DEPARTMENT OF SOCIOLOGY

Maynooth University

Research Postgraduate Handbook

2018-19

TABLE OF CONTENTS

1. WELCOME 4

2. MISSION STATEMENT ON RESEARCH STUDENTS 5

3. POLICIES AND REGULATIONS AT UNIVERSITY LEVEL 5

4. PROCESS OF ENTRY TO MLITT & PHD PROGRAMMES (P/T, F/T) 6

4.a Process of Entry 6

4.B What is a personal statement? 7

4.C What information should my proposal contain? 7

5. RESEARCH INTERESTS OF STAFF MEMBERS 8

6. SUPERVISION 10

6.A Appointment of Supervisor 10

6.B Supervisory Meetings 10

6.C Student Initiated Contact with Supervisors 10

6.D Duties and Responsibilities of Supervisors 11

6.E What is entailed in being a Research Student? 11

Research Student Duties Are: 12

Research Students Have Responsibility To: 12

7. AN OUTLINE OF PROGRESS THROUGH THE PHD IN SOCIOLOGY 13

7.A Initial Meeting (IM) and Initial Meeting Record (IMR) 13

7.B Annual Progress Review (APR) and Annual Progress Form (APF) 13

7.C Progression Towards Completion within a Four Year Time-Frame 14

Year 1 - A minimum of 15 TAUGHT credits must be completed by the end of the first year 14

Years 2-3 - A minimum of 25 TAUGHT credits must be completed by the end of the second year 15

Years 3-4 - All remaining credits should be completed by Year 3. 15

7.D End of Year Four – Submission of Thesis 16

8. TAUGHT SUPPORTS FOR RESEARCH STUDENTS 17

8.A Compulsory Modules 17

8.B Subject Specific Modules 18

Subject Specific Inter-University and External Modules 19

8.C Transferrable Modules 19

9. DEPARTMENTAL AND OTHER SUPPORTS BEYOND SUPERVISION AND TAUGHT MODULES 21

10. LITERATURE FOR THE EARLY MONTHS 23

On research 23

On teaching: 23
On academia: 23
11. FUNDING FOR RESEARCH STUDENTS 25

1. WELCOME

The staff in the Sociology Department would like to welcome both new and returning research students to the 2018-19 academic year. We hope you will all make great intellectual progress in the coming year and enjoy the supportive research atmosphere within the department as a whole.

A strong postgraduate research community and culture is crucial to any department and we hope to both challenge and support you to continue developing yourselves, the postgraduate community, and the department. You will be invited to events and 'Doctoral-Do's' organized to bring you and your peers together, and your participation is essential. Your comments and suggestions for improving how we go about bringing you are you peers together for support are always welcome. This year Joshua Savage (joshua.savage.2015@mumail.ie) has kindly agreed to serve as your representative, so many thanks to him for taking up this important role.

On the Sociology department website and Sociology PhD Moodle page, you will find a list of the registered research postgraduate students in the department and the title and a brief description of their research. An ethos of co-operation and exchange of ideas and knowledge is encouraged among research postgraduate students and this list should alert you to the work of others in the department.

To enter a postgraduate programme is to commit oneself to certain standards of professional behaviour. These include regular and punctual attendance at all timetabled sessions and punctual presentation of all assignments. There are many resources available for research students, but they are typically underused. In the Sociology Department you will get a positive response from the people you approach – don't let yourself get isolated or intimidated! Remember that staff have experienced your situation. The department seeks to both challenge you to develop as a sociologist and to provide you with the supports to make this a rewarding and enjoyable experience.

Please read this Handbook, alongside the Regulations for Postgraduate Research Degrees, to ensure that you are familiar with both the department and university guidelines for postgraduate research work. Log in regularly to our Sociology PhD Moodle Page where the most up to date policies and advice is available. Your supervisor should be able to advise you further on the most appropriate supports for you.

While every effort has been made to ensure the accuracy of the material in this handbook, we reserve the right to make changes as needed.

Best wishes for the year ahead.

Professor G. Honor Fagan (honor.fagan@mu.ie)

Research Student Coordinator

On Behalf of the Department of Sociology

2. MISSION STATEMENT ON RESEARCH STUDENTS

Research Postgraduates are a vital part of the academic and research culture of the Department. We aim:

(i) to provide high quality research training in a lively intellectual atmosphere;

(ii) to promote students' professional involvement in academic life;

(iii) to ensure that students will make a contribution to the advancement of knowledge in sociology;

(iv) to ensure that students will make a contribution to the understanding and well being of contemporary societies.

By the end of your time as a research postgraduate student in the department, it is our goal that you will:

(i) have completed a thesis which is a high quality piece of original analysis and is at least partly publishable in a peer-reviewed academic outlet;

(ii) have developed and demonstrated a significant level of skill in at least one methodology of research and analysis;

(iii) have a broad knowledge of a number of sub-fields within the discipline;

(iv) have had the opportunity to develop teaching and administrative skills and experience.

3. POLICIES AND REGULATIONS AT UNIVERSITY LEVEL

There are a number of University Regulations and Policies that you should read, all available at https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures. The most important of these are *Regulations for Postgraduate Research Degrees* and *Roles and Responsibilities*, which you must ensure you read as part of your induction onto the PhD Programme in Sociology. These are also subject to change and we ensure that the most up to date policy, is available at the above address and on the Sociology Department's Moodle Page for Research Students.

