



# IADT

## Procedures and Guidelines for Research Degrees

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<b>Policy Author</b>	Dr Andrew Power, Registrar
<b>Procedures Owner</b>	Registrar's Office

## 1.0 Introduction

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 to advise and clarify such specific guidelines to students and supervisors as appropriate.

The guidelines will be periodically reviewed 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 all programmes up to Level 9, including postgraduate students by research on a full time and part time basis. The Institute currently offers research degrees through its two Academic Faculties (Enterprise and Humanities; and Film, Art and Creative Technologies) at Level 9.

### 2.2 Degree of Masters by Research

The standard required for the achievement of a 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><i>Purpose</i></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> ).

IADT expects that 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 does not currently register students on doctoral programmes.

### **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 only be partially in 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.

## **3.0 Equality of Opportunity**

IADT is committed to promoting equality, diversity and inclusiveness. 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.

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 Student Experience 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.

## 4.0 Application and Admissions

### 4.1 Application and Selection

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

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

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

### 4.2 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 Department of Strategic and Postgraduate Development.

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

The Department of Strategic and Postgraduate Development will set up an internal academic review panel, to consider the proposal. The Head of Faculty/Department, Academic representatives from the relevant discipline area and the Head of Strategic and Postgraduate Development will consider the proposal and make a recommendation on form PG1a (Academic Review Panel) 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 Institute website.

### 4.3 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.
- The Panel has a responsibility to ensure that delay in processing the application 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 detailed application form PG2 (Full Masters Application) completed.
- 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. Information will be completed on form PG2a (Supervisors' Profile)
- Approved proposals are sent by the Head of Faculty/Department to an external evaluator who completes a report on the work and returns to the Faculty on form PG2b (External Evaluation). The application is finally accepted or rejected.
- If successful, the Admissions Office will issue a letter offering a place to the student and the student will be registered at IADT. The time lines for the research should be clearly indicated in the letter offering a place to the student.

#### **4.4 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.

#### **4.5 RPL (recognition of prior learning) procedures**

Applicants with equivalent and/or professional qualifications may apply under the Institute RPL Policy (Recognition of Prior Learning) which is available on the IADT website.

### **5.0 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. Details of these requirements are on the IADT website.

## **6.0 Registration**

### **6.1 Acceptance or Rejection of Registration**

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

- The official commencement date of registration for the research degree programme.
- 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 Admissions Office, and the student will be fully registered at IADT. Where IADT 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.

## **6.2 Termination of Registration**

The termination of 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.

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. 2 years for a full time Masters and 3 years for a part time 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.

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.

## **6.3 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.

## **7.0 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. Students will receive;

- Induction training
- Ongoing training

### **7.1 Induction Training**

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 and to sign form PG2c (Induction Check List).

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

### **7.2 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

## 8.0 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.

### 8.1 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.
- Supervisors meet at regular intervals with students to discuss how the student's work is progressing and produce a report of the meeting on form PG3 (Supervisor's Report)
- At the annual examination boards, Supervisors present a PG4 form (Annual Progress Report) with a recommendation on whether the student should progress or not.
- 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.

## 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 the IADT Leave of Absence form (available on the IADT website), outlining the reasons for the request.



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.

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.

## **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.

## **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 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.

## **13.0 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 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 Faculty and research active staff to ensure that staff and students research projects meet the required and appropriate standards.

## **14.0 Statements of Responsibility**

### **14.1 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.

### **14.2 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:

- Convening an annual Exam Board for research degree awards.
- 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.
- 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 the necessary support & welfare services are made available to postgraduate students for the duration of their studies from the Institute's functional areas, such as Student Services etc.

### **14.3 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 appropriate 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.

#### **14.4 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.
- Promoting the research degree programmes running within their Faculty.
- Ensuring that the student is aware of the Institute's health, safety and welfare regulations.

#### **14.5 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.

#### **14.6 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.

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.

