UCD School of Nursing, Midwifery and Health Systems

College of Health and Agricultural Sciences

Structured PhD Programme Handbook

Table of Contents

Page

---

[1] Updated 12th September 2020
Updated January 2021
*information subject to change and informed by UCD Graduate Studies webpage
https://www.ucd.ie/graduatestudies/researchstudenthub/researchprogrammes/keypointsonresearchprogrammes/phdinanutshell/

2

This booklet is designed to assist you in understanding the policies and requirements that apply to PhD students in the UCD School of Nursing Midwifery and Health Systems. For further details on the regulations covering PhDs in the University, please consult the relevant section 'Regulations Research Degrees' of the UCD Academic Regulations: https://www.ucd.ie/governance/resources/policypage-academicregulations/

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'.

Should you require clarification about these policies, please discuss with your Supervisors and other members of your Research Studies Panel.

PhD degree registration
Once accepted onto the PhD programme, you must confirm your registration online. Once registered online, you can obtain a student card, which provides you with access to the wide range of facilities available to students at UCD. You are registered as a student when fees are paid. For queries about fees and registration, please contact the Research Degrees Administrator at researchdegrees.nmhs@ucd.ie

Plagiarism policy
Students are requested to complete a *Plagiarism Declaration Form* that applies to all drafts and final submissions of graduate work. You will receive this form from the Programme Administrator. For further information, please contact Research Degrees Administrator at researchdegrees.nmhs@ucd.ie

The School plagiarism policy can be located via the following link https://www.nmhs.ucd.ie/current-students and accessing the PDF in the blue tab 'Plagiarism Policy'.

The UCD plagiarism policy* is located via the following link
https://www.ucd.ie/graduatestudies/documentrepository/

*please contact researchdegrees.nmhs@ucd.ie if you cannot locate a policy document.

UCD Graduate Studies has developed a new information hub for students. This is a useful source of information during the lifetime of your registration:
https://www.ucd.ie/graduatestudies/researchstudenthub/researchprogrammes/keypointsonresearchprogrammes/

UCD student intranet has resources for you: https://intranet.ucd.ie/graduatestudies/index.html

The School webpage is a useful source of information:
https://www.nmhs.ucd.ie/current-students Click on "Information for Research Degree students."

UCDconnect email address
All UCD communications are via your UCDconnect address. Please check when registering online.

Buddy system

We commenced a pilot project allocating a buddy to a new student. If you would like to be paired with another student any time over your first year contact Research Degrees Administrator directly (researchdegrees.nmhs@ucd.ie).

Google Currents Community
We have a collective google currents community for all students registered to a research degree. Please use the following instructions to join the group:

Please use the link below to sign up using **a) your UCD account only b) Firefox browser only**

You will be asked to join and must set up an account --you can add a fake DOB as long as you ensure you are using a year that makes you aged over 18 years.

Specific instructions UCD IT services provided to enable students to connect to our google community:

Open a **Firefox browser**

- Click the menu at the top right of the screen (three bars in a square)
- choose options then Privacy and security then, Cookies and site data, and select clear data
- Then log in to your email and click the link below to join the community
  https://plus.google.com/communities/100111541861905319284?sqinv=b0lubVIyYldxYWRKa3d1alh2U2hkbUdRdGJIeEhB

If you do not get access to the community can you go to the menu at the top right of your browser screen and choose a new private window.

Student Conduct and Code
Information and policies guiding student conduct are located here https://www.ucd.ie/secca/studentconduct/

The University is committed to quality in teaching, learning, scholarship and research, and it values honesty, integrity, dignity and respect. The UCD Student Code sets out the University's regulations and expectations in respect of student behaviour and conduct. The Code can be accessed here: https://www.ucd.ie/webteam/ucd_as/university_code.htm

PhD Society

A UCD PhD Society was established December 2020. This is a student led and organised society. Details of this society, and all others available, can be accessed here: https://societies.ucd.ie/societies/

Introduction
Welcome to the UCD School of Nursing, Midwifery and Health Systems Doctor of Philosophy (PhD) Programme. 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.

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

Aims of the PhD programme
The PhD programme aims to provide students with the opportunity to undertake a focused and critical examination of a particular problem through a research traineeship. The PhD offers the context for a deep intellectual engagement with a topic so that the student will develop the intellectual skills and related critical capacities for academic research and related scholarly activities. Through the process of research supervision and where appropriate, attendance at taught modular courses, the student undertakes formal research training, and it is expected that the product of PhD research will contribute to the development of knowledge in the field of study.

