

SECTION A11

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INSTITUTE OF TECHNOLOGY TRALEE

**Quality Assurance
Handbook**

**Postgraduate Research
Degrees : Regulations &
Procedures**

Status: Approved

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INSTITUTE OF TECHNOLOGY TRALEE

**Postgraduate Research
Degrees**
Procedure PG0: General Information

Procedure:	PG0
Revision:	01
Effective Date	

PROCEDURE PG0: GENERAL INFORMATION

PG0.1: Purpose

To outline the general processes and procedures applying to students undertaking postgraduate Masters and PhD degrees through research.

PG0.2: Scope

Applies to all persons involved with postgraduate research students including the applicant, student, supervisor, Head of School, Head of Department, President, Registrar, Internal & External Examiners.

PG0.3: Responsibility

All persons associated with process.

PG0.4: References

1. HETAC Postgraduate Research Degrees, Policy & Procedures
2. ITT Postgraduate Research Degrees Procedures
3. ITT Postgraduate Research Degrees Forms
4. Guidelines for Postgraduate Research Students
5. Guidelines for Postgraduate Supervisors & Examiners
6. ITT Student Handbook

PG0.5: Procedure

PG0.5.1 The postgraduate research process involves three stages:

- Application to undertake a research programme leading to a Masters or PhD award
- Carrying out the research
- Submission and examination of a thesis.

Application and Evaluation

PG0.5.2 Procedures PG2 and PG3 detail the procedures involved in the application and evaluation processes.

The application processes involves

- Development of a suitable research programme, often in conjunction with a staff member
- Determination of the likely resources required to undertake the research
- Selection of a suitably qualified and experienced supervisor
- Completion of Application Form PG2.1

ITT Procedure PG0: General Information

- The applicant is responsible for submitting the completed application form to the relevant School Administrator for evaluation.
- The relevant School Administrator checks that the form is properly completed prior to submitting it to the Sub-Committee of the School Postgraduate Committee (Ref Form PG2.2)

Evaluation of the application is carried out by a Sub-Committee of the School Postgraduate Committee, which will consider:

- The applicant's qualifications
- The supervisor's qualifications, expertise and supervisory experience
- Number of students currently being supervised by the supervisor
- The availability and suitability of resources
- The academic quality of the proposal

in conjunction with HETAC requirements.

The Terms of Reference Membership of the Sub-Committee of the School Post Graduate Committee are specified in Appendix PG0

The Sub-Committee may require the applicant to undergo a qualifying examination where (s)he does not possess an appropriate honours degree (see PG3).

Associate Supervisors or Mentoring Supervisors may be nominated by the Sub-Committee in the case of a new supervisor or where additional expertise is required.

The Sub-Committee will forward applications to the School Postgraduate Committee (SPC) for approval. Approved applications will then be forwarded to the Office of the Registrar. The Registrar will review the documentation and may seek additional information from SPC or the Sub-Committee of same or an expert in the given research area. Approved applications will be forwarded to HETAC.

On receipt of confirmation from HETAC that the applicant has been admitted to the post graduate register the Admissions Officer will issue a registration pack to the applicant. On payment of the appropriate fees, the student will become a registered postgraduate student of the Institute. Postgraduate students will be enrolled as students of the Institute in September or January.

The application process may take up to three months, or longer, if circumstances require.

Undertaking Research

PG0.5.3 Following registration, the student formally commences her/his research programme in conjunction with the Supervisor. The date of commencement of research must be submitted, in writing, to the Office of the Registrar, within one month. Regular meetings between student and supervisor are required in order to ensure satisfactory progress is made. The student is required to maintain a record of such meetings signed by student and supervisor.

ITT Procedure PG0: General Information

- PG0.5.4** Each postgraduate student is assigned to the appropriate School Postgraduate Committee (SPC). The Terms of Reference of the SPC are included in Appendix PG0.
- PG0.5.5** A Sub-Committee of the SPC will ensure that satisfactory progress is maintained; that adequate communications exist between student and supervisor; and to offer constructive criticism and advice to the student.
- A Sub-Committee SPC will review student progress by 31st March and 31st October each year. The student and supervisor submit progress reports to the Sub-Committee of SPC for each review.
- Following the review the Sub-Committee advises the SPC on the progress of each student.
- PG0.5.6** The SPC provides a summary report detailing progress of postgraduate students associated with that School to the Research and Development Committee and the Office of the Registrar by 30th April and 30th November each year.
- PG0.5.7** The student will be encouraged or required to attend taught courses as part of their training, and to attend seminars and conferences.
- PG0.5.8** A full-time research student may be assigned up to a maximum of six tutorial/demonstrator hours per week (between 9:00am and 6:00pm) by the Head of School or Department.
- Where a student, due to requests from other Schools, is requested to deliver more than six hours per week, (s)he should advise his/her Head of School or Department immediately. Such requests will not be allowed other than in exceptional circumstances.
- Delivering more than 6 tutor/demonstrator hours per week (between (9:00am and 6:00pm) will affect the status of the student.** In particular, the student may cease to be a full-time student with consequent effects on grants, scholarships, etc, and on the duration of their studies. It is the responsibility of the student to inform, the Office of the Registrar, in writing, if (s)he exceeds this six hour limit. This notification should be forwarded to the Office of the Registrar prior to commencing the additional work which exceeds the six hour limit.
- PG0.5.9** The rights and responsibilities of student are detailed in Procedure PG5. The monitoring and reporting requirements for postgraduate research students are given in procedures PG6 and PG7 respectively.

Supervisors

PG0.5.10 The Sub-Committee of the SPC will nominate a suitable qualified supervisor to supervise the work of each postgraduate research student. If required, the Sub-Committee will nominate an additional associate supervisor to cover a particular aspect of the research topic.

The Sub-Committee of the SPC may also nominate a mentoring supervisor to assist a supervisor who may not have previously supervised a postgraduate research student.

All nominations of supervisors, associate supervisors and mentoring supervisors, are subject to the ratification by the relevant Head of School.

The role and responsibilities of supervisors is contained in procedure PG8. The monitoring and reporting requirements of postgraduate research students is given in Procedure PG6 and PG7 respectively.

Transfer between Masters and PhD Registers

PG0.5.11 Where the student, in conjunction with the supervisor, wishes to transfer from the Masters to the PhD register, the procedure in PG4 'Application to transfer from Masters to PhD register' should be used and submitted to the Head of the Department for consideration by appropriate Sub-Committee of SPC.

The same procedure applies for transfer from PhD to Masters Register.

Thesis Submission

PG0.5.12 Where the student is ready to submit her/his thesis, the procedures in PG12 'Postgraduate Thesis Submission' should be followed.

The Institute 'Guidelines for Postgraduate Research Students' also provides advice on this topic. Further guidance is available on the Institute's Library web-site.

Examinations

PG0.5.13 Procedures for the Appointment and duties of Internal and External Examiners are given in procedures PG9 and PG10.

The examination procedures applying to the student are outlined in Procedure PG12, and examination rules and regulations are contained in the Student Handbook.

Award

PG0.5.14 Postgraduate Awards are generally made at the Autumn Conferring of Awards Ceremony in October each year.

Lapse of Registration

PG0.5.15 Students are required to complete their degree within specific time limits, and are also required to maintain satisfactory progress during this period. Where these conditions are not complied with, the student's registration may lapse. These procedures are detailed in PG11.

The SPC may recommend that a student be removed from the register by the Registrar where inadequate progress is made.

APPENDIX PG0

Terms of Reference for the:

- 1. School Postgraduate Committee (SPC)**
- 2. Sub-Committee of the School Postgraduate Committee**

1. School Postgraduate Committee

1. Terms of Reference

The Terms of Reference of the School Postgraduate Committee are to assist the Institute to:

- Promote a research ethos within the School
- Foster continued high levels of excellence in research being undertaken
- Encourage and support the student during his/her postgraduate course of study
- Make recommendations to the Registrar on admission, transfer or lapse of student registration

2. Membership

The membership of SPC consists of:

- Head of Development or nominee
- Registrar
- Head of relevant School (Chairperson)
- Heads of Department of relevant School
- One staff member from each designated area in the relevant School. The staff member representing the designated area will be nominated by the relevant Course Committee within the school.
- Two Postgraduate Students elected by the postgraduate research students in that School

3. Meetings

The Committee will meet at least twice a year.

4. Reporting

The School Postgraduate Committee reports to the relevant School Board. The SPC provides details on student progress, in accordance with the regulations of PG7, to the School Board, the Research and Development Committee and Registrar.

5. Particular Functions

- Approval of applications for admission to postgraduate register
- Review progress reports on postgraduate students

ITT Procedure PG0: General Information

- Approve applications to transfer from Masters to PhD register
- Make formal recommendations to the Registrar for amendments/additions to the QA procedures for postgraduate students
- Identify training needs and resources required by post graduate supervisors and students
- Will convene a meeting of all the postgraduate supervisors associated with that school twice a year. In particular this meeting will review the QA procedures. Suggestions for amendment of same are to be forwarded by the Head of School to the QA Sub-Committee.

In carrying out the above functions the School Postgraduate Committee will establish a Sub-Committee (see Section 2 for Membership and Functions of Sub-Committee)

2. Sub-Committee of the School Postgraduate Committee

1. Membership

The membership of the Sub-Committee will consist of

- the relevant Head of Department
- the relevant Department's Representative on the School Postgraduate Committee
- other researchers from the relevant Department (or from another Departments where relevant expertise may exist), as selected by the Head of Department. Each Course Committee will forward to the Head of Department a list of staff who wish to participate on the Sub-Committee. This list will also specify the area of research/interest of each nominee. The Head of Department will then nominate staff to participate on the Sub-Committee from this list on a rota basis.

2. Meetings

As required.

3. Reporting

The Sub-Committee reports to the School Postgraduate Committee.

