REGULATIONS FOR POSTGRADUATE RESEARCH STUDY

April 2012

Cork Institute of Technology

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Approved by Academic Council April 2012

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Glossary of Terms

DPD: Doctor of (Professional Discipline)

DPP: Doctoral Programme Panel

DRSC: Departmental Research Studies Committee

GSP: Graduate Supervisory Panel

IUA: Irish Universities Association

NFQ: National Framework of Qualifications

NQAI: National Qualifications Authority of Ireland

PDP: Personal Development Plan

PhD: Doctor of Philosophy

PRB: Postgraduate Research Studies Board

RPL: Recognition of Prior Learning

UKCGE: UK Council for Graduate Education

1.   INTRODUCTION: THE RESEARCH ENVIRONMENT

Cork Institute of Technology (CIT) is committed to supporting and promoting all aspects of academic formation for postgraduate students throughout its constituent faculties, colleges, schools and departments including the research project, taught modules, personal development plan, induction, progression and transfer. CIT provides opportunities for postgraduate study on both a full-time and a part-time basis for individuals with diverse academic, industrial and professional backgrounds and aspirations. Postgraduate research is carried out under the supervision and guidance of full-time, appropriately qualified members of academic staff of the Institute who are experienced in the research field involved. A student may register at CIT for a research programme leading to awards at level 9 (Masters) and level 10 (Doctoral) levels, including professional doctorates.

2.   GENERAL REGULATIONS

2.1   Definition of Postgraduate Research

According to the Framework for Qualifications of the European Higher Education Area, "*the word "research" is used to cover a wide variety of activities, with the context often related to a field of study. The term is used in this document to represent a careful study or investigation based on a systematic understanding and critical awareness of knowledge.   The word is used in an inclusive way to accommodate the range of activities that support original and innovative work in the whole range of academic, professional and technological fields….*"[1]. The term research therefore includes basic and applied research, scholarship, creative work, performance, composition and related activities.

2.2   Regulations for Modules and Programmes (Marks and Standards)

The general provisions of the Institute's "Regulations for Modules and Programmes (Marks and Standards)" and CIT's Appeals Procedures as presented in the "Student Regulations" document apply, except where different postgraduate regulations are specified herein (APPENDIX A).

2.3   Postgraduate Research Registers

The Institute maintains registers of students in accredited fields of study for higher degrees by research, as follows:

 (a) Register of Students for the Degree of Master by Research - hereafter referred to as the "Masters Register",
 (b) Register of Students for the Degree of Doctor of Philosophy (PhD) – hereafter referred to as the "PhD Register",
 (c) Register of students for the Degree of Professional Doctorate – hereafter referred to as the "Professional Doctorate Register"

Students pursuing research study in accredited fields where CIT has delegated authority to award its own degrees are registered with the Institute. The listing of approved fields is presented in APPENDIX B. Students pursuing research study in non-accredited fields are registered with the Higher Education Training and Awards Council (HETAC).

2.4   Scope and Lifespan of the CIT Postgraduate Regulations

2.4.1 Research study at CIT leading to the award of a postgraduate research degree must be conducted in accordance with these regulations, which are based on the Research Degree Programme Policy and Criteria of HETAC[2].

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[1] Framework for Qualifications of the European Higher Education Area, page 68, (February 2005), http://www.bologna-bergen2005.no/Docs/00-Main_doc/050218_QF_EHEA.pdf
[2] Research Degree Programme Policy and Criteria, HETAC (October 2010)

2.4.2 Programmes of research study conducted jointly with other providers will normally be dealt with under these regulations unless alternative arrangements are agreed by the Academic Council and HETAC.

2.4.3 Research study must be conducted in conformity with the CIT Code of Good Practice in Research (APPENDIX A). Failure to comply with the Code may result in disciplinary actions in accordance with general Institute regulations.

2.4.4 These regulations are subject to periodic review and revision by the Academic Council, at intervals not exceeding five years.

2.4.5 All CIT policy and other documents relevant to postgraduate research study are listed in APPENDIX A and are available for download on the CIT website:
https://gateway.cit.ie/CITDocuments/Documents/Forms/AllItems.aspx?RootFolder=%2FCITDocuments%2FDocuments%2FAcademic%20Affairs%2F8%20Graduate%20Studies

3.   DEGREE STANDARDS

3.1   Standard of Master by Research Degree

3.1.1 The National Qualifications Authority of Ireland (NQAI) has determined that the following are the characteristics of a Masters Degree. These are set at Level 9 of the National Framework of Qualifications (NFQ). Additional more detailed standards and learning outcomes may be published by HETAC from time to time.

Title	Masters Degree
Purpose	This is a multi-purpose award-type. The knowledge, skill and competence acquired are relevant to personal development, participation in society and community, employment, and access to additional education and training.
Level	9
Volume	Large
Knowledge - breadth	A systematic understanding of knowledge at, or informed by, the forefront of a field of learning
Knowledge - kind	A critical awareness of current problems and/or new insights, generally informed by the forefront of a field of learning
Know-how and skill - range	Demonstrate a range of standard and specialised research or equivalent tools and techniques of enquiry
Know-how and skill - selectivity	Select from complex and advanced skills across a field of learning; develop new skills to a high level, including novel and emerging techniques
Competence - context	Act in a wide and often unpredictable variety of professional levels and ill-defined contexts
Competence - role	Take significant responsibility for the work of individuals and groups; lead and initiate activity
Competence – learning to learn	Learn to self-evaluate and take responsibility for continuing academic/professional development
Competence - insight	Scrutinise and reflect on social norms and relationships and act to change them
Progression & Transfer	Progression to programmes leading to Doctoral Degree (Award-type **o**), or to another Masters Degree or to a Postgraduate Diploma (Award-types **m** or **n**).
Articulation	

3.1.2 Learning outcomes at Level 9 (whether by research or otherwise) relate to the demonstration of knowledge and understanding which is the forefront of a field of learning. The outcomes relate to the application of knowledge, understanding and problem solving abilities in new or unfamiliar contexts related to a field of study. The outcomes are associated with an ability to integrate knowledge, handle complexity and formulate judgements. Outcomes associated with level 9 would link with employment as a senior professional or manager with responsibility for the work outputs of teams. Students for the Degree of Master by Research will be expected to acquire a mastery of the principles and theory underlying their chosen subject and a knowledge and appreciation of the relevant literature.

3.2   Standard of Doctoral Degree

3.2.1 The National Qualifications Authority of Ireland (NQAI) has determined that the following are the characteristics of the PhD and Professional Doctorate Degree. These are set at Level 10 of the NFQ. Additional more detailed standards and learning outcomes may be published by HETAC from time to time.

Title	Doctor of Philosophy (PhD) or Doctor of [Professional Discipline] (DPD) Degree
Purpose	This is a multi-purpose award-type. The knowledge, skill and competence acquired are relevant to personal development, participation in society and community, employment, and access to additional education and training.
Level	10
Volume	Large
Knowledge - breadth	A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of a field of learning
Knowledge - kind	The creation and interpretation of new knowledge, through original research, or other advanced scholarship, of a quality to satisfy review by peers
Know-how and skill - range	Demonstrate a significant range of the principal skills, techniques, tools, practices and/or materials which are associated with a field of learning; develop new skills, techniques, tools, practices and/or materials
Know-how and skill - selectivity	Respond to abstract problems that expand and redefine existing procedural knowledge
Competence - context	Exercise personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent contexts
Competence - role	Communicate results of research and innovation to peers; engage in critical dialogue; lead and originate complex social processes
Competence – learning to learn	Learn to critique the broader implications of applying knowledge to particular contexts
Competence - insight	Scrutinise and reflect on social norms and relationships and lead action to change them
Progression & Transfer	
Articulation	

3.2.2 Learning outcomes at Doctoral Level 10 relate to the discovery and development of new knowledge and skills through original research, or original application of existing knowledge, and the delivery of findings at the frontiers of knowledge and application that are of publishable standard in peer-reviewed literature or by equivalent peer review through performance or exhibition. Further outcomes at this level relate to specialist skills and transferable skills required for managing, such as the abilities to critique and develop organisational structures and initiate change.

3.2.3 The Doctor of Philosophy (PhD) degree programme always involves the advancement of knowledge through original research[3] , in which the student demonstrates outstanding scholarship and ability. It involves an individual programme of research leading to the submission of a doctoral thesis describing a coherent body of original work by the student.   The thesis comprises a written dissertation, which may be accompanied by a portfolio or supporting artefacts, and is defended at an oral examination.   Through it,

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[3] IUA "Contextual statement regarding structured PhD programmes", (April 2009)

the candidate must demonstrate that he/she has conducted original, independent research and has a broad knowledge of a particular field of study and a comprehensive knowledge of the specialist area upon which their research is focused.

3.2.4 Structured PhD programmes involve taught modules on both discipline-based and transferrable skills, a personal development plan and a support structure that includes the Graduate Supervisory Panel as well as the core research component.   The full Framework for Structured PhDs adopted by the CIT Academic Council (2011) is presented in APPENDIX C.

3.2.5 A professional doctorate is a programme of advanced study and research where the research will usually be undertaken in the work domain and so should have a direct effect on organisational policy and change, as well as improving personal practice[4]. The professional doctorate is a highly-structured research-based award, which supports the acquisition and embedding of generic and practice-based skills, focused on the perceived needs of the professional conducting research in their work-domain[5]. The professional doctorate degree meets the same core standard as the PhD, by requiring the student to generate significant peer-reviewed outputs from their research, such as publications, patents, standards of practice etc., or alternatively outcomes that will have a comparable peer-recognised impact on their profession.[6]   The key differences between the professional doctorate and PhD arise from the balance of time allocated to taught elements relative to the research project which is generally greater in a professional doctorate than for a traditional degree, although less different than for the structured PhD.

3.2.6 Doctorates in the areas of creative and performing arts may be awarded either under the regulations for a PhD where the artefact or creative product may be accompanied by a critical contextual commentary or as a practice-led doctorate designated by a descriptive title, e.g. DMus or DArt and Design. The practice-based PhD is considered to reflect a research focus on the creative product in its academic context, whereas the focus in a practice-based DMus or DArt & Design is on the quality of the created product[7].

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[4] Doctoral Degree Characteristics, QAA (UK) (September, 2011)
[5] Professional Doctorates in the UK 2011, UKCGE, (2011)
[6] Research Degree Programme Policy and Criteria, HETAC (October 2010)
[7] Frayling, C (ed) Practice-Based Doctorates in the Creative and Performing Arts and Design, UKCGE, (1997)

4. ENTRY REQUIREMENTS

4.1 General Entry Requirements

Details of the minimum entry requirements for postgraduate research degrees are set out in APPENDIX D attached. The following general requirements apply.

4.2 Entry onto the Masters Register

4.2.1 In order to qualify for entry to the Masters Register an applicant is normally required to possess at least a second class honours primary degree (level 8) in a relevant field of study from a recognised University or Institute.

