

Dun Laoghaire Institute of Art Design & Technology

Postgraduate Research Masters Student's Handbook 2017-2018

Disclaimer

The information in this Postgraduate Research Students Handbook is dated October 2015 and replaces all previous student handbooks published by Dun Laoghaire Institute of Art, Design & Technology (IADT) and its predecessors. The Institute may alter or amend this Handbook without notice in accordance with requirements, for instance, of Institute development, student demand, available resources and the requirements of accrediting and validating authorities. While every effort is made to ensure the accuracy of the material printed within, the Institute cannot accept liability in respect of any errors or omissions. The contents of this Postgraduate Research Student's Handbook cannot be construed as implying a contract between the Institute and any applicant for the availability of any particular course, subject or qualification described therein.

Contents

Dun Laoghaire Institute of Art Design & Technology	1
Postgraduate Research Masters Student’s Handbook 2017-2018.....	1
Disclaimer.....	2
Contents.....	3
1.0 Welcome	5
2.0 IADT: Mission and Overview	6
3.0 Management of Research.....	7
3.1 The Directorate of Creativity, Innovation and Research (DoCIR).....	7
3.2 Research and Development Sub-Committee of Academic Council	8
4.0 Procedures and Guidelines for Research Degrees.....	9
4.1 Degree of Masters by Research.....	9
4.3 Practice-based Research.....	9
4.4 Fees and Funding Streams.....	10
5.0 Equality of Opportunity	10
6.0 Supervision and Management of Research	11
6.1 Statements of Responsibility in Supervisory Arrangements	11
6.1.1 Responsibility of IADT.....	11
6.1.2 Responsibilities of the Student.....	12
6.1.3 Roles and Responsibilities of the Supervisors	12
6.2 Changes to Supervisory Arrangements	15
7.0 Review of Registration	15
7.1 Extension of Time to Complete Thesis	15
7.2 Leave of Absence from Studies	15
7.3 Deferrals	17
7.4 Termination of Registration	17
7.5 Withdrawal by the Postgraduate Student.....	18
8.0 Research Conducted off Campus.....	19
9.0 Induction and Training for Postgraduate Research Students.....	19
10.0 Ethical Issues in Research	20
11.0 Academic Freedom in Research.....	21
12.0 Undertaking Work on Behalf of a Client	21
13.0 Presentation of Thesis.....	22

13.1 Rules for the Presentation of the Thesis	23
13.2 Format for Thesis Presentation	24
13.3 Thesis Cover.....	26
13.4 Declaration Statement	26
14.0 Examination Procedures	27
14.1 Standard to be attained by Master’s Degree Candidates	28
14.2 Examination of Thesis & Candidate.....	29
14.3 Viva Voce Examination	30
14.4 Examiners’ Reports.....	30
14.5 Examination Board Meeting.....	31
14.6 Appeals against the Outcome of Examination	31
15.0 Publication of Material from Thesis.....	33
16.0 Access to Postgraduate Research & Thesis	33
17.0 Research Students undertaking Teaching Duties	33
18.0 Conferring	34
19.0 IADT Policies and Regulations.....	35
19.1 Programme Board	36
19.2 Complaints Procedures.....	36
20.0 Academic Support.....	37
20.1 IADT Library	37
20.2 ICT.....	38
Appendix 2 Relevant Forms for Postgraduate Research Students	40

1.0 Welcome

Welcome to the 2017/18 academic year and to the research community at IADT. This document is designed to provide an accessible overview of the practicalities of being a Research Student at IADT. We normally go through the document with new entrants at their Induction session and it will be a source of information right throughout your studies with us. Please keep it carefully to hand as a first port of call when questions arise but please do not hesitate to contact myself (mark.riordan@iadt.ie) or Linda Carroll (linda.carroll@iadt.ie) or any of the other contacts mentioned throughout the handbook.

Best of luck for your Research Studies,

2.0 IADT: Mission and Overview

The Convergence Agenda – Opportunities for Exciting Collaborations

IADT is the leading Irish educator for the knowledge, media and entertainment sectors harnessing synergies between the arts, technology and business disciplines.