- Route of Progression Research Masters
- Regulations for Postgraduate Research Degrees (Sept 2016)
- PhD by publication (Sept 2016)
- Roles and Responsibilities
- Guidelines for development of Dual Joint Research Programmes - February 2015
- Degree of Doctor
- European Doctorate - February 2015
- Route of Progression Research Masters
- MA Regulations - February 2015
- MSc Regulations - February 2015
- Code of practice, Viva voce examinations (December 2017)

4. PROCESS OF ENTRY TO MLITT & PHD PROGRAMMES (P/T, F/T)

4.A PROCESS OF ENTRY

1. The first step is to familiarise yourself with the **research and publications of members of the Sociology Department**.available at **https://www.maynoothuniversity.ie/sociology/our-people.** You are advised to discuss your research topic and proposal in the first instance by contacting the member of staff whose research profile seems to be in line with your research interest and whom you feel would be suitable as a supervisor. If you are unsure please first contact the Co-ordinator of Research Students at honor.fagan@mu.ie and she can advise you.
2. Note - to be considered for MU fellowship funding, you should have completed an application process successfully before May 31st.
3. Prepare a research proposal and send it to (a) a member of staff whom you have approached by email and who has agreed to support you in your proposal preparation or to (b) the Co-Ordinator of Research Students (honor.fagan@mu.ie). A topic must be chosen which enables research embodying new knowledge at a level appropriate to the degree of doctorate in the specified time and so you can benefit from staff support at this stage to ensure that the topic is appropriate.
4. Once you believe your proposal has reached doctoral standard you submit it, a letter of interest or a personal statement, and an academic *curriculum vitae* (which specifies your qualifications, grades, awards and career to date) to honor.fagan@mu.ie.
5. The **Sociology Research Student Subcommittee** reviews your application and makes a decision on whether to admit you to the programme on the basis of the quality and relevance of your qualifications, the quality of the proposal and the capacity of the Department to provide supervision.
6. **NB: Funding for PhD programmes is not available from the Sociology Department** and the applicant is entirely responsible for funding their doctoral programme.
7. If the **Sociology Research Student Subcommittee** agrees your entry into the PhD programme you must then make a University level application through the national Postgraduate Application Centre (PAC) http://www.pac.ie/ .
8. All candidates must formally apply for admission online via the PAC which is then used for communication with applicants regarding their application. Selection and admission process is decentralised and takes place at departmental level, but formal offers of places are made via PAC. Prospective students must accept an offer of a place at least 24 hours in advance of registration.
9. MU operates two standard registration times for research students, in September and January. Student fees are applied for the entire semester in which the first registration occurs. Research students are encouraged to avail of the standard registration time.
10. All registrations are subject to payment of the applicable fees and satisfactory progress. Research students' registration consists of (i) registration for the programme (whereby they become the university's registered research students) and (ii) registration for modules to be taken in the relevant semester. At the beginning of the academic year, the two types of registration can be completed at the same time or separately; registration for modules can only be completed after a student is registered for the programme for the given academic year. If modules to be taken in a student's first semester are agreed before the student's registration date as provided by the Registry, such student can register for modules at the time of their registration for the programme. Often however modules to be taken will only be agreed during the initial meeting **(IM)** which would take place after the student's first registration for the programme. In such cases the student must register on the day indicated by Registry (records office) for the programme only and will register for modules as soon as possible after the initial meeting takes place and the student's initial meeting record is produced.
11. Each student is with provided with appropriate supervisory support, most often a **principle and second supervisor**, but sometimes **co-supervision** is arranged (two supervisors from within the Department) or

joint supervision (with a supervisor from another Department or Institute) if appropriate and beneficial to the student.

12. Students are entitled to request a change to supervisory arrangements, although students would normally be expected to discuss the reasons with their supervisor/s first, before approaching the Head of Department with such a request.

4.B WHAT IS A PERSONAL STATEMENT?

The personal statement should include any information that you consider relevant to your interest and ability in a research degree in Sociology. It should include reference to any academic or personal experiences you have had that are relevant to your interest in undertaking a research degree and your ability to benefit from it, your personal motivations for undertaking a research degree, and what you hope to gain from it. The personal statement should be between 250-750 words.

4.C WHAT INFORMATION SHOULD MY PROPOSAL CONTAIN?

The research proposal should be typed, double spaced and approximately 7-10 pages long. It should indicate:

- the central research topic that the student proposes to investigate;
- the central debates in the sociological and/or social science literature that the research will address;
- the main data that will be collected and/or analysed and the methods that will be used to do so;
- the significance of the proposed research for sociological work in the relevant field;
- any other critical issues regarding the research topic, approach and significance.

It is not expected that the student will stick blindly to this proposal should they be admitted as a research postgraduate student but it will provide a useful guide for the Department in assessing the application and for the student in developing the research.

5. RESEARCH INTERESTS OF STAFF MEMBERS

Go to https://www.maynoothuniversity.ie/sociology/our-people

There you will find the up to date biographies, research interests, publications and information on professional membership and teaching interests of the Department's committed and engaged sociologists. Please familiarise yourself with the Departmental research clusters and in particular with the work of those whose interests are aligned with your research subject. See below a quick guide to their research interests.

Dr. Mary Benson
Cityscapes; gentrification; place; community; and visual representations. Current research focuses on urban agriculture.

Dr. Delma Byrne
Research interests include social stratification in education and the labour market spanning the primary, second-level and higher education sectors as well as post-secondary education and training; transitions between education and the labour market and the evaluation of educational interventions.

Dr. Barry Cannon
Research interests are on Latin American politics, with particular expertise on Peru, Venezuela and Central America, especially on issues of democratization, power relations, Left and Right politics, civil society, and development. Current research focuses on opposition politics in Venezuela; right wing politics in Latin America; and, comparisons between collective reactions to crisis in Latin America and in Ireland and Europe.

Dr. Brian Conway
Research interests include sociology of religion; collective memory; history of Irish sociology. Current research focuses on examining Catholic public discourses and institutional arrangements, trends and patterns in the Catholic workforce, and religious institutional responses to scandal, all in comparative perspective.

Professor Mary P. Corcoran
Research interests include the Irish migratory experience, professional media cultures, and urban transformation and change. Professor Corcoran is currently engaged in European research on public private partnership in urban regeneration, and a study of social and civic life in the Irish suburbs.

Dr. Colin Coulter
Research interests include development studies, global politics, Marxism, ethnicity and nationalism, popular culture and in particular popular music and Northern Irish politics and society.

Dr. Laurence Cox
Research interests include social movement research (movement waves, alterglobalization and anti-austerity movements, European social movements, movement theorising, protest policing, knowledge and learning production in social movements, activist sustainability); Buddhist Studies (Buddhism and Ireland, early western Buddhists in Asia); new religious movements; sociology of knowledge and culture (history of ideas, sociology of intellectuals, counter culture); working-class studies (community organising, oral history); social theory (western Marxism, socialist feminism); and methodology (participatory action research, community research).

