

# TRINITY COLLEGE DUBLIN



## School of Linguistic, Speech and Communication Sciences

### Handbook for Research Master's and Ph.D. students

**2021–22**

This handbook is also available electronically from the School's website:

<http://www.tcd.ie/slscs/postgraduate/phd-masters-research/>

## **A note on this handbook**

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This handbook has been written for the guidance of postgraduate students in the School of Linguistic, Speech & Communication Sciences who are doing a research degree. All research students in the School are asked to familiarise themselves with its contents. It supplements, but does not supersede, the College's general regulations for students (*Calendar, Part II*), the regulations that govern postgraduate study (*Calendar, Part III*) and guidelines issued from time to time by the Dean of Graduate Studies.

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

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The School's Director of Teaching and Learning (Postgraduate), or DTLPG, is Prof. Kathleen McTiernan (tel. 01-896 2947; email: [kathleen.mctiernan@tcd.ie](mailto:kathleen.mctiernan@tcd.ie))

### **Structured Ph.D. requirements**

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All Trinity Ph.D. students are considered to be on a structured Ph.D. programme. The structured elements include regular monitoring of progress as well as taught modules, which can be discipline-specific and may involve generic and transferable skills. Students registered after September 2013 are required to take modules worth a minimum of 10 ECTS. Students must complete at least one 10 ECTS taught module from a menu of choices in our School and elsewhere in the university. These modules run in the first and second terms each year. Full-time research postgraduate students are expected to complete at least one module within the first 18 months of registration and before the submission of their confirmation report. Please see below for details of how to register for a credit-bearing module.

## Admission

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Before making a formal application, prospective applicants are advised to consult the Graduate Studies Office website at [http://www.tcd.ie/Graduate\\_Studies/](http://www.tcd.ie/Graduate_Studies/), from which information can be gained on general entrance requirements, residence and language requirements, fees and studentships, etc. Interested applicants are then advised to contact a member of the School's academic staff whose research interests match their planned area of study. Research interests in the School can be found on the School website by going to <http://www.tcd.ie/slscs/staff/> and following relevant links. The *Postgraduate Prospectus* published by Trinity College also contains useful information. A potential supervisor may be in a position to offer guidance in the development of a research proposal.

Application to do a degree by research is made through the SITS system, which is accessed via the web portal [my.tcd.ie](http://my.tcd.ie). The application should include a detailed research proposal. This proposal, of no more than 7-10 pages, should set out the proposed research topic and cover basic questions, including, for example, why in the applicant's opinion the topic is worthwhile and how the topic will satisfy the college's regulations on originality (see Appendix I below). The proposal should be framed by a critical discussion of previous research in the area, and should include theoretical background, rationale for the project, proposed methodology and a timeline.

All applications are considered by the School's research committee, which includes where possible the likely supervisor. Candidates may be invited to attend for an interview. There is considerable competition for the restricted number of places available on the School's postgraduate student register, and it may not be possible to offer places to all applicants. There are two possible start dates: 1 March and 1 September of each year.

## **Academic progress and confirmation/transfer procedures**

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### **Academic progress**

Students are allowed to re-register at the beginning of each academic year provided that, in the judgement of their supervisor in consultation with the DTLPG, they are making satisfactory progress. All research students and their supervisors must complete an annual progress report as an essential element in monitoring the progress of each student. The report form can be found on the [Graduate Studies website](#). Completed report forms must be signed and returned to the DTLPG by 31st August for September registrants and 28th February for March registrants.

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

### **Confirmation/transfer procedures**

Students wishing to transfer from the M.Litt. to the Ph.D. register, or Ph.D. students who wish to continue on the Ph.D. register are required to prepare a report in consultation with their supervisor (see *Calendar, Part III*). This report should be submitted within the first 18 months of registration and no later than 24 months, extended by a further year for Ph.D. students on the part-time register. Submission of this report is followed by a transfer/confirmation interview.

The purpose of the confirmation procedures is:

- (i) To provide an independent confirmation that the research questions or area under investigation forms a valid subject of study for a doctoral thesis.
- (ii) To consider whether the approaches taken so far are valid and likely to yield results and insights at a level

commensurate with what would be expected of a doctoral thesis.

