

Maynooth University
Graduate Studies

ROLES AND RESPONSIBILITIES

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ROLES AND RESPONSIBILITIES: STUDENT

DUTIES AS A REGISTERED STUDENT

In general the student has 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

DUTIES WITH RESPECT TO THE REGISTRAR

Follow the requirements as set out under the “Route of Progression through the Structured PhD Programme”.

DUTIES WITH RESPECT TO THE SUPERVISOR

The student should:

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. Notify the supervisor of his/her intention to submit at least three months prior to the proposed date of submission.

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DUTIES WITH RESPECT TO THE DEPARTMENT/DEPARTMENTAL SUPERVISORY COMMITTEE

The student should:

1. Forward the [Initial Meeting Record](#) to your Departmental Supervisory Committee
2. Satisfy the Departmental Supervisory Committee as to satisfactory progress in the annual evaluation. The purpose of this evaluation is to examine the student's progress, ensure the student has sufficient knowledge of the fundamentals of the chosen discipline, ensure the student has developed a clear plan of research, and has identified a viable topic.
3. Where the research is inter-disciplinary in nature and/or in the case of European Doctorates and Joint PhD programmes ensure due co-operation with the Department(s) and all partner institutions involved. See [Criteria for Supervisor and Supervisory Arrangements](#)
4. Participate in departmental research seminars in accordance with departmental requirements.
5. Ensure that the departmental office is at all times in possession of current contact details (address, email address and telephone number). This information should also be given to the Registrar (Records Office).
6. Observe regulations in connection with the use of departmental research facilities.
7. Prepare and submit a thesis of original research, in consultation with the Supervisor(s) and the Head of Department.
8. Attend such courses or modules (including graduate skills modules) as may be required by the Faculty or Department.

DUTIES WITH RESPECT TO THE EXAMINERS

The student should establish to the satisfaction of the examiners that the work reported in the thesis is original and the student's own, and that he/she has a satisfactory knowledge of the subject area.

Students found to have used professional editing services for graduate theses will be deemed in breach of examination regulations unless their thesis submission was accompanied by a letter from the supervisor sanctioning its use. If a supervisor deems editing necessary under particular circumstances they could request this, but should read the thesis again after editing,

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to check for possible anomalies introduced in the process.

DUTIES WITH RESPECT TO THE UNIVERSITY

The student should familiarise themselves with the University's regulations and administrative requirements, departmental guidelines, and written information pertaining to research studies.

ROLES AND RESPONSIBILITIES: SUPERVISOR(S)

Generally, supervisors are permanent academic members of staff. However, full-time temporary academic staff (with at least a three-year contact), qualified to PhD level and suitably experienced, may undertake supervision of PhD or research masters students with the approval of the Head of Department.

DUTIES WITH RESPECT TO THE STUDENT

1. The supervisor should be familiar with, and seek to ensure that the student is familiar with:
 - The administrative structures and processes of the University relevant to research applications as outlined in “Route of Progression through the Structured PhD Programme”
 - Ensure that the student is aware and agrees to the University regulations and policies as outlined in:
 - University safety policy
 - Ethical review and research integrity policy: authorship and publication guidelines
 - Other relevant policies which can be found [here](#)
2. Whenever possible prior to enrolment, discuss with the student the nature of the research and the standards appropriate for the degree and negotiate an agreed research topic. A topic must be chosen which enables research embodying new knowledge at a level appropriate to the degree to be completed in the specified time. The experience of the supervisor is an essential element in choosing the topic and it is the supervisor's responsibility to seek to ensure that the topic is appropriate.

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3. 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.
4. 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.
5. 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.
6. Seek to ensure progress of the student is evaluated annually as outlined in the departmental handbook.
7. Seek to ensure that the work reported in the dissertation is the student's own.
8. 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.
9. Encourage the publication of the results of the research where appropriate, provided that any relevant published work is coherently incorporated into the thesis.
10. Assist and advise on career path and professional opportunities.
11. Facilitate the student meeting other researchers and encourage attendance at research seminars, meetings or conferences as appropriate.
12. Seek to ensure that the student is aware of all relevant funding opportunities open to them and actively encourage the student to apply.