4.2.2 Consideration of equivalent qualifications or the conduct of a qualifying examination must have the prior approval of the Dean of Graduate Studies before an applicant is admitted.

4.2.3 Where an applicant wishes to present qualifications other than those listed above, the procedures of APPENDIX D will apply.

4.3 Entry onto the Doctoral Register

4.3.1 Direct entry onto the Doctoral Register is permitted for applicants who possess a Masters degree in a cognate area related to that of their proposed research.

4.3.2 Other applicants will normally be required to be entered on the Masters Register for at least one year full-time (or equivalent) before applying for transfer to the Doctoral Register on the recommendation of their Graduate Supervisory Panel (GSP – see Section 8.4). To affect this transfer the GSP must first complete the relevant form and submit it to the School of Graduate Studies Office following endorsement by the relevant Head of Department. The School of Graduate Studies Office will then process the application.

4.3.3 Where an applicant wishes to present qualifications other than those listed above, the procedures of APPENDIX D will apply.

5. TRANSFER BETWEEN REGISTERS

5.1 Transfer from the Masters to the Doctoral Register

5.1.1 Any student wishing to transfer from the Masters Register to the Doctoral Register shall make formal application to the Institute through the department using the standard templates. Normally, such application should be made within 12 months after admission to the Masters Register.

5.1.2 Following an oral presentation by the student to the Graduate Supervisory Panel, the GSP must submit a progress report on the transfer student's work to date, together with details of the proposed research programme and the Head's recommendation using the standard templates. The transfer process must normally involve an external review of the proposed research by an independent expert in the discipline area concerned.

5.2 Transfer from the Doctoral to the Masters Register

Students on the Doctoral Register who are unable to complete the approved programme within the permitted duration for any reason, may, through their Graduate Supervisory Panel, apply for permission to transfer to the Masters Register. The Institute may permit such a transfer if it is satisfied that there are good reasons for doing so, and may attach special conditions, including provisions with regard to duration, to the student's registration for the Degree of Master by Research. Candidates may also be moved to the Masters Register, under the provisions of APPENDIX G, in the event of failing to make satisfactory progress.

6.   REGULATIONS RELATING TO DURATION OF STUDIES

6.1   Duration of Studies Leading to Masters Degree

6.1.1 The normal duration of studies leading to the Degree of Master by Research for full-time students is twenty-one months (two academic years) from the date of admission to the Masters Register. In exceptional circumstances, the Institute may vary the required and permitted duration of the programme.

6.1.2 Should the student not complete the degree within four years of admission to the Masters Register, registration will lapse. If the student wishes subsequently to present for the degree, application for re-registration must be made to the Dean of Graduate Studies through the Graduate Supervisory Panel and endorsed by the relevant Head of Department.

6.1.3 In the event that a student wishes to pursue a Masters by Research on a part-time basis, the permitted duration of studies will be decided in advance by the Graduate Supervisory Panel on a case-by-case basis.

6.2   Duration of Studies Leading to Doctoral Degree

6.2.1 The normal duration of studies leading to the Doctoral Degree for full-time students is four academic years from the date of admission to the register. In exceptional circumstances, the Institute may vary the required and permitted duration of the programme.

6.2.2 Should the student not complete the degree within six years of admission to the register, registration will lapse. If the student wishes subsequently to present for the degree, application for re-registration must be made to the Dean of Graduate Studies through the Graduate Supervisory Panel and endorsed by the relevant Head of Department.

6.2.3 In the case of a student transferring from the Masters Register to the Doctoral Register, the required and permitted duration shall be measured from the date of admission to the Masters Register.

6.2.4 In the event that a student wishes to pursue a doctoral degree on a part-time basis, such as in the case of work-based or professional doctorates, the permitted duration of studies will be recommended in advance by the Graduate Supervisory Panel for decision by the Dean of Graduate Studies on a case-by-case basis.

7.   APPLICATION AND REGISTRATION

7.1   Application Procedure

7.1.1 Students may only commence work in relation to the postgraduate research award sought following completion of registration by or through the Institute. Retrospective registration is not permitted save in exceptional cases and with the approval of the Registrar.

7.1.2 All applicants must consult with and be advised by the proposed Supervisor(s) and Head of Department in a pre-application interview and discussion.

7.1.3 If Irish or English is not the first language of the applicant, the Head of Department may, following interview, require that appropriate certification is provided by the applicant to demonstrate that they are capable of supplying the written work required and can maintain adequate communication with the Supervisor.

7.1.4 The attention of applicants must be drawn to the CIT policy documents listed in APPENDIX A which are deemed by the Academic Council as necessary for the successful completion of a research postgraduate programme. Applicants are required to confirm in writing prior to registration that they have been made aware of all of these documents.   The list will be updated from time to time as the Academic Council deems appropriate.

7.1.5 Prior to presenting applicants for registration by the Institute, academic departments should have had the feasibility of the proposal formally assessed by at least two independent academics with qualifications and experience in the research field, at least one of whom is external to the Institute. The Head of Department must approve the proposal, taking account of this assessment. Letters of support from referees and qualifications presented by the applicant should be signed and verified.

7.1.6 A postgraduate research project must only be undertaken in the appropriate Department with the agreement of the relevant Head of Department. If the proposed research programme is interdisciplinary, primary responsibility for the research must reside with one department.

7.1.7 Applicants must complete the appropriate admission procedures as administered by the Admissions Office of CIT. Their admission as students of CIT is provisional until they are entered onto the relevant Research Register.

7.1.8 On approval by the relevant Head of Department, the completed official application forms are submitted through the Dean of Graduate Studies to the Registrar, who will decide on registration on the recommendation of the Dean of Graduate Studies acting, where required, on the advice of the Postgraduate Research Studies Board - PRB (APPENDIX E). An external expert of appropriate standing may also be asked for an opinion on the proposal.

7.1.9 The student's research proposal must be detailed, as provided for in the standard templates. Where new circumstances make a major change to the research project desirable, a written supplementary application, setting out the proposed changes, must be submitted for approval to the Dean of Graduate Studies through the Head of Department.

7.1.10 Where a student's research forms part of a group or collaborative project, the application must indicate clearly the extent of the student's individual contribution and the extent to which the work is proposed to be carried out in collaboration with others.

7.1.11 Applicants qualified for admission to the postgraduate research register who have properly completed all sections of the application form with the exception of an outline rather than a fully-specified research proposal may be pre-registered on the advice of the Head of Department and approval of the Dean of Graduate Studies, pending submission and approval of the completed research proposal, using the appropriate standard template, within a maximum period of three months for Masters by Research students and 6 months for doctoral students.

7.1.12 In exceptional circumstances, , where a student has registered for, and completed part of, a programme of study leading to the award of a higher degree by research, by a body other than the Institute prior to application for admission to either the Masters or Doctoral Register, the Institute's RPL procedures may be applied to allow credit for all or part of the work and time already spent by the student on such research, providing credit in respect of this research has not and will not be given by any other awarding body.

7.1.13 The applicant will be notified in writing by the Registrar on the outcome of their application.

7.1.14 Postgraduate students are required to re-register at the beginning of the autumn semester for each year of their programme by submitting a Registration Form signed by their Head of Department to the School of Graduate Studies Office. Failure to do so will lead to their removal from the Research Register.

7.2   Variation and Withdrawal

7.2.1 A student may apply and be considered for:

 (a) extension of time
 (b) leave of absence.

Such applications must have the written support of the Graduate Supervisory Panel and Head of Department and must be lodged with the Dean of Graduate Studies for decision.

7.2.2 Where students have withdrawn, the Head of Department shall notify the Dean of Graduate Studies immediately so that they may be re-designated as inactive on the Research Register.

7.2.3 All official external communications on behalf of the Institute regarding postgraduate admission and registration must be conducted either through the Registrar or the Dean of Graduate Studies.

7.3   Fee-Paying Structure

7.3.1 Applicants must include confirmation of the funding arrangements at the time of registration.   This may take the form of written confirmation of an award or sponsorship or personal banking arrangements, whichever is appropriate.   The appropriate fee becomes payable within two weeks of notification of entry to the relevant Register.

7.3.2 The fee payable depends on the mode (full-time or part-time) of attendance.   The following table shows the normal pattern of fees.   The actual fees vary from year to year and on whether the student is from the European Union or is regarded as an international student.

Mode of Attendance	Doctorate	Masters
Full-time	FT fees payable per annum for 3 years	FT fees payable per annum for 2 years
	Plus up to 1 year of writing up (reduced fee)	Plus up to 1 year of writing up (reduced fee)
	Extension (50% FT fees)	Extension (50% FT fees)
Part-time	PT fees payable per annum	PT fees payable per annum
	Plus up to 2 years of writing up (reduced fee)	Plus up to 2 years of writing up (reduced fee)
	Extension (50% PT fees)	Extension (50% PT fees)

8.   RESEARCH PROGRAMME SUPERVISION AND SUPPORT

8.1   Role and Responsibilities of the Academic Department

8.1.1 The Academic Department must maintain an environment conducive to the pursuit of independent research and study. It must demonstrate the ability to support research programmes to completion, and should only undertake to offer postgraduate research programmes in those subject or discipline areas which meet the criteria set by the Academic Council on the recommendation of the Dean of Graduate Studies acting on the advice of the PRB. In this regard, the department must be able to demonstrate that it has an active academic environment and research community in the subject or discipline area concerned, and must provide students with the following:

(a) research supervision by experienced staff who are themselves engaged in advanced study and research, and other activities relating to practice in the subject or discipline area concerned and who have successfully completed a programme of research supervisor training or have equivalent experience verified by an RPL process;
(b) opportunities for interaction with other postgraduate research students and their Supervisors, both within and without the Institute;
(c) subject based and/or interdisciplinary seminars to facilitate the dissemination of the results of research, enabling peer review and quality assessment;
(d) opportunities, where appropriate, for collaboration with other national and international institutions of higher education, industry and commerce, and the public sector etc.;
(e) adequate physical facilities including specialised accommodation, where necessary, and library and IT facilities, together with technical and administrative support structures and attendant staff;

(f) training (practical and pedagogical) in research methodologies and good practice, and in the use of facilities and equipment, and any additional specialised training dictated by the nature of the research being undertaken;

(g) provide access to all mandatory modules, including access for all new research students to one mandatory module on research methodologies and transferable skills;

(h) information and access to student welfare and support services.

8.1.2 Departments should ensure that students are conversant with both CIT and HETAC requirements, procedures and standards with respect to postgraduate research and scholarship. The suitability of the research environment, supervisory capacity and administrative procedures of the Department will be subject to review and report in such manner as the Dean of Graduate Studies, on the advice, as required, of the Postgraduate Research Studies Board shall decide.

8.1.3 Departments are responsible for ensuring that staff who are engaged in the supervision of postgraduate research students are provided with appropriate training in order to ensure that they are:

(a) able to advise on how to make effective use of the learning and research resources available both within and outside CIT;

(b) conversant with the regulations governing the award of higher degrees;

(c) aware of the support available to postgraduate students, for example through the student services officer, CIT careers and counselling service and the CIT health service;

(d) aware of individual responsibilities and duties under health and safety legislation;

(e) aware of and sensitive to gender, ethnic and cultural issues in supervising students from diverse backgrounds;

(f) aware of and able to manage any ethical issues associated with their research.