(iii) To provide an evaluation of the rate of progress towards the goal of a doctoral thesis and likelihood that the student will submit a doctoral thesis within the normal time scale/by the intended submission date.

(iv) To provide independent advice on possible directions the research might take.

(v) To encourage both student and supervisor to take stock of the situation at the mid-point of the Ph.D. timescale.

The Ph.D. confirmation process requires the student to prepare a Ph.D. confirmation report; the confirmation report should be written according to the guidelines issued by the appropriate Director of Teaching and Learning (Postgraduate). The student must ensure that a draft of the confirmation report is made available to the Supervisor with sufficient time for the Supervisor to read it and provide comments.

The following guidelines are intended in order to facilitate the process of writing and reading confirmation reports in the School of Linguistic, Speech & Communication Sciences. The page limits should be seen as firm guidelines, not absolute requirements; the balance between sections can allow for minor variations due to the nature of the subject or the stage of the research. Students should note that the report is not expected to be a 'mini-thesis' nor is the interview a 'mini-viva': both the report and the interview are designed to capture the process and product of the Ph.D. project in question, and should be considered a formative activity rather than an examination.

The report should be submitted to the Director of Postgraduate Teaching and Learning for the consideration of the interview panel.

A copy should also be submitted to the supervisor, prior to the interview for comments, allowing sufficient time for the

supervisor to read and respond. Following any necessary revision, the report should be formatted using 1.5 or double spacing, with standard margins, and a sans-serif font such as Arial, Calibri, or Lucida. The report should be **no more** than 50 pages of main text.

The report should be divided as follows:

(a) Title page: Gives the following information:

- Working title for the research
- Name of student
- Student number
- Student's supervisor
- Date student started on the Ph.D. register
- Date of submission for the report
- Date intended for Ph.D. submission

(b) Section 1: Introduction: 20 pages. Gives a review of previous research related to the topic. This review should give the reader an understanding of what is known about the research question, what questions are outstanding, what methods have been used to investigate the topic, what significant controversies exist, and so on. This section should orient the reader to the field.

(c) Section 2: Details of current research: 20 pages. Gives a more specific picture of the current research project and work accomplished by the time of submission of the confirmation report. A clear picture of the research project should emerge, including materials and methods to be used, the formulation of hypotheses or questions, criteria for testing hypotheses, and so forth. From this section, the reader should be able to form a clear mental image of the research in progress.

(d) Section 3: Prospects for the future: 10 pages. The final section looks to the future: what work remains to be done before submission of the thesis, and how is it anticipated that this work will represent a contribution to knowledge in the field. This section may include a timeline mapping out work to be completed before submission as well as the progress of the chapters to be included in the final thesis.

(e) Appendix: It is possible to include illustrative materials (such as test materials, questionnaires, or the like) in addition to the substantive text.

(f) References: The final section should be the list of works referred to in the main text, presented in standard academic format.

The interview panel, usually chaired by the DTLPG (unless s/he is the candidate's supervisor), interviews each candidate for confirmation on the Ph.D. register, along with an expert academic reader. The supervisor normally attends the interview as an observer. Written feedback is given to the student as soon as possible after the interview.

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

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

## **Research ethics**

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Research students should ensure that they follow appropriate standards of research ethics. Ethical practice is not a uniform set of 'dos and don'ts', but, rather, an evolving set of understandings which varies according to research area, research method, and the ethical perspectives of the individuals involved.

The School maintains information on ethical research, as well as details of procedures to be followed in order to gain approval for research involving human subjects. Additional information and application forms for ethics approval are available from the School website at <http://www.tcd.ie/slscs/research/ethics>. Further information on application procedures is available from the Chair of the School's Research Ethics Committee ([slscs@tcd.ie](mailto:slscs@tcd.ie)).

The Dean of Research also maintains documentation on general principles of research ethics in College, which can be accessed at <http://www.tcd.ie/research/dean/>. The Director of Research in the School, Prof. Irene Walsh, may also provide further information.