#### **14.7 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 (PG3), 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.

#### **14.8 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.

### **15.0 Complaints Procedures**

IADT has a Complaints Procedure which may be used by postgraduate students who wish to do so. The Procedure is available on the Institute website.

### **16.0 Final Examination**

#### **16.1 Examination procedures**

The student completes form PG5 (Notification of Intention to Submit Thesis) giving three months' notice to the Registrar's Office that they intend to submit their thesis for examination. On submission of the thesis, the student and supervisors complete form PG6 (Submission of Thesis).

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.

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.

The Internal and External Examiners complete their reports on the student's work, using form PG7 (External/Internal Examiners' Reports) and send them to the Registrar.

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

#### **16.2 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 MA or MSc 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 and skill—range</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—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 O), or to another Masters Degree or to a Post-graduate Diploma (Award-types M or N).

### 16.3 Duties of Research Degree Examiners

- To review the thesis or published papers submitted together with performance recordings where appropriate. Examiners should feel free to prepare independent preliminary observations 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 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.

## **16.4 Criteria for the Appointment of External Examiners**

The Institute's External Examiner Producers are available on the IADT website.

## **16.5 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 Registrar's Office 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.

## **16.6 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.

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

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.

## **16.2 Disagreement Amongst Examiners**

Where there is disagreement amongst the examiners, each examiner shall submit a separate report to the Registrar. Thereafter the Registrar has the power to recommend the appointment of a further External Examiner or Examiners. The Registrar may also call a Viva Voce if necessary.

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

The Institute Appeals Procedures are on the IADT website. If the appeal is successful, the Registrar may either:

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

## **17.0 Research Conduct**

### **17.1 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.

Research misconduct, examples of which are above, will be dealt with under the appropriate Institute policy, including the Plagiarism Policy and the Student Disciplinary Policy.

The procedures above 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.

## **18.0 Presentation of thesis**

A thesis is a substantial 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 through the medium of English as agreed between the postgraduate student and the Supervisor(s). 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).

### **18.1 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, an electronic copy of the final thesis should be lodged with the institute's Registrar, which is forwarded for deposit in the library. The Registrar's Office will confirm receipt, to the student, of the documents submitted.

- (b) 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).
- (c) 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.
- (d) 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.
- (e) The thesis must include a statement of the research student's objectives.
- (f) The thesis must acknowledge published or other sources of material and any assistance received.
- (g) 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.
- (h) 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.

## **18.2 Format for Thesis Presentation**

- (a) Formatting
  - 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) Cover of soft bound copies  
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.

## (c) Title Page

The title page 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)".

## (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. The format of the bibliography will be in a style appropriate to the discipline, as agreed with the Supervisors; for example, Harvard, APA etc.

## (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.

**18.3 Thesis Cover**

The covers of the copies of the thesis submitted are soft. The cover should include:

- 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.

## 18.4 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) or PhD], 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.

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Signature of Candidate

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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

## 19.0. 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.

## 20.0. 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.

## 21.0 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.

## **22.0 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.

## **23.0 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.



## PG1 FORM: EXPRESSION OF INTEREST MASTERS BY RESEARCH

### 1. Personal Details

Academic Session applied for

\_\_\_\_\_

Prior to submitting an application candidates must consult with the appropriate Head of Faculty within IADT and must ascertain whether or not the Faculty would support the Research application.

Name

\_\_\_\_\_  
Surname

\_\_\_\_\_  
First Name(s)

Name on Birth Certificate if  
different from above

\_\_\_\_\_  
Surname

\_\_\_\_\_  
First Name(s)

Country of Birth

\_\_\_\_\_

Nationality

\_\_\_\_\_

Gender

Address for Correspondence

\_\_\_\_\_

\_\_\_\_\_

Term Address if different from  
above

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone

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Home

Work

Mobile

2. Programme

Which discipline are you applying to?