IADT is unique among Irish Institutions of higher education in creating an interdisciplinary environment drawing on our strengths in visual arts, media arts, enterprise, technology and human factors. We create spaces for scientists to work with graphic designers, for business people and entrepreneurs to work with fine artists, for poets and technologists to work with photographers – for everyone to see the potential of collaboration and its capacity to release and enable new ideas about how we live, how we understand, how we work. IADT offers students opportunities to develop ideas and projects in a cross disciplinary manner and to work with students from other programmes and disciplines; examples of this could include the development of ideas and joint projects or in the choice of elective modules from other disciplines. Students can also develop cross disciplinary projects in collaboration with industry cultural or community organisations.

IADT is uniquely positioned to collaborate with industry and business interests in developing graduates who have the range of skills and experiences that are critical to the emergence of the cultural and creative industries in Ireland.

The Institute comprises of two Faculties which embrace the following disciplines:

Faculty of Film, Art and Creative Technologies

- | | |
|--|---|
| ❧ Film and Television Production | ❧ Broadcast Production |
| ❧ Animation | ❧ Visual Communication Design |
| ❧ Design for Stage and Screen | ❧ Art |
| ❧ Model-making, Design & Digital Effects | ❧ Photography |
| ❧ Multimedia Programming | ❧ Digital Media Systems / Web Engineering |
| ❧ Applied Psychology | |
| ❧ Audio Visual Media Technology | ❧ Creative Music Production |

Faculty of Enterprise and Humanities

- ☞ English, Media and Cultural Studies
- ☞ Business Studies and Arts Management
- ☞ Entrepreneurship
- ☞ Entrepreneurship and Management

IADT has delegated authority to accredit undergraduate programmes up to Level 8 and taught master's programme at Level 9.

IADT currently provides opportunities for postgraduate study by research on a full and part-time basis. Research students are currently accepted and registered with QQI on a case by case basis. QQI awards Master's degrees by thesis to 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 and is at Level 9 of the National Framework of Qualifications.

3.0 Management of Research

The statutory responsibility for the promotion of research rests with the Governing Body and Academic Council. The strategic management and the resourcing of research is the responsibility of the Institute Executive. The Research and Development Sub-Committee of Academic Council advises the Executive on the research strategy. The research strategy is implemented through the Directorate of Creativity, Innovation and Research (DoCIR) (formerly known as the Development Office) and the promotion and management of research programmes and projects is coordinated by the Directorate.

3.1 The Directorate of Creativity, Innovation and Research (DoCIR)

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

- ☞ Development and updating of IADT's Research Strategy;

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

3.2 Research and Development Sub-Committee of Academic Council

The Research and Development Sub-Committee has a key role in promoting research at IADT.

The sub-committee meets on a monthly basis during term time. The terms of reference are:

- ❧ To foster a culture of collaborative research;
- ❧ To encourage innovation and technology transfer in the Institute;
- ❧ To review on an annual basis, the Institute's research strategy and to make recommendations or amendments;
- ❧ To contribute to the overall strategic plan for the Institute as it relates to research and development;
- ❧ To advise on appropriate performance indicators in relation to the Institute's research and development activities;
- ❧ To maintain a list of the appropriate research policies and procedures which include but are not limited to:
 - Consultancy Policy;
 - Ethics Policy;
 - Intellectual Property Policy;
 - Research Strategy;
 - Procedure & Guidelines for Research Degrees;

- Postgraduate Research Handbook.
- ☞ To advise the executive of the Institute on the necessary infrastructure and environment required to underpin a vibrant research culture. This may include resources, staffing and structures.
- ☞ To prepare an annual research report on the activities of the sub-committee;
- ☞ To carry out such other functions as may be assigned to it from time to time by the President.

4.0 Procedures and Guidelines for Research Degrees

4.1 Degree of Masters by Research

The standard required for the achievement of a Masters of Philosophy or other Master's degree is consistent with those appropriate to Level 9 of the National Framework of Qualifications. IADT accepts that it is reasonable to expect a student working on a typical research Master's 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 and would not be expected to exceed 60,000 words. In the case of practice-based research thesis will normally be in the range of 15,000 to 20,000 words.

