

School of Medicine Handbook for Postgraduate Research Students



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

www.tcd.ie/medicine/education/courses/postgraduate/forms/

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Trinity College Dublin
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01 Head of School's Welcome



Dear Postgraduate Students and Colleagues

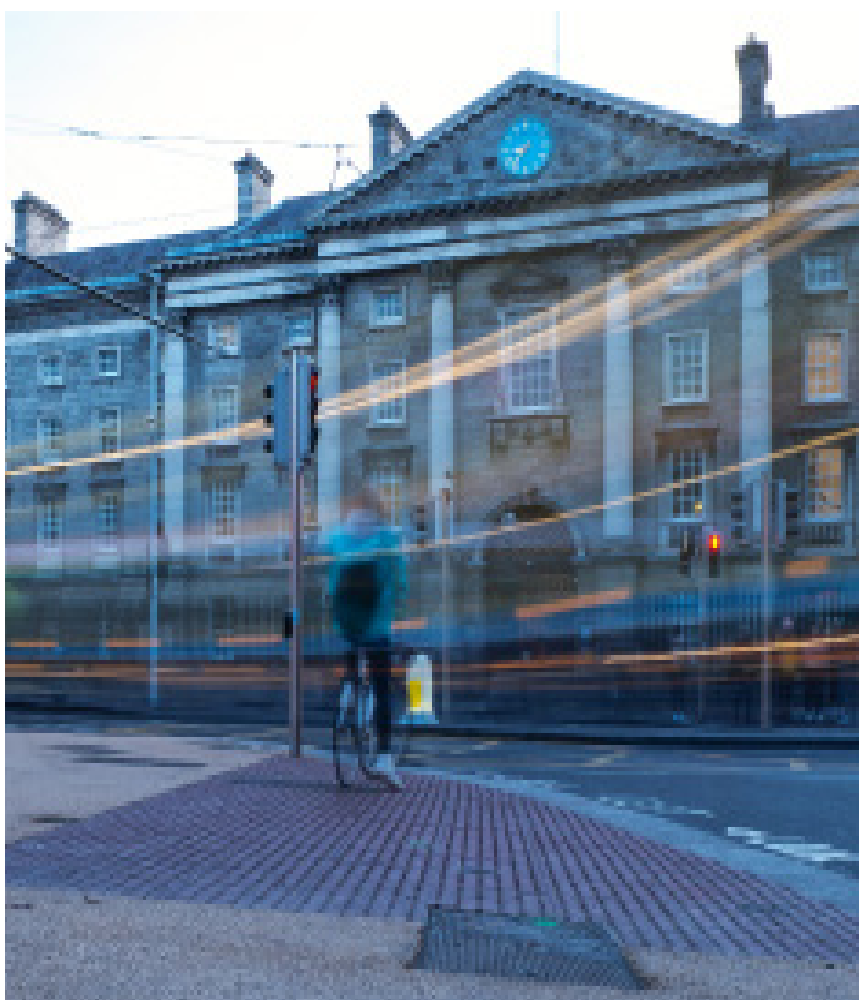
I am very pleased to welcome you to the School of Medicine, at Trinity College, one of the top 100 medical schools in the world. The School has a vibrant multidisciplinary and collaborative ethos, and prides itself on equality, diversity and inclusivity. We have an ambition to develop the skills capacity and realise the training and reaserch aspirations for the future of healthcare.

We work closely with clinical colleagues from all of the School's partner hospitals and health services to deliver an exciting range of scientific and clinically relevant courses. The School is fortunate to have Professor Catherine Darker as its Director of Postgraduate Teaching and Learning aided by a dedicated admin team and associate directors from the academic staff.

Postgraduate education is a key function of the School, described in the School Strategic Plan 2021-2026 <https://www.tcd.ie/medicine/about/strategic-plan/> alongside Undergraduate education and Research, and has a ranges of actions outlined to grow and develop during the period of the plan.

We hope you like the updated handbook. If you have ideas for inclusion of additional information that would be helpful please contact us. I hope your time at the School of Medicine will be enjoyable and productive and that your work will be successful and of significant value to your future career.

Professor Colin Doherty
Head of School of Medicine



02

Director's Welcome



Welcome to the School of Medicine, within Trinity College Dublin! We are thrilled to have you join our vibrant community of scholars and embark on an exciting journey of research and discovery. As postgraduate researchers, you are about to embark on a unique and enriching experience that will shape your academic and professional careers. Your research endeavours hold the potential to shape the future of medicine, health services and policy, contribute to advancements in patient care, and address critical health challenges faced by communities worldwide.

Within the School of Medicine we value the pursuit of knowledge, innovation, and intellectual curiosity. Remember, as postgraduate researchers, you are not just students; you are active contributors to the advancement of knowledge. Your dedication, perseverance, and passion for discovery will make a profound impact on patient care, health policy and practices, and public health.

As you embark on this research journey, remember that you are not alone. Our dedicated faculty members, experienced researchers, and support staff are here to guide and mentor you every step of the way. They bring a wealth of expertise and diverse perspectives that will help you navigate the challenges and opportunities that come with conducting independent research. In addition to the academic resources available, we have a robust support system in place to ensure your success and well-being throughout your postgraduate research journey. Our dedicated staff is here to assist you with any administrative or logistical needs, while our Student Welfare and student support services are readily available to address any personal or academic concerns you may have.

Trinity College Dublin offers a vibrant research community that fosters collaboration and interdisciplinary exchange. Engage with your fellow researchers, attend seminars, workshops, and conferences, and participate in academic societies and clubs. These interactions will broaden your horizons, spark new ideas, and facilitate meaningful connections with peers and mentors.

We encourage you to make the most of your time here at Trinity. Embrace the intellectual freedom and the chance to explore uncharted territories. Push the boundaries of knowledge and challenge conventional wisdom. Take risks, learn from failures, and celebrate your achievements. Your research has the potential to make a difference in the world, and we are excited to see where your journey takes you.

Once again, welcome to Trinity. We are honoured to have you as part of our research community, and we look forward to supporting you in your pursuit of academic excellence. May your research endeavours be fruitful, enlightening, and transformative.

Best wishes for a successful and fulfilling postgraduate research experience!

Professor Catherine Darker
Director of Postgraduate Teaching and Learning



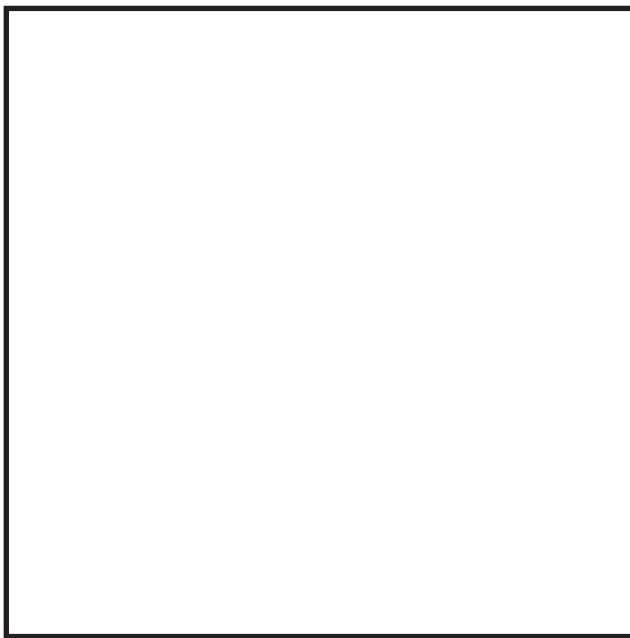
03

Associate Directors' Welcome



As Associate Director for PhD Studies, I sincerely welcome you to our School. I hope your time with us is a rewarding academic and personal learning experience. Along with the Postgraduate Director and team, I am here to oversee some important PhD milestones such as the Annual Progress Reports and Continuation Procedures. I also coordinate regular learning events throughout the academic year for Postgraduate Students. I look forward to meeting you at these learning events.

Prof. Annemarie Bennett
Associate Director for PhD Studies
anbennet@tcd.ie



(Currently Vacant)
Associate Director for Fellowships



As Associate Director of Postgraduate Teaching and Learning for M.D. studies, I warmly welcome you to Trinity and I wish you very success with your degree. In Trinity, we are fortunate to have a large clinical network of supervisors and students across our partner hospitals, with multiple opportunities for high-quality clinical research. As a clinician researcher myself, I will endeavour to work with my colleagues in the Postgraduate Teaching and Learning Office to oversee your M.D. operations and procedures.

Prof. Roman Romero-Ortuno
Associate Director of M.D. studies

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Postgraduate Teaching & Learning Office

POSTGRADUATE OFFICE CONTACTS

Details on the organisation and administration of the School of Medicine can be found here:

<https://www.tcd.ie/medicine/staff/core-administration-staff/>



Ms. Dara O'Mahony
Postgraduate Manager

omahoned@tcd.ie
+353 1 896 3557



Ms. Teresa Fox
Executive Officer

gradapps@tcd.ie
+353 1 896 3556



Ms. Majella Moloney
Senior Executive Officer

molonem5@tcd.ie
+353 1 249 3561

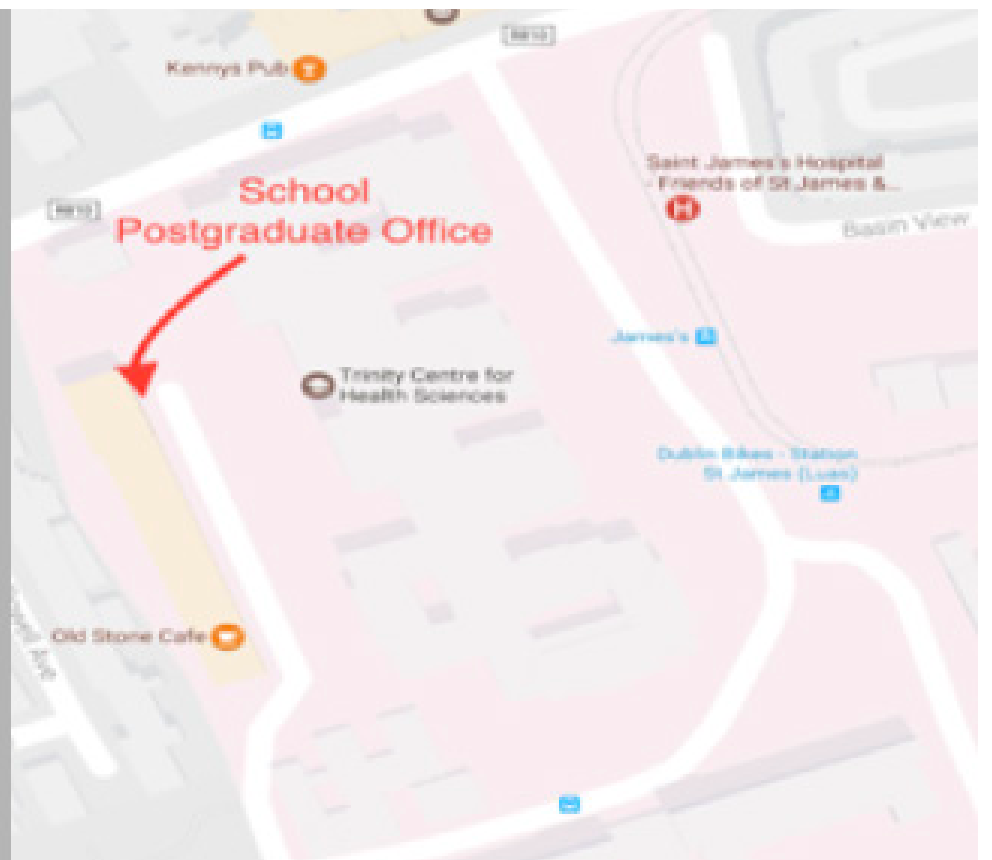
CONTACT DETAILS

The School Postgraduate office is located on the ground floor of the Old Stone Building, St James's Hospital.