Creative Arts and Media

Public Cultures

Entrepreneurship

Applied Psychology

Are you applying for an IADT Scholarship?

Are you applying for a Scholarship from another source?

3. Educational History

3.1 Undergraduate Degree

Dates attended	Year of Award	Title of Award	Result of Award	Institutions Attended	Full Time
					Part Time

What were your main subjects studied?

3.2 English Language (for non native speakers of the English Language)  
Please detail your qualifications in English. You will be required to provide documentary evidence of your qualifications.

Examining Body:  
e.g. IELTS, Cambridge, TOEFL

Completion Date	Score

3.3 Further Education / Professional Qualifications (if any)

Dates attended	Year of Award	Title of Award	Result of Award	Institutions Attended	Full Time
					Part Time

3.4 Other Achievements  
Please give details of other achievements, e.g. prizes, exhibitions, commissions, scholarships etc.

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4.0 Publications to date.  
Please indicate type of publication, i.e. book, reference paper, review etc.

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5.0 Proposed area of Research (this may be selected from the suggested titles or from an applicant’s own area of interest)

Title of the Project 

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Proposed starting date 

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Please attach an outline of the proposed research. This document should be no more than 2/3 pages and should include a brief literature review, the proposed research question (with possible hypotheses where appropriate), proposed methodology and references.

6.0 Practice Based Research  
Do you intend to submit work other than written format as part of your degree e.g. exhibition?

Yes	No
Yes	No

Has prior approval been organised for this?

6.1 References  
Two academic references must be given. IADT will assume permission to contact referees.

Name	<hr/>	Name	<hr/>
Position	<hr/>	Position	<hr/>
Address	<hr/>	Address	<hr/>



	_____		_____
	_____		_____
Telephone	_____	Telephone	_____
E-Mail	_____	E-Mail	_____
7.0 Declaration			
I confirm that the information given in this application is correct.			
Signature of Applicant	_____	Date	_____

## IADT DUN LAOGHAIRE

### Conditions and regulations for application to IADT

It is the applicant's responsibility to supply complete and accurate information.

All sections of this form must be completed.

IF FALSE OR MISLEADING INFORMATION IS GIVEN BY AN APPLICANT THE APPLICATION WILL BE DISQUALIFIED.

Place offers are provisional until qualifications are checked. The right is reserved to seek further information or clarification on any examinations or courses take by applicants which are relevant to their application.

#### Data Protection Act:

The information which you give on your application form may be used by the Institute to create an initial student record or to compile statistics for use within the Institute and by other organisations. No statistical information which could identify you as an individual will be published.

Completion of this application form is the first step of the application process for research masters' degrees. Please see the IADT's Research Degrees Procedures and Guidelines on the Institute website for an outline of the full application process.

INCOMPLETE APPLICATIONS FORMS OR FORMS WHICH NEED TO BE RETURNED TO THE APPLICANT MAY BE DEEMED TOO LATE FOR CONSIDERATION

The decision of the Institute authorities in all questions arising in connection with entry procedures shall be final.

## **PG1a FORM: INTERNAL ACADEMIC REVIEW PANEL REPORT MASTERS BY RESEARCH**

### **Panel Membership:**

- The Registrar
- The Head of Department from the relevant Faculty
- Academic representatives from the relevant discipline area
- The Head of Department of Strategic and Postgraduate Development

### **Criteria for initial approval of the projects:**

- (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 Procedures

### **On Approval of a Project:**

- Where a project has not been approved, the Panel will undertake to give feedback to the student on the project.
- Where a project has been approved, supervisors, where known, are identified by the relevant Head of Department, in consultation with the Head of Faculty and in line with IADT's guidelines on the recruitment of supervisors.
- The time-lines for the Research project should be indicated to the student as part of the letter of approval.
- 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 full proposal prepared for submission.
- The student will submit the proposal and the completed form to the appropriate Head of Department.
- Once the project has been approved, the Supervisor are confirmed and the student may begin work on the project.