4.3 Practice-based Research

A student may undertake a programme of research in which the student's 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 student's intended submission and of proposed methods of assessment.

The final submission must be accompanied by some permanent record of the work submitted 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 described 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. This 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 other 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.

4.4 Fees and Funding Streams

Fees for postgraduate research students are outlined in the Institute's fees policy available from the Registrar's office or in the Postgraduate prospectus.

5.0 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. Policies have been developed by the Institute in this regard namely - Equal Opportunities Policy and the Mutual Respect Policy. Reference to Equality of Opportunity and students rights and responsibilities is also made in the Learner Charter. Copies of all IADT policies and procedures are available from the DoCIR in the Media Cube building.

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 either directly or through the sponsoring Faculty. It also offers advice and information to students directly on disability/specific learning assistance. The Library Service provides access to a range of software applications for Assistive Technology use. IADT has a Writing and Research Support Service (WRSS) 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 regarding assistive technologies and their usage to postgraduate students.

6.0 Supervision and Management of Research

Academic supervision is central to the successful completion of postgraduate research.

Supervisors play a key role in supporting the design of 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 supervisors must hold a Master's degree level 9 in order to supervise a research master's student.

6.1 Statements of Responsibility in Supervisory Arrangements

6.1.1 Responsibility of IADT

- ↻ IADT undertakes to make satisfactory arrangements for the admission, supervision, examination, safety, social and welfare provision of students.
- ↻ Each research student receives a copy of the postgraduate research masters students' handbook which summarises the research guidelines and provides additional supporting information to the student.
- ↻ The purpose of the handbook 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 forward their views to the student representative on the IADT Research and Development Committee.
- ↻ The students will be asked to familiarize themselves with IADT's Learner Charter and the Student Handbook.

6.1.2 Responsibilities of the Student

The responsibilities of the student include:

- ❧ Accepting ultimate responsibility for his, or her, own research activity and candidacy for a degree.
- ❧ Ensuring that he or she is familiar with relevant aspects of the health and safety framework and academic rules and regulations of IADT.
- ❧ Discussing with their supervisor the type of guidance and comment they find most helpful, and agreeing a schedule of meeting.
- ❧ Taking the initiative in raising problems or difficulties, however elementary they may seem.
- ❧ 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.
- ❧ Keeping a written note of meetings with their supervisor using the appropriate form (PG3), this should include items for action.
- ❧ Providing as required, brief formal reports to the Programme Board with the assistance of the research supervisor, including the annual report for the Postgraduate Examination Board.
- ❧ Developing responsibility for the direction of the research project as it progresses.

6.1.3 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 and 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 laboratory 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 using the appropriate form ([PG5](#)).

- ❧ 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.
- ❧ Making recommendation on requests for transfer to a higher or lower register and advising the student on writing the transfer report required for Master's to Doctoral transfers.
- ❧ 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. The Registrar's Office is then advised of proposed examiners.
- ❧ 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 where appropriate.

As it is Institute policy that students are co-supervised, a Co-Supervisor is appointed for each research programme. The Co-Supervisor provides guidance and assistance to the 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.

6.2 Changes to Supervisory Arrangements

There may be a need to change a Supervisor during the programme due to an extended absence or other 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.

7.0 Review of Registration

7.1 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 student's file and inform QQI using the agreed procedures.

7.2 Leave of Absence from Studies

All requests for extended periods of absence (Illness, Maternity and Personal Circumstances) not provided for in the agreed study plan require the approval of the Supervisors and Head of

Department. Such requests must be made in writing 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. These will be assessed on an individual basis. Extended leave of absence may render the programme untenable.

In the case of a pregnancy, 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 must also notify their due date (i.e. expected birth date) to their supervisor(s) with a supporting letter from their medical practitioner. The post-graduate student is advised to consult their medical practitioner and inform them of their studies and the nature of their research. The post-graduate student following receipt of this medical advice and in consultation with their project supervisor(s) must re-evaluate their schedule of work to take cognisance of the pregnancy and the precautions appropriate to it. The post-graduate student will be required to take such period of maternity absence as advised by their medical practitioner. On returning from leave of absence, students are required to notify their Supervisor(s). The Institute may require the post-graduate student to undergo a formal risk assessment, including medical assessment to establish the risks associated with the research and the post-graduate student and their baby. The Institute will cover the costs of such assessments as required.

