UCD School of Nursing, Midwifery and Health Systems

MSc by Research

Information for Research Masters Students 2017-18

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This booklet is designed to assist you in understanding the policies and requirements that apply to research masters degree students at the UCD School of Nursing, Midwifery and Health Systems. For further details on the regulations covering the research masters degree in the University please consult the part of the UCD General Regulations entitled 'Regulations for Research Masters Degrees' at: http://www.ucd.ie/registry/academicsecretariat/pol_regs.htm

Should you require clarification about these policies you should discuss them with your supervisors and other members of your Research Masters Panel (RMP) or the School's Director of Research Degrees (Dr Kate Frazer).

Please note that University policies are updated regularly, including during an academic year, and links to policy documents given here are subject to change. To ensure that you have the most up-to-date version, please go to the web page of the UCD Academic Secretariat and follow the links to 'Academic Policies'.

The Graduate School Webpage is a useful source of information:
http://www.ucd.ie/graduatestudies/currentgradstudents/

Additional useful information is available at:
http://www.ucd.ie/graduatestudies/currentstudents/incoming_students/
Queries about non-academic matters such as fees and registration should be made by email to
researchdegrees.nmhs@ucd.ie

Introduction

Welcome to the UCD School of Nursing, Midwifery and Health Systems' MSc by research. As the largest and oldest university school of nursing and midwifery in Ireland we have played a leading role in the development of nursing and midwifery education, practice and research nationally. The School's Research Unit is located within the Health Sciences Centre, a purpose-built education and research complex containing a range of state-of-the art facilities, including lecture and seminar rooms, clinical laboratories, a library and information centre, and extensive computer facilities. All our research students have access to these facilities.

As a graduate student in the School your work also forms an important part of the School's research activities. The School's research programme provides the context for comprehensive research training for research masters and doctoral graduate research students, and it provides students with a basis for life-long engagement with research conduct and utilisation. These programmes aims to produce a cadre of clinical and academic researchers with the expertise to research topics relevant to health and social care, in the fields of nursing, midwifery, health systems, and related health and social services in Ireland and internationally.

Aims of Research Masters degree programme

The primary purpose of masters-level research is to develop in the student the skills and competencies required to conduct research. The research degree programme may also include additional personal and professional development elements which develop the skills and competencies required for successful research and/or support the acquisition of generic or transferable skills. This may be provided via specific modules from the advanced educational programme of the University. The primary purpose of masters-level research is to develop in the student the skills and competencies required to conduct effective research: it may include experiential research training, and does not necessarily result in the creation of new knowledge.

Overview of Research Masters programme

The period of registration for the research masters degree will normally be not less than 1 calendar year and not more than 2 years for a full-time student and not less than 2 years and not more than 4 years for a part-time student.

For each graduate research student one academic supervisor is appointed, and a research masters panel (RMP) is created to support the student, monitor progress and to advise as appropriate. Research graduates are provided with opportunities to undertake training in advanced research methods; this training includes masters level modules in advanced research methods provided by the School, and the provision of regular workshops in various methodologies. In addition, students are encouraged to avail themselves of a range of modules across the university. Students must be available to attend the university for meetings, seminars, research training and RMPs as required. Regular attendance at School seminars and research events is expected as required unless an alternative arrangement has been approved, such as may arise in the case of overseas students.

Registration

As a registered graduate research student of the UCD School of Nursing, Midwifery and Health Systems you will also be an automatic member of the College Graduate School.

In cases where fees are paid by a third party, it is expected that you pay these fees directly yourself by the specified date, and enter into a separate arrangement with the funding body to recoup the fee. If you have not completed the accommodation and/or fees section, it will appear that your registration is incomplete. You will not become fully registered until the full fees have been paid. Once you are fully registered you may collect your student card from a specific designated area that will be advertised on campus.

