



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

# **School of Linguistic, Speech and Communication Sciences**

## **Department of Clinical Speech and Language Studies**

### **M.Sc. in Clinical Speech and Language Studies (Year 2 Part-time) 2018–2019**

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## **Welcome**

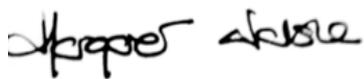
Dear Postgraduate Student,

A very warm welcome back to Year 2 of the M.Sc programme. As you know, we strive to give our students the best educational experience we can offer, an experience that is not only high class, but one which contributes to the objective of life-long learning and enquiry. Core to our teaching philosophy is responding to and supporting the curious mind. You have all chosen to pursue your own 'curiosities' by committing to further study, against a backdrop of your earlier educational or workplace experiences. We in the Department are here to feed and nurture that curiosity, by exposing you to a deep, rich and hopefully enjoyable learning experience.

Trinity College facilitates the nurturing of the student experience with its wide and diverse range of learning and teaching resources, including world-class libraries, and many other student-focused supports. Additionally, students can avail of over 100 College societies and 50 active TCD Sports Clubs.

We are delighted that you have chosen to return to join our thriving postgraduate community here in the Department for the second year of the M.Sc programme.

As Head of Discipline, I wish you the very best of luck with your studies in the year ahead. I hope you will enjoy all that we, and TCD, have to offer you.



*Dr. Margaret Walshe,*

*Head of Discipline, Department of Clinical Speech & Language Studies.*

## 2. Organisation and Structure

### General regulation

The information provided in this handbook is accurate at time of preparation. Any changes will be communicated to students by e-mail to their TCD account. This handbook should be read in conjunction with the General Regulations printed in the University of Dublin Calendar. In the event of a conflict, the General Regulations have primacy over information in the handbook.

See <http://www.tcd.ie/calendar/general-information/>.

Alternative formats (large print) of the handbook can be made on request. A hard copy of this Handbook is available from Reception in the department

## 3. General Information

### Student Support Services

Student Services support the academic life cycle by enhancing the student experience and providing key services to students throughout their time in Trinity. These services comprise Academic Registry, Day Nursery, Disability Service, Health, Sport and Student Counselling. Each unit works closely with the Students' Union to promote the services available to students and ensure they receive the pastoral care a university such as Trinity prides itself on. There is a specific handbook available on <https://www.tcd.ie/corporate-services/structure/student-services/>. Some of the range of services are described below.



**Location:** House Six (second floor)

**Website:** <http://tcdgsu.ie/>

**Contact:** Shane Collins – [president@tcdgsu.ie](mailto:president@tcdgsu.ie)

**Madhav Bhargav** – [vicepresident@tcdgsu.ie](mailto:vicepresident@tcdgsu.ie)

The Graduate Students' Union (is the representative body for graduate students in Trinity College, Dublin. The Union's primary duty is to represent the postgraduate community, which it does with active involvement at every level of College government. On behalf of the Union, the sabbatical officers sit on the principal committees of the College, including the College Board and University Council. They are also active advocates in the day-to-day decision-making of the College – on behalf of both the interests of the postgraduate community in general and individual students, where appropriate. The Union provides a number of services and facilities to the postgraduate community.



The Postgraduate Advisory Service is a unique and confidential service available to all registered postgraduate students in Trinity College. It offers a comprehensive range of academic, pastoral and professional supports dedicated to enhancing your student experience.

### **Who?**

The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all Postgraduate students in Trinity. The Postgrad Support Officer will act as your first point of contact and a source of support and guidance regardless of what stage of your Postgrad you're at. In addition, each Faculty has three members of Academic staff appointed as Postgraduate Advisors who you can be referred to by the Postgrad Support Officer for extra assistance if needed.

Contact details of the Postgrad Support Officer and the Advisory Panel are available on our website: [http://www.tcd.ie/Senior\\_Tutor/postgraduate/](http://www.tcd.ie/Senior_Tutor/postgraduate/)

### **Where?**

The PAS is located on the second floor of House 27. It is open from 9.00am – 5.00pm Monday to Friday. Appointments are available from 10am to 4pm.

Phone: +353 1 8961417

Email: [pgsupp@tcd.ie](mailto:pgsupp@tcd.ie)

### **What?**

The PAS exists to ensure that all Postgrad students have a contact point who they can turn to for support and information on college services and academic issues arising. Representation assistance to Postgrad students is offered in the area of discipline and/ or academic appeals arising out of examinations or thesis submissions, supervisory issues, general information on Postgrad student life and many others. If in doubt, get in touch! All queries will be treated with confidentiality. For more information on what we offer see our website. If you have any queries regarding your experiences as a Postgraduate Student in Trinity don't hesitate to get in touch with us.

A blue banner with the text 'Disability Service' on the left and a photograph of a group of people in a hallway on the right.

### **Disability Service**

The Disability Service provides advice, support and information to help students and staff with disabilities. The

College Disability Service is staffed by experienced professional workers with knowledge and expertise in disability education, access and equity issues. Services include Academic and Dyslexia Support, Assistive Technology, Educational support work, etc.

The Disability Service Reception is located in Room 2054, beside the Lecky Library, in the Arts Building, Trinity College Dublin.

For queries, you can contact us as follows:

**By Phone:** +353 1 896 3111

**By Text / SMS** (for Deaf Students): 086 3442322

**By E-mail:** [disab@tcd.ie](mailto:disab@tcd.ie)



Student Learning Development offers advice, resources, individual consultations, workshops and much more to help you improve your academic performance and reach your potential. We can help you with:

- exams
- note taking
- self-management
- presentations
- writing and much more

Visit our website <http://student-learning.tcd.ie/postgraduate/> for: Downloadable guides, podcasts, interactive workshops, videos and more.



We offer free, confidential and non-judgemental support service to registered students of Trinity College Dublin [http://www.tcd.ie/Student\\_Counselling/](http://www.tcd.ie/Student_Counselling/)

**Address:** 3<sup>rd</sup> Floor, 7-9 South Leinster Street

**Phone:** +353 896 1407

**Email:** [student-counselling@tcd.ie](mailto:student-counselling@tcd.ie)

## Graduate Studies

**The Graduate Studies office is now part of the Academic Registry**

(<http://www.tcd.ie/academicregistry/>)

**Address:** Academic Registry, Watts Building, Trinity College Dublin, Dublin 2

**Phone:** +353 1 896 4500 **E-mail:** [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie).

## [Mature Student Office](#)

## Co-curricular activities

There are over 121 student societies in TCD. Current TCD Students and Staff can join TCD Societies. Presentation of a current staff or student card and registration with a valid TCD email address is necessary for registration. For more information see: <http://trinitysocieties.ie>.