DUTIES WITH RESPECT TO THE DEPARTMENT AND DEPARTMENTAL SUPERVISORY COMMITTEE

1. 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.
2. Ensure that the thesis research of the student is within the supervisor's professional expertise (otherwise a new supervisor should be appointed by the Head of Department) and where a change in research direction occurs, recommend appropriate graduate

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supervisory adjustments to the Head of Department and Departmental Supervisory Committee

3. Advise the Departmental Supervisory Committee of the progress of the student prior to the annual review and in accordance with departmental regulations.
4. The supervisor confirms approval for examination of the final draft of the PhD thesis to the Head of Department, before the student submits his/her thesis. The Head of Department confirms approval for examination of the final draft of the PhD thesis to Registry (examinations office). Where a student considers that such confirmation has been withheld unreasonably, he/she may appeal to the Registrar or Dean of International & Graduate Studies.
5. Agree the nomination(s) of an external examiner with the Head of Department.

DUTIES WITH RESPECT TO THE REGISTRAR

The supervisor should follow procedures as outlined in "Route of Progression through the Structured PhD Programme."

DUTIES WITH RESPECT TO THE EXAMINERS IN RELATION TO THE VIVA

1. The supervisor should be available for consultation with the examiners prior to the examination.
2. The supervisor may attend the examination, but may not examine or question the student and should only provide clarification on any matters when requested by the board. The supervisor does not participate in the final decision and should leave the examination room while such deliberations take place, unless asked to remain by the chair.

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ROLES AND RESPONSIBILITIES: DEPARTMENT

DUTIES WITH THE STUDENT

1. The Head of Department agrees with the Supervisor and the student an appropriate selection of modules that the student must take.
2. The Department will produce a departmental graduate handbook and issue it to all intending applicants. The departmental handbook should contain details on requirements and procedures relating to all graduate matters administered at departmental level and may include:
 - A statement on the facilities and resources available to research students within the Department and within the University, including the 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 Progress Evaluation, including course requirements if applicable
 - Departmental requirements regarding demonstration, teaching and tutorials by graduate students
 - Departmental guidelines on good research practice and research conduct within their disciplines taking into account the definition as outlined in Ethical Review and Research Integrity: Misconduct in Research
 - 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
 - A statement of the University's policy and guidelines on intellectual property
 - 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.

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3. The Department will put in place proper selection and admission procedures, which should seek to ensure that:
 - The student is suitably qualified for admission and has satisfied the Head of Department and Registrar with regard to the admission requirements
 - The student appears to have the capacity required to undertake the work successfully and in reasonable time
 - The proposed research project is appropriate for the degree
 - The Department is the most appropriate in which to conduct the proposed research
 - The proposed research project is feasible in terms of time, departmental facilities, departmental equipment, departmental technical staff, departmental administration support, source and consumable materials and funding for the expected duration of the research project.
4. The Department should seek to ensure that mechanisms are in place to promote regular contact between academics, support staff and graduate students and include:
 - Orientation programs
 - Departmental seminars
 - Departmental workshops in safety procedures as required.
5. Departments are required to review annually the progress of research students. The review should normally be conducted by a departmental committee and signed off by Supervisor and the Head of Department.

DUTIES WITH SUPERVISOR

The Department should ensure that:

1. Appropriate supervision is available to the student during normal office hours and that:
 - The proposed Supervisor is appropriately qualified, sufficiently expert and interested in the research area to offer the student proper advice
 - Training is availed of by all early career supervisors who have not supervised a Ph.D. to completion
 - Supervisors have a Ph.D. or have a previous record of successful supervision to Ph.D. In general, permanent staff members without a Ph.D. should only be co-supervisors with an academic who does possess a Ph.D.

