



# IADT

## Procedures and Guidelines for Research Degrees

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<b>Policy Author</b>	Dr Marian OSullivan, Registrar
<b>Procedures Owner</b>	Registrar's Office

## **Procedures and Guidelines for Research Degrees**

### **1.0 Introduction**

These guidelines have been compiled for the guidance of all staff who are, or who will be, involved in the management and supervision of postgraduate research degree programmes and students registered on those programmes. The guidelines contain details of our procedures and regulations from Admissions through to achievement of the award.

These guidelines fulfil the requirement of QQI for the operation of all approved and accredited research programmes and have been written to meet the criteria given in HETAC/QQI documents.

- (1) Taught and Research Programme Accreditation Policy Criteria and Processes ( 2005)
- (2) HETAC supplementary guidelines for the accreditation of taught programmes and research degree programmes ( 2005 )
- (3) QQI Awards Standards – Generic Higher Education and Training July 2014

These guidelines, read in conjunction with IADT's Research Strategy document, form the basis for research practice within IADT. It is the responsibility of Academic staff and students to familiarise themselves with these guidelines and any specific guidelines from funding bodies supporting research. It is the responsibility of the Directorate of Creativity, Innovation and Research advise and clarify such specific guidelines to students and supervisors as appropriate.

The guidelines will be reviewed annually and appendices may be altered from time to time as specific procedures are updated or revised. Notification of amendments will be given to staff and students by the Registrar's Office.

These guidelines and the IADT Research Strategy are available in hard copy on IADT's website, and are distributed to all registered research students at Induction and to all Supervisors on appointment.

## **2.0 Postgraduate Research Degrees at IADT**

### **2.1 Introduction**

IADT currently holds delegated authority to accredit undergraduate programmes up to Level 9 taught masters programmes. IADT currently provides opportunities for postgraduate study by research on a full time and part time basis.

Research students are currently accepted and registered with QQI on a case by case basis. QQI is currently the awarding body for these research degrees, Masters by Research Degree at Level 9 of the National Framework of Qualifications.

The Institute currently offers research degrees through its two Academic Faculties (Enterprise and Humanities; and Film, Art and Creative Technologies) at Level 9. IADT is also currently a partner in Gradcam (Graduate School of Arts and Media). QQI awards Masters degrees to thesis students who successfully complete approved programme of supervised research at IADT. The award is conferred following the assessment and examinations of the candidate's thesis and approval by QQI.

## 2.2 Degree of Masters by Research

The standard required for the achievement of a Masters of Philosophy or other Masters by Research degree will be consistent with those appropriate to Level 9 of the National Framework of Qualifications as determined below. Additional more detailed standards may be published by QQI from time to time.

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

Consistent with HETAC Taught and Research Programme Accreditation (Aug 2005, Section 2.7.10) the Institute recognises that the National Framework of Qualifications does not specify an overall minimum programme duration. IADT accepts that it is reasonable to expect a student working on a typical research Masters degree will require two years full time study to achieve the required outcomes.

Students undertaking research on a part time basis will be normally expected to complete within 3 Years. A Masters by Research thesis is normally expected to be 40,000 to 50,000 words. In the case of practice base research the thesis will normally be in the range of 15000 to 20000 words for a Masters by Research.

### **2.3 Degree of Doctorate by research**

IADT currently does not register students on doctoral programmes. Our involvement in PhD supervision is through GradCAM and other Joint Supervision arrangements.

### **2.4 Practice based research**

A student may undertake a programme of research in which the students own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. In such cases the presentation and submission may be partly in other than written form. The application for registration must set out the form of the students intended submission and of proposed methods of assessment.

The final submission must be accompanied by some permanent record of the relative work such as video, photographic record, musical score, prototype or diagrammatic representation.

Students may present their creative practice for final examination (e.g. exhibition, performance) in advance of the written submission but no more than one year in advance. The times and place of the formal examination should be broadly established at the outset of the project. Collaborative creative work may be accepted for submission with the specific individual contribution of each participant to be examined clearly written in the submission

The creative work must be clearly presented in relation to the argument of a written submission and set in its relevant theoretical historical or cultural context. The practical component must demonstrate a high level of skill in the manipulation of materials of production and involve a research enquiry. The written outcome will contextualise the project and include a retrospective analysis of the process and outcomes, reflecting on chosen research methodologies and production processes and the relationship between them.

The balance between written and practical outcomes will be determined by individual students with their research supervisors during applications and admissions procedure under the auspices of regulatory frameworks and QQI guidelines

### **3.0 Funding Streams**

Some of IADT's current research students are funded via HEA/IOTI funded streams. IADT will also consider students who are industry funded. IADT also accepts self funded students. Fees for self funded students are outlined in the Institutes fees policy in the Postgraduate prospectus and available on the IADT website.

### **4.0 Equality of Opportunity**

IADT is committed to promoting equality, diversity and inclusiveness. The quality assurance procedures as outlined in the Quality Manual reflect this commitment. A number of policies have been developed by the Institute in this regard namely - Equal Opportunities policy; the Mutual Respect Policy and the Participation, Equal Access and Lifelong Learning Strategy. Reference to Equality of Opportunity and students rights and responsibilities is also made in the Learner Charter. All these documents are available on the IADT website or in hard copy from the Directorate of Creativity, Innovation and Research.

It is the responsibility of the sponsoring Head of Faculty and the Registrar to promote equality of opportunity in all procedures relating to postgraduate research degree studies, from consideration of candidates at admission through to assessment and appeals. The Access Office co-ordinates and operates a support service for students with a disability or specific learning difficulty following a request from the student through the sponsoring Faculty. It also offers advice and information to students directly on disability/specific learning assistance. There is a dedicated Assistance Technology service for use of students with a disability/specific learning difficulty. The assistive technology Officer at IADT is available to give support and practical help re assistive technologies and their usage to postgraduate students . IADT has a Writing and Research Support Service which offers practical help with study skills, writing and research skills and which offers one to one sessions as well as planned group seminars and sessions. The Assistive Technologies Officer at IADT is available to give support and practical help re assistive technologies and their usage to postgraduate students

### **5.0 Application and Admissions**

#### **5.1 Application and Selection**

QQI will award Masters of Research degrees to registered candidates who successfully complete approved programmes of supervised research at IADT.

Priority areas for research at IADT have been identified in the Institutes Research Strategy document and in IADT's Strategic Plan.

All applicants wishing to register for a research degree programme must undergo an application procedure and may be required to attend an interview to ascertain their suitability for carrying out the research to the level required according to the standards and guidelines for the programme award

The administrative process for selection of a candidate for a research scholarship is managed by the Directorate of Creativity, Innovation and Research.

## **5.2 Request by student for permission to register.**

A student considering applying for a Masters by Research is advised to make primary contact with the relevant Head of Faculty-based on their chosen discipline area.

The student submits a research proposal to the relevant Head of Faculty and Head of Department.

The research proposal must be submitted using the postgraduate application form see PG1 . The Proposal should indicate the field of study, broad area of interest, core theme.

The Head of Department, Academic representatives from the relevant discipline area and the Head of Creative Engagement will consider the proposal and make a recommendation for admission to the Registrar for initial approval.

Approval of the project should take account of the following:

- (a) Whether the candidate is appropriately qualified for the proposed programme of work;
- (b) Whether, on the information available, the proposed programme of work should be capable of being studied to the depth required to obtain the degree for which the candidate is to be registered;
- (c) Whether it might reasonably be expected that the proposed programme of work could be completed within the period to be designated for it;
- (d) Whether, insofar as can be predicted, the appropriate necessary resources (e.g. library, computing, laboratory facilities, technical assistance) will be available; and
- (e) Whether it is expected that proper supervision can be provided and can be maintained throughout the research period, including during any periods of study leave for the supervisor or time spent abroad by the student.

The proposal must conform to IADT's Ethics Policy, available on the website or from the Directorate of Creativity, Innovation and Research.

