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University Guidelines for Research Degree Programmes

For research students, supervisors and staff

October 2007

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Preface

NUI Galway is committed to working with its research students to ensure that on graduation they are fully empowered to embark on their future careers and professions. Training in the methods and practice of research promotes the simultaneous realisation that new knowledge depends on appropriate methods of investigation *and* that human knowledge is a continuum. Research training empowers graduates for careers both within *and* without their disciplines — they have thoroughly learned ‘how to learn’.

However, particularly in this age of high specialization, few research projects can be structured to provide graded opportunities for the acquisition of all the generic skills necessary for the optimum execution of the project — or for a future career. Consequently, research training (particularly PhD training) is increasingly seen as requiring associated generic skills courses, and NUI Galway is committed to their provision within new graduate school structures.

A comprehensive consultative process, involving representatives of research supervisors and students from all colleges, and University officers, was undertaken in the preparation of these Guidelines. The Guidelines, the associated revised regulations, and the policies and procedures outlined in them, are intended to facilitate the continuation of high standards in research training at NUI Galway. They are designed to promote the sense of a ‘community of scholars’ that was always common in a good university environment, but which may be at risk as numbers of students increase significantly.

These Guidelines apply to all postgraduate research students who enrol for the first time in 2007-08 or thereafter. They will also apply, on request by the student, to any current postgraduate research student who enrolled for the first time prior to 2007-08.

I would like to acknowledge the input of all of those who contributed to the development of this document and, especially, to record my appreciation of the contribution of Professor Jim Gosling, Director of Quality, who made a particular and valuable input to the development of these Guidelines.

However, these Guidelines will not be efficacious in themselves. A new Dean of Graduate Studies is being appointed, unit postgraduate research committees are being established, generic training courses are being developed for supervisors and students (some with inter-university cooperation), the colleges of the University will have local guidelines to supplement these University Guidelines, and Postgraduate Student Admissions and Records will continue to develop.

Finally, provision will be made for students to give regular feedback which University, College and School officers and supervisors will have regard to, with a view to ensuring that high standards in all aspects of research training are achieved and maintained.

Professor Jim Browne
Registrar and Deputy President
October 2007

1 Preliminary

These Guidelines are intended to be read and interpreted in the context of the main purpose of a research degree programme, which is to advance knowledge and scholarship while facilitating extensive learning in a particular discipline or speciality. Also of direct relevance to all concerned are a number of matters of equal importance:

- The broad educational, cultural and physical development, and well being of the students
- The fostering of a spirit of enquiry, and a culture of scholarship, research and creativity in the students' environments
- The development and maintenance of the highest international standards of scholarship, research and, as appropriate, creativity
- Equality and fairness, with provisions for persons with special needs.

1.1 Purpose of Guidelines

The purpose of these Guidelines is to provide a University-wide context that is consistent with the ethos and Strategic Plans of NUI Galway, in which the development and implementation of local, discipline-appropriate guidelines and procedures are facilitated. In providing this context, these Guidelines also seek to ensure explicitly the basic standards and comparability across disciplines that are necessary to ensure transparency in the University's compliance with good international practice.

These guidelines also operate in conjunction with the 'Regulations for the Degree of PhD' (Appendix 1), forms used in the administration of PhD degree examinations (Appendix 2) and regulations and forms governing research master degrees (relevant section in the calendars of the individual faculties of the University, and Appendices 2 and 3).

Central to the achievement of this purpose is the regular revision of these Guidelines to take account of feedback and evolving practice nationally and internationally (Section 10).

2 Roles of University Bodies and Officers

2.1 Academic Council

As the University body responsible for overseeing all matters relating to the operation of academic activities, Academic Council oversees the operation of postgraduate research programmes, including standards and procedures. Council approves all substantive revisions of these Guidelines and the relevant regulations.

2.2 Dean of Postgraduate Studies

The Dean of Postgraduate Studies, acting with the Secretary for Academic Affairs and the Standing Committee of Academic Council, is responsible for the overall management of the operation of University postgraduate research programmes. As such s/he is responsible for:

1. Making an annual report on the operation of all of the University's postgraduate research programmes to Academic Council (normally at the last meeting of the calendar year)
2. Making such revisions as are necessary to these Guidelines, and preparing and revising all relevant regulations and other documents such as operational procedures and forms
3. Ensuring that feedback from research students, supervisors, local postgraduate research committees and examiners is analysed and considered, and that any necessary consequent changes in guidelines or regulations are drafted and approved
4. Working with the college deans and relevant vice deans to ensure that all local guidelines and procedures conform to those of the University
5. Overseeing and monitoring the operation of the research master and PhD examination processes.

3 Roles of the Colleges and College Deans

While for many colleges a single set of local guidelines etc. meets easily the requirements of all disciplines, in others there may be sufficient diversity of practices and traditions (that are in line with good international practices in those disciplines) to justify the development and operation of distinct protocols. However, to facilitate comparability and the maintenance of good standards, the number of local sets of guidelines should be kept to a minimum.

One area where variant guidelines and specific regulations may be justified is Art and Media Practice, where scholarly exposition in a dissertation or thesis is combined with practice in the creation of artwork or film.

3.1 The College

As the local body responsible for overseeing all matters relating to the operation of academic programmes, each college oversees the detailed operation of postgraduate research programmes, including local standards and procedures. The college approves all substantive revisions of local guidelines.

Starting from the premise that a single (or a minimum) set of guidelines and procedures is sufficient to cover all circumstances in a college, all applications for the approval of variant guidelines are examined critically and, if justified, is approved by the college. Where more than a single set exists, a college monitors all equally.

In the absence of local guidelines formally approved by the appropriate bodies, these University Guidelines apply.

An annual report on the operation of each college's postgraduate research programmes is prepared by the dean (or a designated vice dean, see below) and submitted to the Dean of Postgraduate studies. It is prepared by the middle of the first semester and includes accounts of feedback from research students, research supervisors, local postgraduate research committees and external examiners for the previous year. Taking account of institutionally agreed definitions, each report contains succinct and comprehensive statistics on research student numbers (research master and PhD) including numbers of students under the headings: newly registered, temporarily de-registered, transferred (from 'master' to PhD and vice versa), and

graduated. Also included are current completion rates, completion times and pass and failure rates.

3.2 The College Dean / Vice Dean

The Dean of a college is responsible for the overall supervision of the operation of the college's postgraduate research programmes, but may delegate specific duties and responsibilities to a vice dean

The Vice Dean

In the context of postgraduate research degrees, in each college there is a Vice Dean (possibly the Vice Dean for Research) who is responsible for:

1. Working with the Dean of Postgraduate Studies and the postgraduate sections of Academic Affairs
2. Ensuring that feedback from research students, supervisors, local postgraduate research committees and examiners is analysed and considered, and that any necessary consequential changes in guidelines or regulations are drafted and approved.

4 The Unit¹ Postgraduate Research Committee

Every research student and supervisor has the support of an expert group that is charged with ensuring compliance with basic good practices. This takes the form of a 'postgraduate research committee' (PRC), appointed by the appropriate unit.

4.1 Composition and Terms of Reference

Decisions on PRC membership take into consideration relationships with cognate research institutes and centres, and the mix of research projects in the unit. Inclusion of a member from outside the unit is sometimes beneficial.

