CORK INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

REGULATIONS FOR POSTGRADUATE RESEARCH STUDY

September 2020

Cork Institute of Technology

REGULATIONS FOR POSTGRADUATE RESEARCH STUDY

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Glossary of Terms

DPD:	Doctor of (Professional Discipline)
DPP:	Doctoral Programme Panel
DProf:	Professional or Work-Based Doctorate
RSC:	Academic Unit 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
QQI:	Quality and Qualifications Ireland
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 Academic Units. Such aspects include 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 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 doctorates carried out partially or completely in the workplace.

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. Students pursuing research study in non-accredited fields where CIT is approved for research are registered with Quality and Qualifications Ireland (QQI). The listing of delegated authority and approved fields is presented in APPENDIX B.

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 QQI[2].

[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 QQI.

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 at:
http://www.cit.ie/prospectivestudents/postgraduates/policy-documents/

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 standards and learning outcomes may be published by QQI 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	None

3.1.2 Learning outcomes at Level 9 (whether by research or otherwise) relate to the demonstration of knowledge and understanding which is at 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.

The CIT Master's degree will also include a structured taught element to provide the Research Candidate with the skills and knowledge necessary for the pursuit of the proposed research. This will consist, at a minimum, of a 5 credit Core Research Skills module. Students may complete up to a maximum of 15 credits of approved learning in the form of relevant transferrable skills modules, discipline-specific modules and work-placement or other professional learning. This should be agreed beforehand with the student's Graduate Supervisory Panel and be included in the student's Personal Development Plan.

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 standards and learning outcomes may be published by QQI from time to time.

Title	Doctor of Philosophy (PhD) 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	NA
Articulation	None

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 management roles, 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

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

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, 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. All doctorates in CIT are structured with the following key characteristics[4]:

(a) The core component of a structured PhD programme is the advancement of knowledge through original research; at the same time the structured PhD is designed to meet the needs of an employment market that is wider than academia;
(b) A high quality research experience, training and output consistent with international norms and best practice;
(c) To support the original research activity, the following elements are included:
- a formalised integrated programme of education, training and personal and professional development activities
- the development of discipline-specific knowledge, research skills and generic/transferable skills
- declared outcomes and graduate attributes in line with national and international best practice

(d) Supervision by a principal supervisor(s), normally with a supporting panel approved by the institution;
(e) Progress to completion is formally monitored against published criteria and supported by formal institutional arrangements in line with national and international best practice;
(f) Successful completion and examination of the research thesis is the basis for the award of the PhD degree;
(g) Registration is normally at least three years and more typically four years for a full-time student.'

The full Framework for Structured PhDs adopted by the CIT Academic Council is presented in APPENDIX C.

3.2.5. The Professional Doctorate is 'an award at a doctoral level where the field of study is a professional discipline and which is distinguished from the PhD by a title that refers to that profession.'[5] i.e. "Doctor of 'professional discipline" e.g. "Doctor of Engineering" or "Doctor of Business". The Professional Doctorate and the PhD share the same award-type descriptor in the National Framework of Qualifications. This section defines a professional doctorate for the purpose of the CIT Postgraduate Regulations.
The Doctor of Philosophy (PhD) award title is normally restricted to learners who follow an original research degree programme resulting in the production of a thesis demonstrating learning outcomes of the required standard. Professional doctorates are normally more highly structured than PhD programmes, may involve a substantial taught element, and are normally cohort-based but there is still a requirement for original research. They may also differ in terms of the learner's product, the assessment methods and the objectives of the research. Here, the significance of doctoral level is that a candidate for a professional doctorate must attain the learning outcomes set out in the National Framework of Qualifications Award-type descriptor 'O'-Doctoral Degree. Scott et al., (2004)[6] identify the following defining features of the Professional Doctorate:

[4] QQI document "Research Degree Programme Policy and Criteria", Appendix 3
http://www.qqi.ie/Publications/Research_Degree_Programme_Policy_and_Criteria.pdf

[5] Stuart Powell and Elizabeth Long, (2005) *Professional Doctorate Awards in the UK*, UK Council for Graduate Education, ISBN 0-9543915-4-3

[6] D. Scott, A. Brown, I. Lunt and L. Thorne (2004) Professional Doctorates: Integrating Professional and Academic Knowledge, Open University Press *as reported in* National Qualifications Authority of Ireland (2006) *Review of Professional Doctorates*. Note the reference to the UK Council for Graduate Education *(2004) Professional Doctorate Awards in the UK*

1. A focus on professional work
2. A focus on the development of the individual in relation to their professional work
3. A significant taught element
4. The specification of learning outcomes
5. Typically cohort-based pedagogies
6. A shorter length of thesis than that for the PhD, but with the same requirement for originality
7. The Professional Doctorate is closely related to the development of practice within the profession concerned and may be accredited by a professional body and result in a professional qualification.
8. Reference to profession or professional is usually made in the title of the Professional Doctorate award.

Professional Doctorate programmes must be individually approved by QQI following QQI procedures[7]

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. DMA 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 DMA or DArt & Design is on the quality of the created product[9]

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4. ENTRY REQUIREMENTS

4.1 General Entry Requirements

Details of the minimum entry requirements for postgraduate research degrees are set out in APPENDIX E. In addition to verifying that applicants meet these minimum academic entry requirements; all applicants should be interviewed by a gender-representative interview panel that will include at least the Principal and Second Supervisors. The interview panel will keep a written record of the interviews and the selection decision process. The interview panel should also obtain and verify references before making an offer.
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 an Honours Bachelor Degree (Level 8) with a performance equivalent to at least a second class honours in a relevant field of study from a recognised degree-awarding institution.

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 E will apply.

4.3 Entry onto the Doctoral Register[9]

4.3.1 Direct entry onto the Doctoral Register is permitted for applicants who possess an Honours Bachelor Degree (Level 8) with a performance equivalent to at least a second class upper division honours in a cognate area related to that of their proposed research from a recognised degree-awarding institution. Suchapplicants are required to complete a probationary period before their registration is confirmed, in

[7] QQI document "Research Degree Programme Policy and Criteria", Section 2.4.
http://www.qqi.ie/Publications/Research_Degree_Programme_Policy_and_Criteria.pdf

[8] Frayling, C (Ed) Practice-Based Doctorates in the Creative and Performing Arts and Design, UKCGE, (1997)

accordance with Section 5.