In general, research grants do not provide for illness or maternity absences. Where the extended leave occurs while the student is receiving payment of a studentship or scholarship stipend, the Principal Supervisor must also notify the DoCIR Office 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.

7.3 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 Section 7.6 above.

7.4 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 e.g. from QQI or from an External Academic expert.

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.

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.

7.5 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 withdrawal 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 Research and Development Committee meeting.

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

*Where a student has a studentship any issues with regard to the studentship should be dealt with by the Supervisor(s) and the Head of Strategic and Postgraduate Development. This includes whether to recruit another candidate for the studentship, who would then have to go through the full application process.

8.0 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.

9.0 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
- ☞ On-going training

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 half-day induction programme for research students, arranged by the Head of Strategic and Postgraduate Development in the first year of their studies.

On-going Training

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

- ❏ Information Skills
- ❏ Referencing software e.g. Endnote
- ❏ SPSS
- ❏ Copyright
- ❏ Citing sources
- ❏ Individual resources
- ❏ Inter-library loans
- ❏ Presentation skills
- ❏ Poster sessions
- ❏ Ethics Policy
- ❏ Intellectual Property Policy
- ❏ Attendance at national and international conferences.

These may be provided externally on an individual basis or may be organised across IADT by the DoCIR.

Towards the end of the project, training could include:

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

10.0 Ethical Issues in Research

The maintenance of high ethical standards in research is a central concern of IADT. Members of the academic community have a responsibility to act in accord with the highest standards of integrity and to conform to legal and Institute policies and procedures in this area. Adherence to the Institute Ethics' policy is critical as well as ensuring that appropriate ethical procedures are followed. The Institute has an Ethics Committee for the purpose of deciding whether Research

projects meet appropriate Ethical standards. The Institute's Ethics policy explains what Research will be required to go before the committee. It should be noted that the Ethics Committee may stop certain research from proceeding at IADT or require amendments to a programme of research. Therefore, postgraduate students should allow sufficient time to achieve full ethical approval in their project plans.

11.0 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 Institute's 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 policies, with high standards of integrity and to conform to professional and legal codes as well as IADT's internal procedures.

12.0 Undertaking Work on Behalf of a Client

As a research student you may be asked to undertake work on behalf of a client. IADT supports such activities, provided they do not interfere with your studies.

If you wish to undertake work for a client for which you will be paid and which will be carried out in part or in full on the Institute's premises or using Institute equipment, you must make an application in writing to your Supervisor for approval. The application must demonstrate that the proposed work does not interfere with your research or funding provided. The Institute must also be satisfied that no liability attaches to the Institute in connection with proposed work. Where the use of Institute computing facilities is intended, particular attention must be paid to the conditions attaching to software licenses, which in some cases stipulate a restriction to educational use.

The application should contain the following particulars:

- ☞ Full details of the nature and extent of the work
- ☞ The name and address of the client
- ☞ An estimate of the duration of the work

- ⌘ A list of all Institute equipment or materials to be used in the execution of the work
- ⌘ An estimate of the costs associated with the production of such work
- ⌘ Details of any copyright implications that might arise.

On consideration of the application, the supervisor will notify you in writing whether such approval has been granted either conditionally or otherwise and what conditions, if any, are attached to such approval, or whether the application has been refused.

When an application has been approved, you will be personally responsible for payment to the Institute for equipment, materials and other such services as may be used in connection with the execution of the commissioned work. The fees and costs shall be determined by your Supervisor and the Financial Controller. The payment will be made to the DoCIR Office.

13.0 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, audio visual and/or multimedia materials, etc., depending on the discipline.

NB: The Examination of a Student's Thesis can take some time due to the commitments of Reviewers, the need for corrections, unforeseen circumstance etc. Where a student desires to achieve their award by a certain date or wishes to graduate at a particular Graduation ceremony they should raise this issue at an early stage with their Supervisor who should in turn discuss with the Registrar's Office as to any obstacles that may jeopardise that goal.

