heads of Discipline in the School:

Head of French	Prof Michael Cronin	croninm8@tcd.ie	8962278
Head of Germanic Studies	Prof Mary Cosgrove	cosgroma@tcd.ie	8961210
Head of Hispanic Studies	Prof Susana Bayó	bayobels@tcd.ie	8963496
Head of Irish and Celtic Studies	Prof Damian McManus	pmcmanus@tcd.ie	8961105
Head of Italian	Prof Peter Arnds	arndsp@tcd.ie	
Head of Near and Middle Eastern Studies	Prof Anne Fitzpatrick	fitzpaa@tcd.ie	8963397
Head of Russian and Slavonic Studies	Prof John Murray	murrayjd@tcd.ie	8961669

2.3 College Contacts

The College also provides a number of contact points which are useful and important for all postgraduate students.

Graduate Studies Office (GSO):

The GSO administers all Masters and Doctorate programmes in the College. It also provides detailed information for graduate students. See http://www.tcd.ie/Graduate_Studies/ (pages on doing a PhD, supervision policy documents and funding information are particularly relevant).

Graduate Students Union:

The GSU is an independent body which represents graduate students in Trinity. For all relevant information on the GSU, see https://www.tcdgsu.ie/. Liaison with the GSU is via School and Course representatives who are elected by their student peers; for information on this see the following page:

https://static1.squarespace.com/static/58646a1fd2b8574e99b237fe/t/5981407ee58c62ffc6ba6d0a/1501642881425/Roles+and+Responsibilities+of+Representatives_GSU+2017.pdf

Postgraduate Advisory Service:

The Postgraduate Advisory Service offers a comprehensive range of academic, pastoral and professional support, dedicated to enhancing your student experience. The service is located in House 27, and the current Postgraduate Support Officer is Martin McAndrew, e-mail pgsupp@tcd.ie, phone 8961417. For more details on the service see https://www.tcd.ie/Senior_Tutor/postgraduateadvisory/.

Student Counselling Service: The Student Counselling Service offers free, confidential and non-judgemental support to all registered students who are experiencing personal and/or academic concerns, please see http://www.tcd.ie/Student_Counselling/ for more information.

Careers Advisory Service

The Careers Advisory Service offers a range of supports and activities, some of which are tailored specifically for postgraduate students. For more information see http://www.tcd.ie/Careers/.

2.4 College Regulations

Regulations for Higher Degrees by Research are contained in the *College Calendar*, Part III. The University Calendar is available online (http://www.tcd.ie/calendar/), as well as in hard copy in the Library and the School Office.

Please refer to the University Calendar for general regulations, governing higher degrees by research only, for information on topics such as:

- Admission requirements, application process and registration
- Fees
- Progress and continuing registration
- Attendance
- Part-time registration
- Extension and off-books
- Plagiarism.
- Role of Supervisors and complaints concerning supervision
- Confirmation on/Transfer to the PhD register
- Procedure for examination of a candidate
- Appeal against the decision of examiners
- Role of Director of Teaching and Learning (Postgraduate)

2.4.1 Plagiarism:

The College recently introduced new regulations on plagiarism which apply to all students, including PhD and MLitt research students. Regulations on plagiarism are available in the college *Calendar*, Part III, General Regulations, Paragraphs 1.32 and following.

In order to support students in understanding what plagiarism is and how they can avoid it, College has created an ***online central repository*** to consolidate all information and resources on plagiarism. The central repository is hosted by the Library and is located at ***http://tcd-ie.libguides.com/plagiarism***. The information in these webpages is designed to help you to understand what plagiarism is and to employ the principles of academic integrity so as to avoid plagiarising. The regulations in Trinity relating to plagiarism offences and how they are dealt with are also included. The College Calendar defines plagiarism, gives examples of the kinds of actions that are deemed to constitute plagiarism, and elaborates on the procedures for dealing with plagiarism cases. It is essential that you read the Calendar entry that is relevant to you as a postgraduate research student. You should also look at the matrix that explains the different levels of plagiarism and how they are dealt with.