Dublin University Central Athletic Club (DUCAC) is the governing body for Sport Clubs at Trinity. DUCAC is responsible for the overall administration of DU Sports Clubs in cooperation with Club Officers and for their interests and development in Trinity For more information see: <https://www.tcd.ie/Sport/student-sport/ducac/>.

## Emergency procedures

In the event of an emergency, dial Security Services on extension 1999. Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance. It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

## Data protection

Information on TCD policy on data protection for student data is available here.

[https://www.tcd.ie/info\\_compliance/data-protection/](https://www.tcd.ie/info_compliance/data-protection/).

#### **4. General Programme Information**

##### **Contact Details**

**Course Directors:** Professor Margaret Walshe and Professor Ciarán Kenny

**Head of School:**

Professor Martine Smith

**Head of Discipline:**

Professor Margaret Walshe

**Director of Teaching and Learning (Postgraduate):**

Professor John Saeed

**Director of Teaching and Learning (Undergraduate):**

Professor Pauline Sloane

**Director of Research:**

Professor Irene Walsh

**Executive officer responsible for postgraduate students**

Katie Griffin

**Department Postal Address/ Contact Information:**

Department of Clinical Speech and Language Studies,  
7-9 South Leinster St,  
Dublin 2

**Phone:** +353 1 896 1496

**E-mail:** [cslspostgraduate@tcd.ie](mailto:cslspostgraduate@tcd.ie)

##### **Staff contributing to programme**

**Professor Margaret Walshe – Associate Professor *and* Head of Discipline.**

Lectures on acquired motor speech disorders, EBP and dysphagia. Research interests include psychosocial issues in acquired communication disorders; EBP; developing outcome measures in dysphagia; dementia and dysarthria assessment.

**E-mail:** [walshema@tcd.ie](mailto:walshema@tcd.ie) **Tel:** +353 1 896 2382

**Professor Ciaran Kenny - Assistant Professor.**

Co-coordinator of Taught M.Sc Programme. Background in computational linguistics, with an interest in applications of technology to clinical assessment and therapy.

Clinical and research interests in voice and swallowing disorders including: voice diagnostics, laryngopharyngeal reflux, dysphagia within oncology and palliative care populations

**Professor Julie Regan – Assistant Professor**

Lectures on video fluoroscopy analysis and instrumental dysphagia evaluation.

Research interests include objective dysphagia assessment (including videofluoroscopy, FEES, trans-nasal endoscopy and high resolution manometry) and

the development of newer evaluation techniques including the functional lumen imaging probe. E-mail: [juregan@tcd.ie](mailto:juregan@tcd.ie) Tel: +353 896 4370

**Professor Irene Walsh – Associate Professor.**

Lectures on discourse analysis, development of discourse skills in childhood, developmental language disorder and communication disorders in people with mental health disorders. Research interests include the analysis of healthcare discourse; evaluation of problem-based learning; the development of language and social communication skills in people with MHDs, particularly schizophrenia.

E-mail: [ipwalsh@tcd.ie](mailto:ipwalsh@tcd.ie) Tel: +353 1 896 2420

**Professor Caroline Jagoe – Assistant Professor ( on leave for Michaelmas Term 2018)**

Coordinates and lectures on acquired language and communication disorders within the undergraduate and postgraduate programmes. Main research interests relate to enhancing community engagement of people with acquired communication disorders; reciprocal relationship between community engagement and wellbeing; language and communication in adults with mental health disorders; application of Relevance Theory to acquired communication disorders; communication disorders and issues of access in developing and developed countries.

E-mail: [jagoec@tcd.ie](mailto:jagoec@tcd.ie) Tel: +353 1 896 4029

**Professor Pauline Sloane – Associate Professor *and* Director of Undergraduate Teaching and Learning**

Lectures on voice disorders, PBL and laryngectomy, with a special interest in voice and voice disorders.

E-mail: [psloane@tcd.ie](mailto:psloane@tcd.ie) Tel: +353 1 896 1494

**Professor Francesca La Morgia - Assistant Professor (part time)**

Lectures on academic writing and Linguistics. Research interests include child language development and disorders, child and adult bilingualism, psycholinguistic approaches to the study of language.

E-mail: [flamorgi@tcd.ie](mailto:flamorgi@tcd.ie) Tel: +353 1 896 4370

**Professor Martine Smith – Associate Professor *and* Head of School .**

Lectures in developmental speech and language disabilities, cerebral palsy and augmentative and alternative communication. Main research interests are in augmentative and alternative communication and language acquisition (spoken and written) in exceptional circumstances.

E-mail: [mmsmith@tcd.ie](mailto:mmsmith@tcd.ie) Tel: +353 1 896 2027

**Director of Teaching and Learning (Postgraduate)**

The School's Director of Teaching and Learning (Postgraduate) DTLPG, is Professor John Saeed.

E-mail: [john.saeed@tcd.ie](mailto:john.saeed@tcd.ie) Tel: [+353 1896 1505](tel:+35318961505)

**Postgraduate Course Committee**

The Postgraduate Course Committee consists of the coordinator (con-venor/chairman), Head of Discipline, one member of the academic staff, and student representatives. Student representatives are elected by their peers early in Michaelmas term each year. The committee meets at least once each term to update students on Faculty, School and Department matters and to provide a forum for communication between staff and postgraduate students.

## Key Dates

### DATES OF TERMS AND TIMETABLE FOR 2018-2019

Full time students will be on site for a total of 12 weeks. Michaelmas term 2018 will begin for all postgraduate students (M.Sc/Postgraduate Diploma) on Monday 10<sup>th</sup> September 2018. Hilary term 2019 lectures begin on Monday 21<sup>st</sup> January 2019.

