

GRADAUTE STUDENT HANDBOOK 2020-21



**Maynooth
University**
National University
of Ireland Maynooth



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The Graduate School assists academic staff and students with all issues concerning graduate studies at Maynooth University, including application, admission and induction into the University and policy on graduate education. With a dedicated Dean and experienced professional staff, the Graduate School is equipped to answer all queries on research education.

The Graduate School

The Dean of Graduate Studies co-ordinates the Graduate School, and is the senior representative of the Graduate School, responsible for delivering effective graduate education and for implementing policies and procedures.

Email: graduatestudies@mu.ie.

In general, the Graduate School manages and supports the following areas:

- Engage with prospective graduate students;
- Central graduate recruitment and marketing, including Open Day;
- Admissions support and PAC platform management;
- Maynooth University scholarships (Master's, Hume, Graduate Teaching Scholarships and Doctoral Scholarships);
- Master's and Research student induction;
- Graduate skills modules for research students;
- Research student progression and completion;
- Postgraduate policy and committee administration;
- Support current postgraduate students through the Feedback Council;
- Programme development and revision.

The Graduate Studies Office would like to reassure all postgraduate students that we will do everything in our power to minimize the impact of the COVID-19 disruption on your studies. Our priority is the safety and wellbeing for you, your supervisors and your research participants.

It is essential that you and your Supervisory Team establish communication and a routine for supervision during the academic year.

Specific queries can be sent to:

- John Hume research funded scholars: humephdscholarship@mu.ie
- All other research funded scholars: Hazel.KeaneLavelle@mu.ie
- Graduate Skills Modules: Melissa.Dunne@mu.ie
- Policy and regulatory related issues: Marie.Murphy@mu.ie

Click [here](#) for details on key areas.

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Research Student Admission

The Applicant

Prior to submitting a formal application for admission into a research programme, an applicant must consult with the appropriate department/research institute and ascertain whether the department/research institute would accept their application.

All applicants, including non-standard/RPEL entrants, must formally apply for admission online via the PAC platform, which is then used for ongoing communication with applicants. Admission to research programmes takes place at departmental level. Formal offers are made via PAC. Prospective students must accept an offer of a place at least 24 hours in advance of registration.

The Supervisor

The prospective supervisor should discuss with the applicant the nature of the research, the standards appropriate for the degree and agree upon the research topic. The experience of the supervisor is essential to choosing the topic. The supervisor should give guidance about the nature of the research degree and the standard expected, the planning of the research programme to complete within the expected time frame, and the development of the research proposal.

The Department

The department's selection and admission procedures must ensure that:

- The student is suitably qualified for admission to the proposed degree;
- The proposed research project is appropriate for the degree;
- The department offers an appropriate environment in which to conduct the proposed research;
- The proposed research project is feasible in terms of resources (supervisory staff, facilities etc.) for the expected duration of the research project.

Registration

Initial Registration

Once accepted on PAC, the student will be invited by email to register by the Student Records Office. The student will receive registration and fee payment details by email approximately one to two weeks before the course commences.

The registration schedule can be found here:

<https://www.maynoothuniversity.ie/records/news/registration-schedule-2019-2020>).

If the student has met with the supervisor and agreed modules to be taken in the academic year, they can register for the approved modules. However, if the student has not agreed the modules to be undertaken at the time of registration, they have up to the end of October to register for modules using the student web portal. Students can also register or deregister from modules during the first four weeks of the second semester using the student web portal: <https://studentwebauth.maynoothuniversity.ie/live/>.

Contact: Student Records Office, Maynooth University

Tel: +353 1 708 3813: Email: Records.office@mu.ie.

Annual Re-Registration, Suspension and Withdrawal

Every year, the Student Records Office invites students to register at MU. All students are required to re-register on an annual basis in September. Students who register in January or outside of standard registration times must re-register in the following September. Deadlines for registration apply and students who fail to re-register by the relevant deadline will be subject to a late registration penalty.

Certain circumstances cause disruption to a student's planned course of study. Accordingly, the University may permit a student to suspend their studies for a single semester or for a full academic year. A student may also withdraw from their programme of study by cancelling their registration and returning their student identity card. It is the responsibility of the student to ensure the form is complete and sent to Registry. Students must make contact with their supervisor/department, graduate studies and registrations when they intend to return to their studies.

Forms for suspension and withdrawal are available on

<https://www.maynoothuniversity.ie/records/withdrawing-deferring-or-suspending-registration>.

Fees

The student will be expected to make their fee payment online as part of their registration process. When registering, the student will be directed to the online fee payment page. If the student is in receipt of Research Funding or SUSI, they should refer to the relevant section of the Fees & Grants Office website for further details and any additional requirements regarding the submission of forms required: <https://www.maynoothuniversity.ie/student-fees-grants/postgraduate>. Funded research students will receive additional details in their Funded Research Student pack (please refer to the section below).

If a continuing research student currently registered in their final year, is querying whether they can avail of the *COVID-19: Research Student Semester Completion Fee*, contact Hazel.KeaneLavelle@mu.ie.

Contact: Fees & Grants Office, Maynooth University

Tel: +353 1 708 4747: Email: fees.office@mu.ie

Research Student Funding

Maynooth University Funding

MU provides a number of scholarships open to research students.

John and Pat Hume Doctoral Awards

John and Pat Hume Doctoral Awards are offered across all disciplines at Maynooth University, offering four years of PhD funding and up to €18k per annum plus fees.

Doctoral Scholarships

The Doctoral Scholarship provides up to 4 years of funding for PhD research of €10k or €16k per annum.

Maynooth University Graduate Teaching Studentships

Funded student teaching assistant opportunities are offered across a range of disciplines at Maynooth University. Successful applicants will be expected to engage in paid teaching activities for up to 20 hours weekly, with fees waived, and have 5 years to complete their PhD.

Further details: <https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies/fees-funding-scholarships>.

Graduate Student Travel Fund & Collins Kitchin Fund

The Graduate Student Travel Fund and Collins Kitchin Fund are designed to support research students in presenting at conferences as part of their research programme. There is no closing date, and applications are reviewed on a rolling basis. Some limitations apply to students already in receipt of external funding for e.g. IRC

Further details: <https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies/fees-funding-scholarships/postgraduate-travel-fund-collins>.

Funded Research Students

All funded research students who are funded under Hume Doctoral Awards, MU Doctoral Scholarships, IRC, SFI, HRB, and any external funding managed by the Maynooth University Research Development Office, should complete the Funded Research Student Pack and return to fundedresearchstudent@mu.ie. Payment will not be authorised until the Pack is returned.

Students funded through Graduate Teaching Studentships or personal grants such as SUSI or Social Welfare funding do not need to complete the Funded Research Student Pack. Funded students who suspend their studies and had originally completed a funded research student pack will be required to complete the form again when they are starting back their funding.

Funded Research Student Pack

The Funded Research Student Pack comprises four forms:

Form A: Research Agreement for Funded Research Students

In the case of funding through a personal scholarship such as Hume Doctoral Awards, MU Doctoral Scholarships and IRC, the student and the supervisor must complete and sign Form A.