Two types of PRC exist within NUI Galway. The first type is a 'single' committee that acts for all research students and supervisors in a unit. The second 'dedicated' type is specific for each student and includes the student's supervisor(s).

A 'single' PRC consists of at least three members of academic staff, all of who are experienced researchers and supervisors of research, and at least one of who has the rank of established professor or personal professor. Normally, the head of the unit is a member.

Each 'dedicated' PRC consists of at least three members, including at least one experienced researcher/supervisor, at least one professor and the student's supervisor(s).

The actual numbers involved and the degree to which the committee is common to all students, has a constant core membership, or is 'unique' for each student is decided locally as a matter of unit policy. Where a staff mentor is allocated to a student s/he may be included in that student's 'single' committee (see also Section 6.5).

¹ Academic school/department, research institute or centre

Every PRC operates under defined terms of reference that accord with these University Guidelines and with agreed local guidelines, and have been approved formally by the unit and by the college.

4.2 Roles

Each PRC works with its assigned student(s) and supervisor(s) to support them in the achievement of original scholarship and research, and in the progression of the student to thesis submission and graduation. To that end the committee:

- Establishes with the supervisor (particularly early career supervisors) that s/he has the necessary expertise to supervise a student in the proposed area, that the project is suitable and appropriate, and that the unit, from an academic and resource point of view, is capable of accepting the student.
- Establishes with the supervisor (and with information provided by the student) that the student has the required academic standing to undertake the proposed research and will be able to deliver on the project. (This last may be particularly relevant if the student must work on the project externally).
- Submits a recommendation to the college that the student should be accepted onto the appropriate research master / PhD programme.
- Acts in an advisory capacity to the student and as an additional source of encouragement (see also Section 6.5).
- Acts in an advisory capacity to the supervisor on academic/technical/ethical/safety matters that arise during the course of the project.
- Monitors informally the total workload of the student (including the research project work, required teaching, additional duties in the unit and other commitments) and, as appropriate, gives advice or intercedes.
- Is available for consultation by the student on any project-related matters.
- Makes recommendations to the unit management committee and to the college on students wishing to progress from a research masters to a PhD programme.
- Advises the student and supervisor(s) when a project is becoming prolonged.
- Acts, in the first instance in a supportive informal way, to facilitate the clarification and resolution of student/supervisor problems at an early stage, and, in the event of a persistent or intractable problem, engages in a more formal way (perhaps with extra external inputs) to find a resolution.
- Acts to ensure the continuity of the research project if the supervisor becomes incapacitated, retires or resigns.
- Advises unit management when action at unit level or higher is deemed necessary because of issues raised by students or supervisors
- Discusses with the supervisor(s) the choice of external and internal examiners and notes the nominees to be considered by the relevant college and by Academic Council. If an examiner is recommended for appointment in spite of an objection from the student, a written rationale for the recommendation is supplied.

4.3 Extra provisions

In order to ensure prompt, effective action and continual improvement:

- In accordance with the agreed terms of reference of the committee, a designated member of a PRC may act on behalf of the entire committee in cases where s/he deems that quick action is essential
- With the aid of feedback from students and supervisors, a PRC's terms of reference should be reviewed regularly.

5 Supervisor(s)

The supervisor is the person who is responsible for providing guidance on the research carried out by the student. Sometimes co-supervisors are appropriate, as for interdisciplinary or co-operative projects. In such cases, a primary supervisor (who is normally a permanent member of University academic staff) must be identifiable. The primary supervisor takes full responsibility for the overall management of the student's training and research project, and for relevant administrative matters.

Supervisors of postgraduate research projects are active scholars and researchers with good records of achievement and publication. They have a PhD in a suitable academic area, or an equivalent record of achievement. All supervisors have availed of an adequate amount of training on student supervision and project management. Heads of unit advise all new staff of this and such training is obligatory for first-time supervisors.

5.1 Responsibilities

The commitment and expertise of the supervisor(s) may be critical to the success of a postgraduate research project. The specific responsibilities of the supervisor include:

- Supporting the student in the development or refinement of a research project and/or plan of work
- Ensuring that the student has been introduced to the members of their postgraduate research committee at the beginning of his or her studies
- Providing advice and guidance about the direction of the research project and the strategies that might be used to achieve the research goals
- Advising the student on his/her specific and generic training needs
- Providing guidance on the standard of work expected for a research master or PhD degree and communicating clearly to the student how s/he is performing, particularly when the required standards are not being met
- Ensuring that lines of communication with the student are efficient, that regular contacts are maintained, and that all important understandings and decisions are recorded and agreed
- Providing a written report (according to the local agreed format) on the student's progress to the PRC and the college at the end of each year. Each report contains the following information:
 - The approximate number, duration and significance of meetings with the student that occurred during the period in question
 - An indication of what the student has achieved during the preceding period

- Communications of his/her work by the student or relevant articles submitted for publication in this period (indicating whether this could have been expected);
- Providing feedback on written or oral presentations that are given by the student
- Providing the student with opportunities to meet other researchers in the field by facilitating his/her attendance at conferences etc. as appropriate and as permitted by resources
- Providing encouragement, advice and assistance with the presentation of conference papers and the publication of scholarly papers emanating from the research project, while ensuring that the student gets appropriate recognition for his/her efforts (e.g., authorship on papers and acknowledgements at seminars etc)
- Ensuring that the research is conducted in a safe manner and to high ethical standards
- Ensuring that adequate supervision is in place for students during any extended periods of absence by the supervisor.

6 The Student

PhD and research master programmes are about scholarship, research and creativity; they involve supervisors, examiners and administrators; and they form an increasingly greater part of universities' activities in meeting the skills requirements of the nation. But first of all they are about students, to whom they offer intellectual excitement, opportunities for prolonged engagement with difficult issues and access to rewarding careers. Preparation of students for the possibility of undertaking a research degree commences at undergraduate level. Graduates need to understand what is entailed in postgraduate research in the context of the range of career paths available to them.

6.1 Entry

Procedures governing the entry of students onto research degree programmes ensure that:

- Suitability criteria are defined for applicants
- Provisions are made to ensure that applicant students from abroad are not disadvantaged
- There are clear and logical regulations in place governing the relations between research masters and PhD degree programmes, and transfers between them
- There are formal definitions of full-time and part-time students that are taken into account in the calculation of fees, project timetables, and estimations of progress and completion times.

6.2 Entitlements and duties

Clarity and parity in entitlements and responsibilities

The overall satisfaction of research students with their conditions is a high priority for the University. In particular, students are concerned not just with the absolute

amounts of their entitlements, benefits and workload, but also in how they compare in these respects to other students in equivalent situations. The importance of the continuation of the tax-free status of standard payments to research students cannot be over-stressed and both grant-holders and students need to be constantly aware of the regulations governing this. Therefore, the following are regulated and monitored:

- Parity of entitlements and responsibilities. Across the University, this is taken into account as local guidelines are prepared, fellowship rates are being reviewed and weightings for different duties or what is permitted under exceptional circumstances, are agreed
- Compliance with the Revenue Commissioners Scholarship Exemption under section 193 TCA 1997 governing the tax-free status of payments to students (which is designed to assist them to complete their studies).