4.3.2 Direct entry onto the Doctoral Register is permitted for applicants who possess a Master's degree in a cognate area related to that of their proposed research from a recognised degree-awarding institution. Such applicants are required to complete a probationary period before their registration is confirmed, in accordance with Section 5.

Other applicants will normally be required to be entered on the Masters Register for at least 18 months full-time (or equivalent) before applying for transfer to the Doctoral Register in accordance with Section 5.

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

5. COMPLETION OF PROBATIONARY PERIOD AND TRANSFER BETWEEN REGISTERS

5.1 Completion of Probationary Period for Direct Entry to the Doctoral Register

5.1.1 All direct-entry doctoral students shall complete a probationary period of 18 months from pre-registration on the Doctoral Register. They shall then make a formal application to the Institute through the department, using the standard template, seeking approval to remain on the Doctoral Register.

5.1.2 Following an oral presentation and a detailed progress report by the student to the Graduate Supervisory Panel (GSP – see Section 8.5), the GSP must submit a progress report on the probationary student's work to date, together with details of any significant changes being proposed to the research programme, and the Head of Function's recommendation using the standard template. The process must normally involve a review of progress to date and changes proposed to the research programme by an independent external expert in the discipline area concerned.

5.2 Transfer from the Masters to the Doctoral Register

5.2.1 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 template. Normally, such application should be made within 18 months after admission to the Masters Register. After transfer, except in exceptional circumstances, the student must be on the Doctoral Register for a minimum of 18 months before a thesis can be submitted. See also Section 6.2.1.

5.2.2 Following an oral presentation and a detailed progress report by the student to the Graduate Supervisory Panel (GSP – see Section 8.5), the GSP must submit a progress report on the transfer student's work to date, together with details of the proposed doctoral research programme, and the Head's recommendation using the standard template. The transfer process must normally involve a review of progress to date and of the proposed research by an independent external expert in the discipline area concerned.

5.3 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 Master's Register, under the provisions of APPENDIX F, in the event of failing to make satisfactory progress.

6. REGULATIONS RELATING TO DURATION OF STUDIES

6.1 Duration of Studies Leading to Master's 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 Academic Unit.

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 Academic Unit.

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 approval of the research programme and 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 Academic Unit 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 Academic Unit 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 Applicants must complete and sign the CIT "Application/Registration Form for Postgraduate Courses

by Research" and follow all other application procedures administered by the School of Graduate Studies at CIT. Their admission as students of CIT by the Admissions Office of CIT is conditional on approval of their research application prior to admission.

7.1.6 Prior to presenting applicants for registration by the Institute, Academic Units 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 Academic Unit 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.

7.1.7 Where circumstances restrict the use of independent external referees such as for reasons of confidentiality, the Dean of Graduate Studies, on the advice of the Head of Academic Unit, may approve an alternative proposal review procedure subject to meeting equivalent academic quality requirements.

7.1.8 Academic Unit if the proposed research programme is interdisciplinary, primary responsibility for the research must reside with one Academic Unit.

7.1.9 On approval by the relevant Head of Academic Unit, the completed application forms are submitted to the School of Graduate Studies. The Vice-President for Academic Affairs and Registrar decides on the suitability of the research programme for registration on the recommendation of the Dean of Graduate Studies acting on the advice of the Postgraduate Research Studies Board - PRB (APPENDIX G). An external expert of appropriate standing may also be asked for an opinion on the proposal. Once approved by the Registrar, the application/registration form is signed by the Dean of Graduate Studies and then forwarded to the Admissions Office for registration and admission onto the relevant research register.

7.1.10 In the case of disciplines with approval rather than delegated authority to offer research degree programmes, a QQI application form must also be completed by the applicant signed by the Registrar and then forwarded to QQI for registration and admission onto the relevant QQI research register.

7.1.11 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 Academic Unit.

7.1.12 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.

7.1.13 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 Academic Unit 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.

7.1.14 **Recognition of Prior Learning (RPL)**: An applicant's recent research work prior to registration may be considered for RPL as a contribution to the research element of the masters or doctorate, as follows: The Graduate Supervisory Panel, working with the applicant, will determine if this work is at a level appropriate to level 9 or level 10, how much extra work is needed for it to meet the research requirements of the masters or doctorate, and how much of a contribution it can make to the final thesis, for decision bythe Dean of Graduate Studies on advice, as necessary, from the PRB. In all cases, such work cannot make a contribution greater than 50% towards the final thesis and a minimum supervised research engagement ofone year for Masters and two years for doctorate is required before a thesis can be submitted.

7.1.15 The provisions of regulation 7.1.12 also apply to a student who 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, providing credit in respect of this research has not and will not be given by any other awarding body.

7.1.16 In exceptional circumstances, electronic signatures are acceptable on application forms, subject to prior agreement by the Dean of Graduate Studies and subsequent verification.

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

7.1.18 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 Academic Unit 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.

The application must have the written support of the Graduate Supervisory Panel and Head of Academic Unit and must be lodged with the Dean of Graduate Studies for decision. Application should be made using the standard CIT Programme/Module Deferral Form together with whatever additional supporting documentation is deemed necessary.

7.2.2 Where students have withdrawn, the Head of Academic Unit 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 pa for 2 years
	Plus up to 1 year of writing up	Plus up to 1 year of writing up
	Extension (reduced fee)	Extension (reduced fee)
Part-time	PT fees payable per annum	PT fees payable per annum
	Plus up to 2 years of writing up	Plus up to 2 years of writing up
	Extension (reduced fee)	Extension (reduced fee)

8. RESEARCH PROGRAMME SUPERVISION AND SUPPORT

8.1 Composition and Role of the Research Studies Committee

Each Academic Unit carrying out research is required to operate a Research Studies Committee (RSC). The Academic Unit will most typically be a Department but may be at School, Faculty or College where a Department may not have a sufficient number of research active staff to sustain a viable RSC. RSCs 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 Academic Unit is an ex-officio member. Where the RSC is operated at School or College/Faculty level, the Head of School, College or Faculty (as appropriate to the level) and Heads of research-active Academic Units in the School, College or Faculty are ex-officio members. The Chair of the RSC will also become a member of the PRB.

The RSC has a pivotal role in monitoring the performance of the Academic Unit, School, College or Faculty with regard to its research-related responsibilities as set out in 8.1 above and in assisting the Head of Function on:

(a) monitoring the research environment and advising the Head of Function 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 research seminars at least twice a year, coinciding with the 6-monthly progress review process, at which all research students within the Academic Unit, School, College or Faculty 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, advising the Head of Function 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 of the RSC.