In the case of funding through a research grant managed by the supervisor, the supervisor must complete Form A prior to the student signing.

Form B: Research Stipend Form for Funded Research Students

Form B: Research Stipend Form for Funded Research Students must be completed by the student. If the student is paid directly through a research grant managed by the supervisor, the student should speak to the supervisor regarding the funding process. For further information please contact: graduatestudies@mu.ie.

Form C: Section 193 Revenue Form (Scholarship Tax Exemption)

All students in receipt of a stipend must complete Form C. Stipend payments cannot be made otherwise. All students must have an Irish PPS number. Foreign social security numbers cannot be accepted. Please contact international.office@mu.ie for advice on applying for an Irish PPS number.

Form D: Researcher Undertaking

The undertaking ensures that MU complies with National IP Protocol (<http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>) as demonstrated by requirement 2 of the National IP Management Requirements.

Further details: <https://www.maynoothuniversity.ie/graduate-studies/stipend-and-fees-forms-research-students>.

Scholarships with a Fees Component

For scholarships with a fee component (excluding Hume Doctoral Awards, MU Doctoral Scholarships and IRC), the supervisor must complete the online form and indicate the appropriate Business Unit:

Further details: <https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents/postgraduate-fee-internal-transfer-form>.

PART C. THE STRUCTURED RESEARCH PROGRAMME

PART C. THE STRUCTURED RESEARCH PROGRAMME 1

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Life-Cycle of a Research Student

Life-Cycle of a PhD Student

Progression within the PhD programme is subject to annual review, with a substantive review occurring before the end of year two for full-time student and year three for part-time students.

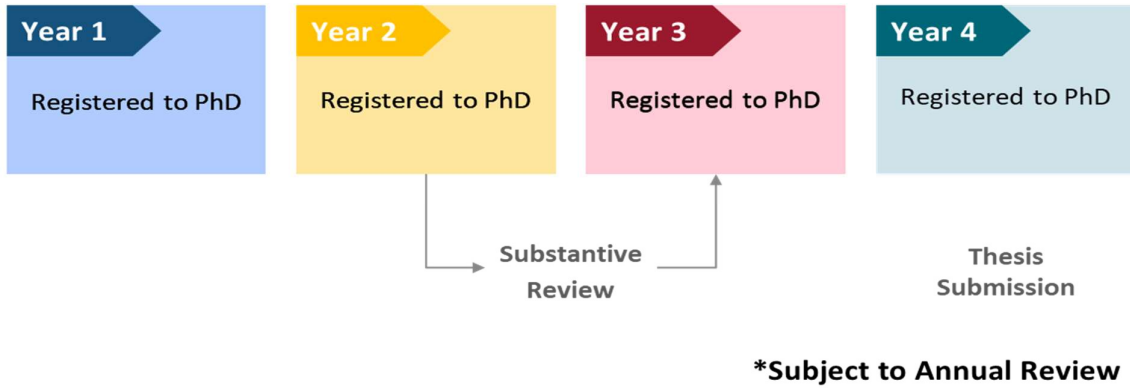


Figure 1: Normal Life-cycle of a PhD student

Life-Cycle of a Research Masters Student

Progression within the Research Masters programme is subject to annual review.



Figure 2: Normal Life-cycle of a Research Masters student

A student who is registered for and pursuing a research master's degree may petition to transfer to the PhD register. The student must submit the transfer request along with the signatures of the supervisor and the Departmental Research Student Progress Committee to the approval by the Dean of Graduate Studies. All approvals will be noted by the Graduate Education Committee.

Period of Time for Completion

The normal, minimum and maximum duration in years of study for a PhD programmes are given in table 1.

	Normal duration	Minimum duration with approval from Head of Dept.	Minimum duration with approval from Academic Council	Maximum duration
PhD full-time	4	3	2	6
PhD part-time	6	4.5	3	9

Table 1: Normal, minimum and maximum duration in years of study for a PhD programmes

The normal, minimum and maximum duration in years of study for a Research Masters programme are given in table 2.

	Normal duration	Minimum duration with approval from Head of Dept.	Minimum duration with approval from Academic Council	Maximum duration
Research Masters full-time	2	1	1	3
Research Masters part-time	3	2	2	5

Table 2: Normal, minimum and maximum duration in years of study for a Research Masters programme

Further details are available under the Regulations for Research Degrees: see <https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures>.

Structured Research Programmes

Departments and research institutes develop unique research programmes with a portfolio of taught modules and a minimum number of credits to be earned. Full details on each programme are available at: <https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies/phd-research-programmes>.

Each department should produce a departmental graduate handbook containing details on requirements and procedures relating to graduate matters administered at departmental level.

The handbook may include:

- Information about facilities and resources available to research students within the department and within the university, including library, computing, technical and laboratory facilities;
- A brief biography of academics and their research interests including most recent publications and successful grant areas of research;
- Departmental policy on the timing and mode of presentation of reports, reviews, seminars and examinations by which the student is assessed;
- Departmental policy on annual progression, including course requirements if applicable;
- Departmental requirements regarding demonstration, teaching and tutorials by research students;
- Departmental guidelines on good research practice, research conduct and research ethics within their disciplines taking into account university policies;
- Departmental policy regarding interlibrary loans;
- Department policy on student costs for attendance at conferences;
- Departmental calendar (seminar dates etc.);
- Departmental guidelines regarding thesis content and standards expected;
- Departmental specifications for the publishing of papers in international journals or international conference presentations;
- Procedures by which the student or the supervisor may make representations as appropriate if significant difficulties arise (grievance procedures);
- Requirements for student training in health and safety issues applicable to the department;
- The department should seek to ensure that mechanisms are in place to promote regular contact between academics, support staff and graduate students, such as orientation programmes, departmental seminars, departmental workshops in safety procedures as required and similar.

Credits Required

For PhD students, the minimum/maximum number of credits required are given in the table 3:

	Minimum Credits	Maximum Credits
If a student has completed a four-year undergraduate programme	30 (15 Transferable & 15 Subject Specific)	90 Credits
If a student has completed a three-year undergraduate programme and Taught Masters	30 (15 Transferable & 15 Subject Specific)	90 Credits
If a student has completed a three-year undergraduate programme	60 (at least 15 Transferable & 15 Subject Specific)	90 Credits

Table 3: Normal, minimum and maximum credits required for a PhD programme

For Research Masters students, the minimum/maximum number of credits required are given in the table below:

	Minimum Credits	Maximum Credits
If a student has completed a four-year undergraduate programme	10 (5 Transferable & 5 Subject Specific)	15 Credits

Table 4: Normal, minimum and maximum credits required for a Research Masters programme

Graduate Skills Modules

The MU Research Skills Development Programme (RSDP) offers a suite of graduate skills (GST) modules research students can undertake as part of their structured research programme. GST modules are designed to assist research students in acquiring the skills and experience necessary to become independent researchers and to prepare them for careers in multiple settings beyond academia.

Research students should refer to their specific departmental research programme for information on the GST modules available to them.