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 Research and Development Committee 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).

13.1 Rules for the Presentation of the Thesis

- (a) Initially three (soft/spiral 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.
- (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 shall not normally exceed 60,000 words in length including, in both cases, 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.

13.2 Format for Final 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 the 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. Citation methods used in the disciplines in IADT are stated in Appendix 1.

(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.

13.3 Thesis Cover

The covers of the copies of the thesis initially submitted are soft (e.g. spiral bound). 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.

13.4 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.

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

14.0 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. Hence, all examiners must meet the Institutes criteria for appointment.

For all candidates presenting for the award of Master's 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 on any matters related to the submission.

14.1 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:

Knowledge – breadth	A systematic understanding of knowledge at, or informed by, the forefront of a field of learning
Knowledge – kind	A critical awareness of current problems and/or new insights, generally informed by the forefront of a field of learning
Know-how and skill – range	Demonstrate a range of standard and specialised research or equivalent tools and techniques
Know-how and skill – selectivity	Select from complex and advanced skills across a field of learning; develop new skills to a high level, including novel and emerging techniques
Competence – context	Act in a wide and often unpredictable variety of professional levels and ill-defined contexts
Competence – role	Take significant responsibility for the work of individuals and groups; lead and initiate activity

Competence – learning to learn	Learn to self-evaluate and take responsibility for continuing academic/professional development
Competence – insight	Scrutinise and reflect on social norms and relationships and act to change them
Progression & Transfer	Progression to programmes leading to Doctoral Degree or to another Master's Degree or to a Post-graduate Diploma

14.2 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 try to achieve consensus among them if consensus does not exist
- ☞ 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 Framework of Qualifications 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.

Degree of Master (Research)

Examiners should assess and may recommend the award of Degree of Master (Research) in accordance with the Level 9 criteria.

14.3 Viva Voce Examination

A viva voce 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

14.4 Examiners' Reports

Following examination of the work, the Examiners 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/ fail.

The Chairperson is required to prepare a summary report (on the *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 for this) 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.

14.5 Examination Board Meeting

An Examination Board meeting should then take place 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 Registrar to Academic Council.

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.

14.6 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 Academic Council for a decision. Academic Council 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 Board 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.

15.0 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.

16.0 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 the Institute 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.

17.0 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.

18.0 Conferring

Successful postgraduate research students may be conferred in either November or April. Graduates at the Conferring Ceremony wear academic dress, consisting of gown and hoods. The conferring pack will be posted to graduates prior to the conferring ceremony. All information related to this event will be posted in www.iadt.ie

19.0 IADT Policies and Regulations

Relevant IADT policies and regulations include:

- ↻ IADT Quality Manual
<http://www.iadt.ie/en/InformationAbout/IADTQualityManual/Thefile,2079,en.pdf>
- ↻ Intellectual Property Policy and Procedures
<http://www.iadt.ie/en/InformationAbout/ResearchInnovation/IndustryInnovation/TechnologyTransfer/TechTransferForms/Thefile,2509,en.pdf>
- ↻ IADT Plagiarism policy
<http://www.iadt.ie/en/InformationAbout/TeachingandLearning/PlagiarismPolicy/Thefile,1862,en.pdf>
- ↻ IADT Mutual Respect Policy
<http://www.iadt.ie/en/Staff/HumanResourcesOffice/EmployeeGuidetoHRPoliciesandProcedures/Thefile,2205,en.pdf>
- ↻ IADT Access Policy
<http://www.iadt.ie/en/InformationAbout/AccessSocialInclusion/AccessPolicy/Thefile,2130,en.pdf>
- ↻ IADT Student Disciplinary Procedures (see Student handbook)
http://issuu.com/dliadt/docs/iadt_student_handbook_2015-2016
- ↻ IADT ICT Acceptable User Policy
<http://www.iadt.ie/en/ProspectiveStudents/WhyChooseIADT/Facilities/ICT/PoliciesProcedures/>

All these policies are available; just ask your Supervisor or the DoCIR Office. They are the focus of postgraduate induction. For more information about Institute regulations please see Section F of the Student Handbook at:

http://issuu.com/dliadt/docs/iadt_student_handbook_2015-2016

19.1 Programme Board

All research masters' programmes are required to adhere to the Institute Quality Assurance procedures. There is one Programme Board for the research masters across the Institute. It is chaired by the Registrar and meets twice a year in October/November and February/March. Each research master's student and the supervisors as well as the relevant Heads of Faculty and Department are members of the Programme Board.