8.2 Role and Responsibilities of the Academic Unit

8.2.1 The Academic Unit 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 Academic Unit 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;
(h) Information and access to student welfare and support services.

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

8.2.3 Academic Units 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.

8.3 Doctoral Programme Panel

The Head of Academic Unit, acting on the advice of the RSC, will establish a Doctoral Programme Panel (DPP) to manage the operation and delivery of Structured PhD (APPENDIX C) or Professional Doctorate (APPENDIX D) programmes based in their Academic Unit. 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 through the RSC to the Head of Academic Unit. The DPP is responsible for advising the Head of Academic Unit on:

(a) Governance and quality assurance in accordance with CIT postgraduate regulations;
(b) Curriculum and module development;
(c) Oversight of supervisor training
(d) Admissions
(e) Student Induction programme
(f) Personal development plans
(g) Appointment of Graduate Supervisory Panel;
(h) Monitoring and reporting on student progression
(i) Publicity and documentation such as the programme prospectus.

8.4 Responsibilities of the Head of Academic Unit

The Head of Academic Unit 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 or wishes to apply for a deferral;
(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) 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).

8.5 Responsibilities of the Graduate Supervisory Panel

While the primary responsibility for student supervision remains with the principal supervisor, the Head of Academic Unit, acting on the advice of the RSC or DPP, will appoint a Graduate Supervisory Panel (GSP) for each masters or doctoral student of up to four members, comprising the principal supervisor, second supervisor(s), independent chairperson from the RSC/DPP who will be the Head of Academic Unit or nominee, and another senior academic who will assume an Advisor role.

The Independent chair acts as a liaison between the Graduate Supervisory Panel and the Research Studies Committee. The chair, who is normally the Head of the Academic Unit or Chair of the Research Studies Committee, ensures that quality assurance mechanisms such as progress reviews are being consistently applied for all students registered within a particular Unit. In performing this function, the Independent Chair will normally chair the formal student progress reviews of the student by their GSP.

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. Where Academic Units with smaller numbers of research-active staff find it difficult to appoint full GSPs for each of their students, GSP members may be appointed from research-active staff in cognate Academic Units within the School, College or Faculty.

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 RSC/DPP and Dean of Graduate Studies, especially at the completion of the probationary period or 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.

8.6 Procedures for the Selection and Appointment of Supervisors

8.6.1 Each Masters and doctoral student will be supervised by a principal supervisor and at least one second supervisor, who will support the principal supervisor in the task of supervising the student when necessary. All supervisors are members of the GSP.

8.6.2 The selection of academic supervisors is made by the Head of Academic Unit with the agreement of the proposed supervisors and notification to the Dean of Graduate Studies. Supervisors must possess appropriate expertise in the area of the proposed research work and have continuing active participation in research. Supervisors are required to undergo appropriate training.

8.6.3 The principal and second supervisor should normally be full-time members of the academic staff of the Institute and located on at least one of the Institute's campuses. They 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) 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 Academic Unit and reviewed by the Dean of Graduate Studies for decision on a case-by-case basis.

8.6.4 The Head of Academic Unit must ensure that the student can be adequately supervised when the principal supervisor's other commitments are taken into account. The number of research students assigned to a principal supervisor shall be agreed by the Head of Academic Unit and the Dean of Graduate Studies and shall not be so great as to inhibit the carrying out of the responsibilities in Section 8.7 below.

8.6.5 Additional suitably qualified supervisor(s) shall be appointed where the Dean of Graduate Studies, acting on the advice where appropriate 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. Nevertheless, the Head of Academic Unit should ensure that the total quantity of supervision available to students should be broadly equivalent and in line with Institute policy.

8.6.6 An additional, mentoring supervisor shall be appointed in instances where the proposed principal supervisor does not have appropriate supervisory experience and/or has not completed the necessary supervisor training.

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

8.6.8 The replacement or substitution of a supervisor on any grounds requires the prior approval of the Head of Academic Unit and Dean of Graduate Studies.

8.7 Responsibilities of the Principal Supervisor

Working with the assistance of the second supervisor(s) and Graduate Supervisory Panel, the principal supervisor has the following range of duties and responsibilities in overseeing the progress of all aspects of the postgraduate student's academic formation:

(a) Agree and prepare a written co-supervision plan with the Second Supervisor and GSP

(b) Guide the student in carrying out the research project in compliance with the Institute's Code of Good Practice for Research.

(c) Training and Management:
a. undertakes supervisor training as appropriate to maintain or enhance supervisory skills;
b. maintains an active involvement in the research area;
c. participates in the meetings of the Graduate Supervisory Panel;

(d) Student Induction:
a. assist the postgraduate student in the preparation of their Personal Development Plan (PDP) prior to submission to the RSC or 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

(e) Student Development:
a. arrange a regular schedule of meetings throughout the year with the postgraduate student;
b. 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;
c. 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;
d. ensure that the research student attends all mandatory modules;
e. ensure that the student maintains a log of work undertaken and completed, using, for example, an e-portfolio.
f. 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;
g. where appropriate, liaise closely with any other supervisor involved in the research;
h. ensure that the research is conducted within the ethical standards of the Institute and of any other appropriate external agencies;

(g) Student Monitoring and Assessment:

a. identify inadequacies in the work of the postgraduate student at as early a stage as possible, to allow sufficient time for reorientation and correction;
b. advise the Graduate Supervisory Panel, relevant Head of Academic Unit and the Dean of Graduate Studies on the postgraduate student's progress, through completion of the bi-annual progress report form (section 9.3.1 (c);
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 H;
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 Academic Unit 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.

8.8 Responsibilities of the Second Supervisor

Working with the Principal Supervisor and Graduate Supervisory Panel, the Second Supervisor should be in a position to take over immediately, with minimum discontinuity for the student, as Principal Supervisor in the event that the Principal Supervisor is unable to continue to act.
The Second Supervisor should therefore:

a. At the beginning of the project, agree and prepare a written co-supervision plan with the Principal Supervisor and the GSP. This plan will at a minimum include details of the Second Supervisor's contribution to project supervision and direction, and involvement in supervisory meetings with the student.
b. Be involved in supervision to the extent that in the event of the Principal Supervisor having to withdraw.
   i. They are fully up to date with the project content, work plan and progress.
   ii. They are making a direct, regular contribution to the project supervision and direction.
   iii. They are sufficiently well-known to the student to minimise discontinuity to the student

8.9 Responsibilities of the Postgraduate Student

8.9.1 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 (PDP), which sets out their own narrative for the timely planning, progression and completion of their research and professional development. The PDP comprises:
   - research proposal;
   - designation of mandatory taught modules and other approved learning[10],

- designation of number of mandatory credits;
- designation of additional professional skills or other training, including work placement, where
- applicable;
- progression milestones
- nature and maintenance of student log;
- nature and extent of supervision 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;
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 (section 9.3.1 (c);
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 H;

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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.