The following is a list of graduate skills modules (full details are available on <https://www.maynoothuniversity.ie/graduate-studies/modules-research-students>).

GST1: Professional Development & Employability: assessed by supervisor;
GST2: Finding Information for your Research: assessed by supervisor;
GST3: Academic Writing Module: assessed by module co-ordinator;
GST5: Creative Thinking & Problem-Solving: assessed by module co-ordinator;
GST6: Social Entrepreneurship – Making a Real Difference: assessed by module co-ordinator;
GST8: Grant Management & Compliance: assessed by GS and RDO;
GST10: Innovation & Research Commercialisation: assessed by Commercialisation;
GST11: Professional Skills – Thesis Completion & Career Development: assessed by module co-ordinator;
GST13: Research Funding Application: assessed by RDO;
GST15: Ethics & Academic Practice for Research Students: assessed by RDO;
CTL1: Professional Certificate in Teaching & Learning, Tutors & Demonstrators: assessed by the module co-ordinator.

Contact: Melissa Dunne, Graduate Studies Email: rsdp@mu.ie.

Flexibly Defined Modules

The following is a list of flexibly defined modules provided to research students by their department. Research students should refer to their specific departmental research programme for information on the flexibly defined modules available to them.

Flexibly defined modules are not defined as subject specific or transferable. This distinction is at the discretion of the department. Departments assess flexibly defined modules.

FM801: Conference Organisation;
FM802: Work Based Placement;
FM803: Research Placement;
FM804: Engaging with the community: Research, Practice and Reflection;
FM805: Outreach & Communication;
FM806: Advanced Communication Skills (Conference Presentation);
FM807: External Short Course;
FM808: Seminar Series;
FM809: Advanced Communication Skills (Publication)

Administrative Process for Graduate Skills Modules & Flexibly Defined Modules

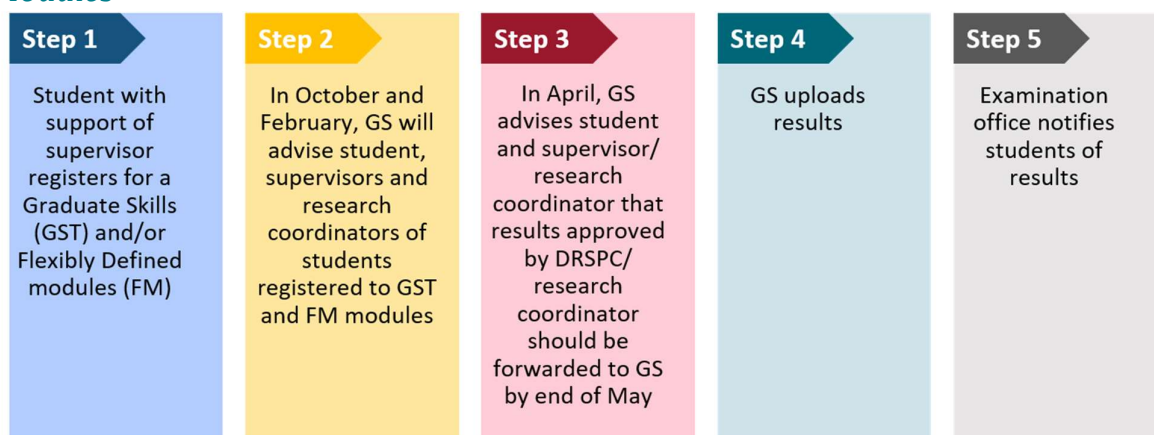


Figure 3: Administrative Process for GST and FM Modules

Modules Outside The Home Department

The student may register for a module in any department in MU, if the supervisor and the module co-ordinator agree.

Further details: <https://www.maynoothuniversity.ie/graduate-studies/modules-research-students>.

Inter-University & External Modules

There are a range of inter-university modules and external modules available for research students. Details on the specific registration process should be sought from the host module/programme co-ordinator.

Further details: <https://www.maynoothuniversity.ie/graduate-studies/modules-research-students>.

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Academic Support for Research Students

All research students are registered to an academic department and will have a suitably qualified supervisor. In addition, they are supported by the Departmental Research Student Progress Committee, the Head of Department and the Dean of Graduate Studies.

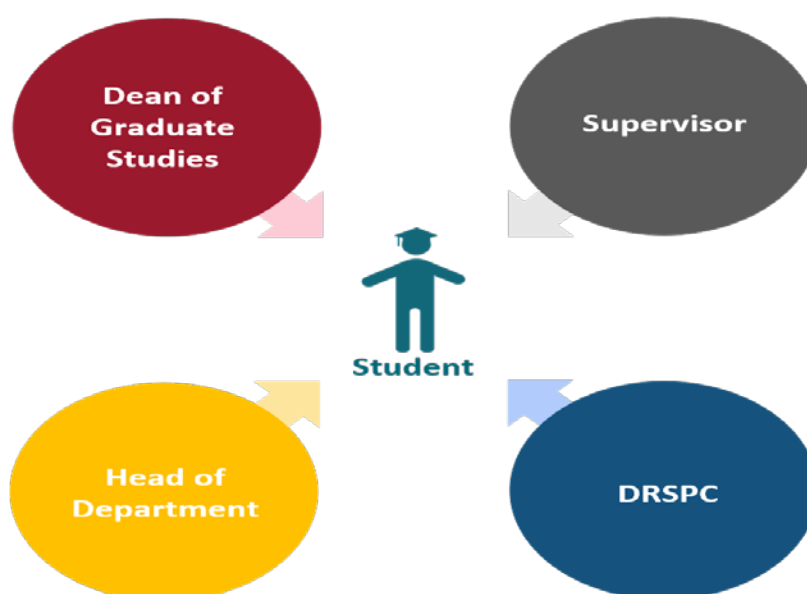


Figure 4: Academic support for research students

Where there is a felt grievance in relation to supervision or supervisory support, or where there is a dispute between student and supervisor, the student should approach their head of department. However, where a satisfactory resolution has not been reached with the head of department, the dispute should be referred to the Dean of Graduate Studies for consideration.

Roles and Responsibilities

The Student

Research students' rights and responsibilities are governed by MU policies. Specific responsibilities of research students include the following:

- To advance the progress of and complete their research;
- To maintain a professional relationship at all times with the supervising academic members and other university staff;
- To follow the plan of study and research as agreed with their supervisor, and to maintain regular contact with their supervisor;
- To document the progress of work as agreed with the supervisor and present written or other material as requested and on time;
- To inform the supervisor of any proposal to publish or make a presentation in connection with the work;
- To inform the supervisor promptly of any impediment to their work;
- To notify the supervisor of their intention to submit at least three months prior to the proposed date of submission; and
- To take the initiative in identifying problems and seeking solutions to them.

The Supervisor

Each research student should have a suitably qualified lead supervisor whose responsibility will be to supervise the student on a regular and frequent basis. The supervisor should be familiar with and seek to ensure that the student is familiar with the relevant university policies.

Supervisory arrangements with a department include:

- Sole supervisor;
- Co-supervision;
- Supervision by a primary and secondary supervisor;
- Supervision by a supervisory team;
- Joint supervision across departments in Maynooth University;
- External supervisors.