### 5.3 Approval of Project

- Where a project has not been approved, the Head of Department will undertake to give feedback to the student on the project.
- Where a project has been approved, the relevant Head of Department will undertake to appoint an appropriate supervisor and Co supervisor, subject to resources, and in consultation with the Head of Faculty and in line with IADT's guidelines on the recruitment of supervisors.
- The Panel has a responsibility to ensure that delay in determining the topic is kept to a minimum and that the Head of Faculty is kept informed.
- Once approved by the panel, the research topic should be refined and finalized in consultation between the student and the relevant Head of Department and potential supervisors and the proposal prepared for submission to QQI.
- The student and Supervisor(s) will submit, in accordance with QQI deadlines, a proposal and the completed QQI form to the Registrar.
- The Registrar will issue a letter of approval to the student and the student will be temporarily registered at IADT pending final approval from QQI. The time lines for the research should be clearly indicated in the letter of approval.
- The Registrar will submit the registration form and proposal to QQI
- Once the project has been approved by QQI, the student will be fully registered at IADT and may begin work on the project.

### 5.4 Minimum Entry requirements

Entry requirements of postgraduate students to research degree programmes at IADT are comparable with programmes validated through the National Framework of Qualifications at NQAI Level 9 degrees.

Applicants are normally expected to have a minimum of a 2<sup>nd</sup> class Honours degree at Level 8 for a Masters Degree by Research. Applicants who wish to be considered for entry to a research degree but who do not have the required qualifications may apply on the basis of equivalent qualifications, knowledge or experience.

### 5.5 APEL (Accreditation of prior experience and learning) / RPL ( recognition of prior learning) procedures

For applicants with equivalent and/or professional qualifications the following procedure applies:

- a) Prior to the formal application for registration the proposed Candidate must provide the Principal Supervisor with details of their qualifications and a portfolio of evidence. The material and form is then submitted to the Registrar's Office for consideration.

- b) The Registrar assesses the qualifications in consultation with the Head of Department.
- c) The Registrar's Office communicates the outcome of the qualifications assessment back to the Principal Supervisor before a formal registration application can proceed as per guidelines below

In considering an applicant in this category, the Committee shall look for evidence of the candidate's ability and background knowledge in relation to the proposed research. Professional experience, publications, written reports or other appropriate evidence of accomplishment shall be taken into consideration. The Registrar may require an applicant to pass a qualifying examination or present a piece of written work normally at final year honours degree level in appropriate modules as determined by the Supervisor(s) (in consultation with the relevant Head of Department) before registration is approved. An applicant wishing to be considered under this regulation must include in the application for registration the names of two suitable persons whom the Institute may consult concerning the candidate's academic attainment and fitness for research.

## **6.0 English Language requirements**

All applicants who have not been educated through the medium of English or Irish to Leaving Certificate or equivalent must present a qualification in English with their application.

Qualifications in English accepted by IADT are

IELTS (International English Language Testing) at Grade 6.5 with no component below Grade 6.0

TOEFL (Test of English as a Foreign Language) 213 – competence based

550 – Paper based

Certificate of advanced English

Grade A

Cambridge Certificate of Proficiency in English

Grade C

If the Registrar deems that the applicant does not possess the level of English required then the application cannot be progressed further.

## **7.0 Language of the thesis.**

The final thesis will be normally submitted via English. A thesis may be written in another language as agreed between the postgraduate student and supervisor providing agreement has been sought from the Research and Development Sub Committee of Academic Council and providing the Institute is able to provide adequate supervision and examination of the thesis in that language. In these cases all applicants must demonstrate their proficiency in that language in their admission application in line with entry requirements.



## 8.0 Registration with QQI

The Registrar is responsible for the submission of all Institute applications and registrations to QQI.

Applications to register on a research degree programme should be made as soon as possible after the recruitment of the student and not less than one month after the project commencement date. The student should be informed that the programme may only lead to a QQI award if successfully registered.

No retrospective registrations will be allowed after a period of six months from the date of admission of the student to the Institute and project commencement unless in exceptional circumstances as dictated by the Registrar.

Only candidates who have been deemed eligible to register for a research degree programmes should submit an application for registration.

This involves the candidate, in conjunction with the Supervisor(s), preparing and submitting two forms simultaneously:

- a) The first form must be submitted to the Registrar who will submit the application to QQI following the Institute procedures outlined below to obtain full registration for the proposed programme of study.
- b) The second form must be submitted to the Institute to obtain temporary registration to allow the applicant begin the programme pending the successful outcome of their QQI registration application.

*Note: where applicants have not paid the required fees they cannot progress to the full registration category..*

All admissions to conduct postgraduate research studies at the Institute are probationary pending a successful outcome to the formal QII registration process. Where a registration application is unsuccessful the candidate cannot continue to pursue the proposed research degree programme. Where this affects a studentship position, this will be dealt with by the Head of Creative Engagement in consultation with the Project Supervisors and funding agency where necessary.

Where a proposed Supervisor is a Head of Department, the Head of Faculty should approve the application for registration. Where the proposed Supervisor is a Head of Faculty, this should be carried out by the Registrar.

The candidate is first required to submit a formal application to QQI by completing the IADT – *Application to QQI for Registration of a Research Degree Programme* form in conjunction with the appointed Supervisor(s) for the proposed programme of study.

The following additional information from the applicant must accompany the completed application form:

1. Transcript of final examination results as required for entry to the Masters research degree programme being applied for.
2. Institute authenticated copy of the primary degree parchment as required for entry to the Masters research degree programme being applied for.

3. The name and short curriculum vitae of the proposed Supervisor(s), including Co-Supervisor(s) and Mentoring Supervisors where necessary.

The QQI registration form, along with guidelines for completion, can also be obtained directly from the Registrar's Office. The candidate should then apply for temporary Institute registration for the proposed research degree. This form can be submitted directly to the Registrar. A central file is then set up for the candidate in the Registrar's Office.

### **8.1 Acceptance or Rejection of Registration**

All registrations to research degree programmes must have approval from QQI. The outcome of an application for admission to the appropriate postgraduate degree register is communicated to the Registrar by QQI, following consideration by its Research Degree Programme Committee.

Failure to obtain QQI approval for registration to the appropriate degree programme will result in termination of the proposed supervised programme of study unless a re-application is successful.

The outcome of the application is communicated to the candidate and Principal Supervisor by the Registrar's Office directly and copied to the sponsoring Head of Department.

Where QQI has approved an application for registration, the Registrar sends the student a **letter of acceptance** that should include:

- The official commencement date of registration for the research degree programme.
- The official MRA number that QQI has assigned to the new student (to be used in all subsequent communications with QQI).
- Statement requesting the student familiarise themselves with the Institute Research Guidelines.
- Statement indicating that the student must agree, jointly with the Supervisor(s), and regularly update a plan and timeframe for the completion of the research degree programme including the scheduling of meetings and arrangements for the regular evaluation of progress.
- Statement indicating the timescale for completion of studies and that the student is required to prepare and submit a thesis for examination in accordance with the Institute Regulations.

A bank giro will also be included with the letter of acceptance for the student to pay the fees where required. Student details are entered on the Institute student database by the Registrar's Office, and the student will be fully registered at IADT.

Where QQI have rejected an application for registration, the comments and guidance provided in writing by QQI should dictate whether a re-application with additional documentation or clarification is appropriate. The Registrar may take guidance on this from the Research and Development Committee.

## **8.2 Termination of Registration**

The submission of a written request to QQI seeking to terminate the registration of a postgraduate student can only be carried out by the Registrar. The Registrar may seek advice on the matter from the Institute's Research and Development Committee along with an external academic expert and/or QQI.

The grounds for a request from the Registrar to QQI for termination of registration may include an instance where:

- A student has been found to be in breach of Institute Regulations.
- A student's registration has become lapsed beyond the time period allowed for completion of the appropriate degree programme (i.e. 4 years for Masters as calculated from their initial registration date as mentioned in their letter of offer)
- The Registrar upholds a request for termination by the Head of Department due to unsatisfactory progress.
- The Registrar upholds a request for termination by the Head of Faculty due to a breach of the Institute's Research Guidelines and procedures.

The Registrar may seek advice on this from the Institute's Research and Development Sub Committee along with an external academic expert and/or QQI.

A request for termination of registration may be a suggested outcome from the annual assessment process. Alternatively, such requests may be considered at any time during the project as the need arises.