It is essential that the entitlements, duties and responsibilities of the research student be communicated clearly to the candidate. These include:

- Entitlements including stipends, insurance and any additional benefits
- Fees and other charges and whether they are covered by the financial support for the project
- Attendance and reporting requirements,
- Relevant codes of behavior and practice,
- Activities relating to teaching, tutoring, supervision and mentoring.

Duties

Contributing to teaching has traditionally been an integral part of the training of a research master or PhD student. In newer models of ‘research student training’, where even greater emphasis is placed on the acquisition of generic and transferable skills, such participation is an important element in the formation of the research graduate. In many departments in the University it has long been traditional for research students to contribute per week about 6 h to teaching. For example, acting as a demonstrator at two three-hour practical classes per week each semester.

It is University policy that normally (where the programme length is about four years) all PhD students should make contributions *over six semesters or three academic years* to cognate academic programmes, without extra payment. Any significant variation from a central norm of 150 h per year must be justifiable in terms of the total training opportunities available to the student, and kept to a minimum. For students registered for research master degrees, the practice experience required is determined locally, but normally is the same as for ‘early years’ PhD students.

With respect to such activities, which are simultaneously contributing to the formation of the students and to the teaching mission of the University, a number of points should be kept in mind:

- The University is committed to ensuring rich “interrelationships between research and teaching” and that “undergraduate students are exposed to the excitement of research”, and this can only be attained with the large scale involvement of research active staff and postgraduate students
- Quite a wide range of activities may qualify as duties, including taking tutorial groups, demonstrating at practical classes, co-supervising undergraduate projects and student mentoring

- Unlike previous practice in most disciplines, hours may be included that are spent in class preparation, advising, monitoring student projects, and correcting projects, notebooks or essays
- Specific provisions that may be made in local guidelines.
- Particular internal schemes for financing research students who also make agreed, predefined contributions to teaching may have duties and conditions that fall outside the terms of these Guidelines.
- For students who are self-financing and not benefiting from a tax-free exemption, payment for all tutoring, demonstrating and supervision duties is allowed.

6.3 Responsibilities

Success in postgraduate research requires commitment, dedication and a willingness to accept constructive criticism and expert supervision. In particular, each research student accepts full responsibility for all the contributions that s/he is expected to make, for example:

- Becoming familiar with the University and local guidelines pertaining to postgraduate degrees
- Acquiring the special and generic skills necessary for the project and for preparation of the thesis
- Working sufficiently and effectively on the project
- Becoming familiar with norms and guidelines on issues of direct relevance to the communication of research findings such as plagiarism and the correct usage of quotations, and the importance of the explicit acknowledgment of the work of others
- Communicating progress and difficulties regularly with his/her supervisor and the relevant postgraduate research committee
- Recording accurately and carefully in the required formats all relevant tasks being carried out, and producing timely progress reports as required
- Participating in relevant academic tutoring, demonstrating and other teaching assignments where these are agreed.

6.4 Facilities

The facilities required for a particular research project may vary greatly. Increasingly however, direct access to complex instrumentation, a cohort of skilled coworkers and a large annual consumables budget are prerequisites. Therefore,

- Research students are not recruited unless the minimum facilities and consumables required for the completion of the proposed project are available.
- The James Hardiman Library, Computer Services, Buildings Office and other relevant University services and support suppliers are informed prior to recruitment of anticipated increases in research student numbers, and of any special requirements.

6.5 Support and Mentoring

While the most important support that a research student can be given is a working environment with a dynamic culture of scholarship and research, and an inspiring supervisor, other measures are beneficial, including:

- Clearly expressed normal and minimum degrees and frequencies of consultations between a student and his/her supervisor(s)
- A designated mentor (other than the supervisor) who is a member of University academic staff, is suitably competent, and in a position to encourage and advise the student. More detailed or alternative mentoring arrangements are described in local guidelines
- Opportunities for students to spend a period of time at another relevant institution in advancing the project; particularly students whose project is locally unique with respect to its subject and/or methodology
- Supplementary support measures and training for students from abroad and students with special needs.

6.6 Induction and Development

Formerly, when numbers were very small, students learned much informally in small academic communities. Nowadays, because of greater student numbers, more formal induction programmes and supports for professional development are necessary. In addition, funding agencies are increasingly requiring substantial minimum supports for research students.

Induction

Every student has timely access to an induction programme, participation in which is obligatory. Where necessary, these are available at least twice each academic year.

An effective induction programme promotes awareness of all aspects of the relevant research masters and PhD programmes, including the preparation of research plans, performance monitoring and examination procedures. What may constitute a 'reasonable workload' and 'standard attendance' are also discussed. In addition, students' teaching duties, their rights and responsibilities, potential intellectual property issues, the rights and responsibilities of supervisors, plagiarism, safety and ethical considerations, definitions of research misconduct, basic work conditions and regulations, and the supports available from careers and other student services are explained.

Development

The generic and special skills most valuable to working professionals correspond largely to those skills required by research students for their projects. Therefore, the professional development of research students in preparation for their future careers, will always support the research in hand.

In cooperation with national initiatives, NUI Galway and its constituent colleges are developing a structured programme of professional development with opportunities for skills acquisition for research students. This will include:

- All relevant health and safety procedures and issues
- All appropriate, basic skills including, as necessary, writing, document processing, data processing, presentation, statistics etc.

- Training in research methodologies and good research practices relevant to specific broad disciplines. This is provided in ways appropriate to the numbers of students concerned
- For students who are to undertake fieldwork, the necessary training in the appropriate skills related to their discipline and project
- As students progress through their research projects, training (formal or informal) on (and/or supervised experience of) applying for grants and writing articles for publication in peer-reviewed journals etc.
- When research students are also to be employed as tutors or demonstrators, compulsory basic training in appropriate teaching and supervisory skills, with a sufficiency of such training given in advance of the commencement of teaching.

7 Monitoring Progress

As with other sections of these guidelines, many specific details are decided locally to ensure that fundamental discipline-specific matters are allowed for.

7.1 Initial Measures

There is an initial formal meeting between the student, the primary supervisor and any co-supervisor(s), at which:

- The proposed programme of research (or the process leading to definition of the student's research project) is explained and discussed in detail, with attention given to expected standards of work
- Monitoring procedures to be clarified
- Consideration is given to any questions and concerns that the student may have.

A plan of research is developed, and agreed jointly and formally by the student and the supervisor(s) as early as is feasible, and reviewed regularly and as necessary.

7.2 Monitoring of progress

Effective supervision and monitoring of research students depends on regular, informal communications between students and their supervisors, but more formal, minuted meetings are also necessary.

There is a formal early review of each student's progress after the student has been registered for about six months (and, in any case, within the first year for full time students). The PRC conducts this review, with inputs from the student and supervisor(s). Usually progress is found to be satisfactory but, in cases where the engagement and/or commitment of the student are found to be wanting, the student is given formal notice of this.

Normally, formal reviews of a research student's progress by the PRC are carried out after about six months, after about 12 months and (for PhD students) at least annually thereafter. Simple local procedures for such reviews ensure clarity and transparency, and a brief written record is maintained for each review. Full records, correct procedure and formality are especially important when important decisions must be made:

- When a 'PhD track' student registers initially for a research masters' degree, a recommendation on suitability from the PRC is necessary before an application by the student for transfer to registration for a PhD can be considered by the relevant college.
- Based on careful consideration of progress reports to date, inputs from the supervisor(s), responses from the student, and inputs from any other appropriate source; a PRC may require, on the grounds of unsuitability, a student to leave a research degree programme, or a PhD student to re-register for a research master degree. Normally, the committee gives timely advance notice of such a possible outcome to the student and supervisor, and, with the student, has already sought an agreed transfer to a suitable alternative programme.