NB The central repository includes the online tutorial 'Ready, Steady, Write' as well as a declaration wording to be included with all submitted work. All students are required to **complete the online tutorial 'Ready, Steady, Write'**. The link is given below. In addition students must include a signed cover sheet containing the following **declaration** with all their submitted work, including the **transfer reports and theses.**

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

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

3. Doing a PhD or MLitt

3.1 Supervision

The relationship between supervisor and student is a critical factor in determining the quality of the student's postgraduate experience. While the single-supervisor model is still relevant for many research students, joint supervision with one principal and one co-supervisor increasingly common in College and in the School, particularly in projects that cross disciplinary boundaries. In these instances the principal supervisor is based in the department where the student is registered. Whichever pattern of supervision is followed, it is crucial that both student and supervisor(s) have a full understanding of their responsibilities in order to work successfully together. To this end, College has produced a Best Practice Guidelines booklet on research supervision which can be found at http://www.tcd.ie/graduatestudies/assets/pdf/TCD-good-research-practice.pdf; while these are aimed at supervisors, they are also a useful guide for students and students should familiarise themselves with them. You will also find a useful set of guidelines on Good Research Practice on the Graduate Studies web pages, see: http://www.tcd.ie/graduatestudies/assets/pdf/supervison-guidelines.pdf.

3.2 Resolving problems with supervision: School policy

If a student has a problem with his or her supervisor, the student should discuss the problem with the Director of Teaching and Learning (Postgraduate) in the first instance. If the Director is unable to resolve the problem, or in cases where the Director is the supervisor, he or she will refer the student to the Head of School. If the Head of School is unable to resolve the problem, or in cases where the Head of School is the supervisor, the student will be advised to consult the Dean of Graduate Studies through the Graduate Studies office. The Graduate Students' Union may also be able to offer advice and in some circumstances may be able to represent the student. The college also provides a free and confidential Postgraduate Advisory Service for all postgraduate students which may also be of assistance in cases of academic difficulty: https://www.tcd.ie/Senior_Tutor/postgraduateadvisory/; Tel: 8961417; email: pgsupp@tcd.ie

3.3 Annual progress: progress reports

Annual progress reporting is an essential requirement for all postgraduate students on the research register (full and part time) in Trinity College Dublin. Progress reports should be completed with the supervisor/ supervisory team and are submitted locally to the School Director of PG Teaching and Learning. Enquires about the annual progress report requirements should in the first instance be directed to your supervisor or the School Director of PG Teaching and Learning. The current annual progress report form can be downloaded here:

http://www.tcd.ie/graduatestudies/assets/pdf/progress-report-2018.pdf

3.4 The Structured PhD

A core requirement of Trinity's structured PhD programme is that students take a number of relevant taught modules for credit over the first two years of their programme /; these should amount to a minimum of 10 and a maximum of 30 ECTS credits. They may be (a) College-wide generic skills-based modules (including those offered by the Innovation Academy, see http://www.innovationacademy.ie; (b) modules available on the School's suite of taught masters' (MPhil) degree programmes; or (c) modules available on taught masters' degrees in other Schools. Students should agree their choice of taught modules with their supervisor at an early stage in their programme.

(a) Generic skills-based modules:

Modules available include the following:

Research Integrity and Impact in an Open Scholarship Era (mandatory online content module for all incoming PhD students, due to launch MT 2018, 5 ECTS)

Teaching and Supporting Learning as a Graduate Teaching Assistant (delivered by Centre for Academic Practice and Student Learning, online or blended learning content, due to launch MT 2018, 5 ECTS)

In-sessional English for Academic Purposes (for non-native users of English, available through the Centre for English Language Learning and Teaching, 5 ECTS, see https://www.tcd.ie/slscs/english/eap.php)

Planning and Managing your Research and your Career, Generic Skills Module for PhD Students (5 ECTS credits, offered by Trinity Student Learning Development, see http://www.tcd.ie/Student_Counselling/student-learning/postgraduate/events/phdmodule/

 (b) MPhil modules available in the School of Languages, Literatures and Cultures

A list of modules available to PhD students can be found on the School web pages, please see http://www.tcd.ie/langs-lits-cultures/postgraduate/postgraduate_modules.php. This list is updated annually.