Every student will be warned that their registration may be terminated by letter sent to his/her contact address as given to the Institute on their Registration Form.

The outcome of this process will be communicated to the student, Principal Supervisor and the relevant Head of Department by the Registrar.

Any appeals against this deregistration must be lodged with the Registrar within ten working days of the date of issue of the deregistration notice.

### **8.3 Withdrawal by the Postgraduate Student**

In the event that the student wishes to withdraw from the programme, they should notify their Supervisors and complete the IADT form.

It is, however, desirable that the student first discuss their intention to withdraw from the programme with their Supervisor(s) on an informal basis.

The completed form is submitted to the Registrar's Office for consideration by the Registrar. The withdrawal of the student from the programme is noted at the next Institute Postgraduate Research and Development Sub Committee meeting and at the appropriate formal IADT examination board.

The Registrar will notify QQI of the withdrawal of the student from their programme of study and delete the name from the live register.\*

\*(Any issues with regard to the studentship should be dealt with by the Supervisor(s) and the Head of Creative Engagement. This includes whether to recruit another candidate for the studentship, who would then have to go through the full application process.

### **8.4 Extension of Time to Complete Thesis**

IADT may grant extensions to the agreed timescale of the research project. Such extensions must be agreed with the Supervisor in the first instance. Extensions will only be granted in exceptional circumstances and on production of evidence and agreement of the Supervisor and Head of Faculty. Extensions can be requested using Form PG7 .The Registrar will note the extension agreed on the students file and inform QQI using the agreed procedures.

### **9.0 Leave of Absence from Studies**

All requests for extended periods of leave (including maternity leave) outside of annual leave require the approval of the Supervisors and Head of Department. Such requests must be made in writing on Form PG outlining the reasons for the request.

Where the extended leave has an impact on the proposed target date for submission of a thesis, this must be communicated by the Principal Supervisor to the Registrar, so QQI can be notified. The student may need to apply for an extension of their registration on return from leave following the appropriate procedures

However, the granting of leave of absence may have significant impact on the postgraduate educational programme. These will be assessed on an individual basis. Extended leave of absence may render the research programme untenable.

In general, research grants do not provide for sick leave or maternity leave. Where the extended leave occurs while the student is receiving payment of a studentship or scholarship stipend, the Principal Supervisor must also notify the Directorate of Creativity, Innovation and Research to request a deferral of the stipend.

Only in exceptional circumstances will the Institute consider requests for a reduced stipend to be paid during the period of leave. However, this will result in some equivalent short fall in funding towards the end of the project.

A request for leave of absence must be made by the student first to the Principal Supervisor. Such a request may require the permission of the appropriate funding body. The outcome of the request must be notified to the student by the Principal Supervisor following consultation with the relevant Head of Department for academic reasons.

In the case of a pregnancy, the Institute policy for postgraduate researchers is in keeping with the provisions normally applied to employees. The post-graduate student is required to notify their supervisor(s) and through them, the Head of Department of their condition. The post-graduate student, in consultation with their project supervisor(s) must re-evaluate their schedule of work to take cognisance of the pregnancy and precautions appropriate to it. The post-graduate student must notify their due date (i.e. expected birth date) to their supervisor(s) with a supporting letter from their physician. The post-graduate student will be required to take the statutory period of maternity leave. On returning from leave of absence, students are required to notify their Supervisor(s).

## **10.0 Deferrals**

A request for deferral from a research programme of study must be notified in writing by the student to the Supervisor(s). It is however desirable that the student first discuss their intention to apply for a deferral with their Supervisors on an informal basis.

A deferral may only be granted by the Registrar under exceptional circumstances, e.g. prolonged period of illness or other personal circumstances.

The Student must complete the IADT deferral form. The completed form is submitted to the Registrar's Office for consideration by the Registrar and should be copied to the sponsoring Head of Department for information purposes.

The Registrar notifies QQI in writing of the request for deferral with supporting reasons.

Where the period of deferral goes beyond the time allowed for completion of the required thesis, the student and Supervisors must follow the procedure outlined in the "Extension of Time to Complete Thesis" sub-section above.

## **11.0 Research Conducted off Campus**

Where a candidate is required to undertake all or part of the research leading to a postgraduate award off-campus, it is important that the quality and availability of resources are satisfactory, and that regular and effective contact is maintained with the approved internal supervisor(s).

An off-campus environment is typically within industry, and is only permitted when conducted under the direct supervision of IADT, in conjunction with an IADT approved off-campus supervisor. In the case of a candidate engaged in work leading to a postgraduate award at an off-campus organisation or institution, it is required that the off-campus supervisor be appointed in the co-operating off-campus organisation to liaise with the internal supervisor.

A statement of the off-campus supervisor's qualifications and experience, including publications, must be submitted to IADT for review and should be included with the candidate's application in such cases .

## **12.0 Induction and Training for Postgraduate Research Students**

IADT is committed to supporting postgraduate student throughout their studies. An essential part of this support is providing training for students. Student will receive

- Induction training
- Ongoing training

### **12.1 Induction Training**

The Induction programme for postgraduate research students will provide training on;

- 1) The Institute guidelines for research degree programmes including information on the rules and responsibilities of student and staff within the Institute
- 2) Support available within the Institute e.g. Student Services, Library, Mentoring, Specialist support for Writing and Research skills, support available through the Access office.
- 3) Training in research methodologies, study and research skills

All research students are required to attend a one day induction programme for research students, arranged by the Directorate of Creativity, Innovation and Research in the first year of their studies.

### **12.2 Ongoing training**

Specific research training to the research student project is provided throughout via supporting structures attendance at internal short courses and external courses. This will be arranged by the Faculty, usually on the advice of the principal Supervisor. The principal supervisor may suggest required courses for their student throughout their supervision period. Such training might include

- Information Skills
- Referencing End-note
- SSSA
- Copyrighting
- Citing sources
- Individual resources
- Inter-library loans
- Presentation skills
- Poster sessions
- Attendance at national and international conferences

These may be provide externally on an individual basis or may be organised across IADT by the Directorate of Creativity, Innovation and Research.

Towards the end of the project, appropriate training may include

- Presenting research
- Publishing
- Articles for journals / review
- Writing abstracts
- Thesis presentation

### **13.0 Ethical issues and research**

The maintenance of high ethical standards in research is a central responsibility of IADT. Members of the academic community have a responsibility to act in accord with the highest standards of integrity and to conform with legal and institute policies and procedures in this area. Students and supervisors should familiarise themselves with IADT's Ethics policy .

### **14.0 Academic Freedom in research**

IADT aims to be a research informed higher education institute and aims to ensure that all staff are research and / or professionally active. Issues of academic freedom in research are an important part of the Institutions strategy. IADT has a commitment to academic freedom, by pursuing truth and its free expression researchers, both staff and students advance and disseminate knowledge. In exercising this right members of the research community at IADT also have responsibility to act in accordance with Equal Opportunities polices , with high standards of integrity and to conform to professional and legal codes as well as IADT's internal procedures. The Research and Development sub committee holds the responsibility for working with the Heads of School and research active staff to ensure that staff and students research projects meet the required and appropriate standards.

### **15.0 Supervision and management of research**

Academic supervision is central to the successful completion of postgraduate research. Supervisors play a key role in designing the research projects guiding and supporting the students and setting and maintaining standards and targets along with preparing students for final submission of their thesis for examination. All proposed supervisors must hold a Masters Degree Level.

#### **15.1 Appointment of Postgraduate Research Supervisors**

- It is the responsibility of the Head of Department to ensure that only appropriately qualified members of staff are appointed as Supervisors.