Supervision should be available to students during normal office hours.

Through the course of the research, the supervisor should:

- Maintain contact through regular supervisory meetings with the student; request regular written work or results of research to date and provide constructive evaluation and feedback in a reasonable time;
- Ensure that progress of the student is formally evaluated as applicable;
- Seek to ensure that the work reported in the dissertation is the student's own;
- Bring to the student's attention perceived lack of progress and any issues without delay and encourage the student to rectify deficiencies/solve issues in a timely manner. If the supervisor feels obliged to recommend a student's studies be discontinued because of unsatisfactory progress, they must make this recommendation to the head of department/DRSPC 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 in meeting other researchers and encourage attendance at research seminars, meetings and/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;
- Complete the annual progress review and participate in formal annual progression reviews undertaken by the Departmental Research Student Progress Committee;
- At the beginning of each academic year, ensure that the student has either registered for the current academic year, has submitted their thesis for examination, has agreed suspension of registration, or has formally withdrawn from studies.

Where a change in research direction occurs during the course of the programme, the supervisor should recommend appropriate research supervisory adjustments to the head of department and Departmental Research Student Progress Committee.

The supervisor should ensure that accurate information regarding their own research and professional/administrative leave, any retirement plans and contract duration throughout the period of the student's study is given to the student. If a supervisor plans to be on leave for a period greater than one month, the supervisor, in consultation with the head of department, should seek to ensure that adequate supervisory arrangements are made, and that the student is given advanced notice.

The Departmental Research Student Progress Committee

The objectives of the Departmental Research Student Progress Committee (DRSPC) are to monitor the student's academic progress and to provide a mechanism for identification and resolution of any problems. The DRSPC's decisions regarding progression of research students are ratified by the relevant examination board.

A DRSPC will normally comprise three members of academic staff of the university. Where a research programme spans multiple departments and/or institutions, the DRSPC may include academic staff from participating departments/institutions. In the case of larger/smaller departments, alternative arrangements may be made. Departments may choose to adopt the same committee membership for all students within the department or to individualise the committee for each student. Any member of the committee whose student(s) are under consideration, should not take part in the progress discussions involving the student, except to provide the formal input requested of supervisors within the Annual Progress Review Form.

The Head of Department

The head of department has overall responsibility for the supervision of research, from student acceptance, to supervisory arrangements and confirmation of thesis for examination.

Induction

The purpose of induction is to welcome new research students and to equip them with the tools they need to commence their programme. They are informed about systems of support at MU as well as students' rights and responsibilities, rights and responsibilities of supervisors, performance monitoring, research integrity, plagiarism, ethical considerations, potential intellectual property issues. Research students are required to attend the induction programme in the first year of their registration.

Postgraduate Research Induction is compulsory for all new research students. Induction will comprise of two parts via [moodle](#)

- Part A 13th October 202: 10.00 am – 12.00 noon: Join our 'live' virtual Orientation, via Moodle with Vice President for Research & Innovation, Prof Ray O'Neill and the research student support team.
- Part B: Series of online presentations through moodle. The presentations will include: Important Information about Health & Safety on campus, and how you can play your part in keeping yourself and the your classmates safe this year. It is important that you maintain procedures consistently. We are asking you to take responsibility for your actions. Please pay particular attention to this part of the induction information. Presentations from core University services about the many supports that are available to you, such as the Library, IT Services, Maynooth University Writing Centre, and several others.

For further information, please contact: marie.murphy@mu.ie

Initial Meeting Record

The Initial Meeting Record (IMR) formally outlines the student's individual research programme. As soon as possible after registration, the student should hold the initial meeting with his/her supervisor(s)/supervisory team.

The purpose of the initial meeting is to:

- Provide an opportunity to design a unique, individual programme;
- Identify modules that will enhance the student's research programme;
- Identify modules that students will take in year one;
- Agree a calendar of meetings;
- Ensure the student has attended the induction programme;
- Ensure that the student is aware of and agrees to the University regulations and policies.

Details of the agreed programme are recorded in the IMR and signed by the student and the supervisor and then approved by the DRSPC. A copy should be kept by the student and supervisor and stored in the department. The IMR is forwarded by the DRSPC/department to the GS by the end of October/February, or within four weeks after first registration for students registering outside of standard registration times, for inclusion in the student record system. The IMR informs the Annual Progress Review subsequently carried out by the student's DRSPC.

Annual Progress Reviews

Annual Progress Review

The purpose of the Annual Progress Review (APR) is to:

- Provide feedback to the student on their progress, in synergy and conjunction with the supervisor;
- Grant permission to the student to progress to the next year of study based on an overall assessment of the quality of research output to date in light of the supervisor's recommendations;
- Give the student the opportunity to provide feedback on their supervisory arrangements;
- Discuss and record any changes to the student's individualised programmes;
- Ensure that the student has passed their required modules before thesis submission and, where appropriate, that waivers have been ratified by the DRSPC.

Substantive Review for PhD Students

(Compulsory for students who commenced their programme from 2019/2020)

- Transfer from the initial phase of the PhD programme to the latter phase takes place following the substantive review.
- The substantive review is ordinarily conducted by the DRSPC and normally takes place by the end of Year Two for full-time students, and by the end of Year Three for part-time students. It is also possible to delay the substantive review once for a further year.
- Following this further year, the student should progress to the latter stages of the PhD programme, transfer to a research masters degree or exit the programme.
- Prior to the substantive review, the result code “Progress on PhD Track” is used by the DRSPC at the annual review to indicate the successful progression of the student.
- The award of the result code “Progress on PhD” following the substantive review marks the transfer of the student to the latter phase of the PhD programme, and indicates that the DRSPC deems that the project is of sufficient quality and scope for continuation on the PhD programme. The result code of ‘Progress on PhD’ is used following all subsequent substantive reviews where the student is deemed to have progressed satisfactorily to the next year of the programme.

Annual Progress Review Form

The Annual Progress Review form comprises of Part A and Part B.

Part A deals with the student’s research activities, outputs, and progress, as well as supervisor’s comments. The student should complete this part of the form in consultation with their supervisor. The supervisor completes their part and submits Part A of the form to the DRSPC.

Part B of the form requests feedback from the student on supervisory and departmental support and should be completed separately and submitted directly by the student to the DRSPC.

Mode of assessment

The mode of assessment for the annual and substantive review will be determined at departmental level to ensure that academic diversity and different types of research undertaken within doctoral programmes are accommodated as appropriate. At the same time, it is essential that a standard of quality be maintained to ensure that the student is making satisfactory progress in pursuit of the aims and objectives of their research as agreed in the IMR.

Assessment for PhD students

Best practice advises that departments clearly communicate appropriate milestones to PhD students in advance of annual progression meetings.

First Year Annual Progress Review

The first-year annual progress review (which takes place approximately nine months after initial registration) allows the DRSPC to monitor the student’s initial progress and provides a mechanism for identifying and resolving problems early in the process.

Second Year Annual Progress Review

The second-year annual review allows the DRSPC to conduct a substantive review and assess the viability of the research project. Progression to the PhD register is contingent on the student demonstrating progress according to disciplinary and departmental norms.