8.2   Composition and Role of the Departmental Research Studies Committee

8.2.1 Departmental Research Studies Committee: Each Department carrying out research is required to operate a Departmental Research Studies Committee (DRSC) or, where more appropriate, participate in such a committee at School or Faculty/College level.   Such committees should be made up of all relevant staff who are research supervisors or are research-active, and student representatives. Committee meetings should be held at least twice per year. The Head of Department is an ex-officio member.

The DRSC has a pivotal role in monitoring the Department's performance with regard to its research-related responsibilities as set out in 8.1 above and in assisting the Head of Department on:

(a) monitoring the research environment within the Department, and advising the Head of Department on noteworthy developments;

(b) monitoring governance and quality assurance in accordance with CIT postgraduate regulations, including compliance with the CIT Code of Good Practice in Research;

(c) advising on curriculum and module development;

(d) organising departmental research seminars at least twice a year, coinciding with the 6-monthly progress review process, at which all research students within the Department present their research for discussion and peer review;

(e) advising on the requirements for supervisor training;

(f) publicity and documentation such as the programme prospectus;

(g) specifically in relation to each student, the DRSC has responsibility for advising the Head of Department on:

- admissions, transfers and progression;
- appointment of Graduate Supervisory Panel (GSP);
- induction programme;
- personal development plans (PDP), including agreement on mandatory modules, maintenance of student log and progression milestones;
- approving the research proposal either by delegation to appropriate external experts or directly; in such cases, the proposed supervisor must not be a party to the decision reached by the Committee;

8.2.2 **Doctoral Programme Panel**: The Head of Department, acting on the advice of the DRSC, may establish a Doctoral Programme Panel (DPP) to manage the operation and delivery of a specific Structured PhD (APPENDIX C) or Professional Doctorate programme.   Membership of the DPP would normally include relevant staff who are research supervisors or are research-active, student representatives, and external members who may be associated with the programme e.g. representatives from another institution involved in module delivery or with students on the programme. The DPP reports to the DRSC.

8.3   Responsibilities of the Head of Department

The Head of Department is required to
 (a) approve the registration of the applicant;
 (b) notify the Dean of Graduate Studies when a student decides to withdraw from the programme;
 (c) draw the attention of applicants to the CIT policy documents listed in APPENDIX A.
 (d) appoint the Graduate Supervisory Panel, including the principal and any other supervisors;
 (e) approve the proposed research project subject to the availability of the necessary resources;
 (f) review the Supervisor's bi-annual reports on the progress of the work before their submission to the School of Graduate Studies Office and take action as appropriate where there is evidence of unsatisfactory progress. Such action may include the initiation of procedures for removal of the student from a postgraduate register;
 (g) approve (or not approve as the case may be) a decision to seek a transfer from the Masters to the Doctoral Register;
 (h) endorse the four months' notice of intention to submit a thesis;
 (i) make recommendations for the nomination of the external and internal examiners to the Dean of Graduate Studies following consultation with the supervisor(s).

8.4   Responsibilities of the Graduate Supervisory Panel

While the primary responsibility for student supervision remains with the supervisor(s), the Head of Department, acting on the advice of the DRSC or DPP, will appoint a Graduate Supervisory Panel (GSP) for each masters or doctoral student, comprising the main supervisor, second supervisor, independent chairperson from the DRSC/DPP and another senior academic who will assume an Advisor role. The Advisor will not be directly involved in the research but will be an experienced academic who can act in an advisory role to the student, if needed.   The role of the GSP is to:
 (a) support and enhance the supervisor-student relationship;
 (b) monitor and report on student progress on a twice-yearly basis to the DRSC/DPP and Dean of Graduate Studies, especially at the transfer stage (12 - 15 months);
 (c) provide advice and support both to the student and their supervisor(s);
 (d) assist at the thesis preparation and writing stages.

8.5   Procedures for the Selection and Appointment of Supervisors

8.5.1 The selection of an academic Supervisor is made by the Head of Department with the agreement of the proposed Supervisor and notification to the Dean of Graduate Studies. The Supervisor should normally be a full-time member of the academic staff of the Institute and must possess appropriate expertise in the area of the proposed research work. Supervisors must have continuing active participation in research. Supervisors are required to undergo appropriate training.

8.5.2 Departments must ensure that the proposed research area is within the range of the Supervisor(s)' methodological and theoretical expertise and can be adequately supervised when the Supervisor(s)' other commitments are taken into account. Supervisors should be qualified to at least the level of the award sought by a student and should:
 (a) have prior experience as a postgraduate supervisor at the level of the award being sought;
 (b) have appropriate expertise, and be currently active, in the area of research proposed;
 (c) not be currently registered for a postgraduate research award in a cognate area at the same level as the student.
Exceptions can be proposed by the Head of Department and reviewed by the Dean of Graduate Studies for decision on a case-by-case basis.

8.5.3 Additional suitably qualified Supervisor(s) shall be appointed where the Dean of Graduate Studies, acting on the advice where necessary of the Postgraduate Research Studies Board believes it necessary to cover adequately the field of study, or to maintain contact between the academic and industrial or professional environments. The number of research students assigned to a principal supervisor shall be agreed by the Head of Department and the Dean of Graduate Studies and shall not be so great as to inhibit the carrying out of the responsibilities in Section 8.6 below.

8.5.4 An additional, mentoring Supervisor shall be appointed in instances where the proposed internal Supervisor does not have appropriate supervisory experience or has not completed the necessary supervisor training.

8.5.5 In instances where a student transfers from the Masters to the Doctoral Register, supervisory arrangements may be reviewed and amended.

8.5.6 The replacement or substitution of a Supervisor on any grounds requires the prior approval of the Head of Department and Dean of Graduate Studies.

8.6 Responsibilities of the Supervisor

Working with the assistance of the Graduate Supervisory Panel, the Supervisor has the following range of duties and responsibilities in overseeing the progress of all aspects of the postgraduate student's academic formation:
 (a) Training and Management:
  a. undertake supervisor training as appropriate to maintain or enhance supervisory skills;
  b. maintain an active involvement in the research area;
  c. participate in the meetings of the Graduate Supervisory Panel;
 (b) Student Induction:
  a. assist the postgraduate student in the preparation of their Personal Development Plan (PDP) prior to submission to the DPP;
  b. assist the applicant in the preparation of their application, including information on funding opportunities;
  c. ensure that the research student confirms in writing that they are familiar with the CIT policy documents listed in APPENDIX A.
 (c) Student Development:
  a. arrange a regular schedule of meetings throughout the year with the postgraduate student to provide advice on the topic of the research and on the work to be undertaken, and assess and note the progress of the research; the supervisor should keep a permanent written record of the meeting and generate an action list with target dates;
  b. ensure that the student undergoes any necessary training in research skills and techniques. This includes (where relevant) good practice in record keeping, report writing and all safety aspects of the work;
  c. ensure that the research student attends all mandatory taught modules;
  d. ensure that the student maintains a log of work undertaken and completed, using, for example, an e-portfolio.
  e. provide on-going advice and assistance to the student, and formally monitor the progress of the research work by (i) producing periodic written Supervisor's reports, and (ii) by requiring periodic written postgraduate student reports;
  f. where appropriate, liaise closely with any other supervisor involved in the research;
  g. ensure that the research is conducted within the ethical standards of the Institute and of any other appropriate external agencies;
 (d) Student Monitoring and Assessment:
  a. identify inadequacies in the work of the postgraduate student at as early a stage as possible, to allow adequate time for reorientation and correction;
  b. advise the Graduate Supervisory Panel, relevant Head of Department and the Dean of Graduate Studies on the postgraduate student's progress, through completion of the bi-annual progress report form;

    c.   recommend when warranted that:
        i.   the student be permitted to transfer from the Masters Register to the Doctoral Register by completion of the official transfer form;
        ii.   the student be removed from the Register due to unsatisfactory progress;
        iii.   the student be transferred from the Doctoral Register to the Masters Register.
    d.   advise the postgraduate student when research work has reached the stage when the thesis may be written up;
    e.   advise the student on the format and layout of the thesis to ensure that these are written in accordance with the regulations and guidelines presented in APPENDIX F;
    f.   read the thesis material in both initial and final form in a timely fashion;
    g.   advise the student about the four-month deadline prior to the published date of the postgraduate examination board for submission of the "Intention to Present" and the three-month deadline for submission of two (Masters) or three (doctorate) copies of the soft-bound thesis;
    h.   give a written opinion to accompany the notice of intention to submit the thesis, indicating whether or not the work is suitable for examination;
    i.   confirm in writing that the thesis represents the candidate's own work;
    j.   advise the Head of Department on the nomination of an external examiner for the examination of the thesis and the oral examination of the student;
    k.   attend as observer the oral examination of the student and provide any clarifications at the invitation of the Chair. The supervisor may also be invited by the Chair to take detailed note of any corrections or amendments to the thesis identified by the examiners.

8.7   RESPONSIBILITIES OF THE POSTGRADUATE STUDENT

8.7.1   The postgraduate student is required to:
(a) Admission:
    a.   submit a completed application form to the Dean of Graduate Studies together with details of the funding arrangements;
    b.   agree with the Graduate Supervisory Panel a Personal Development Plan, including a programme for the proposed research, designation of the mandatory taught modules and number of credits and on the nature and extent of guidance required;
    c.   familiarise him/herself with the rules and regulations and policies governing postgraduate awards by research;
    d.   confirm in writing that they have been made aware of the CIT policy documents listed in APPENDIX A.
    e.   conduct the research within the ethical standards of the Institute and of any other appropriate external agencies;
(b) Taught Modules:
    a.   attend at an early stage of the research programme one mandatory module on research methodologies and transferable skills;
    b.   attend and satisfactory complete all mandatory taught modules prior to submission of the thesis;
(c) Communications and Progression:
    a.   agree a regular schedule of meetings with the Supervisor(s), including any second Supervisor where appointed, and to maintain a permanent record of these meetings;
    b.   inform the Supervisor(s) of significant problems and difficulties as early as possible;
    c.   maintain and update a log of work undertaken and completed with respect to the work schedule agreed in consultation with the Supervisor(s), using for example the "e-portfolio" approach;
    d.   present written material on the work being undertaken as required by the Supervisor(s);
    e.   provide bi-annual progress reports by completing the relevant form;
    f.   reach agreement with the Supervisor(s) on any decision to apply for transfer to another Register;
    g.   participate in research seminars, both internal and external, in consultation with the supervisor;

(d) Assessment and Examination:
   a. agree with the Supervisor(s) on a date for submission of the thesis;
   b. not initiate formal contact with the external examiner(s);
   c. be responsible for ensuring that the thesis presentation format is in accordance with the regulations and guidelines presented in APPENDIX F;
   d. provide four months' notice prior to the published date for the postgraduate examination board of intention to submit a Masters or Doctoral thesis by assisting in the completion of the relevant form and forwarding it to the School of Graduate Studies Office;
   e. submit to the School of Graduate Studies Office two (Masters) or three (doctorate) soft-bound copies of the thesis at least three months prior to the published date for the postgraduate examination board;
   f. confirm in writing that the thesis represents the candidate's own work;
   g. make themselves available for an oral examination where required.