Dr. Pauline Cullen
Research interests include political sociology; gender inequality, social movements; civil society and state relations; nongovernmental organisations; social policy and European Integration; coalitions between diverse constituencies; activism on social rights beyond national settings.

Professor G. Honor Fagan
Research interests include Human Security, Gender and Development, Governance, and Social Sustainability and Critical International Development Theory. Socially Led Sustainability Science.

Dr Eoin Flaherty
Research interests include top income inequality, labour's share of national income, time series and pooled time series cross-section analysis; financialisation, social structures of accumulation, and power resources; famine, common-pool resource systems, primitive communism, and nineteenth-century Ireland; complexity theory, human ecology, and environmental sociology.

Professor Jane Gray

Research and teaching interests include families and households, comparative-historical sociology, life history analysis. Her current research focuses on: life histories and social change in twentieth century Ireland; family and community, gender, household economies and social change.

Dr. Aphra Kerr

Teaching and Research interests focus on technology and media in society, digital sociology and emergent digital research methods. Current research explores production, circulation and governance of digital media, dataveillance and inequality, gender and sexuality online, and potential social impact of artificial intelligence. Recent projects have explored the global games industry, diversity and gender in digital media cultures, broadcasting and diversity, innovation in animation companies, the design of future telecommunications services and visual cultures.

Dr. Rebecca King Ó Riain

Research and teaching interests include globalization, emotions and technology; racial/ethnic beauty pageants; critical race theory; qualitative methods; interracial marriage and multiracial people. Her current research explores the 'Globalization of Love' through qualitative research with transnational, mixed couples and their children looking at uses of digital technology to create and maintain global emotional networks.

Dr. Mary Murphy

Research interests include the impact of globalisation on welfare states, the political mediation of social policy reform, local governance and institutional mechanisms to support social innovation, social inclusion and citizenship, gender and social welfare, commodification, conditionality and welfare to work policies.

Dr. Peter Murray

Research and teaching interests include political mobilisation and the growth of the modern state, industry, work and technological change, health, illness and healing.

Dr. John O'Brennan

Research interests include the process and politics of European Union enlargement; the EU's relationship with the western Balkans and prospective enlargement to South Eastern Europe; the dynamics of EU external relations; EU-Russian relations; constructivist theories of International Politics; and the identity dimension to European integration. I am also very interested in Ireland's experience of European integration, its relationship with the European Union and the Lisbon Treaty debate in Ireland.

Professor Seán Ó Riain

Research interests are in the sociology of work, economic sociology, comparative and global political economy and social inequality. Specific areas of interest include work organisation and workplace regimes; developmental states; the global knowledge economy; economic liberalism; changing European societies.

Dr. Paul Ryan

Research interests include masculinities, gay and lesbian studies, social movements and qualitative research methods specifically the use of life history

Dr. Eamonn Slater

Research interests include the structure of modernity, the heritage industry (including tourism), the social construction of landscape and the environment, visual sociology and historical sociology. All of these sociological areas are investigated with a special emphasis on Irish society.

6. SUPERVISION

For an understanding of Roles and Responsibilities undertaken by all involved in your doctoral programme including you as student please familiarise yourself with two University documents (a) *Regulations for Postgraduate Research Degrees* (b) *Roles and Responsibilities* available at https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures.

6.A APPOINTMENT OF SUPERVISOR

In the Sociology Department the Head of the Department normally appoints two supervisors, a primary and second supervisor, for each student, taking into account the wishes of the student and the expertise of the staff. The role of the secondary supervisor is to act as a back-up resource for both the primary supervisor (second opinion etc.) and for the student (expertise etc.). They can also play a part in the annual monitoring of student progress. Although supervisors are appointed on the basis of the relevance of their expertise to students' own field of research, it is common, and indeed to be expected, that research students will rapidly become more knowledgeable in their own field than their supervisor. The supervisor's role is thus one that changes, from offering guidance in the early stages of research to offering support and critical comment as the research progresses. Both supervisors and students need to be aware of this changing role and accommodate it.

6.B SUPERVISORY MEETINGS

These meetings should be held regularly and frequently and be of sufficient length to deal with the matters in hand. They enable students to ask any reasonable questions that they have, and leave both supervisor and student clear about what is to be done next. The student retains responsibility for the thesis. The content of supervision meetings is varied, and may include the opportunity for the student or supervisor to ask questions, to discuss the progress of the research or relevant research and literature in the field. Most often the supervisor/s ask you to prepare written work for discussion at these meetings. This written work should be sent to the supervisor in enough time for them to read the document before the meeting. Please consult with your supervisor in each instance to determine when this would be. When submitting a substantial piece of written work, you should expect to receive comments from your supervisor on a chapter length piece of writing within approximately six working weeks. This may vary according to circumstances within the department (e.g. examination marking) but your supervisor will let you know if this is the case.

They must take place a minimum of 5 times a year, including meetings at the beginning of the academic year to plan for the year ahead (and in your first year to fill out the initial meeting record) and at the end of the academic year to conduct the annual progress review and to plan for your work over the summer. It is not the role of a second supervisor to provide chapter by chapter feedback; however they should be there to provide intellectual discussion on the issues raised in the work. Written responses to work are the responsibility of the first supervisor only. If the thesis is co-supervised, the two co-supervisors and the student should negotiate a plan of work, with clear guidelines as to who will provide feedback, how often, and what form it will take.

6.C STUDENT INITIATED CONTACT WITH SUPERVISORS

It is the student's responsibility to stay in regular contact with the supervisor/s. There may also be periods throughout the academic year (primarily during intense examination marking) when staff cannot provide feedback on work within 6 weeks. Please keep this in mind and plan accordingly. Should there be difficulties in making the necessary appointments with your supervisor these should be taken up with the supervisor in the first instance and only if necessary with the Head of Department. The department seeks to protect staff time in July and August to facilitate staff research, writing and preparation of courses. It is therefore very important to develop a clear plan for these months.

Although supervisors are appointed on the basis of the relevance of their expertise to students' own field of research, it is common, and indeed to be expected, that research students will rapidly become more knowledgeable in their own field than their supervisor. The supervisor's role is thus one that changes, from offering guidance in the early stages of research to offering support and critical comment as the research progresses. Both supervisors and students need to be aware of this changing role and accommodate it.