Third Year and Subsequent Annual Progress Review(s)

The third year and subsequent annual review(s) afford the DRSPC further opportunities to support and monitor the progress of the PhD student.

The fourth-year progress review provides an opportunity to confirm that the student is on track to submit and that department actions have been taken to facilitate submission and examination.

The following will form the basis of the decision of the DRSPC:

- Annual progress review form Part A
- Annual progress review form Part B
- Interview (optional), which can be requested by the DRSPC or the student.

Assessment outcomes for PhD students

There are clear set of potential outcomes of the annual student progression review, with associated result codes. Not all result codes can be used at every stage of the PhD.

Result	Meaning
Progress on PhD Track <i>[Can only be awarded in Year 1 and Year 2 (FT), and in Years 1,2, and 3 (PT)]</i>	The university believes adequate progress is being made for this point in the research degree (early years).
Progress on PhD <i>[Can be awarded in Years 2, 3, 4 and subsequent years up to 6 (FT) or Years 3, 4, 5, 6 (PT)] and subsequent years up to 9. This result is not available in Year 1.]</i>	The university believes adequate progress is being made for this point in the research degree, having completed the substantive review process.
Progress with conditions	The progress made to date is not what is expected for this stage in the degree. The student may register and continue, but a change in performance is needed. Normally, the conditions set will be revisited by the DRSPC at the subsequent year's annual progression review.
Not progress	The University will not permit further registration as (a) the work produced is not of the required standard; and/or (b) the project is no longer viable.
Transfer to research masters degree	The student can complete the thesis and have it assessed as a research masters degree.

Assessment outcomes for Research Masters Students

Research Masters outcomes are:

- Progress
- Not Progress.

Recording of DRSPC's Recommendations

The DRSPC's recommendations are recorded in the Annual Progress Review Form and a report is returned to the Graduate School.

All students and their supervisors will be informed of recommendations of the DRSPC before the June Research Student Progression Board. Students and supervisors may discuss the case with the DRSPC at that point, and submit any further evidence that might impact on the recommendation.

The June Research Student Progression Board assesses the progress made by each research student, and communicates to the student if any supplemental work is required prior to assessment of the full year's work by the Autumn Examination Board.

Where a student has been requested to submit supplemental work, the DRSPC must evaluate the progress of the student and submit recommendations to the August Research Progression Board.

The August Research Student Progression Board assesses the progress made by students who have been requested to submit supplemental work and it communicates to the student the results prior to ratification by the Autumn Examination Board.

Following the Autumn Research Progression Board, departments commit their results to the student record system for ratification at the Autumn Examination Board.

Overview of Thesis Submission & Awarding of Research Degrees

Due to Covid-19, MU has prepared:

Guidelines for submission of a Research Thesis and conducting a Viva Voce Examination during the COVID-19 restrictions

Submission and Examination of a PhD Thesis at a Glance

PhD Submission & Examination	
1	<u>Final Annual Progression</u> The DRSPC approve completion of the programme and confirms required credits have been obtained.
2	<u>Establishment of Examination Board</u> In consultation with the supervisor, the HOD forwards name of internal/external examiner to Faculty for approval. The Registrar nominates the independent chair.
3	<u>Approval to Submit</u> The HOD and supervisor confirm approval of the final draft of the PhD thesis.
4	<u>Thesis Submission</u> Student should submit three copies of the soft-bound thesis. Each copy of the thesis must be accompanied by an abstract, not exceeding 300 words. In addition, the student should submit the following forms: <u>Thesis Submission Form A:</u> Confirmation of approval from the HOD and supervisor of the final draft of the PhD thesis. In addition, the Records Office needs to confirm that student is currently registered and the Fees & Grants Office confirm that fees are paid. <u>Thesis Submission Form B:</u> Certification of Student's Own Work There are two fee deadlines for submission without the student incurring additional fees: September registration: 31 October and January registration: 28 February.
5	<u>Report of Examiners</u> Prior to the Viva Voce, each examiner must separately complete an individual pre-report on the thesis. Further to the Viva Voce, the chair submits the <i>Report on the Recommendation of the Examiners</i> to the Examinations Office, Head of Department & Supervisor. Where Category 2 is awarded, the internal examiner confirms to Examinations Office that the recommended corrections have been completed satisfactorily. Where Category 3 is awarded, both the internal and external examiners must confirm this in writing to the Examinations Office.
6	<u>Approval by Faculty</u> The thesis result will be not be considered by Faculty until three hardbound copies of the thesis, the <i>Report on the Recommendation of the Examiners</i> and sign off on corrections by internal (external) examiners have been submitted to the Examinations Office. An electronic copy mirroring the hardbound copy must also be submitted on either on CD, DVD or USB memory stick. <u>Form C: Thesis Depositor Declaration Form</u> must be submitted with the hardbound copies. If a student intends to withhold access from the Library Institutional Repository (MURAL), support of the supervisor must also be submitted with <i>Form C: Thesis Depositor Declaration Form</i> and both are sent to Graduate Studies for the Dean's signature.
7	<u>Conferring</u> Following Faculty approval, the award is ratified by Academic Council and the Conferring Office informs the National University of Ireland.

Figure 5: Thesis submission and awarding of a PhD degree

PhD Thesis Submission Kit

- PhD Theses Submission Forms
- PhD Thesis Layout Recommendations
- Appointment of Examiners for PhD Thesis

Submission and Examination of a Research Masters at a Glance

	Research Masters Submission & Examination
1	<u>Final Annual Progression</u> The DRSPC approve completion of the programme and confirms required credits have been obtained.
2	<u>Establishment of Examination Board</u> In consultation with the supervisor, the HOD forwards name of the internal/external to Faculty for approval.
3	<u>Approval to Submit</u> The HOD and supervisor confirm approval of the final draft of the Research Masters thesis.
4	<u>Thesis Submission</u> Student should submit two copies of the soft-bound thesis to the Examinations Office. Each copy of the thesis must be accompanied by an abstract, not exceeding 300 words. In addition, the student should submit the following forms: <u>Thesis Submission Form A:</u> Confirmation of approval from the HOD and supervisor of the final draft of the thesis <u>Thesis Submission Form B:</u> Certification of Student's Own Work There are two fee deadlines for submission without the student incurring additional fees: September registration: 31 October and January registration: 28 February.
5	<u>Report of Examiners</u> Further to the examination of the thesis by the internal and external examiner, the internal examiners submits the <i>Report on the Recommendations of the Examiners</i> to the Examinations Office. Where Category 2 is awarded, the internal examiner confirms to Examinations Office that the recommended corrections have been completed satisfactorily. Where Category 3 is awarded, both the internal and external examiners must confirm this in writing to the Examinations Office.
6	<u>Approval by Faculty</u> The thesis result will be not be considered by Faculty until two hard-bound copies of the thesis, the <i>Report on the Recommendation of the Examiners</i> and sign off on corrections by the internal (external) examiner have been submitted to the Examinations Office. An electronic copy mirroring the hardbound copy must also be submitted on either on CD, DVD or USB memory stick. <u>Form C: Thesis Depositor Form</u> must be submitted with the hard-bound copies. If a student intends to withhold access from the E-thesis archive, support of the supervisor must also be submitted with the Thesis Depositor Form and both are sent to Graduate Studies for the Dean's signature.
7	<u>Conferring</u> Following Faculty approval, the award is ratified by Academic Council and the Conferring Office informs the National University of Ireland.

