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**Irish Centre for Human Rights**

**An tIonad Éireannach Um Chearta Daonna**

Guidelines for PhD Students

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# IMPORTANT NOTE

The information contained in this document provides guidance for students on the PhD programme at the Irish Centre for Human Rights. These local guidelines do not cover every aspect of the programme and students must read this document in conjunction with the:

### University Guidelines for Research Degree Programmes

### College of Business, Public Policy and Law Structured PhD Guidelines

The University Guidelines remain the definitive source of rules and regulations with regard to PhD studies at NUI Galway. Students should familiarise themselves with these with the other policies and regulations available on the Graduate Studies website: http://www. universityofgalway.ie/graduatestudies/Current\_Students\_2/guidelines.html.

# GENERAL INFORMATION

## Director of the PhD Programme

The current Director of the PhD Programme at the Irish Centre for Human Rights is Prof Ray Murphy (ray.murphy@universityofgalway.ie) The Director of the PhD Programme in the School of Law is Dr Ioanna Tourkochoriti (ioanna.tourkochoriti@universityofgalway.ie).

## ICHR Contacts List

|  |  |
| --- | --- |
| **Prof. Siobhan Mullally**                                    siobhan.mullally@universityofgalway.ie                Room 208              Ph. 493726 Director of the Irish Centre for Human Rights and Programme Director, LLM in International Human Rights Law  | **Prof. Ray Murphy**         ray.murphy@universityofgalway.ie          Room 103                            Ph. 493081 Programme Director, LLM in Peace Operations, Humanitarian Law and Conflict and Director of PhD programme   |
| **Prof. Shane Darcy**        shane.darcy@universityofgalway.ie Room 202                    Ph 493799 Programme Director, LLM in International Criminal Law   | **Dr. Anna Arstein Kerslake** anna.arsteinkerslake@universityofgalway.ie Room 206                    Ph 493947 Programme Director, BA Connect Human Rights    |
| **Dr. Maeve O’Rourke**              maeve.orourke@universityofgalway.ie       Room  204        Ph. 492097 Programme Director, BCL Law and Human Rights   | **Dr. Ciara Smyth** ciara.m.smyth@universityofgalway.ie    Room 414, Tower 2, Arts/Science Building, South Campus Ph. 492937 Programme Director, LLM International Migration and Refugee Law and Policy                                  |
| **Dr. Ekaterina Yahyaoui  Krivenko** ekaterina.yahyaoui@universityofgalway.ie Room 205            Ph. 492065   | **Dr. Anita Ferrara,**anita.ferrara@universityofgalway.ie Director BA Connect with Human Rights,Room 209 Ph.+353 091 492819 |
| **ENQUIRIES OFFICE****The professional services staff for the Irish Centre for Human Rights are as follows:****Valerie Conroy**Monday, Tuesday 9:15am-1pm, 2:15pm- 4:30pm  Wednesday 9:15am-1pm **Fiona Gardiner**Monday & Tuesday 7am-11am, 11:30am-2:30pm **Laura Fleming**Wednesday, Thursday & Friday  9:15am-1pm, 2:15pm- 4:30pm **Mairéad Ledwith**Wednesday 2:15pm- 4:30pm   Thursday & Friday  9:15am-1pm, 2:15pm- 4:30pm **Please e-mail all your queries to** **humanrights@universityofgalway.ie** |

## Enquiries

Administrative enquiries related to the Centre itself can be directed to the enquiries office (Room 102). Given the volume of information for PhD students that is sent by e- mail, it is vital that the Centre’s administrators have an up-to-date e-mail address and also that students regularly check their NUI Galway e-mail account. Please also ensure that e-mail boxes do not become full so as to avoid the need for resending e-mails once sent. Once registered on the PhD programme, you should write to humanrights@universityofgalway.ie or call to the Enquiries office to ensure that your e-mail contact is added to the PhD mailing list.

Queries regarding registration or payment of fees must be directed to the University’s Postgraduate Admissions or Fees office. Their details are as follows

*Postgraduate Admissions office:*

* Website: http://www. universityofgalway.ie/postgrad/
* E-mail: postgrad@universityofgalway.ie
* Phone: +353 91 495999

*Fees Office contact details:*

* Website: http://www. universityofgalway.ie/fees/
* Email: fees@universityofgalway.ie
* Phone: +353 91 492386

Please note that all academic enquiries should be directed to your supervisor in the first instance, or to the Director of the PhD programme.