Overview of UCD PhD programme
(*UCD Academic Regulations 2019 Section 7.2)*
The PhD is awarded following successful completion of a programme of supervised research and advanced education and training and only where the outcome of the research makes an original and substantial contribution to knowledge and where the candidate has demonstrated the capacity to pursue original research and scholarship. The thesis forms the basis for the examination for the award of the degree of PhD and must contain material of a standard and form appropriate for peer-reviewed publication.

The PhD degree may be completed on a full or a part-time basis. A full-time PhD will normally involve a registration period of not less than three years (9 trimesters) and not more than four years (12 trimesters). For part-time students, the period of registration is usually not less than five years (15 trimesters) and not more than six years (18 trimesters).

The PhD programme includes educational and training elements, which develop the advanced knowledge, skills and competencies required for successful original research and support the acquisition of generic or transferable skills. A programme of study and research leading to the degree of PhD shall include a minimum of 30 taught credits awarded for the successful completion of education and training modules (UCD Academic Regulations 2019 Section 7.33). These taught modules should be selected because they enhance the research component of the work (the thesis). You should identify relevant modules following discussion with your Supervisor and Research Studies Panel

In line with University policy, PhD candidates can apply for recognition of prior/concurrent learning for an exemption from a portion of the required minimum of 30 taught credits, subject to the approval of the relevant Governing Board (UCD Academic Regulations 2019 Section 7.34).

Entrants admitted to the programme after 31 August 2019 must satisfactorily complete a Research Integrity Training programme. Please discuss this requirement with your Supervisor.

The UCD Structured PhD Framework recognises that the essential elements of the PhD remain research, generation and dissemination of new knowledge, and progression of the candidate towards academic autonomy.

Your research shall mainly be completed under the direct supervision of the UCD Supervisor(s), which may include short research visits (one trimester or less) to other institutions. **The prior approval of the Governing Board must be sought if a substantial proportion OR all the research is to be carried out elsewhere. Still, the student remains under the general supervision of the Supervisor(s) (UCD Academic Regulations Section 7.17,7.18).**

International Students
If you have been **approved** and registered to the PhD programme you may, subject to approval (see the previous paragraph), remain in your home country for most of your PhD studies and receive supervision remotely.

In relation to the 30 credits required as part of the UCD Structured PhD programme, up to 20 credits may be gained through the RPL process (please see details in this document). The additional mandatory ten credits must be completed in UCD. Please note that UCD provides a Transferable Skills programme and you need to discuss with your Supervisor how you can access these resources or arrange to complete when attending UCD campus. You also must satisfy all UCD Research Integrity Training requirements and discuss all module options with your Supervisor and RSP.

PhD supervision
An academic Principal Supervisor is appointed for each graduate research student (may have additional co-supervisor assigned).

As a graduate research student, you will receive support, mentoring, guidance and advice throughout your programme of study from your Supervisor(s). The Principal Supervisor has primary responsibility for the academic supervision of the research degree student. Where appointed, the co-supervisor supports the Principal Supervisor in the academic supervision of the student (UCD Academic Regulations 2019 Section 7.13). A co-supervisor (if assigned) may engage jointly in all supervisory activities, including attending supervision meetings and providing progress reports and feedback on draft chapters.

It is the responsibility of the Supervisor to guide the candidate to conduct their research with integrity and per the regulations, policies and guidelines of the University and applicable legislation (UCD Academic Regulations 2019 Section 7.16).
Additionally, a Research Studies Panel (RSP) is appointed to monitor supervision and progress and to advise as appropriate.

Research Studies Panel
In addition to your Supervisor(s), a Research Studies Panel (RSP) will be established for you within the first trimester of your registration. The panel comprises the Principal Supervisor/co-supervisor and at least two (but normally no more than four) advisers, one of whom must be a UCD faculty member. The RSP will appoint a chair independent of the Supervisor/co-supervisor. The purpose of the RSP is to provide advice, monitor the progress of the student, and support the Supervisor(s)-student relationship (UCD Academic Regulations 2020 Section 7.24).

Research Studies Panel members may include faculty, adjunct, visiting or research staff or relevant professional staff of the University or external to the University (UCD Academic Regulations 2020 Section 7.25).

The RSP will monitor progress against the prescribed programme of research and study and will meet at least twice in the first year and at least once a year after that (UCD Academic Regulations 2020 Section 7.36, 7.37). It is your responsibility as a student to be proactive in engaging with the supervision process, including initiating a Research Studies Panel if you need additional support.

External Supervisor
Academic Regulations 2020 Section 7.19 state:
If a research student is based for longer than one trimester off-campus in an external organisation including research institutes, industry laboratory or studio, government agency or non-government organisation and an Approved Adjunct Supervisor is not in place, a member of staff of the external organisation must be appointed as an External Supervisor.