6.D DUTIES AND RESPONSIBILITIES OF SUPERVISORS

The duties of the principal supervisor are as follows:

- Give guidance about the nature of research and the standard expected, about the planning of the research programme and presentation of a research proposal, about literature research and appropriate courses to attend.
- Assist the student with planning. The supervisor should ensure that accurate information regarding his/her own research and professional/administrative leave, any retirement plans and contract duration throughout period of the student's project is given to the student.
- Maintain contact through regular supervisory meetings with the student; request regular written work or results of research to date. Return such reports in reasonable time with comments as necessary.
- Seek to ensure progress of the student is evaluated annually as outlined in the departmental handbook. Seek to ensure that the work reported in the dissertation is the student's own.
- If the supervisor feels obliged to recommend a student's studies be discontinued because of unsatisfactory progress, he/she must make this recommendation to the Head of Department/Departmental Supervisory Committee who will inform the student accordingly.
- Encourage the publication of the results of the research where appropriate, provided that any relevant published work is coherently incorporated into the thesis.
- Assist and advise on career path and professional opportunities.
- Facilitate the student meeting other researchers and encourage attendance at research seminars, meetings or conferences as appropriate.
- Seek to ensure that the student is aware of all relevant funding opportunities open to them and actively encourage the student to apply
- Keep the secondary supervisor informed of progress
- Advise the Department of intention to submit and on the nomination of Examiners.

The responsibilities of the second supervisor:

- Assist the principal supervisor particularly regarding the above
- Take over supervision in the event of leave of absence of the principal supervisor and, unless another appointment is made, to take over as principal supervisor in the case of retirement or resignation.

6.E WHAT IS ENTAILED IN BEING A RESEARCH STUDENT?

We expect all students to recognise that they are undertaking education and training for a professional qualification in an intellectual discipline. To this end, students must meet the requirements of the Department, the Faculty, University and Grant Awarding agencies (if any). These are as follows:

(i) Students must adhere to the timetable of work agreed with their principal supervisors and keep their supervisors informed of any problems (e.g. ill health), which interfere with that timetable. Written correspondence should be used when appropriate.

(ii) Students must complete the requirements for progress from one year to the next, which may include:

a. an annual presentation of research

b. an annual report on progress (in year 1 both an initial meeting report and an end-of-year progress report).

c. completion of required modules

d. completion of the thesis within the allotted time.

(iii) Students must ensure that their files are kept up to date with change of address, telephone number and email address. If your contact details change, you must let us know as soon as possible.

RESEARCH STUDENT DUTIES ARE:

1. Prepare an Initial Meeting Record (IMR)

2. Agree to a schedule of meetings, which will ensure regular contact and inform the supervisor promptly of any impediment to the schedule of research and writing

3. Document the progress of work as agreed with the supervisor and present written or other material as requested and on time

4. Inform the supervisor of any proposal to publish or make a presentation in connection with the work

5. Satisfactorily pass any course work required by the supervisor

6. Communicate any issues that arise that may affect your progress to your supervisor as soon as possible.

RESEARCH STUDENTS HAVE RESPONSIBILITY TO:

1. Maintain a professional relationship at all times with the supervising academic members and other university staff

2. Advance the progress and complete her/his research study

3. Develop competence in written and communication skills

4. Take the initiative in identifying problems and seeking solutions to them.

5. Comply with all applicable University regulations and follow the requirements as set out under the "Route of Progression through the Structured PhD Programme".

7. AN OUTLINE OF PROGRESS THROUGH THE PHD IN SOCIOLOGY

At the end of your studies, you will receive a PHD in Arts from the Department of Sociology, Module Code SO900. The central relationship for PhD/MLitt students is with their supervisor but doctoral work is also supported by a variety of supports including taught modules, progress planning, review meetings and planned activities at Departmental level.

7.A INITIAL MEETING (IM) AND INITIAL MEETING RECORD (IMR)

Your original research for your thesis and a programme of education through taught modules and professional development activities is agreed between you and your supervisor/supervisors as soon as possible after registration. If you have entered the PhD programme with a three-year undergraduate degree and a masters you are required to earn at least 30 taught credits. If you have entered with a three-year undergraduate degree only you must earn 60 taught credits. The purpose of the Initial Meeting is to identify modules from the Sociology Structured PhD that will make up your programme of taught credits (30 credits or 60 credit programme) and to agree a schedule for meetings. This form should be completed before October 31st. After registration, each research student should arrange an introductory meeting with their primary supervisor. A customised and individualised programme of research is agreed and recorded in the IMR document, which is then approved by the Departmental Progress Committee (DPC). The Initial Meeting Record is forwarded to the Graduate Studies Office. This record informs the annual progress review, which takes place at the end of each academic year.
A candidate, who has completed their Initial Meeting Record before their registration date may register for the appropriate PhD modules. However, if the Initial Meeting Record is not completed prior to registration, a candidate must register on the day indicated by Records Office, and choose their appropriate modules by the end of October.
The purpose of the Initial Meeting Record is to:

- provide an opportunity to design a unique, individual programme
- identify modules that will enhance the candidate's research programme
- identify modules that candidates will take in year one
- agree a calendar of meetings
- record attendance at the induction programme
- ensure that the candidate is aware and agrees to the University regulations and policies as outlined on the graduate studies website

7.B ANNUAL PROGRESS REVIEW (APR) AND ANNUAL PROGRESS FORM (APF)

Annually, you are required to fill out an Annual Progress Review Form and the Department reviews your progress towards completion of the degree within a four-year framework. The form is filled out in May each year, and the decision is made at a Departmental Progress Committee (DPR) normally a held on a date in June as to your progress status.

While supervisors will make every effort to provide intellectual advice, ultimately the student is responsible for progress towards the degree. The Department requires a formal monitoring of and recommendation on progress for all students at the end of each academic year. Progress, that is, permission to proceed from one year to the next, is measured by the following criteria:

(i) satisfactory attendance and performance on a research training programme (if required);

(ii) appropriate production of written work as agreed with the supervisor;

(iii) a satisfactory report of progress from the supervisor.