Figure 6: Normal, minimum and maximum credits required for a Research Masters degree

Research Masters Thesis Submission Kit

- Theses Submission Forms
- Appointment of Examiner for Research Masters

All details relating to Examinations Thesis Submission and Viva Voce are available on <https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures> and the *Thesis Submission and Viva Voce Examination Handbook*.

PART E. UNIVERSITY FACILITIES

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MaynoothWorks

MaynoothWorks is focused on commercialising the research at Maynooth University and continues to lead a national knowledge consortium with partner institutes Athlone IT, Waterford IT and IT Carlow. MaynoothWorks remit includes developing links with industry, protecting and exploiting MU generated Intellectual Property via licensing, creating spin-out companies and promoting a culture of research commercialisation within the University. MaynoothWorks Business Innovation Centre is a state-of-the-art incubation facility supporting both spin-in and spin-out companies and entrepreneurs.

MaynoothWorks also engages with the undergraduate and postgraduate community to promote a culture of research commercialisation. The MaynoothWorks team delivers a generic skills module GST10: Innovation and Research Commercialisation for research students. The module aims to provide early career researchers/students with the skills required to identify the impact of their research, commercialise a research outcome, effectively interact within a team, engage with industry and improve their ability to innovate and act with an entrepreneurial mindset.

Contact: maynoothworks@mu.ie

International Office

The International Office consists of number of friendly and diverse staff supporting approximately 1000 international students on campus.

The International Office provides information to students with regard to visas, immigration, study abroad programmes, on-campus services and much more. The Office can also provide support and cultural information to help with integration to Irish society. The International Office team work together with academic departments and support services across the University to ensure that all students have an enjoyable and beneficial experience of studying at the university.

You will find more details of our services on our website: www.maynoothuniversity.ie/international

Contact: international.office@mu.ie

IT Services

IT Services are based in the Eolas Building on the North Campus. IT Services supports the operation of the University by providing information technology and communications resources and services to students, lecturers, researchers, administrative/support staff and where appropriate, to the general public.

Wireless Computing

Wireless connectivity is available extensively on campus. All students and staff with a valid network logon username and a suitably wireless enabled device can access the wireless network. Services available over the wireless network include the Office365, e-learning (Moodle), electronic library resources, and printing.

For detailed instructions on how to connect to Maynooth University wireless network or for information on forthcoming IT clinics that can assist with any issues, visit: <https://www.maynoothuniversity.ie/it-services/wi-f>.

Usage Policy

As with any shared resource, usage of the University computing facilities is subject to some regulations. These services are provided to facilitate a person's work as a member of staff or as a student of Maynooth University or of the Pontifical University, Maynooth and may be used for educational, training or research purposes. All users of Maynooth University IT resources are expected to abide by the Code of Conduct for Users of Computing Facilities and the Policy for Responsible Computing available on <https://www.maynoothuniversity.ie/computer-centre/responsible-computing-policy> & <https://www.maynoothuniversity.ie/computer-centre/code-conduct-users-computing-facilities>.

Contact IT Services Mon - Fri - 09:00 to 17:00 by mailing servicedesk@mu.ie 01 708 3830

Library

MU Library is a popular place to meet, study and conduct research in with a variety of study spaces, meeting rooms and a Starbucks located on the ground floor. It provides [bookable group study rooms](#) for students (perfect for project-work) as well as a dedicated postgraduate room, on Level 2.

Updates/changes to Library Services available are posted on the Library homepage. In the [updates section](#).

For opening hours check the Library homepage <https://www.maynoothuniversity.ie/library>.

MU library is also a portal to a vast collection of resources in print and online through its searchable catalogue called *LibrarySearch*. The library homepage has a comprehensive range of information, training, supports and services that students can explore. There are also dedicated **Subject** (under the Learning Resources tab) & **Research Support** guides on the library webpage (under [Guides & Tutorials](#)) which students are advised to use and bookmark.

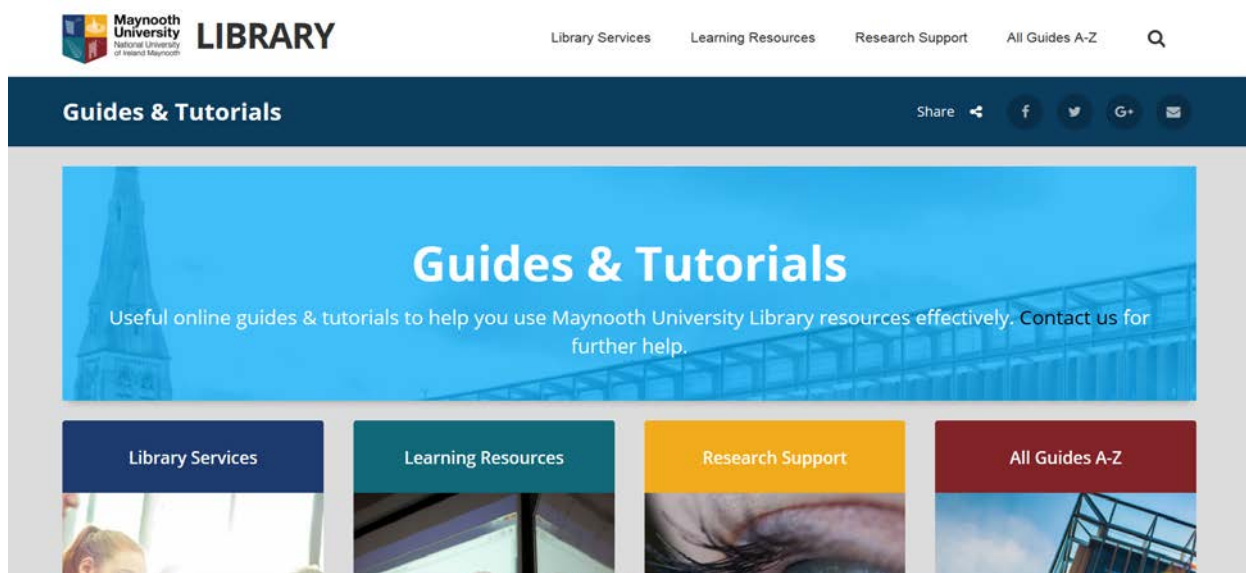


Figure 7. Learning Resources (Inc. Subject Guides) & Research Support Guides



Figure 8: The search-box, LibrarySearch; it searches the entire collection in MU Library

LibrarySearch is a discovery tool which allows students to find and access many thousands of books and e-books, journal articles, e-journals and subject-databases. Students can access the [content](#) on or off-campus. There are options for basic and [advanced searching](#). There is also a live Chat-box on the library homepage to access assistance.