8.7.2 Grievances and Examination Appeals: The Institute's general Grievance and Examination Appeals procedures are available to students for download (APPENDIX A). Grievances refer to provision of the programme of research study and the specific procedures for postgraduate students for lodging a grievance are outlined in Section 14. Appeals refer to the assessment and examination of the programme. The specific appeals procedure for postgraduate students is outlined in Section 15.

8.8   Research Conducted Off-Campus

8.8.1 Where a student is required to undertake all or part of the research leading to a postgraduate award elsewhere than at the department, the Institute must be satisfied that the quality and availability of resources is satisfactory, and that regular and effective contact is maintained with the approved internal Supervisor(s).

8.8.2 In the case of a student engaged in work leading to a postgraduate award at an off-campus organisation or institution, the Institute may require that a Supervisor be appointed in the co-operating off-campus organisation to liaise with the internal Supervisor. A statement of the off-campus Supervisor's qualifications and experience, including relevant publications, should be included with the student's application in such cases, normally in the form of an up-to-date curriculum vitae. External supervisors are required to participate in the Graduate Supervisory Panel.

8.8.3. Regulations relating to Professional Doctorates, where typically the research is work-based, are set out in APPENDIX I.

9.   MONITORING OF RESEARCH PROGRESS

9.1   Research Progress Reports
9.1.1 Bi-annual Progress Reports for each student are required to be completed and returned to the School of Graduate Studies Office at the end of March and of October each year. The bi-annual Progress Report consists of a standard form (Progress Report – Student) which is completed and signed by the postgraduate student and a second standard form (Progress Report – Supervisor) which is completed and signed independently by the Supervisor(s) following formal review of the student's progress.

9.1.2 Prior to submission of the bi-annual Progress Reports, the work of the student should be formally reviewed by the student's GSP. The student should report in writing to the GSP on project progress/plans and also make an oral presentation to the GSP. The GSP members will make a decision on whether they are Very Dissatisfied/ Dissatisfied/ Satisfied/ Very Satisfied with the student's progress and the Supervisor will document the reasons for this decision in the Progress Report - Supervisor.

9.1.3 The Dean of Graduate Studies may refer Progress Reports to the Postgraduate Research Studies Board (PRB) for consideration. The Board may seek further clarification from the Supervisor(s) and Head of Department or may require a re-submission.

9.1.4 The submission of bi-annual Progress Reports is necessary in order to renew registration for a subsequent academic year.

9.1.5 In the event that the progress of the research student is unsatisfactory (as evidenced through bi-annual progress reports or in exceptional circumstances by formal submission from the Department to the Dean of Graduate Studies) the Institute's procedures for removal from the relevant Research Register will be initiated. These are described in APPENDIX G, which forms part of these Regulations.

9.2   Seminars, Conferences and Publications

Attendance and presentation at research seminars is strongly encouraged by CIT. This involves presentations on the progress of their research work by postgraduate students or develops research skills such as presentation and project management. Students are expected, where possible, to participate in external conferences, seminars and other relevant activities whenever an appropriate and timely opportunity arises. Co-operation with other academic institutions is also encouraged. Publication in reputable refereed journals is also strongly encouraged.

10.   SUBMISSION

10.1   General Regulations Pertaining to Submission of Research Work

The following regulations shall apply to the presentation of theses for the Degrees of Master by Research and Doctoral Degree.   The form and method of presentation of the candidate's work shall be in accordance with the format of presentation described in APPENDIX F.

(a) This will normally take the form of a thesis comprising a single, coherent body of original work, which is the candidate's own work, in the form of a written dissertation comprising a sequence of chapters including, for example, Introduction, Literature Review, Experimental Procedure and/or Methodology (where appropriate), Results, Analysis & Discussion, Conclusions and References. Articles published in peer-reviewed journals or other supporting artefacts may be included as an appendix.
(b) Exceptions require written support from the Head of Department and the approval of the Dean of Graduate Studies;
(c) For professional doctorates, the form of the thesis may vary, e.g. it might take the form of a single large document or it might take the form of a collection or portfolio of artefacts and documents that, taken together, demonstrate a coherent body of work at the doctoral level.
(d) Work submitted for a research degree must not form part of any other degree either at Cork Institute of Technology or at another institution.

10.2   Notice of Intention to Submit a Thesis

10.2.1 Four months prior to the proposed Examination Board meeting, notice of intention to submit a thesis must be given, on the official form, to the School of Graduate Studies Office.

10.3   Submission of Thesis

10.3.1 All mandatory taught modules must be satisfactorily completed prior to submission of the thesis. All such mandatory modules must have been validated by CIT Academic Council (APPENDIX C).

10.3.2 The thesis must be submitted to the School of Graduate Studies Office at least three months in advance of the Summer/Autumn /Spring Examination Board Meeting of the final year of the candidate's approved research programme together with a statement, signed by the candidate and the Supervisor(s), that the thesis represents the candidate's own work. The Institute cannot normally consider any thesis submitted outside the time frame indicated above.

10.3.3 For the initial submission, the candidate must prepare copies of the thesis for distribution by the School of Graduate Studies Office to the internal examiner, the external examiner(s) and, for PhD

candidates, the chair of the oral examination. The Dean of Graduate Studies may refer the thesis back to the candidate if he/she believes that it does not comply with Institute Regulations. Initially, the candidate must present the thesis in soft binding to facilitate any subsequent revisions that may be required. This initial submission of the thesis must be accompanied by a written opinion from the Supervisor as to whether or not the research work is suitable for examination. The written opinion shall be made available to the examiners and to the research candidate.

10.3.4 On receipt of feedback in respect of the initial, soft bound submission and the completion of required amendments, if any, the candidate must submit hard bound copies of the thesis to the Dean of Graduate Studies as follows; one copy each for distribution to the host department and the Institute. The thesis must be typed and hard bound in a fixed binding so that leaves cannot be removed or replaced at this point (APPENDIX F). The hard-bound thesis must be submitted prior to the Postgraduate Examination Board Meeting so that it is available for inspection at the Examination Board.

10.3.5 Candidates are required to submit the final thesis in electronic form.

10.3.6 In the case of a thesis which is accompanied by an exhibit or artefact produced or developed by the candidate, which forms a significant part of the submission, it shall be the department's responsibility to arrange appropriate and convenient access to the exhibit or artefact for the purpose of assessment by the external examiner(s).

10.3.7 It is normally expected that the results of research will be made public through formal publication or other methods. When a candidate wishes the thesis to remain confidential for a period of time after completion, application for approval for this should normally be made at the time of submission. The period approved will not normally exceed two years. Extensions can be proposed by the Head of Department and reviewed by the Dean of Graduate Studies for decision on a case-by-case basis.

10.4   Length of Thesis

10.4.1 The length of the main text of the thesis, excluding ancillary data, appendices, references etc. should typically be:
 (a) Masters by Research: 30,000 words
 (b) PhD: 80,000 words
 (c) Professional Doctorate: 80,000 words

10.4.2 In the case of theses accompanied by exhibit or artefact, or in the case of practice-based research degrees, then the written thesis should normally be shorter than indicated by the limits above. In such cases, the length and format for the theses should be proposed through the Graduate Supervisory Panel to the Dean of Graduate Studies at least one year before commencement of the final year of study.

10.5   Abstract of Thesis

An abstract not exceeding **300 words** should be provided as an integral part of the thesis, and should precede the main text. Each copy of the thesis submitted should include a copy of the abstract. The abstract should be printed or typed in single spacing and should indicate the author and title of the thesis in the form of a heading.

10.6   Presentation of Performed/Exhibited Element(s) and of Composition

10.6.1 Each application for registration for a higher degree should describe the form in which the practitioner element is to be presented, and the proposed arrangements for making it available for assessment by the examiners. It is the responsibility of the Department to ensure that adequate disclosures and arrangements have been made in this regard.

10.6.2 The Institute may, at the time of registration of the candidate, or subsequently, specify the form in which the practitioner element is to be presented, and any special arrangements to be made by the candidate in relation to presentation.

10.6.3 Where performance or exhibition, whether on the part of the candidate or of another person or persons, comprise the practitioner element, it is the Department's responsibility to arrange appropriate and convenient access by the external examiner(s) to any necessary performance(s) or exhibition(s) and to such facilities as are required for full and proper assessment.

10.6.4 Requirements for submissions, of which performance, practice or exhibition forms a significant part for the purposes of postgraduate research awards are as follows:

(a) the work must have been undertaken as part of a registered postgraduate research programme;
(b) the final submission must be accompanied by a permanent record of the creative work(s);
(c) the creative work(s) must be set in its relevant theoretical, historical, critical or visual context;
(d) there must be a written dissertation;
(e) the work will constitute an independent and original contribution to knowledge;
(f) the submission will demonstrate an understanding of appropriate methodology;
(g) there will be an oral examination.

11. SELECTION AND APPOINTMENT OF EXAMINERS

11.1 General Regulations Pertaining to Examiners

The candidate's research must be examined by two examiners engaged by the Institute: an external examiner and at least one internal examiner. In certain cases as provided for in these regulations more than one external examiner or internal examiner may be appointed. The references to "internal examiner" or "external examiner" should be construed as plural as required in such cases.   The examiners' task is to assess the candidate against the relevant award standard using the thesis and, in the case of doctoral candidates, a mandatory oral examination defence of the thesis, as evidence.

In cases where the candidate's personal development plan includes mandatory taught modules, these modules must be satisfactorily completed prior to submission of the thesis.

11.2 Criteria for the Selection of External Examiners

11.2.1 The external examiner will be substantially independent of the supervisor(s) and department and of the co-operating off-campus organisation, if any, and shall not have acted as the candidate's internal or off-campus Supervisor. As a guideline, it is expected that the external examiner would not have shared authorship of a peer-reviewed publication or conference paper with either the supervisor or candidate within a period of five years.

11.2.2 The external examiner will be a specialist in the subject area, be known for his/her contribution to, and must be currently active in research in the area of the candidate's research. The external examiner will have academic qualifications to at least the level of the award to be examined or equivalent.

11.3 Criteria for the Selection of Internal Examiners

11.3.1 The candidate's work must be examined by at least one internal examiner in addition to the external examiner. The internal examiners must not include the supervisor(s) or be a member of the Graduate Supervisory Panel or have shared authorship of a peer-reviewed publication or conference paper with the candidate during the period of the research.   An internal examiner may however have had a role in monitoring the candidate's progress.