This must be discussed with your UCD Supervisor in advance of registration and a nomination form completed (see Academic Regulations Sections 7.20 to 7.23). Please contact researchdegrees.nmhs@ucd.ie

For further information, please refer to the P*olicy Document Code of Practice for Supervisors and Doctoral Students* for details on the role of the Principal Supervisor and of additional supervisors (where assigned)
https://www.ucd.ie/graduatestudies/documentrepository/

PhD degree requirements for candidacy
Responsibilities of Research Degree Candidates (UCD Academic Regulations 2020 Section 7.49 and 7.50)

Candidates are required to pursue the programme of research, study and personal and professional development in collaboration with the Supervisor(s) and to work with their Supervisor(s) to meet the requirements articulated in the Research and Professional Development Plan (RPDP) and to

a) fulfil all responsibilities that may be reasonably expected to progress and to conduct their research, training and development successfully.
b) to ensure that all or any ethical requirements associated with their research are addressed at the appropriate time; and
c) comply with best and ethical practice and the regulations, policies and guidelines of the University and applicable legislation in the conduct of their research

A course of study and research leading to the degree of PhD is pursued in two stages. Stage 1 doctoral studies must be completed by a full-time student within five trimesters from the date of registration and by a part-time student within seven trimesters from the date of registration (UCD Academic Regulations 2020 Section 7.35)

a) Stage 1 is an initial period of advanced education, training and research*
b) Stage 2 is largely dedicated to original doctoral research but may also include advanced education and research and generic training.

*Formal Stage 1 Stage Transfer Assessment must be completed to enable progression (Candidacy requirement E). Each PhD student must satisfy Candidacy Requirements A, B, C, D and E outlined below.

Candidacy requirement A: Research and Professional Development Plan
Research and Professional Development Plan (RPDP) is an integral part of your PhD programme. The purpose of such planning is to ensure that your work is clearly focused on achieving your educational, professional and research goals. You will develop your RPDP with the support of your Supervisor and RSP. You must document your educational, training and personal and professional development needs, which, along with the proposed programme of research. This will play a significant part in informing the trajectory of your research and development as a researcher. Your RPDP will help you develop critical skills that will be invaluable for both your current research and your future career prospects.

Your RPDP will form the basis of discussions at your meetings with your Supervisor and your RSP. A student will tailor the RPDP to his/her own needs by utilising the aspects found to be most relevant. Before RSP meetings you will complete and submit an update of you RPDP to all members of your RSP. Following your RSP meetings, an electronic report is submitted by the Chair of the RSP to the Research Degrees Administrator.

Guidelines to assist you in producing your Research and Professional Development Plans are downloadable from UCD Graduate Studies Information Hub
https://www.ucd.ie/graduatestudies/researchstudenthub/trainingdevelopment/

https://www.ucd.ie/graduatestudies/documentrepository/

Candidacy Requirement B: Transferable Skills
On completion of your PhD, you will have a skill set including advanced research and analytical techniques and you will be expected to possess a range of transferable skills relevant to the successful completion of your research project and your broader professional development. UCD Graduate Studies provide workshops assisting you with aspects of your Structured PhD Programme such as the Stage Transfer Assessment, Research and Professional Development planning and Viva Preparation. Besides, workshops on project management, time management, and presentation skills are available to you. You should discuss your requirements with your Supervisor and Research Studies Panel. Details on the Transferable Skills are available from UCD Graduate Studies website https://www.ucd.ie/graduatestudies/researchstudenthub/trainingdevelopment/

Completed transferable skills activity is recorded on your academic transcript. Transferable skills workshops do not carry ECTS credits, and therefore do **not** count towards the mandatory 30 credits requirement.

Candidacy Requirement C: Research Integrity Training and Module Registration (Academic Regulations 2020 7.28)
If you enter the PhD programme from September 2019 onwards, you must satisfactorily complete research integrity training. UCD is firmly committed to the highest standards of integrity in all aspects of research. Reflecting this commitment, the University has developed a new policy on research integrity, along with a procedure for the investigation of misconduct in research. Please access information on this policy and training using this link: https://www.ucd.ie/graduatestudies/researchstudenthub/trainingdevelopment/researchintegritytraining/
 discuss with your Supervisor and RSP.