Regular informal and non-regulatory mechanisms for the communication of progress by a student are as important as more formal procedures. These often take the form of research group/departmental or more public presentations of interim results and findings.

7.3 Decisions on timing of submissions for examination

All students are advised explicitly that a positive recommendation on readiness from his/her supervisor(s) is necessary before a student's thesis can be accepted for examination.

7.4 Appeals and complaints

A student should feel free at any time to approach for advice his / her supervisor, a member of the PRC, the head of the unit, the vice dean for research of the college or indeed the dean of the college.

At any time also, a student may make an informal complaint related to his/her project or its supervision to the PRC or to a member of the committee given this role. If, following informal mediation, the issue is not resolved to the satisfaction of the interested person(s), s/he may make a *formal* complaint to his/her PRC.

A student can appeal any formal decision made by his/her PRC to the dean of the college.

8 The Thesis

Norms as to the formats of research master and PhD theses vary. In general, thesis formats, structures and layouts that are consistent with readability and compactness should be required or encouraged.

- Acceptable formats, normal length and other attributes of master and PhD theses are outlined in the University Regulations (Appendices 3 and 1, respectively) and may be specified in more detail in local guidelines.
- Deadline dates for thesis submission (with estimates of normal time allowances for examination etc.) and expected associated graduation dates are publicised by all faculties. (For research master degrees, see also Appendix 3.)

9 Examination of Candidates for Research Master Degrees

The examination of an applicant for a research master degree is focused on the learning and achievements of one student working on a unique project. Therefore, it requires the individual attention and expertise of two examiners. The current general information document is included in full as Appendix 3.

9.1 Criteria

To be awarded a research master degree, a candidate student must demonstrate that, in pursuance of an agreed project, s/he:

- Has made a contribution to understanding or knowledge
- Can display an appropriate depth and breadth of understanding of the relevant field(s) of study and
- Has gained a corresponding level of expertise with respect to relevant methodologies and techniques.

Evidence as to whether or not these criteria are met will be found in the thesis and oral examination is not normally required.

9.2 Arrangements

The smooth operation of the examination process depends on all concerned understanding their roles, and on defined procedures.

- Local guidelines, approved by the relevant college, may include a clear step-by-step description of the whole examination process from start to final approval of the examiners' report(s)
- For each college, feedback on the examination process is sought routinely from all students and examiners and summarised in an annual report to the college and Academic Council.

9.3 The Examiners

The examination of a research masters thesis normally involves two examiners, one external and one internal. The candidate is informed of the appointment of examiners and overall arrangements as they are made; and may express relevant opinions via the postgraduate research committee and/or directly to the supervisor. While providing a rationale for doing so, a candidate may object to the appointment of a particular examiner.

All examiners are requested to declare any potential conflicts of interest that they may have with respect to the examination.

The External Examiner(s)

The external examiner is normally the current undergraduate external examiner, although this is dependent on the discipline in question. If particular expertise in the field of study relevant to the project is required, application is made to Academic Council for the appointment of a specific external examiner. Because of their specific expertise and extra institutional perspectives, external examiners have a critical role.

The Internal Examiner(s)

Normally, the internal examiner is an experienced lecturer or professor. Colleges may require appropriate training for internal examiners, particularly first time examiners.

The central role of external examiners should not take away from the role of the internal examiners, who are in a position to act to maintain consistently high internal standards.

The role of the Supervisor

Normally, the supervisor also has an important role to play during the examination in terms of its organization and in the provision of advice to the examiners.

9.4 Oral Examination

If an oral examination of the candidate is required (either because it is normal practice in a particular discipline area, or because it is requested specifically by the examiners) it is organised like the oral examination for a PhD degree (see Section 10), but normally would be significantly shorter. If significant travel or inconvenience is involved, the oral examination may be conducted as a video conference.

9.5 Examination Report

University level regulations (see Appendix 3) define:

- The characteristics of the report required in the case of examiner unanimity on the examination outcome.
- The procedure that can be implemented in the case of examiner disagreement as to the examination outcome.
- An appeal procedure that can be used by a student or a supervisor in cases of disagreement with the examination outcome.

9.6 Revision

Possible outcomes to the examination include award of the degree but with requirements that corrections be made or that the thesis be revised. Where award is conditional on corrections' being made to the thesis, the supervisor is responsible for monitoring the implementation of these corrections, and the internal examiner is responsible for ensuring that the changes made satisfy the requirements of the examiners.

10 Examination of PhD Candidates

The examination of a student applicant for a PhD degree, coming at the end of three or more years of intense study/research/creativity, needs to be a sophisticated and carefully considered process.

10.1 Criteria

To be awarded a PhD, a candidate student must demonstrate that, in pursuance of an agreed project, s/he:

- Has made a significant contribution to understanding and knowledge
- Has completed work that is suitable for publication in whole or in part
- Can display an appropriate depth and breadth of knowledge and understanding of the relevant field(s) of study and
- Has gained significant expertise with respect to basic and advanced methodologies and techniques.

Evidence as to whether or not these criteria are met is found in the thesis, but the oral examination is critical to confirmation that the required standards have been achieved.

10.2 Arrangements

The smooth operation of the examination process depends on all concerned understanding their roles, and on defined procedures.

- Local guidelines, approved by the relevant college, include a clear step-by-step description of the whole examination process from start to final approval of the examiners' report(s)
- Except in exceptional circumstances, all PhD candidates are examined orally, with all examiners physically present. However, college or unit guidelines may permit, under defined circumstances, an examiner to participate by means of video conference facilities
- Normally, the primary supervisor is responsible for organising the oral examination and making all associated arrangements
- The person responsible for organizing the oral examination keeps the student informed of arrangements and, as soon as possible, of any unavoidable changes
- Oral examinations take place in a good environment and in a suitable location
- For each college, feedback on the examination process is sought routinely from all students and examiners and summarised in an annual report to the college and Academic Council
- In each college, records of the employment of external examiners are maintained and are available for consultation when new examiners are being appointed.

10.3 The Examiners

The examination of a PhD research thesis normally involves two examiners, one external and one internal, and has two stages: the examination of the thesis and the oral or *viva voce* examination of the candidate.

The candidate is informed in good time when potential examiners and the overall make-up of the examinations board are being considered, and of the arrangements as they are made; and may express relevant opinions via the postgraduate research committee and / or directly to the supervisor. While providing a rationale for doing so, a candidate may object to the appointment of a particular examiner.

All examiners are requested to declare any potential conflicts of interest that they may have with respect to the examination.

The External Examiner(s)

External examiners are chosen for their expertise in the field of study relevant to the project being considered. Because of their specific expertise, external examiners have a critical role and normally lead the oral examination process. If there is more than one external examiner, the whole board selects one to lead the process. A second external examiner is appointed:

- As standard practice, when the candidate is a full-time member of the staff of the University

- When the work to be examined justifies this because of its nature.