Some professional bodies and institutions have their own research ethics procedures, and students are advised to consult these where appropriate. In all cases, it is a fundamental responsibility of the research student to ensure that research is carried out following recognised principles of ethical research, including formal approval where necessary.

A summary of key issues in ethical research involving human subjects includes the following points.

- *Informed consent*. Individuals who participate in research should know what participation in this research implies for them. Consent should be obtained from participants in research projects. Students should consult with their supervisor over the design of consent forms and means of gaining written or oral consent as appropriate.
- *Record keeping*. Research students should keep clear and accurate records of their research procedures and interim results. As far as is practicable, primary data from research projects should be archived within the School. In many types of research, no use of the data should be made which does not conform to the terms of the written consent originally obtained from participants.
- *Integrity*. Research projects should be pursued in accordance with the highest standards of integrity, taking account of relevant legislation, especially concerning data protection and freedom of information.



- *Honesty*. Fabrication or falsification of results, plagiarism, misquotation or misrepresentation of other authors, misattribution or non-attribution of authorship, and deception of any kind are completely unacceptable. Students are responsible for ensuring that they follow all College regulations concerning plagiarism (see further Appendix IV).
- *Conflict of interest*. Any conflict of interest that a research student encounters in the course of doing research – whether financial, personal, political, or academic – should immediately be discussed with the student's supervisor or with the DTLPG, Head of Discipline, or Head of School, as appropriate.

## **The research student and the School**

### **Postgraduate seminars**

Postgraduate students in the School regularly arrange evening seminars at which one or two students report on the progress of their research. All students are encouraged to attend these seminars, and to report on their own research at an appropriate time.

### **Representation on School Committees**

Research students elect a representative to the School Committee in the School of Linguistic, Speech & Communication Sciences. This representative also sits on the School Executive. The School Committee normally meets once each term to discuss a wide range of issues, and students are encouraged to raise matters of concern at the School Committee through their representative.

### **Safety**

All College departments display a Safety Statement. Students should familiarise themselves with the Safety Statement(s) relevant to the parts of College they use regularly. Students' attention is drawn especially to the importance of observing appropriate discipline when using any of the School's clinical and technical installations or laboratory facilities. Further information and guidelines are also available from the College's Safety, Health & Welfare website at <http://www.tcd.ie/Buildings/Safety/>.

## **Access**

In certain circumstances it may be necessary for students to have access to one or another of the School's technical installations outside normal working hours. In the event of such access being granted, students are required to give an undertaking that they will abide by whatever security arrangements are deemed appropriate by the Head of School or another designated member of the School academic staff.

## **Special needs**

The School will endeavour to meet the special needs of individual students arising from any form of disability. Prospective students who may have special needs should make these needs known at the time of application for admission to the postgraduate student register. Information concerning the activities and services provided by the College's Disability Service is available at <http://www.tcd.ie/disability/>.

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# **The student and the supervisor**

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The relationship between supervisor and student is a critical factor in determining the quality of the student's postgraduate experience. If there is to be successful collaboration between the two, both must recognise their own and the other's responsibilities.

## **Responsibilities of the supervisor**

At the beginning of each year of the student's registration, the supervisor negotiates with *the student a work plan for the year which takes account of the supervisor's foreseeable absences from College and, in the case of part-time students, the student's other commitments*. The supervisor keeps a written record of this work plan against which to measure the student's progress at the end of the year.

Supervision is based on regular written reports from the student. The frequency of such reports varies, but typically they are submitted at intervals of not less than one and not more than two months. This requirement applies to all students, whether they are living in Ireland or abroad.

Supervisors of students living in Ireland expect to discuss each progress report in a face-to-face meeting with the student. At the end of each meeting the supervisor and student agree dates for (i) the submission of the next progress report and (ii) the next meeting.

From time to time the supervisor may find it necessary to reschedule a supervision meeting, but as far as possible this is avoided.

When a student needs to use one of the School's technical facilities in order to pursue research, the supervisor is responsible for ensuring that the student receives appropriate training.

### **Responsibilities of the student**

The student is expected to adhere to the annual work plan negotiated with the supervisor, to submit progress reports on time, and to keep appointments with the supervisor.