The scheduled weeks for 2018-2019 are as follows.

|        |                                 |
|--------|---------------------------------|
| Week 1 | 17 <sup>th</sup> September 2018 |
| Week 2 | 15 <sup>th</sup> October 2018   |
| Week 3 | 19 <sup>th</sup> November 2018  |
| Week 4 | 21 <sup>st</sup> January 2019   |
| Week 5 | 18 <sup>th</sup> February 2019  |
| Week 6 | 25 <sup>th</sup> March 2019     |

One to two-day lectures/workshops with international speakers may be scheduled outside these times. Students will be given advanced notification of these dates.

## Timetable

Timetables will be circulated by email but lectures and tutorials are typically scheduled from 9-5pm for the weeks that the students are on-site. Clinical placement occurs outside these teaching weeks and will vary from student to student.

## Key Locations

Lectures for students take place in the Department of Clinical Speech and Language Studies. Room 005 is used for core modules and specialist strands in Dysphagia. Room 004 and Room 001 are also used. Lecture slides, videos, Discussion groups, assignment details are posted on Blackboard.

## Blackboard

Blackboard is a virtual **learning** environment and course management system that allows academics to create and host course materials and assignments on the Internet. It also facilitates students to engage in online learning and discussion. The materials on Blackboard supplement traditional classroom courses. All assignments are available online with associated marking rubrics. The M.Sc. and Postgraduate Diploma courses are registered on Blackboard. Students must have completed the registration process before they can access Blackboard. It is the student's responsibility to check that they are registered for all modules on Blackboard.

## Photocopying

There are no photocopying facilities on site.

See <https://www.tcd.ie/itservices/facilities/printing.php>.

The central printing, scanning and photocopying facilities are managed by IT Services and the College Library, and provided by Datapac. There are multi-function devices (MFDs) in the Libraries and IT Services Computer Rooms located throughout the campus, and in some off-campus locations. It is possible to print from any computer in the computer rooms to any of the Datapac MFDs, whether on or off campus, as printing from these computers works on a 'follow-me' system. This

means that after you have sent a job to be printed, it will print out on whatever Datapac MFD you choose to release the job from. Using the TCD Print Anywhere service you can print from your own device to any of the Datapac MFDs, whether you are in Trinity or not.

### **Academic Registry**

The Academic Registry is responsible for services that support the complete student lifecycle of Trinity College Dublin – from application to graduation.

See <https://www.tcd.ie/academicregistry/>.

### **Professional Clinical Placements**

These are organized with the students and course strand coordinators. Details and forms are in the Virtual Learning Environment ( Blackboard) under the specialist modules.

## 5. Teaching and Learning

### Programme architecture

The course comprises 5 core modules: Research Methods 1, 2, 3, Clinical Evidence Based Practice and Dissertation Module, in addition to the Advanced Clinical Skills Module. Students are also required to engage in a small-scale research project leading to a 15,000 word (maximum) dissertation. Students will also submit either an outline of a journal article for publication or prepare a poster for conference presentation

### Plagiarism and referencing guidance

All quotations from published and unpublished sources *must* begin and end with quotation marks and be accompanied by a full reference. The following practices are unacceptable and will be treated as plagiarism:

- copying without acknowledgement;
- selective copying (which omits words, phrases or sentences from the original) without acknowledgement;
- close summary without acknowledgement.

No student found guilty of plagiarism will be (i) awarded a degree or (ii) supported in applications for admission to other courses of study either at Trinity College or elsewhere.

See also the College regulations on plagiarism: <https://www.tcd.ie/undergraduate-studies/general-regulations/plagiarism.php>

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at <http://tcd-ie.libguides.com/plagiarism>

We ask you to take the following steps:

- a) Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at <http://tcd-ie.libguides.com/plagiarism> . You should also familiarize yourself with the 2018-19 Calendar entry on plagiarism located on this website and the sanctions which are applied;
- b) Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>. Completing the tutorial is compulsory for all students.
- c) Familiarise yourself with the declaration that you will be asked to sign when submitting course work at <http://tcd-ie.libguides.com/plagiarism/declaration>;
- d) Contact your College Tutor, your Course Director, or your Lecturer if you are unsure about any aspect of plagiarism.

### Referencing

References should be cited using the APA or Harvard referencing style. The titles of journals should not be abbreviated and web sources should be referenced appropriately. See <http://www.tcd.ie/Library/support/referencing.php> for assistance and advice on citation.

## Explanation of ECTS weighting

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area. The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty. ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain component. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

## Programme structure and workload

### Coursework requirements

Year 2 M.Sc Students are assessed on the basis of their performance on their dissertation and the results of assignments in Year 1.

### Assignment Submission Dates 2018-2019

| Assignment                                      | Weighting                       | Due date  |
|---|---------------------------------|---|
| Methodology Chapter                             | Formative – not graded          | Submitted by Friday 11 <sup>th</sup> January 2019 |
| Research Progress Report (submit to supervisor) | Not graded                      | 15 <sup>th</sup> February 2019                    |
| Literature Review Chapter                       | Formative – not graded          | Submitted by Thursday 14 <sup>th</sup> March 2019 |
| Results and Discussion Chapters                 | Formative – not graded          | Submitted by Friday 3 <sup>rd</sup> May 2019      |
| Final Draft                                     | Formative – not graded          | Submitted by Tuesday 4 <sup>th</sup> June 2019    |
| Submission of Dissertation                      | Pass/Fail/Pass with Distinction | Friday August 23 <sup>rd</sup> 2019               |
| Article outline/poster                          | Formative – not graded          | Friday September 20 <sup>th</sup> 2019            |

### Assignment printing requirements.

Assignments should be word-processed and can be printed on one or both sides of the paper, using 1.5 spacing, with a margin of at least one inch at the top, bottom,

left and right of the page. *Examiners will pay particular attention to the presentation of assignments, and candidates whose work is deficient in this regard will be penalized.*

**Title page.** Each assignment must begin with a title page that contains the following information (in this order): the student number; the question that it answers or the task that it fulfils; the degree for which it is submitted (M.Sc. Clinical Speech and Language Studies); the part of the course to which it is attached; the term and year in which it is submitted.

**Pagination.** All pages must be clearly and sequentially numbered.

**Binding.** Assignments need not be bound in any formal sense, but all pages must be firmly fixed together, e.g. by a strong staple. *ASSIGNMENTS SHOULD NOT BE SPIRAL BOUND.* This is to facilitate return of assignments electronically to students.