4. Functions

The role of the Sub-Committee is to:

- Evaluate applications for postgraduate students through research with reference to qualifications of applicant, supervising arrangements, quality of proposals, and availability of resources required to support the programme of research in accordance with Procedures PG2 and PG3.
- Review progress by the student and set goals to be achieved; and ensure that the monitoring and reporting in provisions PG6 and PG7 are complied with (see note 1)
- Review application for transfer from Masters Register to Phd Register in accordance with Procedure PG4
- Encourage critical self-evaluation by the student to explore new directions or methods of research
- Recommend and encourage publication of appropriate papers
- Above all, the Sub-Committee's objective is to encourage and support the student during his/her postgraduate course of study. This process should not interfere with the academic freedom and responsibilities of the supervisor, but rather provide a supportive role.
- Obtain feedback from postgraduate supervisors and postgraduate students in relation to postgraduate QA procedures. Suggestions regarding modifications of same to be forwarded by Head of Department to the QA Sub-Committee of the Academic Council by the last working day in February.

NOTE 1

In carrying out the ongoing monitoring of postgraduate students there must be a member of the academic staff of another department within the Institute participating on the Sub-Committee. This external member must have experience in postgraduate supervision.

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INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG1-
Research and Development
Committee

Procedure:	PG1
Revision:	01

Status: Approved

Research and Development Committee

1. Terms of Reference

The Research and Development Committee is a Sub-Committee of the Academic Council and the terms of reference of the Committee are to assist the Institute to:

- Develop policies and procedures to facilitate research.
- Reviewing policies and priorities in relation to research.
- Develop policies and procedures in relation to the admission, supervision, monitoring and examination of postgraduate research students
- Develop a protocol in relation to research projects developed jointly by IT, Tralee with other research providers and with industry
- Promote the activities and capabilities of the Institute in relation to research to the wider community both regionally and nationally
- Facilitate communication of R & D policies to staff and facilitate feedback from staff re same
- Monitor the ongoing implementation of procedures developed by the R & D Committee
- Develop and promote a framework for the development and the ongoing revision of policies and procedures in relation to research, particularly in relation to:
 - A code of ethics in relation to research
 - A code of good practice in relation to the monitoring of Postgraduate Research Students
 - A policy in relation to Intellectual Property Rights (IPR)
 - A policy in relation to the establishment of strategic links with other Third Level providers
 - A protocol in relation to the allocation of research Scholarships funded by the Institute
- Review reports from the School Postgraduate Committees
- Promote a research and development ethos within the Institute.
- Liaise with Institute Academic Units as appropriate.

2. Membership

- Head of Development (Chair)
- President
- Registrar
- Two representatives from academic management
- One elected academic staff member, on the Academic Council, from each School of Study
- President or Vice President of the Students Union
- One Supervisor (elected annually by postgraduate student supervisors)
- One registered postgraduate student (elected annually by registered postgraduate students).

The Committee may co-opt additional members from time to time to assist it in its work and for such periods of time as it deems necessary.

3. Meetings

The Committee shall meet at least once per term.

4. Reporting

A monthly status report will be forwarded to the Academic Council. The minutes of the Committee will be posted on the staff intranet. The Committee will forward an annual report to the Academic Council in May of each year.

5. Particular Functions

The Research and Development Committee shall generally concern itself with

- Advising the Academic Council on matters relating to academic standards having regard to Section 11 of the 1992 RTC Act.
- The development of policies and procedures in relation to the admission, supervision, progress monitoring and examination of postgraduate research students
- Ensuring compliance with HETAC requirements
- The promotion of research among staff and students
- The approval of procedures in relation to the awarding scholarships funded by the Governing Body
- Development of a publications policy in relation to research
- Approval of arrangements governing collaborative research with other research providers and sponsors
- Providing reports as required to the Academic Council
- The review of the support structures for Postgraduate supervisors
- Reviewing Postgraduate Research Policy
- Reviewing the procedure for the allocation of research funding within the Institute
- Exercise such other functions that the Academic Council may request from time to time

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG2 -
Application to undertake
Postgraduate Masters/PhD Degrees
through Research

Procedure:	PG2
Revision:	01

Status: Approved

PROCEDURE PG2: Application for Postgraduate Degrees through Research

PG2.1: Purpose

To ensure applications to undertake postgraduate degrees through research are completed correctly by applicant and supervisor.

PG2.2: Scope

Applies to Masters and PhD applications to be undertaken through research.

Applies from initial application to registration of student.

PG2.3 Responsibility

President

Registrar

Head of Development

Applicant

Supervisor

School Postgraduate Committee

PG2.4: References

1. HETAC Postgraduate Research Degrees, Policy and Procedures.
2. Form PG2.1: Application for Admission to the Postgraduate Register

PG2.5: Procedure

PG2.5.1 Application Form (Appendix PG2) and Guidelines are available in electronic format from Office of Head of Development/Registrar/Head of School/Head of Department. APPLICATIONS MUST BE COMPLETED ELECTRONICALLY.

PG2.5.2 Applicant

Applicant completes Form PG2.1 and

- Encloses transcript of final year results and copy of award if non-NCEA/HETAC Award
- Ensures all sections are fully complete
- Ensures start date is at least three months subsequent to submission of application. Candidate may commence research in either September or January of each academic year.

ITT Procedure PG2: Application to Undertake Postgraduate Studies

Normal Duration:	MSc	<i>Full Time:</i>	<i>21 Months</i>
		<i>Part Time:</i>	<i>33 Months</i>
	PhD	<i>Full Time:</i>	<i>33 Months</i>
		<i>Part Time:</i>	<i>45 Months</i>

In general, the applicant will be required to hold an appropriate Bachelors degree at 2nd class honours level or higher

PG2.5.3 Supervisor

The supervisor must:

- Be qualified at least to the level of the award being sought, and have obtained that degree through research
- Have prior experience as a postgraduate supervisor at the level of the award sought
- Have appropriate expertise in the area of research proposed
- Available to undertake the supervision, as agreed with the of Head of School

Where the above cannot be complied with (other than supervising experience) an additional suitably qualified Associate Supervisor may be proposed by the Institute. Associate Supervisor will focus on a particular aspect of the research topic and will have a supporting role to the Supervisor. The Supervisor has the sole responsibility for the supervision of the student and the research work associated with same. An allocation of teaching hours will be given to the Associate Supervisor for the particular period of time that he/she liaise with the postgraduate student. The hours allocation for the Associate Supervisor should be specified prior to the admission of the student to the postgraduate register. In exceptional circumstances more than one Associate Supervisor maybe assigned to a particular research proposal.

An additional mentoring supervisor shall be appointed in instances where the proposed internal supervisor does not have appropriate supervisory experience.

Where the student is also a staff member of the Institute, the supervisor shall be from another Institute/University.

PG2.5.4 Research Proposal

Guidelines for the preparation of a research proposal are included in Appendix PG2. The research proposal (Section 10.1, 10.2, 10.3, of form) should be printed on separate sheet(s) of paper. The schedule of work should be in number of months rather than in date format.

PG2.5.5 Research Environment

The proposed supervisor completes Section 12 of Form PG2.1 and should take into account the following factors to ensure the applicant can reasonably be expected to be provided with:

- experienced research supervision
- opportunities for interaction with other postgraduate research students within the Institute or in similar fields in other Institutes
- subject based or interdisciplinary sessions – lectures, seminars, tutorials
- opportunities, where appropriate, for collaboration with other Institutes of higher education
- adequate physical facilities including specialised accommodation, where necessary, and library and IT facilities, together with technical and administration support structures and attendant staff
- training (practical and pedagogical) in research methodologies both generic and specific, and in the use of facilities and equipment, and any specialised training dictated by the nature of the research being undertaken
- Student welfare and support facilities.
- Adequate funding for research project.

PG2.5.6 The completed application form should be submitted to the School Administrator.

PG2.5.7 School Administrator

- reviews the application form and completes Section A of Form PG2.2
- submits the fully completed HETAC application form to the relevant Sub-Committee of the School Postgraduate Committee (SPC);
- returns forms for modifications to Applicant/Supervisor if required;
- forwards applications approved by the School Postgraduate Committee to the Office of the Registrar and updates the postgraduate database

PG2.5.8 Registrar

- checks form;
- contacts applicant or Chair of the Sub-Committee of the SPC or researcher active in the proposed area of research if additional clarification is required;
- forwards to HETAC; if appropriate

ITT Procedure PG2: Application to Undertake Postgraduate Studies

Following approval by HETAC, where appropriate, Registrar

- advises applicant;
- notifies applicant of tuition fees and other fees,

After the student has paid the relevant fees he/she is registered as a postgraduate student. The Admissions Officer will inform Supervisor/Head of Department/Head of School once the registration process is complete.

PG2.5.9 Each postgraduate student is assigned to an appropriate School Postgraduate Committee (SPC). The Terms of Reference of the SPC are included in Appendix PG0.

PG2.5.10 Where student is in receipt of research funding, the Head of Development will arrange:

- payment of tuition fees, student services fee, and award fee (if appropriate)
- payment of funding to student.

PG2.5.11 Important Information

Applicants should note carefully the following:

- When using an outside agency for empirical research purposes or when conducting research in conjunction with an outside agency, remember that academic pursuit must take precedence over the needs of a specific company.
- The written agreement of any external agency required by the student, as part of her/his research should be sought in advance.
- Use the established language of research, for example 'literature review', rather than newer jargon, for example 'paper search'.
- Confirmation of funding should be obtained prior to commencement.
- The process of approval will take some time and the Institute cannot guarantee any applicant that her/his application will be successful.