(c) MPhil modules available in other Schools:

Modules from the Schools of English and History open to research students in SLLCS, where appropriate, can be found on the School's web pages, please see http://www.tcd.ie/langs-lits-cultures/assets/pdf/english_phd_modules.pdf and https://www.tcd.ie/langs-lits-cultures/assets/pdf/history_phd_modules1718.pdf).

Exceptionally, and with the agreement of both the supervisor(s), the DGPTL and the relevant partner School, students may be permitted to take a module offered by a School other than English and Histories and Humanities for credit as part of the structured PhD.

Students who have failed one or more modules for credit such that they have not amassed the minimum 10 ECTS credits before their PhD confirmation review within the first 18

months of study (see section 3.5 below) will be deemed ineligible for confirmation at that point and may instead be considered for confirmation within 24 months, provided that they have passed sufficient modules for credit at that point.

3.5 The Confirmation/Transfer Procedure

Students must undergo a confirmation (for PhD) or transfer (for MLitt students wishing to proceed to a PhD) process within 18 months of their initial registration. For College regulations on this process, see *Calendar*, Part III, section 2.14 (PhD confirmation) and 2.15 (transfer to PhD register).

In consultation with their supervisor, the student should produce a transfer report. This should be submitted to the supervisor in good time for feedback and corrections to be carried out before submission to the School's confirmation panel. The report should consist of the following:

(i) an introductory overview which describes the research topic as a subject of significance suitable to for a Ph.D., and summarises the research carried out to date;

(ii) a substantial piece of writing (minimum 10,000 words), usually a chapter of the planned thesis, which demonstrate a clear capacity to conduct original research and produce academic writing at a level appropriate to the award of a PhD; and

(iii) a concluding section which gives an indication of how the research is intended to continue towards a submission for examination at Ph.D. level.

Questions about the nature of the report should be directed to the supervisor or, where appropriate, the Director of Teaching and Learning (Postgraduate).

The report should be submitted to the supervisor in the first instance for comments. Following any necessary revision, two copies of the report (1.5 or double spaced, printed on one side of A4 paper, using standard margins) are then submitted for consideration by a transfer panel established by the DTLPG. The panel is normally chaired by the DPGTL (unless s/he is the candidate's supervisor), and includes an independent academic assessor (normally another Trinity academic) as well as the supervisor (and where relevant, co-supervisor).

Once the panel has been established and the report submitted, the student will be invited for interview by the panel. The structure of the interview is as follows:

(i) oral presentation by the candidate of the report (15-20 minutes in total), including an overview of the project, summary of the submitted piece of writing, and brief outline of plans for continuation of the project;

(ii) questions from the panel and discussion.

Written feedback is then given to the student as soon as possible after the transfer interview. For students applying to remain on the Ph.D. register and complete a Ph.D., the

recommendation of the confirmation panel shall be one of the following: (a) remain on the PhD register, (b) remain on the Ph.D. register, subject to some minor changes being made to the confirmation report, (c) continuation on the Ph.D. register not recommended at this time; a new report to be written and interview to be held, (d) transfer to the Masters' register to complete a Masters' thesis, or (e) not to continue as a research student.

For students applying to transfer onto the Ph.D. register, the recommendation of the transfer panel shall be one of the following: (a) transfer to the Ph.D. register, (b) transfer after some minor changes have been made to the transfer report, (c) transfer not recommended at this time; a new transfer report to be written and transfer interview to be held, (d) continue on the Masters' register to complete a Masters' thesis, or (e) not to continue as a research student.

Once the process is completed, a confirmation form must be completed and returned to the School (see www.tcd.graduatestudies/assets/doc/phdregister-confirmation.docx)

3.6 Failure to Pass Confirmation or Transfer Review

Where a student is not successful in their initial confirmation/transfer s/he may apply to repeat the process 6 months later. *However, if the student is unsuccessful a second time, a third attempt will not be allowed*. Under these circumstances, the student will be asked to write up a MSc or withdraw.

As per the University Calendar, a student may appeal the result of a confirmation/transfer interview. This appeal will be brought in the first instance, to an appropriate sub-committee of the School Executive. A further appeal may be directed to the Dean of Graduate Studies, following The University Calendar part 2, Section 1, Paragraph 1.24.5.