**References.** Every assignment must have appended to it an alphabetical list of references, presented according to the APA or Harvard convention. See TCD website for advice on citation and referencing

<http://www.tcd.ie/Library/support/referencing.php>.

**Doubtful cases.** Candidates who are uncertain how to apply the above conventions to any of their assignments should consult with the member(s) of staff responsible for the part(s) of the course in question or Professor Margaret Walshe (Head of Discipline)

### Marking criteria

The final degree result is classified as pass/fail or distinction. Students may be awarded the M.Sc. with Distinction if they achieve a mark of 70% or above in the dissertation together with an overall average mark for the course of 70% or higher on core modules in Year 1.

Assignments are graded according to the scale in general use in the university:

I 70+

II.1 60-69

II.2 50-59

III 40-49

In general the four classes are to be interpreted as follows: III – demonstrates an adequate understanding of key issues and an ability to construct a basic argument; II.2 – demonstrates a full understanding of key issues and an ability to construct a detailed argument on the basis of that understanding; II.1 – demonstrates a full understanding of key issues and an ability not only to construct a detailed argument on the basis of that understanding, but to generate additional insights; I – demonstrates a full understanding of key issues, an ability to construct a detailed argument on the basis of that understanding, and a capacity for developing innovative lines of thought.

## **Progression regulations**

Part time Year 2 students who fail to progress with their dissertation may be debarred from submitting a dissertation by the court of examiners in May. These students may apply for a Postgraduate Diploma in Clinical Speech and Language Studies, provided they have passed the required modules amounting to 60 credits in Year 1.

## **Garda Vetting Policy**

Students who are undertaking clinical placements within the Republic of Ireland will be required to undergo Garda vetting procedures prior to commencing placement. If, as a result of the outcome of the Garda vetting procedures, a student is deemed unsuitable to attend clinical placement, he/she may be required to withdraw from the course.

## **Fitness to Practice Committee**

The School Fitness to Practice Committee is convened as required, at the request of a Head of Discipline, to consider matters of concern in relation to professional practice. This committee is appointed by the School Executive Committee, with representation from two members from within the School and one member from a non-Faculty School, where Fitness to Practice is a requirement of the course. Students called to appear before the Fitness to Practice Committee are entitled to be represented by their tutor

## Careers Information and events

MyCareer from Careers Advisory Service. An online service that you can use to:

- Apply for opportunities, which match your preferences - vacancies including research options
- Search opportunities- postgraduate courses and funding
- View and book onto employer and CAS events
- Submit your career queries to the CAS team
- Book an appointment with your Careers Consultant

Simply login to MyCareer using your Trinity username and password and personalise your profile.

Careers Advisory Service

Trinity College Dublin, 7-9 South Leinster Street, Dublin 2

01 896 1705/1721 | Submit a career query through MyCareer

MyCareer:

[mycareerconnect.tcd.ie](http://mycareerconnect.tcd.ie)

[TCD.Careers.Service](mailto:TCD.Careers.Service)

TCDCareers

[www.tcd.ie/ Careers/students/postgraduate/](http://www.tcd.ie/Careers/students/postgraduate/)

[@TCDCareers](https://www.instagram.com/TCDCareers)

[tinyurl.com/LinkedIn-TCD-Connecting](https://tinyurl.com/LinkedIn-TCD-Connecting)

### Opening Hours

During term: 9.30am - 5.00pm, Monday - Friday

Out of Term: 9.30am - 12.30pm & 2.15 - 5.00pm, Monday - Friday

### External Examiners

There are two external examiners for the programme.

Dr. Emilia Michou ( Dysphagia and Voice strands )

Prof Janice Murray (Developmental Communication Disorders and Acquired Communication Disorders strands)

### Learning Outcomes

#### **Learning Outcomes for the Course (*in accordance with Level 9, National Framework of Qualifications*):**

On successful completion of this programme, graduates should demonstrate:

- (1) Excellence in clinical practice through extending and enhancing their existing theoretical knowledge base with a critical awareness of new insights and developments within their chosen clinical specialist area.
- (2) An ability to apply their existing scientific literacy skills to research and clinical practice.

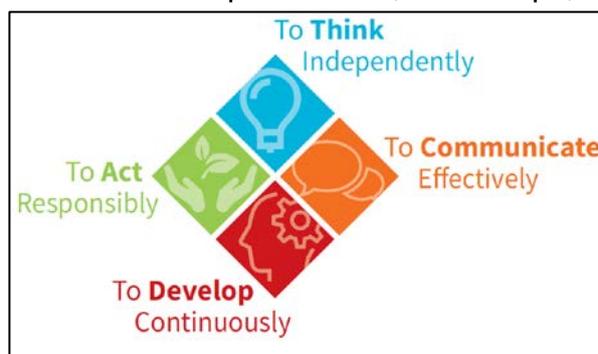
- (3) A comprehensive understanding and mastery of concepts, information and techniques relevant to research methodology.
- (4) An ability to design and implement, with a degree of autonomy, and with due regard to ethical considerations, small-scale research studies in their chosen clinical specialist area. These studies will add to the existing professional knowledge base.
- (5) An ability to communicate confidently with peers on their area of expertise through formal presentations and with the wider scholarly community through oral presentations and published articles.
- (6) Sustained intellectual interest and critical thinking as professionals through application of scientific literacy skills in the pursuit of lifelong learning.

## Graduate Attributes

The Trinity Graduate Attributes represent the qualities, skills and behaviours that you will have the opportunity to develop as a Trinity student over your entire university experience, in other words, not only in the classroom, but also through engagement in co- and extra-curricular activities (such as summer work placements, internships, or volunteering).

The four Trinity Graduate Attributes are:

- To Think Independently
- To Act Responsibly
- To Develop Continuously
- To Communicate Effectively



### Why are the Graduate Attributes important?

The Trinity Graduate Attributes will enhance your personal, professional and intellectual development. They will also help to prepare you for lifelong learning and for the challenges of living and working in an increasingly complex and changing world.

The Graduate Attributes will enhance your employability. Whilst your degree remains fundamental, also being able to demonstrate these Graduate Attributes will help you to differentiate yourself as they encapsulate the kinds of transversal skills and abilities, which employers are looking for.