## Student Representative

The Student Representative’s function is to liaise with the Centre on behalf of PhD students for any general issues which may arise. A student is chosen from among the PhD students present in Galway to represent the PhD students. The representative attends the monthly staff meetings at which issues can be raised. The current PhD student representatives are Rania Muhareb (R.Muhareb1@universityofgalway.ie) and Beatrice Canossi (B.CANOSSI1@universityofgalway.ie). New PhD students should write to the student representative to ensure that they are included in relevant communications.

## Computer Access

Dedicated work spaces with computers are provided for PhD students in the Hardiman Building, adjacent to the University library. To arrange for a workspace allocation, please contact Olivia Noone in the College office (olivia.noone@universityofgalway.ie). In addition, students at the Centre have access to the general computer suites throughout the University. A limited number of computers are available on a temporary first come first serve basis in the computer suite of the ICHR, which opens from 9.30am every morning, and which is shared with other students at the Centre. Wireless internet access is also available in the room, as well as throughout the Centre and the University campus. Please note that there are a number of computers specifically allocated for the use of doctoral fellows at the Centre. These are funded PhD students who are engaged in a number of tasks and responsibilities under the terms of their scholarship.

## Printing/Photocopying

Printing and photocopying facilities are available throughout the University. Print credits can be purchased online at <https://www.universityofgalway.ie/information-solutions-services/services-for-students/printing/faq/> with a credit card or there are various kiosks situated around the around campus – each student has an account under their log-in details. A photocopy room is also situated in the Centre containing a printer, photocopier and a shredder for any confidential waste paper. If you wish to use the photocopier at the Centre you may purchase copy credits from the enquiries office. Please bear in mind the environmental impact of unnecessary printing and use of paper. With rare exceptions, most documents in electronic format can be consulted without having to be printed.

## Website and social media

The Centre’s website contains a short profile of each PhD student on the programme ([http://www.universityofgalway.ie/irish-centre-humanrights/academics/doctoralcandidates/).](http://www.universityofgalway.ie/irish-centre-humanrights/academics/doctoralcandidates/%29.)

Students should ensure that their profile is on the website and that the information contained there is up-to-date and accurate. Please contact the administrator of the website to have their profile included.

The Centre also maintains a Twitter account (@IrishCentreHR) and a public Facebook profile (https://[www.facebook.com/IrishHumanRights?fref=ts).](http://www.facebook.com/IrishHumanRights?fref=ts))

To join the closed Facebook group, which is available only to students at the Centre (https://[www.facebook.com/groups/ICtHR/),](http://www.facebook.com/groups/ICtHR/%29) please write Dr Kathleen Cavanaugh (kathleen.cavanaugh@universityofgalway.ie). This is especially useful for being in touch with present and former students and for posting any information of interest.

# ACADEMIC INFORMATION

## Induction & Orientation

Orientation and induction programmes are held at the beginning of the academic year. Attendance at these is important, as they provide information on many aspects of the research degree, including the preparation of research plans, examination procedures, the rights and responsibilities of students and supervisors, plagiarism, safety and ethical considerations. The supports available from careers and other student services are also explained. It is also a good opportunity to meet with new and existing students and a social event is usually arranged afterward. Incoming students are informed of these programmes by Graduate Studies upon registration, and further information can be found here: <https://www.universityofgalway.ie/graduate-studies/currentstudents/postgraduateresearchstudentsorientation/>

In addition, the NUI Galway library organises various research sessions which familiarise and assist students with the facilities and electronic resources available at the University. To avail of these sessions, please see: <https://nuigalway.libcal.com/calendar/workshopsevents?cid=8158&t=g&d=0000-00-00&cal=8158&inc=0>

Also for additional information: <https://library.universityofgalway.ie/help/researchhelp/>

## Registration & Additional Modules

Each PhD student at the Centre must ensure that they register at the beginning of each academic year for the program itself. For those undertaking the Structured PhD program, you must also ensure that you register for the additional modules that you will undertake during the academic year. The choice of additional modules must be made in consultation with your supervisor. For those on the structured program, detailed guidance on the requirements of this program are available in the College of Business, Public Policy and Law Structured PhD Guidelines. Please read these carefully.

## Graduate Research Committee

Each PhD student at the University of Galway is assigned a Graduate Research Committee which provides additional support during the course of the programme. Research students and their supervisor have the support of this committee which is charged with ensuring compliance with basic good practices in research degrees. The Committee specifically plays a role in the annual progress review for students and full details of the role of a Graduate Research Committee are set out the *University Guidelines for Research Degree Programmes*. At the Centre, graduate research committees generally include the permanent members of the faculty, excluding the student’s supervisor, plus colleagues from other disciplines as may be relevant.