The School of Research and Postgraduate Education, Old Stone Building, Trinity Centre for Health Sciences, St. James's Hospital, Dublin 8.

Google map link:

<https://goo.gl/maps/q1fJBL42QzAEExaa6>



05

Postgraduate Teaching & Learning Committee

POSTGRADUATE COMMITTEE

The School Postgraduate Committee meets regularly to discuss matters pertaining to postgraduate research and teaching. The membership is listed below:



Prof. Julie Broderick

Assistant Professor, Discipline of Physiotherapy

Prof. Broderick's research is focused on the effect of physical activity across diverse chronic disease populations. Prof. Broderick is a Physiotherapist. Her research and clinical interests are in the areas of cardio-respiratory, oncology and mental health.



Prof. Derek G. Doherty

Head of Discipline of Immunology

Prof. Doherty's group is focussed on the research of human innate T cells, their roles in the pathogenesis of disease, and their treatment potential for cancer, infectious and autoimmune disease



Prof. Ross McManus

Course Director of MSc Molecular Medicine and Msc Genomic Medicine

Prof. McManus's research focuses on the genomics of important inherited conditions, including coeliac disease, ankylosing spondylitis, psoriasis & psoriatic arthritis and sepsis among others.



Prof. Joanne Lysaght

Associate Professor & Course Coordinator of MSc Translational Oncology

Prof Lysaght leads the Cancer Immunology and Immunotherapy Group investigating the impact of traditional cancer treatments and the tumour microenvironment on anti-tumour responses and responses to immunotherapy with a particular focus on T lymphocytes.



Prof. Laura Mullaney

Assistant Professor, Discipline of Radiation Therapy & Course Director in Discipline of Radiation Therapy

Prof. Mullaney holds a BSc. in Radiation Therapy, an M.Sc. in Research and a PG Dip. in Statistics and PG Dip in Clinical Health Science Education.



Prof. Sarah Barret

Assistant Professor, Discipline of Radiation Therapy, Course Director MSc Advanced Radiation Therapy Practice

Prof Barret is course director for PG Cert, diploma and MSc course in Radiation Therapy Practice since 2020. She has extensive experience in online education with all PG radiation therapy courses being delivered in a fully online format since 2015.

POSTGRADUATE COMMITTEE



Prof. Emer Barrett

Assistant Professor, Discipline of Physiotherapy

Prof. Barrett's research is focused on the promotion of physical activity across different populations and setting stop prevent and manage chronic disease. She also researches in the area of medical education with particular focus on practice (clinical) education. Her teaching and clinical interests include neurology, popular health and interprofessional learning



Prof Julie Renwick

Assistant Professor, Discipline of Clinical Microbiology & Course Coordinator of MSC Healthcare Infection

Prof. Renwick has a Ph.D in Medical Microbiology and a Post-graduate diploma in Higher Education from Maynooth University and her research focuses on the microbiome in chronic lung diseases.



Prof Nollaig Bourke

Assistant Professor of Inflammaging, Discipline of Medical Gerontology

Prof. Bourke's research investigates how aging effects our immune system, particularly how inflammation and anti-viral immunity is altered during human ageing.



Prof Roman Romero-Ortuno

Professor in Medical Gerontology

Prof. Romero-Ortuno's research interests are in frailty, dementia, delirium and comprehensive geriatric assessment. He leads a research programme in ageing and frailty physiology called FRAIL Matics funded by Science Foundation Ireland.



Prof. Deirdre Connolly

Professor in Occupational Therapy, Director MSc in Cancer Survivorship

Prof Connolly's research focuses on identifyin support needs of cancer survivors and designing and testing interventions for cancer surviros to manage cancer-related physical and psychological sequelae



Prof. Alison Keogh

Professor in Occupational Therapy, Director MSc in Cancer Survivorship

Dr. Keogh is the Academic Lead for the PG Diploma in Healthcare Innovation. Her research focuses on the development and implementation of digital health solutions, with a focus on including patient and public involvement.

POSTGRADUATE COMMITTEE



Dr. Cuisle Forde

*Assistant Professor in Physiotherapy
Director of School of Medicine Online
Education Committee.*

Dr Cuisle Forde is an Assistant Professor in the Discipline of Physiotherapy and Director of the School of Medicine Online Education Committee. With an interest in technology, open education and innovative teaching methods, Dr. Forde helped develop the Online Postgraduate Certificate and Diploma in Clinical Exercise, which she coordinates. She has also developed a Massive Open Online Course and an Open Educational Resource. Her research interests are in exercise prescription and technology.



Ms. Sarah Kenny

Postgraduate Student Representative

As the PG Student Representative for the School of Medicine, I extend my warmest welcome to you all. I am honoured to serve as a voice and advocate for our diverse postgraduate community. My goal is to bridge the gap between staff and students, fostering a supportive environment to enhance your academic and personal experiences here in the School of Medicine.



06

School of Medicine

The mission of the School of Medicine is to:

- facilitate and provide Healthcare Education to the highest international standards
- train clinicians, allied health practitioners and scientists who are equipped to fulfil their professional roles in a caring, competent and patient-centred manner
- develop world class leaders in their field of practice through fostering inclusivity, critical thinking, integrity and outstanding professional and ethical standards.

The School aims to be a leading research-intensive institution that fosters life-long learning in its graduates and postgraduates. It aims to integrate its educational obligations with other missions for high quality patient care, research excellence and the generation of new knowledge performed with the highest integrity and ethical values.

The School embraces an ethos of social responsibility, sustainability, accountability, public service and community involvement. It is dedicated to meeting the healthcare needs of the wider community by training doctors and other professionals to practice with integrity, and a deep understanding of the impact of psycho-social influences and inequity on health and disease.

The ethos of the School is evident across its undergraduate degrees, its postgraduate taught courses and its dedicated and dynamic postgraduate research students.

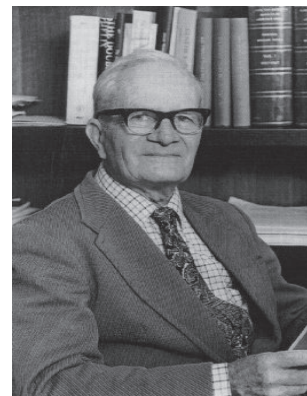
While Trinity was founded 1592, it was not until 1711, following the construction of the first Anatomy School Building, that the Medical School was officially opened. Since then, the School of Medicine has developed into a unique institution. With a proud tradition of scholarship and research, it has made a significant contribution to the development of medicine.

Notable researchers associated with the School include Robert Smith, William Hayes, and Dorothy Stopford Price.

Research in the School is undertaken in several locations including Trinity Biomedical Sciences Institute (TBSI, www.tcd.ie/biosciences), Trinity Translational Medicine Institute (TTMI, www.tcd.ie/ttmi), the Institute of Population Health (IPH, <https://www.tcd.ie/medicine/iph/>) and the School's affiliated teaching hospitals and within local community settings. The research income of the School is amongst the highest in College. School staff and postgraduates regularly publish in high impact journals and those of international repute in discipline-specific fields. The School now has approximately 625 postgraduate students and 1300 undergraduates.

A number of rooms and lecture halls have been dedicated to our eminent alumni, some of whom are shown in photos below.

Pictures Below: Left, Robert Smith (Surgeon, Discoverer Neurofibromatosis); Centre, William Hayes (Geneticist, Pioneer of bacterial genetics); Right, Dorothy Stopford Price (Pioneer of the tuberculin test and BCG vaccine in Ireland).



07

The Student & Supervisor

STUDENT & SUPERVISOR RELATIONSHIP

The relationship of supervisor to candidate is best thought of as one of mentorship.

Effective mentorship depends on a secure and trusting relationship between the supervisor and student. Supervisors must be accessible to the students for consultation, advice and assistance. Supervisor and student should meet on a regular basis and reply to each other within a reasonable time. The supervisor should also give students all possible assistance regarding access to material, equipment and other resources essential to their research.

The student is reliant on the supervisor's experience, where the supervisor will advise the student on the appropriate academic standard for submission or in relation to the continuation procedure. Balanced against this is that, in Trinity College, students are ultimately responsible for their own work, and its formal submission to the University.

Regulations pertaining to the procedure for examination of a research candidate are outlined in the Calendar Part III. Further information is available: <https://www.tcd.ie/graduatestudies/assets/pdf/postgraduate-research-student-handbook-2018.pdf>

CO-SUPERVISORS AND ADJUNCT SUPERVISORS

One supervisor will be the principal supervisor and that person should be in the department in which the student is registered. Co-supervisors are permitted, if prior approval has been obtained from the Dean of Graduate Studies. The principal

supervisor will contact the Director of Postgraduate teaching and learning with such a request. Adjunct supervisors from outside TCD, with expertise not available internally, may be appointed with permission of the Dean of Graduate Studies.

YOUR MANDATORY THESIS COMMITTEE

The 'thesis committee' model applies to all incoming Ph.D students from September 2019. A thesis committee should be appointed as soon as possible, and within the first 6-9 months of your Ph.D. The thesis committee will consist of supervisor members (e.g., your Principal Supervisor and any co-supervisors), as well as two other members from within TCD who are non-supervisory members. These members will be listed in each of your Annual Progress Report Forms. The role of the mandatory thesis committee is to monitor and advise in relation to academic progress of the student throughout the Ph.D journey. To this end, members of the thesis committee should meet the student at least once a year, normally at the time of submitting Annual Progress Reports to discuss academic

progress. Non-supervisor members of the thesis committee may be involved in various aspects of assessing the progress of students (e.g., often the non-supervisor members of the thesis committee are the assessors on the PhD Continuation Panel procedure at 18 months) and therefore cannot be involved in elements of supervision of the research. As a result non-supervisor members of the thesis committee would not fulfil the requirements for authorship on publications arising from the PhD. Supervisory members of the thesis committee can collaborate as part of the project and be listed as co-authors if applicable.

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Trinity's Structured Ph.D

PhD REQUIREMENTS

The Trinity Ph.D is awarded to those who have demonstrated:

- a systematic comprehension of a research field and mastery of associated skills and methods
- an 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
- the capability of critical analysis, evaluation and synthesis of new and complex ideas
- a significant contribution to original research, which extends knowledge, some of which merits publication in refereed publications
- an ability to communicate with peers, the larger scholarly community and with society in general about their areas of expertise in a sustained and exact manner
- a regard for ethical, therapeutic, and healthcare considerations of their research and the impact of such considerations within academic, scientific, technological, social and cultural contexts



STRUCTURED PhD

All Ph.D students are considered to be registered in a structured Ph.D. In Trinity, a structured Ph.D is deemed to be one within which a student:

- is registered for a period of up to 4 years (Full Time) or up to 6 years (Part Time)
- is required to undergo a rigorous continuation procedure during their 2nd year (at 18 months, Full Time) or during their 3rd year (at 30 months, Part Time).
- can avail of skills training and advanced disciplinary modules during the course of their degree.
- must obtain a minimum of 10 ECTS up to a maximum of 30 ECTS prior to the continuation procedure



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Gaining ECTS Credits

OUTLINE

All students registered for a Ph.D (Full-time and Part-time) in Trinity College are in a Structured Ph.D programme. All Ph.D students must take between 10 to 30 ECTS in level 9 courses and should discuss their choice with their supervisor. The scope of at least 10 ECTS should be in areas directly relevant to your research area, be related to developing your teaching skills or be directly relevant to your career progression. Modules in areas outside these areas to broaden your knowledge can be undertaken once 10 ECTS in relevant areas as outlined above are undertaken. These can be modules set up by the School specifically for Ph.D students, modules from taught masters programmes (running in your School or in another School by permission), modules provided by non-academic units in College for

Ph.D students, or specific approved structured Ph.D credit bearing modules delivered by other HEI institutions in the Republic of Ireland.