In the case of failure to complete any or all of these requirements, the Head of Department will convene a meeting with the student and supervisors to establish what the problems are and how the student and supervisors may be further assisted.

Students will be required to have a formal review of progress meeting with their supervisor in the second half of the second semester. Specific dates for this review meeting will be communicated in the course of the year. Supervisors report to the department on students' progress at an end-of-year departmental meeting.

Students will receive a letter from the Head of Department following this meeting, communicating the central points of the review and any further actions required.

7.C PROGRESSION TOWARDS COMPLETION WITHIN A FOUR YEAR TIME-FRAME

The following outline is intended to help you in planning your progress through the PhD. Each year builds upon and continues to develop the work of earlier years. This outline should be taken as an indicative guide rather than as a definitive timeline. MLitt research students follow a similar progression, but over a shorter period (2 years in general) and in somewhat less depth. All incoming research postgraduates are required to complete certain taught courses. Details are outlined in the section below.

YEAR 1 - A MINIMUM OF 15 TAUGHT CREDITS MUST BE COMPLETED BY THE END OF THE FIRST YEAR.

Thesis Research

- Develop thesis proposal to a fully justified research plan
- Develop a comprehensive review of the literature on a dissertation topic
- Develop grant proposals and/or attend grant writing workshops

Sociological Breadth

- Conduct extensive review of literature in the related core areas (e.g. gender, class, development)
- Familiarise yourself with the cultures of sociological work through postgraduate modules, the departmental speaker series, conferences, other speakers and events

Research Skills

- All students are required to complete the departmental postgraduate seminar SO 802A: 'Craft and Logics of Social Research' in term 1 **and** SO 803 in the spring term of the first year.
- Develop skills in relevant research methods
- Develop an understanding of the multiple approaches to sociological research

Teaching

- Develop your teaching skills (including through reading on teaching methods, teaching tutorials, guest lectures, and attending Centre for Teaching and Learning and departmental training, where these are available). All students are required to complete either SO801 or CTL1..'

In the 2018-19 Academic Year SO801 Teaching and Learning in the Social Sciences is not running, so unless you wish a waiver for this requirement you should enrol on CTL1 – Professional Certificate in Postgraduate Teaching and Learning: Tutors and Demonstrators.

YEARS 2 -3 - A MINIMUM OF 25 TAUGHT CREDITS MUST BE COMPLETED BY THE END OF THE SECOND YEAR.

Thesis Research

- Carry out fieldwork and data collection

Sociological Breadth

- Continue with extensive reading of literature in the related core areas (e.g. gender, class, development)
- Deepen your involvement in the cultures of sociological work through the postgraduate modules, the departmental speaker series, other speakers and events, and national and international conferences

Research Skills

- Continue to develop skills in relevant research methods through appropriate training and reading
- Take modules as relevant if you have not already done so. All students are required to take at least one substantive (in their field/area of expertise) and one advanced methods module in their remaining credit requirements
- Develop skills through your research and reflect upon it

Teaching

- Continue to develop teaching (as for year 1)

YEARS 3 -4 - ALL REMAINING CREDITS SHOULD BE COMPLETED BY YEAR 3.

Thesis Research

- Analysis/ Writing up
- Write papers for working papers and/or publication

Sociological Breadth

- Continue with in-depth mastery of literature in the related core areas (e.g. gender, class, development)
- Continue your involvement in the cultures of sociological work through the postgraduate modules, the departmental speaker series, other speakers and events, and national and international conferences
- Present a paper at a conference

Research Skills

- Take relevant modules if you have not already done so. All students are required to take at least one substantive (in their field/area of expertise) and one advanced methods module in their remaining credit requirements.
- Develop skills through your research and reflection upon it

Teaching

- Continue to develop teaching

- Teach own class, where possible
- Take on teaching work in other third-level and further educational contexts

7.D END OF YEAR FOUR – SUBMISSION OF THESIS

The Ph.D. thesis must be a substantial and high quality piece of original sociological analysis and be at least partly publishable in a peer-reviewed academic outlet. Procedures for thesis submission and submission dates are available on the web at: https://www.maynoothuniversity.ie/exams. Theses typically require multiple revisions after the production of a first complete draft so communication with your supervisor and early provision of written drafts of research work is essential in this respect.

If you intend to submit by September 30th, for example, the following might be a plausible timeline:

- 30th March: first draft to be submitted to supervisor, approximately 6-8 weeks would be required to review;
- April – May: first draft being reviewed by supervisor, students should continue to work on thesis;
- June – August: first draft approved by first supervisor, sent to second supervisor and working on final draft;
- Sept 1: final draft for internal examiner;
- Sept 30: final submission date; thesis sent to the external examiner and date for viva voce set.

You also must check that you have completed the required number of credits (30 if you came in with an MA, 60 if you did not) and that you can give proof of ethical approval for your project (if needed) BEFORE you will be allowed to submit your thesis.

NB: You may not use the services of any editing services (professional or otherwise) in the writing and submission of the thesis.

8. TAUGHT SUPPORTS FOR RESEARCH STUDENTS

While the thesis remains the principal focus, doctoral students are required to undertake a series of taught courses. These are provided not only by the Sociology Department but also by the Graduate Studies Office, MUSSI, the Faculty of Social Science, the Centre for Teaching and Learning (CTL) and other universities that are part of the Irish Social Science Platform (ISSP) and the 3U (DCU, RSCI and MU) Partnership. The rationale behind providing taught courses within a research postgraduate programme is to broaden theoretical perspectives, offer methodological expertise and provide guidance on teaching at third level. Where a student agrees with their supervisor that a **credit waiver or course variation** is appropriate in their circumstances, the student will complete the Credit Waivers/Course Variations Form and present it to the Departmental Progress Committee for consideration. If the request is approved, the fully signed form and the student's initial meeting record should be forwarded to the Dean of Graduate Studies for ratification.