APPENDIX PG2

- Document 1: **Application of Admission to Postgraduate Register (Form PG2.1) (must be completed electronically)**
- Document 2: **Guidelines for the Specification of a Research Thesis**
- Document 3: **Evaluation and Admission to Postgraduate Register (Form PG2.2)**

Generic training and specialist courses provided	
<i>ITT Procedure PG2: Application to Undertake Postgraduate Studies</i>	
5.4	

6	Further information about candidate's experience
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6.1	Third Level Education
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Name & address of institutions attended	Awarding Body	Years of Study (from – to)	Award Title	Award Classification	Date Conferred

6.2	Professional/Industrial Experience
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Dates (from – to)	Employer's name & address	Title and/or position held	Duties

6.3	Other Relevant Information (including publications/membership of professional bodies)

7.	Supervisory Arrangements
	Please attach a <u>full CV</u> for each proposed supervisor
	For each member of the supervisory team provide the following information

Role:					
Principal supervisor	<input type="checkbox"/>	Co-supervisor	<input type="checkbox"/>	Mentor supervisor	<input type="checkbox"/>
Name:					
Position:					
Organisation:					

List of postgraduate candidates currently being supervised	Name	Award	Institution
List of postgraduate candidates previously supervised	Name	Award	Institution

Supervisor's Signature:

7.1 **Supervisory Arrangements**
 Please attach a full CV for each proposed supervisor
 For each member of the supervisory team provide the following information

Role:

Principal supervisor	<input type="checkbox"/>	Co-supervisor	<input type="checkbox"/>	Mentor supervisor	<input type="checkbox"/>
Name:					
Position:					
Organisation:					

List of postgraduate candidates <u>currently</u> being supervised	Name	Award	Institution
List of postgraduate candidates <u>previously</u> supervised	Name	Award	Institution
Supervisor's Signature:			

7.2 **Supervisory Arrangements**
 Please attach a full CV for each proposed supervisor
 For each member of the supervisory team provide the following information

Role:

Principal supervisor	<input type="checkbox"/>	Co-supervisor	<input type="checkbox"/>	Mentor supervisor	<input type="checkbox"/>
Name:					
Position:					
Organisation:					

List of postgraduate candidates <u>currently</u> being supervised	Name	Award	Institution
List of postgraduate candidates <u>previously</u> supervised	Name	Award	Institution
Supervisor's Signature:			

This Institute requests the **HIGHER EDUCATION AND TRAINING AWARDS COUNCIL** to consider the application of _____ as detailed above for admission to the Postgraduate Register for the award of _____

 Signature of Registrar or Head of Academic Affairs

GUIDELINES FOR THE SPECIFICATION OF A RESEARCH THESIS

The criteria for registration of an application by an approved provider for registration of a research degree programme are set out in sections 3.3.4-3.3.6 of the HETAC policy document '*Taught and Research Programme Accreditation Policy, Criteria and Processes*' which are available on the HETAC website (www.hetac.ie).

General Checklist

The application should provide (where appropriate) details on the following themes. Providers may obtain a sample application template from HETAC should they require one.

- The candidate's experience
- The research proposal
- The supervisor (s) (Have CVs giving details on research experience been attached?)
- Structured elements of the programme
 - Generic training
 - Specialist training
 - Seminars
- External links
 - Access to external resources
 - Collaboration with other research groups
 - International conference participation
- Relevant specialised facilities and funding
- Has documentary evidence of each of the learner's qualifications been obtained by the institution? Has a NARIC equivalence advice been sought for each of the learner's foreign qualifications?
- Has the application been approved by the internal institutional processes for research degree programmes?
- Is there evidence that the student will receive any training that may be required?

Research proposal

HETAC recommends that each application for registration via the case-by-case process be supported by an independent evaluation arranged by the provider of the feasibility of the proposed research programme. It may suffice if the academic feasibility of the intended research programme has been independently and expertly assessed as part of approval for funding.

- Is the overall objective, conjecture or hypothesis clear?
- Does the application provide evidence that the supervisor or supervisory team will be able to provide academic guidance, authority and leadership in the context of the proposed research?
- Is there evidence that new knowledge *may* emerge from the research?
- Is there evidence that the proposer is familiar with the relevant learned literature (and patents where appropriate)?
- Has the feasibility of completing the research in the timeframe been assessed? Are the necessary resources (information, laboratory, equipment, travel) in place? Is the research environment likely to be supportive for this particular proposal?
- Is it made clear how the research will be conducted? Has the research approach been clearly articulated?

ITT Procedure PG2: Application to Undertake Postgraduate Studies

- Is it evident that there is a clear plan for the student to get started on the work? Have specific questions been identified?
- Has the research proposal been submitted, if necessary, for approval by a competent ethics committee?
- Is there a schedule (more detailed for the first period and more an outline thereafter which will be updated annually perhaps radically during the project) which sets out clearly the review dates or 'milestones' that need to be assessed along the way - like a contract of sorts between the supervisor and the student?

EVALUATION AND ADMISSION TO POSTGRADUATE REGISTER (FORM PG2.2)

NAME:

AWARD SOUGHT:

NOTE:

- “*” to be entered in ‘check’ box below where further details are needed.
- Relevant section of Form PG2.1 is given in parentheses

SECTION A: Administrative Checklist (to be completed by School Administrator)

			Yes	No	Check				
	A	Candidate’s Details Given (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	B	School/Department Listed? (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	C	Award Sought Indicated? (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	D	Title Specified? (5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	E	Duration ok? (5.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Please complete following by ticking relevant sections (NOTE candidates may only commence in September <u>OR</u> January in any academic year)									
			Commencement Date			Finish Date			
	Masters	<input type="checkbox"/>	F/T	<input type="checkbox"/>	September	200__	21 Mths	June	200__
					January	200__	21 Mths	December	200__
			P/T	<input type="checkbox"/>	September	200__	33 Mths	June	200__
					January	200__	33 Mths	December	200__
	PhD	<input type="checkbox"/>	F/T	<input type="checkbox"/>	September	200__	33 Mths	June	200__
					January	200__	33 Mths	December	200__
			P/T	<input type="checkbox"/>	September	200__	45 Mths	June	200__
					January	200__	45 Mths	December	200__
	F	Finish Date: Matches Duration? (5.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	G	FT/PT Indicated? (5.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	H	Details of Proposed Programme of Research given (5.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	I	Details of Generic Training and Specialist Courses Provided (5.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	J	Third Level Education Table completed and Transcript and Copy of Award included for Non– NCEA/HETAC Awardee? (6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	K	Professional/Industrial Experience table completed (6.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	L	Supervisory Arrangements completed (7/7.1/7.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	M	Supervisor’s signature completed (7/7.1/7.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

SECTION B: ACADEMIC CHECKLIST (To be completed by Chairperson, Sub-Committee of SPC)					
A	Award Sought:(2)				
	Appropriate to Bachelors/Masters degree held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Title/ Specialization appropriate to Bachelors/Masters degree held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Candidate possesses an Honours Degree?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D	Adequate scope and depth, aims and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E	Research methodologies satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F	Schedule of time satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comment in Relation to application

		Yes	No	Check
G	Supervisor			
	Supervisor nominated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Qualified at least to level of Award Sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Obtained through Research?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has Supervised before?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has experience in area of research?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is currently registered for postgraduate degree at same level as applicant? If yes Supervisor not suitable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Number of students currently supervising?			
	Number of other applications pending (excluding current)?			
-	Associate supervisor required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Associate supervisor nominated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Associate supervisor satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Mentoring Supervisor required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mentoring Supervisor nominated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mentoring supervisor satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-	Head of School agreed to provide supervision hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head of School satisfied that the necessary resources are available to support the research proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.	RESEARCH ENVIRONMENT			
	Supervisory arrangements satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical facilities satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Library/IT facilities satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate facilities available to carry out research (equipment, materials, travel, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.	RECOMMENDATION:	TICK ONE
	Application is recommended for approval	<input type="checkbox"/>
	Application recommended on satisfactory completion items of marked “*” above.	<input type="checkbox"/>
	Application referred for amendment and re-submission.	<input type="checkbox"/>
	Application is unsuccessful and should not be resubmitted for future re-evaluation	<input type="checkbox"/>

Signed:

Chairperson, Sub-Committee of SPC

Date:

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG3 -
Evaluation of Applications to undertake
Postgraduate Masters/PhD degrees through
research

Procedure:	PG3
Revision:	01

Status: Approved

PROCEDURE PG3 EVALUATION OF APPLICATIONS TO UNDERTAKE POSTGRADUATE MASTERS/PHD DEGREES THROUGH RESEARCH

PG3.1: Purpose

To ensure applications to undertake postgraduate degrees through research are evaluated fully prior to submission to the Academic Council.

PG3.2: Scope

Applies to applications to undertake Postgraduate Masters or PhD degrees through research and to applicants who wish to transfer from the Masters to PhD registers.

PG3.3 Responsibility

President

Registrar

Head of Development

Head of School/Department

School Postgraduate Committee

Sub-Committee of School Postgraduate Committee

PG3.4 References

1. HETAC Postgraduate Research Degrees, Policy and Procedures
2. Procedure PG2 Application to undertake postgraduate Masters/PhD degrees through research.
3. Form PG2.1 Application to undertake postgraduate degree through research. This form must be completed electronically.
3. Form PG2.2 Evaluation of Postgraduate Application

PG3.5 Procedures

PG3.5.0 General

The Sub-Committee of the relevant School Postgraduate Committee (SPC) evaluates applications to undertake postgraduate degrees through research. It recommends acceptance, or otherwise, of the application to the School Postgraduate Committee who approves, or otherwise the application. Form PG2.2 is to be completed by the Chairperson of the Sub-Committee and forwarded with the application to the Office of the Registrar.

PG3.5.1 Administrative Checks

The relevant School Administrator carries out a preliminary check for completeness. Incomplete forms are returned to the applicant. Completed forms are forwarded to the Sub-Committee of the School Postgraduate Committee (SPC).