The Internal Examiner(s)

Normally, an internal examiner is a professor or senior lecturer, but may be a lecturer if the student's postgraduate research committee included a professor for the period of the student's project. In addition, an internal examiner has broad relevant expertise in the discipline in question and is a sufficiently experienced person with adequate relevant experience and training. Faculties may require appropriate training for internal examiners, particularly first time examiners.

The central role of external examiners should not take away from the role of the internal examiners, who are in a position to act to maintain consistently high internal standards. A second internal examiner may be included:

- When a student's project is multidisciplinary
- When the primary examiner is otherwise suitable but is in need of experience as an examiner.

The role of the Supervisor(s)

A supervisor, as the internal person with the greatest relevant expertise and knowledge of the relevant research area, has an important role to play during the examination, but does not act as an examiner. Normally, the supervisor attends the oral examination but contributes to the process only on request from the external examiner or with his/her permission. The candidate is consulted as to the presence of the supervisor and may choose to be examined in the supervisor's absence.

10.4 The Oral Examination

PhD examinations are intense and demanding exercises and can be very stressful occasions, so it is important that the whole process, particularly the oral examination, run smoothly. University level regulations and forms define:

- The characteristics of the report required in the case of examiner unanimity on the examination outcome
- The procedure that can be implemented in the case of examiner disagreement as to the examination outcome
- An appeal procedure that can be used by a student or a supervisor in cases of disagreement with the examination outcome.

Many details of the procedures used are defined in college or unit guidelines.

However, normally:

- A preliminary short written report is prepared independently before the oral examination by each examiner
- A standard format and timetable are outlined
- A normal maximum length of the overall examination is indicated
- As soon as is practicable after the examination, feedback is given to the candidate.

10.5 Revision

Examiners may require revisions before passing a candidate. Where award of the PhD is conditional on corrections' being made to the thesis, normally the supervisor is

responsible for monitoring the implementation of these corrections, and the internal examiner (in consultation with the external examiner) is responsible for ensuring that the changes made satisfy the requirements of the examiners.

11 Revision of University Guidelines

The efficacy of these Guidelines and their efficient operation in conjunction with college and local unit guidelines, will depend of their regular revision. The officers indicated in Sections 2 and 3 are responsible for each appropriate aspect of the process. Revisions take into account:

- The results of monitoring their operation and the experience of those charged with administering research degrees at the level of the University
- Feedback from students, graduates, supervisors, examiners and members of relevant bodies at college and school levels
- Evolving practice, nationally and internationally.

The Dean of Graduate Studies, working with the Secretary for Academic Affairs, is responsible the revision process itself and the assurance that (as they are developed and revised in turn) local and University policies and practices remain compatible.

Appendix 1: REGULATIONS FOR HIGHER DEGREES ON RESEARCH

The forms mentioned in these regulations are available on line from the Examinations Office (click 'Thesis Submission' at <http://www.nuigalway.ie/exams/>) and reproduced in Appendix 2. Also in Appendix 2 is a timetable for the PhD examination process.

NOTE:

The Regulations here are the official regulations for 2007–08. They update in some respects those in the 2007–08 Calendar due to officially adopted changes since publication of the Calendar. In many places these Regulations place responsibilities on Heads of School and Deans of Colleges/Faculties for formal decisions relating to the approval of students, projects and other matters. In practice, most of the decisions made will be based on recommendations made by the relevant postgraduate research committee (see Section 4.1 of Guidelines above).

REGULATIONS FOR THE DEGREE OF PhD

The PhD DEGREE

The University may grant the degree of Philosophiae Doctor (PhD) to graduates of the University or to graduates of any university, or to students of advanced standing, either within or without Ireland, who have:

- Carried on in the University, research during a period of nine terms and attended such a course of study as may be prescribed by Regulations, provided that the Standing Committee may accept a period of six terms instead of a period of nine terms in the case of any such graduate whose attainments in their opinion justify such shorter course; and
- Complied with such Regulations and passed such Examinations, if any, as may be prescribed.

Entry Requirements and Application Procedures

1. To be eligible to enter on a course of study and research for the degree of PhD, a candidate must have reached a high honours standard at the examination for the primary degree, or presented such other evidence as will satisfy the Head of School and the College/Faculty of his/her fitness.
2. The application of a graduate of this University or of another University or of a student of advanced standing who proposes to enter on a course of study and research for the degree of PhD shall be considered by the relevant College/Faculty on the recommendation of the Head of School in which the course is to be pursued.
3. The candidate's application, if approved by the College/Faculty, shall be submitted for approval to the Academic Council. The title of the thesis or a short description outlining the nature of the work must be provided to Academic Council when the student is being recommended for acceptance as a candidate for

the PhD Degree. If the student's application is approved by the Academic Council, she/he must register as a PhD candidate for the terms prescribed as a minimum.

4. The Academic Council is empowered to withdraw the acceptance of any candidate on the recommendation of the college concerned.

Direction and Supervision

5. The Academic Council on the nomination of the Head of School (and the approval of the candidate's postgraduate research committee) will assign a member of staff to be the primary supervisor of the candidate's research. The name(s) of the supervisor(s) should be forwarded when the candidate's name is submitted by the College/Faculty to Academic Council.
6. Unless permission is given to the candidate by the Academic Council, on the recommendation of the College/Faculty, to work elsewhere under the general direction of the Supervisor, the research for the degree will be carried out in the School mainly responsible for the subject-area concerned but, where the research is inter-disciplinary in nature, there shall be due co-operation between the main School and the other school(s) involved. The Academic Council may arrange for joint-supervision of the thesis. In the case of joint-supervision, one of the supervisors need not be a member of the staff of the University.
7. The candidate shall pursue research for a period of nine terms and also shall follow such a programme of study in the University as may be prescribed by the Academic Council unless, on the recommendation of the College/Faculty, Academic Council may accept a period of six instead of nine terms in the case of any such candidate whose attainments, justify it.
8. The candidate's research must be carried out, and the thesis for the degree must be prepared, under the direction of the supervisor(s). The supervisor(s) should assess the progress of the candidate and, if s/he arrives at the view that the candidate is unlikely to achieve the degree for which s/he is registered, this shall be notified to the candidate's Postgraduate Research Committee, who shall communicate with the candidate without delay,
9. Candidates are allowed six years in which to complete the degree from the date of acceptance. If candidates do not complete the degree within six years from the date of acceptance they must re-apply to the College, presenting justification for an extension.

Examination

General

10. A PhD candidate cannot be examined until the final draft of the thesis has been approved for examination by the Supervisor (using Form EOG 03-05), such approval has been noted formally by the Candidate's Postgraduate Research Committee, *and* the completed form subsequently submitted to the Examinations Office. Where a candidate considers that such approval has been withheld unreasonably, s/he may appeal to the Dean of the College/Faculty.
11. The Supervisor is responsible for the organisation of the overall examination process and for checking that the candidate and examiners have been supplied with the information necessary for understanding their roles and the defined

procedures. The Supervisor also works with the candidate and examiners to facilitate arrangement of the examination at a time convenient to the candidate and examiners and timely completion of the examination process. To that end, the Supervisor will establish the general availability of the proposed External Examiner during the target period for the examination.

- Where there are co-supervisors, the Primary Supervisor is responsible.
- On the recommendation of the candidate's Postgraduate Research Committee, the College/Faculty concerned may nominate another competent person to be responsible.