Ph.D entrants will be required to register for modules in MyTCD. Successful completion of modules will be recorded and progression will be dependent on successful completion. A minimum of 10 ECTS must be completed prior to conduction of the continuation procedure. Students should note that if a minimum of 10 ECTS has not been completed prior to submission of the thesis, examination of the thesis will not be permitted.

MANDATORY 5 ECTS MODULE FOR PH.D STUDENTS ONLY

Research Integrity and Impact in an Open Scholarship era (CA 7000)

New Ph.D students will be automatically enrolled to this mandatory module which must be completed within the first six months after enrolment on the Ph.D register. This module will address the importance of research ethics, plagiarism and best research practice as promoted by Trinity's League of European Research Universities (LERU) partners (www.tcd.ie/about/leru/).

IMPORTANT NOTE: DOUBLE-COUNTING CREDITS

Students will take modules only for credit and not for an award.

Additional Certificates or Diplomas gained while on the register are considered independent from your Ph.D or M.D. These will not be counted as part of your Ph.D or M.D. ECTS as modules taken for an award cannot contribute towards ECTS requirements.

For example, modules taken via the Certificate in Statistics, will not be counted for ECTS requirements if the certificate is awarded. This would be double-counting modules for two separate awards, i.e. the Certificate and the Ph.D or M.D.

If you are unclear about this please contact Ms. Dara O'Mahony (omahoned@tcd.ie).

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ECTS modules available from M.Sc. taught courses

OUTLINE

The modules available from the M.Sc. or Diploma Taught Courses in the School of Medicine are listed below. Each course offers specialised modules, which students can take to obtain their ECTS. In most cases the modules below are 5 ECTS, but some are 10 ECTS (check with the Course Co-ordinator). There are also some 'Stand-alone' Modules not associated with courses that can be taken and are listed below. The module list below is also available on the Blackboard module CM8807.

We suggest you explore the possibility of taking modules that might be outside your field of study and that might enhance your horizons. Be aware, however, that some of these modules will be advanced and may require a certain level of knowledge. Should you be interested in taking a module, then **please contact the Course Co-ordinator** listed below. To enrol on a course, contact Ms. Dara O' Mahony OMAHONED@tcd.ie Below is a list of modules which may be open to students, if space permits. Please contact the course coordinator to inquire if any other modules are available.

| COURSE | MODULES | COORDINATOR CONTACT |
|--------------------|--|---|
| Addiction Recovery | PCP17002 Basic Concepts & Policy in Recovery PCP17004 Research Methodology I PCP17009 Addiction Recovery; Theory, Techniques & Interventions PCP17010 Clinical Application of Evidence Based Intervention PCP17011 Mental Health and Supervised Clinical Application 1 PCP17012 Mental Health and Supervised Clinical Application 2 PCP17013 Implementation Strategies | Prof. Maire Brid Casey caseymb@tcd.ie Prof. Jo-Hanna Ivers jivers@tcd.ie |
| Radiation Therapy | RT6014 Delineation for Radiotherapy RT6018 Radiobiological Principles & Practices RT6025 Management Skills for the Healthcare Professional | Prof. Anita O'Donovan Anita.odonovan@tcd.ie |
| Ageing & Frailty | MG6001 Assessment & Management of Frailty in Ageing Adults MG6004 The Biology of the Ageing Process | Prof. Roman Romero-Ortuno Romeroor@tcd.ie Prof. Nollaig Bourke nbourke@tcd.ie |
| Clinical Exercise | PT6001 The Cardiovascular & Respiratory System PT6002 Physical Activity & Exercise | Prof. Cuisle Forde c.forde@tcd.ie |
| Global Health | CM7058 Sexual Health | Prof. Felicity Daly mfdaly@tcd.ie |

| M.Sc. COURSE | MODULES | COORDINATOR CONTACT |
|------------------------------|--|--|
| Molecular Medicine | CM7130 Cellular Biology & Cell Signalling Mechanisms CM7131 Introduction to Genetics & Development CM7132 Human Genetics CM7133 Molecular and Cellular Immunology CM7134 Molecular Oncology CM7135 Infectious Agents, Biological & Clinical Implications CM7136 Molecular Mechanisms of Disease 1 CM7137 Molecular Mechanisms of Disease 2 CM7230 Advanced Diagnostics & Therapeutics | Ana Llavori llavoria@tcd.ie Prof. Ross McManus rmcmanus@tcd.ie |
| Neuroscience | PG7901 Form & Function of the Nervous System PG7914 Neural Engineering | Silvia Cortes-Manzanedo cortesms@tcd.ie Prof. Kumlesh Dev kdev@tcd.ie |
| Psychoanalytic Psychotherapy | PR8011 Theoretical Frameworks I: Foundations of Psychoanalysis PR8013 Theoretical Frameworks II: Developments in Psychoanalysis PR8010 Infant, Child & Adolescent, and Adult Development | Prof. Paul Moore moorep4@tcd.ie |
| Translational Oncology | SU7001 Cellular & Molecular Basis of Cancer SU7002 Disease Specific Cancers: Scientific & Clinical Perspectives SU7003 Tumour Immunology SU7004 Radiation, Chemotherapy & Molecular Targeted Therapies SU7005 Cancer Epigenetics, Gene Regulation and Stem Cells SU7010 Obesity, Metabolism and Physical Activity SU7011 Drug Development from Discovery to Commercialisation SU7017 Therapeutic Targeting of Cellular Instability in Childhood & Adult Cancers SU7014 Clinical Pharmacology and Therapeutic Toxicity SU7016 Clinical Trials and Health Economics | Prof. Joanne Lysaght jlysaght@tcd.ie |

| DISCIPLINE | MODULES | COORDINATOR CONTACT |
|-------------------------|--|--|
| | CM8800 Key Skills in Biomedical Research | Prof. Melissa Conroy meconroy@tcd.ie |
| Careers & Employability | Careers & Employability for PhD Students Careers, Employability & Work Placed Learning for PhD Students | Sarah Jones Joness2@tcd.ie |



11

Timelines & Milestones

REGISTRATION

Upon accepting your place as a postgraduate student, you must register. Registration is either in September or March dependent on when your application was accepted. An online guide to registration is provided below¹.

Academic fees can be paid on-line. The link to the relevant form is provided below². Many students are sponsored and there is an option to add this sponsorship within mytcd.ie. Your supervisor should be able to provide details in this case.

Annual academic fees for research degrees can be found via the link below³.

It is the responsibility of the student to re-register on an annual basis.

Failure to register in a timely manner can result in a late registration fee. Failure to register before the registration period closes can result in the student being withdrawn from the register. Research conducted while unregistered will not be counted toward the degree.

Regulations pertaining to postgraduate research students may be found in the Calendar Part III Section 2.

TIMELINE

The majority of full-time (FT) Ph.D students complete their Ph.D in 36-44 months. For Ph.D students, the minimal time to remain on the full-time (FT) register is 2 years and maximal time is 4 years. For part time (PT) Ph.D students, the maximal time is 6 years. M.D students should submit their thesis within 3 years, and M.Sc students normally submit within 1-3 years.

ANNUAL PROGRESS REPORTS AND RE-REGISTRATION

Ph.D FT: Years 1 & 3
Ph.D PT: Years 1, 2, 4 & 5
M.D.: Years 1 & 2
M.Sc PT: Years 1 & 2

Annual Progress Reports need to be submitted every year, except for the year of your Continuation Procedure and the year in which you submit your thesis (please see below for more exact timelines).

CONTINUATION PROCEDURE

Ph.D FT: 18 months
Ph.D PT: 30 months

The Continuation Procedure (transfer to Ph.D Register) involves submission of a continuation report, research presentation and a continuation interview. On passing these elements students are then recommended to transfer onto the Ph.D Register (please see below for details).

THESIS SUBMISSION EXTENSION

Extensions to the timelines require the approval from the Dean of Graduate Studies and in some cases approval also from the Head of School. Please contact us at the Postgraduate Teaching & Learning Office (Ms. Teresa Fox at gradapps@tcd.ie) as soon as possible if this may be the case.

Notes: FT, Full Time; PT, Part Time; [1] www.tcd.ie/academicregistry/student-registration; [2] www.tcd.ie/academicregistry/fees-and-payments/assets/world/PG_BOTH_1920_for%20website_v2.pdf [3] <https://www.tcd.ie/academicregistry/fees-and-payments/>; [4] <https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf>

REGISTRATION

A summary of the forms and guidelines that will help you as the student and your supervisor is provided in the list below. All up-to-date forms are available from the Postgraduate Teaching and Learning Office and on our website:

<https://www.tcd.ie/medicine/education/postgraduate/>. Please email omahoned@tcd.ie or gradapps@tcd.ie if you need any of these forms or have a query. See next pages for more details.

STUDENT FORMS AND GUIDES

| | |
|------------------------------|--|
| Annual Progress Report Form | The Annual Progress Report Form needs to be completed by Ph.D, M.D. and M.Sc students on an annual basis, except in the year of the Continuation Procedure (Ph.D) or thesis submission. Your completed Annual Progress Report form needs to be uploaded via a link available in CM8807 on Blackboard. Ph.D students: Years 1 & 3 (full-time) or Years 1, 2, 4 & 5 (part-time); M.D. students: Years 1 & 2; Part-time M.Sc. students: Year 1 (if submitting Year 2) or Years 1 & 2 (if submitting Year 3). |
| Continuation Procedure Form | This Continuation Procedure Form needs to be completed and submitted with the Continuation Report by Ph.D students as a part of Continuation Procedure at 18 months (full-time) or 30 months (part-time), and by M.Sc. students wishing to transfer to the Ph.D register. To complete the form, you will also need to generate Turnitin Score for your Report (for assistance please contact gradapps@tcd.ie). |
| Intention to Submit Form | To submit your final thesis the Intention to Submit form must be completed and returned at least three months prior to thesis submission. |
| Extension Request Form | If you need to request an extension to your deadlines (i.e. thesis submission or continuation procedure), or wish to go off-books, please email us completed Extension Request Form , which will help us manage your request. Please email us as early as possible should this be the case. |
| Remote Research Request Form | If you are about to commence your postgraduate research degree but are seeking to conduct research and learning from a distance on a temporary basis, please complete the Remote Research Request Form. |

SUPERVISOR FORMS AND GUIDES

| | |
|---|--|
| Chair-person nomination form for the Continuation Procedure | Prior to the continuation viva, the Supervisor needs to return this form to gradapps@tcd.ie with details of the Chair of the Continuation viva, who is required to be present for the viva |
| Assessors' Continuation Outcome Form | After the Continuation Viva has been held, Assessors must submit an Assessors' Continuation Outcome Form to our office, with their recommendation regarding the transfer to the Ph.D Register. |
| Supervisor's Continuation to Ph.D Register Form | After the Assessors' Continuation Procedure Outcome Form has been processed, the Supervisor will be requested to complete and submit the Supervisor Continuation to Ph.D Register Form . This is a one-page form to be signed and returned to us (gradapps@tcd.ie) and we will then send it to the Dean so that your student can be confirmed on the Ph.D Register. |
| Examiner Nomination Form | Is your student about to submit their thesis? As the supervisor, you are required to submit an Examiner Nomination Form providing details of the Internal and External Examiner you are proposing. The C.V. of the External Examiner. Must accompany this form. Once your student has submitted their thesis this form should be sent to you. If not, please email us and will we send you this form. |
| Chair of Viva Form & Information Pack | The Chair of a viva must be a member of staff and of at least Associate Professor grade. If you are chairing a viva please read the Viva Chair Information Pack. There is also a short Chair's report that you will be required to complete. |
| Pre-Viva Examination Report | Examiners are asked to complete the Pre-Viva Examination Report individually , in advance of the viva voce examination. The examiners are then asked to exchange copies of their reports via email, copying: gsothese@tcd.ie , gradapps@tcd.ie and the Chair on correspondence, no less than one week before the viva voce examination. |
| Post-Viva Examination Report | Examiners are asked to jointly complete the Post-Viva Examination Report immediately after the viva voce examination. The internal examiner is requested to email a copy of the joint post-viva report to gsothese@tcd.ie on the day of the examination. If this is not possible, then within one week of the viva, the Chair should forward the joint report to gsothese@tcd.ie . Please copy us on the emails at GRADAPPS@tcd.ie also. |
| Remote Viva Request | If you are proposing to conduct a remote viva please contact our office at GRADAPPS@tcd.ie to request a Remote Viva Request Form. This form requires signatures from examiners, chair and supervisor, and an email from the student agreeing to remote viva. |

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Annual Progress Reports

ANNUAL PROGRESS REPORTS OVERVIEW

Annual progress reports need to be completed by Ph.D, M.D. and M.Sc students on an annual basis, so that you can be registered for the following year. This report is completed jointly by the student and supervisor.