### How will I develop these Graduate Attributes?

Many of the Graduate Attributes are 'slow learned', in other words, you will develop them over the four or five years of your programme of study.

They are embedded in the curriculum and in assessments, for example, through undertaking independent research for your final year project, giving presentations and engaging in group work.

You will also develop them through the co-curricular and extra-curricular activities. If you help to run a club or society you will be improving your leadership skills, or if you play a sport you are building your communication and teamwork skills.

|                             |   |
|-----------------------------|---|
| <b>Module Code</b>          | <b>SL8001</b>   |
| <b>Module Name</b>          | <b>DISSERTATION</b>   |
| <b>ECTS weighting</b>       | 30  |
| <b>Semester/term taught</b> | All year  |
| <b>Contact Hours</b>        | Contact Hours:40. Indicative hours for assignments, self-study, etc: 560 hours  |
| <b>Module Personnel</b>     | Module Co-ordinator: Professor Margaret Walshe<br>Module Contributors: Professor Irene Walsh / Professor Caroline Jagoe/ Professor Francesca La Morgia/ Professor Margaret Walshe/Professor Ciaran Kenny.   |
| <b>Learning Outcomes</b>    | <p>On successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"><li>1. Conduct a thorough review of the literature in the chosen area of research, critically reflecting on the current knowledge base and formulating a theoretical framework relating to the topic of interest (Programme Outcomes 1, 2, 6);</li><li>2. Formulate clear, concise research aims/questions and hypotheses, considering the available methodology to address the research question and provide a rationale for the chosen methodology (Programme Outcome 3);</li><li>3. Design a small scale research project in their chosen specialist area integrating knowledge on ethics, research methodology and current research evidence (Programme Outcome 4);</li><li>4. Apply skills in data collection relevant to the research project and apply principles of data management; integrating concepts, information and techniques relevant to research methodology (Programme Outcomes 3, 4);</li><li>5. Write a dissertation on the research project integrating knowledge of scientific writing conventions (Programme Outcomes 1,2, 3, 5);</li><li>6. Discuss their research confidently with peers and colleagues (Programme Outcome 5);</li><li>7. Prepare a research article for submission in a recognised periodical/journal (Programme Outcomes 1, 2, 5, 6).</li></ol> |
|                             | This is a mandatory module.   |

|                                 |   |
|---------------------------------|---|
| <b>Module Learning Aims</b>     |   |
| <b>Module Content</b>           | See Blackboard  |
| <b>Recommended Reading List</b> | See Module on Blackboard  |
| <b>Module Pre Requisite</b>     | SL7014 SL7015, SL7016, SL7017<br>plus one of the following modules<br>SL7018; SL7019; SL7020; SL7021; SL7022; SL7023  |
| <b>Assessment Details</b>       | <p>(a) Summative: Dissertations are marked as Pass/Fail or Pass with Distinction.</p> <p>Students can be awarded the M.Sc. with Distinction if they achieved an overall mark of Distinction (70%+) on the course work, together with a mark of Distinction (70%+) on the dissertation.</p> <p>(b) Formative: Students will receive formative feedback on draft chapters of the dissertation and on presentation of their research to the class and to other postgraduate students, as well as on the preparation of article for publication/poster for conference presentation.</p> |

## 1. ASSESSMENT

### Attendance Requirements

Students are required to attend all components of the course. If they are unable to attend because of illness or any other reason, they should immediately inform the Course Director. Students who are persistently absent from the course without explanation may be excluded from the assessment process.

**It is the responsibility of students to remain in touch with their supervisor and attend for supervision at mutually agreed times. Students should immediately notify their supervisor and Course Director if they change their address. You may also notify Student Records.**

### Relevant University Regulations

See Calendar

<http://www.tcd.ie/calendar/graduate-studies-higher-degrees/>

### Feedback & Evaluation

Students receive feedback on their Michaelmas term assignments by the middle of Hilary term, and on their Hilary term assignments by the middle of Trinity term. They are notified of their assignment results and dissertation with final grade after the meeting of the Court of Examiners in October

### Submission of Assignments

Students should **e-mail a copy of their assignment to [csispostgraduate@tcd.ie](mailto:csispostgraduate@tcd.ie) by 4pm on the due date. Two hardcopies of the assignment must be posted on the same day of electronic submission. Students should retain a copy of this receipt as proof postage.**

All assignments must be accompanied by the Department's Assignment Submission Sheet (Appendix 1). These forms are retained in Reception and kept separate from the assignment. Unless a medical certificate is presented to the course coordinator, **students are automatically penalized for late submission of an assignment — 5% if the assignment is up to one week late and 10% if the assignment is between one and two weeks late.** Without a medical certificate, no assignment will be accepted later than two weeks after the submission date.

For all assignments, students are required to upload an electronic version of the assignment to **TurnItIn**, a plagiarism detection system. For help in using TurnItIn – please see: <https://www.tcd.ie/CAPSL/students/integrity-plagiarism/index.php>.

### DISSERTATIONS

Part time Year 2 students write a dissertation of not more than 15,000 words in one of the specialist areas selected and submit for examination.

Students should have selected a topic in their specialist area in Year 1, which they will write their dissertation at the beginning of Michaelmas term in Year 2.

The Court of Examiners held in May can debar students from writing and submitting a dissertation, if they fail to submit a detailed plan and work schedule for the dissertation by the end of Michaelmas term

**Final date for submission of dissertations is 23<sup>rd</sup> August 2019, for consideration at the Court of Examiners at end of October.** Supervision will not be given after mid- July except in cases where an extension has been granted on medical grounds. A complete draft of the dissertation should be submitted to the project supervisor at the end of Trinity Term.

Students whose dissertation fails to satisfy the examiners may, on the recommendation of the Court of Examiners and on payment of the prescribed fee, be allowed to register for a further year and revise and resubmit their dissertation.

***Sending Documents:***

It is important to note that when sending documents to staff within TCD, all documents, attachments must be e-mailed from student TCD e-mail accounts.

***Receiving Documents:***

All notices from the Department will be sent to student's TCD email address rather than to work or personal email addresses. It is the student's responsibility to check TCD e-mail on a regular basis.

## **Progression and Awards**

### **Awards**

There is a Postgraduate M.Sc. Dissertation prize that is awarded to the student who achieves the highest overall mark (70% or above) in the dissertation in Year 2.