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- Supervisors should be permanent academic members. Temporary academic members may co-supervise with a senior academic who is a permanent academic member.
 - Full-time temporary academic staff (with at least a three year contract), qualified to PhD level and suitably experienced, may undertake supervision of PhD or research masters students with the approval of the Head of Department or Institute. The granting of approval will be reported to the Registrar, who will notify Academic Council. The Head of Department or Institute must also provide the name of a member of permanent academic staff as secondary supervisor, and thus ensure that the department or institute is able to provide alternative supervisory arrangements. The regulations apply only to lecturing staff appointed on 3 year contracts and not to staff who had completed 3 or more years on multiple contracts of shorter duration. Students should be informed of the status of temporary academic staff before commencement of registration.
 - Ascertain that alternative supervisory arrangements are made if the need arises, e.g. when a Supervisor is on leave of absence
 - Where a change in research direction occurs, appropriate supervision adjustments are made
 - Joint supervision is encouraged where the research spans different areas or disciplines. In the case of joint-supervision, one of the supervisors need not be a member of the staff of the University; (arrangements with external supervisors must be approved by Faculty) See [Criteria for Supervisor and Supervisory Arrangements](#)
 - The student will work under the general direction of the Supervisor(s) whether the research is being carried out at the University or at a centre elsewhere
 - Where the research is inter-disciplinary in nature, there shall be due co-operation between the Department(s) involved. See [Criteria for Supervisor and Supervisory Arrangements](#)
2. In the case of dispute between a Student and a Supervisor, the Head of Department should:
 - Discuss the matter with the parties involved
 - Write to parties concerned giving an opinion on the situation and requesting a written response
 - If a satisfactory resolution is not reached, refer to the Dean of International and Graduate Studies.
 3. The Head of Department should seek to ensure that supervisors should not advise a greater number of graduate students than would compromise the quality of advice to any student,

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or have a negative impact on the supervisor's other duties (undergraduate, graduate, administrative) within the Department.

DUTIES IN RELATION TO THE VIVA

- The department from which the viva originates, is responsible for:
 - Establishing a mutually convenient date, time and venue for examination
 - Communicating information on the date, time and venue of the examination to all examiners, including the chair and to the student.
 - Duties with respect to the examiners in relation to the Viva
- Further to the nomination of the External Examiner by the supervisor, in agreement with the Head of Department, the Head of Department completes the appointment of examiners for PhD Thesis form and forwards it to the Deans' Office for approval by the relevant Faculty meeting.
 - [Submission Forms for Doctoral Thesis \(pdf Version\)](#)
 - [Submission Forms for Joint PhD Thesis \(pdf Version\)](#)
- The Head of Department should ensure that the person nominated to act as internal examiner is a research-active member of the academic staff of the university who has the appropriate expertise in the student's subject area. If departments wish to recommend nominees who do not satisfy this criterion, this should be highlighted in the appointment of examiners for PhD Thesis form and a case provided for consideration by faculty. In the case, where two external external examiners are appointed, the Head of Department, indicates the external examiner who will take responsibility for the role of the internal examiner.
- In line with the university's policy and stated commitment to best practice in equality issues, the Head of Department must ensure, insofar as possible, a balanced gender representation in the appointment of external and internal examiners to the examining team for research awards.

ROLE WITH REGISTRAR

1. The Head of Department accepts students' applications. In the case of non-standard applications, or where minimum entry requirements have not been met, application details

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are sent to the Registrar for inclusion under Registrar's Business to Faculty. See

[Procedures Procedures for Non Standard Entrants and Recognised Prior Learning](#)

2. The Departmental Supervisory Committee should ensure that the research student is either actively registered, has submitted their thesis, has suspended registration, or has withdrawn from their studies. [See Regulations relating to the Route for Suspension and Withdrawal from Research Programmes](#)
3. The Heads of Department indicates approval for examination of the final draft of the thesis to the Registrar (Examinations Office) following confirmation from the Supervisor that the research has been carried out and the thesis, as submitted, has been prepared for examination under his/her supervision.

ROLE WITH ACADEMIC COUNCIL/FACULTY

1. Further to the nomination(s) of an External Examiner by the Supervisor in agreement with the Head of Department, the Head of Department completes the Appointment of Examiners for Ph.D. thesis form and forwards to the Deans' Office for approval by the relevant Faculty meeting.