11.3.2 The internal examiner must be active in the general area of research of the degree being undertaken by the candidate and, where practicable, should have experience as a specialist in the topic(s) to be examined.   The internal examiner will have academic qualifications to at least the level of the award to be examined or equivalent.

11.3.3 Where the candidate is a member of staff of the Institute, an internal examiner will not be appointed from within CIT. Instead, a further external examiner must be appointed to fulfil the duties normally assigned to the internal examiner.   A second external examiner may also be appointed in cases where an appropriately-qualified independent internal examiner is not readily available.

11.4   Procedures for the Appointment of Examiners

11.4.1 The external examiner(s) and internal examiner will be appointed prior to submission of the thesis. The candidate and the Head of Department must notify the Dean of Graduate Studies at least four months in advance of a candidate's intention to submit the thesis for examination, by forwarding the completed official form. The external examiner(s) and internal examiner should be proposed to the Institute at this time using the relevant sections of the form. More than one external examiner may be appointed.

11.4.2 The Dean of Graduate Studies acting on the advice, as required, of the Postgraduate Research Studies Board may appoint such examiners and adopt such assessment procedures as are required for the fair and consistent examination of research work, in a manner consistent with these regulations and the provision of the Regulations for Modules and Programmes (Marks and Standards)" in force.

11.4.3 The External and Internal Examiners may not communicate with the candidate about the thesis in the period between the submission of the thesis for examination and the oral examination.

12.   ASSESSMENT AND EXAMINATION

12.1   General Regulations for Assessment and Examination of Research

Postgraduate research assessment must be conducted rigorously, fairly and reliably and must only be undertaken by those individuals with relevant qualifications and experience and with a clear understanding of the task.

12.2   Examination Arrangements

12.2.1 Arrangements for the candidate's examination are the responsibility of the Dean of Graduate Studies.

12.2.2 The work leading to a postgraduate research degree will be referred by the Dean of Graduate Studies (not by the candidate or supervisor) to the examiners. Each examiner is required to assess the work and present a report to the Dean of Graduate Studies in accordance with the Institute's standard template and requirements.

12.2.3 Examiners are normally expected to carry out their duties within eight weeks of referral to them of the work in question. The examiners may confer with each other as required for the purpose of making their individual reports.

12.2.4 An oral examination (sometimes referred to as the *viva voce*) is a mandatory requirement for the award of PhD and Professional Doctorate. The requirement for an oral examination at Masters Degree by Research level is exceptional, save in relation to performed or exhibited work, and is at the discretion of the examiners.

12.3   Degree of Master by Research: Examination of Written Element(s) and Thesis

Examiners should assess and may recommend the award of Degree of Master by Research in accordance with the following criteria:

(a) the thesis must show evidence of independent thought and research, and must demonstrate a mastery of their chosen subject;
(b) the candidate must demonstrate an understanding of range of methodologies appropriate to the chosen field and show adequate knowledge of the literature of the subject and of the work of other scholars in the field;
(c) the candidate must be capable of relating knowledge of particular topics to the broader field of study involved and of presenting such knowledge in a critical and scholarly way
(d) the thesis must be of an appropriate standard in terms of presentation, style and syntax, with a minimum of typographical and grammatical errors and with results and data presented in a clear and accessible manner, including a comprehensive and up-to-date references section;
(e) the thesis must demonstrate that, where relevant, all ethical requirements were addressed properly;

The examiners shall also take cognisance of the NQAI Level 9 standards (Section 3.1).

12.4   Degree of Doctor of Philosophy (PhD) and Professional Doctorate: Examination of Thesis

Examiners should assess and may recommend the award of Doctor of Philosophy in accordance with the following criteria:

(a) the candidate must demonstrate an understanding of the range of methodologies appropriate to the chosen field and show thorough knowledge of the literature of the subject and of the work of other scholars in the field;
(b) the candidate must demonstrate the capacity of pursuing original independent research in the field of study and of exercising critical reflective analysis;
(c) the thesis must demonstrate that the candidate can interpret results appropriately and present conclusions in a well-reasoned manner
(d) the thesis must be of an appropriate standard in terms of presentation, style and syntax, with a minimum of typographical and grammatical errors and with results and data presented in a clear and accessible manner, including a comprehensive and up-to-date references section;
(e) the thesis must demonstrate that, where relevant, all ethical requirements were addressed properly;
(f) the thesis must make a substantial and original contribution to scholarship and provide evidence of originality by the exercise of independent critical powers;
(g) the thesis must contain an acceptable amount of original work by the candidate, which is considered by the examiners to be of publishable standard in the form inter alia of:
 • articles in appropriate refereed journals
 • a book or other scholarly publication
 • a research/creative or self-expressive work monograph which meets the standard of refereed academic publications;
 • or have a comparable peer-recognised impact on their profession.
(h) the candidate must present and successfully defend the body of work at an oral examination, such that the examiners are satisfied that the work presented is the candidate's own work and clearly differentiating the work of the candidate where their research was conducted as part of a team.

The examiners shall also take cognisance of the NQAI Level 10 standards (Section 3.2).

12.5   Examination of Performed/Exhibited Elements and of Composition

12.5.1 Performed, exhibited elements and related composition will be examined as follows:

12.5.2 Excepting the requirements of an oral examination, the examination shall consist of the following elements:

(a) a portfolio of works, none of which has been previously submitted to another awarding body and which, depending on its nature and scale, shall be agreed between the department and the Dean of Graduate Studies (the portfolio would normally comprise a variety of works but may, exceptionally, comprise a single large-scale work) and a dissertation conforming to the normal scholarly requirements, placing the candidate's work in the relevant theoretical, historical, critical, artistic or design context and demonstrating an understanding of that context.

OR

(b) a public performance/exhibition of the work including, in the case of performance, the presentation of a programme of appropriate duration and content, to be approved by the Dean of Graduate Studies in consultation with the internal supervisor and a dissertation conforming to the normal scholarly requirements, placing the candidate's work in the relevant theoretical, historical, critical, artistic or design context and demonstrating an understanding of that context.

12.5.3 A performance or exhibition shall be recorded (e.g. video, notebooks, diary, photographs, CD, CD-ROM, score, diagrams etc.) and shall be accompanied by notes appropriately presented.

12.5.4 A bound dissertation should be presented, together with the other records (e.g. notebook, journal, video, CD, CD-ROM, and exhibition catalogue) in appropriate form (e.g. album, specially designed box etc.)

12.6 Provisions for Oral Examinations

12.6.1 An oral examination is a mandatory requirement for the award of PhD or professional doctorate

12.6.2 The oral examination will normally take place as soon as possible, or within two months of submission of the work presented and is normally held in the Institute. The oral examination is chaired by an academic from within the Institute who is appointed by the Dean of Graduate Studies and who is someone that has not previously been involved with the candidacy or the examination process.

12.6.3 The only persons allowed to be present at the oral examination are the Chair, the Examiners, the Candidate and the Supervisor(s) unless, under exceptional circumstances previously agreed with the Dean of Graduate Studies, the candidate does not wish the supervisor to be present. The Supervisor(s) cannot take part in the examination of the candidate's work but may be invited by the Chair to provide clarifications on points of fact and to take detailed notes of any corrections or amendments to the thesis identified by the examiners.

12.6.4 The purpose of an oral examination is to assess the work submitted by the candidate. It gives the candidate the opportunity to present and defend their work through high-level debate with experts in the subject. It enables the examiners to confirm that the candidate has a thorough understanding of the practical and theoretical aspects and methods involved in the work.

12.7 Conduct of Oral Examinations and Responsibilities of the Chairperson

12.7.1 The School of Graduate Studies has responsibility for the organisation of the oral examination. This includes booking a neutral room (not the supervisor's, chairperson's or candidate's office) and determining whether the candidate has any special requirements for the examination.

12.7.2 The chairperson's primary duties are to ensure that the examiners and the candidate have adequate time for discussion of issues arising from the work submitted and to prepare a joint, signed report on the outcome for submission to the Dean of Graduate Studies.

12.7.3 Before the examination itself, the chairperson should ensure that the external and the internal examiners have had the opportunity to confer. The chairperson should agree the approach and broad lines of questioning with the examiners, allowing the external examiner(s) the major say in the framing of these. It is particularly important to identify problematic areas in advance, in order to ensure that these are adequately explored in the dialogue between candidate and examiners.

12.7.4 The chairperson should introduce the examiners to the candidate, briefly explain the purpose of the examination and the procedures to be followed, and advise the candidate to deal with questions as fully as he/she thinks necessary. The chairperson's overall aim should be to ensure a fair and constructive dialogue between the examiners and the candidate and to ensure that all significant aspects of the candidate's work are adequately and fairly treated.

12.7.5 The candidate will normally be invited to make a short presentation on their research at the commencement of the oral examination.

12.7.6 At the end of the examination, the candidate and supervisors are asked by the Chair to leave the room whilst the examiners confer. The Chair will try to achieve unanimity among the examiners.   After reaching agreement on the recommendation (section 12.8.3), the candidate and supervisors are invited back and advised by the Chair of the recommendation of the examiners, subject to ratification by the Examination Board.

12.7.7 An additional external examiner may be engaged by the Dean of Graduate Studies in cases where the original examiners cannot (after consultation) agree on their findings. A recommendation shall not be presented to the Examination Board without the assent of at least one external examiner *and* a majority of the examiners.

12.7.8 The Chair will complete the joint report and arrange for it to be signed by the examiners and Chair, for submission to the Dean of Graduate Studies.

12.7.9 A "Chairperson's Guide for Oral Examinations" is presented in APPENDIX H.

12.8   Examination Reports

12.8.1 Following examination of the work, the examiners must return their copies of all submitted work including thesis, CD-ROM, video, music score etc., together with comments and observations to the Dean of Graduate Studies.

12.8.2 Following completion of the examination process, including the oral examination where appropriate, the examiners must prepare reports, including their recommendation, in accordance with the Institute's requirements using standard templates for internal examiners and external examiners as appropriate, and forward these in good time to the Dean of Graduate Studies.

12.8.3 The reports should indicate clearly one of the following recommendations:
 (a) recommended;
 (b) recommended with minor corrections , subject to verification by the internal examiner;
 (c) recommended with major corrections , subject to verification by both examiners;
 (d) not recommended but referred for resubmission requiring substantial amendment and re-examination, including oral examination;
 (e) not recommended but recommend with corrections the award of a level 9 degree in the case of a doctoral candidate;
 (f) not recommended: no degree awarded.

12.8.4 The Internal Examiner is responsible for providing the candidate with written details of corrections or alterations required by the examiners.   The Supervisor(s) will play a supporting role in ensuring that this process is brought to completion and the Internal Examiner must confirm in writing to the Dean of Graduate Studies that such corrections have been made to her/his satisfaction.

12.8.5 In the case of (a) above, the Examinations Office will issue a Broadsheet of Results for the candidate.

12.8.6 In the case of (b) above the Examinations Office will issue a Broadsheet of Results for the candidate, subject to confirmation by the internal examiner(s) that minor corrections have been made.