8.9.2 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.

8.10 Research Conducted Off-Campus

8.10.1 Where a student is required to undertake all or part of the research leading to a postgraduate award elsewhere than at the normal Academic Unit campus location, 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 principal supervisor.

8.10.2 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 principal 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.

8.9.3. Specific regulations relating to Professional Doctorates, where typically the research is work-based, are set out in APPENDIX D.

9. MONITORING OF RESEARCH PROGRESS

9.1 Taught Modules and Other Approved Learning

9.1.1 Students registered on a Masters by Research or Structured Doctorate are required to undertake mandatory taught modules and other approved learning as part of their Personal Development Plan. Students registered on an approved Structured PhD must complete a minimum of 15 credits of taught modules and approved learning, as set out in the programme schedule (and APPENDIX C). Students registered on a Professional Doctorate must complete a minimum of 15 credits of taught modules and other approved learning, as set out in the programme schedule (and APPENDIX D). Students registered on an approved Masters by Research must complete a minimum of 5 credits of taught modules and approved learning, as set out in the programme schedule (and APPENDIX C).

9.1.2 The Institute's policy and procedures for RPL may be applied in awarding credit for taught modules and other approved learning.

9.2 Work Placement

Candidates can gain credit for work placement in another laboratory, research institution or approved enterprise provided any such placement is approved in advance by the GSP as relevant to their research programme. Further details and guidelines are presented in APPENDIX I.

9.3 Research Progress Reviews

9.3.1 Bi-annual Progress Reviews for each student are required to be completed using the standard templates and the reports or other outputs returned to the Dean of Graduate Studies Office. Two of these reviews are progress milestone reviews:

(a) **3-Month (Masters) or 6-Month (Doctorate) Review:** The GSP reviews student progress to ensure that the project is fully defined and planned, that the full research proposal and internal/external reviews have been submitted to Graduate Studies, that the student has adequate resources to carry out the work plan and to sign-off on the student's personal development plan, including details of any taught modules that the student will be required to undertake or has already completed (see also Section 7.1.11).

(b) **18 Month Doctoral Transfer/Probationary Review**: As described in regulations 5.1.2 and 5.2.2, this important milestone review comprises an oral presentation by the student to the Graduate

Supervisory Panel, following which the GSP must submit a progress report on the student's work to date, together with details of the research programme and the Head of Department's recommendation using the standard templates. The transfer/probationary process must normally involve an external review of the student's progress to date and the research plan by an independent expert in the discipline area.

(c) **Biannual Progress Report**: Thereafter, students complete a report at the end of April and of October each year, using 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 principal supervisor following review of the student's progress. Progress reports are submitted directly to the School of Graduate Studies. Students' reports are treated confidentially except where this right is waived in writing by the student. A copy of the supervisor's report must be made available to the student where requested, or where deemed appropriate by the Dean of Graduate Studies.

9.3.2 Prior to submission of the Biannual Progress Reports, the work of the student should be 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.

9.3.3 The Dean of Graduate Studies may refer Progress Reports to the Postgraduate Research Studies Board (PRB) or to the relevant DPP where such exists, for consideration. The Board may seek further clarification from the supervisor(s) and Head of Academic Unit or may require a re-submission.

9.3.4 Submission of the Progress Reports is necessary in order to renew registration for a subsequent academic year.

9.3.5 In the event that the progress of the research student is unsatisfactory (as evidenced through progress reports or in exceptional circumstances by formal submission from the Academic Unit 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 F, which forms part of these Regulations.

9.4 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 which facilitates the development of key skills in areas 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. A version of all publications should be made available in digital format through the Institute's Open Access Repository, in compliance with the CIT Open Access Policy (see Appendix A).

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 H.

(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) A thesis based on peer-reviewed published work is also acceptable, subject to the agreement of the

Dean of Graduate Studies, acting on the advice of the PRB, at the Intention to Present stage. In such cases, only published work based on research carried out following registration, or based on research which has been deemed admissible through RPL at the application stage, and where the student is clearly the principal author, may be included as chapters, with other publications being included as appendices. In addition to the normal introduction and conclusions, the thesis should include a substantial literature review so that, taken as a whole, the thesis constitutes a single, coherent body of work. In that regard, each chapter consisting of a published paper must include substantial introduction and discussion sections elaborating on the paper content, locating it in the overall context of the research project and thesis as a whole and containing reflective discussion of the paper's relevance and importance to the project and to the field of research. The thesis may also contain other conventional chapters if needed to present relevant unpublished material. Guidelines for this format are included in Appendix H.

(c) Exceptions to the above require written support from the Head of Academic Unit and the approval of the Dean of Graduate Studies;

(d) 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.

10.2 Notice of Intention to Submit a Thesis

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 and other approved learning must be satisfactorily completed prior to submission of the thesis. All such mandatory modules must have been validated by Academic Council.

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 principal supervisor, 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 principal 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 Academic Unit and to 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 H). 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 Academic Unit'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 will be made public through formal publication or other methods. The thesis should be made available in digital format through the Institute's Open Access Repository, in compliance with the CIT Open Access Policy (see Appendix A). 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 Academic Unit and reviewed by the Dean of Graduate Studies for decision on a case-by-case basis.

10.4 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.

10.5 Length of Thesis

10.5.1 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

10.5.2 In the case of theses accompanied by exhibit or artefact, or in the case of practice-based research degrees, 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.

10.6 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 Academic Unit 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 Academic Unit'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

11.1.1 The candidate's research must be examined by a minimum of two examiners engaged by the Institute, at least one of whom must be an external examiner. 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.

11.1.2 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 in such cases.

11.1.3 In cases where the candidate's personal development plan includes a mandatory quantity of taught modules and other approved learning, or where the candidate is registered on a Structured PhD or Professional Doctorate with a mandatory quantity of taught modules and other approved learning included in the programme schedule, this learning must be passed 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 Academic Unit and of any co-operating off-campus organisation and shall not have acted as the candidate's internal or off-campus supervisor. The detailed guidelines set out in the Institute's Conflict of Interest Policy and, in particular, those set out in Appendix 3 of that policy must be followed in selection of external examiners. It is desirable that external examiners should be chosen from outside the Institute of Technology sector and that each academic unit should achieve a balance between national and international examiners.