**Report Date:**

The Academic Review Panel considered (number of projects) for initial approval.

**Applications considered:**

The applications were considered and the decisions are as noted in the table.

Supervisors and co-supervisors have been identified as shown.

All were approved to proceed to the next stage of the application process and applicants will be informed.

**Panel decisions (Date)**

Name	Degree	Proposed title	Panel Decision	Supervisor/Co-Supervisor



**PG2 FORM: FULL APPLICATION  
MASTERS BY RESEARCH**

**Name of Research Student**

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Name on birth certificate if different from above

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Gender

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Country of birth

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Nationality

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Address for correspondence

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Term address if different from above

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Telephone

Home	Work	Mobile
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Academic Session applied for

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Which discipline are you applying to?

Creative Arts and Media
Public Cultures
Entrepreneurship
Applied Psychology

Are you applying or an IADT scholarship?

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Are you applying for a scholarship elsewhere?

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Expected Start Date

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Expected Finish Date

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Full time/Part time

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**Name of Supervisor (see full CV, form PG2a)**

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Institute

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Faculty/Department

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**Name of Co supervisor (see full CV, form PG2a)**

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Institute

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Faculty/Department

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**Proposed Programme of Research:**  
(This information should be in the form of an abstract)

**Any other relevant information (disability etc.) that the candidate would like to declare:**

Provision of the information in this section will enable IADT to accommodate, where reasonable, the candidate's needs. All information provided will be treated with confidentiality and with sensitivity.

**Further information about candidate's professional/industrial experience, publications, membership of professional bodies etc.:**

**Please indicate if the candidate is also an employee of IADT, and if so, in what capacity:**

## Declarations

### CANDIDATE

I, the undersigned, confirm that all the information supplied by me in this application is correct.

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### SUPERVISORS

We, the undersigned, support this application and confirm our intention to supervise the candidate in accordance with the policies and procedures of this Institute.

**Principal Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Supervisor 1:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Supervisor 2:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mentor Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### HEAD OF FACULTY/DEPARTMENT

I, the undersigned, confirm that

- (i) This application has already been approved through the Institute's research quality assurance process and
- (ii) That the necessary resources are available in this Faculty / Department to support the proposed programme.

**Head of Faculty:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### REGISTRAR

I, the undersigned confirm that

Approved the application of \_\_\_\_\_ as detailed above for admission to the IADT Postgraduate Register, for the award of Masters by Research

**Registrar:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PG2a FORM: SUPERVISOR(S) PROFILE MASTERS BY RESEARCH

**Name of Research Student**

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Student ID Number

---

Title of Thesis

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Academic Year

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**Profile of Supervisor**

Name

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Institute

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School/Department

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Primary Degree		Postgraduate Degree(s)	
Award		Award	
Institution		Institution	
Date		Date	
		Award	
		Institution	
		Date	

**Research Experience** (Higher Education/Industry)

**Relevant Publications**

**Profile of Co-Supervisor**

Name \_\_\_\_\_

Institute \_\_\_\_\_

School/Department \_\_\_\_\_

Primary Degree		Postgraduate Degree(s)	
Award		Award	
Institution		Institution	
Date		Date	
		Award	
		Institution	
		Date	

**Research Experience** (Higher Education/Industry)

**Relevant Publications**

PG2b FORM: EXTERNAL EVALUATION - MASTERS BY RESEARCH			
STUDENT NAME:			PROJECT NAME:
Research proposals submitted will be evaluated against the following criteria		Score/20	Evaluator comment
1	Benefits: <ul style="list-style-type: none"> <li>• Relevance</li> <li>• Additionality</li> </ul>		
2	Research Potential: <ul style="list-style-type: none"> <li>• Overall objective clear</li> <li>• Evidence of familiarity with relevant literature</li> <li>• Future potential</li> </ul>		
3	Project progression: <ul style="list-style-type: none"> <li>• Well defined outputs</li> <li>• Deliverables</li> <li>• Dissemination</li> </ul>		
4	Feasibility: <ul style="list-style-type: none"> <li>• Project Plan</li> <li>• Methodology</li> <li>• Schedule proposed</li> </ul>		
5	Other: <ul style="list-style-type: none"> <li>• Background of applicant and relevance to project</li> <li>• Supervision</li> </ul>		
	Total		
Does this project provide opportunities for a masters' level project?      Yes      No			
Evaluator Name:			
Signed:		Date:	