- Where Supervisors are inexperienced, a mentor will be proposed.
- The Supervisor/s is the primary contact with the Head of Department.
- Two Supervisors will be appointed, a principal and a co supervisor, for each student to ensure continuity of supervision in the event that the lead supervisor is unable to continue supervision for one reason or another.
- The student should be advised to attend IADT's Postgraduate Induction Course
- Research students also receive a copy of the Faculty's Postgraduate Handbook and the Research guidelines
- Where a project proposal has been approved, every attempt should be made to make a good match between a supervisor and the prospective student.
- Supervisors should not take on projects validated by the projects approval panel if they are not fully committed to the delivery of the project proposed or feel the topic is outside their field of expertise.
- Students may propose a change of focus in research topic following validation but the new proposal must go through the validation process as outlined above.
- New Supervisors may be assigned to the project at the discretion of the Head of Department.
- Deadline for submission of change of proposal is three months following the start date, unless circumstances are exceptional.
- Students will be strongly advised that a change of proposal after this date will compromise their ability to deliver the project to deadline.

## **16.0 Statements of Responsibility**

### **16.1 Responsibility of IADT.**

- IADT undertakes to make satisfactory arrangements for the admission, candidature, supervision, examination, safety, social and welfare provision of students.
- The research student will be given a copy of the postgraduate students handbook which summarises the research guidelines and provides additional supporting information to the student.
- The purpose of these guidelines is to establish clear and explicit mutual expectations.
- It is of great importance that the supervisory relationship should be fully discussed between the student and the supervisor before the research commences.
- Students' views on the further development of policy in this area are welcomed and students may be forwarded to the Head of Creative Engagement or the student representation in IADT .
- The students will be asked to familiarize themselves with IADT's Learner Charter.



## 16.2 Responsibilities of the Student

The responsibilities of the student include:

- (a) Accepting ultimate responsibility for his or her own research activity and candidacy for a degree;
- (b) Ensuring that he or she is familiar with relevant aspects of the health and safety framework and academic rules and regulations of IADT
- (c) Discussing with their supervisor the type of guidance and comment they find most helpful, and agreeing a schedule of meetings;
- (d) Taking the initiative in raising problems or difficulties, however elementary they may seem;
- (e) Maintaining the progress of the work in accordance with the stages indicated by the supervisor including, in particular, the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage;
- (f) Keeping a written note of meetings with their supervisor in the appropriate form, which should include items for action;
- (g) Providing as required, brief formal reports to the Programme Board with the assistance of the research supervisor;
- (h) Developing responsibility for the direction of the research project as it progresses.

## 16.3 Role of the Head of Department

Responsibilities of the Head of Department include

- Advising on and implementing quality assurance procedures for the efficient delivery of research degree programmes.
- Approving applications for admission to these programmes in conjunction with the Head of Faculty before they are submitted to the Registrar.
- Advising on the nature of any qualifying process necessary with the proposed Supervisors and the Registrar.
- Ensuring Academic Staff who wish to act as Supervisors on research degree programmes meet the criteria and requirements to do so.
- Ensuring there is provision for training of research degree Supervisors where required.
- Ensuring there is provision for the replacement of Supervisors where required.
- Taking an active role in the Postgraduate Examination Boards.
- Monitoring and continuous improvement of research degree programmes generally through the mechanism of an annual Programme Board meeting.
- Co-ordinating the annual review process for postgraduate students registered on research degree programmes in their Department.

- Facilitating and scheduling research seminars within the Department.
- Approving examiners for research degree programmes within their Department as recommended by the Supervisor(s).
- Invoke the relevant procedures for appeals made by the postgraduate student and/or Supervisors related to the delivery of the programme.
- Invoke the relevant procedures for complaints made by the postgraduate student and/or Supervisors related to the delivery of the programme.
- Promoting the research degree programmes running within their Department.

#### **16.4 Role of the Head of Faculty**

- Planning for and overseeing the management of research degree programmes within the Faculty, to include: policy & strategy; availability of space accommodation; quality.
- Developing and implementing, with appropriate consultation, quality assurance procedures for the efficient delivery of research degree programmes.
- Generating a list of approved research Supervisors for the Faculty on an annual basis for submission to the Registrar.
- Ensuring the Research Guidelines are communicated to all staff within their Faculty.
- Invoke the relevant procedures for appeals made by the postgraduate student and/or Supervisors related to the delivery of the programme.
- Invoke the relevant procedures for complaints made by the postgraduate student and/or Supervisors related to the delivery of the programme.
- Convening an annual Exam Board, in conjunction with the Registra, for research degree awards.
- Promoting the research degree programmes running within their Faculty.

#### **16.5 Role of the Registrar**

The Registrar is responsible for the admission and registration of students on the Institute's research degree programmes. He/she also manages the overall examination process. Specifically the Registrar is responsible for:

- How the research Guidelines are communicated to the Faculties and prospective & registered postgraduate students.
- Managing the registration process for research degree programmes within the Institute.
- Managing the QQI registration processes

- Making recommendation regarding QQI requirements for the provision of support services & training to the Departments, Faculties and the Directorate of Creativity, Innovation and Research for the Institute's research degree programmes.
- Overseeing the monitoring of progress for research degree programmes.
- Overseeing and managing the appeals processes that relate to registrations and examinations.
- Overseeing and managing the complaints processes that relate to registrations and examinations.
- Overseeing & managing the examination and final awards process for the Institute.
- Overseeing the promotion the Institute's research degree programmes to prospective students.
- Ensuring that the student is aware of the Institute's health, safety and welfare regulations.
- Ensuring the necessary support & welfare services are made available to postgraduate students for the duration of their studies from the Institute's function areas, such as Finance, Computing Services, Building & Estates, Student Services etc.
- Submitting to QQI documentation relating to students and supervisors.
- Organising audits to ensure compliance with procedures, to include reporting to senior management on audits and compliance.

### **16.6 Role of the Directorate of Creativity, Innovation and Research**

The Directorate of Creativity, innovation and Research is responsible for the overall management and promotion of research activities for the Institute. In that context it is responsible for the non-academic or operational management of research degree projects including the administration studentship and scholarship funds. In this role as related to research degree programmes the Directorate is responsible for:

- Ensuring there is provision for training of research degree Supervisors where required.
- Produce an Annual Research Report for Academic Council.
- Development and updating of IADT's Research Strategy.
- Provision of office-type accommodation for research degree students.
- Ensuring that the student is aware of appropriate Institutional support systems and sources of advice.
- Administration of research studentships and scholarships, including financial monitoring, orders and claims & making this information available to Supervisors.
- Overseeing & managing the postgraduate research student Induction Training Programme.
- Monitoring and implementing the Institute's policies and procedures in relation to Intellectual Property emanating from results obtained from research degree projects.
- Developing and managing the IADT Ethics policy and procedures

- Promoting & publishing information on the Institute's research degree programmes to stakeholders, including prospective students.

### **16.7 Roles and Responsibilities of the Supervisors**

The Supervisor(s) should work with the student to establish an effective supervisory relationship. The Supervisor(s) have a range of duties and responsibilities in overseeing the progress of the postgraduate student's research work. These include:

- Selecting & recruiting a suitable postgraduate student for admission to the proposed research degree programme on Departmental approval.
- Advising on the nature of any qualifying process necessary with the Head of Department and the Registrar at the time of the student's application for admission to the research degree programme.
- Providing satisfactory guidance and advice to the student on the research project and the standard expected; the planning and timing of the successive stages of the research programme; literature and sources of information for the project; research methods and instrumental techniques; attendance at appropriate courses; avoidance of plagiarism and respect for copyright. The Supervisor(s) should guide the student on how best to complete the research project, including preparation of a thesis within the time available.
- Monitoring the progress of the student's research programme. The Supervisor(s) must ensure that regular meetings or supervisory sessions take place, the frequency of such sessions will vary according to the nature of the research (e.g. whether studio work is involved), the particular research project, and may depend on whether the student is registered on a full-time or part-time basis. The length of sessions will also vary from student to student, across time and between disciplines. The key point is that both student and supervisor should have a clear, agreed understanding of the frequency and nature of contact required at any particular stage of the project.
- Ensuring that the student is aware of his/her requirement to conduct their research in accordance with the ethical and safety standards of the Institute.
- Arranging training on subject-specific material and skills and generic skills as appropriate.
- Establishing and maintaining a satisfactory timetable for the research. The Supervisor(s) should ensure that the student is informed of any inadequacy of standards of work below that generally expected from research students and should suggest remedial action as appropriate.
- Maintaining a record of formal supervision meetings for each student to include: date of meeting, summary of discussion and any specific advice given.
- Providing timely, constructive advice and effective feedback on the student's work, including his/her overall progress within the programme on a regular basis. The supervisor should take note of feedback from the student. Reading promptly all the written work submitted in accordance with the agreed timetable.
- Arranging, as appropriate, for the student to present work to staff or graduate seminars or conferences. The Supervisor(s) should provide advice on writing up the research, or parts of it, for publication and presentation.