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 Academic Unit 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 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 Master's 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 NQF 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, directly arising from the research, have a comparable peer-recognised impact on their profession through e.g.
        - generation of intellectual property such as patents or licensing
        - the potential to bring about substantial change in business, professional or manufacturing practice
        - the potential to bring about substantial change in public service or society
        - development of innovative products with potentially substantial market impact
(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 NQF 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 Academic Unit 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 Academic Council and, where relevant, QQI on the recommendation of 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 K.

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 candidate will liaise with their Graduate Supervisory Panel in ensuring that this process is brought to satisfactory 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 theAcademic Unit 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 Master's 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 recommended result is a matter for the Examination Board, which, in turn, is subject to ratification by the Academic Council and, where relevant, QQI.

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 Academic Unit 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 Academic Unit, 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 Academic Unit 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 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 supervisors, the examiners and the Head of Academic Unit.

15.2.4 The outcome of the appeal will be formally recorded and will be reported upon to the appellant, the supervisors, examiners and Head of Academic Unit. 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/FORMS DEEMED RELEVANT TO SUCCESSFUL COMPLETION OF A RESEARCH POSTGRADUATE PROGRAMME

The following CIT policy documents/forms are available for download on the CIT website:

http://www.cit.ie/prospectivestudents/postgraduates

(1) Code of Good Practice in Research (June 2019)
(2) Computer Systems Acceptable Usage Policy (September, 2009)
(3) Data Protection Policy (May, 2018)
(4) Policy on Academic Honesty, Plagiarism and Infringements Relating to Examinations and Assessments (June, 2012)
(5) Policy on Intellectual Property (July, 2013)
(6) Regulations for Postgraduate Research Study (May, 2015)
(7) Student Grievance Procedure (2015)
(8) Student Regulations (May, 2011)
(9) Guidelines for research thesis
(10) Progress Report – Student
(11) Progress Report – Supervisor
(12) Templates for research proposals, proposal reviews and intention to submit.
(13) Open Access Policy (December, 2019)

APPENDIX B: DELEGATED AUTHORITY AND QQI APPROVAL (2015)

RESEARCH VALIDATION			
CORK INSTITUTE OF TECHNOLOGY (CIT)			
	Research at Level 9	**Research at Level 10**	**Date Granted**
Approved		Business and Management	January 2005
Delegated Authority	All Areas – November 2014	Applied Physics & Instrumentation Biological Sciences Chemistry Computing Electronic Engineering Manufacturing Engineering Mechanical Engineering	January 2005 January 2005 July 2005 November 2014 January 2005 January 2005 January 2005

APPENDIX C: FRAMEWORK FOR STRUCTURED PhD

C1. ORGANISATION

The organisational elements of the Structured PhD are as follows

- Doctoral Programme Panel (DPP)
  Each Structured PhD programme is managed through a DPP in accordance with Regulation 8.3;
- Graduate Supervisory Panel (GSP)
  GSP is appointed for each doctoral candidate in accordance with Regulation 8.5;
- Prospectus:
  This document will lay out the main features of the programme structure and content, and the responsibilities of both students and CIT.

C2. STRUCTURE

- Duration: The normal duration is four years following registration
- The Structured PhD comprises two components:
  - Research Project, which, in accordance with the Salzburg principles[11], is not credit-bearing;
  - Taught Modules and other Approved Learning, which, in accordance with the Salzburg principles, is credit-bearing. The minimum number of credits of approved learning is 15 and the maximum is 30.
- Programme Schedule:
  - Each Structured PhD must have a programme schedule comprising the taught modules and other approved learning that is additional to the research project. The programme schedule should specify the total quantity of mandatory learning required for completion and should show which modules and other learning is mandatory and which is elective.
  - The programme schedule is proposed by the Doctoral Programme Panel for approval;
  - The programme schedule is approved through the standard CIT QA processes.

C3. OPERATIONAL

- Application Stage: Preparation and agreement of DPP for
  - Personal development plan (PDP): The GSP works with the applicant in the preparation of the personal development plan;
  - Research Proposal
    - "The core component of doctoral training is the advancement of knowledge throughoriginal research" (Salzburg Principles)
    - Requires the approval of the Dean of Graduate Studies prior to admission to the doctoral register
- Admission, and Progression:
  - Admission is conducted in accordance with Regulation 7 of the Regulations for Postgraduate Research Study
  - 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.
  - Progression is monitored in accordance with Regulation 9 of the Regulations for Postgraduate Research Study
  - The GSP may propose variations to the student's personal development plan as deemed necessary; in particular, the research proposal is subject to annual review and amendment.

- Induction: ½ day
  - CIT facilities;
  - Postgraduate regulations;
  - Use of electronic portfolio etc.

- Taught Modules and other Approved Learning

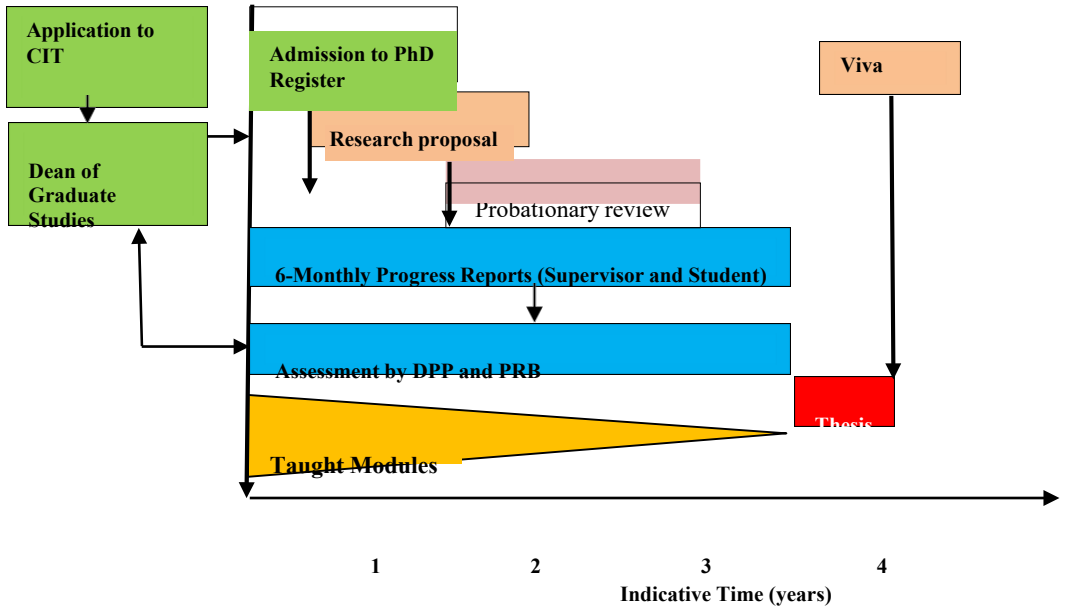
[11] *Salzburg II Recommendations*, Section 2.6, EUA (2010)