ROLES AND RESPONSIBILITIES: REGISTRAR

The following are the roles and responsibilities of the Registrar. In the absence of the Registrar, the Dean of International & Graduate Studies may cover these responsibilities:

1. Accept enrolment of research students meeting minimum entry requirements In the case of non-standard applications, or where minimum entry requirements have not been met, application details are sent to the Registrar for inclusion under Registrar's Business to Faculty. See [Procedures for Non Standard Entrants and Recognised Prior Learning](#)
2. Endeavour to ensure admission requirements of the university are adhered to
3. Students may be allowed to extend beyond the normal maximum period as given below only with the permission of the registrar. The maximum duration of study for the PhD programme is six years for a full-time student and nine years for a part-time student. In the

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case of research master's students, the maximum are three years for full-time students and five years for part-time students.

4. Students may be allowed to extend beyond the normal maximum period as given below with the permission of the registrar. The maximum duration of study for a master's degree by research is three years from the date of admission for a full-time student and five years for a part-time student.
5. Ensure the university's examination standards and requirements for the particular degree are adhered to
6. Ensure there are clear guidelines for the submission of thesis and the examining thereof
7. Ensure that the university's administrative procedures assist students to complete their degree as expeditiously as possible
8. Require that one Department has principal administrative responsibility for supervision when students have co-supervision in different departments or are involved on cross-disciplinary study. See [Criteria for Supervisor and Supervisory Arrangements](#)
9. Seek to ensure that supervisors should not advise a greater number of graduate students than would compromise the quality of advice to any student, or have a negative impact on the supervisor's other duties (undergraduate, graduate, administrative) within the University and where necessary refer to the Academic Council
10. There is a provision for a student to appeal an examination result where there is perceived to be a failure in due process:
 - Students may formally request the Supervisor of Examinations to arrange a check of their examination result within two weeks from the date of the publication of examination results or in exceptional circumstances, within such extended period as allowed by the President of the University.
 - The Supervisor of Examinations shall communicate with the relevant Head of Department or his/her nominee, who shall arrange to have the result checked as soon as possible. The formal check shall ensure that all parts of the examination have been marked and that no errors occurred in the recording, collating or combining of marks which determined the result.
 - The outcome of the checking of an examination result shall be communicated in writing by the Head of Department, or his/her nominee, to the Supervisor of Examinations who shall, if a change in the result is recommended, make the

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necessary arrangements to have the result amended, and inform the student concerned without delay.

11. Nomination of Chair for Viva Voce examination.

ROLES AND RESPONSIBILITIES: DEAN OF INTERNATIONAL & GRADUATE STUDIES

1. Monitor the rules of ownership of intellectual property arising in the work of the student and setting the requirements for compliance with respect to relevant ethical standards and procedures.
2. In cases of dispute between a student and a Supervisor, where a satisfactory resolution has not been reached with the Head of Department, the dispute should be referred to the Dean of International and Graduate Studies for consideration.
3. Ensure that suitable general training is available for all new supervisors.
4. Ensure that suitable training is available for chairs and internal examiners.
5. Ratifies requests for waivers/course variations to the conditions of the department's/Institute's structured programme

ROLES AND RESPONSIBILITIES: EXAMINERS

It is the responsibility of the examiners to ensure that:

1. The thesis is assessed by standards appropriate for the research degree.
2. The student in his/her Viva Voce is assessed by standards appropriate for the PhD degree.

CRITERIA FOR APPOINTMENT OF RESEARCH EXAMINERS (INTERNAL AND EXTERNAL)
Examiners should normally have the following qualities and competencies:

1. Experience in supervising postgraduate students and in the examination process of such students
2. Formal academic qualification, normally at doctoral level, and/or a professional qualification or experience at an appropriate level and relevant to the area being examined
3. A willingness to respond to requests to read dissertations within specified time deadlines and to be available to attend such oral examinations and/or examiners meetings as are appropriate.

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4. Examiners should not have a close personal relationship with other examiners, supervisors or a student, if it might be construed by a reasonable person as entailing a conflict of interest.