- Notifying the student well in advance of any planned periods of absence from the Institute. If the period of absence is significant the Supervisor(s) should ensure that appropriate arrangements for alternative supervision are made, where required, and that the student is informed of them.
- Completing annual progress reports on the project. The Supervisor(s) may also be required from time to time by either the external funding bodies or collaborative Centre's to provide a written report on the progress of the research project and should ensure that all requirements concerning the submission of such reports are complied with.
- Initiating the process for the appointment of examiners well in advance of the thesis being submitted. The Supervisor(s) should advise on the nomination of appropriate examiners and seek approval for the proposed examiners from the Head of Department.
- Advising the student on the format and lay-out of the thesis, and providing guidance on the drafting of the thesis.
- Reading thesis material in both proof and final form, making suggestions on editing and/or correction, before it is formally submitted for examination.
- Ensuring that the student understands the procedures for the submission and examination of theses and assisting the student in preparing for the oral examination, where required.
- The financial monitoring of all projects.

A **Co-Supervisor** appointed to supervise on the research degree programme must provide guidance and assistance to the original proposing Principal Supervisor in complying with those responsibilities outlined above that relate to the planning of the research programme and ensuring the attainment and maintenance of an appropriate academic standard in the work being undertaken.

### **16.8 Changes to Supervisory Arrangements**

There may be a need to change a Supervisor during the programme due to (a) a supervisor being ill, (b) a supervisor being absent for too long a period, or (c) any other cogent reason. If such need arises, this must be communicated to the Head of Department. A proposal to change the supervision arrangements is normally made by the Head of Faculty to the Registrar.

Where a change to the supervisory arrangements is mandated by the Institute, the Institute would continue to support the programme of learning being undertaken by the research degree student.

The Registrar submits this request to QQI for consideration. The outcome from QQI should be communicated to the student and principal supervisor by the Registrar.

### **17.0 Complaints Procedures**

IADT has a Complaints procedure which may be used by and Postgraduate Student who wishes to do so. The procedure is available at <http://www.iadt.ie/en/Downloads/Thefile,1933,en.pdf>.

## 18.0 Final Examination

### 18.1 Examination procedures

The candidate's research must be examined by two Examiners: an External Examiner, and an Internal Examiner who is not the candidate's Supervisor(s). The arrangements for the candidate's examination shall be made by the Institute's Registrar in consultation with QQI.

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

For all candidates for presenting for the award of Masters Degree the examiners are required to assess the candidate using the thesis as evidence and satisfy themselves that the candidate has attained the standard. To recommend the award the examiners must be convinced that the candidate has attained the standard for the award . The examiners may request a *viva voce*.

The candidate and Supervisor(s) must note that under no circumstances can they attempt to contact the Examiners during the period of the examination.

### 18.2 Standard to be attained by Master's Degree Candidates

The award of Master's Degree by research is made at level 9 in the National Framework of Qualifications. The overall standard at Level 9 of the framework is established in the following quotation 'Learning outcomes at this level relate to the demonstration of knowledge and understanding which is the forefront of a field of learning. The outcomes relate to the application of knowledge, understanding and problem solving abilities in new or unfamiliar contexts related to a field of study. The outcomes are associated with an ability to integrate knowledge, handle complexity and formulate judgments.

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

<b>Knowledge– breadth</b>	A systematic understanding of knowledge at, or informed by, the forefront of a field of learning
<b>Knowledge–kind</b>	A critical awareness of current problems and/or new insights, generally informed by the forefront of a field of learning
<b>Know-how skill–range</b>	<b>and</b> Demonstrate a range of standard and specialised research or equivalent tools and techniques
<b>Know-how and skill – selectivity</b>	Select from complex and advanced skills across a field of learning; develop new skills to a high level, including novel and emerging techniques
<b>Competence–</b>	Act in a wide and often unpredictable variety of professional levels

<b>context</b>	and ill defined contexts
<b>Competence– role</b>	Take significant responsibility for the work of individuals and groups; lead and initiate activity
<b>Competence– learning to learn</b>	Learn to self-evaluate and take responsibility for continuing academic/professional development
<b>Competence– insight</b>	Scrutinise and reflect on social norms and relationships and act to change them
<b>Progression &amp; Transfer</b>	Progression to programmes leading to Doctoral Degree (Award-type O ), or to another Masters Degree or to a Post-graduate Diploma (Award-types M or N).

### 18.3 Duties of Research Degree Examiners

The duties of Examiners for research degree candidates are as follows:

- To review the thesis or published papers submitted together with performance recordings where appropriate. Examiners should feel free to prepare independent preliminary observations on the submission if they so wish.
- To attend the viva voce examination where deemed necessary for Master's candidates.
- To attend any other assessment event where the Chairperson of Examiners deems necessary.
- To judge with fellow examiner(s) whether the thesis or published papers contain sufficient evidence of systematic study and, for a Doctorate degree, makes an original contribution to the candidate's subject shown either by the discovery of new facts or by the exercise of independent critical power, and for a Master's degree, is either a record of original work or a critical exposition of existing knowledge. In this way to judge whether the required academic standards have been achieved.
- To make a recommendation in agreement with fellow Examiner(s) in relation to the outcome of the examination.

### 18.4 Criteria for the Appointment of External Examiners

The external examiner, nominated in accordance with the procedures , will be substantially independent of the Institute and of the co-operating off-campus organization, if any, and shall not have acted as the candidate's internal or off-campus supervisor.

The external examiner must be:

- a) An Academic or recognized expert from outside Academia.
- b) Currently active in research.
- c) Have recognized expertise in the general area of the thesis or cognate area.
- d) Have a qualification at least to the level of the award being sought by the postgraduate student or higher.

- e) Have experience of successfully supervising postgraduate students to awards of the level of the award being sought, or higher
- f) Have experience as a postgraduate research examiner, at the appropriate level, for a recognised university or institution.

Through a process of informal contact, the Supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as their availability within an approximate six-week period after the intended submission date of the thesis.

### **18.5 Criteria for the Appointment of Internal Examiners**

A member of the lecturing staff of the Institute, independent of the research project and unrelated to the supervisor(s) or the postgraduate student, is nominated in accordance with the procedures. The internal examiner must not be the candidate's supervisor.

The internal examiner must be:

- a) Academic member of the staff of the Institute
- b) Have knowledge and research experience in the general discipline of the thesis
- c) Have a degree at the level of the award being sought by the postgraduate student or higher.

It is desirable that the internal examiner has supervised research students successfully at least to the level of the award being sought by the candidate. Where this is not the case the Head of Department should either act in this capacity or nominate a suitable Academic to do so. Where this cannot be facilitated internally within a Department, an external Academic may be nominated to act in this role.

The supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as their availability within an approximate six-week period after the intended submission date of the thesis.

Where the candidate and internal Supervisor are both members of staff of the Institute, an Internal Examiner will not be appointed from within the institution. Instead, a further Examiner must be appointed from outside the Institute to fulfill the duties normally assigned to the Internal Examiner.

### **18.6 Examination of Thesis & Candidate**

The work leading to a postgraduate research degree will be referred by the Institute's Registrar (not by the candidate or the Supervisor(s)) to the examiners, who will also provide the examiners with a copy of the examination procedures and criteria for the proposed award.

QQI must be invited to nominate a chairperson of examiners at the request of the Institute's Registrar at the time of notice of the intention to submit the thesis. The chairperson's role is to:

- communicate with the examiners to achieve consensus among them
- ensure the implementation of procedures which are fair and consistent for the purpose of compliance with standards determined by QQI



- report on the outcome of the examination through the Institute's Registrar to QQI.

Each examiner is required to assess the candidate against the National Qualifications Framework standard for the appropriate award using the thesis and/or viva voce as evidence of attainment of the required standard.