Plagiarism policy

On being offered a place on a research degree, students are requested to complete a Plagiarism Declaration Form that applies to all drafts and final submissions of graduate work. For further information, please contact researchdegrees.nmhs@ucd.ie

The School plagiarism policy can be located via the following link http://www.nmhs.ucd.ie/sites/default/files/currentstudents/School%20Plagiarism%20Policy.pdf

The UCD plagiarism policy can be located via the following link and use A-Z index: http://www.ucd.ie/registry/academicsecretariat/pol.htm

Supervision

Supervisor

As a graduate research student you will receive support, mentoring, guidance and advice throughout your programme of study from your principal supervisor. Prior to registration, you will already have been assigned your research supervisor.

Research Masters Panel

In addition to your supervisor, a research masters panel (RMP) will be established for you. This panel will consist of your supervisor and at least two other members of academic staff. The role of the RMP is to assist in supporting and assessing your progress and to provide technical expertise and advice as appropriate. The RMP members will have their first meeting within the first 3-4 months following registration, and again in the second half of the first year. Thereafter, there should be a meeting at least once a year and more frequently if required. It is your responsibility as a student to be pro-active in engaging with the supervision process, including initiating RMPs, particularly if you need additional support.

Research Masters Degree structure

The Research Masters degree will be awarded only where a student has successfully completed a programme of study of Masters level (UCD Level 4) research activity (equivalent to 90 credits). The total overall credit value of a research masters degree programme is between 90-180 credits. The module descriptor for the award of Research Masters degree is presented below and outlined in the UCD 'Theses in Graduate Research' document http://www.ucd.ie/registry/academicsecretariat/docs/gradthesisr_po.pdf

Research Masters degree module descriptor

Table B: UCD Research Masters Degree Award Descriptor

Title	
	Masters (MLitt, MPhil, MA, MSc, etc)
Class of Award	Major
Purpose	The core of the Research Masters degree award is a coherent programme of supervised research which requires that the student successfully completes Masters-level research, the principal outcome of which is a submitted thesis in acceptable form and deemed to be of a satisfactory standard. The primary purpose of Masters level research is to develop in the student the skills and competencies required to conduct research. The Research Masters degree programme may also include additional personal and professional development elements which develop the skills and competencies required for successful research and/or support the acquisition of generic or transferable skills. This may be provided via specific modules from the advanced educational programme of the University.
Level	9
Volume	Large
Knowledge & Understanding	Have demonstrated specialized, detailed or advanced theoretical and conceptual knowledge and understanding, which is based on consideration of current debate and controversy at the forefront of the field and that provides a basis or opportunity for originality in developing and/or applying ideas, often within a research context.
Applying Knowledge & Understanding	Can apply their knowledge, understanding, and problem-solving abilities in new or unfamiliar environments, within broader (or multidisciplinary) contexts, or to generate new knowledge through research.
Making Judgements	Have the ability to integrate knowledge and handle complexity, and formulate judgments with incomplete or limited information, and to reflect on wider disciplinary, scientific, professional issues and social and ethical responsibilities linked to the application of their knowledge and judgments.
Communications & Working Skills	Can communicate their conclusions, and the knowledge and rationale underpinning these, to specialist and non-specialist audiences clearly and unambiguously.
Learning Skills	Have the learning skills to allow them to continue to study in a manner that may be largely self-directed or autonomous.

Source: *UCD Level Descriptors*

Research and Professional Development Planning

You will be required to complete an Induction Programme and a Research and Professional Development Plan (The RPDP). Research and professional development planning is an integral part of your research degree programme. The purpose of such planning is to ensure that your work is clearly focused on achieving your research and professional goals. This will play a major part in informing the trajectory of your research degree and in your training and development as a researcher. Your plan will also help you develop key skills that will be invaluable for both your current research and your future career prospects.

Each RPDP is specific to the student in question; it includes a training needs assessment of both generic and specific skill sets as required by each student during his/her research degree candidacy period. The RPDP is a set of tools designed to assist students in the planning and progress of their research and professional skills. The student will tailor the RPDP to his/her own needs by utilizing the aspects found to be most relevant. The RPDP is the property of the student, but is intended to be beneficial to both the student and the supervisor.