4. Submission of Theses

The regulations governing the submission of theses are as laid down in the *Calendar,* Part III, Section 2.17. Key points to bear in mind from these regulations are:

Normally a Ph.D. thesis should not exceed 100,000 words. M.Litt. or research M.Sc. theses should contain a maximum of 60,000 words of text. Footnotes and bibliography do not count in the word limit.

Two softbound (not ringbound) copies of the thesis are submitted for examination. These copies must use 1.5 or double spacing and be printed on one side of the page only.

Once the thesis is approved, two hardbound copies of the thesis are submitted. The hardbound copy should be printed on paper of a weight of at least 90gsm and printed on both sides of the page. Calendar regulations prescribe the form of binding to be used.

A student must be registered at the time of submission of the thesis.

Please see also Calendar, Part III, paragraph 114, on withheld access to a thesis:

> 114 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.

4.1 National Framework of Qualifications for PhD:

A PhD must meet the following criteria laid down by College:

Calendar, Part III, 1.27.4 Research Doctorates (Level 10, 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 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.

4.2 Procedure for examination of theses

The procedure for the examination of theses is as laid down in the *Calendar,* part III, section 2.17. Students are strongly advised to familiarize themselves with this section of the Calendar before submitting their thesis.

Appointment of examiners

Theses are examined by two examiners, one internal and one external. Examiners are nominated by the Director of Teaching and Learning (Postgraduate) in consultation with the supervisor; approved by the Dean of Graduate Studies; and appointed by the University Council. The supervisor is never the internal examiner. In certain exceptional circumstances (for example, where the student is also a member of the academic staff) there will be two external examiners and no internal examiner.

Viva voce examination

A *viva voce* examination is mandatory for Ph.D. candidates. It is not mandatory for MLitt candidates; the DPGTL, in consultation with the Examiners, will determine whether a viva is necessary on a case by case basis.

The Director of Teaching and Learning (Postgraduate) normally chairs the viva, though alternative arrangements are made where the Director is either the supervisor or the internal examiner, or in other exceptional circumstances. College regulations give the supervisor the right to be present as an observer at the viva unless the student requests that the supervisor not be present. General practice within the School is normally that the supervisor is present at the viva.

The format of the *viva voce* is determined by the examiners in consultation with the Director of Teaching and Learning (Postgraduate) or other person chairing the examination. The student is informed of the format of the viva by the chair at the beginning of the examination.

Outcome of Examination

In the case of a PhD the examiners may propose that i) the degree be awarded as it stands ii) the degree be awarded subject to minor corrections iii) the degree be referred for major

revision and subsequent re-examination iv) a lower degree be awarded, or v) the thesis be failed.

In the case of an M.Litt the examiners may propose that i) the degree be awarded as it stands ii) the degree be awarded subject to minor corrections iii) the degree be referred for major revision and subsequent re-examination, or iv) be failed.

Further detail concerning these outcomes and their consequences is given in the *Calendar,* part III, section 2.17

Appealing the result

Where a thesis has been referred for major revision, the award of a lower degree has been recommended or the thesis has been failed, a student may appeal the result, provided that a case can be made on the grounds for appeal set down in the *Calendar*, part III, sections 1.10.6 and 1.24.7.

Time scale

Every effort is made to ensure that theses are examined as promptly as possible. A period of two to three months between submission of the thesis and the holding of the *viva* is usual. Students should discuss the proposed timescale for examination of their thesis with the supervisor prior to submission.

Extensions and off-books

In certain circumstances (such as illness, for example) an extension to the period in which it is possible to submit a thesis, or a one-year period 'off-books' – that is to say, off the research register – may be granted. Application must be made through the supervisor and with the support of the DTLPG to the Dean of Graduate Studies. See *Calendar* part III, section 2.13.

5. Research Students and the School

5.1 Postgraduate seminars / Visiting Lecturers / Research Seminars

The School actively encourages its research students to participate in the various research events ongoing throughout the course of the academic year. These include research seminars organised at School and Departmental level; by research institutes such as the Trinity Long Room Hub centres and research centres such as the Centre for Medieval and Renaissance Studies; conferences in the relevant discipline areas; and workshops. Details of the School's regular research seminar series are published on the School web pages, please see https://www.tcd.ie/langs-lits-cultures/research/school-research-seminars/. The series is organised by the School's Director of Research, Dr Brian Brewer, e-mail brewerb@tcd.ie, please contact him directly for further information.