These include minor recommendations that do not significantly affect the argument or conclusions of the thesis, such as typographical errors, minor changes in phraseology, inclusion of additional minor points of discussion or updating of the references.

12.8.7 In the case of (c) above the Examinations Office will issue a Broadsheet of Results for the candidate, subject to confirmation by both external and internal examiner(s) that major corrections have been made. Major corrections could include substantial modification of the thesis including rewriting of parts of chapters or sections of the thesis, introduction of new material, completion of further experiments or calculations, analysis or data. The modifications required are such as to render the thesis acceptable without the need for another oral examination.

12.8.8 In the case of (d) above a candidate who fails to satisfy the examiners at first examination and whose thesis is referred for re-examination, may, on the recommendation of the examiners and with the approval of the Dean of Graduate Studies, be allowed to substantially rewrite the thesis and be re-examined (normally within six months) but not more than once, for the degree sought, or for another award. The rewrite may include the introduction of new research and appropriate correction of an inherently flawed and unsound argument or methodology, i.e. substantial enough to justify another oral examination. If in the opinion of the Examiners the candidate is unlikely to carry out such a revision successfully within six months, then the next option should be recommended. Application should be made to the Institute by the department for approval of the re-examination conditions and arrangements.

12.8.9 In the case of (e) above, a doctoral candidate may, on the recommendation of the examiners and subject to confirmation by the internal examiner that all required correction have been made to the thesis, be awarded a Masters Degree.

12.8.10 In the case of (f) above, the award is not recommended and resubmission is not recommended.

12.8.11 The Dean of Graduate Studies may refer the examiners' reports back to the examiners where the findings require reconciliation or clarification. Due recognition must be given by the Dean of Graduate Studies and the internal examiner to the views of the external examiner.

12.9   Postgraduate Examination Board

12.9.1 Recommendations must be presented and considered at an Examination Board meeting.

12.9.2 The examiners' reports must outline clearly the grounds upon which the award is recommended.

12.9.3 Following receipt by the Dean of Graduate Studies of the examiners' reports, the Examinations Office will issue a broadsheet for results. The Examination Board Meeting should then take place; the proceedings of each such board meeting are to be conducted in accordance with the provisions of the Institute's "Regulations for Modules and Programmes (Marks and Standards)" document. Having considered the recommendations of the examiners, the final determination of the result is a matter for the Examination Board.

12.9.4 Membership of the Postgraduate Examination Board shall comprise:
- Independent Chair nominated by the President of the Institute;
- Dean of Graduate Studies or nominee who will act as Honorary Secretary to the Board;
- Heads of the Faculty/College, School and Department responsible for the programme;
- External and Internal Examiners, whose recommendation as to the award or otherwise of a degree shall be recorded and the recommendation forwarded to the Academic Council;
- Research supervisors can attend the Board and may be invited by the Chair to present a short summary of the work of the candidate.

12.9.5 Copies of the examiners reports and a hard-bound copy of the thesis must normally be present and available for scrutiny by members of the Examination Board.

13. CLASSIFICATION OF AWARDS

13.1 Degree of Master by Research

The Degree of Master by Research is of honours standard and is awarded without classification. In the case of successful candidates, the Broadsheet of Results should be annotated "Recommended" and signed by the examiner(s) concerned.

13.2 Doctor of Philosophy (PhD) and Professional Doctorate

The Degrees of Doctor of Philosophy (PhD) and Professional Doctorate are awarded without classification. In the case of successful candidates, the Broadsheet of Results should be annotated "Recommended" and signed by the examiner(s) concerned.

14. GRIEVANCE PROCEDURE FOR POSTGRADUATE RESEARCH STUDENTS

14.1 Student Grievance Procedure

(a) The Student Grievance Procedure provides a mechanism for students to resolve grievances internally without recourse to legal procedures. Download details are given in APPENDIX A.
(b) The Institute makes a distinction between a grievance and an appeal. Grievances generally refer to the provision of a programme of research study. Appeals in relation to academic assessment and decisions of examination boards pertaining to student progression, assessment and awards are dealt with under the Institute's Examination Regulations (see Section 15).
(c) It should be recognized that the majority of grievances should be resolved as near to their source as possible. The purpose of the procedure is to ensure that grievances are resolved amicably in so far as possible to the mutual satisfaction of both complainant and respondent.
(d) The procedure is open to all registered students of the Institute, including postgraduate students. Inclusions and exclusions are dealt with in greater details in the Student Grievance Procedure document.
(e) The Student Ombudsman may be consulted by the postgraduate student at all stages of the Grievance Procedure.

14.2 Principles Underlying the Grievance Procedure

(a) Prior to and at each stage of the processing of a grievance, every effort will be made by the parties to resolve the issue reasonably, fairly and by agreement.
(b) Complainants will not be disadvantaged through the making of a complaint, nor will the Institute impose financial charges in this regard.
(c) The principles of natural justice, fairness and respect for privacy and dignity will be observed throughout the grievance process. This applies equally to the complainant and all other parties.
(d) Should any person carrying out a function in the stages below be a party to the grievance, they shall withdraw from the process and may be replaced by a nominee of the President.

14.3 Stages of the Grievance Procedure

(a) After reasonable efforts to resolve the issue at source, the complainant should discuss the matter with the Head of Department, who will endeavour to produce a speedy resolution in consultation with the Graduate Supervisory Panel and others as appropriate.
(b) If this is unsuccessful, the complainant should produce a short factual written statement of their grievance in accordance with the principles stated above. The Head of Department will refer the grievance and relevant documents for consideration by a Postgraduate Research Grievance Panel appointed by the Registrar.
(c) The Postgraduate Research Grievance Panel shall consist of:
- the Dean of Graduate Studies (Chair)
- Head of School not involved in the grievance,

- at least three other members of the Academic Council, including a student representative and a research-active academic staff member,
- the Registrar may also appoint an external advisor as deemed appropriate.

The complainant and other affected parties shall be offered the opportunity to present a case and to be accompanied by one personal representative. The Grievance Panel will issue findings or recommendations.

(d) Should this not resolve the issue, the complainant may place the grievance before the President. The President having considered the case may at his/her discretion

- Refer the grievance for further consideration through such process as he/she on the advice of the Registrar deems appropriate, following which a decision will be made by the President.
- Decide that the grievance has been adequately addressed and is exhausted.

(e) The decision of the President with the approval of the Governing Body shall be final.

15. APPEALS

15.1 Statutory Status of Appeals

15.1.1 CIT acknowledges its statutory obligation to assess the work of learners in a fair and consistent manner. This obligation extends to the assessment of research work. An important element of fair and consistent assessment is an examination appeals procedure.

15.1.2 The Academic Council and the Governing Body have adopted a general Examination Appeals system which sets out the normal procedures and principles for the making and processing of appeals against the conduct or outcome of an assessment.

15.1.3 Examination Regulations and the Examinations Appeals Process are set out in the Student Regulations document (APPENDIX A).

15.2 Appeals Procedure for Postgraduate Research Students

15.2.1 Postgraduate research candidates should be made aware of their right to appeal. They may lodge an appeal in respect of an examination of their work within 10 working days of notification of results. The appeal must be submitted to the Registrar in writing, must be made on the appropriate form and must be accompanied by the fee payable.

15.2.2 A postgraduate Appeals Board will be formed by the Registrar in accordance with the requirements of the Appeals System. In applying the CIT Examination Appeals procedure, the Registrar may seek the advice of the Dean of Graduate Studies and the Postgraduate Research Studies Board and will be mindful of the specific features of the assessment and of the research work undertaken.

15.2.3 The Appeals Board will seek written and/or oral submissions from the appellant, the Supervisor, the examiners and the Head of Department.

15.2.4 The outcome of the appeal will be formally recorded and will be reported upon to the appellant, the Supervisor, examiners and Head of Department. If the appeal is upheld and a revised result is decided upon by the Appeals Board, that amended result shall be notified to the awarding body by the Registrar.

APPENDIX A – LIST OF CIT POLICY DOCUMENTS DEEMED RELEVANT TO SUCCESSFUL COMPLETION OF A RESEARCH POSTGRADUATE PROGRAMME

The following CIT policy documents are available for down load on the CIT website:
https://gateway.cit.ie/CITDocuments/Documents/Forms/AllItems.aspx?RootFolder=%2FCITDocuments%2FDocuments%2FAcademic%20Affairs%2F8%20Graduate%20Studies

(1) Code of Good Practice in Research (May, 2005)

(2) Computer Systems Acceptable Usage Policy (September, 2009)

(3) Data Protection Policy (April, 2009)

(4) Policy on Academic Honesty, Plagiarism and Infringements Relating to Examinations and Assessments (June, 2012)

(5) Policy on Intellectual Property (July, 2011)

(6) Regulations for Postgraduate Research Study (April, 2012)

(7) Student Grievance Procedure (July, 2010)

(8) Student Regulations (May, 2010)

APPENDIX B: DELEGATED AUTHORITY AND HETAC APPROVAL (2005)

	Level 9	Level 10
Delegated Authority	• School of Science (Applied Physics & Instrumentation, Chemistry, Biological Sciences) • Computing; • School of Engineering (Electronic, Computing, Mechanical, Manufacturing, Chemical & Process, Building & Civil).	• School of Science (Applied Physics & Instrumentation, Chemistry, Biological Sciences) • Electronic, Mechanical and Manufacturing Engineering.
Approved (2005)	• Music • Art & Design • Communications • Education & Learning • Social Studies • Business • Information Systems • Education Development	• Computer Science • Business

APPENDIX C – Framework for Structured PhD

1.   STRUCTURED PhD in CIT
The elements of the structured PhD are as follows

- Doctoral Programme Panel (DPP)
    o Each structured PhD programme is managed through a DPP;
    o The Head of Department, acting on the advice of the DRSC, nominate the DPP;
    o Membership normally comprises relevant staff who are research supervisors or are research-active, student representatives, and external members who may be associated with the programme e.g. representatives from another institution involved in module delivery or who may have students in the Programme.;
    o Responsible for advising the Heads of Department on:
        - Governance and quality assurance in accordance with CIT postgraduate regulations;
        - Curriculum and module development;
        - Oversight of supervisor training
        - Admissions
        - Student Induction programme
        - Personal development plans, including agreement on mandatory modules, progression milestones and research proposal
        - Appointment of Graduate Supervisory Panel;
        - Monitoring and reporting of student progression to PRB (and other relevant bodies), especially at the transfer stage (12-15 months)
   - Publicity and documentation such as the programme prospectus.
        The DPP reports to the DRSC
- Graduate Supervisory Panel (GSP)
    o GSP is appointed for each doctoral candidate;
    o Comprises the main supervisor, second supervisor, independent chairperson from the DPP and another senior academic who will assume an advisor role; The Advisor will not be directly involved in the research but will be an experienced academic who can act in an advisory role to the student, if needed.
    o The role of the GSP is to:
        (b) support and enhance the supervisor-student relationship;
        (c) monitor and report on student progress on a twice-yearly basis to the DRSC/DPP and Dean of Graduate Studies, especially at the transfer stage (12 - 15 months);
        (d) provide advice and support both to the student and their supervisor(s);
        (e) assist at the thesis preparation and writing stages.
    o Reports to the relevant DPP

- Prospectus: This document will lay out the main features of the programme structure and content, and the responsibilities of both students and CIT.