The Library runs [LIST](#) (*Library Information Skills*) *tutorials* during the academic year. If a student has any queries about finding research material, they should contact the Research Support Librarian Ciarán Quinn (ciarann.quinn@mu.ie) for individual & group consultations/training. Ciarán facilitates an accredited Research Skills & Awareness module: GST2: *Finding Information for your Research*, which is part of the [Research Skills Development Programme](#). These include information searching, doing literature reviews, using referencing software, measuring research impact and research data management.

The student's *Mycard* (**library card**) entitles students to borrow material from the Library. A student can ascertain how many books they can borrow; by clicking [Using the Library](#), see Figure 9 below.

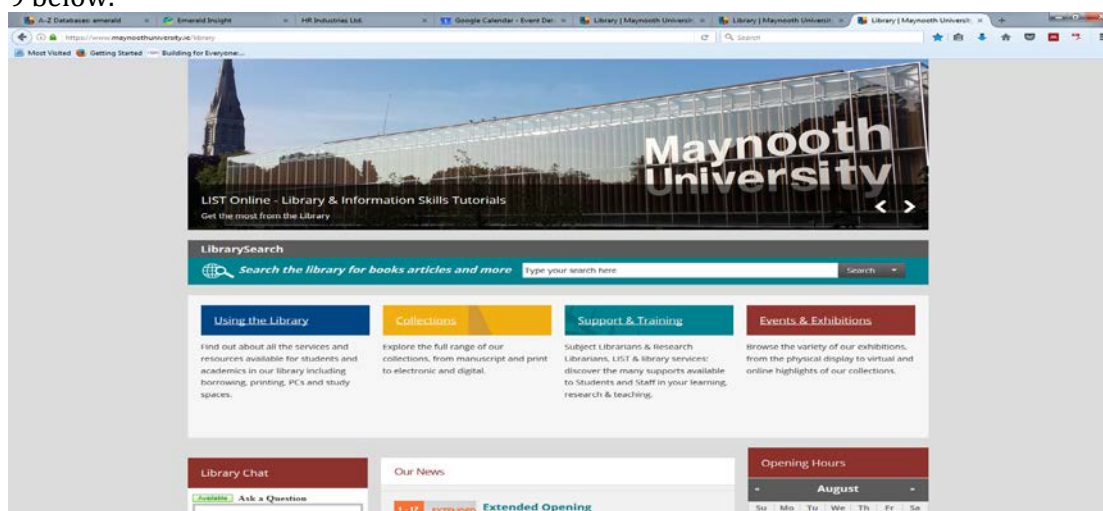


Figure 9: Using the library

Students can access (On & [Off Campus](#)) our extensive collection of [e-journals](#) – see the [eBooks and eJournals](#) button on the library homepage. Most of these journals are in full-text format and students can read the article on the screen or print/save/e-mail the article. As well as electronic journals we have electronic dictionaries, encyclopaedias and e-books. Students can browse the full list of our databases and e-books by selecting the [Collections](#) link on our website. Students are advised to explore the green box [Guides & Tutorials](#) for a subject guide, containing suggestions and lots of subject-support.

If a student requires an item that is not held in this Library, they can get the item either:

- Through an [Inter Library Loan](#) (ILL) – this process allows students to borrow an item from another Library. Students can request an item from another library and it will be sent to the library to borrow. Students can make this request either online or in the Library. There is no charge for this service.
- By visiting the Library that holds the item. This service is available to staff and postgraduates who hold an [ALCID](#) card. This card allows users to visit libraries in Ireland and consult their material.
- By applying for a [SCONUL](#) card. The SCONUL Research Extra (SRX) scheme gives academic staff and research postgraduates borrowing facilities in most of the higher education libraries in Ireland and the UK.

Students can borrow a laptop to use within the Library or logon to one of our many PCs. The Library is wireless so students can use their own laptop here. We have a 3D printer available (ask as the Library desk) as well as a colour photocopier, in addition to numerous black and white photocopiers.

Useful Links:

Library Updates: <https://www.maynoothuniversity.ie/library/news/library-update>

Library homepage: <https://www.maynoothuniversity.ie/library>

Guides & Tutorials: https://nuim.libguides.com/guides_tutorials

LIST online: <http://nuim.libguides.com/list-online>

Inter-Library loans: <https://www.maynoothuniversity.ie/library/using-library/inter-library-loans>.

Contact:

Research students and staff contact: Ciarán Quinn: ciaran.quinn@mu.ie

Academics contact: Helen Farrell: helen.farrell@mu.ie

Research Development Office

The function of the [Research Development Office](#) (RDO) is to strengthen and continue to develop the research culture in the university through supporting faculty members with their research. In particular, the Office is responsible to the research community for:

- Assisting faculty in locating and securing funding for research; Using the [Research Professional](#) tool all staff and students can search for global funding opportunities. The RDO also co-ordinates submission for postgraduates for [Irish Research Council Funding](#)
- Managing the Research Information System (RIS); [The Research Information System](#) tracks all of our research projects, academic profiles and our ethical approval process.
- Developing and implementing [research-related policies](#); The Research Ethics Policy and the Research Integrity Policy and two key documents that will guide all researchers to ensure they meet best practice in carrying out their research. Other related policies to consider are the Conflict of Interest Policy and the Intellectual Property Management and Exploitation Policy
- Providing research-related information, communications/publicity; Check out the [Maynooth University Research and Innovation Reports](#) to see the scale and international standard of our research

- Coordinating and submitting institutional bids for large-scale funding;
- Coordinating University Research Ethics Committees; all research that involves human participants or their data and animals require ethical approval before the research commences and protocols are submitted via RIS. For information and help in preparing your protocol please go to the [Research Ethics website](#)
- Developing and promoting research culture;
- Miscellaneous research-related activities and projects.

Related Links

Research Development Office Website -

<https://www.maynoothuniversity.ie/research/research-development-office>

Research Ethics Website - <https://www.maynoothuniversity.ie/research/research-development-office/research-ethics>

Research Professional Guide - <https://www.maynoothuniversity.ie/research/research-development-office/research-funding/finding-external-funding>

Research Information System (RIS) Guides -

<https://www.maynoothuniversity.ie/research/research-development-office/ris-guide>

Research Policies - <https://www.maynoothuniversity.ie/research/research-development-office/policies>

Maynooth University Research and Innovation Reports –

<https://www.maynoothuniversity.ie/research/research-and-innovation-maynooth-university/research-reports>

Irish Research Council Funding - <https://www.maynoothuniversity.ie/research/research-development-office/irc-postgraduate-postdoctoral-funding>

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A number of resources in Maynooth University support the research student on their journey.

Student Services

There are many resources and people in Student Services who can help you on your journey through Maynooth University. We have had to make some changes to how we deliver our services to ensure the safety and well-being of both Students and Staff at this time. Please be assured that we continue to be available to offer support and we encourage you to reach out to us if you need our help. You can find the up to date contact details and information on how to get in touch on our website <https://www.maynoothuniversity.ie/student-services>.