Modules
If you entered the PhD programme from September 2014, you are *required* to undertake a minimum of 30 credits of taught modules. (Students who joined before this date may undertake taught modules**).**

You may select from the advanced modules offered by the School, including modules associated with the School's taught master's programme, professional doctoral programme, or modules offered by other Schools within UCD (with the approval of your Principal Supervisor and the relevant Module Coordinator). You are responsible for ensuring that you complete the requirements of the selected modules. Students can review and choose from the modules listed on the UCD Graduate Studies web page: https://www.ucd.ie/graduatestudies/researchstudenthub/trainingdevelopment/

It is recommended that, in consultation with your Supervisor and RSP, you identify modules most appropriate to your needs as guided by your RPDP. Once registered on a module, you will be expected to attend planned lectures, seminars and tutorials associated with the module, and to undertake all assessment components to attain the credits for the module.

In the event of failure to complete a module, your Supervisor(s) may require that the module be repeated, or an alternative module is undertaken. A module can be *audited* whereby you are required to attend the lectures, but there will be no assessment component or credits awarded on completion.

If you wish to register to any module, please contact the Administrator for details of registration: researchdegrees.nmhs@ucd.ie

If you withdraw from a module or decide to audit the module, you must inform the Programme Administrator **within six weeks of commencing the module**.

Recognition of Prior Learning (RPL)
Students can apply for recognition of prior learning (RPL) against some of the mandatory 30 credits of taught modules requirement. Students can apply for RPL where some of the learning outcomes of their PhD programme were achieved before first registering (e.g. a prior taught Masters degree). An application, after consultation with your Supervisor and Research Studies Panel members, is made to the Research Degrees Committee.
Accreditation of up to 20 credits of modules of prior learning is permissible, but only in exceptional

circumstances. Such credits must be approved by the School's Research Degrees Committee and theUniversity Research Board. The UCD policy on Recognition of Prior Learning and documentation required are available from this link: https://www.ucd.ie/graduatestudies/documentrepository/

Candidacy Requirement D: Research Seminar Participation
You are required to participate in the School's research seminar series. You will be required to attend planned seminars. In consultation with your Supervisor(s), you will be expected to present an aspect of your research or on seminal work in your field (details will be provided following your registration). Please contact the Director of Graduate Research.

In addition to the School's seminar series, from time to time, you will be advised to attend other seminars which may be relevant to your topic and your research method.

Candidacy Requirement E: Stage 1 Transfer Assessment
A course of study and research leading to the degree of PhD is pursued in two stages. Stage 1 doctoral studies must be completed by a full-time student within five trimesters from the date of registration and by a part-time student within seven trimesters from the date of registration.
      a) Stage 1 is an initial period of advanced education, training and research.
      b) Stage 2 is primarily dedicated to original doctoral research but may also include advanced education and
      research and generic training.

Please refer to Appendix 2 for information on all requirements and documentation. Your Supervisor(s) and Research Studies Panel members will advise you on the structure of the written work and oral presentation. They **will provide you with feedback before submission of documentation**. Guidance on the submission of your oral presentation will be provided in advance.

Your Supervisor(s) will, in advance of the Transfer Assessment, submit a report on your progress to date containing a recommendation on your progression from Stage 1 to Stage 2. Please see the University Policy on Progression in Doctoral Programmes can be located via the following link: https://www.ucd.ie/graduatestudies/documentrepository/

The Assessment Panel will review the candidate per UCD Academic Regulations.
The Assessment Panel will submit a report as set out in Appendix 1 of this document. The Assessment Panel will, subject to review by the Head of School, usually make one recommendation to the University Graduate Research Board:

 (i) that the student should progress to Stage 2 of the doctoral programme;

(ii) that the student should not progress to Stage 2 of the doctoral programme, and that:
      a) the student should resubmit for assessment within six months (with an indication of the month/year in
      which the subsequent formal assessment of progress will take place);
      b) the student should apply to transfer to another graduate programme utilising, where appropriate, any
      credits already accumulated in Stage 1 of the doctoral programme;
(iii)
      c) a recommendation be made to the University Programmes Board that the student's registration be
      terminated.

See Academic Regulations 2020 7.42 to 7.48.

Submission of PhD thesis for examination

PhD theses can be presented for examination in either monograph style or an article-based format (by peer-reviewed journal articles). Monograph style is the conventional style in which theses are presented, where the work is laid out as a series of chapters, typically having the following structure: introduction, literature review, method, results and conclusions (Academic Regulations 2020 7.52).

Monograph

7.52 The examination for the research degree is based on a description of the candidate's research in a thesis describing the context, nature, methodology and outcomes of the research, prepared per international norms. A research master's thesis must demonstrate the attainment of skills and competencies in research. A PhD thesis must contain material of a publishable/peer-reviewed standard.

Series of articles

7.53 Where a Governing Board has made suitable arrangements to examine theses presented in alternative formats, a candidate may be examined on the basis of:

a) a collection of papers of publishable/peer-reviewed standard describing a coherent programme of research, accompanied by a critical and theoretical overview of the work presented in the papers;

b) a substantial collection of original creative material, together with a written thesis which contextualises the work within an academic framework.