Refer to Calendar General Regulations.

**Appendix 1**  
**Trinity College Dublin**  
**The University of Dublin**



**Coláiste na Tríonóide, Baile Átha Cliath**  
**Trinity College Dublin**

Ollscoil Átha Cliath | The University of Dublin

**DEPARTMENT OF CLINICAL SPEECH & LANGUAGE STUDIES, TCD**  
**Assignment Submission Form**

|  |  |
|--|--|
| <b>Student Name</b>                            |  |
| <b>Student Number</b>                          |  |
| <b>Assessment Title</b>                        |  |
| <b>Module Code</b>                             |  |
| <b>Module Title</b>                            |  |
| <b>Module Co-ordinator</b>                     |  |
| <b>Staff member responsible for assignment</b> |  |
| <b>Date Due</b>                                |  |
| <b>Date Submitted</b>                          |  |

**A SIGNED COPY OF THIS FORM MUST ACCOMPANY ALL SUBMISSIONS FOR ASSESSMENT. STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.**

Ensure that you have checked the Department's procedures for the submission of assessments. **Note:** There are penalties for the late submission of assessments. For further information please see **Student Handbook**.

**Plagiarism:**

- I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>
- I have also completed the Online Tutorial on avoiding plagiarism 'Ready Steady Write', located at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>.

**Declaration of Authorship**

- I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Appendix 2  
Trinity College Dublin  
The University of Dublin**

**Department of Clinical Speech and Language Studies  
PROGRESS REPORT**

**Taught M.Sc. Students**

Please complete this form and ask your supervisor to complete the section overleaf.  
This form should be returned to your supervisor by February 15<sup>th</sup> 2019.

Name of Postgraduate Student: \_\_\_\_\_

Student No: \_\_\_\_\_

Degree for which currently registered: \_\_\_\_\_

Provisional title of dissertation: \_\_\_\_\_

\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

-----

**1. Candidate's self-assessment of work done since September 2018.** This is to be submitted to the supervisor for comments and transmission to the Head of Discipline. Candidates should not hesitate to mention problems, set-backs etc. since these matters are important to the Head of Discipline in monitoring progress and permitting extensions etc. (continue on a separate sheet, if necessary)

Candidate's Signature: \_\_\_\_\_

P.T.O

**2. Supervisor's comments:** (the substance of these observations should be discussed with the candidate).

Do you foresee any problems which might prevent submission of the dissertation on or before the cessation date?

**Appendix 3  
Trinity College Dublin  
The University of Dublin**

**M.Sc. Clinical Speech and Language Studies 2018-2019  
Project Supervisor – Research Student Learning Contract**

Research Student: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_ Date of Registration: \_\_\_\_\_

Approximate proposed date of completion: \_\_\_\_\_

Agreed frequency of supervisions: \_\_\_\_\_

**Research student: I agree to:**

Negotiate supervision agendas, send work in advance

Communicate about questions, blocks, problems (usually in short emails)

Produce work at agreed intervals and work steadily

Publish and/or present my research project either nationally or internationally within 12 months of completing my M.Sc.

Signed.....

E-mail address and contact

points.....

**Supervisor:**

**I agree to:**

Negotiate supervision agendas

Respond to short questions immediately (email) or within 48 hours in working week.

Read work sent in, comment, advise, determine agenda, action points

Advise on accessing the research community

**Appendix 4  
Trinity College Dublin  
The University of Dublin**

**M.Sc. Clinical Speech and Language Studies  
Auditing Research Skills**

**Name:**

**Date:**

Some of the research skills you may need over the next academic year are listed for you to audit. Mark the extent of your current skills and skills needs (1 = new/to develop 2 = some skills 3 = quite confident 4 = confident, 5 = a strength of mine). Ask yourself, and discuss with supervisor how to address needs that you have re *your* research, noting where + when you can work to develop skills. You might find the audit useful to complete again when finished your research project, so you can measure how far skills have developed and identify those to transfer into future study, employment. **(Adapted from Whisker, 2005)**

| <b>Topics</b>  | <b>Scoring</b> |   |   |   |   | <b>Notes about kind of version of your skill</b> | <b>Notes about needs for a place to find and develop help</b> |
|--|----------------|---|---|---|---|--|---|
| 1. Turning a research topic into a research question, which addresses a gap in knowledge | 1              | 2 | 3 | 4 | 5 |  |   |
| 2. Project planning  | 1              | 2 | 3 | 4 | 5 |  |   |
| 3. Time management   | 1              | 2 | 3 | 4 | 5 |  |   |
| 4. Knowledge and retrieval   | 1              | 2 | 3 | 4 | 5 |  |   |
| 5. Knowledge and management  | 1              | 2 | 3 | 4 | 5 |  |   |
| 6. Bench skills  | 1              | 2 | 3 | 4 | 5 |  |   |
| 7. Fieldwork skills  | 1              | 2 | 3 | 4 | 5 |  |   |
| 8. Analytical skills   | 1              | 2 | 3 | 4 | 5 |  |   |
| 9. Critical skills   | 1              | 2 | 3 | 4 | 5 |  |   |
| 10. Calculation skills   | 1              | 2 | 3 | 4 | 5 |  |   |
| 11. Interpretation skills  | 1              | 2 | 3 | 4 | 5 |  |   |
| 12. Evaluative thinking  | 1              | 2 | 3 | 4 | 5 |  |   |
| 13. Problem-solving in different contexts  | 1              | 2 | 3 | 4 | 5 |  |   |
| 14. Creative thinking  | 1              | 2 | 3 | 4 | 5 |  |   |
| 15. Networking with others to share and develop new ideas and work                       | 1              | 2 | 3 | 4 | 5 |  |   |
| 16. Reading for different purposes   | 1              | 2 | 3 | 4 | 5 |  |   |
| 17. Reviewing the literature critically and in a dialogue                                | 1              | 2 | 3 | 4 | 5 |  |   |
| 18. Managing and interpreting data   | 1              | 2 | 3 | 4 | 5 |  |   |
| 19. Drawing conclusions, both conceptual and factual and backing                         | 1              | 2 | 3 | 4 | 5 |  |   |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| up with data   |   |   |   |   |   |
| 20. Using appropriate computer packages and programmes e.g. SPSS and NUDIST          | 1 | 2 | 3 | 4 | 5 |
| 21. Writing for different audiences  | 1 | 2 | 3 | 4 | 5 |
| 22. Writing at different levels e.g. for theses and articles                         | 1 | 2 | 3 | 4 | 5 |
| 23. Structuring and presenting papers  | 1 | 2 | 3 | 4 | 5 |
| 24. Managing discussions about your work in context and with a variety of colleagues | 1 | 2 | 3 | 4 | 5 |
| 25. Finishing off pieces of work   | 1 | 2 | 3 | 4 | 5 |