5.2 Teaching at Undergraduate Level

It is the School's policy that all PhD research students should be given opportunities to teach at undergraduate level in order to gain relevant experience in their subject area. Teaching hours are allocated by Heads of Department in the various Departments or by Course Directors, in consultation with the student's supervisor; allocation of teaching hours is also dependent on departmental or course needs as well as the student's suitability. With the exception of those in receipt of a College Postgraduate Research Studentship where teaching duties are a condition of the studentship, students will be paid for all teaching according to College pay scales. The School will fund up to six hours of teaching per semester for any PhD student allocated teaching hours by a Department; additional hours allocated will be funded by Departments from other sources. Normally PhD students will not be invited to teach in their first year of study, and are strongly encouraged to enrol for the module Teaching and Supporting Learning as a Graduate Teaching Assistant (delivered by Centre for Academic Practice and Student Learning, 5 ECTS) in the second semester (Hilary Term) of their first year of study.

5.3 Representation on School Committees

Research students elect a representative to the School Committee – a forum that is convened once a term and which includes all members of staff in the School and well as undergraduate and postgraduate representatives. The function of the School Committee is to discuss a wide range of policy and practical issues, and students are encouraged to raise matters of concern at the School Committee through their representative. The research students' representative also sits on the School Executive (consisting of School Head, School Directors, Heads of Departments and representatives of other groups), and the School Postgraduate Studies Committee.

5.4 Scholarships, travel grants and other awards

Information on Scholarships available in Trinity can be found on the Graduate Studies web pages, please see https://www.tcd.ie/study/postgraduate/scholarships-funding/. College offers three types of postgraduate scholarship, namely:

(i) Postgraduate Ussher Fellowships: these awards are highly competitive and are available to new entrants only, they cover all EU and non-EU fees and include an annual stipend of €13,000 for three years.

(ii) Postgraduate Research Studentships: these awards are available to new and continuing students, they cover all EU and non-EU fees and include an annual stipend of €6,500 for three years.

(iii) Provost's PhD Project Awards: this scheme was launched in 2016-17 and operates through academics submitting proposals for research projects for which they will act as principle investigator (PI). Successful applicants can then advertise for students to apply for the PhD studentship with an application deadline of 1 June. The awards cover all EU and non-EU fees and include a stipend of €18,000 over four years. For more information please see http://www.tcd.ie/Graduate_Studies/phdawards/.

(iv) Postgraduate Scholarships of Limited Application:

Claude and Vincenette Pichois Research Award: this scholarship is awarded every three years to a candidate with a research topic in the area of nineteenth and twentieth-century French literature, and offers a stipend of €16,000 over three years. For more information see Calendar Part 3, page 253, paragraph 32.

Students should also be aware of externally available funding, in particular (for those eligible) scholarships offered by the Irish Research Council (IRC). Essential information on these scholarships can be found on the College Graduate Studies web pages: https://www.tcd.ie/study/postgraduate/scholarships-funding/ (additional detailed information can be found at www.research.ie). Please note that students may only apply to this scheme twice, so careful consideration of when to apply, in consultation with the supervisor, is advised (continuing students may apply for this scheme).

Information on travel grants available in Trinity can be found on the Graduate Studies website, please see http://www.tcd.ie/graduatestudies/students/research/.

Information on the A. J. Leventhal Travel Scholarship, open to students studying modern languages or modern literature, can be found on the Faculty of Arts and Humanities web pages, please see http://ahss.tcd.ie/grants-awards/

5.5 Desks in the Trinity Long Room Hub and 7-9 South Leinster Street

The School has a limited allocation of study desks for PG research students in the Trinity Long Room Hub, through the Trinity Long Room Hub early career research residency

scheme. Applications are invited via an e-mail circulation to students from the Trinity Long Room Hub in June, applications are submitted to the School and a selection committee consisting of the Head of School, DPGTL and the Administrative Manager determines the School's recommendations for residency.

Some study spaces are also available to PG research students in 7-9 South Leinster Street, the allocation process is managed by the Faculty of Arts and Humanities. Students should contact the School in the first instance to indicate their interest in obtaining a desk.