- minimum of 15 and maximum of 30 ECTS credits of approved learning contribute to the Structured PhD;
- The 5-credit Core Research Skills Module is mandatory for all students unless a student has obtained RPL for previous completion of a module of equivalent content and level. The remaining credits may be accumulated through approved learning in the form of relevant transferrable skills modules, discipline-specific modules and work-placement or other professional learning which are eligible for inclusion in the programme schedule.
- The 15 mandatory credits of approved learning should normally be at levels 10, 9 or 8 and may include a work placement module (Appendix I).
- It is anticipated that taught modules and other approved learning will be front-loaded to an extent but allowing enough time for sufficient progress in the research project to facilitate transfer to a Masters register where necessary;
- The student will be required to pass all mandatory taught modules and other approved learning prior to submission of the research thesis;
- Taught modules and other approved learning may be grouped to form a Supplemental Award[12], i.e. a Certificate or Diploma that is in addition to PhD. Any such award must first be approved through CIT's academic procedure for validation of Special Purpose, Minor and Supplemental Awards[13].

- Examination: The PhD is examined by means of an oral examination, in line with CIT Regulations. 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.

- Figure: The main elements of the CIT Structured PhD:



- Supervisor/Mentor Registration and Training:
  - A register of supervisors and mentors will be maintained by the School of Graduate Studies;
  - Supervisory training on structured PhD programmes will be mandatory;
  - Training will be practical rather than pedagogical.

[12] Policy and Draft Guidelines on Minor, Special Purpose and Supplemental Awards, HETAC (October 2008)
[13] Validation of Special Purpose, Minor and Supplemental Awards, CIT (December 2012)

APPENDIX D: FRAMEWORK FOR PROFESSIONAL DOCTORATE

D.1 Organisation

The organisational elements for the Professional Doctorate (DProf) are as follows:

- Doctoral Programme Panel (DPP)
  Each Professional Doctorate programme is managed through a DPP in accordance with Regulation 8.3.

- Graduate Supervisory Panel (GSP)
  GSP is appointed for each doctoral candidate in accordance with Regulation 8.5.

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

D.2 Structure

- Duration: The normal duration is four years following registration

- The Professional Doctorate comprises two Components:
  - Work-based Research Component which, in accordance with the Salzburg principles, is not credit-bearing;
  - Taught Modules and other Approved Learning which, in accordance with the Salzburg principles, is credit-bearing. The minimum number of credits of approved learning is 30.

- Programme Schedule:
  - Each professional doctorate must have a programme schedule comprising the taught modules and other approved learning that is additional to the research component. The programme schedule should specify the total quantity of mandatory learning required for completion and should show which modules and other learning is mandatory and which is elective.
  - The programme schedule is proposed by the Doctoral Programme Panel for approval.
  - The programme schedule is approved through the standard CIT QA processes.

D.3 Operational

- Application Stage: Preparation and agreement of the DPP for
  - Personal Development Plan (PDP): The GSP works with the applicant in the preparation of the personal development plan.
  - Research Proposal:
    - "The core component of doctoral training is the advancement of knowledge through original research" (Salzburg Principles).
    - The research proposal for the DProf may comprise a portfolio of Level 10 tasks, rather than the monolithic research proposal of the standard PhD. Accordingly, the proposal will be subject to annual review and amendment.
    - Requires the approval of the Dean of Graduate Studies prior to admission to the doctoral register.

- Admission and Progression:
  - Admission is conducted in accordance with Regulation 7 of the Regulations for Postgraduate Research Study.
  - Students enrolling on a DProf will be registered as DProf students from the outset, with the possibility of a transfer to Masters or other cognate programme if they do not reach the appropriate doctoral level or wish to transfer.

- Progression is monitored in accordance with Regulation 9 of the Regulations for Postgraduate Research Study.
- The GSP may propose variations to the student's personal development plan as deemed necessary; in particular, the research component is subject to annual review and amendment.

- Induction: ½ day
  - CIT facilities;
  - Postgraduate regulations;
  - Use of electronic portfolio etc.