The student may not make a significant change in the direction of the research without first discussing this change and its implications with the supervisor, and securing the supervisor's approval. In exceptional circumstances where a radical change of topic is proposed, it may be appropriate for a new supervisor or a co-supervisor to be appointed.

It is each student's responsibility to stay in touch with his or her supervisor. The student must notify Academic Registry and the supervisor immediately of any change of address.

If research becomes difficult for other than academic reasons – perhaps as a result of illness or an unexpected change in domestic or professional circumstances – the student should inform the supervisor immediately. It is of course for the student to decide how much information to give to the supervisor. Students should be aware, though, that a supervisor cannot make a persuasive case for special consideration on behalf of the student if the student has not provided the supervisor with all relevant information.

### **Resolving problems**

If a student has a problem with his or her supervisor, the student should discuss the problem with the DTLPG in the first instance. If the Director is unable to resolve the problem (or in cases where

the Director is the supervisor), the student is referred to the Head of School. If the Head of School is unable to resolve the problem (or in cases where the Head of School is the supervisor), the student will be advised to consult the Dean of Graduate Studies.

The Postgraduate Advisory Service (PAS – see further Appendix II) and the Graduate Students' Union (Appendix III) may also be able to offer advice and in some circumstances may be able to represent the student.

## **Remote Supervision**

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Normally, graduate students should be resident in or near Dublin. In exceptional circumstances the Dean of Graduate Studies, after consultation with the graduate student's supervisor and Director of Postgraduate Teaching and Learning, may permit a graduate student to undertake a significant portion of the work for their degree outside Dublin. A [Remote Supervision](#) policy is in place to address this.

Permission for such remote supervision is only granted by the university on an exceptional basis and for academic reasons which would require a student to spend time away from the university for data collection purposes. This also involves a local, co-supervision arrangement in place when away from the university, which must be fully approved and agreed in advance.

## **Examination of theses**

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### **Submission of theses**

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

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

- Currently, students are required to submit an electronic version of their thesis for examination.
- Theses must be formatted using 1.5 or double spacing.
- Prior to submission students are required to complete the [Intention to Submit Form](#)
- A student must be registered at the time of submission of the thesis.

### **Procedure for examination of theses**

The procedure for the examination of theses is as laid down in the [Calendar, Part III](#).

### **Appointment of examiners**

Theses are examined by both an external and internal examiner. Examiners are nominated by the DTLPG in consultation with the supervisor, approved by the Dean of Graduate Studies and appointed by the University Council. The supervisor is never the internal examiner. In some circumstances (for example, where the student is also a member of the academic staff) examination is by two external examiners.

### **Viva voce examination**

A *viva voce* examination (*viva*) is mandatory for Ph.D. candidates. Sometimes a *viva* may also be held for M.Litt. and research M.Sc. theses, but this is not mandatory, and the decision as to whether a *viva* is required is made on a case by case basis. The DTLPG normally chairs the *viva*, though alternative arrangements are made where the Director is either the supervisor or the internal examiner, or in other exceptional circumstances. College regulations give the supervisor the right to be present as an observer at the *viva* unless the student requests otherwise. In practice within the School, the supervisor often waives the right to be present. The format of the *viva voce* examination is determined by the examiners in consultation with the DTLPG or other person chairing the examination.

**Time scale**

Every effort is made to ensure that theses are examined as promptly as possible. A period of two to three months between submission of the thesis and the holding of the *viva* is usual.

# APPENDIX I

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See the College's descriptors for the award of a Ph.D. degree, Calendar Part III: <https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf>

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

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

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

## APPENDIX II

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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. We're open from 8.30 – 4.30, Monday to Friday. Appointments are available from 9am to 4pm.

Phone: 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.



## APPENDIX III

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### **THE GRADUATE STUDENTS' UNION AONTAS NA N-IARCHÉIMITHE**

Trinity's Graduate Students' Union (GSU) established in 1973 is the representative body for all postgraduate students in Trinity College Dublin, the University of Dublin. The two sabbatical officers of the GSU work full-time and represent postgraduate students on all major committees including Board, Council, Student Life, Graduate Studies committee and Research Committee. The Union's executive committee which includes representatives from all faculties convene on a monthly basis and more often when required. The objective of the Union is to effectively represent postgraduate students within the University, advocate on behalf of Union members on issues that impact your education internally and nationally; and to protect the interests of our union members during their studies.