## PG2c FORM: INDUCTION CHECKLIST MASTERS BY RESEARCH

I have received information on the following areas:

	Date Received	
Health & Safety		
Equal Opportunities		
Student Experience		
Student Handbook		
Mutual Respect Policy		
Supervisors' Information		
Intellectual Property Policy		
Protection of Children and Vulnerable Adults Policy		
Ethics Policy		
Research Degrees Procedures and Guidelines		

I have been given a copy of the Research Guidelines

Date Received		
Yes	No	

Signed \_\_\_\_\_ Research Student

Student ID No. \_\_\_\_\_

Date \_\_\_\_\_

**PG3 FORM: SUPERVISOR'S REPORT  
MASTERS BY RESEARCH**

Name of Research Student

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Student ID Number

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Title of Thesis

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Award sought

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**For completion by Supervisor**

Date of Supervision session

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Time of session

from

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to

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**Supervisor's comments on progress to date**

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**Issues for student to address**

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**Work to be completed by next session**

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Date of next session 

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Signature of Supervisor 

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Signature of Student 

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- Copies of this form
- 1 to Supervisor
  - 1 to Student
  - 1 to Faculty Office



**PG4 FORM: ANNUAL PROGRESS REPORT  
MASTERS BY RESEARCH**

Current Academic Year \_\_\_\_\_

Date Report completed \_\_\_\_\_

**Section A: to be completed by the student**

Name \_\_\_\_\_

ID Number \_\_\_\_\_

Title of Thesis \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Faculty \_\_\_\_\_

Date of initial Registration \_\_\_\_\_

Anticipated completion date \_\_\_\_\_

**Progress Report:** (max. 400 words) In this report you should outline the progress you have made during the last 12 months. Outline any difficulties or issues you have encountered.

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Signed \_\_\_\_\_ Date \_\_\_\_\_

**Section B: to be completed by the Supervisor**

**Progress Report:** Please provide a critical review and appraisal of the progress made to date. Please indicate whether the student has made adequate progress. If the progress is deemed to be unsatisfactory the student may not be permitted to continue as a registered student. Please provide details of any specific conditions attaching to recommendation for continued registration.

I certify that \_\_\_\_\_ 

has	has not
-----	---------

 (tick appropriate box)  
maintained satisfactory progress during the academic year.

It 

is	is not
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 (tick appropriate box) recommended that the student's be registered for next year.

Signed \_\_\_\_\_ Supervisor \_\_\_\_\_

Date \_\_\_\_\_



**PG5 FORM: NOTIFICATION OF INTENT TO SUBMIT THESIS FOR EXAMINATION  
MASTERS BY RESEARCH**

Current Academic Year \_\_\_\_\_

Name of Candidate \_\_\_\_\_

Student ID Number \_\_\_\_\_

Title of Award sought \_\_\_\_\_

Title of Thesis \_\_\_\_\_

I hereby give **THREE MONTHS** notice of my intention to submit the above thesis for Examination for the Award of the above degree.

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

Date \_\_\_\_\_

I am satisfied that the student's work has progressed to a point where it can be completed and submitted within three months.

Signed \_\_\_\_\_

Date \_\_\_\_\_



**PG6 FORM: SUBMISSION OF THESIS FOR EXAMINATION  
MASTERS BY RESEARCH**

Current Academic Year

---

Name of Candidate

---

Student ID Number

---

Title of Award sought

---

Title of Thesis

---

I submit the above thesis for Examination for the Award of the above degree.