Your RPDP will form the basis of discussions at your meetings with your supervisor and your RMP. A mandatory outcome of the meetings of your RMP is a formal record of your research and professional plans and your progress to date. Following each RMP meeting, you must return an electronic signed and updated copy of your RPDP to the Administrator at the SNMHS Office. **Please note that it is your responsibility to ensure that your RPDP is completed and brought to each RMP meeting and is presented to your supervisor for his/her signature.**

Coursework

You may undertake taught modules which will assist you in developing your knowledge and skills base. In consultation with your supervisor, you will identify the modules most appropriate to your needs. You may select from the advanced modules offered by the School, including modules associated with the School's taught masters programme or modules offered by other schools within UCD. You are responsible for ensuring that you complete the requirements of the selected modules. Once registered to a module, you will be expected to attend planned lectures, seminars and tutorials associated with the module, and to undertake all assessment components in order to attain the credits for the module. In the event of failure to complete a module, your RMP may require that the module be repeated, or an alternative module undertaken. A module may be audited whereby you are required to attend the lectures but there will be no assessment component or credits awarded on completion.

Research Seminar Participation

You are required to participate in the School's research seminar series. You will be required to attend all planned seminars, and in consultation with your supervisor, you will present on an aspect of your research or on seminal work in your field as required. In addition to the School's seminar series, from time to time you may be advised to attend other seminars which may be relevant to your topic and/or your research method.

Thesis Submission Process

Prior to thesis submission, you must have satisfied candidacy requirements and made satisfactory progress as attested by your research masters panel. The thesis examination is governed by the *Policy on Theses in Graduate Research Programmes* (available on the website of the UCD Academic Secretariat). Please ensure you are of the documents, polies and dates listed in UCD Registry: http://www.ucd.ie/registry/assessment/index.html and further instructions are located in UCD Assessment http://www.ucd.ie/registry/assessment/index.html

In summary the University will establish a research masters examination committee made up of one extern and one internal examiner to assess the student on the basis of the thesis submitted and to make a recommendation on the award (or otherwise) of the research masters degree.

Masters research degree theses may be submitted at any time providing your registration is in order and students should be aware of the deadline for submission within current registration which are outlined at:
http://www.ucd.ie/students/fees/thesis.html

If the examiners agree the thesis is satisfactory the student will be awarded the degree of MSc by research. Should the examination committee recommend amendments to the thesis the student will be required to submit the suggested amendments before the degree may be awarded.

Viva voce examination: On the request of a Head of School, or at the behest of the examiners, a *viva voce* examination may be arranged. The *viva voce* examination will normally be held within two months of submission of the thesis. The supervisor may be invited to attend the *viva voce* examination with the consent of the examination committee and the candidate. The procedure for such a *viva voce* examination shall be equivalent to those employed for a PhD *viva voce* examination.

Thesis Presentation

The thesis is based on an explanation of the candidate's individual research which describes and analyses the context, nature, methodology and outcomes of the research, prepared in accordance with international norms.
The candidate will prepare a thesis under the direction of the supervisor and in accordance with any guidelines published by the University, and will submit the thesis for examination. The appropriate length of the thesis shall be agreed between the candidate and the supervisor in accordance with the traditions of the discipline. Guidelines for the presentation of theses are available at: http://www.ucd.ie/registry/academicsecretariat/docs/gradthesisr_po.pdf

In addition, the following School-specific requirements apply:
   o   The thesis should be presented in one volume with a signed submission form
http://www.ucd.ie/registry/assessment/researchforms.html

Appeals Policy

A student who wishes to appeal a decision of the Assessment Panel may do so
through the procedures for a formal assessment appeal determined in the UCD Policy on Assessment Appeals. Information relating to *Assessment Appeals* can be found at: http://www.ucd.ie/appeals

Dissemination of Graduate Work

Research students are encouraged to publish work from their thesis, and to present their research work at conferences and other appropriate sites for dissemination. In view of the intellectual input of the supervisor(s) in shaping the thesis, it is expected that the supervisor(s) will normally be named on publications and presentations arising from the work, with the research student (or graduate) as the first author. However, the supervisor(s) may decline from being named. Discussion between the graduate student and the supervisor about the dissemination plan for the study is encouraged as part of the supervision process.