8.A COMPULSORY MODULES:

There are FOUR compulsory modules that make up part of your Sociology Structured PhD Programme:

1. **SO 802A (10 credits) Crafts and Logic of Social Research 1**
2. **SO 803 (5 Credits) Crafts and Logic of Social Research 11**
3. **A Teaching Practice Module (CTL1 is available 2018-19)**
4. **An Advanced Methods Module (As approved by your supervisor)**

Please note that your supervisor and/or the Department of Sociology may require credits over and above the minimum level. In addition, the department will also consider waivers for prior learning and/ or experiential learning.

SO 802A (10 credits) Crafts and Logic of Social Research 1

This module, seeks to help you to consider more deeply the connections between theory, evidence, and methods, in your PhD research by exposing you to some of the variety of approaches and perspectives available in your discipline for thinking analytically about these linkages. As such, it will address important questions such as: what are the specific theoretical issues involved in your PhD? How does your study provide evidence for one theoretical approach as against another? What can count as evidence and which type is most relevant? The objective of this module is to give beginning doctoral students a basic grounding in the nature of doctoral research and support in the development of your research schedule, academic writing, scholarly publications, and your application for ethical approval. It will introduce you to tools for accessing and reviewing information sources and for recording and managing bibliographies. It will provide the opportunity to develop and practice communication of your topic to a general audience.

Schedule of Classes 2018-19 Semester 1 (MUSSI Conference Room, 3rd Floor, Iontas Building)

On Friday October 19th, November 9th, November 30th, and December 14th

Time: 10am-4pm

SO 803 (5 Credits) Crafts and Logic of Social Research 11 (*not available 2018-19*)

CTL 1 (5 Credits) Professional Certificate in Teaching and Learning for Tutors and Demonstrators *(Note that you must be tutoring at the time you take the module).*

The Professional Certificate in Teaching and Learning for Tutors and Demonstrators (CTL1) is offered to Maynooth University postgraduate students and graduates currently teaching within their departments. Postgraduate and graduate tutors, demonstrators or teaching assistants who are facilitating tutorials, seminars, lectures, laboratory demonstrations or practicals are most welcome to apply to take part in this programme. This course has been developed to help tutors and demonstrators:

- Learn about various strategies, approaches and methods to support student learning across a range of contexts.
- Feel more confident about their teaching.
- Begin the process of professionalising their teaching practice through an introduction to pedagogy, reflection and the scholarship of teaching and learning.
- Enhance the quality of their teaching.
- Share experiences, ideas and advice on learning and teaching with other tutors and demonstrators from different departments across the university.

See https://www.maynoothuniversity.ie/centre-teaching-and-learning/staff-teaching-and-learning/professional-certificate-teaching-and-learning/how-apply-ctl1 and applications must be made by emailing: ctl@nuim.ie

One advanced methods module (as approved by your supervisor).

8.B SUBJECT SPECIFIC MODULES:

There are also various modules available. Subject specific modules are ones available in your own discipline. We are also constantly adding new modules in sociology so check regularly for up to date information. A few popular modules are:

805 Key Concepts in Sociology 1 (5)
806 Key Concepts in Sociology 2 (5)
811 Advanced Sociological Methods 1 (5)
812 Advanced Sociological Methods 2 (5)
815 Field Research 1 (10)
816 Field Research 2 (10)
823 Conference Attendance (2.5 credits)
824 Conference Poster Presentation 1 (5)
825 Conference Paper Presentation 2 (5)
826 Conference Paper Presentation 3 (5)
830 Summer/Winter School 1 (10)
831 Summer/Winter School 2 (10)
832 Summer/Winter School 3 (10)
840 Thematic Module 1 (5)
841 Thematic Module 2 (5)
850 Writing Up Seminar 1 (5)
851 Writing Up Seminar 2 (5)
852 Thesis Writing and Completion (5)
854 Grant Application Writing 1 (2.5)
855 Grant Application Writing 2 (2.5)
860 Major Publication 1 (5)
861 Major Publication 2 (5)
870 External or International Course 1 (5)
872 External or International Course 2 (5)
880 Prior Learning and Experience 1 (5)
881 Prior Learning and Experience 2 (5)
890 Directed Reading 1 (5)
891 Directed Reading 2 (5)

(Research postgraduates can also take courses offered as part of the Sociology MA programmes. If you take an MA module for PhD credit, you will typically be required to submit a more significant piece of assessment work than MA students.)

There are also many sociology specific modules on offer in other universities and you can take these as Inter-University and External Modules. For example some modules are available on the Irish Social Science Platform (ISSP) (See http://www.issplatform.ie). We are also constantly adding new modules in sociology so check regularly for up to date information.

SUBJECT SPECIFIC INTER-UNIVERSITY AND EXTERNAL MODULES

There are a range of inter-university modules and external modules available for research candidates. These are usually subject specific modules. You should seek details of the specific registration process from the module/programme coordinator, where the particular module is being taught, and of course you must have the approval of your supervisor(s) before enrolling. In the case of the candidate undertaking an external module as part of a structured programme, when the module is complete the candidate should bring the transcript to their Maynooth University module/programme co-ordinator for processing. In the case where the module is not listed as part of the departmental structured programme, candidates should complete the Application to Gain Accreditation for Inter-Institutional Modules through the link on the page (https://www.maynoothuniversity.ie/graduate-studies/modules-research-students) **and forward the module result and the form to the Records Office for processing.**

8.C TRANSFERRABLE MODULES

In addition to compulsory modules and subject specific modules you can also take modules from outside your Department or discipline which complement your knowledge of your research subject or which will enhance your research career skills. If they are provided by another Department (and not named on your Sociology Structured PhD Programme, they are called transferrable modules regardless of whether they are discipline based or skills based. Again you can find a list at https://www.maynoothuniversity.ie/graduate-studies/modules-research-students. Students wishing to register for a module outside their department must have the support of their supervisor(s). To register, students must complete the Transferable Modules Form downloadable at https://www.maynoothuniversity.ie/sites/default/files/assets/document/GST3_Form%20for%20registering%20for%20transferable%20modules.pdf **and forward it to the Records Office**.