Examiners are normally expected to carry out their duties within six weeks of referral to them of the work in question.

The examiners may, if they consider it necessary, conduct a viva voce examination (in accordance with the procedures outlined below) of the candidate on the programme of work and on the field of study concerned

## **18.7 Viva Voce Examination**

The requirement for such an examination at Master's Degree (Research) level is normally at the discretion of the examiners.

The viva voce examination will normally take place as soon as possible, or within three months of submission of the work presented. It will normally be conducted in English except by agreement with the Supervisor(s), the Registrar and the Examiners.

The examiner(s) for the viva voce examination should consist of the Internal and External Examiners. It should be chaired by the appointed Chairperson of Examiners. The Supervisor(s) will normally be in attendance but cannot take part in the examination of the candidate's work.

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

### **18.7.1 Conduct of viva voce examination**

The Chairperson's primary duty is to ensure that the examiners and the candidate have adequate time for discussion of issues arising from the work submitted.

As a matter of practicality, the chairperson should assume responsibility for the organisation of the examination on the day. However, where the appointed Chairperson is not a member of the Institute, this should be carried out by the relevant Head of Department or their nominee. This includes determining whether the candidate has any special requirements for the examination such as booking a neutral room (not the supervisor's, Chairperson's, or candidate's office).

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

The Chairperson should introduce the examiners to the candidate, briefly explain the purpose of the examination and the procedures to be followed, and advise the candidate to deal with questions as fully as he/she thinks necessary. The chairperson's overall aim should be to ensure a fair and constructive dialogue between the examiners and the candidate.

### **18.8 Examiners Reports**

Following examination of the work, the Examiners should return the copy of the submitted work together with a report on their assessment and observations, under the three learning outcomes appropriate research degree programme, to the Chairperson of Examiners and make one of the following recommendations:

- Recommended;
- Recommended with minor revisions;
- Not recommended but referred for major revision and re-examination; and
- Not recommended.

The Chairperson is required prepare a summary report (on the *QQI Examiners Report Form*). The report should include a brief outline of how the learning outcomes were achieved by the candidate, the names of each of the examiners along with an outline of the assessment (the reports of the Examiners may be attached) and a report of the consensus recommendation and the agreed recommendation.

Recommendations should be presented by the Chairperson of Examiners to the Institute Registrar. The report is sent to QQI as soon as possible after the assessment by the Registrar. Where the candidate has been recommended for award QQI then issues a broadsheet for the examination.

The option to refer the thesis for revisions is only available the first time the thesis is examined.

### **18.9 Examination Board Meeting**

An Examination Board meeting should then take place within the Faculty in accordance with Institute procedures to record the result for the Institute. The award recommendation is included in the annual research examination reports submitted by the Faculty to Academic Council.

#### **18.9.1 Degree of Master (Research)**

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

The outcome of the examination along with details of the graduation ceremony is notified to the candidate in writing directly by the Registrar's Office.

### **18.10 Disagreement Amongst Examiners**

Where there is disagreement amongst the examiners, the Chairperson is expected to clarify and, where possible, reconcile those differences. In the exceptional case of irreconcilable disagreement, each examiner shall submit a separate report to the Chairperson, who will then refer the case to the Institute Registrar, and also QQI for consideration. Thereafter QQI has the power to recommend to the appointment of a further external examiner or examiners.

### **18.11 Appeals Against the Outcome of Examination**

A candidate may appeal their examination result to the Registrar. The written appeal request must specify the grounds on which the review is sought and must contain all the information which the candidate requires to have taken into account in the review. The grounds for review of an examination result are as follows:

- a) The examination regulations have not been properly implemented.
- b) The regulations do not adequately cover the candidate's case.
- c) Compassionate or medical circumstances (made known to appropriate Head of Department or to the Registrar) related to the candidates examination situation of which the Examiners were unaware, prior to or during the examination process.
- d) Significant performance related information which the appellant believes was not considered by the Examiners.

Such an appeal can be made in relation to the examination process only. Any complaint about other matters such as inadequate supervision must have been raised during the research and long before submission of the thesis.

Appeal requests must be received by the Registrar not later than ten working days after the candidate received notification of the examination result and will first consider whether there is a prima facie case for a review of the examination result. If it is considered that the request is clearly frivolous, vexatious or outside the permitted grounds, the Registrar will discuss the request with the President. If it is agreed that there is no prima facie case, the recommendation will be submitted to the Institute Postgraduate Research and Development Sub Committee for a decision. The sub Committee may support the recommendation or require further investigation or action on the review, including seeking advice from QQI on the matter. There shall be no appeal from the decision of the sub committee or QQI.

If it is considered that there is a prima facie case for a review the Registrar will gather such evidence as is considered appropriate and likely to assist a panel in reviewing the case. This may include seeking written or oral testimony from the examiners, from other persons present at the oral examination, from supervisors or other members of the academic staff, or further evidence or statements by way of elucidation from the candidate.

The request for a review shall be considered by a review panel, constituted by the Registrar in accordance with standard Institute procedures. It must include persons who have experience of supervising and examining research degrees and who have had no previous involvement in the case. No student or research degree candidate shall be a member of the research degree review panel. A review panel shall not be constituted as an examination board.

If the review panel decides that a candidate has valid grounds for a review, it shall recommend that the Registrar request QQI to either:

- a) invite the examiners to reconsider their decision; or
- b) appoint new examiners.

There shall be no appeal from the decision of the review panel and QQI.

## **19.0 Research Conduct**

### **19.1 Definition of Misconduct in Research**

All individuals carrying out research for the Institute are expected to observe high standards of professional behaviour both in the practice and in the publication of research.

Any practice or conduct by an individual that deviates significantly and unacceptably from the professional academic standards applicable to the relevant Department or Function for proposing, conducting and publishing research constitutes research misconduct. Violation of Institute policy is likely to render any individual researcher liable to the Institute's disciplinary procedures.

Research misconduct includes, but is not limited to:

- falsification or fabrication of data, including intentionally misleading or deliberately false reporting of research information;
- unacknowledged appropriation of the work of others, including plagiarism, the abuse of confidentiality with respect to unpublished materials, or misappropriation of results, physical materials or other resources;
- conduct which seriously deviates from accepted ethical standards in research;
- falsification of credentials.

The setting of standards of professional behaviour in research is not intended to compromise the freedom, within the law, of Academic Staff to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions.

The procedures below apply to all individuals carrying out research in the Institute including, without limitation,

- all Institute employees, irrespective of whether their current place of work is within or outside Institute premises
- all visiting researchers to the Institute irrespective of whether they are employed by the Institute, including persons with honorary positions, conducting research within, or on behalf of, the Institute,
- all postgraduate students of the Institute; and,
- all visiting postgraduate students.

After investigation into alleged misconduct by any individual who is not an employee of the Institute, the President or representative or duly convened investigating group will determine the nature of any further action to be taken in relation to the misconduct.

Any disciplinary proceedings against a registered postgraduate student or researcher in respect of alleged research misconduct shall be dealt with in accordance with the provisions of the Institute Code.

However, the application of this research misconduct procedure through the Institute's Disciplinary Procedures for academic and other staff shall take precedence over the Code where an individual is both a student and an employee of the Institute.

It is intended that any action carried out in terms of this procedure will be sufficient to comply with the preliminary and investigation stages required by the Institute's Disciplinary Procedures for academic and other staff.

## **19.2 Procedures**

The Institute is committed to ensuring that all allegations of research misconduct are examined thoroughly, fairly and expeditiously.

### **19.2.1 Initial Allegation of Research Misconduct**

Any member of the Institute (employee, student, or visiting researcher) or external examiner of student work who believes that an act of research misconduct has occurred or is occurring should, in the first instance, attempt to address the issue informally with either the individual concerned or the appropriate Head of Department . In the event that the person who believes research misconduct is or has occurred is not satisfied with the outcome of any such informal approach or if such an approach is believed to be inappropriate, a formal complaint should be made in the first instance to the Head of the relevant Department who shall notify the Registrar and the Human Resource Manager (for academic staff) of the complaint as soon as is practicable.