19.2 Complaints Procedures

Supervisors and postgraduate students are encouraged to solve any disputes/grievances through open informal dialogue and processes before invoking IADT's formal grievance or complaints procedure available from the DoCIR Office and at <http://www.iadt.ie/en/Downloads/Thefile,1933,en.pdf>. Where the matter cannot be resolved in an informal manner, either party may formally invoke a complaints procedure.

In the event of a difficulty arising during the project between the postgraduate student and Supervisors:

- ✎ The postgraduate student should normally first consult the Principal Supervisors to seek to resolve the issue.
- ✎ The Principal Supervisor should normally first consult the postgraduate student to seek to resolve the issue.
- ✎ The Co-Supervisor should normally first consult the postgraduate student to seek to resolve the issue.

In cases where a dispute arises between postgraduate students and their Supervisors or where student progress between annual assessments is considered to be unsatisfactory, this matter should be referred to the relevant Head of Department (or Head of Faculty where the Head of Department is the Supervisor). They will seek to find a resolution of the matter. Where the complaint remains unresolved it is dealt with in turn by the Head of Faculty and then the Registrar.

If the postgraduate student considers that they are receiving inadequate supervision, they may normally register a complaint with the relevant Head of Department, who may then invoke the complaints procedure. Where the complaint remains unresolved it is dealt with in turn by the Head of Faculty and then the Registrar.

A complaint of inadequate supervision will not normally be entertained after submission of the thesis.

20.0 Academic Support

Academic support for research is provided by the Library and ICT.

20.1 IADT Library

The Library at IADT provides information resources and services that will be an essential part of your research experience. The Library is open throughout the year where you can study quietly, meet friends and colleagues, borrow books and videos, view DVDs, use library computers, access electronic resources or simply bring your own laptop and connect to IADT's wireless network. For research students the Library can offer a range of support services including help with compiling literature reviews, use of specialist programmes and access to journals and books to support your research.

The Library is a service organisation. Students can:

- ✎ Find items using the Library online catalogue at <http://library.iadt.ie>
- ✎ Print scan and copy in B/W or colour. Please familiarise yourself with the conditions as laid out in the COPYRIGHT AND RELATED RIGHTS ACT 2000, and COPYRIGHT AND RELATED ACTS (AMENDMENT) ACT 2007
- ✎ Access and locate online information resources and electronic resources using any internet connection at http://library.iadt.ie/screens/libinfo_03_e_databases.html
- ✎ You can get assistance from friendly and helpful library staff in person when you call into the LILRC, via email infolib@iadt.ie or telephone +353 1 239 4637.

Library staff have developed online tutorials available on YouTube, which will help you to source materials for assignments and research. Alternatively, you can ask for face-to-face workshops. Please do not hesitate to ask for further details when you visit the Library. You can access further information on the LILRC homepage at <http://library.iadt.ie>. IADT Library staff looks forward to meeting and supporting you in your learning, teaching and research activities.

20.2 ICT

ICT is critical to research. Information about ICT services including printing is available from ICT. Further information is available at <http://www.iadt.ie/en/CurrentStudents/Facilities/ICT/>. Your attention is drawn to the ICT Acceptable User policy <http://www.iadt.ie/en/CurrentStudents/Facilities/ICT/PoliciesProcedures/>.

21.0 STUDENT SUPPORT

This handbook complements the Institute's Student Handbook and the regulations therein as well as the general advice and support.