There is a full suite of skills-based modules **(Graduate Skills Modules)** that you may be interested in which are provided through a Research Skills Development Programme supported by the Graduate Studies Office and the Research Development Office. You can access the list at https://www.maynoothuniversity.ie/graduate-studies/modules-research-students. In 2018-19 the suite on offer is:

Module code	Module Name	Module credits
GST	**Professional Development and Employability**	5 credits

GST2	**Finding Information for your Thesis**	5 credits
GST3	**Academic Writing**	5 credits
GST4	**Research Practice & Integrity**	5 credits
GST5	**Creative Thinking & Problem Solving**	5 credits
GST6	**Social Entrepreneurship: Making a Real Difference**	5 credits
GST8	**Grant Management & Compliance**	5 credits
GST10	**Innovation & Research Commercialisation**	5 credits
GSS3	**Professional Skills: Thesis Completion and Career Development**	5 credits
CTL1	**Professional Certificate in Postgraduate Teaching & Learning: Tutors & Demonstrators**	5 credits

Remember students wishing to register for a module outside their department must have the support of their supervisor(s). To register, students must complete the Transferable Modules Form downloadable at https://www.maynoothuniversity.ie/sites/default/files/assets/document/GST3_Form%20for%20registering%20for%20transferable%20modules.pdf and forward it to the Records Office.

9. DEPARTMENTAL AND OTHER SUPPORTS BEYOND SUPERVISION AND TAUGHT MODULES

- **The Research Student Liaison Committee** - This committee consists of representative postgraduate students (1 research postgraduate) and staff (the typically the Research Student Coordinator and the Head of Department) and meets once each term to review issues relating to the postgraduate programme. Feel free to contact the Research Student Coordinator if you are willing to serve on this committee.
- **Communication by Email** – Almost all official correspondence, requests and announcements from the department will come via email. Check your email every week. All students are expected to use their Maynooth University email address, unless on suspended registration. (If suspended, they must provide an up to date alternative email address). It is the student's responsibility to ensure that the department has a current email address and phone number.
- **PhD Moodle page** - The Coordinator of Research Students (Prof Honor Fagan) maintains this page as a clearinghouse for all information regarding the PhD programme. On this page you will find: the handbook, supervisor list, email contact lists, PhD progression information, all forms (initial meeting form, suspension of registration form, annual review form, ethical approval form, etc.), Student/Staff Liaison committee minutes, advising documents (PhD progress, student check list, etc.) and any other course information that arises during the year. To access this page, you must be registered and use your Maynooth University email address. To be added to the page, send your email address to: honor.fagan@mu.ie
- **Peer Support** – You are going through a doctoral programme with over thirty other students. Supporting each other and learning from each other greatly enhances your experience. The Department provides support for at least one social peer support meeting per semester (**Doctoral-Do's**). All doctoral students come together socially for an informal meet and greet, and to engage with each other as a peer support network during what can often be experienced as a solitary research experience.
- **Computer Lab**- This room is on the ground floor in Auxilia and is equipped with 13 new computers, a printer and a projector. It is reserved for the use of Sociology postgraduate students. Photocopying, located in the basement of the south tower of Auxilia, can be done only with the permission of the head of department.
- **Office Space** - All currently registered research postgraduate students will be offered shared office space in Auxilia House, when possible. All offices have computing facilities.
- **Resource Room** - The resource room is located in room 28 in the north tower of Auxilia House and contains a computer and scanner, a 'library' of methodology books, teaching binders and information on research and funding. It is intended to be a room for quiet reading and study and/or a meeting room for postgraduate students.
- **Social Space** - There is a small postgraduate tearoom located in Room 36 in the north tower of Auxilia, which contains a small seating space, a fridge, dishwasher, kettle and sink facilities for use exclusively by postgraduates (please don't use the staff kitchen). If you intend to use these facilities, the students usually arrange themselves into a cleaning rota and take turns stocking the basics (tea, coffee, milk). If you are chatting in the tea room, please close the door as there are those working nearby and always clean up after you use the kitchen.
- **Funding Support**: A small amount of money from departmental funds is typically available, on application only, to support research costs, attendance at workshops etc. Please contact the Head of Department to discuss any specific needs you might have in this regard. Funds may be available to support students presenting papers at conferences. There is also support from the *MU Collins Kitchin Travel Fund* (contact the Graduate Studies Office for more information).
- **Interlibrary Loans**: the department typically pays interlibrary loan costs. However, in order to manage these often heavy costs, students are required to contact the Head of the Department for the necessary permission **before** making an interlibrary loan request.
- **Teaching Employment**: A number of tutor positions on undergraduate courses, paid at standard University rates, are available where and when the department has need and can pay for them. Tutorial

experience is a valuable contribution to professional learning. Applications for positions close in September and training is provided early in the first semester. Tutors have access to the Tutor Office, which is a dedicated room for their use in their teaching work (office hours etc.) located in room B.4 in the south tower of Auxilia House.

- **The Centre for Teaching and Learning, Research Office, and Graduate Studies Office** also provides regular academic development courses, many of which will be of interest.
- **Departmental Research Cluster Seminars, Faculty Research Clusters, and the Social Science Institute (MUSSI)**, and the Research Office and Graduate Studies Office all provide a variety of activities that are aimed at promoting intellectual community within the department and the Faculty more widely. While some of these are aimed specifically at research students, others promote sociological discussion within the Department and in multidisciplinary contexts. It is recommended that you participate in as many of these activities as possible, as they form a crucial part of your development as a sociologist.
- **Conference Attendance:** Conferences are a critical tool for research students, particularly but not only at doctoral level. Both Maynooth University and the Department of Sociology make some funding available for presenting papers at conferences, which is something you should consider doing in your second year and beyond.
- The **Sociology Association of Ireland** (SAI) organises an annual postgraduate conference. For further information on professional activities of sociologists in Ireland we would like to guide you to our professional organisation the Sociological Association of Ireland (SAI). We encourage you to become members and participate in the annual conference. The department can provide some subsidy for SAI memberships. Please see http://www.sociology.ie/
- **University-wide** Supports: Writing Centre, Math Centre, Computer Centre, Clubs/Societies, Career Centre and all their events and supports are available to you on request.
- **Research Ethics Supports and Resources** – Ethical research practices are essential to your doctoral programme and your doctoral research must receive University level ethical approval. While ethics are integrated into your sociological education there are a number of supports, modules and documents available to you as a doctoral student. You should familiarise yourself as soon as possible with the university guidelines on research ethics. This information is available from the Office of Research at: https://www.maynoothuniversity.ie/research/research-development-office/ethics/social-research-ethics-sub-committee-sresc/ The SAI has a booklet on Ethical Guidelines, which you may wish to consult. You will find this a most useful handbook of general principles and statements of ethical practice concerning the professional activities of sociologists in Ireland, practices that now are of direct concern to you as a research student of Sociology. They can be found at: http://www.sociology.ie/index.php?pagid=25&useid=reh1230660807m3 You should also make yourself familiar with the new MU policies on plagiarism available at: https://www.maynoothuniversity.ie/sites/default/files/assets/document/NUIM%20Policy%20on%20Plagiarism%20May%202014_0.pdf