Signature of Candidate

---

Date

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I confirm that the above candidate has completed his / her period of study and research for the above degree, and is eligible to submit his / her thesis for examination.

Signed

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Date

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**PG7 FORM: EXTERNAL, INTERNAL EXAMINERS' REPORT  
MASTERS BY RESEARCH**

**External examiners to complete Sections A, B1, C and D.**

**Internal examiners to complete Sections A, B2, C and D**

**Section A**

Name of Candidate

---

Student ID Number

---

Title of Award sought

---

Title of Thesis

---

---

Name of External Examiner(s)

---

---

Name of Internal Examiner(s)

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Name of Supervisor

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**Section B1**

The External Examiner(s) should complete Section B1, and attach his/her report to this form.  
The report should incorporate a commentary on the work presented for examination as well as detailing any corrections to be made.

The External Examiner and Internal Examiner are welcome to meet in advance of or after a viva voce examination, without a candidate’s academic supervisor being present.

**Report on Examination of Thesis**

Please use this space or attach report

Signed

External Examiner(s)

Date

**Section B2**

This section should be completed by the Internal Examiner(s).  
The report should incorporate a commentary on the work presented for examination as well as detailing any corrections to be made.

**Report on Examination of Thesis**

Please use this space or attach report

Signed \_\_\_\_\_ Internal Examiner(s)

Date \_\_\_\_\_

## Section C

### Recommendations

The Examiners are asked to indicate the final outcome of the Examinations by placing a tick (✓) in the relevant box

- |     |  |                          |
|-----|--|--------------------------|
| 1.  | Award recommended: no correction needed  | <input type="checkbox"/> |
| 2.  | Award recommended: subject to inclusion of corrections and revisions specified in Section D overleaf   | <input type="checkbox"/> |
|     | <b>AND</b>   |                          |
| 2.1 | Please indicate if the corrections required are of a typographical nature and require minor changes only   | <input type="checkbox"/> |
| 2.2 | Please indicate if the corrections can be validated by:  |                          |
|     | a) The Supervisor without recourse to the Examiners  | <input type="checkbox"/> |
|     | b) The Internal Examiner(s) only   | <input type="checkbox"/> |
|     | c) By both the Internal and External Examiners   | <input type="checkbox"/> |
| 3.  | Award <b>NOT</b> recommended but re-submission of a revised thesis to be permitted subject to the conditions specified in Section D of this form | <input type="checkbox"/> |
| 4.  | Rejected but with a recommendation that the candidate offers the thesis for the lower award of:<br><u>Postgraduate Diploma</u>                   | <input type="checkbox"/> |
| 5.  | Rejected with no recommendation  | <input type="checkbox"/> |

Signed \_\_\_\_\_ External Examiner(s)

Date \_\_\_\_\_

Signed \_\_\_\_\_ Internal Examiner(s)

Date \_\_\_\_\_



**Further Comments**

Examiners are asked to indicate below the grounds for their recommendation, if the outcome is not clear-cut or favourable. This space may be used also to comment on the examination process as a whole.

Signed \_\_\_\_\_ External Examiner(s)

\_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_ Internal Examiner(s)

\_\_\_\_\_

Date \_\_\_\_\_

**Section D**

Examiners are asked to provide below precise details of any corrections, revisions, or conditions attaching to a re-submission. Please use a separate sheet, if necessary and attach to this form.

**Declaration**

I/We certify that that the corrections and/or revisions specified above have been carried out in accordance with the Examiners’ recommendations.

<b>Signed</b>	_____	<b>Please print name</b>
	_____	
	Internal Examiner(s) and/or External Examiner(s) or Internal Supervisor (delete as appropriate)	
<b>Date</b>	_____	

**NB:** Each Examiner is asked to submit the Examination Report Form to the Registrar as soon as possible after completion of the Examination process.