The Sub-Committee of the School Postgraduate Committee when evaluating an application shall ensure that:

- Application is on correct Form (Form PG 2.1), and all sections for completed
- Award sought indicated
- Title clearly stated
- Duration guidelines satisfied (Ref 1, 1.3 & 1.4)
 - Masters**
 - 21 months full-time
 - 33 month part-time
 - PhD**
 - 33 months full-time
 - 45 month part-time respectively
- Start date at least three months in advance
- Transcript of final year results and a copy of award from non NCEA/HETAC awards
- Applicant signed and dated form
- Supervisor section completed, signed and dated
- Research environment section completed
- Details of proposed programme of research included
- Schedule of work corresponds to duration/start date in Section 5.2.
- Section 2 of Form PG2.2 lists the required checks.

PG3.5.2 Academic Checks

The Sub-Committee of the School Postgraduate Committee (SPC) shall ensure that:

- Award sought is a continuation of or cognate to Bachelors/Masters degree held
- Research project/area of specialisation in area cognate to qualifications
- Applicant has a 1st or 2nd class honours degree
- Applicants who do not have an honours degree may be admitted to the register. Such applicants will be considered under the following categories:
 - **Category A:** Applicants who apply for admission to the postgraduate register within five years of obtaining their undergraduate qualification.
 - **Category B:** Applicants who apply to the postgraduate register after five years of obtaining their undergraduate qualification.
- Applicants in Category A will be required to make up the differential between the pass and honours degree, by either sitting the relevant final year exams at IT Tralee or at the third level Institute which awarded the applicant their third level degree.
- Applicants in Category B may make up the differential by either satisfying the conditions specified for Category A above or by submitting a portfolio of work or project which matches the relevant outcomes for an honours degree at level 8 on the National Qualifications Framework. The portfolio/project must not be preparative ground-work for the applicants proposed Masters topic.
- Proposed research project has adequate scope and depth for qualification sought and references to state aims and objectives, research methodology and schedule of work
- Proposed Supervisor
 - Be qualified at least to the level of the award being sought, and have obtained that degree through research
 - Have prior experience as a postgraduate supervisor at the level of the award sought
 - Have appropriate expertise in the area of research proposed
 - Available to undertake the supervision, as agreed with the of Head of School
 - Has the capacity to undertake supervision taking into account the number of existing students her/she is currently supervising.

Where the above cannot be complied with (other than supervising experience) an additional suitably qualified Associate Supervisor may be proposed by the Institute. Associate Supervisor will focus on a particular aspect of the research topic and will have a supporting role to the Supervisor. The Supervisor has the sole responsibility for the supervision of the student and the research work associated with same. An allocation of teaching hours will be given to the Associate Supervisor for the particular period of time that he/she liaise with the postgraduate student. The hours allocation for the Associate Supervisor should be specified prior to the admission of the student to the postgraduate register. In exceptional circumstances more than one Associate Supervisor maybe assigned to a particular research proposal.

An additional mentoring supervisor shall be appointed in instances where the proposed internal supervisor does not have appropriate supervisory experience.

A mentoring supervisor is nominated where the supervisor has not supervised a postgraduate research student previously but satisfies the other requirements.

Section B of Form PG2.2 deals with these issues.

PG3.5.3 Research Environment

The Sub-Committee of the School Postgraduate Committee (SPC) shall satisfy itself that the applicant can reasonably be expected to be provided with:

- Experienced research supervision
- Opportunities for interaction with other postgraduate research students
- Subject based and/or interdisciplinary lectures, tutorials, seminars
- Opportunities, where appropriate, for collaboration with other institutions of higher education
- Adequate physical facilities and supports including specialised accommodation or equipment, where necessary
- Library and IT Facilities
- Training (practical and pedagogical) in research methodologies, and in the use of facilities and equipment, and any specialised training dictated by the nature of the research being undertaken.
- Student welfare and support facilities.
- Adequate funding to carry out the research.

Section B of Form PG2.2 covers these issues.

PG3.5.4 Recommendation

In arriving at a recommendation the Sub-Committee may arrange to meet the supervisor and or other persons with appropriate expertise to discuss any issues arising from the application. The recommendations of the Sub-Committee are forwarded to the SPC for approval/ratification.

The applications approved by the SPC shall be forwarded to the Office of the Registrar. On receipt of the form the Registrar will:

- checks form;
- contacts applicant or Chair of the Sub-Committee of the SPC or researcher active in the proposed area of research if additional clarification is required;
- forwards to HETAC; if appropriate

Following approval by HETAC, where appropriate, Registrar

- advises applicant;
- notifies applicant of tuition fees and other fees.

After the student has paid the relevant fees he/she is registered as a postgraduate student. The Admissions Officer will inform Supervisor/Head of Department/Head of School once the registration process is complete.

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG4 -
Application for Transfer from Masters to
PhD Register

Procedure:	PG4
Revision:	01

Status: Approved

Procedure PG4 - Application for transfer from Master to PhD Register

PG4.1: Purpose

To process applications from students who wish to transfer from the Masters to PhD register.

PG4.2: Scope

Applies to students who have been admitted to the Masters register for at least one year, and who wish to transfer to the PhD register.

PG4.3: Responsibility

President

Registrar

Head of Development

School Postgraduate Committee (SPC)

Supervisor

Student

PG4.4: References

1. HETAC Postgraduate Research Degrees, Policy and Procedures, Section 1.5.
2. Application for Transfer to Doctoral Register Form PG 4. This form must be completed electronically.
3. Procedure PG 3 'Evaluation of applications to undertake postgraduate Mastes/PhD Degrees through Research'.

PG4.5: Procedure

PG4.5.1 Application

Applications must be made by the student and supervisor on Form PG 4 ' Application for transfer to the Doctoral Register' (Appendix PG4). This form must be completed electronically.

The application should be made

- (a) at least one year after admission to the Masters Register and
- (b) not later than one year before the expected date of completion of the proposed doctoral programme.

PG4.5.2 Evaluation

The Sub-Committee of the School Postgraduate Committee (SPC) shall evaluate the application in accordance with Procedure PG 3 'Evaluation of Applications to undertake postgraduate Masters/PhD degrees through research'. The Sub-Committee should also nominate an External Examiner, who is not a member of staff of IT, Tralee, to review the document submitted to determine if the quality of the proposal and work is of a PhD level. The views of the supervisor will be sought as part of the evaluation process, in particular, the supervisor will be required to:

- submit a letter specifying his/her support or otherwise for the application.
- submit a report reviewing the work submitted by the student to date which specifies the depth of the material submitted to him/her for review and the relevance of same for an award of Phd.

In reviewing applications for transfer from the Masters Register to the Phd Register the applicant will be required:

- to submit a formal letter requesting the transfer to the relevant Head of Department and complete Form PG4.
- to submit a detailed report specifying the nature and the extent of the work submitted to date and specify the grounds which justify the request.

Recommendations of the Sub-Committee shall be forwarded to the School Postgraduate Committee for formal approval.

On receipt of the form the Registrar will:

- check form;
- contact applicant or Chair of the Sub-Committee of the SPC or researcher active in the proposed area of research if additional clarification is required;
- forward to the External Examiner for approval

Following approval by External Examiner, where appropriate, Registrar

- forward to HETAC for approval

Following approval by HETAC, where appropriate, Registrar

- advise applicant;
- notify applicant of tuition fees and other fees.

After the student has paid the relevant fees he/she is registered as a postgraduate student. The Admissions Officer will inform Supervisor/Head of Department/Head of School once the registration process is complete.

PG4.5.3 Student Responsibility

The student accepts responsibility for the decision to change from Masters to PhD, or vice versa, and cannot hold the Institute responsible for any subsequent failure to achieve the revised award sought.

APPENDIX PG4

Application for Transfer to Doctoral Register (Form PG4)

APPLICATION FOR TRANSFER TO DOCTORAL REGISTER (FORM PG4) This form must be completed electronically

Please complete all parts of the form by typing/pasting information under or adjacent to all of the headings, sub-headings etc. The completed electronic form should be emailed to HETAC jodonnell@hetac.ie by the registrar's office on behalf of the institution.

1. **Candidate's Details**

Surname:	Forename:	Title:
Permanent Address:		

Date of Birth:	Nationality:	PPSN No.
----------------	--------------	----------

2. **Department:** **School:**

3. **Currently Registered for:**

Master of Arts	Master of Business	Master of Engineering	Master of Science
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. **Institutional status in this discipline area:**

Approved	Accredited	Delegated Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. **Title of Proposed Research Degree Programme :**

5.1 **Fields of Education Classification (CSO) ¹**

Level 1	Level 2	Level 3

5.2 **Proposed Duration of Research Programme**

Proposed Start Date:	Proposed Finish Date:	Full-time: <input type="checkbox"/> Part-time: <input type="checkbox"/>
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5.3 **Research Proposal**

This information should be typed on separate sheets and attached to this application
The Proposed Programme of Research should include the following: Detailed research proposal. Proposed schedule of work with outline time frame for whole programme. Information concerning the research environment in this field (external links, relevant specialised facilities and funding)

¹ A guide to these classifications can be found at:
http://www.cso.ie/surveysandmethodologies/classifications_fields_Ed.htm

5.4 Transfer Report

This information should be attached separately to this application

Applications for a Transfer from the Master's Register should be supported by a recognised expert assessor in the field of proposed doctoral and accompanied by a substantial transfer report

5.5 Generic training and specialist courses provided

7. Supervisory Arrangements

Please attach a full CV for each proposed supervisor

For each member of the supervisory team provide the following information

Role:					
Principal supervisor	<input type="checkbox"/>	Co-supervisor	<input type="checkbox"/>	Mentor supervisor	<input type="checkbox"/>
Name:					
Position:					
Organisation:					