10. LITERATURE FOR THE EARLY MONTHS

ON RESEARCH:

Diana Leonard, *A woman's guide to doctoral studies* (Milton Keynes: Open University Press, 2001) is probably the best single book on the practicalities of postgrad research – for men as well as women and M.Litt candidates as well as PhD researchers.

Adrian Holliday, *Doing and writing qualitative research* (London: Sage, 2002) is a very interesting overview of what people actually do when they write good postgraduate dissertations, based on a close study of real-life examples.

Kathleen Lynch, "Emancipatory research in the academy", in Anne Byrne and Ronit Lentin (eds.) *(Re)searching women* (Dublin: Institute for Public Administration, 2000), is a powerful statement about the possibilities and limits of research connecting with the outside world.

C. Wright Mills, *The sociological imagination* (Harmondsworth: Penguin, 1963) is the classic on the nature of sociology and how to practice it, still well worth a read even after forty years.

Liz Stanley, "Feminist praxis and the academic mode of production", in Liz Stanley (ed.), *Feminist praxis: research, theory and epistemology in feminist sociology* (London: Routledge, 1990) is a key reading on gender relations in research and academia.

Rob Kitchin and Duncan Fuller, *The academic's guide to publishing* (London: Sage, 2005) does exactly what it says on the tin.

ON TEACHING:

Inge Bell & Bernard McGrane, *This book is not required: an emotional survival manual for students* (Thousand Oaks, CA: Pine Forge, 1999) is written primarily for undergraduate sociology students, but contains a lot of insights into the practical workings of academia and is a basic resource if you start working as a tutor.

bell hooks, *Teaching to transgress: education as the practice of freedom* (New York: Routledge, 1994) is an absolutely fundamental book for anyone who wants to work as a tutor or plans to go on to lecturing.

Bill Readings, *University in ruins* (Cambridge, MA: Harvard UP, 1997) is a good read about how the university has come to be where it is today, and why there are so many tensions and contradictions within the institution.

Teaching Sociology is a useful journal of research and experiences in sociological teaching

ON ACADEMIA:

Ted Fleming, *College knowledge: power, policy and the mature student experience at university* (Maynooth: Centre for Adult and Community Education, 1998) is an excellent look at the problems of relating to academia, and equally relevant to researchers who entered college as school-leavers.

Pat Mahony and Christine Zmroczek (eds.), *Class matters: "working-class" women's perspectives on social class* (London: Taylor and Francis, 1997) is an excellent collection, largely drawn from the working-class experience of postgraduate research and academia.

Situationist International, "On the misery of student life" is a classic statement from 1966 of the problems facing students and academics, largely written by sociology postgrads!

Students for a Democratic Society, "Port Huron Statement" (available on library reserve or online at: http://lists.village.virginia.edu/sixties/HTML_docs/Resources/Primary/Manifestos/SDS_Port_Huron.html

is a powerful statement of the same issue from an American point of view, also largely written by sociology postgrads (1962).

Evans, Elrena and Grant, Caroline. (2009) *Mama PhD: Women Write about Motherhood and Academic Life.* Interesting first person (for the most part) narratives, written by women in and out of academia, on the challenges of being a mother and an academic (or not!).

And for much needed comic relief:

PhD (Piled Higher and Deeper)

http://www.phdcomics.com/comics.php

11. FUNDING FOR RESEARCH STUDENTS

The Department receives applications from students who have already applied for or are in the process of applying for funding. It also receives applications from students who have not yet sought funding and intend to start as self-funded students. The Research Student Coordinator will provide advice and assistance on these matters. The Graduate Studies Office (01-7086018/6233) provides information on MU scholarships and awards and may hold information on other funding. See: https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies/fees-funding-scholarships. Of key interest to first year PhD students are the Government of Ireland Awards. The deadline is usually in October and in 2018 **the closing date for applicants is 4pm on Thurs 1st November 2018.**

Sociology students in the past have received funding from a variety of sources such as:

- MU John Hume studentships, scholarships and tuition bursaries
- The Irish Research Council offers Government of Ireland, Enterprise and Employment Based PhD Scholarships each academic year. See http://www.research.ie/
- National Children's Foundation, Royal Irish Academy, Combat Poverty, Health Research Board, and others

Academic achievement to date, proposed project, references and meeting deadlines are some of the factors that will contribute to your success in being awarded scholarships and funding. A number of scholarships have closing dates **in late June and early July**, so you need to be plan ahead to apply for these. MU provides bursaries and studentships on a competitive basis with closing dates **in May (**and possibly at other times during the year). Please plan to have the necessary materials prepared for those competitions.

The department provides some instruction in how to write grant proposals in SO 802A and 803. You should, however, develop a 'template proposal' early in the year so that you are prepared for upcoming grant competitions, which increasingly have very short deadlines.

Remember that it will take time for referees to familiarise themselves with your proposal and write references so it is best to be prepared. It is advisable to keep up to date the following materials:

- CV;
- Project description and proposed future development;
- Statement of your own skills, experience and interest.

Strong grant proposals contain the following elements, at least:

- A statement of a compelling research question;
- An explanation of how the project is situated in the existing academic literature and the contribution the research will make to scholarship and social scientific understanding;
- An explanation and justification of the research strategy;
- A convincing account of the research strategy which demonstrates that it is appropriate, rigorous and feasible;
- An account of your own skills, experience and resources, which will convince assessors that you can carry out the project.