The first year of registration is probationary for all students.

Annual Progress reports need to be submitted every year, except in the year of Continuation Procedure (Ph.D) or thesis submission; therefore the following timelines apply:

Ph.D students (full-time): Years 1 & 3

Ph.D students (part-time): Years 1, 2, 4 & 5

M.D students: Years 1 & 2

Fulltime M.Sc students: Year 1 (if submitting in Year 2), or Part time M.Sc. Students Years 1 & 2 (if submitting in Year 3).

PhD Students: September Registrants are required to submit by 30 June and March Registrants by 31 January in years that apply. The Annual Progress Report reminders are circulated from 3 months ahead of the deadline. The form can also be found on our website: www.tcd.ie/medicine/education/courses/postgraduate/forms/

MD students should submit their completed annual report at least 1 month before their registration is due to ADPTLMD@tcd.ie.

The Director of Postgraduate Teaching & Learning reviews the reports. Incomplete or unsatisfactory reports are returned to the student and their supervisor for revision. Once a satisfactory report has been submitted, a recommendation is made to Academic Registry to permit registration for the next year and student will be invited to register. If reports are not submitted, then the student will not be called to register.

Before finalizing your annual report, it should be circulated to your Mandatory Thesis Panel for their review. A meeting should be set up with the Mandatory Thesis Panel to discuss progress, and make a recommendation regarding continuation to the register. The primary supervisor and two members of the mandatory thesis panel must sign the report before it is submitted on Blackboard. Please see Section 05: The Student and Supervisor for more information on your mandatory thesis committee.

If you need this form or have any queries please email us as the Postgraduate Teaching and Learning Office: omahoned@tcd.ie or gradapps@tcd.ie.

SUBMISSION OF THE REPORT

Instructions on submitting your Annual Progress Report are available in Blackboard module CM8807 and in the reminder emails issued in the 3 months before the submission deadline. Upload your Annual Progress Report via a link in Blackboard module CM8807.



14

Continuation Procedure

CONTINUATION PROCEDURE OVERVIEW

All Ph.D students must undergo a Continuation Procedure to be confirmed on the Ph.D register. This also applies to M.D or M.Sc students who wish to transfer onto the Ph.D register (contact gradapps@tcd.ie). An Annual Progress Report is not required in the year that the Continuation Procedure takes place.

Full-time Ph.D students should complete their Continuation Procedure at **18 months**, and part-time students at **30 months**. March registrants normally have their Continuation Procedure in October and September registrants in March. Students should plan to prepare their continuation report and issue a draft to their Supervisor with sufficient time

for them to read it and provide comments prior to submission.

The Continuation Procedure involves two steps:

1. Submitting your documents to gradapps@tcd.ie:
 - Continuation Report
 - Continuation Procedure Form
2. Participating in the Continuation Viva
 - Research Presentation
 - Continuation Interview

ASSESSMENT

Evaluation will be performed by a **Continuation Panel**, comprised of (at least) two members of the academic staff. In many cases, members of the **Mandatory Thesis Committee** take on this role. Alternatively, Continuation Assessors can be recruited from within the School of Medicine and will have the appropriate expertise to evaluate the submitted work.

The Continuation Panel will assess the Continuation Report, review Turnitin scores, attend the Research Presentation and participate in the Interview. Following the completion of these

elements, the Continuation Panel must complete the **Assessors' Continuation Outcome Form** and submit their recommendation to our office. These procedures are compatible with broad guidelines in the College Calendar, Part 2 Section 2.151.

Any scientific papers published or in-press, for which the student is first author, may be used as a basis for the Continuation Report. This course of action should be discussed firstly with the Supervisor/s and then with the Director of Postgraduate Teaching and Learning prior to submission.

SUPERVISOR'S RESPONSIBILITIES

The supervisor is required to:

- Discuss and review the **Continuation Report** prior to submission.
- **Arrange Chair** for viva (unless this is arranged by the School)
- Identify **Two Assessors** that have agreed to be on the Continuation Panel.
- **Fill in the Chair-person nomination form** and return this to gradapps@tcd.ie at least 2 weeks before the continuation report is submitted.
- **Arrange a time for Continuation Presentation** (unless this is organised by the School) that accommodates the schedules of the Student, Supervisor, Chair and two Assessors.
- Arrange a time for the **Continuation Interview**, ideally on the day of the presentation session, or as soon as possible afterwards at a time that accommodates the schedules of the Student, Supervisor, two Assessors and Chair.

The Primary Supervisor must attend the Continuation Panel presentation and interview.

THE REPORT

Students will produce a Continuation Report based on their research study.

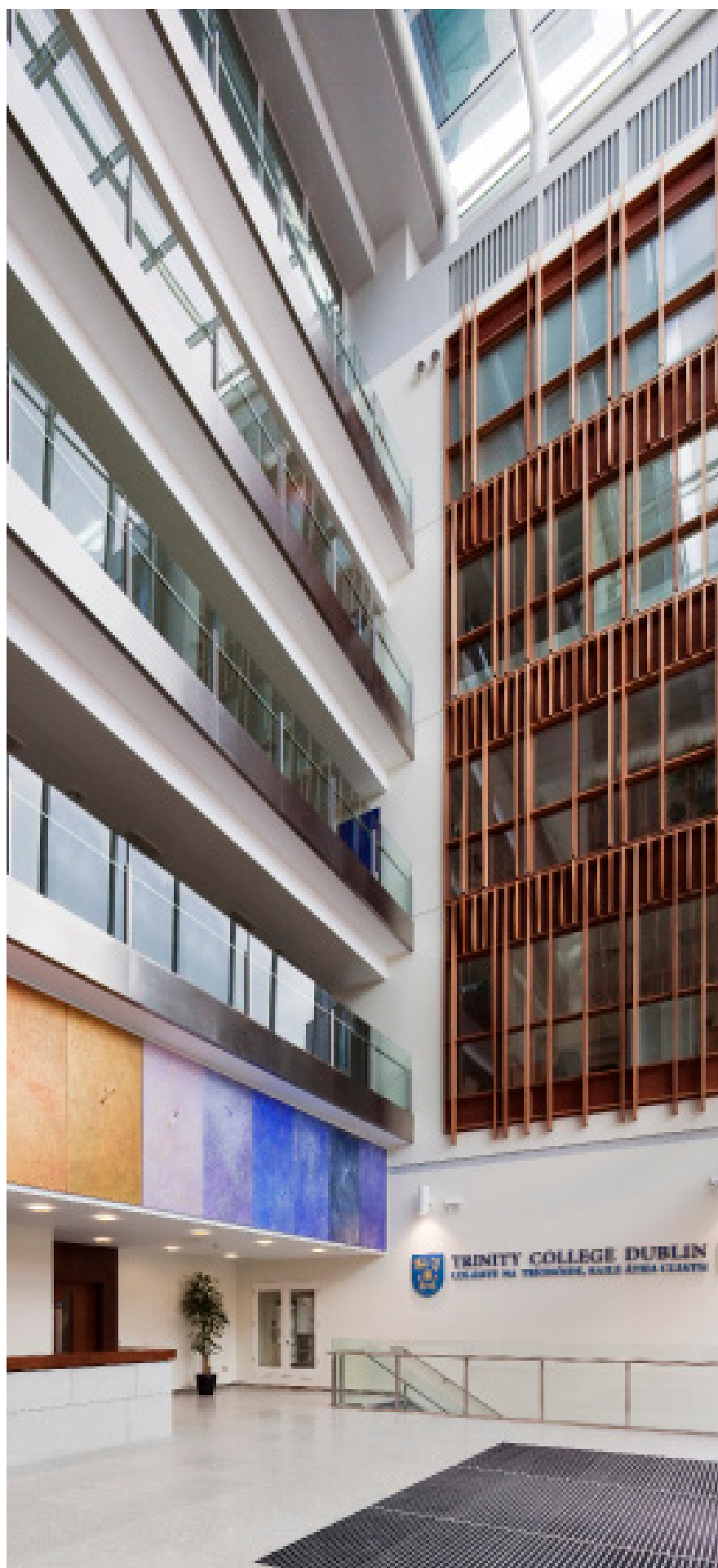
The Continuation Report will be **shorter** than a completed thesis but should have the same headings (please see General Thesis Structure). Each new heading should start on a new page. In addition, the Continuation Report should have **Future Directions** and **Thesis Plan** sections – these sections are a very important component of your Report.

Future Directions – describe the work packages and experiments that are yet to be undertaken. Include a timeline for the planned work.

Thesis Plan – present a chapter-by-chapter outline of how you envisage your thesis. The thesis plan can be up to two pages in length, and will describe chapters that are complete, ongoing and planned.

In terms of style guidelines (please also see note1 below):

- use a font of your choosing
- text font size should be 12-point size
- text should be single spaced
- pages must be numbered
- figures should be clear and with own figure legends
- you may choose any bibliographic style, but be consistent; bibliography should be in 8-point font size



SUBMISSION OF THE CONTINUATION REPORT AND THE FORM

Combine your Continuation Report Form and Continuation Report into one document. Name the file in the order: first name_surname_student number. E.g., Joe_Bloggs_12345678. Submit this document using the relevant upload space in the Blackboard module CM8807.

If you do not have access to the module CM8807, e-mail gradapps@tcd.ie

CONTINUATION DECLARATION ON PLAGIARISM AND TURNITIN SCORE

Complete and sign the **Continuation Declaration on Plagiarism section of the Form**. Further information on the College's policy on plagiarism can be found in the section below on plagiarism.

You must submit an electronic copy of the report through **Turnitin**. Turnitin can detect plagiarism in a written document and generates a similarity score – you are required to provide this in the **Continuation Procedure Form**.

Please contact gradapps@tcd.ie regarding submission of your reports via Turnitin.

Notes: [1] The use of a small font size for text (point size 12) and smaller font size for bibliography (point size 10), and the use of single spacing is all in an effort to reduce page numbers and thus paper amounts. We ask students to include page numbers when putting together their reports. Ask yourself also if the size of figures can be reduced without compromising clarity or presentation. The move toward a PDF submission is also in effort to reduce paper use, and we ask supervisors and assessors to avoid printing wherever possible.

THE PRESENTATION

As part of the Continuation Process, students will present their research results and future research plans. The presentation includes a short presentation (10-15 min) with time for questions and discussion (5 min). The Chair will stop the presentation if it exceeds the allocated time.

Students typically have 10-17 slides (this is not a prescriptive). The first slide should contain the title, your name and the name(s) of the supervisor(s).

The purpose of the presentation is to help your assessors understand your project. Your talk should comprise of an introduction, a summary of the research questions/ hypotheses, a description of the methods and findings to date, a discussion of these findings and plans for the future. You should also have an acknowledgement slide.