Where the work has been published or prepared in collaboration with others, the candidate must indicate the extent of his/her contribution.

7.54 The candidate will prepare a thesis under the direction of the Principal Supervisor and per any guidelines published by the University and will submit the thesis for examination.

The articles submitted must all relate to the same research question or set of research questions. Only publications (publishable articles) based on work which was undertaken during the student's period of registration can be included. The publications (publishable articles) included in the thesis may consist of jointly written papers, although the candidate must normally be the first author. Although the number of articles required will depend on the scope of the work and the candidate's contribution to them, it is expected that a minimum of 3 articles will be included (with 3-5 being the usual range). Where a candidate has jointly authored publications (publishable articles) in their submission, they should declare the extent of their work, and this should normally be certified by all authors concerned. This statement should be bound with the other submitted materials. It is essential that a cohesive thesis is prepared for submission which may include both published papers and traditional chapters.

A candidate is required to seek and obtain copyright permission concerning their published work and will be required to include in the appendix a declaration stating that such consent has been given. Candidates must agree on the final content of the thesis, including the number of published papers and any related matters such as IP and confidentiality issues that may pertain to industrially sponsored research, with their Supervisor(s).

A candidate and their Supervisor (s) should review Graduate School Board guidelines on PhD by publication (2017) which provide further information can be obtained from the Administrator for Research Degrees.

Decision on format

PhD students, with the agreement of their Supervisor(s), must decide as early as possible, whether the thesis will take the form of a monograph or an article-based submission. For most students, this means at Transfer Assessment stage. Supervisors should guide a student on the potential duration of the peer review and publication processes, as doctoral candidates may not have a good understanding of this and be unduly delayed in submitting. *If included*

publishable articles and/ or unpublished papers, as an alternative, this decision must be discussed with the student, Supervisor and RSP members.

PhD thesis examination process
The candidate must be a registered student of the University at the time when the thesis is submitted for examination. Before the submission of your thesis, you must have satisfied candidacy requirements and made satisfactory progress as attested by your Research Studies Panel. The policy governs the thesis examination process *on Theses in Graduate Research Programmes*
https://www.ucd.ie/graduatestudies/researchstudenthub/researchprogrammes/researchexamination/thesissubmission/#d.en.510257

Please read the guidance on UCD eThesis System from May 2020. Using this system, you will be able to submit your thesis electronically, verify authorship and programme compliance, and track progress through all stages of the examination process.

PhD 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:
https://www.ucd.ie/students/fees/thesis/

The thesis is examined by at least one external examiner and by one or two internal examiners appointed by the Research Degrees Committee in the School and approved by the UCD GraduateResearch Board and UCD Academic Council Examination Committee.   Your Supervisor and School will organise the nomination and approval of your Examination Committee at least three to six months in advance of you submitting the thesis for examination.

A candidate is required to defend a thesis through an oral examination; when the examiners agree, the thesis is satisfactory, the student will be awarded the degree of PhD. 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.

The examination process for PhD by a series of articles is the same as for the monograph style PhD with the examiners making their decision based on the written work and the student's performance in the *viva voce*. Although the student's published articles have been subjected to a peer-review process, this should not be taken as a guarantee of success in the PhD examination.

The UCD Doctoral Degree award descriptor identifies the outcomes required for a PhD degree award (Appendix 3) and in UCD Theses in Graduate Research policy
https://www.ucd.ie/graduatestudies/researchstudenthub/researchprogrammes/researchexamination/vivavoceexamination/

PhD thesis presentation and submission
Ensure you adhere to all guidelines provided by Assessment 'Assessing Graduate Research Theses' and include a thesis submission
https://www.ucd.ie/graduatestudies/researchstudenthub/researchprogrammes/researchexamination/thesissubmission/#d.en.510257

Also, the following School-specific requirements apply:
- o   The thesis should be presented in one volume

***Viva Voce* examination**
A *viva voce* (oral examination) is compulsory for doctoral degrees. The *viva voce* provides you with an opportunity to defend your thesis, and it assists the examiners in deciding whether you have met the requirements for the PhD degree. The Examination Committee will examine:

- The originality of the work described and the theories developed in the thesis
- Your familiarity with the published work of other authors in related areas
- Your ability to summarise the work of other authors and to synthesise a theoretical framework within which to position the work described in the thesis

The viva voce examination will **normally be held within two months of receipt of the thesis by the examiners** (this period is extended due to the availability of all members of the examination panel).