List of postgraduate candidates <u>currently</u> being supervised		Name	Award	Institution
List of postgraduate candidates <u>previously</u> supervised		Name	Award	Institution
Supervisor's Signature:				

7.1 Supervisory Arrangements

Please attach a full CV for each proposed supervisor

For each member of the supervisory team provide the following information

Role:					
Principal supervisor	<input type="checkbox"/>	Co-supervisor	<input type="checkbox"/>	Mentor supervisor	<input type="checkbox"/>
Name:					
Position:					
Organisation:					

List of postgraduate candidates <u>currently</u> being supervised		Name	Award	Institution
List of postgraduate candidates <u>previously</u> supervised		Name	Award	Institution
Supervisor's Signature:				

7.2 Supervisory Arrangements

Please attach a full CV for each proposed supervisor

For each member of the supervisory team provide the following information

<input type="checkbox"/>				
Role:				
Principal supervisor	<input type="checkbox"/>	Co-supervisor	<input type="checkbox"/>	Mentor supervisor
Name:				
Position:				
Organisation:				

List of postgraduate candidates <u>currently</u> being supervised		Name	Award	Institution
List of postgraduate candidates <u>previously</u> supervised		Name	Award	Institution

Supervisor's Signature:

This Institute requests the HIGHER EDUCATION AND TRAINING AWARDS COUNCIL to consider the application of _____ as detailed above for admission to the Postgraduate Register for the award of _____

Signature of Registrar or Head of Academic Affairs

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG5 -
Rights & Responsibilities of Postgraduate
Research Students

Procedure:	PG5
Revision:	00

Status: Approved

PROCEDURE PG5 Rights & Responsibilities of Postgraduate research students

PG5.1: Purpose

To ensure postgraduate research students are made aware of their rights and responsibilities.

PG5.2: Purpose

Applies to registered postgraduate students undertaking Masters/PhD degrees through research.

PG5.3: Responsibility

Student

PG5.4: References

1. HETAC Postgraduate Research Degrees, Policy and Procedures
2. ITT Postgraduate Research Procedures
3. ITT Student Handbook
4. Guidelines for Research (to be written)
5. ITT Equal Opportunities policy

PG5.5: Procedure

PG5.5.1 Documentation

The student undertakes to read, understand and abide by the provisions of the following documentation:

- (a) HETAC Postgraduate Research Degrees, Policy & Procedures
- (b) ITT Student Handbook including Student Rights & Responsibilities
- (c) Guidelines for undertaking Research
- (d) ITT Postgraduate Studies Regulation Procedures as issued to the student
- (e) Any other relevant documentation issued to him/her from time to time.

The student and supervisor completes forms PG5.0(a) and PG5.0(b) – Statement to abide by provisions of documentation.

PG5.5.2 Fees

The student is required to pay fees as set by the Institute from time to time in order to become/remain a registered student of the Institute.

PG5.5.3 Information

The student is entitled to receive and should be provided prior to registration with the following information in relation to:

- Funding arrangements
- The suitability of the research proposal to the award sought
- The nature of the work to be undertaken, the formulation of the research proposal, and the standard expected
- Planning of the research
- Appropriate literature and sources
- Supervising arrangements, including details in relation to the School Postgraduate Committee and Sub-Committee of same
- Available facilities
- Procedures for monitoring his/her progress, including notification of insufficient progress/lapse of registration
- Preparation and submission of the thesis, including relevant examination procedures, format and layout of thesis, further work required to satisfactorily complete the thesis
- Recommendations to transfer between registers, if appropriate

PG5.5.4 Supervisory Arrangements

The student will be assigned a supervisor.

The student will be assigned to the appropriate School Postgraduate Committee (Procedure PG0) who will review the student's progress at least twice annually and offer constructive criticism and advice, where appropriate.

The supervisor and student shall agree a schedule of meetings in order to maintain adequate contact between them.

The student shall be responsible for maintaining a record of such meetings and notes of decisions and other relevant matters. Form PG5.1 'Record of Supervisor-Student meetings' shall be used for this purpose and when completed shall be signed by the student and supervisor. Full-time students are required to complete Form PG5.1 on the last working day of each month, during the academic year. Part-time students are required to complete Form PG5.1 every two months, during the academic year.

The student shall be responsible for producing such records at progress review meetings held by the Sub-Committee of the School Postgraduate Committee.

ITT Procedure PG5 – Rights & Responsibilities of Postgraduate Research Student

The student shall inform the supervisor(s) as early as possible, of any significant problems and difficulties encountered.

The student shall not initiate contact with the Internal or External Examiners.

PG5.5.5 Reporting

The student shall provide a progress report, (Form PG5.2) signed by the student and supervisor, to the Sub-Committee of the School Postgraduate Committee twice annually. Such reports will be required at dates specified by the Committee on or before 31st March and 31st October each year.

The progress report shall include progress in the work to-date including:

- Agreed research plan and amendments to agreed plan if appropriate
- Agreed work schedule and compliance with the schedule
- Indication of satisfaction with general progress to-date, or otherwise
- Record of meetings with supervisor
- Likely date of submission of thesis.

Form PG 5.2 'Postgraduate Student Progress Report' shall be used for this purpose.

PG5.5.6 Health & Safety/Equality

The student is responsible for operating safe procedures at all times in accordance with the Health & Safety requirements of the Institute.

Where a postgraduate student is responsible for the activities of other undergraduate students in a classroom or laboratory or similar situation, the student shall ensure (s)he is aware of any specific health and safety requirements applying. The student is also required to be aware of the Institute's equality policy in his/her dealings with other students and staff.

PG5.5.7 Thesis Submission

The student is required to make her/himself aware of HETAC and Institute requirements in relation to

- Relevant dates for submission of the thesis
- Format and layout of the thesis
- Examination requirements

As specified in Reference 1 and Procedure PG12.

ITT Procedure PG5 – Rights & Responsibilities of Postgraduate Research Student

Following approval of the thesis by the External and Internal Examiners, the student is required to submit four (4) bound copies and a PDF copy on CD of the thesis to the Registrar.

PG5.5.8 Proposed Training

The student may be required to attend appropriate training when provided by the Institute.

PG5.5.9 Teaching

A full-time research student may be assigned up to a maximum of six tutorial/demonstrator hours per week by the Head of School.

Where a student, due to requests from other Schools, is requested to deliver more than six hours per week, (s)he should advise his/her Head of School immediately. Such requests will not be allowed other than in exceptional circumstances.

Delivering more than 6 tutorial/demonstrator hours per week may affect the status of the student. In particular, the student may cease to be a full-time student with consequent effects on grants, scholarships, etc, and on the duration of their studies. It is the responsibility of the student to inform, the Office of the Registrar, in writing, if (s)he exceeds this six hour limit. This notification should be forwarded to the Office of the Registrar prior to commencing the additional work which exceeds the six hour limit.

APPENDIX PG5

- Document 1: Student’s statement to abide by provisions of documentation specified in PG5.5.1 (Form PG5.0(a))**
- Document 2: Supervisor’s statement to abide by provisions of documentation specified in PG5.5.1 (Form PG5.0(b))**
- Document 3: Record of Supervisor/Student Meetings (Form PG5.1)**
- Document 2: Student Progress Report (Form PG5.2)**

POSTGRADUATE RESEARCH DEGREE

**Student's statement to abide by provisions of documentation
specified in Procedure PG5.5.1
(Form PG5.0(a))**

ITT TNumber: _____

STUDENT NAME: _____

SUPERVISOR: _____

THESIS TITLE _____

AWARD SOUGHT _____

To be completed by Student

I have been briefed on Section A11 – Postgraduate Research Degrees: Regulations and Procedures and I am aware that all these procedures are available on WebCT.

I agree to comply with all these regulations and in particular, I am aware of the requirement for recording student/supervisor meetings specified in Procedure PG5 – Rights and Responsibilities of Postgraduate Research Students.

I am aware that failure to comply with Postgraduate Regulations may result in withdrawal from the Postgraduate Register.

Signature of Student: _____

Date: _____

Signature of Supervisor: _____

Date: _____

POSTGRADUATE RESEARCH DEGREE

**Supervisor’s statement to abide by provisions of documentation
specified in Procedure PG5.5.1
(Form PG5.0(b))**

ITT TNumber:

STUDENT NAME: _____

SUPERVISOR: _____

THESIS TITLE _____

AWARD SOUGHT _____

To be completed by Supervisor

I have been briefed on the Postgraduate Procedures and I am aware that all these procedures are available on WebCT.

I am aware of the role and responsibility of a Supervisor and I agree to comply with these regulations. In particular, I am aware of the Progress Report specified in PG8 – Role and Responsibilities of Supervisors of Postgraduate Research Students, which are to be completed by me.

Signature of Supervisor: _____

Date: _____

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG6 -
Monitoring of Postgraduate Research
Students

Procedure:	PG6
Revision:	00

Status: Approved

PROCEDURE PG6 monitoring of postgraduate Research students

PG6.1: Purpose

To ensure students undertaking postgraduate degrees through research receive adequate supervision and monitoring of their progress.

PG6.2: Scope

Applies to registered postgraduate students undertaking postgraduate degrees through research.

PG6.3: Responsibility

President

Registrar

Head of Development

Supervisor

School Postgraduate Committee (SPC)

PG6.4: References

1. HETAC Postgraduate Research Degrees, Policy and Procedures
2. School Postgraduate Committee (SPC)

PG6.5: Procedure

PG6.5.1 Registration

On registration, the Registrar shall ensure that the student receives a copy of the relevant Institute Postgraduate Procedures.

PG6.5.2 Supervision

The Supervisor will provide details to the student and Sub-Committee School Postgraduate Committee of arrangements for meetings between Supervisor and student. The supervisor should ensure that sufficient regular meetings are held.