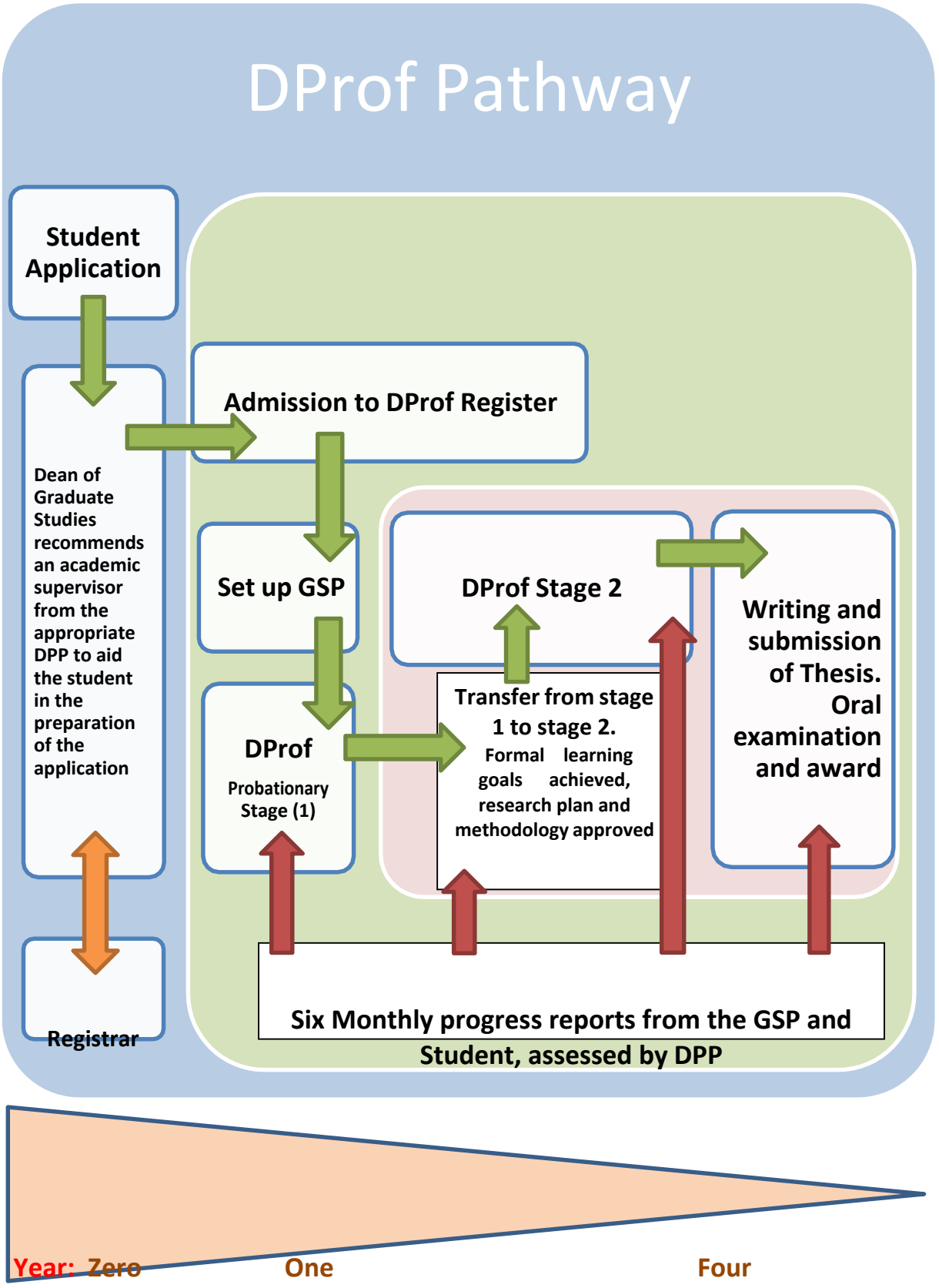
- Taught Modules and Other Approved Learning
  - A minimum of 30 and maximum of 90 ECTS credits of approved learning contribute to the DProf;
  - Approved learning in the form of relevant transferrable skills modules, discipline-specific modules and work-based or other professional learning are eligible for inclusion in the programme schedule;
  - The 30 mandatory credits of approved learning should normally be at levels 10, 9 or 8.
  - It is anticipated that taught modules and other approved learning will be front-loaded to an extent but allowing enough time for sufficient progress in the research component to facilitate transfer to a Masters register where necessary
  - The student will be required to pass all mandatory taught modules and other learning prior to submission of the research thesis;
  - Taught modules and other approved learning may be grouped to form a Supplemental Award[14], i.e. an award that is in addition to the Masters or PhD, such as a Certificate (30 credits) or Diploma (60 credits). Any such award must first be approved through CIT's academic procedure for validation of Special Purpose, Minor and Supplemental Awards[15].

- Examination: The DProf is examined by means of an oral examination, in line with CIT Regulations. The nature and format of the thesis is in accordance with CIT postgraduate regulations.

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

- Supervisor/Mentor Registration and Training:
  - A register of supervisors and mentors will be maintained by the School of Graduate Studies;
  - Supervisory training on DProf programmes will be mandatory;
  - Training will be practical rather than pedagogical.

[14] Policy and Draft Guidelines on Minor, Special Purpose and Supplemental Awards, HETAC (October 2008)
[15] Validation of Special Purpose, Minor and Supplemental Awards, CIT (December 2012)


DProf Pathway
Student Application
Dean of Graduate Studies recommends an academic supervisor from the appropriate DPP to aid the student in the preparation of the application
Registrar
Admission to DProf Register
Set up GSP
DProf
Probationary Stage (1)
DProf Stage 2
Transfer from stage 1 to stage 2.
Formal learning goals achieved, research plan and methodology approved
Writing and submission of Thesis. Oral examination and award
Six Monthly progress reports from the GSP and Student, assessed by DPP
Year: Zero
One
Four

APPENDIX E - ENTRY REQUIREMENTS

E.1 Degree of Master by Research

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

An applicant holding qualifications different from those specified above may be admitted to a Master's 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 Master's 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 Master's Degree qualifying examination conducted as specified by the Registrar on the advice of the Dean of Graduate Studies, the Head of Academic Unit 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.

E.2 Degree of Doctor of Philosophy (PhD) and Professional Doctorate

(1) Normally, admission to the Doctoral Register is available to applicants who have either:

(a) achieved at least a 2H1 classification or equivalent in a cognate level 8 degree from a recognised Degree Awarding body. The Institute may obtain an external examiner's opinion on the suitability of the applicant's bachelor's Degree.
(b) 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;
(c) possess a Master's Degree from a recognised Degree Awarding body. The Institute may obtain an external examiner's opinion on the suitability of the applicant's Master's 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.

E.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 F – 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 Academic Unit 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 Academic Unit level where the student, Supervisor and Head of Academic Unit 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 Academic Unit 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 Academic Unit 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 Academic Unit 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 Academic Unit 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 Academic Unit 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 Academic Unit 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 G - COMPOSITION, ROLE AND RESPONSIBILITIES OF THE POSTGRADUATE RESEARCH STUDIES BOARD (PRB)

G.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. The Chairs of the Institute's Research Studies Committees;
   iii. 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.

c) The Dean of Graduate Studies advises the Registrar who notifies the research committees and postgraduate students as appropriate of any occasional vacancies.

d) Board members may serve for an unlimited number of consecutive terms, pending re-nomination by their respective Research Committee.

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.

G.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 H - FORMAT FOR THESIS PRESENTATION

H.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.

H.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.

H.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.

H.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 Academic Unit;
(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)".

H.5 Written Declaration

A written and signed declaration by the student 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 research has complied with the Institute's Code of Good Practice in Research
(c) 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. An accompanying declaration must also be signed and dated in their own hand by the Principal Supervisor confirming that, to the best of their knowledge, these requirements have been met.

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

H.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.

H.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.

H.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.

H.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.