It is the responsibility of the Chairperson of the *viva voce* to make all the arrangements for the oral examination. Viva voce examinations are normally held on campus. The School has facilities to complete a remote viva voce examination if required. Permission is required from the Governing Board.   Further details are available on the graduate webpage using the following link:
https://www.ucd.ie/graduatestudies/researchstudenthub/researchprogrammes/researchexamination/vivavoceexamination/

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

Dissemination of graduate research

Research students are encouraged to publish from their thesis and present their research work at conferences and other appropriate sites for dissemination. Given the intellectual input of Supervisors in shaping the thesis, it is expected that Supervisors will be listed as authors on publications and presentations, with the research student (or graduate) as the first author. However, Supervisors may decline from being named. **Discussion between a graduate student and a Supervisor about a dissemination plan 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 a useful experience and can be an addition to your CV. Students should ensure that they are prepared and familiar with materials if contributing to teaching and discuss with their Supervisor and Research Studies Panel members.

Information on all UCD facilities available (and the UCD PhD Handbook) are located on the UCD Graduate Studies webpage:
https://www.ucd.ie/graduatestudies/researchstudenthub/researchprogrammes/keypointsonresearchprogrammes/phdin anutshell/

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 https://www.ucd.ie/library/

Graduates will find the services and collections of UCD Library the perfect place to start their research and study. There is a deep research collection available in five different libraries as well as thousands of high impact journals to support all disciplines of the University. There are over 3,000 quiet study places in the library, individual study rooms which can be booked in advance by postgraduates, group study rooms and a dedicated Postgraduate Research Centre in the James Joyce Library.

UCD has a dedicated Special Collection Library and a Research Service unit which provides a research repository, digital library, bibliometric support, data management, mapping and more.

The library offers a range of classes including literature searching, using social media for research, mapping, managing your data, using metrics on your CV and using reference management software tools to help you manage your references. For more information, please view the library's schedule.

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 username and password. **Any official UCD email sent to students will be addressed to their UCD Connect address.** It is the student's responsibility to ensure the time-critical email 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. Still, students should note that it is the student's responsibility to ensure that this alternate mailbox is viable.

Your UCD Connect account gives you access to unlimited email and Google Drive combined storage, an integrated Google Calendar, Google+, eLearning resources, software and much more. If you have a smartphone, you can download the free app "UCD Mobile" with a campus map, library catalogue search, directory search, access to Blackboard mobile learn and UCD news. For an overview of the IT services available and solutions to common queries, visit: https://www.ucd.ie/itservices/ or drop into one of two IT centres on campus.

You can also contact the IT Support Helpdesk, email: ithelpdesk@ucd.ie, phone: +353 (0)1 716 2700.

For research-related IT queries regarding hosting and other research specific requirements please visit: https://www.ucd.ie/itservices/ourservices/security/policiesandprocedures/

The student email policy should be accessed here:
https://www.ucd.ie/itservices/ourservices/security/policiesandprocedures/

Requests for leave of absence and degree extension periods
For any requests, please contact the Administrator in the first instance to clarify procedures and submission of documentation: researchdegrees.nmhs@ucd.ie

There are University policies pertaining leave of absence and extensions are available on the graduate studies website and can be accessed here
https://www.ucd.ie/graduatestudies/documentrepository/

Requests must be made formally in writing to the Chairperson of the Research Degrees Committee and reviewed by the Research Degrees Committee in the School and then by the University governing board.   The student is made aware of the outcome by the Research Degrees Administrator.

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:
https://www.ucd.ie/graduatestudies/researchstudenthub/servicessupportsforresearchstudents/

Useful contacts

Administrator Research Degrees
Email: researchdegrees.nmhs@ucd.ie
Tel: 01 716 6409

Director of Graduate Research and Coordinator Graduate Research Seminars
Dr Kate Frazer
Email: Kathleen.frazer@ucd.ie
Tel: 01 716 6479

The School Webpage
http://www.nmhs.ucd.ie/current-students

The Graduate School Webpage
https://www.ucd.ie/graduatestudies/researchstudenthub/researchprogrammes/keypointsonresearchprogrammes/phdin
anutshell/

Appendix 1

Related Approved Policies should be accessed from this link:

https://www.ucd.ie/graduatestudies/documentrepository/

The following policies should be accessed and are listed A to Z and by title:

Approved policies 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
- Stage 1 Transfer Assessment – 'Progression in Doctoral Programmes'
- Recognition prior learning
- Research Integrity Policy
- Student Code
- Student email
- Theses in Graduate Research Programmes Policy
- Withdrawal Procedure

Application for permission to continue in the programme (beyond the prescribed period of registration) must be made to the Research Degrees Committee in the first instance.