**Appendix 5  
Trinity College Dublin  
The University of Dublin**

**Department of Clinical Speech and Language Studies  
Trinity College Dublin, the University of Dublin**

***Guidelines for Dissertation submission  
(M.Sc. Taught Programme) 2018 -2019***

**1.1 General.**

Students are asked to familiarise themselves with the guidelines as set out in the Calendar (See <http://www.tcd.ie/calendar/>)

**1.2 Submission Procedures:**

A complete draft copy with a structured abstract (see 1.11) to be submitted to project supervisor by Tuesday 4<sup>th</sup> June 2019. The dissertation will be returned to students for revisions (if any) by Friday 5<sup>th</sup> July 2019.

Two copies of the final version in hard bound format must be submitted by 12 noon on August 23<sup>rd</sup> 2019. This must be submitted with a completed dissertation submission sheet (Appendix 6). **DO NOT INCLUDE THE SUBMISSION SHEET IN THE BOUND COPY.** The Court of Examiners meeting will be held in October 2018. Taught M.Sc. dissertations are NOT submitted to Graduate Studies. They must be submitted to the Department of Clinical Speech and Language Studies.

**1.3 Length.**

The dissertation must be written concisely. The maximum length of the dissertation is 15,000 words excluding the abstract, appendices and references. **The word count must be provided on the dissertation submission sheet.** It does not need to appear in the final hardbound copy. Students who exceed this word limit will be penalised.

**1.4 Typescript and illustrations.** (As per Calendar Entry)

The dissertation must be printed on good quality, A4 (297 x 210mm) white paper. The type must be fully formed as in the output of a laser or ink jet printer. The output of dot matrix printers is not acceptable. The type must be black and not less than 10 point. Line-spacing must be at one and a half or double spacing between lines. The gutter margin of both text and diagrams must not be less than 35 mm and that on the other three sides not less than 20 mm. The two copies of the dissertation for examination in August can be printed on both sides of the page- with page margins adjusted accordingly.

**1.5 Cover.** (As per Calendar Entry)

A dissertation, which has been examined in draft format and in which all necessary corrections have been completed must be securely bound in hard covers with dark blue cloth and submitted on August 23<sup>rd</sup> 2019. The final size when bound must not exceed 320 x 240 mm.

**1.6 Title.** (As per Calendar Entry)

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

**1.7 Declaration.**

The dissertation must contain, immediately after the title page, **a signed declaration** that it has not been submitted as an exercise for a degree at this or any other University, it is entirely the candidate's own work and the candidate agrees that the Department of Clinical Speech and Language Studies may lend the dissertation upon request.

**1.8 Summary.**

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

**1.9 Acknowledgements.**

A formal statement of acknowledgements must be included in the dissertation.

**1.10 References.**

References should be cited using the APA or Harvard referencing style. The titles of journals should not be abbreviated and web sources should be referenced appropriately. See <http://www.tcd.ie/Library/support/referencing.php> for assistance and advice on citation

**1.11 Abstract.**

One copy of a **structured** abstract, printed on a single sheet of A4 paper, must be submitted **loose** with each copy of the dissertation. The abstract must contain the title of the dissertation and the author's full names as a heading and may be single spaced. **Structured Abstract** should include (1) Background, (2) Aims (3) Methods & Procedures, (4) Outcome and Results (5) Conclusions

**Appendix 6**  
**Trinity College Dublin, the University of Dublin**



Coláiste na Tríonóide, Baile Átha Cliath  
Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

**DEPARTMENT OF CLINICAL SPEECH & LANGUAGE STUDIES, TCD**  
**Dissertation Submission Form**

|   |                                    |
|---|------------------------------------|
| <b>Student Name</b>   |                                    |
| <b>Student Number</b>                                       |                                    |
| <b>Module Code</b>  |                                    |
| <b>Project Title</b>  |                                    |
| <b>Word Count (max. word count permitted: 15,000 words)</b> |                                    |
| <b>Supervisor</b>   |                                    |
| <b>Date Due</b>   | <b>23<sup>rd</sup> August 2019</b> |
| <b>Date Submitted</b>                                       |                                    |
| <b>Dissertation received by</b>                             |                                    |

**A SIGNED COPY OF THIS FORM MUST ACCOMPANY ALL SUBMISSIONS FOR ASSESSMENT. STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.**

Ensure that you have checked the Department's procedures for ***guidelines for Dissertation submission***. **Note:** There are penalties for the late submission of assessments. For further information please see **Student Handbook**.

**Plagiarism:**

- I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>
- I have also completed the Online Tutorial on avoiding plagiarism 'Ready Steady Write', located at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>.

**Declaration of Authorship**

- I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Appendix 7  
Trinity College Dublin  
The University of Dublin**

**Department of Clinical Speech and Language Studies  
Trinity College Dublin, the University of Dublin**

***Guidelines for Outline of Journal Article Submission  
(M.Sc. Taught Programme)  
2018 -2019***

You are required to complete no more than a 4 (A4) page outline of an article that you propose to submit for publication. The proposed article should be based on your research in Year 2 or an aspect of that research. The outline should include the following:

- **Structured Abstract**
- **Introduction/Background**
- **Methodology**
- **Results**
- **Discussion and Clinical Implications**

Sub headings should be included in each section to indicate the topics to be included in the paper. These headings should be formatted in APA style.