H.10 Electronic Form

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

H.11 Guidelines for Thesis by Publication (Regulation 10.1 (b))

(a) Acceptance of the thesis format based on peer-reviewed published work is subject to the agreement at the "Intention to Present" stage of the Dean of Graduate Studies, acting on the advice of the PRB;
(b) In such cases, there is an expectation that the bulk of the thesis is based on material that has been previously published as peer-reviewed articles in reputable academic journals, or equivalent, or are in press;
(c) Additional content in the form of journal articles that have been submitted for peer review publication, or are intended for submission, may also be included provided that they are clearly distinguished as non-peer reviewed material. Other conventional chapters may also be included where these are judged necessary to present relevant unpublished material;
(d) Whichever thesis format is chosen, all elements in the thesis are under examination and subject to revision;
(e) Pre-publication of work presented in the thesis does not in any way pre-determine the outcome of the examination;
(f) Assessment of publication quality by examiners is an existing part of the examination process; likewise, the CIT "Code of Good Practice in Research" places the onus on the supervisors and candidates regarding the quality of the journal or other outlets selected for publication;

(g) In publication-based theses:
    i. While the work included will typically be in the form of peer-reviewed journal articles, in certain disciplines other formats such as peer-reviewed conference proceedings or chapters in books are acceptable.
    ii. Patents and or licenses generated through the candidate's contribution to the research may also be acceptable.
    iii. In all cases, the key consideration for the examiners is whether the quality and quantity of the work presented represents an appropriate level of scholarly output for a doctoral thesis in the discipline concerned;
    iv. All the published papers should sit coherently within the approved PhD topic and be presented editorially in a consistent manner with the thesis as a whole;
    v. The candidate should normally be the main author and primary contributor in the majority of the published works;
    vi. The contribution of the candidate in multiple author papers must be clearly specified;
    vii. The thesis should not comprise a series of publications reporting essentially the same data or findings to different readerships;
    viii. "Work-in-progress" presentations at conferences which are not the final dissemination of the work concerned are not usually regarded as suitable for inclusion in the thesis.

APPENDIX I – GUIDELINES FOR CREDITED WORK PLACEMENT

I.1 CIT Postgraduate Work Placement Framework (PWPF)

The basic principles of the PWPF are:

(a) The generation of new knowledge through original research should remain the central objective of the postgraduate student and the work placement must facilitate this by providing opportunitiesfor such original research and/or through allowing research results to be evaluated and verified inthe workplace. The placement may therefore support deepening or broadening of the research project. Work placements should provide research-relevant activities in the field of the research project. Work placements which do not meet this requirement will require the approval of the Dean of Graduate Studies.

(b) While the generation of new knowledge is primary, the work placement should also facilitate the student in meeting other key Level 10 Learning Outcomes and to apply the Transferable Skills acquired in the structured elements of the research programme. The work placement should provide opportunities for the student to achieve these outcomes. The work placement may also be a valuable opportunity to meet one of the key CIT PhD examination criteria to demonstrate "…comparable peer-recognised impact on their profession".

(c) The definition of "workplace" is in the broadest sense and includes Irish and international:

- Enterprises, industry and workplaces in the public, private and semi-state sectors
- Research centres in other institutions
- Cultural and heritage organisations
- Non-governmental organisations
- Voluntary sector organisations

that comply with the requirements of (a) and (b).

(d) The postgraduate work placement (PWP) should typically be of minimum duration 3 months for Masters by Research and 3 months for doctorate and preferably take place in the second half of the student's registered period to achieve maximum impact (after Month 12 for Masters and after Month 24 for PhD). At this stage, the student will have largely concluded the structured learning element of the programme and will have had time to engage substantially with the research project. The PWP may also be accumulative over the duration of the degree based on a series of shorter research placements/visits which allow the student to demonstrate that the appropriate learning outcomes have been achieved.

(e) CIT has a core philosophy of flexible, individualised learning and this should be extended all the way through to the PWPs. To cater for this and, at the same time, have consistency and transparency in the allocation of credits, three PWP modules will be available of 5, 10 and 15 credits, the higher credits typically being for PWPs of longer duration and with higher levels of responsibility, research outputs and learning outcomes. At the end of the PWP, the student will, on the advice of the GSP, submit PWP outputs to demonstrate meeting the learning outcomes of the appropriate module.

(f) As with all aspects of the CIT Postgraduate Regulations, the interests of the student will be of primary importance. In preparing their Personal Development Plan (PDP), each student, with the support of their Graduate Supervisory Panel (GSP), will evaluate if a placement is an appropriate

option as part of the structured component of their degree, and when/where the placement will be scheduled. In doing this the focus will be on ensuring that the placement will be an enhancement for the student both for obtaining their degree and for their future career. The student will retain the right to opt-out of placement and to instead accumulate their mandatory credits by other forms of approved learning. The student should, however, provide a written rationale for their opt-out decision. The GSP may also recommend against a placement if it is believed to be not in the best interest of the individual student, if it is not allowed under funding or other external regulations, or if a placement might compromise intellectual property. The GSP should provide a written rationale for their decision and the student may appeal this decision using the normal mechanisms of appeal.

(g) The CIT Postgraduate Regulations provide for a particular discipline or area to propose a Structured PhD Programme Schedule for approval by the Academic Council (AC) through the normal quality assurance (QA) processes. As part of such a proposal, a placement may be included as part of the approved learning in the Programme. Like the other elements of approved learning, the Programme Schedule will set out and justify whether the placement is elective or mandatory for all students taking part in the Programme.

(h) The work placement should be viewed as a three-way partnership between the student, CIT and the employer. An MoU should be put in place between the three partners which should include a learning agreement for the student with concrete objectives on the work to be done and how the work will contribute to the learning outcomes of the degree. The work placement should be included in the student's PDP.

(i) The employer should make an economic contribution to the student except in exceptional circumstances e.g.

- The student is in receipt of a scholarship and the supervisor approves that it appropriate for this to continue to be paid while the student is on placement (possibly also subject to approval from the funding agency).
- The workplace is unable to make an economic contribution (e.g. voluntary sector) but the supervisor and student both agree that the unpaid placement will make a valuable contribution to the student's project objectives and/or project-related skills.

At a minimum, all employers should pay any travel and subsistence costs incurred by the student related to the work carried out.

(j) Assessment of the work placement will be based on the broad criteria of the student demonstrating that the requirements of (a) and (b) above have been met and that the placement has contributed to the learning outcomes and to the student's transferable skills. An Individual Learning Agreement, based on a CIT template, will be prepared for each placement. The agreement will include the specific objectives of the placement and the detailed assessment criteria to be applied. The employer's report on the student's work may be taken into account into the assessment but the assessment will be the sole responsibility of the student's GSP. Assessment procedures will be set out in detail in the Work Placement Modules.

APPENDIX K – 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.