- **Introduction:** This should be aimed at an expert who may not be entirely familiar with your research. Normally 2-4 slides.
- **Research aims, questions and hypotheses:** You should have a slide that summarises your aims, hypotheses or questions.
- **Description of the methods and findings:** Describe how you sought to address your research questions and your results – this will be the bulk of the presentation. However, you need not present every single piece of data you have generated.
- **Discussion:** Discuss the importance of your data and findings, how it relates to the field, and how has it advanced our understanding. You might also talk about experimental approaches that may have not worked, and how you might trouble-shoot these experiments.
- **Plan for the future:** A key question for the Continuation Panel is how the research will continue and become worthy of a higher degree. Therefore, a plan for the remainder of your thesis work is vital. Essentially, you can describe what experiments you will do and how long these will likely take. You might consider grouping your research into areas that could form the basis of thesis chapters. You might allude to papers (planned, submitted, accepted etc), or conferences you have attended or plan to attend.
- **Acknowledgements:** Thank those who assisted and facilitated you, including co-workers, collaborators, funders, and supervisors.

Some useful links:

- College regulations on plagiarism, found here: <https://libguides.tcd.ie/plagiarism/about>
- Ready Steady Write tutorial: <https://libguides.tcd.ie/plagiarism/ready-steady-write>
- A link to the library's supports is below and should be visited: <https://student-learning.tcd.ie/learning-resources/presentation>
- In your report and after the front cover, you must include declaration found here: <https://libguides.tcd.ie/friendly.php?s=plagiarism/declaration>
- Lastly, it is mandatory that you use official TCD slides for your presentations: <https://www.tcd.ie/identity/powerpoint/index.php>



THE INTERVIEW

The presentation will be followed by a Continuation Interview where the student discusses their research with the Continuation Panel. The interview is scheduled and arranged by the Supervisor, or a person nominated by the Head of Discipline. Where possible the interview should be arranged on the same day of the presentation, or as soon as possible afterward.

Based on their assessment of the quality of the Continuation Report and the ability of the student to present and discuss their results, the Continuation Panel will decide whether the student has fulfilled the criteria of progress and is eligible for continuation on the Ph.D register.

Criteria used to determine whether a student can continue will include:

- Scientific excellence
- The contribution the research can make to the international medical and scientific community
- Whether sufficient progress has been achieved towards the stated aims
- The scientific training experience received
- How the future plans will contribute to a successful Ph.D project.

The decision of the Continuation Panel will be recorded on the Assessors Report. The agreed Assessor One should email the completed Assessors report to the Student, Supervisor, and gradapps@tcd.ie within one week of the decision. The Assessors Report will outline any suggestions and corrections that are required.

There are five possible outcomes:

- Continue on the Ph.D register
- Recommend continuation on the Ph.D register, after some minor changes have been made to the confirmation report
- Continuation on the Ph.D register not recommended at this time: a new report to be written & confirmation interview to be held again as soon as possible thereafter
- Recommend to change to the M.Sc. register to submit a Masters thesis
- Recommend not to continue as a postgraduate research student.

See Table in Appendix for next steps after outcomes of the Continuation Procedure.

Your Supervisor must be present for the interview. The Supervisor's role is observational and is to listen to the feedback from the Continuation Panel. The Continuation Interview will be chaired by the DTLPG (or his or her nominee). The Chair Report form needs to be filled in by the Chair and returned to gradapps@tcd.ie as soon as possible or maximum within 1 week after the continuation viva.



WHAT HAPPENS AFTER THE CONTINUATION VIVA?

Upon completion of the Viva, Assessors will complete and submit **Assessors Continuation Form** to us at the Postgraduate Teaching and Learning office.

The Postgraduate Teaching & Learning office review this and upon approval, will send the **Supervisor Continuation Form** to the Supervisor for completion, who must then return it to the Postgraduate Teaching and Learning Office.

Once this is received and approved, the Postgraduate Teaching and Learning Office will contact Academic Registry and request the student be allowed to transfer to the Ph.D register.

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Thesis Submission: For Ph.D, M.Sc. and M.D. Research

GENERAL FORMATTING

- **Language:** The dissertation should be written in English or Irish.
- **Length:** Normally a Ph.D thesis should not exceed 100,000 words and an M.D. or M.Sc. (by research) thesis, 60,000 words (both exclusive of footnotes and bibliography). Permission from the Dean must be obtained if a thesis is to exceed these limits.
- **Font size:** No less than 12 point
- **Line spacing:** One and a half or double spaced
- **Gutter margin:** must be no less than 35 mm and others no less than 20mm.

INITIAL SUBMISSION

The University does not allow unofficial submissions to take place. All submissions of theses to internal and external examiners are formal and must be done through the Graduate Studies Office.

An intention to submit form should be submitted one month prior to the submission of the thesis.

The thesis will not be formally accepted if the candidate is not currently registered and/or if there are any outstanding fees.

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.



Notes: [1] www.tcd.ie/calendar/general-information; [2] If the hyperlinks don't work directly for you, try copy/pasting them into your web browser

THE VIVA VOCE

The viva voce exam is mandatory for Ph.D students. A viva voce is not ordinarily required as part of an M.Sc. or M.D. but may be requested by one or both examiners.

The viva oral exam will normally be preceded by a presentation (approximately 30 minutes). The length of the viva voce is not pre-determined but normally takes between 2-4 hours.

The viva normally happens within 3 months of submission.

THE SUPERVISOR IS REQUIRED TO:

- Nominate an internal and external examiner, (or two external examiners where the Ph.D candidate is a staff member in Trinity)
- Nominate a chair for the viva
- Complete and submit the **Examiner nomination forms**



VIVA VOCE OUTCOMES

Potential outcomes of the viva voce:

- degree be awarded as it stands
- minor corrections, for which two months are allowed from the time of notification
- major revision and subsequent re-examination, for which six months are normally allowed from the time of notification
- a lower degree be awarded, if necessary following minor corrections to the thesis or
- the thesis be failed





SUBMISSION OF FINAL THESIS

Submission of final thesis, as per outcomes above, will be:

- (i) students will make amendments as outlined by examiners report
- (ii) students should submit corrected thesis to examiners via the internal examiner
- (iii) the internal examiner/examiners confirm that changes have been made satisfactorily
- (iv) Academic Registry then invites the student to submit the final thesis

Students are asked to submit two hardbound copies of their final thesis. One goes to the Library and the other is returned to the Department to be retained locally. You can also discuss with your Supervisor if they would like a hardbound copy.



APPEALS

Appeals against the decision of the examiners will be made to Dean. Appeals against the Dean's decision will be made to the Academic Appeals Committee for Graduate Students that will refer its recommendation to the University Council.

If the appeal is upheld by the Appeals Committee, its recommendations will be implemented. If the Appeals Committee cannot arrive at a decision, or where the student is dissatisfied, he/she may seek redress from the Visitor¹.

Notes: [1] The two Visitors, are the Chancellor of the University and the Judicial Visitor.

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General Structure of a Thesis For Ph.D, M.Sc. and M.D. Research

GENERAL PRINCIPLES AND STRUCTURE

The thesis should be a work of scholarship. The standard form of a thesis is well-recognised and follows the form of a paper in a scientific journal.

The thesis comprises the following sections: Introduction, Methods, Results, Discussion, Conclusions and References. Acknowledgements and courtesies should not be overlooked. As regards the M.D., examples of successfully examined Theses can be found on the M.D. Students Blackboard module CM8806 and on <http://www.tara.tcd.ie/>.

Front Page & Title

- The title must be written in full on the title page of each volume. The degree, the year approved (not the year submitted), and the candidate name, in that order, should be lettered in gold, in 24 pt or larger type, down the spine. The title must also appear in gold on the front cover of the thesis.

Declaration, online access and the General Data Protection Regulation

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

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

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

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

- For a thesis 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.
- Open access electronic theses are freely available over

the 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.
- 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.

Declaration and Statement of Plagiarism

- The candidate must make a signed declaration that the work is his/her own, and if a team was involved must identify very clearly his/her own contribution. The declaration must also contain the statements that full and informed consent was obtained from human subjects, and that any animal experiments were carried out under correct permits and under humane conditions.
- The attention of both candidates and heads of department is drawn to the fact that the work presented for a degree must be in greater part the original work of the candidate. Where the work of others forms any part of the thesis it must be fully and explicitly acknowledged, whether published or not.

Acknowledgements

- This should officially declare all members who have helped with generating data, no matter their contribution. This may include laboratory or hospital staff and research participants, if applicable. If research funds have been provided the donors should be thanked.

Table of Contents

- The table of contents should include chapter headings and details of sections within chapters, with page numbers.

List of Figures and Tables

- This should include details of all tables and figures with page numbers.

List of Abbreviations

- This can be in a 2-column format. This section tends not to be more than 2 pages.

Abstract/ Summary

- The reader will probably read this section first, and it should be clear and focussed. It should not be more than one page long and should be divided into paragraphs comprising short statements of the problems, the method and the results.

Lay Abstract

- An abstract that is readily comprehensible to the general public.

Aims and Hypothesis of the Project

- These could be in bullet point. Your hypothesis or hypotheses could be stated at this stage.

Value of Research

- Discuss the value of your Research (e.g. scientific contribution as well as application to patients, clinicians, policymakers and wider society where relevant). This should be accessible to both scientists and to the general public.

Outputs

- List of outputs to date, e.g. scientific abstracts, papers published, etc

The Introduction

- This should enlighten an expert who may not be completely within your research area. Furthermore, you should give sufficient background to make your research comprehensible. It is important to cite the relevant literature.
- This normally sets out the problem and its background, or the original area of scientific investigation it is intended to pursue. Thus, a critical and historical review of relevant literature is required, and an explanation of why the problem stated is a problem. It could be that a new technique has allowed a reappraisal of existing evidence or allowed new insights into physiological or disease processes.
- Perhaps the candidate has observed an association between the data or has reasoned that such an association might exist. He/she might have had a problem suggested by a colleague or be taking part in an ongoing research programme in a laboratory or university department. Whatever it is, the problem must be stated and put into context. The introduction finishes with an indication of the way in which the investigation is to be conducted, and the questions which will be asked, i.e. aims and objectives.

Methods

- Commonly used methods can be described briefly, or the protocol could be cited. Techniques you developed (or modified/adapted) should be explained in detail.
- This section should be factual and precise. The methods and subjects used should be outlined. This section is made of suitable subsections. If animals are involved, then species, sex, age, weight, diet, housing conditions, handling are noted with mean ranges and standard deviations if relevant. Operative procedures are detailed with anaesthetics, recovery conditions, mortality, growth, etc. Drugs/treatments should have dosages, dilutions, pH diluents, route, frequency, etc.
- Measurements of specific variables are described, and if chemical or physical methods are employed, enough detail is given to allow repetition by another worker. Criteria for inclusion in one or other groups, matching of pairs, random selection, allowance for circadian variation are important.
- Behavioural criteria must be clearly defined. Diagnoses must be based on specified criteria – it is not enough to say that “so many cases of such a disease were treated”.
- Experimental protocols must be shown and if animals are used then accepted standards of Helsinki agreement must have been employed. The appropriate licences and certificates of the Ministry or Department of Health under the Cruelty to Animals Acts must have been satisfied.
- Where human subjects are involved, permission of an appropriate ethical committee must have been obtained and also full and informed consent of subjects. Particular care attaches to children, and to those of infirm mind. A declaration in respect of these points must be included in the thesis.
- Details of automated analytical procedures should be specified. An image or graphic may be of assistance in clarifying methods.

Statistical Methods

- Describe clearly statistical methods used and why these were selected over others.
- Where applicable, describe variables using mean (standard deviation) or median (inter-quartile range)
- Correctly indicate all statistics performed.
- Statistical procedures must be defined and the procedures must be justified.
- Improper use of statistics, imprecise information, means, standard deviations can ruin a study. Care should be taken in choosing parametric and non-parametric approaches, assumptions not be made that all biological phenomena follow a normal distribution. Statistical packages used for data analysis should be specified.