The main elements of the structured PhD are as follows:
- Duration: 4-years (standard)

- Pre-Admission: Preparation and agreement of DPP for
    o Personal development plan
    o Research Proposal ($\leq$270 credits)
        - "The core component of doctoral training is the advancement of knowledge through original research" (Salzburg Principles)
        - Requires the approval of the Dean of Graduate Studies prior to admission to the doctoral register

- Admission, Transfer and Progression:
    o Dean of Graduate Studies is responsible for approving entry to the doctoral register;
    o Based on submission of a suitable research proposal;

- o Students enrolling on a structured PhD will be registered as PhD students from the outset, with the possibility of a transfer to Masters or other relevant programme if they do not reach the appropriate PhD level or wish to transfer.
  - o Progression: PhD students will be assessed by the DPP after 12-15 months (about 4 semesters) for progression on the doctoral track;
  - o Student Log: Students required to maintain a log of work undertaken and completed, signed off by supervisor

- ▪ Induction: ½ day

- ▪ Taught Modules (<30 credits – 3-year programme; <90 credits – 4-year programme)
  - o A maximum of 30/90 ECTS mandatory credits;
  - o Modules to be approved by the Doctoral Programme Panel for validation by the Academic Council
  - o Transferrable skills modules
  - o Discipline modules
  - o It is anticipated that taught modules will be front-loaded to an extent but with sufficient research project credits to facilitate transfer to a Masters register where necessary
  - o The student will be required to pass the mandatory taught modules.

- ▪ Examination: The PhD is examined by means of a private oral examination, in line with CIT Regulations for Postgraduate Research Study[8].   The nature and format of the thesis will be in accordance with CIT regulations.

- ▪ Diploma Supplement: The award of PhD will include a Diploma Supplement setting out the total achievement of the doctoral graduate.

- ▪ The figure below shows the main elements of the CIT Structured PhD:
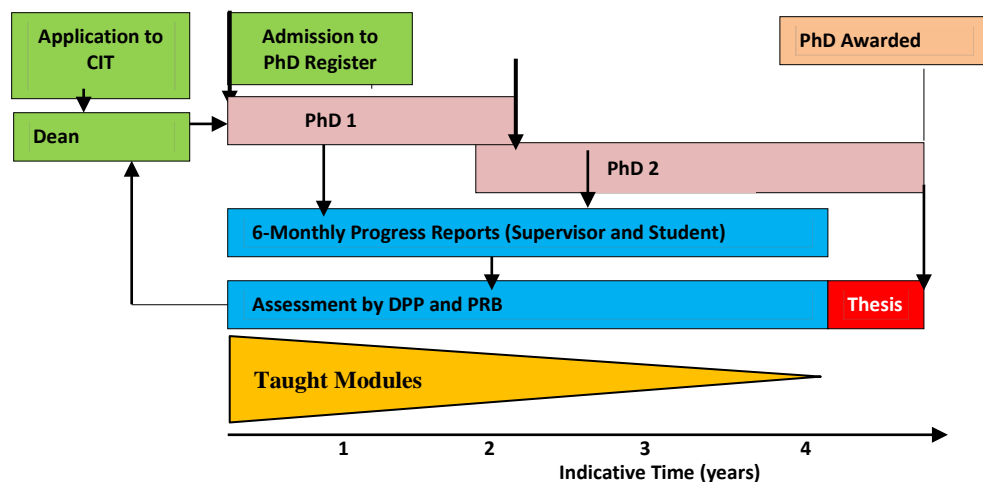
- ▪ Supervisor Training: Training of Supervisors was piloted by the CIT Research Office in 2010 using the framework developed by the SIF-funded NAIRTL initiative involving UCC, TCD, NUIG, WIT and CIT[9]. The first one-day workshop was run twice (with a total of 55 staff participants) and the second was run once (with a total of 20 staff participants).

- ▪ A register of supervisors will be maintained
  - o Supervisor training on structured PhD programmes will be mandatory
  - o Training will be practical, along the lines of the recently-approved module developed by the NAIRTL partnership, rather than pedagogical.

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[8] *Regulations for Postgraduate Research Study*, CIT (March, 2010)
[9]   See http://www.nairtl.ie/index.php?pageID=164

APPENDIX D - ENTRY REQUIREMENTS

D.1   DEGREE OF MASTER BY RESEARCH

The normal entry standard for a Masters degree is an honours Bachelor Degree (minimum level: 2nd Class Honours) in a field of study directly related to the subject matter of the Masters Degree.

An applicant holding qualifications different from those specified above may be admitted to a Masters Degree programme subject to satisfactory performance of such examination, test or other requirement as the Dean of Graduate Studies on the advice of the Postgraduate Research Studies Board shall determine. The underlying principle shall be to determine whether the applicant may reasonably be expected to succeed in completing the programme of research and reaching the standard of knowledge, skill and competence of the award. The Institute's policy and procedures for the Recognition of Prior Learning (RPL) may be applied in establishing eligibility for entry.

The Institute will consider applications in respect of an individual applicant who:
- hold such other qualifications as may be acceptable to the Registrar as advised by the Dean of Graduate Studies for the purposes of proceeding to a specific Masters Degree (international award comparisons shall be conducted by reference to the network of National Academic Recognition Centres - NARIC);
  or
- have passed, with not less than second class honours, a Masters Degree qualifying examination conducted as specified by the Registrar on the advice of the Dean of Graduate Studies, the Head of Department and the proposed Supervisor(s).

- The qualifying examination must:
    (a) be taken at one sitting within such time-scale as shall be prescribed by the Registrar
    (b) equate to the final year examination of a Bachelor Degree programme;
    (c) be of an overall standard as to verify that the applicant may be reasonably expected to succeed in completing the proposed programme of research.

D.2   DEGREE OF DOCTOR OF PHILOSOPHY (PhD) and Professional Doctorate

D.2.1   Transfer from Masters Degree by Research

Normally, admission to the Doctoral Register is confined to applicants who have been admitted at least 12 months previously to the Masters Register and whose transfer to the Doctoral register is recommended by the applicant's Graduate Supervisory Panel and approved by the Dean of Graduate Studies.

D.2.2   Direct Admission to Doctoral Register

(**1**) The Institute may directly admit to the Doctoral Register an applicant with a good Masters Degree from a recognised Degree Awarding body. The Institute may obtain an external examiner's opinion on the applicant's Masters Degree.

(**2**) Applicants with an approved professional qualification and an exceptional level of experience and work achievement may also be considered for direct admission to the Doctoral Register. The Institute's policy and procedures for the Recognition of Prior Learning (RPL) may be applied in establishing eligibility for entry.

(**3**) Applicants may only otherwise be directly admitted to the Doctoral Register in circumstances which may be the subject of assessment and recommendation by an external examiner appointed by the Institute in which the nature of the work proposed, and the applicant's academic achievement and personal qualities are such as to merit direct progression from Bachelor Degree to Doctoral student status. In any such case the applicant will be required to hold a Bachelor Degree with First Class Honours

in a related subject and to show substantial reason for not registering for a Masters Degree in the first instance.

D.2.3 Applicants Registered for another Programme or with another Institution

Applicants shall not be eligible to register for a PhD if they are simultaneously registered for another programme or with another institution, without prior permission from the Institute.

APPENDIX E - COMPOSITION, ROLE AND RESPONSIBILITIES OF THE POSTGRADUATE RESEARCH STUDIES BOARD (PRB)

E.1   MEMBERSHIP AND TERM OF OFFICE

a) The membership of the Postgraduate Research Studies Board (PRB) is as follows:
   i. Ex Officio:
      i. Dean of Graduate Studies;
      ii. Head of Research;
   ii. Two academic representative each from the faculties of
      i. Engineering & Science
      ii. Business & Humanities
   iii. One academic representative each from the
      i. CIT-Cork School of Music,
      ii. CIT-Crawford College of Art and Design
      iii. National Maritime College of Ireland.
   iv. One member nominated from each of the Academic Council Committees:
      i. Research & Development Committee;
      ii. Admissions Committee;
      iii. Regulations Committee.
   v. One postgraduate student from each of the postgraduate registers elected by postgraduate research students in the Institute:
      i. Masters Register
      ii. Doctoral Register

b) The academic representatives on the PRB should have a track record of research activity. They are nominated by a formal resolution of the respective Faculty/College Boards of Study prior to the commencement of the term of office of a new board. The nomination process shall take into account expressions of interest from members of the faculty/college and shall be preceded by due prior notification of the upcoming nomination to all members of the faculty/college.

c) The Dean of Graduate Studies advises the Registrar who notifies the faculties/colleges, Academic Council committees and postgraduate students as appropriate of any occasional vacancies. Vacancies arising shall be filled following the normal mechanisms wherever possible.

d) Board members may serve for an unlimited number of consecutive terms, pending re-nomination by the Faculty Board of Studies.

e) The quorum for meetings is four (4) PRB members.

f) The term of office of the PRB is three academic years.

g) The chair of the PRB is elected by the members of the PRB and serves for the duration of the Board's term of office.

h) PRB meetings will normally be held on a monthly basis during the academic year, with additional meetings to be scheduled as appropriate.

i) Meetings will be arranged through the School of Graduate Studies.

E.2   TERMS OF REFERENCE AND MAIN FUNCTIONS

The Postgraduate Research Studies Board (PRB)
a) Advises the Dean of Graduate Studies and, through the Dean, the Registrar and the Academic Council on matters relating to academic standards in postgraduate academic formation* in the Institute;
b) Reviews and makes recommendations to the Academic Council on the Institute's "Regulations for Postgraduate Research Study";
c) Liaises with the Academic Council and its committees concerning matters pertaining to postgraduate academic formation;
d) Prepares an Annual Report for the Registrar and Vice-President for Academic Affairs.

Specifically, the PRB advises the Dean of Graduate Studies and, through the Dean, the Registrar and Vice-President for Academic Affairs

a) On policies and procedures for the admission and registration of postgraduate students by the Institute;
b) On guidelines for the supervision and monitoring of the progress of postgraduate students, including transfer to the PhD register;
c) On examinations, including the overall format and layout of final theses to be submitted by postgraduate students of the Institute;
d) And supports the Dean, as required, in reviewing applications, progression, transfers and examination arrangements for postgraduate students.

These functions are to be carried out in close collaboration with the Heads of Department who have responsibility for processing individual applications for admission to both the Masters and Doctoral registers.

* "Postgraduate academic formation" refers to the various elements that can constitute an approved programme of postgraduate study at levels 9 and 10, including research project, taught modules, personal development plan, induction, progression, transfer, presentations and publications.