Activities of the Union include: providing social and recreational facilities for postgraduate students; monitoring and developing the study and recreational facilities of the 1937 Postgraduate Reading Room; providing a Graduate common room for postgraduate students (located in house 7) and to provide and manage lockers for students in the 1937 Reading Room (rental is organised through the front office in house 6).

The GSU produces an academic and peer reviewed journal on an annual basis, the Trinity Postgraduate Review (<https://trinitypostgradrev.wixsite.com/tcd-ie>). It also produces a postgraduate handbook for students with information on supports and services available to postgraduate students.

The GSU President works in the area of policy and strategy. The GSU Vice-President acts as the Welfare and Education Officer for postgraduates in TCD and provides confidential one-to-one advice, advocacy and support in areas such as student supervisor relationships and financial hardship. The GSU Communications Officer informs you on a weekly basis of information, postgrad events and updates from the university and the wider metropolitan community through the medium of a digital newsletter titled Postgrad News.

The GSU website [www.tcdgsu.ie](http://www.tcdgsu.ie) provides the latest updates from the Union, information on elections, campaigns and connections to the Union's social media platforms. Students can arrange meetings with the sabbatical officers via emailing either the GSU President at [president@tcdgsu.ie](mailto:president@tcdgsu.ie) or the GSU Vice-President at [vicepresident@tcdgsu.ie](mailto:vicepresident@tcdgsu.ie) or by contacting the office landline at (01) 896 1169.

Students in the Arts, Humanities and Social Sciences faculty may also contact the Union's Faculty Officer at [ahhsofficer@tcdgsu.ie](mailto:ahhsofficer@tcdgsu.ie) with any faculty specific questions or concerns.

## APPENDIX IV

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### College Regulations on Plagiarism

To ensure that students have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid plagiarism, a repository of information is available at

<http://tcd-ie.libguides.com/plagiarism>

Students are required to:

- (i) Visit the online repository to find out about how Trinity deals with plagiarism and how it can be avoided. Students should also familiarise themselves with the Calendar statement on plagiarism and the sanctions which are applied. The Calendar statement on plagiarism is appended below.
- (ii) 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.
- (iii) Familiarise themselves with the declaration that must be signed when submitting course work. This declaration is available at <http://tcd-ie.libguides.com/plagiarism/declaration>
- (iv) Contact their supervisor if unsure about any aspect of plagiarism.

### CALENDAR STATEMENT ON PLAGIARISM

from the TCD Calendar, Part III, §1.32

(<https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf>)

#### 1.32 Plagiarism

##### *General*

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

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

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

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

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

### *Examples of Plagiarism*

Plagiarism can arise from actions such as:

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

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

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

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

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

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the

lecturer concerned. Without this, submitting work which is the product of collusion with other students may be considered to be plagiarism.

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

### *Self-Plagiarism*

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

### *Avoiding Plagiarism*

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

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

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

Junior Dean, who will interview the student and may implement the procedures set out in the Calendar.

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

(a) Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;

(b) Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

(c) Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

Provided that the appropriate procedure has been followed and all parties in (6) above are in agreement with the proposed penalty, the Director of Teaching and Learning (Postgraduate) should in the case of a Level 1 offence, inform the Course Director and, where appropriate, the Course Office. In the case of a Level 2 or Level 3 offence, the Dean of Graduate Studies must be notified and requested to approve the recommended penalty.

The Dean of Graduate Studies may approve or reject the recommended penalty, or seek further information before making a decision. If he/she considers that the penalties provided for under the summary procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures as referred to under conduct and college. Notwithstanding his/her decision, the Dean of Graduate Studies will inform the Junior Dean of all notified cases of Level 2 and Level 3 offences accordingly. The Junior Dean may nevertheless implement the procedures as set out in Section 5 (Other General Regulations).

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