If for any reason the complainant believes that it is inappropriate for the complaint to be made to the relevant Head of Department or a formal complaint should be made directly to the Registrar. Where such a complaint is reported directly to the Registrar, the relevant Head of Department and the Human Resources Manager (for an academic staff member) will usually be informed about the receipt of the complaint. However, all practicable steps will be taken to protect the anonymity of any individual reporting suspected misconduct until such time as it is decided that a formal investigation is warranted.

Any person or organisation external to the Institute wishing to report suspected research misconduct should contact the Registrar.

Every complaint of research misconduct will be taken seriously. In the event that such complaint is found to be both without basis and is deemed to be malicious, vexatious or frivolous, the Institute may consider disciplinary proceedings against the instigator of the complaint.

### **19.2.2 Preliminary Action to determine whether a formal examination is warranted**

The Registrar shall, assisted by the Head of the relevant Department where appropriate, identify any external funding sources for the research which is the subject of the complaint, and any external collaborators. The Registrar shall also ask the person making the allegation to submit in writing a detailed statement in support of the allegation indicating what informal steps, if any, have already been taken with a view to resolving the issue.

The Registrar may also, at his or her discretion, choose to evaluate anonymous allegations, depending on the seriousness of the issues, the credibility, and the feasibility of confirming the allegation with credible sources. At this stage the individual concerned shall be notified in writing by the Registrar of the allegation and informed that it is to proceed under this procedure.

The Registrar shall, normally within a maximum of 5 working days of the allegation being reported to him or her, appoint an Investigation Team consisting of 2 individuals who, in the opinion of the Registrar have no conflicts of interest in the case, are unbiased, and have expertise to evaluate the appropriate research issues.

Where feasible the Investigation Team shall consist of one staff member from the Faculty (or, in the absence of a related Faculty, the relevant administrative centre) in which the research activity in question has been conducted and one staff member from elsewhere within the Institute. The Investigation Team shall specifically limit its role to that of evaluating only the facts to determine whether there is sufficient evidence of research misconduct to proceed with a formal investigation. The Investigation Team shall keep proper records of their proceedings. The individual against whom the complaint has been made shall be notified by the Registrar of the members of the Investigation Team.

The initial investigation will normally involve the Investigation Team examining relevant research records and materials. The Investigation Team shall complete its initial investigation and submit its report in writing to the Registrar, normally within a maximum of 5 working days from the date the Team is appointed. The report shall state what evidence was reviewed and conclude whether the investigation should end or continue to further formal investigation.

Care must be taken to maintain the anonymity of the initiator of the complaint where possible at this stage.

The Registrar shall, normally within 2 working days of receipt of the report, notify the individual concerned and his or her Head of Department in writing of the outcome of the initial investigation. The Registrar shall also inform the instigator of the complaint whether a formal investigation is to proceed and that this information is to remain confidential.

### 19.2.3 Formal Investigation

The purpose of the Formal Investigation is to examine and evaluate all relevant facts in relation to the allegation of research misconduct. In addition its purpose is to determine whether there are sufficient grounds for proceeding with the complaint in respect of a postgraduate student, under the General Student Discipline Policy & Procedures or in respect of Institute employees, under the Institute Procedures for the Resolution of Grievances/Disputes which includes Disciplinary Procedures for Academic Staff Where the alleged misconduct is in respect of research carried out for the Institute by an individual not employed by the Institute, the purpose of the Formal Investigation is to allow the President to determine whether any further action should be taken.

The Head of Creative Engagement following notification by the Registrar shall, only where necessary in terms of the funding conditions, notify any bodies which provide funding related to the research of the individual concerned of the ongoing investigation.

The Registrar shall also notify any other body related to the research concerned in the event that the Institute is contractually obliged to notify that body about the ongoing investigation. At the initial stages of the investigation such bodies shall be informed that the allegations have not yet been fully investigated and that the Institute does not expect any funding body to suspend the grant or contract as adequate steps are being taken to proceed with the investigation.

In the case of alleged misconduct by any individual not employed by the Institute, the relevant individual's employer should only be informed that an investigation is taking place where the misconduct relates to the research that the individual concerned is carrying out for the Institute and the individual is carrying out that research by virtue of his or her employment with that other employer. The Institute shall also ensure that, by carrying out an investigation into the alleged misconduct, it complies with any contractual arrangements in place between the Institute and the employer of any individual carrying out research for the Institute.

However, it is essential to keep circulation of details of the allegations and investigation as limited as possible. Any such information must be disclosed subject only to an undertaking of confidentiality from the recipient.

An Investigation Panel, which may include the members of the existing investigation team, shall be appointed by the Human Resources Manager in conjunction with the Registrar, normally within a maximum of 2 days. The Registrar shall not serve on the Investigation Panel. The Panel shall keep written records of the proceedings and will be provided with secretarial assistance by the Institute if required. The Panel shall inform the individual concerned in writing of the confirmed membership of the Panel and of the scope of the intended investigation, and of their right to legal or appropriate representation, should they see fit.

The Panel shall:

- (a) Interview the individual concerned and any other parties it chooses, including the initiator of the complaint and other members of the research group;
- (b) Widen the scope of its investigation if it considers that necessary, subject to keeping the individual concerned informed, in writing, of the increased scope of the investigation;

- (c) Require the individual concerned - and if it judges it necessary, other members of the Institute - to produce files, notebooks and other records;
- (d) Seek evidence from other parties;
- (e) In the event of the defendant not cooperating with the investigation panel, the panel will be empowered to draw conclusions and make decisions about the allegations;
- (f) The panel will make decisions on the balance of probability;
- (g) It shall be the panel's position to prove the allegations and not the individual's duty to disprove them; the presumption of innocence applies.

The individual concerned shall be given a full opportunity to comment on all the evidence gathered by the Investigation Panel before the report is finalised. Where he or she is interviewed by the Panel he or she should be informed that he or she may be accompanied by a member of staff or a representative of a Trade Union, or a legal representative, or a representative of their choosing.

The Investigation Panel shall submit a report in writing, normally within a maximum of 20 working days of the confirmation of the members of the Investigation Panel, to the President and the Registrar. The report shall generally describe the investigative process, indicating whether or not it finds there are sufficient grounds for proceeding with the complaint under the appropriate Disciplinary Procedures. The Panel shall make a recommendation to the President about whether it has found that there are such grounds. In addition, the Panel may make recommendations on the future operation of these procedures.

The President will determine the nature of any further action to be taken regarding investigated misconduct in relation to any research carried out for the Institute by any individual not employed by the Institute. This may include advising the employer of the individual concerned of the findings of the investigation. The President may also consider the suspension or withdrawal of any honorary contract. Where no action is to be taken in relation to individuals not employed by the Institute, the Registrar shall take all appropriate steps to inform all parties previously notified of the alleged misconduct, of this outcome.

After the completion of the appropriate Disciplinary Procedures, the President may, in addition to or instead of any sanction to be imposed under those procedures:

- (a) convey the outcome of the Disciplinary Proceedings to the professional body or bodies it deems appropriate (e.g. the Irish Medical Council), any relevant grant-awarding bodies or any other public body with any interest, the editors of any journals which have published articles by the person against whom the allegation has been upheld or any other body which, in the opinion of the Institute, is likely to be affected by the research misconduct in question. All such disclosure must be limited to misconduct upheld in relation to research relevant to such bodies or published by such journals;



- (b) recommend to QQI and Governing Body, where misconduct has been established and the research concerned contributes to or contributed to a degree or other academic award of the Institute, the revoking or withholding of that award;

If the allegation has not been upheld after completion of the Disciplinary Procedures, the Registrar shall take all appropriate steps to inform all parties previously notified of the alleged misconduct, of the outcome of the Disciplinary Procedure. In the event that the Institute becomes aware that the allegations which have been investigated have become public, the Institute may consider taking reasonable steps to confirm the outcome of the Disciplinary Proceedings to the parties concerned.

The time scales set out in this procedure are not binding upon the Institute and can be extended where reasonably required. The individual under investigation will be notified in writing of any such extension and the reason for it. Where any of the Institute personnel named as having responsibilities under this procedure are absent or unavailable, the President may appoint alternates.