12. The Examinations Office is responsible for processing the submitted thesis and the subsequent examiners' report. The speed and efficiency with they can perform these tasks depend on the speed and efficiency of the Supervisor, the examiners and the candidate over the different stages of the examination process.

The Examiners

13. The examination of a PhD candidate normally involves two examiners, one external and one internal, and all examiners participate fully in the two stages of the process: (i) the examination of the thesis and (ii) the oral or *viva voce* examination of the candidate. Examiners are approved by the College, by delegated authority from the Academic Council, only after submission of a completed 'Approval of Examiners Form (EOG 03-04).

14. The candidate is informed in good time when potential examiners and the overall make-up of the examination board are being considered. At that stage, while providing a rationale for doing so, a candidate may object to the appointment of a particular examiner.

15. The External Examiner is an expert in the field of study relevant to the thesis. There is a second external examiner only:

- When the candidate to be examined is a full-time member of the staff of the University,
- When the work being examined, because of its nature, justifies this.

16. The Internal Examiner is normally a Professor or a Senior Lecturer with broad relevant expertise in the discipline in question and an adequate combination of relevant experience and training. A second internal examiner may be included:

- When the work being examined is multidisciplinary.
- When the primary examiner is otherwise suitable but is in need of experience as an examiner.

17. Examiners must declare any potential conflicts of interest that they may have with respect to the examination.

Entry to the Examination and Submission of the Thesis

18. If the candidate aims to be conferred at a particular ceremony, the examination process should be initiated at least four months in advance of the ceremony. To be adequate, this timing depends not just on a positive outcome to the examination but also on no significant time-consuming conditions being imposed by the examiners

19. To initiate the examination process, three copies of the Ph. thesis, spiral bound, must be lodged with the Examinations Office. Candidates should follow the directions on format, layout and presentation detailed below.
 - Each copy of the thesis must be accompanied by a summary of the contents, not exceeding 300 words in length.
 - Candidates must lodge at the same time the completed Form EOG 03-05, duly signed by the candidate and by the Supervisor(s), and 'noted' by the Candidate's Postgraduate Research Committee (see also paragraph 10).

The Examination

20. The Oral Examination is arranged at a time that is suitable for the candidate as well as for the examiners, and the candidate is made familiar well in advance with the standard format, timetable and normal length for such examinations in the relevant discipline.
21. Normally, the Supervisor attends the oral examination but contributes to the process only on request from the External Examiner or with his/her permission. The candidate is consulted as to the presence of the Supervisor and may choose to be examined in the Supervisor's absence.
22. As the expert in the area of interest, the External Examiner normally leads the oral examination process. If there is more than one external examiner, the whole board should select one to lead the process.
23. The Internal Examiner acts to maintain consistently high internal standards.
24. Examiners should be aware that their report will not be considered unless received **at least ten clear days** prior to a meeting empowered to approve their recommendation. Such meetings of Academic Council Standing Committee are held approximately one month prior to graduation ceremonies.
25. Although some details of the examination procedures used may be defined in local guidelines, normally:
 - A preliminary short written report is prepared independently before the oral examination by each examiner.
 - The procedure for the oral examination is outlined to the candidate at the beginning.
 - As soon as is practicable after the examination, feedback is given to the candidate.
26. When meeting just before the Oral Examination, the examiners should consult on the implications of their preliminary reports and agree an approach and their respective roles in the examination. Any proposed deviations from the normal model of examination for the relevant discipline must be made clear and the candidate's consent obtained.
27. Where the Examiners are in agreement, they shall submit a joint report (on Form EOG 03-02 for a Master candidate or on Form EOG 03-01 for a PhD candidate) to the Standing Committee meeting, with a view to the award or otherwise of the degree.
28. Where the Examiners are not in agreement, separate reports must be made, and all reports submitted together for consideration to the Standing Committee meeting.

In accordance with the general regulations of the University, the opinion of an external examiner as to the overall result to be awarded to a candidate shall not be overruled unless by decision of not less than two-thirds of all the members of the Standing Committee then in office.

29. The report(s) of the Examiners shall be submitted to the Examinations Office within two weeks of the oral examination, for consideration by the Standing Committee at its next meeting.
30. Where the Examiners have recommended that award of the PhD be conditional on corrections' being made to the thesis:
 - a. The Supervisor is responsible for monitoring the implementation of these corrections, and the Internal Examiner (in consultation with the External Examiner if necessary) is responsible for ensuring that the changes made satisfy the requirements of the examiners.
 - b. The candidate shall not be allowed to graduate until the revised thesis, incorporating the required changes as confirmed by the Internal Examiner(s), has been lodged with the Examinations Office.
31. Where award of the PhD has been recommended and (where necessary) when the Internal Examiner has confirmed in writing that all the requirements of the examiners have been met, the candidate must re-submit a **hard-bound** copy of the thesis to the Examinations Office.
32. A copy of the thesis will be lodged in the University Library. Candidates will complete a Library Submission form (Form EOG 03-03) when lodging the thesis for the PhD Degree. All theses shall remain the property of the University.

Directions on Format, Layout and Presentation

There must be a title page that shall contain the following information:

The full title and subtitle, if any

The volume number and total number of volumes, if more than one

The full name of the author, followed, if desired, by any qualifications

The name(s) of the supervisor(s), school(s)/department(s), institution

The month and year of submission

Table of contents

The Table of Contents, which should not be over-detailed, shall immediately follow the title page.

Format and Layout

The text must be printed on good quality (110 g/m²) A4 size paper with a left-hand margin of 4 cm. A maximum of one-and-half line-spacing, left-justified only, an easily readable layout and double-sided printing are recommended for the body text. More compact formats with smaller font sizes are usually appropriate for certain sections such as reference lists, bibliographies and some kinds of appendices. Pages must be numbered consecutively, with page numbers located centrally at the bottom, and chapter headers at the top, of each page. Diagrams, graphs, photographs and tables should be properly located in relation to the text.

Binding

The copies of the thesis presented initially for examination may be spiral or gum-bound. The copy of the final bound thesis lodged in the University Library must be bound within boards with leaves permanently secured. The cover bears the title of the Thesis, author's name, degree awarded and the date of submission. The spine bears the author's name, the degree awarded and the date of submission.

REGULATIONS FOR OTHER HIGHER DEGREES ON RESEARCH**MASTER DEGREES BY RESEARCH**

See Calendars for individual Colleges/Faculties and Appendix 3.

Appendix 2: TIMETABLE AND RELEVANT OFFICIAL FORMS

The forms below are available on line from the Examinations Office (click 'Thesis Submission' at <http://www.nuigalway.ie/exams/>).