Results

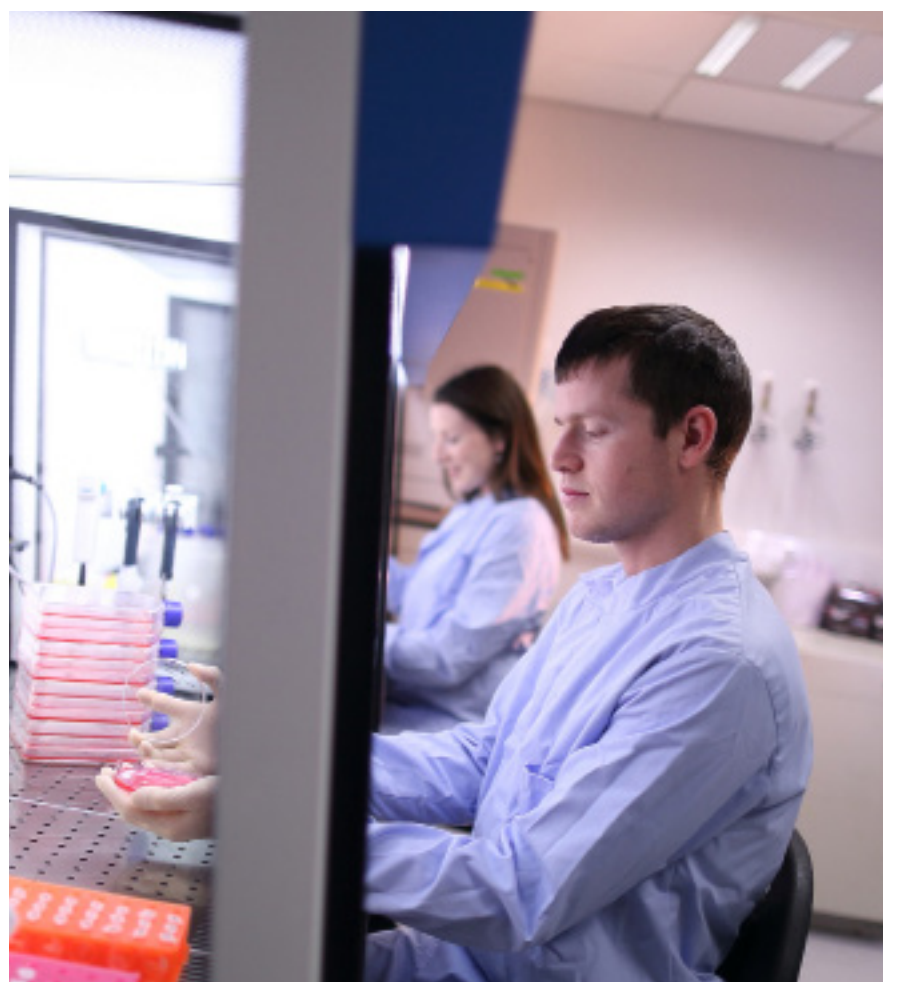
- This is the part of the thesis where the answers are set out, and the statistical analysis is described.
- Describe the data obtained. Your data could be illustrated with high quality graphics, tables and figures. Clearly label and accurately number graphics, tables and figures. Figure legends will also be required.
- Figures and tables should be self-explanatory, with clear headings and axis labels. Footnotes can supply explanations of abbreviations, or reference to another table or text section for detail.
- Statistics must be given in an acceptable form. A distinction should be drawn between standard deviation and error. Do not use “significant” in a mathematical sense unless a probability is reached.
- Use of diagrams, flow charts and photographs is advisable to help readers’ comprehension. A medical or biological illustrator will enhance presentations.
- Diagrams should be clear and uncluttered.
- Do not clutter graphs. Intersecting lines bemuse the eye.
- Use suitable and easily distinguished symbols. Open and closed circles and squares are clear. Usually, any more than 3-4 symbols are confusing.
- Stick to same symbol for same phenomenon where possible.
- Results may be presented in summary form in the interests of clarity and flow.
- Detail must be available in case the examiners wish to review them and can be placed in appendices.

Discussion

- Discuss your findings in the wider context of the field; how have these advanced our knowledge and what are their implications? Do not simply re-iterate the results in this section. The discussion section gives you a chance to let your ideas shine.
- The discussion is the part of the thesis where the candidate can display knowledge in a wider manner. In it he/she carries out a comparison with other work by placing his/ her own data in the context of the published literature, and shows where it fits in or clashes with, extends or confirms existing concepts.
- The candidate is expected to examine critically the work of others in the light of his/her own findings, and to make constructive suggestions for further research. An examiner will look for positive evidence that the candidate has developed a critical sense both of his/her own work and that of others.
- A thread of argument should be found, along which the reader is led and successive points debated. The reader should feel a sense of pursuit as the objective which has been stated in the Introduction is gradually approached.
- The final paragraphs should put the work into perspective, and finalise the argument data.

References

The reference style must be consistent throughout the thesis. It is recommended to use a referencing management software such as Endnote.



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Ph.D and Publication

GENERAL INFORMATION

Ph.D **and** Publication is the inclusion of published data in the final Ph.D thesis. This should not be confused with Ph.D **by** Publication, which is gaining a Ph.D by the submission of a collection of published works or using existing publications while not on the Ph.D register, as this is not considered in Trinity College Dublin.

Ph.D **and** Publication guidelines refer to the inclusion of published work conducted by the Ph.D student in their thesis. This work must have been carried out during the Ph.D, while on the Ph.D register.

KEY POINTS

Students may include published works (with copyright permission) within their thesis. Publications must be generated while on the Ph.D register.

Publication number should be between 1 (minimum) and 8 (maximum) and internationally peer-reviewed.

Appropriateness of the journal where the work is published is agreed with supervisor and the Ph.D panel.

Ordinarily there will be an expectation that the student is first author.

OUTLINE OF THESIS

- **Introduction Chapter** – required to be written in full bringing together the overall aims and hypothesis of the entire thesis.
- **Methods and Materials Chapter** – required to be written in full with more in-depth descriptions than in publications, with the detail on statistical methods fully expanded.
- **Results Chapters** – the inclusion of publication(s) into results chapter(s) will be permitted. Publications will substitute full result(s) chapters or part of result(s) chapters. The numbering system of the published figures, tables, sections should be changed so that they take on the numbering system of the thesis and not that of individual papers. Each published Table/Figure included has a statement in the legend/footnote indicating it has been published and reference your publication.
- **Discussions Chapter** – will be required to be written in full and to integrate all papers/chapters as a total body of work.
- At the start of each chapter, on a separate page headed '**Published Work List**', provide a list of the figures, tables, sections included which have been previously published.
- Include a copy of each publication(s) in the Appendix, with the Appendix Heading: **Published Works**

TRANSFERRING TO A Ph.D

- **Supervisor Letter** – A formal letter from supervisor(s) indicating the level of work completed by the Ph.D candidate in each of the publications used in thesis should be submitted. Supporting information where the Ph.D student was not the first author has to be clearly indicated. The supervisor's letter should outline additional results, extended methods and other data the student has included in the thesis as part of the chapter or as an appendix, which did not form part of the publication. The supervisor's letter must confirm that copyright permission has been obtained for each of the publications to be included. This letter should be sent the School's Postgraduate Teaching & Learning Office prior to the commencement of the thesis writeup for approval and no later than 3 months before submission.
- **Thesis Committee** – Both members of the mandatory thesis committee should co-sign the Supervisor Letter indicating their approval for Ph.D and Publication.
- **Copyright permission** – Copyright permission must be included within the appendix of the thesis.
- **Request Form and Checklist** – Both the student and the supervisor must complete the request form and checklist if intending to submit a Ph.D and Publication by contacting gradapps@tcd.ie
- Final approval for allowance of Ph.D and Publication will be granted by the Director of Postgraduate Teaching and Learning.

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Doctor in Medicine (M.D.) Guidelines

GENERAL COMMENT & TIMELINES

The M.D. is one of the oldest degrees in College. Illustrious Trinity M.D. graduates include Allen Mullen (1684), Robert William Smith (1842) and Adrian Stokes (1911). The M.D. is a professional higher doctorate that provides medical graduates with an opportunity to pursue advancement of knowledge through original research. The primary purpose of the M.D. is to develop the skills and competencies required to conduct effective research and to make a significant contribution to new knowledge and understanding in the theory and/or practice of any area of medicine or surgery.

Since 2020, the M.D. is structured and its procedures and standards are comparable to Ph.D. This includes the role of the supervisor. Completion of 5 ECTS is mandatory and an annual report is required for progression. The written M.D. thesis is examined by an internal and an external examiner. M.D. and publication is possible (see below).

The M.D. is a part-time degree and should be completed in a minimum of 1 and a maximum of 3 years. The degree can be completed during clinical fellowships and is suitable for Specialist Registrar Out of Clinical Programme Experiences for Research. Students are liable for yearly fees. Pre-2020 M.D. students will continue to follow pre-2020 regulations.

ANNUAL REPORTS

Annual progress reports must be submitted as per the information provided above, at least 1 month prior to registration being due to ADPTLMD@tcd.ie

Please see section: **Submission of Annual Reports**

Annual reports on progress relating to project milestones, unless it is the year in which you intend on submitting your thesis.

ELIGIBILITY

To register for the M.D., applicants must hold a basic medical qualification (BMQ) conferred upon them at least three years previously. In the University of Dublin, the BMQ is the M.B., B.Ch., B.A.O. Equivalent BMQs are listed in the World Directory of Medical Schools (<https://search.wdoms.org/>). If the candidate is not a graduate of the University of Dublin, he/she should:

- have been normally, for at least one year prior to submission, a full-time or part-time member of staff of the College
- or a formally appointed researcher of the College
- or have been engaged in clinical practice/ training in one of the College teaching hospitals.

From 2021, admissions to the M.D. register are twice a year with applications open in the months of January and July.

M.D. and publication

Incorporation of publications in the M.D. thesis is possible and requires a minimum of two original (not reviews), published peer reviewed papers in international leading journals of appropriate impact factor (IF) for the area of research. If no methodological papers are part of the submission, the student must include a detailed methodological chapter. Only articles which are based on research which has been undertaken by the student while registered for the M.D. are admissible. M.D. candidate must be the first or leading author on the major part of the work.

GAINING YOUR ECTS CREDITS

All students registered for an M.D. degree will be required to complete a minimum of 5 ECTS.

Please see section **Gaining ECTS Credits**

SUBMISSION OF THESIS

The procedure for submission of your thesis and the general structure of a thesis is outlined in the sections above.

Please see the following sections **Submission of Your Thesis and General Structure of a Thesis**.

The thesis will be read by two examiners, one internal and one external.

A viva is not normally required for an M.D. However, the examiners may require a candidate to attend for a viva voce examination. In this case, the viva would normally happen within 3 months of submission.

TRANSFERRING TO Ph.D

If you are considering to transfer from an M.D. by Research to a Ph.D, then you must be **confirmed** onto the Ph.D register.

As the M.D. is a part time programme it would only be possible to transfer to the part time Ph.D register.

Please see section: **Transferring to Ph.D register**

If you require further information regarding transfer, please contact Ms. Dara O'Mahony, omahoned@tcd.ie



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Masters by Research (M.Sc.)

TIMELINES

In general, the procedures and standards for M.Sc. are comparable to Ph.D. and M.D.. M.Sc. students should refer to much of the information in the sections above. Additional and key information is provided below.

For full time M.Sc. students, the minimal time to remain on the register is 1 year and maximal time is 2 years.

For part time M.Sc. students, the minimal time to remain on register is 2 years and the maximal time is 3 years.

Students are liable for yearly fees.