The outline must be accompanied by the following:

- (1) Assignment Coversheet (See overleaf)
- (2) Guidelines for authors and submission requirements for the proposed journal
- (3) Detailed reference list formatted according to journal requirements

**Appendix 8**  
**Trinity College Dublin**  
**The University of Dublin**  
**M.Sc. Clinical Speech and Language Studies 2018-2019**  
**Outline of Journal Article for Submission for Publication**

**Student:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

Working title of article: : \_\_\_\_\_

Proposed Publication: \_\_\_\_\_

Is this a peer reviewed journal? \_\_\_\_\_ Yes/No

Impact Factor of this journal: \_\_\_\_\_

Proposed timeline for submission of Draft 1 for publication:

**Have you included the following:**

- 4 page outline:
- Reference list
- Guidelines for authors:

Date submitted:

**Date due: Friday September 20<sup>th</sup> 2019**

Received by: (Office Use).

Student Signature \_\_\_\_\_

**Appendix 9**  
**Trinity College Dublin**  
**The University of Dublin**  
**M.Sc. Clinical Speech and Language Studies 2018-2019**  
**Poster for Submission at Conference**

**Student:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

Title of Poster: \_\_\_\_\_

Proposed Conference: \_\_\_\_\_

**Have you included the following in the poster:**

- Title:
- Authors and affiliation
- Abstract
- Background
- Aims/Hypothesis
- Methods
- Results
- Conclusions
- Acknowledgements
- Reference list
- The poster text should not exceed 900 words. The poster should be printed on an A3 size page.

Date submitted:

**Date due: Friday September 20<sup>th</sup> 2019**

Received by: (Office Use).

Student Signature: \_\_\_\_\_

**Appendix 10  
Trinity College Dublin  
The University of Dublin**

**Health and Safety**

**IN THE EVENT OF AN EMERGENCY, DIAL SECURITY SERVICES ON EXTENSION 1999.**

Security services provide a 24 hour service to the College community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes personal injury or first aid assistance. It is recommended that all students save at least one emergency contact in their phone under ICE (In case of emergency).

**<https://www.tcd.ie/study/eu/undergraduate/admission-requirements/infectious-diseases/>**

**Appendix 11**  
**Trinity College Dublin**  
**The University of Dublin**

**Data Protection**

As a student in the University you may be collecting and storing personal information as part of your job role, studies or research. You have a responsibility to ensure that the data is stored and processed appropriately and securely. So as you can protect the data entrusted to you, follow the top 10 tips below:

**Top 10 Tips for Data Protection**

1. Become familiar with Trinity's Data Protection policy and procedures. These can be accessed on the website at [www.tcd.ie/Info\\_Combpliance/data-protection](http://www.tcd.ie/Info_Combpliance/data-protection)
2. Complete Trinity's Data Protection training, either in person or via podcast.
3. Do not retain excess data, only record the precise data that you need
4. Keep data up-to-date and accurate
5. Keep data safe and secure: keep offices/filing cabinets locked, password protect your computer or other computing devices, update the software on them regularly and use antivirus software to keep them free from threats. See [www.tcd.ie/itservices](http://www.tcd.ie/itservices) for further information
6. Remembering passwords can be difficult but passwords are often the sole keys to accessing your information and are fundamental to your security. Passwords need to be long, complex, unique and not easy to guess, so no dictionary words, names or dates of birth.
7. Back up digital files regularly and securely, use encryption where appropriate to protect the data from unauthorized access.
8. Do not disclose personal data to a third party, *even* at the request of the data subject's family or friends, without the data subject's consent.
9. Regularly review the data you hold and dispose of data you no longer need by confidential shredding or deletion. Don't forget your deleted items folder and recycle bin, and take appropriate steps to clear hard drives on computers, tablets and phones before disposal
10. Take extra care with sensitive data such as medical or financial information, and only store sensitive data on laptops or devices which are password-protected and have suitable encryption software in place.

Remember [IT Services](#) are always available to advise you on how to manage data securely. We can advise on encryption techniques, evaluate IT partners' products and services or review your current arrangements and advise on any improvements that may be necessary.

## Intellectual Property Guidelines

-

### Undergraduate and Taught Masters Student Researchers

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In accordance with Section 1 of the TCD *Policy, Practice and Regulations on Intellectual Property*<sup>1</sup>, Students who are not receiving a paid stipend from TCD and/or are fee-paying students, are owners of any intellectual property they create.

The following guidelines aim to clarify principles of engagement and management of intellectual property when Students are engaged in research projects during the course of their Undergraduate/Taught Masters programmes.

TCD endeavours to protect and manage its IP in accordance with the TCD Policy, Practice and Regulations on Intellectual Property. As such TCD requires Students who are engaged in research projects as permitted by a supervising Principal Investigator (PI), to adhere to the following guidelines;

- All research projects and projects results should be considered confidential;
- No IP (ie data, results etc) should be disclosed/presented/disseminated/published without the permission of the supervising PI;
- Students must consult with their supervising PI prior to submitting an abstract/poster/project summary for public dissemination (internally or externally);
- Students must consult with their supervising PI prior to submitting their Thesis dissertation and/or depositing a publication to TARA via the TCD Research Support System;
- Supervising PIs may at their discretion, request that a Student sign an undertaking to assign IP and maintain obligations of confidentiality if necessary;
  - This may be dependent on terms and conditions of the funding underpinning a project; and
  - This may be dependent on the commercial sensitivity of the project.
- Subject to the nature of and commercial sensitivity of IP created by a Student, the Students may be advised that their IP must be assigned to TCD in accordance with TCDs IP Policy;

Confirmation that assignment is necessary should be agreed by the Students in advance of participating in any research project; and

The assignment would be facilitated by the Technology Transfer Office

- Subject to the nature of and commercial sensitivity of IP created by a Student, the Student may be advised that a stay on a Thesis may be necessary to prevent public access - until such time that IP can be patent protected or otherwise disclosed. Any stay required, is in accordance with Section 1.38.15 of the University Calendar, Part III, "Withheld access ".

It is encouraged to always consult with the supervising PI with respect to the research project and what conditions may be attached in terms of ownership of IP, publication, confidentiality and thesis submission. Any concerns with respect to the above guidelines should be raised by the Student prior to selecting or being assigned a research project.

All queries regarding these guidelines can be directed to; Dr. Emily Vereker, Senior Patents & Licensing Manager Office of Corporate Partnership & Knowledge Exchange, Trinity Research & Innovation ✉ [emily.vereker@tcd.ie](mailto:emily.vereker@tcd.ie) / ☎ ext 4152

<sup>1</sup> <https://www.tcd.ie/about/policies/assets/pdf/intellectual-property-policy.pdf>