APPENDIX F - FORMAT FOR THESIS PRESENTATION

F.1   General Regulations

(a) The form and method of presentation of the candidate's work will normally take the form of a thesis comprising a single, coherent body of original work, which is the student's own work, in the form of a written dissertation comprising a sequence of chapters including:
  - a.   Introduction,
  - b.   Literature Review,
  - c.   Methodology and/or Experimental Procedure (where appropriate),
  - d.   Results,
  - e.   Analysis & Discussion,
  - f.   Conclusions
  - g.   References/Bibliography.
  - h.   Appendix: Articles published in peer-reviewed journals or other supporting artefacts may be included as an appendix.

(b) For professional doctorates, the form of the thesis may vary, e.g. it might take the form of a single large document or it might take the form of a collection or portfolio of artefacts and documents that, taken together, demonstrate a coherent body of work at the doctoral level.

F.2   Print & Pagination

The thesis should be in typescript or print (12-point type) on A4-size paper single sided, with pages numbered consecutively. The main text should be typed or printed in one and one half or double spacing; footnotes and quotations should be typed or printed (10-point type) in single spacing. On each page there should be a left-hand margin of at least 40mm and a right hand margin of at least 20mm. Each such page should also have a page number.

Photographs or diagrams, if any, should, where feasible, be incorporated digitally within the text. Where this is not appropriate or practicable they should be fixed firmly in place. They should be provided with reference numbers and legends.

Where the thesis consists of more than one volume, the pagination should indicate the relevant volume number as well as the page-number on each page.

Appendices should be named alphabetically, and each appendix paginated consecutively but separately from the main text and from each other.

Page numbers should be located centrally at the bottom of the page and about 20mm above the bottom edge of the page.

F.3   Front Board & Spine

The front board (cover) of the thesis shall contain the following information only:

  - (a) the title of the thesis;
  - (b) the initials and name of the candidate;
  - (c) the Institute award for which the thesis is submitted, and the year of submission;
  - (d) the volume number and the total number of volumes where the thesis consists of more than one volume.

The same information (excluding the title of the thesis) shall be printed along the spine of the cover in such a way as to be easily legible when the copy is lying flat with the front cover uppermost. All lettering on the cover and the spine shall be of plain graphic design.

F.4   Title Page

The inside title page of each volume of the thesis should contain the following information:
- (a) the full title of the thesis, with any subtitles, in 20 point type;
- (b) if there is more than one volume, the total number of volumes and the number of the particular volume;
- (c) the full name of the author with, if desired, any qualifications or distinctions;
- (d) the award for which the thesis is submitted
- (e) the name of the department;
- (f) the names(s) of the Supervisor(s) of the research;
- (g) as the last line on the page, the statement "Submitted to Cork Institute of Technology, (Month) (Year)".

F.5   Written Declaration

A written and signed declaration shall either precede or follow the text of the thesis, stating:

- (a) that the thesis is entirely the candidate's own work except where otherwise accredited;
- (b) that the thesis has not been submitted for an award at any other institution;

This declaration must be signed and dated in the candidate's own hand, and must also be signed by the Supervisor(s).

An equivalent declaration should accompany exhibited work and composition submitted for the purposes of examination.

F.6   Abstract of Thesis

An abstract not exceeding **300 words** should be bound in as an integral part of the thesis, and should precede the main text. Each copy of the thesis submitted should include a copy of the abstract. The abstract should be printed or typed in single spacing and should indicate the author and title of the thesis in the form of a heading.

F.7   Footnotes & Quotations

Footnotes and indented quotations should be single line spaced. The footnotes in each chapter should be numbered consecutively. A list of references may be included either at the end of the chapter to which they relate, or in a separate reference section located at the end of the main body of the text, before any appendices. References should be thorough and comprehensive.

F.8   References

The thesis must include a reference section detailing all of the learned works consulted in its composition. A recommended reading list (bibliography) may also be included.

F.9   Pre-Publication

The candidate may publish material in advance of presentation of the thesis, but reference should be made to any such publication, including material submitted for publication or in press, in the thesis.

F.10   Electronic Form

Candidates are required to submit the final thesis in electronic form.

APPENDIX G – PROCEDURE FOR REMOVAL FROM THE INSTITUTE'S RESEARCH REGISTER DUE TO UNSATISFACTORY PROGRESS

1. If a Supervisor believes that a postgraduate student is making unsatisfactory progress with respect to schedule or is doing work of unsatisfactory quality to an extent that the successful completion of the project is at risk, then this should be communicated as early as possible in writing to the student (with a copy to the Head of Department and the School of Graduate Studies Office) giving detailed reasons why the progress or work is deemed to be unsatisfactory.

   This will normally be done through the March/October Supervisor Reports but may be done at any time if the situation is urgent. A record of non-submission of biannual Progress Reports without good reason by either the Supervisor or the student may be taken into account by the Dean of Graduate Studies and the Postgraduate Research Studies Board in evaluating the case at all stages.

2. The next action will normally be taken at Departmental level where the student, Supervisor and Head of Department will jointly agree a project recovery plan with clear targets that, if met by the submission date for the next March/October report (or other agreed date), will allow the student to continue on the Postgraduate Register. It should be made clear to the student that failure to meet the targets on time may lead to a request to the Registrar to remove the student from the Postgraduate Register. The Supervisor and Head of Department will monitor and record progress over the period of the recovery plan, giving the student regular written feedback on progress.

   In exceptional circumstances, where the Supervisor and Head of Department believe there is no prospect of recovery, an immediate request may be made to the Dean of Graduate Studies to recommend to the Registrar to have the student removed from the Postgraduate Register without developing a recovery plan.

3. At the conclusion of the recovery period, the Supervisor and Head of Department will review progress with respect to the recovery plan.
   (a) If the targets have been met, a satisfactory March/October Supervisor's report with a copy of the recovery plan and details of satisfactory progress should be submitted to the School of Graduate Studies Office and the student will be maintained on the Postgraduate Register.
   (b) If the targets have not been met, the Head of Department with the agreement of the Supervisor may request the Registrar to remove the student from the Postgraduate Register. The request should be accompanied by full written details of the recovery plan and of the student's continued failure to make satisfactory progress.
   The Registrar will consider the request and will normally refer the request to the Dean of Graduate Studies for review by the Postgraduate Research Studies Board (PRB).

4. The PRB will, either in full or through sub-committee, meet with the student, Supervisor and HoD both individually and collectively to review the request in detail and to obtain the viewpoints of all concerned parties. The Supervisor and Departmental written records concerning the student, and in particular the bi-annual Progress Reports submitted will be taken into account by the PRB in preparing its recommendations. At its discretion, the PRB may request non-PRB members from inside or outside CIT to participate in the review if it believes that this will be useful in preparing its recommendations. Both student and Supervisor may be accompanied by a personal representative and may make individual written submissions if they so wish.

5. At the conclusion of the review, the Dean of Graduate Studies will prepare a written report detailing the deliberations of the PRB and making recommendations to the Registrar. These may include: removal from the Postgraduate Register; continuation on the Postgraduate Register; transfer from Doctoral to Masters Register and appropriate further conditions and requirements.

6. The Registrar will decide on the case taking account of the recommendations of the Dean of Graduate Studies.

7. The student, Head of Department or Supervisor may appeal the decision of the Registrar to the President of CIT on the following terms:

   (a) To initiate an appeal to the President, a student must show substantial grounds for disputing the findings of the Registrar, e.g. evidence of faulty procedure, clear conflict of interest on the part of a member (or members) of the PRB, or new evidence which was not available to or considered by the Registrar or the PRB.

   (b) An appeal to the President is a very serious undertaking and should only be entered into if the student believes that the parties did not discharge their duty properly.

   (c) An appeal to the President should not be initiated solely on the grounds that a student does not agree with the decision of the Registrar.

   (d) The President will convene a President's Appeal Board chaired by a member of the Institute's Executive Board (other than the President or the Registrar) and also including a President's nominee.

   (e) The Dean of Graduate Studies and the student will make submissions to the President's Appeal Board.

   (f) The President's Appeal Board shall decide between the two following courses of action:
   - Reject the appeal; *or*
   - Ask the Registrar and the Dean of Graduate Studies to review the decision (citing reasons why they think this is necessary).

APPENDIX H – CHAIRPERSON'S GUIDELINES FOR DOCTORAL ORAL EXAMINATIONS

Prior to Examination:
1. Familiarise yourself with the relevant extracts from the "Regulations for Postgraduate Research Study"
2. Familiarise yourself with the indicative schedule for the oral examination that will be forwarded prior to the examination.

Examination Guidelines:
1. Firstly, meet privately with external and internal examiner only, to review the sequence of questions. Whilst there is no time limit regulated for the oral examination, suggest to the examiners that they should aim at about 2.5 hours for questions and answers.
2. The postgraduate regulations state that "*The chairperson should agree the approach and broad lines of questioning with the examiners, allowing the external examiner(s) the major say in the framing of these. It is particularly important to identify problematic areas in advance, in order to ensure that these are adequately explored in the dialogue between student and examiners.* In addition, emphasise that the questions should (a) focus on the content of the thesis and (b) aim to give equal treatment to all parts of the thesis.
3. In that regard, it is important to ensure that the examiners do not get bogged down in the early chapters that deal with the literature review and other background work. While all chapters are, of course, of equal importance, it is important to ensure that the chapters that deal with the student's own research are also dealt with fully.
4. Invite in the student, and supervisor(s) if present. Welcome the student and make introductions to the examiners. Briefly explain the process. Also, advise the student that they can have a break if or when the need arises.
5. Advise the supervisor that their role is as observer and should only become involved at the behest of the chair. Invite the supervisor to take detailed note of any corrections or amendments to the thesis identified by the examiners.
6. Begin the examination by inviting the student to make a short (typically about 15 minutes) presentation on their research. A student may only seek a derogation from the presentation by applying to the Dean of Graduate Studies when the intention to present is submitted, clearly stating the reasons.
7. In the event of the candidate having previously given a presentation of their work in public at which the examiners were present, the Chair at his/her discretion may invite the examiners to proceed directly to questions. In such cases, the examiners are not entitled to ask questions at the public presentation.
8. At the conclusion of the oral examination, ask the student and supervisor to leave and then ask the examiners to consider their recommendation.
9. Once a consensus is reached on the outcome, fill in the exam sheet accordingly (you will have a copy of this) and ask the examiners to sign this and then sign the form yourself.
10. Remind the external examiner to post detailed comments to the Dean of Graduate Studies, plus the expenses sheet. Advise the internal examiner that he/she has responsibility for ensuring that any changes to the thesis are made ahead of the date of the postgraduate examination board.
11. Invite the student and supervisor back in and advise the student of the recommendation. Offer congratulations, if applicable.
12. Take the Chair's Report, including the overall recommendation, to the Secretary, School of Graduate Studies.

APPENDIX I – FRAMEWORK FOR PROFESSIONAL DOCTORATE

Currently under development.

APPENDIX I – FRAMEWORK FOR PROFESSIONAL DOCTORATE