SUBMISSION OF THESIS

The procedure for submission of your thesis and the general structure of a thesis is outlined in the sections above.

Please see sections on **Thesis Submission** and **General Structure of a Thesis**.

The thesis will be read by two examiners, one internal and one external. A viva is not compulsory for an M.Sc. However, the examiners may require a candidate to attend for a viva voce examination. If this is the case, the viva would normally happen within 3 months of submission.

ANNUAL PROGRESS REPORTS

Annual progress reports must be submitted as per the information provided above.

Please see section on the Submission of Annual Progress Reports

Full Time Students not submitting their thesis by year 1, should instead submit a short annual report in year 1 so that they may be registered for year 2.

Part Time Students should submit a short annual report in year 1. Part Time students not submitting their thesis by year 2, should instead submit a short annual report in year 2 so that they may be registered for year 3.

OTHER INFORMATION

Students may wish to avail of taught modules but please note that M.Sc. by research students are not required to complete mandatory ECTS credits.

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Transferring to Ph.D Register

PROCEDURE

A mandatory thesis committee will need to be established to conduct all elements of the continuation procedure – details of which can be found above. Please see section on the completion of the continuation procedure.

1. The student will submit a Ph.D Transfer Report
2. The student's supervisor is required to submit a letter of recommendation outlining the reasons they consider the

student suitable for transfer to the Ph.D register.

3. The Transfer Report and Supervisor Letter of support should be submitted to Ms Teresa Fox gradapps@tcd.ie
4. The mandatory thesis committee will be required to complete the transfer checklist

EVALUATION

To determine whether a student can transfer to the PhD register, the Continuation Procedure Report should demonstrate:

- Whether sufficient progress achieved towards the stated aims
- The scientific training experience
- How the Future plans will contribute to a successful Ph.D project.
- Scientific excellence



DECISION

The decision of the Ph.D transfer panel will be communicated to the student and supervisor.

There will be 3 categories;

- Recommend immediate transfer
- Recommend transfer subject to additional experimental work
- Do not recommend transfer

Where additional experimental work is required, an amended transfer report should be submitted to the Committee and it will be at the discretion of the Panel as to whether an additional interview with the candidate is required.



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Fellowships, Scholarships and Awards

SUPPLEMENTAL FUNDING RESOURCES

The School of Medicine are pleased to offer additional funding resources to postgraduate students and alumni to support your research.

The major source of funding for postgraduate students is from research grants obtained by the supervisor; however, a range of fellowships, scholarships and awards are made possible by bequests and gifts that have been generously donated to the School of Medicine and Trinity College Dublin. These may be used to support elements of your research including conference attendance, travel, fees, and consumable expenses.

A list of available fellowships, scholarships and awards is found on the School of Medicine postgraduate website and in the college calendar. <https://www.tcd.ie/medicine/education/postgraduate/fellowships-open-to-application/> Graduate Studies and Higher Degrees - Calendar - Trinity College Dublin (tcd.ie)

Included in these are the Sarah Purser Medical Research Fund, the Adrian Stokes Memorial Fellowship, the Travelling Scholarship in Medicine & Surgery, the Dermot and Phyllis Kelleher Travel Fellowship, and the Eithne Walls Memorial Scholarship, amongst others. College and faculty awards, including the Trinity Research Doctorate Program, will also be listed here.

Most of these awards are granted yearly, although the Travelling Scholarship in Medicine & Surgery is a biennial award rotated between medicine and surgery. These awards may contain specific conditions for their application across the health sciences and in medicine. They may also be subject to eligibility criteria and application deadlines may vary.

You should speak with your supervisor and the Associate Director of Postgraduate Teaching and Learning (Fellowships) for further information.

In addition, the Trinity Trust makes funds available to the Graduate Studies Committee for allocation to graduate research students for attendance at conferences or for research abroad <https://www.tcd.ie/graduatestudies/students/research/>

In some circumstances, graduate students may help within their department by teaching, demonstrating and invigilating undergraduate and taught postgraduate students. These contributions are paid at college rates and will usually not exceed six hours per week.

Students who are in receipt of college awards may not earn for such activity in excess of minimum income level after payment of fees, in line with stipend and state revenue stipulations. Please consult with your Head of Discipline and supervisor to see if these opportunities are available to you.

The school website features up to date information on funding schemes and sponsors, by career level, with details of school and college supports. <https://www.tcd.ie/medicine/research/funding/>

Some fellowships are quite historical and are still in use today. For example, the photo below relates to a fellowship founded in 1929 in memory of Adrian Stokes, the first Professor of Bacteriology and Preventative Medicine at TCD, who demonstrated that Yellow Fever is caused by a transmissible agent that could not then be cultivated in the laboratory like typical bacterial pathogens and which would later be discovered to be a virus. We encourage all of our award recipients to share their research experiences with us to help raise awareness of the School's fellowships and Scholarships for the School's postgraduate community, and in gratitude for the generosity of its benefactors and donors.



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Plagiarism

The following section is from the College calendar and describes the college policy on Plagiarism. It is reproduced here for your convenience and attention. You are also directed to the library website for further information.

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.

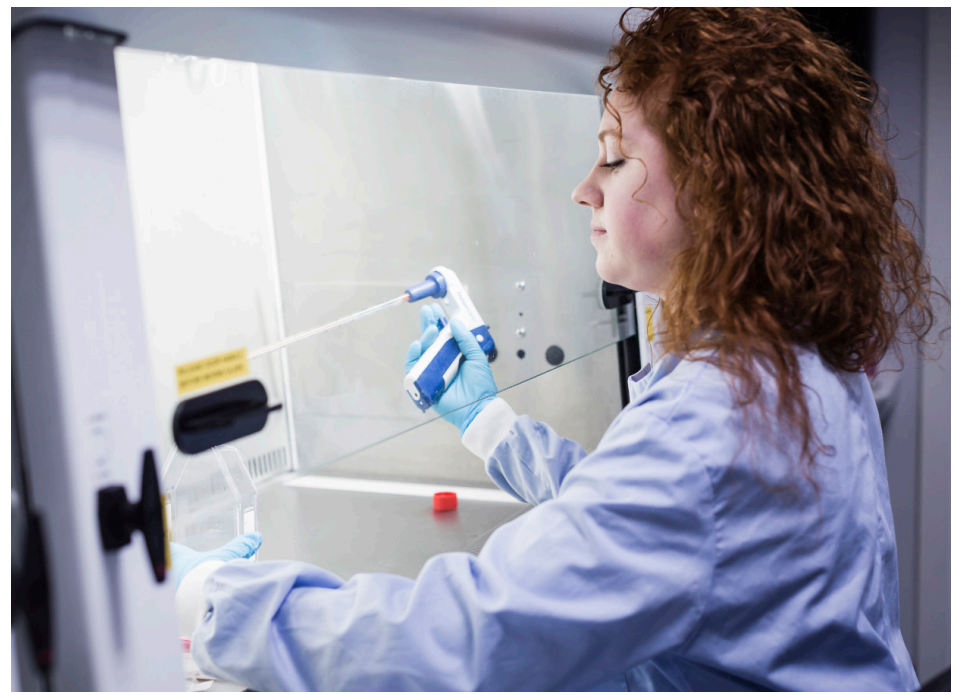
When work is submitted as the result of a Group Project, it is the responsibility of all students in the Group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

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>

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

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

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

(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. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes."

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Policies

ETHICS AND RESEARCH INTEGRITY

Your research should be conducted in an ethical manner and the highest levels of integrity should be constantly maintained. It is a condition of your admission that you should familiarise yourself with the College's Policy on Good Research Practice. Trinity has access to Epigeum Research Integrity Training, an internationally recognised integrity training programme for researchers at all career stages <https://www.tcd.ie/hr/hr-for-researchers/>

Your research project may require ethical approval, at School level ethical approval may be obtained from School's ethics committee. Research that is patient-centred may require approval from a hospital committee, for example the Joint Hospital Committee JREC. You should discuss research ethics requirements with your supervisor.

HEALTH AND SAFETY

It is important that your research should be conducted in a manner that is not injurious to your health or the health of others. You should familiarise yourself with local safety policies in your discipline or unit, indeed your local safety officer will likely arrange a safety induction for you as a priority. The School's safety statement and policies may be found here and the College

Lab Safety website can also be consulted.

You may be required to undertake specific safety training prior to the initiation of your research as recommended by your supervisor or safety officer. A full list of College training workshops is available on the Estates & Facilities website.

DIGNITY AND RESPECT POLICY

It is your right to conduct your research in an environment that respects you as person and that you in turn show dignity to those around you.

The College strives to create an environment that is supportive and conducive to work and study. Details of the policy that encapsulates this ethos may be found here: <https://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf>

ANNUAL LEAVE

There is no prescribed duration for annual leave for most research students. This is usually determined by discussion with the supervisor. The research funder may also have policies or recommendations on leave.

For those students who are employed as research students, the contract of employment with the college should explain leave entitlements.

DATA PROTECTION

There are a number of General Data Protection Regulations (GDPR) and Health Research Regulations 2018, that came into effect. It is your responsibility to make yourself aware of data Protection policies, which can be found on the College website.

<https://www.tcd.ie/dataprotection/research/>

PLAN S AND OPEN PUBLISHING

Plan S is an initiative for Open Access publishing which is supported by COAlition S, a group of mostly European research funders and research organisations. Plan S requires that, from January 1st, 2021 onwards, publications funded by COAlition S members must be made Open Access immediately upon publication. It is essential that Trinity's researchers and postgraduate students are fully compliant with Plan S provisions. <https://libguides.tcd.ie/planS>

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Student Support Quick Glance

Student Welfare & Support Officer within School of Medicine

Simone Cameron-Coen (she/her) is the School of Medicine Student Welfare & Support Officer. She is here to offer confidential advice and support on a range of topics including financial matters, accommodation, and mental health supports to both undergraduate and post-graduate students. Simone will also help you to connect with other services in College, like the Disability Services, or Student Counselling Services. She will be holding workshops and events during the academic year. Simone will be available in TBSI, St James's Hospital, Tal-laght Hospital and online. You can arrange a one-to-one meeting in person or online by either emailing her on scamero@tcd.ie or clicking <https://outlook.office365.com/owa/calendar/StudentWelfareSupportOfficerSOM@TCDUD.onmicrosoft.com/bookings/> Her office hours and location will be available online later in September.

Trinity welcomes all its students and as a TCD student you have many supports available to you. Please see below for a list of relevant supports. Further information is also available at: <https://www.tcd.ie/graduatestudies/assets/pdf/postgraduate-research-student-handbook-2018.pdf> We hope you find this Quick Glance Page useful. If you find a site is missing, please contact us and we will add it to this list.

| | |
|---|--|
| Academic Registry | www.tcd.ie/academicregistry/ |
| Academic Policies and Procedures | www.tcd.ie/teaching-learning/academic-policies |
| Careers Advisory Service | www.tcd.ie/Careers/students/postgraduate/ ; www.tcd.ie/careers |
| Chaplaincy | www.tcd.ie/Chaplaincy/ |
| Complaint Procedures | www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf |
| Disability Service | www.tcd.ie/disability/ |
| Data Protection | www.tcd.ie/info_compliance/data-protection/student-data/ |
| Dublin Uni. Central Athletic Club (DUCAC) | www.tcd.ie/Sport/student-sport/ducac/?nodeId=94&title=Sports_Clubs |
| Dignity and Respect Policy | www.tcd.ie/equality/policy/dignity-respect-policy/ |
| Guidelines on Plagiarism | http://tcd-ie.libguides.com/plagiarism |
| Health and Safty Statement | www.tcd.ie/medicine/local/staff/health-safety.php |
| Health Centre | www.tcd.ie/collegehealth/ ; www.tcd.ie/College_health |
| IT Services | www.tcd.ie/itservices |

| | |
|-----------------------------------|--|
| Maths Help Centre | www.math.tcd.ie/Info fo Schools/Maths Healproom.php |
| Mature Students Office | www.tcd.ie/maturestudents/ |
| Online Tutorial Read Steady Write | http://tcd-ie.libguides.com/plagiarism/ready-steady-write |
| Orientation Programme | www.tcd.ie/students/orientation/ |
| Postgraduate Advisory Service | www.tcd.ie/Senior Tutor/postgraduateadvisory/ |
| Student Services | www.tcd.ie/corporate-services/structure/student-services/ |
| Student Counselling Services | www.tcd.ie/Student Counselling/ |
| Student societies | http://trinitysocieties.ie/ |
| Senior Tutor Services | www.tcd.ie/seniortutor/ |
| TCD sports | www.tcd.ie/Sport/ |
| TCD Student's Union (TCDSU) | www.tcdsu.org |

THE POSTGRADUATE ADVISORY SERVICE

What?