ITT Procedure PG10 – Lapse of Registration/Readmission

A record shall be kept by the student of such meetings, signed by the student and supervisor, (Form PG5.1 'Record of supervisor – student meetings'). The record shall be made available to the Sub-Committee School Postgraduate Committee.

PG6.5.3 Postgraduate Advisory Committee

The Sub-Committee of the School Postgraduate Committee shall meet the student and supervisor prior to the 31st March and on or before 31st October.

The purpose of the meeting is to:

- Provide support to the student and supervisor
- Review the progress of the student (Forms PG5.1/PG5.2)
- Provide constructive criticism and advice
- Set appropriate academic standards and milestones to be achieved
- Provide guidance where insufficient progress is being made by the student
- Ensure the supervisor can adequately monitor the progress of the student and resolve difficulties in a timely manner
- Agree plan for further progress or completion.

The Sub-Committee of the School Postgraduate Committee shall submit a formal written report (PG6 'SPC Student Progress Report') on each student to the School Postgraduate Committee twice annually, not later than 31st March and 31st October each year.

Appendix 6
Postgraduate Advisory Committee
- Student Progress Report

**POSTGRADUATE RESEARCH DEGREE
Sub-Committee of School Postgraduate Committee
STUDENT PROGRESS REPORT
(FORM PG6)**

(To be completed by Chairperson, Sub-Committee of SPC)

ITT TNumber:

STUDENT NAME:	
SUPERVISOR'S NAME:	

MEMBERS OF SUB-COMMITTEE	
IN ATTENDANCE:	

PROGRESS REPORT ON POSTGRADUATE STUDENT:	
ANY ADDITIONAL RESOURCES REQUIRED IN ORDER TO ENSURE RESEARCH IS COMPLETED WITHIN AGREED TIME SCHEDULE	YES <input type="checkbox"/> NO <input type="checkbox"/>
(IF YES, PLEASE SPECIFY)	

SIGNATURE OF CHAIRPERSON: _____

DATE: _____

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG7
**Reporting Requirements for Postgraduate
Research Students**

Procedure:	PG7
Revision:	00

Status: Approved

PROCEDURE PG7 REPORTING REQUIREMENTS FOR POSTGRADUATE RESEARCH STUDENTS

PG7.1: Purpose

To ensure required reports are prepared in respect of postgraduate students to comply with HETAC and Institute requirements.

PG7.2: Scope

Applies to registered postgraduate students undertaking Masters/PhD degrees through research.

PG7.3: Responsibility

Student

Supervisor

School Postgraduate Committee (SPC)

Registrar

PG7.4: References

1. HETAC Postgraduate Research Degrees, Policy and Procedures.
2. ITT Postgraduate Research Procedures

PG7.4: References

- PG7.5.1** The Sub-Committee of the School Postgraduate Committee shall arrange to meet each student and supervisor(s) prior to the 31st March and 31st October each year in order to review student progress.
- PG7.5.2** The Committee shall request a progress report from the student including a record of meetings with the supervisor(s), on Forms PG5.1 and PG5.2 respectively for consideration at the meeting.
- PG7.5.3** The Committee shall complete a progress report Form PG6 'Postgraduate Advisory Committee Student Progress Report' following each review.
- PG7.5.4** The Sub-Committee of the School Postgraduate Committee shall provide a copy of progress report Form PG6 to the School Postgraduate Committee not later than 31st March and 31st October each year.

ITT Procedure PG10 – Lapse of Registration/Readmission

- PG7.5.5** The School Postgraduate Committee shall confirm to the Registrar by 1st October each year that each registered student is actively engaged in their research programme, or otherwise.
- PG7.5.6** The Registrar shall inform HETAC by 31st October each year of candidates who are still actively engaged in their research programmes and maintaining adequate contact with their supervisor(s), if appropriate.
- PG 7.5.7** The Registrar shall inform the Academic Council from time to time of students who have withdrawn or who the Institute deem to have withdrawn or whose registration has lapsed.

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG8
**Role and Responsibilities of Supervisors
of Postgraduate Research Students**

Procedure:	PG8
Revision:	00

Status: Approved

PROCEDURE PG8 ROLE & RESPONSIBILITIES OF SUPERVISORS OF POSTGRADUATE RESEARCH STUDENTS

PG8.1: Purpose

To ensure supervisors of students undertaking postgraduate degrees through research are aware of their duties and responsibilities.

PG8.2: Scope

Applies to persons assigned by the Head of School to supervise the work of registered postgraduate students undertaking higher degrees through research.

PG8.3: Responsibility

Heads of School

Supervisor

PG8.4: References

1. HETAC Postgraduate Research Degrees, Policy & Procedures
2. PG 1 to PG12

PG8.5: Procedure

Documentation

PG8.5.1 The supervisor will ensure that (s)he is familiar with the relevant documentation applying to research students, including those documents listed in the references, and other examination requirements.

PG8.5.2 The Supervisor should make the student aware of relevant documentation, and any particular requirements regarding examinations, health and safety etc, as may be applicable.

Application

PG8.5.3 The Supervisor may assist the student in preparing her/his application to undertake postgraduate research through research.

PG8.5.4 The Supervisor must fill in the appropriate sections of the Application Form PG2.1 'Application for Admission to the Postgraduate Register'. The Supervisor should consult and agree with the Head of School/Department and/or Head of Development in relation to available facilities and resources.

PG8.5.5 See Procedure PG1 for other information on supervisor requirements in relation to the application procedure.

Supervision

PG8.5.6 The Supervisor will normally be allocated hours for supervision of registered postgraduate students undertaking higher degrees through research. The current allocation is as follows:

- Two hours per week for maximum of two years for full-time Masters students
- An additional two hours per week for third year for PhD students or students who transfer from Masters to PhD register
- The above allowance will be scheduled over a longer period for part-time students.

PG8.5.7 The Supervisor shall maintain contact with the candidate through an agreed schedule of frequent meetings and at such other times as may be appropriate. The student is responsible for keeping a record of such meetings using Form PG5.1. The Supervisor shall review all material submitted by the student and give feedback on the appropriateness and relevance of the submitted material. In particular, the Supervisor will review the submitted material in light of the relevant outcomes specified for the particular postgraduate programme of study on the National Qualifications Framework and appraise the postgraduate student accordingly.

PG8.5.8 The Supervisor shall ensure, in consultation with the Sub-Committee of the School Postgraduate Committee that the student is provided with the information noted in Procedure PG5 'Rights & Responsibilities of Postgraduate Research Students'.

PG8.5.9 The Supervisor should ensure the student is aware of appropriate literature and other reference sources. In consultation with the Sub-Committee of the School Postgraduate Committee, the supervisor should ensure that the student reads appropriate and journals attends appropriate taught courses in research methodology, requisite technologies and, health & safety, attends such conferences and seminars as may be appropriate, makes presentations to students and staff, and prepares papers for inclusion in relevant journals.

Progress Reporting

PG8.5.10 The Supervisor shall submit two progress reports annually to the appropriate Sub-Committee of the School Postgraduate Committee by 31st March and 31st October each year, or at such dates as the Committee may specify. The report shall be completed using Form PG8 'Student Progress Report'.

PG8.5.11 The Supervisor should notify the Committee as soon as possible where the student is making insufficient progress so that corrective action can be taken.

Associate Supervisors

PG8.5.12 Where a Supervisor does not have the expertise in a particular aspect of the research topic an Associate Supervisor will be appointed. The Associate Supervisor will focus on a particular aspect of the research topic and will have a supporting role to the Supervisor. The Supervisor has the sole responsibility for the supervision of the student and the research work associated with same. An allocation of teaching hours will be given to the Associate Supervisor for the particular period of time that he/she liaise with the postgraduate student. The hours allocation for the Associate Supervisor should be specified prior to the admission of the student to the postgraduate register. In exceptional circumstances more than one Associate Supervisor maybe assigned to a particular research proposal.

Mentoring Supervisor

PG8.5.13 A mentoring supervisor's role is to provide guidance to the supervisor on the role and responsibilities of supervisor, including student supervision, progress monitoring/reporting, and thesis preparation. Mentoring Supervisors shall be appointed where the proposed internal supervisor does not have appropriate supervisory experience but satisfies the other requirements. The mentoring supervisor will not generally be directly involved with the student. Allocation of hours will be 50% of supervisor's hours above. The mentoring supervisor may be allocated to a group of postgraduate supervisors covering a particular research area.

Absence of Supervisor

PG8.5.14 Where a supervisor is unable to maintain adequate supervision of the student (e.g. through illness, resignation or retirement), the Institute shall appoint an alternative supervisor to carry out supervision duties.

Transfer

PG8.5.15 Where the supervisor considers that the student should transfer from the Masters to the Doctoral register, or vice versa, (s)he should follow the procedures in PG4 'Application to transfer from Masters to PhD Register'.

In particular, the time constraints of Section 1.5 of Reference 1 should be noted.

Thesis Submission/Examination

PG8.5.16 The Supervisor should ensure the student is aware of the requirements for preparation and submission of the thesis and associated examinations, in accordance with procedure PG 12 'Postgraduate Thesis Submission' and Section 4 of Reference 1.

Internal & External Examiners

PG8.5.17 The Head of School shall consult with the supervisor in relation to the nomination of Internal and External Examiners for approval by the Academic Council.

Appendix 8.1

Supervisor's Progress Report (Form PG8)

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG9 -
Appointment of Internal Examiners for
Postgraduate Research Students

Procedure:	PG9
Revision:	00

Status: Approved

Procedure PG9 - Appointment of internal examiners for postgraduate research students

PG9.1: Purpose

To ensure the Institute appoints appropriate internal examiners for postgraduate research students.

PG9.2: Scope

Applies to registered postgraduate students undertaking Masters or PhD degrees through research or who are about to submit their thesis for examination.