Appendix 1 Citation Methods @ IADT

Research area	Citation Method
Creative Arts and Media	Modern Language Association (MLA)
Public Cultures	Modern Humanities Research Association (MHRA), Harvard
Entrepreneurship	Harvard Referencing System
Applied Psychology	American Psychological Association (APA)
Digital Technologies	Association for Computing Machinery (ACM)

Appendix 2 Relevant Forms for Postgraduate Research Students



IADT DUN LAOGHAIRE

Supervisor's Report Form PG5

Name of Research Student

Student ID Number

Title of Thesis

Award Sought

For completion by Supervisor

Date of Supervision Session

Time of Session

from

To

Supervisor's comments on progress to date

Issues for student to address

Work to be completed by next session

Date of Next Session

Signature of Supervisor(s)

Signature of Student

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



IADT DUN LAOGHAIRE

Annual Progress Report PG6

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.

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
----	--------

(tick appropriate box) recommended that the student's
registration be

renewed for next year.

Signed

Supervisor(s)

Date



IADT DUN LAOGHAIRE

Postgraduate Research

Application for Extension PG7

Prior to submitting an application candidates must consult with the appropriate School within IADT and must ascertain whether or not the School would support his/her application.

Section A: To be completed by the Student

Name

Surname

First Name(s)

Student ID Number

Faculty

Title of Thesis

Date Commenced

Original Completion Date

Length of Extension Sought

Reason for Seeking Extension

Signature of
Applicant

Date

Section B: To be completed by the Internal Supervisor

I support Do not support (tick appropriate box) the Student's application for an extension

Rationale:

Signature
of Applicant

Date

Appropriate documentation e.g. Medical Certificates must accompany this form.

I support the student's application for an extension and will amend the student records accordingly

Registrar

Date



IADT DUN LAOGHAIRE

Postgraduate Research Studies

Notification of Intention to present Thesis for Examination PG10

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 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

Date



IADT DUN LAOGHAIRE

Postgraduate Studies

Examinations Report for the Award of a Higher Degree (by Research)

External examiners to complete Sections A B1 C and D.

Internal examiners to complete Sections A B2 C and D

Section B3 is for completion where a viva has taken place.

Report on Examination of Thesis

Please use this space or attach report

Signed

Date

External
Examiner(s)

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 B3

This form should be completed if a viva has taken place.

Sections B3 should be completed jointly by examiners, if in agreement, or individually, if in disagreement.

Report on Oral Examination of Candidate

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

2.	Award recommended: subject to inclusion of corrections and revisions specified in Section D overleaf	<input type="checkbox"/>
AND		
2.1 Please indicate if the corrections required are of a typographical nature and require minor changes only		
2.2 Please indicate if the corrections can be validated by:		
a) The Supervisor without recourse to the Examiners		
b) The Internal Examiner(s) only		
c) By both the Internal and External Examiners		
2.3 Please indicate if the corrections can be validated:		
a) Without oral examination		
b) With further oral examination		
3.	Award NOT 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.	Recommendation to permit candidate to withdraw thesis submitted for Master's degree, for revision and re-submission at a later date for the higher award of PhD	<input type="checkbox"/>
5.	Rejected but with a recommendation that the candidate offers the thesis for the lower award of	<input type="checkbox"/>
<hr/>		
6.	Rejected with no recommendation	<input type="checkbox"/>

Signed _____

External

		Examiner(s)

Date	_____	

		Internal
Signed	_____	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 the corrections and/or revisions specified above have been carried out in accordance with the Examiners' recommendations.

Signed

Internal Examiner(s) and/or External Examiner(s)
or Internal Supervisor (delete as appropriate)

**Please print
name**

Date

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

Section E - Report of Independent Chairperson

The role of the Independent Chairperson is to ensure adherence to the Oral Examination regulations and procedures and to ensure that the Oral Examination is conducted in a reasonable and equitable manner.

The assessment of the candidate remains the sole responsibility of the Examiners appointed by Academic Council. The Independent Chairperson does not have any input into nor participation in any way in the assessment of the candidate.

Independent Chairpersons are asked to state that the Oral Examination was conducted according to the Institute's regulations.

Date of Oral Examination _____

Name of Candidate _____

Student ID Number _____

Title of Award sought _____

The Oral Examination was carried out in accordance with the Institute's regulations.

Yes

No

If not, details of the reasons should be given below:

Signature	_____	Independent Chairperson
Name (please print)	_____	