Contribution to the School

All research students may be required to contribute to tutorials/clinical skills teaching for undergraduate students. This is useful experience and may be an important addition to your CV. Students should ensure that they are properly prepared and familiar with materials if contributing to teaching.

University Facilities

Library
The modern and well stocked central library is located within the building opposite the lake in Belfield. There are also other libraries, such as the health sciences library, Health Sciences Building located around the campus. The library catalogue can be searched online at www.ucd.ie/~library

Computing Services
IT Services handle all computing procedures, including email accounts and the university network. Once registered, students will be supplied by computing services with an email user name and password. **Any official UCD e-mail sent to students will be addressed to their UCD Connect address.** It is student's responsibility to ensure time-critical e-mail is accessed, read and acted upon in a timely fashion. The official email address will be maintained in each student's record, from which distribution lists are compiled. Students can arrange to have their UCD Connect account redirected to another address or service provider but students should note that it is the student's responsibility to ensure that this alternate mailbox is viable.

Parking
Parking on campus is at a premium and it is often very difficult to find a space after 7.30am. Please note that a parking permit is required and clamping is in operation for defaulters.

Student Welfare

If students find themselves in any difficulties, be it personal, medical or financial, help should be sought from the supervisor or any other member of staff. The university also has a wide range of support services. Please see:
> http://www.ucd.ie/advisers/
> http://www.ucd.ie/stuhealth/
> http://www.ucd.ie/chaplain/

Requests for leave of absence, extensions.

For any requests please contact the SNMHS research degrees' administrator in the first instance and to clarify procedures and submission of documentation via email address: researchdegrees.nmhs@ucd.ie

There are University policies pertaining to the above, details for leave of absence are available on the website of the UCD Academic Secretariat
http://www.ucd.ie/registry/academicsecretariat/docs/loa_po.pdf.

Requests must be made formally in writing to the Chairperson of the Research Degrees Committee (Dr Kate Frazer) and they will be brought to the Research Degrees Committee (RDC) for consideration.

Following the RDC, the recommendation of that Committee is brought to the Graduate School Board at the College of Health Science Graduate School for approval.

The student is made aware of the outcome by the SNMHS Administrator.

Useful contacts

Administrator to Research Degrees:
Dr Asmahan McCambridge
Email: researchdegrees.nmhs@ucd.ie
Tel: 01 716 6490

Director Graduate Research:
Dr. Kate Frazer
Email: kathleen.frazer@ucd.ie
Tel: 01 716 6479

Graduate Seminar Coordinator:
Dr. Kate Frazer
Email: kathleen.frazer@ucd.ie
Tel: 01 716 6479

Appendix 1

Related Approved Policies should be accessed from this link:
http://www.ucd.ie/registry/academicsecretariat/pol.htm

Alternatively link to http://www.ucd.ie/registry/academicsecretariat/ **and click on 'policy' tab and click on 'more'.**

The following policies should be accessed and are listed A to Z and by title:
Approved policies related to graduate education include the following:

- Academic Regulations
- Assessment Appeals Policy
- Code of Good Practice in Research
- Code of Practice for Supervisors and Doctoral Students
- Code of Practice for Conflict Resolution for Supervisors and Graduate Research Students
- Extenuating Circumstances
- Leave of Absence Policy
- Plagiarism Policy
- Policy for Split-Site PhD and other Graduate Research Degree Arrangements
- Student Code
- Student email
- Theses in Graduate Research Programmes Policy
- Withdrawal Procedure

Use link to UCD assessment http://www.ucd.ie/students/assessment/index.html for information on 'Assessing Graduate Research Theses'.

Extensions: An extension on your period of registration may be applied for either with extenuating circumstances or without extenuating circumstances.

See under: http://www.ucd.ie/registry/academicsecretariat/