PG9.3: Responsibility

President

Registrar

Heads of School

Supervisor

PG9.4: References

1. HETAC Postgraduate Research Degrees, Policy & Procedures

PG9.5: Procedure **Appointment**

PG9.5.1 Sections 5.3 and 5.4 of Reference 1 apply

PG9.5.2 An internal examiner(s) must

- Not be the candidate's supervisor
- Be active in the general area of research of the degree being undertaken and, where practicable should have experience as a specialist in the topics being examined
- Be from another institution where the student is a member of staff of IT Tralee.

PG9.5.3 The Head of School shall nominate, in consultation with the supervisor(s), the Internal Examiner(s) using Form PG9.1 'Nomination of Internal Examiner for Postgraduate Awards'. The President shall appoint the Internal Examiner(s).

Duties

PG9.5.4 The Internal Examiner(s) shall examine the thesis and prepare an independent report using Form PG9.2 'Recommendation on Award of Postgraduate Degree' within four weeks of receipt of the thesis. The report shall be submitted to the Head of School.

ITT Procedure PG9 – Appointment of Internal Examiners for Postgraduate Research Students

- PG9.5.5** The Internal Examiner(s) may consult with the External Examiner(s) if required.
- PG9.5.6** The Internal Examiner in conjunction with the External Examiner, shall act as an Examiner where an oral examination is required. An oral examination is mandatory for PhD award, and may be held exceptionally for Masters award.
- PG9.5.7** The Internal Examiner shall advise the Supervisor, Head of School, and Registrar on progress or other issues arising in relation to the assessment procedure, including arrangements for oral examination, if required.
- PG9.5.8** The Internal Examiner shall be entitled to attend the meeting of the Board of Examiners

APPENDIX 9

- Document 1: Nomination Form for Proposed ITT Internal Examiner (Form PG9.1)**
- Document 2: Internal Examiner's Report (Form PG9.2)**

NOMINATION FORM FOR PROPOSED ITT INTERNAL EXAMINER (FORM PG9.1)

TITLE: _____

NAME (Block Caps): _____

**ACADEMIC/PROFESSIONAL
QUALIFICATIONS
(including dates):** _____

AREA(S) OF EXPERTISE: _____

HOME ADDRESS (Block Caps): _____

TELEPHONE NO. (Office Hours): _____

FAX NO: _____

EMAIL ADDRESS: _____

NOMINATED BY: _____

A DETAILED CV OF THE INTERNAL EXAMINER SHOULD BE ATTACHED TO THIS FORM

INTERNAL EXAMINER'S REPORT (FORM PG9.2)

1. Institution: _____

2. Candidate: _____ MRA No.: _____

3. Award Sought: **MA** **MBS** **MEng** **MSc** **MTech** **PhD**

4. Does this thesis constitute the award of Master Degree following your assessment in accordance with the HETAC criteria:

YES: NO: STATE:

Please indicate from the following: -

- | | |
|---|--------------------------|
| (a) Recommended without modification | <input type="checkbox"/> |
| (b) Recommended with minor corrections | <input type="checkbox"/> |
| (c) Referred for substantial amendment and re-examination | <input type="checkbox"/> |
| (d) Not recommended | <input type="checkbox"/> |

Please note: -

Internal examiners should refer to HETAC Postgraduate Research Degrees Policy and Procedures (Section D, HETAC Examinations Marks and Standards).

*Substantive comments should be detailed, as necessary, on a **continuation sheet** and affixed securely to this covering form.*

Internal examiner's name: _____

Signed: _____

Date: _____

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG10 -
Appointment and Duties of External
Examiners for Postgraduate Research
Students

Procedure:	PG10
Revision:	00

Status: Approved

PROCEDURE PG10 Appointment and Duties of External Examiners for Postgraduate Research students

PG10.1: Purpose

To ensure the Institute appoints appropriate external examiners for postgraduate research students.

PG10.2: Scope

Applies to registered postgraduate students undertaking Masters or PhD degrees through research or are about to submit their thesis for examination.

PG10.3: Responsibility

President

Registrar

Heads of School

Supervisor

PG10.4: References

1. HETAC Postgraduate Research Degrees, Policy & Procedures
2. ITT External Examiner Procedures

PG10.5: Procedure **Appointment**

PG10.5.1 Sections 5.2 and 5.4 of Reference 1 apply.

PG10.5.2 The external examiner shall

- Be substantially independent of the Institution
- Not be the student's Supervisor or have been directly involved with the student as an External Examiner
- Be a specialist in the subject area, be known for his/her contribution to, and be currently active in, the area of the student's research
- Have academic qualifications to at least the level of the award being examined.

PG10.5.3 The Head of School shall nominate External Examiner(s) following consultation with the Supervisor, using Form PG10.1 Nomination of External Examiner for Postgraduate Award'.

The Academic Council shall approve the Extern Examiner.

Duties

- PG10.5.5** The External Examiner shall examine the thesis, and prepare an independent report using Form PG10.2 'Recommendation on Award of Postgraduate Degree' within four weeks of receipt of thesis. The report shall be submitted to the Registrar.
- PG10.5.6** The External Examiner may consult with the Internal Examiner if required.
- PG10.5.7.** The External Examiner shall act as an Examiner where an oral examination is required. An oral examination is mandatory for PhD award, and may be held exceptionally for Masters award.
- PG10.5.8** The External Examiner shall be entitled to attend the meeting of the Board of Examiners.
- PG 10.5.9** The External Examiner shall generally carry over his/her duties in accordance with the requirement of the External Examiner Procedures document (Ref. 2)

APPENDIX 10

Document 1: Nomination Form for Proposed ITT External Examiner (Form PG10.1)

Document 2: External Examiner's Report (Form PG10.2)

Document 3: Notice of Intention to Present for Examination (Form PG10.3)

NOMINATION FORM FOR PROPOSED ITT EXTERNAL EXAMINER (FORM PG10.1)

TITLE: _____

NAME (Block Caps): _____

**ACADEMIC/PROFESSIONAL
QUALIFICATIONS
(including dates):** _____

AREA(S) OF EXPERTISE: _____

**CONTACT ADDRESS
(Block Caps):** _____

TELEPHONE NO. (Office Hours): _____

FAX NO: _____

EMAIL ADDRESS: _____

NOMINATED BY: _____

A DETAILED CV OF THE EXTERNAL EXAMINER SHOULD BE ATTACHED TO THIS FORM

EXTERNAL EXAMINERS REPORT

FORM PG10.2

1. Institution: _____

2. Candidate: _____ MRA No.: _____

3. Award Sought: **MA** **MBS** **MEng** **MSc** **MTech** **PhD**

4. Does this thesis constitute the award of Master Degree following your assessment in accordance with the HETAC criteria:

YES: NO: STATE:

Please indicate from the following: -

- (a) Recommended without modification
- (b) Recommended with minor corrections
- (c) Referred for substantial amendment and re-examination
- (d) Not recommended

Please note: -

External examiners should refer to HETAC Postgraduate Research Degrees Policy and Procedures (Section D, HETAC Examinations Marks and Standards).

Substantive comments should be detailed, as necessary, on a **continuation sheet** and affixed securely to this covering form.

External examiner's name: _____

Address: _____

External examiner's signature: _____

Date: _____

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG11 -
Lapse of Registration/Readmission to
Register

Procedure:	PG11
Revision:	00

Status: Approved

Procedure Pg11 - Lapse of Registration/Re-admission to Register

PG11.1: Purpose

To provide for students who do not, or do not wish to, complete a Masters/PhD degree, and to provide for re-admission to the postgraduate register at a subsequent date.

PG11.2: Scope

Applies to students who request to be removed from the register.

Applies to students who in the opinion of the Sub-Committee of School Postgraduate Committee merit removal from the Register.

Applies to students who have not completed the degree within the specified number of years from admission to the register. In the case of students transferring from the Masters to the PhD register, the duration is measured from the date of admission to the Masters register.

PG11.3: Responsibility

President

Registrar

Head of Development

School Postgraduate Committee (SPC)

Supervisor

PG11.4: References

1. HETAC Postgraduate Research Degrees, Policy & Procedures, Section 1.3.3, 1.4.3, 2.9
2. Form PG11 'Application for Re-Admission to Postgraduate Register'.

PG11.5: Procedure

PG11.5.1 Time Limitations

Should a student not be recommended for Award of the Masters degree within four (4) years of admission to the Master's Register, registration will normally lapse.

ITT Procedure PG11 – Lapse of Registration/Readmission

Should the student not be recommended for Award of the PhD degree within six (6) years of admission to the register, registration will normally lapse.

PG11.5.2 Withdrawal

Where a student indicates in writing that (s)he wishes to withdraw from the postgraduate degree (through research), the Registrar shall

- Withdraw the student as a registered student of the Institute
- Advise HETAC , if appropriate.

PG11.5.3 Lapse

The Sub-Committee of School Postgraduate Committee shall review the status of each registered postgraduate research students within six months of the specified time limitation on PG11.5.1 above.

Where the Committee, following consultation with the Supervisor and the student, concludes that the registration status of the student should lapse, the Committee will recommend to the Registrar that the student should be deemed to have withdrawn as a student of the Institute. The Registrar shall:

- Withdraw the student as a registered student of the Institute
- Advise HETAC following the outcome of any appeal which may arise.

Where the Committee, following consultation with the Supervisor and the student, concludes that the degree can be completed within the specified time, no further action is required.

Where the Committee, following consultation with the Supervisor and the student, concludes that the degree can be completed at some reasonable time beyond the specified time limitations, the Committee shall request the student and the Supervisor to complete Form PG11 'Application for re-admission to Postgraduate Register' (Appendix PG 11). The completed form shall be forwarded to the Registrar who shall send to the HETAC, if appropriate.

PG11.5.4 Students should note that extension of time beyond the agreed time scale may have funding or fee implications.