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Examination Timetable	
Timetable for PhD Examination Process	30
The Forms	
1. Approval of Examiners Form (EOG 03-04)	31
2. Approval for Examination Form (EOG 03-05)	33
3. Report of the PhD Examiners Form (EOG 03-01)	34
4. Report of the Master Degree by Research Examiners Form (EOG 03-02)	36
5. Library Submission Form (EOG 03-03)	37

Timetable for PhD Examination Process			
Time	Stage of Process, references¹	Responsible	Form, document
Prior to submission of thesis	Appointment of examiners G9.3/10.3, R13–17	Supervisor (College/Faculty, Academic Council)	Form EOG 03-04, completed
Time zero (at least four months before target graduation date)	Submission R18–19	Candidate, Supervisor, Unit Postgraduate Research Committee	Copies of softbound thesis, Form EOG 03-05, completed
Plus about two months	Examination G9.4–9.5, R20–31	Candidate, Examiners, Supervisor	Form EOG 03-01 ² , completed OR individual reports in cases of disagreement
	Formal decision R27–29	Standing Committee of Academic Council (Meets at least five times per annum)	Form EOG 03-01 ² , completed OR individual reports in cases of disagreement
(Variable)	Revision ² G9.6/10.5, R30–31	Candidate, Supervisor, Internal examiner	Hard-bound (revised) thesis
	R32	Candidate	Library Submission Form EOG 03-03, completed
About four months	Graduation	Candidate	Graduand's degree parchment.

¹Numbers preceded by 'G' refer to sections in Guidelines and by 'R' to sections in the Regulations (Appendix 1).

²The durations indicated will depend on the time needed for any required revision of the thesis.

EOG 03-04

OLLSCOIL NA hÉIREANN, GAILLIMH
NATIONAL UNIVERSITY OF IRELAND, GALWAY
THE PHD DEGREE

APPROVAL OF EXAMINERS

(in accordance with Regulations for the Degree of Doctor)

Surname: _____ First Names: _____

Student Number: Faculty: _____

Other Degrees:

Title of Thesis:

NUI Galway PhD Record

Academic Year	Indicate whether 1 st , 2 nd , 3 rd year etc. of PhD	Indicate whether Full- Time / Part-Time

Please note: Candidates are allowed six years in which to complete the Degree from the Date of acceptance. Any candidate who wishes to submit after more than six years must seek Faculty approval for an extension of this time.

This section should be completed for students who wish to submit within six years of their initial approval

EXAMINER DETAILS (Only complete if a Special Extern)

External Examiner Name: _____

Address:

Phone: _____ Fax: _____ E-mail: _____

Is the Extern Examiner working in, or closely associated with a Third Level Institution? (*please tick*)

Yes No

If not, please comment on the suitability of the proposed Extern Examiner e.g. their familiarity with examining standards for the PhD degree and also their experience relevant to this role:

Note: If a thesis is being presented by a full-time/part-time member of the University staff, one of the Intern Examiners shall be replaced by a second Extern Examiner

*Second External Examiner Name:

Address:

Phone: _____ Fax: _____ E-mail: _____

Internal Examiner Name:

Address:

Supervisor(s) Name:

Supervisor(s) Address:

Signed _____ Date _____

Head of Department

Please submit completed form to College/Faculty Office.

EOG 03-05

**OLLSCOIL NA hÉIREANN, GAILLIMH
NATIONAL UNIVERSITY OF IRELAND, GALWAY
THE Ph.D. DEGREE**

APPROVAL FOR EXAMINATION

To the Registrar, The National University of Ireland, Galway.

Thesis Titled:

Submitted by Candidate:

I, the Candidate, certify that the Thesis is all my own work and that I have no obtained a degree in this University of elsewhere on the basis of any of this work.

Signed: ----- Date: -----

I, the Candidate's Primary Supervisor, hereby confirm my approval for examination of the final draft of the Ph.D. thesis of title above:

Signed: ----- Date: -----

Also:

Signed: ----- Date: -----

Head of School or Nominee

N.B. This form should be forwarded to the Examinations Office, by the candidate, together with the three gum or spiral-bound copies of the thesis.

Fees Office use only:

Student is ok to submit, no fee issues: Yes: [], No: []

Student owes €470 submission fee to NUI Dublin: Yes [], No: []

Form EOG 03-01

NATIONAL UNIVERSITY OF IRELAND, GALWAY
Examination of Candidate for PhD Degree

REPORT OF THE EXAMINERS

This form should be interpreted in the context of the accompanying Regulations

Candidate name and student number:
Title of Thesis:

Supervisor(s):	Full name with title	Home department or institute
1.		
2.		

Examiners	Full name with title	‘University’ and department
External 1		
External 2 (if any)		
Internal 1		
Internal 2 (if any)		

Oral Examination date:	
------------------------	--

Report:

A typed report, approximately 300 words in length, should be appended and *signed by all of the examiners*. It should comment on:

- The contribution the work performed makes to knowledge and scholarship
- Candidate’s capacity for original and critical thought, and depth and breath of knowledge and understanding of the relevant field(s) of study,
- Candidate’s expertise with respect to relevant methodologies and techniques.
- The extent to which the thesis contains matter suitable for publication
- The structure, written style and overall presentation of the thesis
- The nature of corrections to the thesis required (if any)

If the Report *does not* conclude with a recommendation that a PhD be awarded to the candidate:

1. The areas of weakness and/or under-performance must be made explicit, and
2. Courses of action advised by the examiners before resubmission (or before an application for resubmission can be considered) must be made clear (requirements for extra work, scale of rewriting, rectification of deficiencies in candidates knowledge etc.).

Publication of Work

Are the findings of the thesis are worthy of publication as a work of serious scholarship?

- As a whole
 In part
 Not at all

RECOMMENDATION

- Award
 Award but insist on corrections that are: Substantive Typographical
 Reject, but permit submission of a revised thesis
 Reject (with no recommendation as to re-submission)

Summary of Thesis

This should also be appended. It should be short (50 words maximum) and general, and, in so far as feasible, conveyed in layperson's terms. This summary will form the basis of a brief 'description of achievements' to be read out by the Dean in introducing the graduand at the Conferral Ceremony.

	Signature	Print name	Date
External Examiner			
Internal Examiner			

EOG 03-02

OLLSCOIL NA hÉIREANN, GAILLIMH
NATIONAL UNIVERSITY OF IRELAND, GALWAY

Master Degree by Research
REPORT OF THE EXAMINERS

Candidate: (Print) _____

Title of Thesis: (Print) _____

Oral Examination held? Yes No

(Note: The decision as to whether an oral examination is required should be made by the Extern and Intern Examiners in consultation.)

Report: A short report should be prepared by the External Examiner, in consultation with the Internal Examiner(s), and included in the space below and continued on an additional page if necessary. The report should comment on:

- Quality of research contained in the thesis
- The contribution the thesis makes to knowledge and scholarship
- The written style and overall presentation of the thesis
- Performance of the candidate in the oral examination (if required)
- The nature of minor corrections required (if any)

(Append pages as necessary.)

RECOMMENDATION

- Award Percentage Mark, if appropriate
- Award but insist on corrections* Substantive Typographical
- Reject but permit submission of a revised thesis
- Reject (with no recommendation as to re-submission)

If the report does not conclude with a recommendation that a Master Degree by Research be awarded to the candidate:

1. The areas of weakness and/or under-performance must be made explicit, and
2. Courses of action advised by the examiners before resubmission (or before an application for resubmission can be considered) must be made clear (requirements for extra work, scale for rewriting, rectification of deficiencies in candidates knowledge etc.)