Appendix 2

<div align="center">

UCD School of Nursing Midwifery and Health Systems Structured PhD Programme

Progression Stage Transfer Assessment
Revised for 2021 onwards

</div>

Context

Current Academic Regulations (UCD 2019) presents criteria for the assessment of a student's PhD progress.

Expressly, the following Regulations are noted:

7.42 Schools will establish appropriate processes and procedures to monitor the progress of individual PhD students registered in the School and to assess each student formally at the end of Stage 1 doctoral studies. These processes and procedures will comply with the regulations and policies of the University and such guidelines as may be agreed from time to time by the University or the Governing Board and should be reviewed at appropriate intervals by the Governing Board.

7.43 The School will establish a Stage Transfer Assessment Panel or Panels to assess the progress of the student and their competence and capacity to complete a doctorate at the end of Stage 1 and any other point in the programme.

7.44 The Stage Transfer Assessment Panel must have the experience and disciplinary expertise to conduct the assessment. The Panel will normally consist of three members of the permanent faculty of the University. The Panel may include a member of the adjunct or visiting staff of the University. The student's Principal supervisor and/or Co-supervisor(s) will not be a member of the Panel.

7.45 The Stage Transfer Assessment Panel will base its judgement on:
a) a written statement of progress and a research plan from the candidate;
b) review of the student's recent RPDP report;
c) a written progress report from the Principal Supervisor; and
d) an interview with, and presentation by, the candidate

Stage Transfer Assessment Requirements
The Research Degrees Committee reviewed current requirements in our School and decided to provide greater flexibility in arrangements for students who will be presenting for assessment from June 2021[2].

The Research Degrees Committee wish to draw attention to the following:
● A student's progression is assessed at Transfer Assessment.
● A student's study is developed over time and agreed with their Supervisor and Research Study Panel.

---

[2] Students due to submit documentation in January 2021 will be consulted via their Supervisors and provided with both options. Students will not be impacted by any revision, and are supported and guided by their Supervisor.

- An Assessment Panel is not asked to assess a chosen method, for example. Feedback and suggestions are constructive for a student, a supervisor and a Research Studies Panel.
- A range of alternative and broad methodologies are adopted in our School and UCD; therefore, a one size fits all approach to assessment and submitted documentation is limiting students and supervisors.

Current and Revised Processes

Current	From 2021 Requirements- specifics
1) an Introduction, 2) a literature review, a systematic review 3) a chapter detailing research design. A theoretical framework They are submitted one month in advance. No word limit	A written statement of progress: 1000 - 1500 words indicative - A narrative statement that indicates learning since registration. - A critical reflection and the impact of learning and engagement. Students can draw on examples including modules completed, presentations, research integrity training, transferable skills undertaken, attendance and engagement with research seminars, as evidence of learning. Research plan: 3000 to 5000 words indicative A student - submits a research proposal format for their research plan, including a Gantt chart. - includes an additional section to identify developments in the proposal from an initial proposal submitted for registration to the PhD programme. - Demonstrates the critical thinking that has occurred from the initial plan for their study. A list of all modules, presentations, training and transferable skills learning should be included with a copy of RPDP report* from the last RSP meeting and a Professional Development Self- Assessment Sheet) as an Appendix. (maximum limit 10,000 words of submitted materials including Appendices). *not included in word limit due to pre populated text in form. Submitted 4 weeks in advance of date of assessment
10 to 12 min oral presentation	10 to 12-minute presentation
15 minute Q& A session	15-minute interview
Statement of your progress	

RPDP	Noted above
Supervisor recommendation - not shown until after a student has completed Q&A	Process changing. A progress report is required. No recommendation is permitted. This is confirmed by the Graduate Research Board.
Before presenting for Transfer Assessment, you should have demonstrated evidence of having completed a critical review of the literature. The work that you present must be substantive and written to a high scholarly standard.	Progression will be based on student and supervisor report and supporting additional evidence.
The chapters must be presented per the UCD Policy on Thesis in Graduate Research irrespective of the mode of PhD (monograph or PhD by publication and as per School referencing guidelines.	Electronic submission Table of Contents 1.5 spacing and size 11 font* Referencing using UCD Harvard Indicative word limit for submitted written documents is 10,000 words maximum. This does NOT include the report of the recent RPDP meeting report. (The RPDP meeting report is included as separate to word limit). *Please note that Assessors can enlarge the font on own PC for ease of reading

Revised (December 2020)
UCD School of Nursing Midwifery and Health Systems
Structured PhD Programme
Assessment Panel's Guide for Stage Transfer Assessment

Name of Student	
Student number	
Current Title of Research	
Date	

The Stage Transfer Assessment focuses on two main areas: A)The academic progress of the work to date

B) Reflection of a realistic, feasible research plan that can be completed during the period of registration.