Appendix PG11

Application for Re-admission to Postgraduate Register

COMHAIRLE NA NDÁMHACHTAINÍ ARDOIDEACHAIS AGUS OILIÚNA
HIGHER EDUCATION AND TRAINING AWARDS COUNCIL
**APPLICATION FOR RE-ADMISSION TO POSTGRADUATE REGISTER
(FORM PG11)**

To be completed by students whose candidature has exceeded the maximum duration as specified in Section D, *HETAC Examinations Marks and Standards* and has therefore been deemed to be lapsed, but who wish to complete their programme of research and present for examination.

PLEASE TYPE/ PRINT

1. 1.1 **SPONSORING DESIGNATED INSTITUTION:**

1.2 **SCHOOL / DEPARTMENT:**

2. **AWARD SOUGHT:**

MA	MBS	MEng	MSc	MTech	PhD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. **TITLE OF PROPOSED RESEARCH PROJECT:**

(Detailed project proposal to be provided as indicated in section 7)

4. **AREA OF SPECIALISATION:**

5. **PROPOSED DURATION OF RESEARCH PROGRAMME:**

_____ *number of months*

5.1 **Start date:** _____

5.2 **Finish date** _____

5.3 **Full-time:**

5.4 **Part-time:**

6. **PERSONAL DETAILS:**

(Details of surname and other names of candidates previously registered with HETAC will be used on all postgraduate documentation.)

6.1 **Surname:**

6.2 **Other names:**

6.3 **Permanent home address:**

6.4 **HETAC reference no.**

7. STATEMENT OF GROUNDS FOR RE-ADMISSION

TO BE COMPLETED BY THE SPONSORING DESIGNATED INSTITUTION

SUPERVISOR

7.1 Name: _____

7.2 Current position: _____

7.3 Number of other postgraduate research candidates currently being supervised, indicating whether Master's or PhD candidates.

Please provide details of the grounds on which the candidate is to be considered for re-admission under the headings listed below.

8.4 Reasons for exceeding maximum duration

8.5 Current status of programme of work, including, if necessary, a revision of the original proposed programme of research, which takes cognisance of developments in the research area concerned during the period of lapsed candidature

8.6 Declaration of support for re-admission

This information should be typed or printed on separate sheet(s), which should then be attached to this application.

I, the undersigned, am satisfied with the proposed application for re-admission. I have read the appropriate section of *HETAC Examinations Marks and Standards*.

Supervisor's signature: _____

Date: _____

The same details as above must be provided on a separate sheet by any additional supervisors, including off-campus and mentoring supervisors, where applicable.

9. The institution requests the HIGHER EDUCATION AND TRAINING AWARDS COUNCIL to consider the application of _____, a student of this institution, as detailed above, for re-admission to the postgraduate register for the award of _____.

Signature of Registrar/Head of Academic Affairs/other appropriate officer.

Date: _____

Institiúid Teicneolaíochta Trá Lí
INSTITUTE OF TECHNOLOGY TRALEE

Procedure PG12 -
Postgraduate Thesis Submission

Procedure:	PG12
Revision:	00

Status: Approved

PROCEDURE PG12 POSTGRADUATE THESIS SUBMISSION

PG12.1: Purpose

To ensure timely and proper processing of submission of postgraduate theses for award.

PG12.2: Scope

Applies to submission of theses for award of Masters and PhD degrees through research.

PG12.3: Responsibility

President

Registrar

Student

Supervisor

PG12.4: References

1. HETAC Postgraduate Research Degrees, Policy and Procedures
2. ITT Postgraduate Procedures

PG12.5: Procedure

PG12.5.1 The student shall prepare the thesis in accordance with the requirements in Appendix B.

PG12.5.2 The Supervisor advises the Head of School that the student is ready to present her/his thesis. The Head of School nominates proposed Internal and External Examiners in consultation with the supervisor, in accordance with procedures PG9 and PG10. Such nominations must be received at least three months before submission of the thesis.

Procedure for dealing with Postgraduate Thesis Submission where the supervisor is unable or unwilling to sign relevant 'Notice of Intention to Present Form'

In the event where a supervisor is unable or unwilling to sign the relevant 'Notice of Intention to Present Form' and where the candidate wishes to proceed with the submission of the thesis the Institute will appoint an academic, who is an expert in the area of research from outside the Institute, to review the thesis to determine its suitability for forwarding to the Internal and External Examiners.

If the external expert deems the thesis suitable then the Institute shall forward the thesis to the Internal and External Examiners for examination.

If the external expert deems the thesis not suitable for forwarding to the Internal and External Examiners but the student wishes to proceed with the submission of the thesis he/she can submit a formal request to the Registrar requesting that the thesis be submitted to the Internal and External Examiners for examination. In such circumstances, the Registrar will include the comments of the external expert with the submission documentation forwarded to the Internal and External Examiners.

PG12.5.3 The Academic Council approves the External Examiner.

On receipt of approval, the Registrar will notify the Supervisor(s) and Head of School.

PG12.5.4 The Supervisor will (a) request the student to enter for the Examination through the Registrar's Office; (b) forward the thesis in soft binding to the Registrar's Office together with declaration Form PG12.1 signed by the student and supervisor.

PG12.5.5 The thesis must be submitted for examination at least two months in advance of the Examination Board meeting.

PG12.5.6 The Registrar will arrange an oral examination where required prior to the meeting of the Board of Examiners.

An oral examination is a mandatory requirement for the award of PhD. An oral examination at Master's Degree level is not required except where performance, practice or exhibition forms a significant part of the award and/or the Internal and External Examiners decide to conduct an oral examination.

PG12.5.7 Internal and External Examiners shall complete the recommendation Form PG9.2 (for Internal Examiner) and Form PG10.2 (for External Examiner) and shall return same, with comments as appropriate, to the Registrar.

The report shall indicate clearly one of the following recommendations:

- (a) recommended without modification
- (b) recommended with minor corrections
- (c) referred for substantial amendment and re-examination

(d) not recommended

PG12.5.8 The Supervisor shall ensure that modifications/recommendations by the Internal and External Examiners are carried out. The Supervisor shall complete Form PG12.2 on satisfactory completion of the modifications, and forward the form to the Registrar.

PG12.5.9 The Examination Board shall consider the recommendations of the Internal and External Examiners and decide a result for the student. The Chair of the Board shall ensure that Form PG12.1 and PG12.2 are duly completed.

PG12.5.10 Where the Examination Board decides that the student is to receive an award, the Supervisor shall arrange for 4 bound copies of the thesis including an abstract plus an electronic copy of the document (pdf format on a CD) should be provided to the Registrar. Additional copies may be requested by the Registrar.

Where the Internal or External Examiner refers the thesis for substantial amendment and re-examination or where the thesis is not recommended for the Award by the Board, the candidate shall have one further attempt at achieving the award, normally within six months of the examination.

PG12.5.11 The Registrar shall distribute the bound thesis as follows:

- Supervisor
- External Examiner
- HETAC
- Library

In addition an electronic copy of the document (pdf format on a CD) should be forwarded to the Office of the Registrar.

APPENDIX 12

**Document 1: Postgraduate Research Degree –
Declaration of Work
(Form PG12.1)**

**Document 2: Postgraduate Research Degree –
Satisfactory Completion of
Modifications (Form PG12.2)**

**Document 3: Appendix B – Format for Thesis
Presentation**

**POSTGRADUATE RESEARCH DEGREE
DECLARATION OF WORK
(FORM PG12.1)**

ITT TNumber:

STUDENT NAME:

SUPERVISOR(S):

To be completed by Student

I declare that this thesis, submitted in fulfilment of the requirements for the award of in the Institute of Technology, Tralee, encompasses primary research carried out by me and that all secondary research is appropriately referenced, as per Institute regulations, and acknowledged. I also agree to my thesis being viewed/copied/lent to other libraries.

Signature of Student:

Date:

Signature of Supervisor:

Date:

POSTGRADUATE RESEARCH DEGREE
Satisfactory Completion of Modifications
(FORM PG12.2)

ITT TNumber:

STUDENT NAME: _____

SUPERVISOR: _____

THESIS TITLE _____

AWARD SOUGHT _____

To be completed by Student

I confirm that all modifications/recommendations made by the Internal/External Examiner(s) have been incorporated into the revised thesis.

Signature of Student: _____

Date: _____

Signature of Supervisor: _____

Date: _____

Appendix B – Format for Thesis Presentation (Extracted from NCEA Postgraduate Research Degrees)

1. Print and Pagination

- 1.1 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 or at least 20mm. Each such page should also have a page number.
- 1.2 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.
- 1.3 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.
- 1.4 Appendices should be named alphabetically, and each appendix paginated consecutively but separately from the main text and from each other.
- 1.5 Page numbers should be located centrally at the bottom of the page and about 20mm above the edge of the page.

2. Front Board and Spine

- 2.1 The front board (cover) of the thesis shall contain the following information only:-
 - the title of the thesis;
 - the initials and name of the candidate;
 - the Council award for which the thesis is submitted, and the year of submission;
 - the volume number and the total number of volumes where the thesis consists of more than one volume.
- 2.2 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.

3. Title Page

The title page of each volume of the thesis should contain the following information:-

- the full title of the thesis, with any subtitles, in 20 point type;
- if there is more than one volume, the total number of volumes and the number of the particular volume;
- the full name of the author with, if desired, any qualifications or distinctions;
- the award for which the thesis is submitted to Council;
- the name of the sponsoring designated institution;
- the name(s) of the supervisor(s) of the research;
- as the last line on the page, the statement "Submitted to the National Council for Educational Awards, (Month) (Year)".

4. 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.

5. Footnotes and 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 chapters 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.

6 Bibliography

The thesis must include a bibliography of the works consulted in its composition.

7 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.