Date: _____ **Name** _____ **Signed:** _____ **(Internal Examiner)**

Date: _____ **Name** _____ **Signed:** _____ **(External Examiner)**

*Inclusion of corrections must be confirmed by the Internal Examiner(s)

EOG 03-03

National University of Ireland, Galway**Library Submission Form**

Full name of candidate: _____ I.D. number: _____

Exact title of thesis: _____

Title of Degree: _____

Major or Minor thesis: _____

Faculty: _____

University: _____

Exam Session: Spring/Summer/Autumn/Winter

Summary or abstract, not exceeding 300 words (to be attached to this form)**Declaration to be signed by candidate:**

I submit this summary for inclusion in any list of theses published by the University or in any publication to which the University may decide to contribute a list of NUI theses accepted for Higher Degrees.

Signed: _____ Date: _____

To the Librarian:

I give permission for my thesis entitled as above to be made available:

- a) Immediately (after Graduation)
- b) After a period of _____
- c) For consultation by readers in the College library
- d) To be sent on temporary loan if requested by another library
- e) To be photocopied in whole, or in part.

(Delete or complete above as appropriate)

Signed: _____ Date: _____

Appendix 3: CURRENT GENERAL INFORMATION DOCUMENT ON RESEARCH MASTER DEGREES

**Ollscoil na hÉireann, Gaillimh/National University of Ireland,
Galway**

Examinations Office
Academic Year 2008/2009

**TO ALL CANDIDATES WHO INTEND TO PRESENT A DISSERTATION,
THESIS OR RESEARCH PROJECT FOR THE PURPOSE OF A HIGHER
DEGREE**

MASTER THESIS LAYOUT

1. A **thesis must be submitted in the registered name**, i.e. the name on the student's ID card, which reflects the name on the student's birth certificate. **Theses will not be accepted by the Examinations Office unless the name on the thesis is exactly as registered.** (i.e. shortened versions of names or names translated into other languages will not be accepted)
2. **There must be a title page which will have the following information:**
 - a) The full title of the thesis and the subtitle, if any.
 - b) The total number of volumes if more than one and the number of the particular volume.
 - c) The full name of the author, followed, if desired, by any qualifications and distinctions.
 - d) The qualification for which the thesis is submitted.
 - e) The name of the institution to which the thesis is submitted.
 - f) The department, faculty or organisation in which research was conducted.
 - g) The month of the year of submission.
 - h) Name of the Head of the School/Department concerned.
 - i) Names of the Supervisor of the research.
3. The **title** should describe the content of the thesis accurately and concisely.
4. The **table of contents** shall immediately follow the title page.
5. The text must be printed on good quality (110 g/m²) A4 size paper with a left-hand margin of 4 cm. A maximum of one-and-half line-spacing, left-justified only, an easily readable layout and double-sided printing are recommended for the body text. More compact formats with smaller font sizes are usually appropriate for certain sections such as reference lists, bibliographies and some kinds of appendices. Pages must be numbered consecutively, with page numbers

located centrally at the bottom, and chapter headers at the top, of each page. Diagrams, graphs, photographs and tables should be properly located in relation to the text.

6. **The front cover should contain the following information**

Title of Thesis

Name of Candidate

Course Title e.g. (MEngSc., MA, MSc etc.)

Year

7. **The Spine of the Thesis should contain the following information:**

Name

Year

Course Title e.g. (MEngSc., MA, MSc etc.)

8. The work shall be accompanied by a **short summary** of the contents and a bibliography of the works consulted in its composition.

9. **All copies of works so presented shall remain the property of the University.**

10. Work on which a Degree in the National University of Ireland, or elsewhere, has already been obtained will not be accepted as the main work for a subsequent Degree. It may, however, be accepted as supplementary work.

11. Candidates will be supplied with a form stating.

“I hereby agree that the copy of my thesis deposited in the Library should be available for consultation under conditions laid down by the Head of the School/Department”.

Candidates will be required to complete this form when lodging the thesis for the Degree.

MASTER THESIS SUBMISSION

1. Candidates for Higher Degrees must register with the Admissions Office at the beginning of the Academic Year.

2. **Theses will not be accepted by the Examinations Office unless the name on the thesis is exactly as registered.** (i.e. shortened versions of names or names translated into other languages will not be accepted)

3. **For Higher Degrees (except for Medical Degrees)** three copies of the dissertation should be submitted to the Examinations Office no later than the dates below. The three copies required include two gum bound copies and one hardbound copy which will be required for Library use (The thesis is submitted to the Library after the graduation). The binding shall be of a fixed kind in which

leaves are permanently secured. A Summary or Abstract not exceeding 300 words is also required.

Please note:

Although the hardbound copy of the thesis will not be submitted to the Library until after graduation, the hardbound copy is still required to be submitted along with the gum-bound copies at the relevant submission date.

4. **In the case of Medical Degrees**, four copies of the dissertation should be submitted to the Examinations Office no later than the dates below. The four copies required include two gum-bound copies and two hardbound copies which will be required for Library use. The binding shall be of a fixed kind in which leaves are permanently secured. A Summary or Abstract not exceeding 300 words is also required.

Please note:

Although the hardbound copy of the thesis will not be submitted to the Library until after graduation, the hardbound copy is still required to be submitted along with the gum bound copies at the relevant submission date.

<i>Summer deadline:</i>		<i>March 20 2009</i>
<i>Except</i>	MD, MCh, MAO	February 2, 2009
—————→		
<i>Autumn deadline:</i>		<i>July 17, 2009</i>
<i>Winter deadline:</i>		<i>August 21, 2009</i>
<i>Except</i>	MD, MCh, MAO.	.June 26, 2009
—————→	MMS	August 21, 2009

5. Upon submission of the thesis to the Examinations Office, one copy is sent to the Extern Examiner, one copy to the Internal Examiner, and one copy of the thesis to the Library after graduation of the student.
6. For Winter Graduation, where the submission date of 21st August 2009 is not met, candidates undertaking **Taught Programmes** may submit the thesis up until 31st August 2009 without incurring Write-Up Fees. However, **unless the examiner's report is returned to the Examinations Office by Monday 12th October 2009, at the latest, the candidate will not be able to graduate at the Winter Conferring 2008/2009** (the date has yet to be agreed but will be in late November or early December 2009). In this instance the candidate will be conferred at the next graduation. Students would be advised to adhere to the thesis submission dates set by their schools/departments.

7. For Winter Graduation, where the submission date of 21st August 2009 is not met, candidates undertaking **Research Programmes** may submit the thesis up until 30th September 2009 without incurring Write-Up Fees. However, **unless the examiner's report is returned to the Examinations Office by Monday 12th October 2009, at the latest, the candidate will not be able to graduate at the Winter Conferring 2008/2009** (the date has yet to be agreed but will be in late November or early December 2009). In this instance the candidate will be conferred at the next graduation. Students would be advised to adhere to the thesis submission dates set by their schools/departments.

8. After examination of the thesis, a short report should be prepared by the Examiners with a choice of the following recommendations:
 - a) Award
 - b) Award but insist on corrections: (specified as 'Substantive' and/or 'Typographical')
 - c) Reject but permit submission of a revised thesis
 - d) Reject (with no recommendation as to re-submission)

8. Candidates who have corrections to be made to their thesis under the recommendation of their External and Internal Examiners must submit **one corrected hardbound copy of their thesis** to the Examinations Office prior to the board meeting for that period. Candidates who fail to do so will not be approved by the board and subsequently will not be able to graduate.

Registrar & Deputy-President - Professor Jim Ward