CRITERIA FOR APPOINTMENT OF EXTERNAL EXAMINERS

1. For research awards, external examiners are appointed for specific students. External examiners for research students should not normally be appointed more than twice in a four-year period. Such appointments may be made irrespective of external examiners' duties with regard to taught programmes. No distinction should be made, for the purposes of appointing external examiners, between master's and doctoral degree students.
2. External examiners should have recognised expertise in the subject matter of the thesis being examined.
3. The external examiner should be independent of the university, of its internal examiners, supervisors, and of the students presenting themselves for examination. Thus, all external examiners:
 - should not have been in the employ of the university (in any capacity) in the five years prior to appointment
 - should not have been a student of the university in the five years prior to appointment.
 - should not, in the past five years, have been a beneficiary of any bursary or remuneration from the university other than from posts such as external examiner, member of accreditation panel, member of quality review panel, member of recruitment/promotions panel or similar
 - should not have assisted/advised the postgraduate student on the work underpinning the preparation of his/her thesis.

CRITERIA FOR APPOINTMENT OF INTERNAL EXAMINERS

The internal examiner should normally be a member of the academic staff of the university who has the appropriate expertise in the student's subject area. If departments wish to recommend nominees who do not satisfy this criterion, this should be highlighted in the nomination form and a case provided for consideration by faculty.

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In the case where a thesis is referred for resubmission, the Internal Examiner advises on the necessary revisions as outlined in the Examiners Report. The Examiners' reports will not be considered by Faculty until three hardbound copies of the revised thesis incorporating the recommended changes, and confirmed by the Independent Examiner, have been lodged with the Examinations Office of the University.

ROLES AND RESPONSIBILITIES OF THE CHAIR

Viva Voce Examinations are chaired by an independent senior permanent academic staff member of the University (senior lecturer or above). The independent chair is not a member of the department from which the thesis is submitted. The presence of an Independent chair is designed to ensure that integrity and fairness is maintained by all parties during the Viva Voce examination. The chair is not required to have any knowledge of the subject of the thesis, nor is she/he required to read the thesis.

PRIOR TO EXAMINATION THE CHAIR IS RESPONSIBLE FOR:

- Ascertain whether there is agreement of the examiners and the student that the supervisor may attend the examination
- Informing the supervisor that they neither examine nor question the student, and only provide clarification on any matters when requested by the Board
- Ensuring receipt of the individual written reports from the examiners in advance of the preliminary meeting.
- Organising the meeting with the examiners prior to the Viva.

DURING THE VIVA VOCE EXAMINATION THE CHAIR IS RESPONSIBLE FOR:

- Chairing the preliminary meeting of the examiners and agreeing the structure, roles and format of the Viva Voce examination
- Introducing all those present at the Viva Voce examination, including attempting to put all parties at their ease
- Outlining the structure and format of the Viva Voce to the examiners and student
- Intervening in the examining process only if there appears to be bias, misconduct or unfairness, or if the examiners are diverting from the agreed format of the Viva Voce in such a manner as to disadvantage the student, or if the chair believes the Viva Voce is progressing in a manner which could compromise the University's academic standards. Actions which might be taken include calling a temporary halt to the

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meeting, holding a private discussion with the examiners or the student, or, most exceptionally, ending the examination.

- Chairing the post-Viva Voce discussion of the examiners and assisting them in the formulation of a recommendation
- Ensuring the examiners complete and sign the relevant forms at the end of the Viva Voce.

After the examination the Chair is responsible for:

- Ensuring that the student is informed of the recommendations made by the examination board
- Ensuring that a report on the recommendation of the examiners (where necessary, indicating details of major/minor amendments required) is sent to Registry (examinations office) for approval by faculty
- Ensuring that a copy of the report is also sent to the Head of Department and supervisor.
- Providing information for any subsequent appeal procedure
- Submitting all other documentation, including the preliminary reports to the examinations office.