The Postgraduate Advisory Service (PAS) is a free and confidential service available to all registered postgraduate students in Trinity College. PAS offers a comprehensive range of academic, pastoral and professional supports including one-to-one appointments, workshops and trainings, and emergency financial assistance.

Why?

PAS exists to ensure that all postgraduate students have a dedicated, specialist service independent of the school-system to whom they can turn for support and advice during their stay in College. Common concerns students present to PAS include stress; financial worries; queries about regulations or services available at Trinity; supervisor-relationship concerns; academic progression issues; academic appeals; and plagiarism hearing.

Who?

The Postgraduate Advisory Service is led by the Postgraduate Student Support Officers who provide frontline support for all Postgraduate students in Trinity. These Support Officers will act as your first point of contact and a source of support and guidance; they can also put you in touch with or recommend other services, depending on your needs.

How?

For an appointment, please e-mail postgrad.support@tcd.ie
 Website: <https://www.tcd.ie/Senior Tutor/postgraduateadvisory>
 To keep up to date with the supports and events for postgraduate please check out the monthly PAS newsletter sent to all postgraduates via email or follow PAS on Instagram or Twitter: @TCDPGAdvisory



ATHENA SWAN

The School of Medicine, Trinity College Dublin, is planning to apply for an Athena SWAN Bronze Departmental Award in April 2021. The Athena SWAN framework involves carrying out a thorough self-assessment of school-level processes, analysing both staff and student data and consulting with staff to understand perceptions and experiences. Applicants also need to submit a gender equality action plan derived from the findings of the self-assessment process, to drive cultural change and build on areas of good practice within the School.

The self-assessment team (SAT) for the School is led by Professor Kumlesh Dev and Professor Lina Zgaga, with guidance from the Faculty Athena SWAN Project Officer, Louise Walsh. The team is comprised of a range of staff from various disciplines and roles within the School, alongside student representation. The SAT is currently drafting the full application and devising the action plan for the School.

The Athena SWAN Charter is an international recognition and award scheme for positive gender practice in Higher Education. Along with aiming to investigate and address barriers to career progression for female academic and research staff, the Charter recognises and celebrates good practice in terms of representation, progression and success for all.



POSTGRAD SUPPORTS FOR STUDENTS

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

Supports for Postgraduate Students includes:

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

An application can be made through my.tcd.ie via the 'My Disability Service' tab. Additional information is available via this link <https://www.tcd.ie/disability/current/Reasonable-acc.php>

Any TCD student in Trinity (or prospective student) is welcome to contact the Disability Service to informally discuss their needs prior to making a formal application. Please email askds@tcd.ie or visit the Disability Service. <https://www.tcd.ie/disability/contact/>

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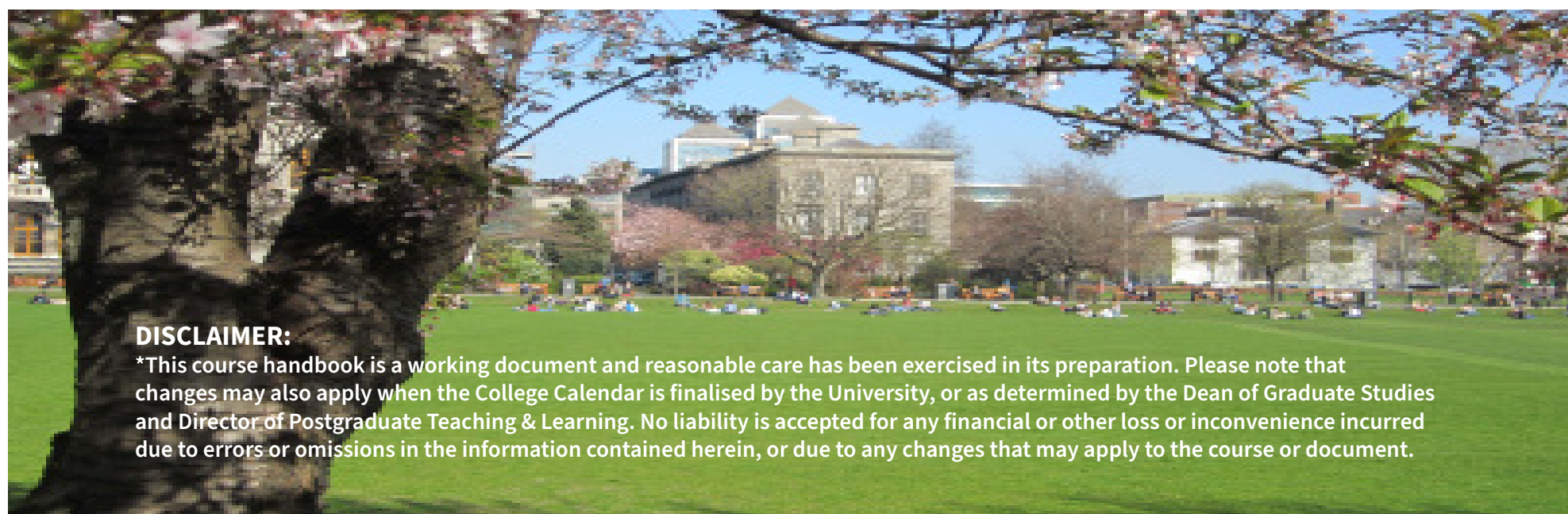
Appendix

TABLE: CONTINUATION PROCEDURE DECISION AND FOLLOW UP

| Outcome | Student Role | PG Office Role | Assessors role | PG Office Role |
|---|---|--|--|---|
| 1. Continue on PhD register No changes | | | | PG office to link in with Supervisor to sign College continuation form |
| 2. Continue on PhD register subject to amendments to continuation report | Student to link in with Supervisor and make recommend changes within 4 weeks of receiving assessors report and email to Assessors/Chair/PG Office/Supervisor when complete | | Assessor 1 to get back to student/supervisor/Chair/PG office within 2 weeks of receiving amended report with decision emailed to Chair/PG Office/Supervisor/Associate Director PGTL/ Student | PG office to link in with Supervisor to sign College continuation form if Outcome 1. If other outcome follow process. |
| 3. Not recommended to on PhD register at this time | Student to link in with Supervisor to generate new report with changes to continuation report within 8 weeks of receiving assessors report and email to Assessors/Chair/PG Office/ Associate Director PGTL/Supervisor | Nominated assessor to link in with PG office to arrange new viva within 2 weeks of receiving amended report Supervisor and chair need to be present at viva | Back to *Outcome | |
| 4. Recommend change to MSc register | | | | |
| 5. Not recommended to continue as Postgraduate student | | | | Assessor 1 to escalate to Director PGTL Appropriate paperwork student/supervisor/Director PGTL and Academic Registry |

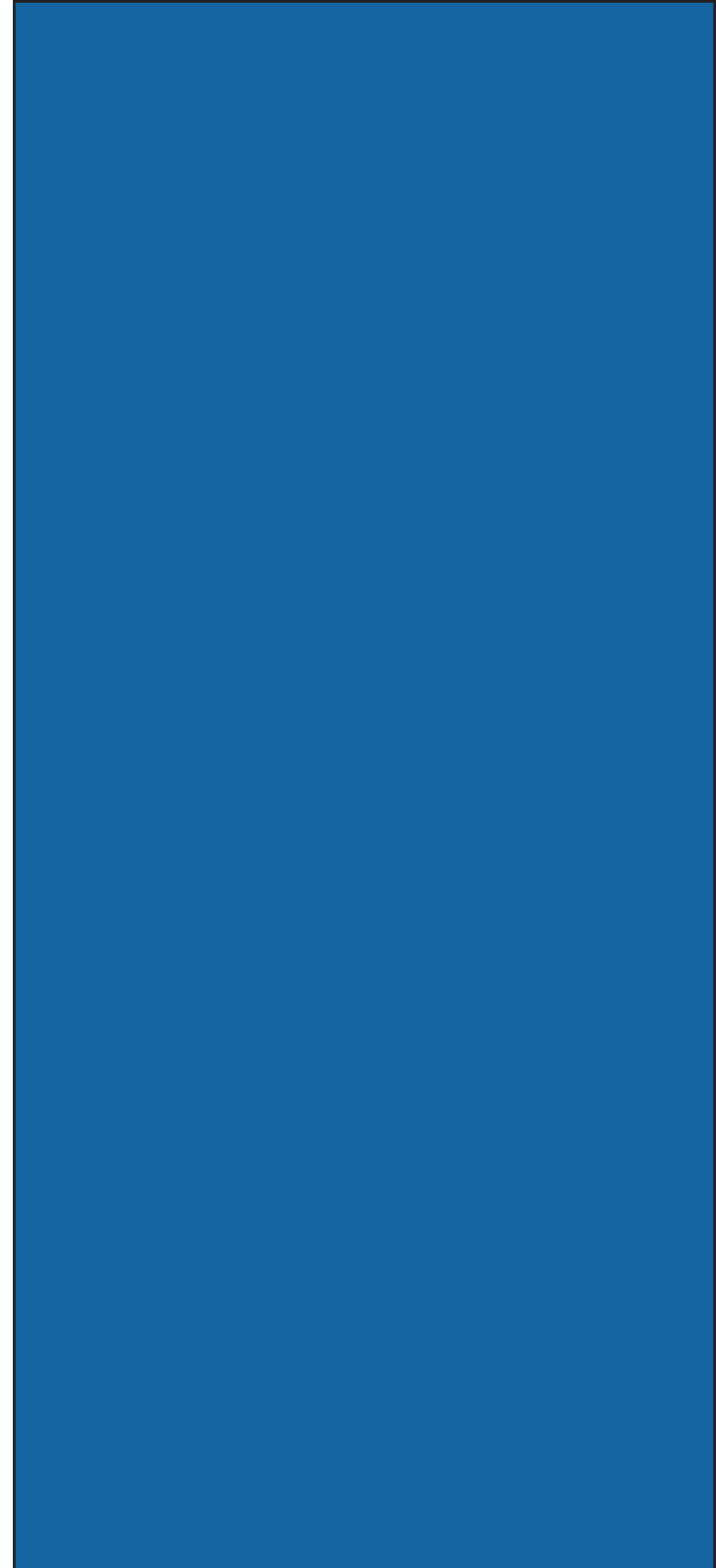
PGTL: Postgraduate Teaching and Learning,

*Assessors Report with outcome and collated feedback from assessors to be emailed by nominated Assessor to the Supervisor, Student, Chair, PG Office as soon as possible or maximum within 1 week of viva



DISCLAIMER:

*This course handbook is a working document and reasonable care has been exercised in its preparation. Please note that changes may also apply when the College Calendar is finalised by the University, or as determined by the Dean of Graduate Studies and Director of Postgraduate Teaching & Learning. No liability is accepted for any financial or other loss or inconvenience incurred due to errors or omissions in the information contained herein, or due to any changes that may apply to the course or document.



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

www.tcd.ie/medicine/