## **20.0 Presentation of thesis**

A thesis is a written document prepared by the student under the guidance of the supervisors. It can also encompass the student's peer-reviewed papers and other publications, models, designs, artistic compositions, business plans, audiovisual and/or multimedia materials, etc., depending on the discipline.

The final thesis is submitted normally through the medium of English as agreed between the postgraduate student and the Supervisor(s). Theses and other materials submitted may be presented in another language (as dictated by the balance of the subject matter), provided that prior approval of the Supervisor(s) and the Institute's Postgraduate Research Advisory Board has been obtained one year before the anticipated submission date. This is to allow sufficient time for the selection and appointment of suitable Internal and External Examiners.

The thesis presented for examination must be the student's own work and must not have been previously submitted, either in whole or in part, for a separate award from this or any other Awarding Body. A declaration statement to this effect must be included at the start of the thesis. The declaration must be signed by the student and Supervisor(s).

If the work carried out is part of a collaborative project, the thesis should clearly show the student's specific contribution and the extent of collaboration involved.

The following regulations shall apply to the presentation and examination of theses for the Degrees of Master (Research) .

### **20.1 Rules for the Presentation of the Thesis**

- (a) Initially three (soft bound) copies of the thesis should be lodged with the Registrar's office one of which shall be forwarded to the external examiner (more copies will be required in the instance of there being more than one external examiner). On obtaining a successful outcome, the three (depending on the number of external examiners) hard bound copies of the final thesis should be lodged with the institute's Registrar (one copy each for distribution to the Council (if appropriate), the external examiner(s) and the institute's copy, which is forwarded for deposit in the library). The Registrar's Office will confirm receipt, to the student, of the documents submitted.

- (c) In the case of a thesis, which is accompanied by an exhibit or artefact produced or developed by the candidate, which forms a significant part of the submission, it shall be the sponsoring recognised institution's responsibility to arrange appropriate and convenient access to the exhibit or artefact for the purpose of assessment by the external examiner(s).
- (d) An abstract not exceeding **300 words** should be provided as an integral part of the thesis, and should precede the main text. Each copy of the thesis submitted should include a copy of the abstract. The abstract should be printed or typed in single spacing and should indicate the author and title of the thesis in the form of a heading.
- (e) A thesis submitted for the degree of Masters by research shall not normally exceed 60,000 words in length including appendices, footnotes, bibliographies and diagrams.
- (f) The thesis must include a statement of the research student's objectives.
- (g) The thesis must acknowledge published or other sources of material and any assistance received.
- (h) Where a research student's research programme is part of a collaborative group project the thesis must indicate clearly the research student's individual contribution and the extent of the collaboration.
- (i) A research student or collaborating establishment may apply for the thesis to remain confidential for a period of time after completion of the work. The period approved shall not normally exceed two years.

## **20.2 Format for Thesis Presentation**

- (a) Print and Pagination
  - The thesis should be in typescript or print (12-point type) on A4-size paper single sided, with pages numbered consecutively. The main text should be typed or printed in one and one half or double spacing; footnotes and quotations should be typed or printed (10-point type) in single spacing. On each page there should be a left-hand margin of at least 40mm and a right hand margin of at least 20mm. Each such page should also have a page number.
  - Photographs or diagrams, if any, should, where feasible, be incorporated digitally within the text. Where this is not appropriate or practicable they should be fixed firmly in place. They should be provided with reference numbers and legends.
  - Where the thesis consists of more than one volume, the pagination should indicate the relevant volume number as well as the page-number on each page.
  - Appendices should be named alphabetically, and each appendix paginated consecutively but separately from the main text and from each other.
  - Page numbers should be located centrally at the bottom of the page and about 20mm above the edge of the page.

## (b) Front Board and Spine

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

- ❑ the title of the thesis (in 20 point type);
- ❑ the initials and name of the candidate;
- ❑ the 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.

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 font.

## (c) Title Page

The title page of each volume of the thesis should contain the following information, in plain graphic font:-

- ❑ 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;
- ❑ the name of the sponsoring recognised institution;
- ❑ the names(s) of the supervisor(s) of the research;
- ❑ as the last line on the page, the statement "Submitted to Dun Laoghaire Institute of Art, Design & Technology, (Month) (Year)" or "Submitted to Quality and Qualifications Ireland, (Month) (Year)", as appropriate.

## (d) 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.

## (e) 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 chapter to which they relate, or in a separate reference section located at the end of the main body of the text, before any appendices. References should be thorough, consistent and comprehensive.

## (f) Bibliography

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

## (g) 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.

**20.2 Thesis Cover**

The covers of the copies of the thesis initially submitted are soft. The copies of the thesis finally submitted are hard-bound, with inscriptions on the cover and spine as specified below.

For a Master's thesis the hard-bound cover is required to be of dark (navy) blue or black colour. In all cases the cover should be of sufficient strength that it may stand upright unsupported on a shelf.

The front cover must be gold-embossed with the following inscription:

- Full title of the thesis (in 20 point type) together with any subtitles
- Name of the candidate
- Award for which the thesis is submitted
- Full name of the Institute
- Year of submission
- Volume number and the total number of volumes, if more than one.

The spine of the hard-bound cover thesis is also required to be gold-embossed, in a smaller type if necessary, with the following:

- Name of the candidate
- Award for which the thesis is submitted

Year of submission

- Volume number, if more than one.

**20.3 Declaration statement**

Declaration Statement

The following declaration with the appropriate signatures must be included:

Declaration

I hereby certify that the material, which I now submit for assessment on the programmes of study leading to the award of [a Master of xx (Research)], is entirely my own work and has not been taken from the work of others except to the extent that such work has been cited and acknowledged within the text of my own work. No portion of the work contained in this thesis has been submitted in support of an application for another degree or qualification to this or any other institution.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

I hereby certify that all the unreferenced work described in this thesis and submitted for the award of [a Master of xx (Research)] is entirely the work of \_\_\_\_\_. No portion of the work contained in this thesis has been submitted in support of an application for another degree or qualification to this or any other institution.

\_\_\_\_\_  
Signature of Supervisors

\_\_\_\_\_  
Date

### **21.0. Publication of Material from Thesis**

Publication of material arising from the research work in reputable journals, at conferences and elsewhere, is a key aim of postgraduate research. Students are encouraged to publish material, with the approval of the Supervisor(s) only, even in advance of the submission of the thesis. To do otherwise is deemed a breach of the Institute's Code of Conduct and lead to disciplinary action. Reference should be made to any such publication in the thesis. Such publications can give the student and supervisors strong peer review feedback on the research work, and may form part of the thesis itself. The Institute and the Supervisor(s) must be acknowledged in all such publications.

### **22.0. Access to Postgraduate Research & Thesis**

All copies of the thesis and all accompanying materials finally submitted become the property of the Institute. One copy is normally lodged with the Registrar for submission to the library. If sufficient reason exists by way of commercial or other sensitivity of information contained within the thesis, the Supervisor or the Head of Faculty may request that restricted access only be allowed to the thesis material. In such cases the thesis is held in the Faculty and does not go to the library. The Supervisor or Head of Faculty will inform the Institute library directly of this and QQI through the Registrar. The awarding body, QQI, also retains a copy of the thesis for record purposes, and will not normally make this copy available without receipt of written permission from the Institute which the thesis was written and/or the research undertaken.

### **23.0 Intellectual Property and Copyright**

Issues of copyright in the thesis and patent rights arising from any product of process developed during the course of, or as a result of the project, are matters for agreement between the student and the Institute. This agreement will be made with reference to IADT's Intellectual Property Policy.

### **24.0 Research students undertaking teaching duties**

IADT is committed to offering research students opportunities for part time teaching as appropriate to support their personal and professional development. The recommended maximum number of teaching hours is no more than 6 per week so as not to unduly interfere with the main research goal.

### **25.0 Members of Staff Undertaking Research**

Full time and part time members of staff undertaking research leading to a postgraduate research degree at Level 9 would normally be expected to undertake this on a part time basis. In circumstances where external funding is available to support full time research the matter must be referred to the Head of Faculty who will liaise with the Head of Creative Engagement and the HR Office.