ROLES AND RESPONSIBILITIES: ACADEMIC COUNCIL

It is the responsibility of Academic Council to endeavour to ensure that best practices are implemented and University standards are maintained within Faculties, Departments and Centres of the university and that:

1. Ensure there are clear admission requirements and procedures for the particular degree.
2. The Academic Council may withdraw the registration of any student on the recommendation of the Head of Department and Registrar.
3. The normal duration of a PhD degree is four years of full time study. In exceptional circumstances, Academic Council may approve submission in a period shorter than three years of full-time study, but no less than two years. In such cases, the student will be required to pay the full-time fee for the minimum three-year period. After three years, a student may be permitted to progress one semester at a time, so that a student who submits in three-and-a-half years is liable for three-and-a-half years of fees.

For part time students, the normal duration of the degree is six years. In exceptional circumstances, Academic Council may approve submission in a period shorter than 4.5

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years part time study, but no less than three years. In such cases the student will be required to pay the part-time fees for the minimum 4.5 year period.

4. Award degrees on the basis of Examiners' report as to whether or not the degree be awarded.
5. Undertake detailed study of matters referred to it for its consideration.

ROLES AND RESPONSIBILITIES: FACULTIES

1. The Faculty may approve joint-supervision of the thesis. In the case of joint-supervision, one of the Supervisors need not be a member of the staff of the University.
2. Recommend acceptance of enrolment of non-standard research students.
3. It is the responsibility of the Faculty to appoint an Examination Board. In all Faculties, the Examination Board shall normally consist of two Examiners, at least one of whom is Internal and one of whom is External, who have been approved by the Faculty on the recommendation of the Head of Department in agreement with the Supervisor. In the case of a thesis being presented by a full-time member of the Academic Staff of the University, the Internal Examiner shall be replaced by a second External Examiner. Two External Examiners may also be required in cases where there is no suitable Internal Examiner available. In all cases the Examination Board will be conducted by an Independent Chair.

ROLES AND RESPONSIBILITIES: UNIVERSITY

The primary role of the University, in relation to students for research degrees, is to develop and effectively implement general policy and administrative structures within which Faculties and Departments can develop procedures that will promote a research culture supportive of quality postgraduate research. The Dean of International & Graduate Studies monitors and reports to the Academic Council on the implementation of University policy, including student/Supervisor/Department interactions, and the operation of Department level procedures for admitting, progressing, ensuring timely

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course completion and the examination of students.

In particular, the University is responsible for determining and disseminating the policy and procedures for ensuring access to central research infrastructure such as library and computer networks, and to work space and equipment suitable for the particular research.

The University is responsible for providing assistance to students through induction, training and access to information sources to utilise effectively the relevant central research facilities of the University and ensure training workshops in communication and health and safety procedures.

The University is scheduled under the Freedom of Information Act 1997 and to any national convention concerning any operation or procedure bearing on intellectual property.

Date: 19th January 2015

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VERSION HISTORY

Version	Date	Summary	Changed by
1	Sept 2008	Extracted from the PhD Supervisory Policy	Prof Ray O'Neill
2	Sept 2009	Framework for the Delivery of Structured Doctoral Programmes	Prof Honor Fagan
3	February 2010	Guidelines for the development of a Joint PhD Programme	Prof Honor Fagan
4	May 2010	Amended Structured Research Programme Records	Prof Honor Fagan
5	December 2010	Changes to Thesis Editing: Chairs for Viva Voce examinations	Prof Honor Fagan
6	May 2011	Development of Policy and Procedures for Recognition of Prior Learning	Prof Aidan Mulkeen
7	September 2011	Criteria for selection of external examiners	Prof Honor Fagan
9	May 2012	Independent Chairs (PhD Viva Examinations) E-Thesis Archive	Prof Honor Fagan
10	September 2012	Thesis Depositor Declaration Form	Prof Honor Fagan
11	December 2012	Revised Guidelines for the development of a Joint PhD Programme	Prof Honor Fagan
12	January 2015	Full-time and part-time research student registration Criteria for Supervision and Regulations on Supervisory Arrangements Regulations relation to Criteria for Appointment of Research Examiners	Prof Ronan Reilly