Reviewer's Comments (please address questions as appropriate):

1. Is the aim of the proposed research plan placed in a suitable context?

2. Does the research plan to date demonstrate evidence of originality?

3. Is there evidence of a literature review in development, or a submitted protocol?

4. Does the student demonstrate a developing knowledge of proposed methods to be used in the study (as supported by their Supervisors and Research Studies Panel)?

5. Does the student demonstrate broad engagement with learning, including completion of modules, training, attendance and participation at seminars and engagement with developing their scholarly understanding of doctoral research?

6. Does the work, as presented, appear to offer the capacity to contribute to knowledge and understanding of the topic?
7. Does the student demonstrate the feasibility of their study for PhD level work?
8. Is there a work plan to move from upgrade to completion?
Recommendations (see the latest version of Academic Regulations 7.46)
General Comments and Feedback for Student (Supervisor and Research Study Panel)

Academic Regulations (2020/2021)

7.46   The Stage Transfer Assessment Panel will make one of the following recommendations to the Governing Board:

a) that the student should progress to the next stage or year of the doctoral programme;
b) that the student should not progress to the next stage or year of the doctoral programme, and that:

i.   the student should re-submit for assessment within six months (with an indication of the month/year in which the subsequent formal assessment of progress will take place);

ii.   the student should apply to transfer to another graduate programme utilising, where appropriate, any credits already accumulated within the doctoral programme;
In line with the University's continuation policy and procedures, a

iii.   recommendation be made to the Governing Board that the student's registration be discontinued

Additional guidance for Stage Transfer Assessment (for illustrative purposes)
- A student may have published a systematic style of the protocol. This can take months to develop. During an interview, they can be asked about crucial literature. Is there engagement and progress with a PhD evident?
- A student may not have a conceptual framework submitted. They can be asked about what is conceptually driving their study. This may change depending on what they find when they complete their systematic literature review.
- A student may present a plan for a study design/ method that is incomplete. This may be due to their need to develop and confirm only after completion of their systematic literature review.
- A student may have submitted an ethics application for a part of their study. This can be submitted as part of their evidence.
- A Supervisor's recommendation is a crucial document. Supervisors may accompany their student to receive post-STA outcome and feedback. (An Assessment Panel can present its decision and rationale if it differs from the Supervisor's written report).
- A Supervisor is ultimately responsible for the supervision of a student they have nominated to a Research Degrees Programme.
- Re-assessment is possible, as noted in Academic Regulations 7.43.

Appendix 3

Doctoral degree module descriptor

Title	Doctor (MD, PhD, DN, DM, DGov, DVMS, DEdPsych)
Class of Award	Major
Purpose	This award is characterised by a significant original contribution to scholarship, based largely on a major research project which is also complemented by the development of a range of transferable and professional skills. It may be used for career progression to advanced levels of academia and research.
Level	10
Volume	Large
Knowledge – breadth	A coherent understanding of the problems at the forefront of knowledge and potential approaches and solutions, as well as in-depth knowledge of the relevant scholarship in a particular field or discipline.
Knowledge – kind	A contribution through original research which extends the frontiers of knowledge by developing a substantial body of work, some of which merits national or international refereed publication.
Know-how and skill – range	• The capacity to recognise and evaluate problems; • Original autonomous thinking; • Capacity for critical analysis, reflection and evaluation; • Understanding and application of basic principles of project and time management, presentation skills and working in a collaborative capacity.
Know-how and skill – selectivity	• Critical analysis, evaluation and synthesis of new and complex ideas; • Formulation and application of solutions to research problems and effective interpretation of results; • Ability to promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge-based society.
Competence – context	• Make a significant contribution to the application of knowledge and skill, including in novel contexts; • Exercise personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent contexts.
Competence – role	• Communicate results of research and innovation to peers; • Engage in critical dialogue both within academia and in other relevant contexts; Lead and originate complex social processes.
Competence – learning to learn	• The ability to reflect on the process of learning and achievement and a capacity to plan for personal, educational and career development; • Learn to critique the broader implications of applying knowledge to particular contexts.
Competence – insight	Critical awareness of the global intellectual, social and cultural implications of developments in their own and other's area of research and expertise.
Progression & Transfer	None
Articulation	The Degree of Doctor of Philosophy (PhD) is awarded following successful completion of a programme of supervised research and advanced education and training. This programme may include articulation with a taught or research Masters (NFQ Level 9) programme, where there are in existence formal processes to assess the progress of a candidate and their suitability for advanced doctoral research and training.

25