The Student Support Hub

The Student Support Hub acts as the first point of contact for student queries in Student Services. Located on the Upper Ground Floor of Student Services Centre, the Student Support Hub is open from 9.30am to 5pm.

Further information and contact details: <https://www.maynoothuniversity.ie/student-services/hub>.

Crèche

The Crèche is available to the children of all Maynooth University students and employees. The Crèche is located in Rye Hall (the building nearest the Student Residences) in the North Campus.

Further Information: <https://www.maynoothuniversity.ie/campus-life/campus-facilities/creche-facilities>

Contact: Tel: 01 708 3319.

Chaplaincy

Whether it is around campus, at events throughout the year or within the Chaplaincy Office, Chaplaincy offers a friendly, non-judgmental ear to anyone who wants it. Chaplaincy is here for those of all faiths and none. Chaplaincy is available Monday-Friday 9am to 5pm.

Further information: <https://www.maynoothuniversity.ie/student-services/chaplaincy>

Contact: Tel 01-708 3469. Or Email: Ciarán at chaplaincy@mu.ie.

Health Centre

A Student Health Centre is available to all registered students. The opening hours are 9:15 am-12:45 noon and 14:00 pm-16:45 pm Monday to Friday (Thursday morning 11am closure for practice meeting). An appointment system is in operation, they can be made with the Doctor or Nurse. Students with existing medical conditions are advised to register with the Student Health Centre.

Further details: <https://www.maynoothuniversity.ie/student-services>.

Contact: Tel 01 708 3878.

Homefinder Service

Maynooth University Homefinder Service is a free service available to students and prospective students who require information on options for finding accommodation in the community for the duration of their academic programme. The Homefinder Service is located in the Student Services Centre, Upper Ground Floor, North Campus.

Further details: <https://www.maynoothuniversity.ie/student-services/homefinder>.

Contact: Email: homefinder.service@mu.ie.

Student Support Officer

The Student Support Officer is available to offer personal support and guidance for all registered students.

Contact: Email student.support@mu.ie. (Please note this post is currently vacant but we expect to fill it soon)

Student Budgeting Advice Service

The Student Budgeting Advice Service offers support and advice to students with managing their money. The service is available to all registered students. Students can arrange a consultation with the Student Budgeting Advisor by booking an appointment online.

Further information and booking details: <https://www.maynoothuniversity.ie/student-services/student-budgeting-advice-service>

Student Counselling

The Student Counselling Service is a professional, confidential counselling service provided to all registered students of Maynooth University. Counselling provides the opportunity for any student to discuss in private any concerns which may be impacting on academic performance or personal health and well-being. Counselling is generally offered on a one to one basis, is short-term in nature, strictly confidential and provided free of charge.

Self-referral to the Service is welcomed and encouraged.

Further information and online resources: <https://www.maynoothuniversity.ie/campus-life/student-wellbeing-support/counselling>

Contact: Tel: 01 708 3554, or request a call back here:
<https://www.maynoothuniversity.ie/node/394198/>

Other Support Units

Academic Advisory Office

The Academic Advisory Office has been established to assist students seeking information or advice concerning the progress of their University studies. This office functions as a convenient first point of contact for students who wish to seek advice on general issues that may arise from their relationship with the University. Information is also provided which will assist students in accessing information on regulations and progression routes to their degree.

Any student requiring help on their general experience of University life is encouraged to make contact with the Office. The Academic Advisory Office is situated in the [Education House](#) on the north campus of the University.

Contact: Tel: 01 708 3368; Email advisory.office@mu.ie.

Access Office

The Access Officer has responsibility for promoting university access for under represented groups in higher education. These include students with disabilities, school leavers from socio-economic disadvantaged backgrounds and mature students.

The Access Office endeavours to provide the appropriate learning supports identified for individual students. Part-time and international students with disabilities are invited to contact the Access Office if they require support.

Contact: Tel: 01 708 6025; Email: access.office@mu.ie; www: <http://access.mu.ie/index.php>.

Health and Safety Office

The Health and Safety Office provides assistance on all health and safety related matters to all departments and offices in the University. The office liaises closely with the accommodation office, the international office, the student health centre, the Registrar's office, the student services office, the Students' Union and security. Security staff on campus must be advised of any emergency. While Security staff are the first point of contact, the Safety Officer can be alerted in an emergency.

Security Service

The Security Team provide twenty-four hour service throughout the year with offices located at the Arts Building and the South Campus. The Security Team is committed to ensuring a safe and secure environment for all persons working, studying and visiting the University Campus. Working in partnership their aim is to promote awareness of criminal and antisocial behaviour and strive to minimise its effects on the University Community.

Contact: Tel 01 708 3929 via the telephone/radio network.

Students' Union

Every registered student of Maynooth University automatically becomes a member of Maynooth Students' Union (MSU). As a member, students can expect a high level of service, support, guidance, and engagement aimed to enhance their student experience. The Students' Union represents students at every level and ultimately make their university experience as engaging and fun as possible.

Their mission is to provide students with a fantastic and varied range of events, entertaining and informative campaigns and student-centered services; MSU prides itself on the role it plays in enhancing student life in Maynooth.

Contact: <https://www.msu.ie/>

COVID-19 Research Student Support

Various COVID-19 reseach student updates and supports are available on the [webpage](#).

PART H. CALENDAR FOR 2020 - 2021

First Semester:

Examinations:

Second Semester:

Examinations:

28 September – 18 December 2020

Commences 8 January 2021

1 February - 7 May 2021

Commences 14 May 2021

First Semester

21 - 20 September 2020

28 September 2020

26 October – 30 October 2020

18 December 2020

21 December - 1 January 2021

4 January - 7 January 2021

8 January 2021

First-Year Registration/Orientation

Lectures commence

Study Week

Conclusion of First Semester Lectures

Christmas Vacation

Study Period

Examination period commences

Second Semester

1 February 2021

TBC

15 - 19 March 2021

5 - 9 April 2021

7 May 2021

10 - 13 May 2021

14 May 2021

Lectures resume

Prize-Giving Ceremony

Study Week

Easter Vacation

Conclusion of Second Semester

Study Period

Examination period commences

Conferrings

9, 10 September 2020

11 September 2020

TBC 2021

Summer Conferrings (Virtual)

March Conferrings (Virtual)

Spring Conferrings

PART I: POLICIES RELATING TO RESEARCH STUDENTS

Policies Relating to Research Students

- Code of practice, Viva voce examinations (February 2019)
- Route of Progression Research Masters
- PhD regulations (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

Available on <https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures>

Other General Research Policies

- Conflict of Interest Policy
- Inventions and Patent Policy.
- Open Access Research
- MU Research Integrity Policy (19 September 2016)
- Research Ethics Policy (updated June 2016)

General regulations in relation to matters such as Plagiarism, Extensions, Teaching and Learning, which are available at: <https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>.

National Policies

- National Framework for Doctoral Education
- Ireland's Framework of Good Practice for Research Degree Programmes
- IUA Ph.D. Graduate Skills Statement

Forms Specific to Research Students

Forms relating to research students are available on <https://www.maynoothuniversity.ie/graduate-studies/stipend-and-fees-forms-research-students>.