## Student Responsibilities

Success in graduate research requires commitment, dedication and a willingness to accept constructive criticism and expert supervision. Students have a number of responsibilities once enrolled on the programme, including:

* Becoming familiar with the University and local guidelines pertaining to graduate degrees
* Acquiring the special and generic skills necessary for the project and for preparation of the thesis
* Working sufficiently and effectively on the research 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 acknowledgement of the work of others
* Communicating progress and difficulties regularly with the research supervisor
* 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.
* Notifying the University of any employment or extended periods of absence from the University using the relevant Graduate Studies forms <https://www.universityofgalway.ie/student-registry-helpdesk/leave-of-absence/>

## Student Expectations

Upon commencement of the PhD programme at the Irish Centre for Human Rights, students should arrange an initial formal meeting with their supervisor, at which:

* The proposed topic of research (or the process leading to definition of the research project) is explained and discussed in detail, with attention given to expected standards of work
* Monitoring procedures are clarified
* Consideration is given to any questions and concerns that may arise
* A plan of research is developed, and agreed jointly and formally between the student and the supervisor as early as is feasible, and reviewed regularly.
* Students should bear in mind that expectations and yearly outcomes may vary between supervisors

## Supervisor Responsibilities

The supervisor provides overall guidance and support and can make important and sometimes decisive contributions to the success of a research project. The supervisor can act as a mentor to the student and specific supervisor responsibilities include:

* Supporting the student in the development or refinement of a research project and plan of work
* Providing advice and guidance about the direction of the research project and the strategies that might be used to achieve the research goals
* Providing guidance on the standard of work expected for a PhD degree and communicating clearly to the student how they are performing, particularly when the required standards are not being met
* Monitoring student progress
* Providing feedback on written or oral presentations that are given by the student
* Organising and overseeing the Examination Process.
* Advising the student on various aspects of professional life in academic and related careers, including presentation of research papers, publishing, developing contacts within the field and the search for employment

## Annual Doctoral Seminar

Each year the Irish Centre for Human Rights hosts a week-long doctoral seminar, a collegial and scholarly forum for PhD students at the Centre to present and discuss their research work with peers, staff and visiting scholars. The doctoral seminar takes place after the end of the second term each year, usually in April or May. A panel of invited

experts in the field of human rights, including a graduate of the Centre’s PhD programme, present seminars on their research and lead discussion on aspects of doctoral research. PhD students make short presentations of their ongoing doctoral work for 15 minutes, focusing on the project overall or perhaps on a particular issue. Each student will then respond to questions and feedback from the visiting academics, Centre faculty and fellow students. There is also an important social component to the week for visitors, staff, and students.

All students are encouraged to attend, participate and present at the annual doctoral seminar. For those undertaking the Structured PhD, credit can be gained for presenting at the doctoral seminar in the second and third year of studies. Students should discuss their participation with their supervisor, including the proposed content of their presentation. Details of the doctoral seminar are communicated to the students early in the second term each year.

## Progress Review

The University *Research Guidelines* requires that each student be assessed as to their progress each academic year. The Graduate Research Committee makes a recommendation regarding progression to the College based on a written report submitted by the student and report from their supervisor in accordance with *University Guidelines for Research Degree Programmes*. All students registered on the PhD programme are obliged to submit a yearly progress report, detailing their research progress in the academic year, the outcomes achieved and research goals for the forthcoming year. This report is submitted by completing the form GS030 and submitted to your supervisor, the Director of the PhD programme and the Enquiries office (humanrights@universityofgalway.ie). Students will be informed of the submission date during the course of the academic year. The form GS030 is available here:

<https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/relevantofficialformsforstudents/>

The *University Research Guidelines* also require that students make a presentation as part of this progress review. This presentation aspect may be incorporated into the annual doctoral seminar or separate presentations may be held. This also affords an opportunity for PhD students to discuss matters with the Committee members in the absence of their supervisor.

## Conference participation

Students on the PhD programme are strongly encouraged to attend and present papers related to their doctoral research at academic conferences and workshops. Students from the Irish Centre for Human Rights have previously organised streams at the annual Socio- Legal Studies Association conference, as well as events at the Centre itself. Although the funding is limited, the Centre endeavours to support student participation in conferences by contributing to the travel costs that may arise where possible. Students are encouraged to apply for scholarships that may apply to the particular conference which they wish to attend and present a paper. Those students that are presenting a paper can make a request for financial assistance to Prof Ray Murphy.

## Auditing LLM Classes

Students registered on the PhD programme are encouraged to audit the courses that are offered on the various LLM programmes at the Irish Centre for Human Rights. Students

on the Structured PhD program may undertake LLM courses in order to receive additional credits. Details of the various courses are available on the Centre’s website [https://www.universityofgalway.ie/irish-centre-human rights/academics/llmprogrammes/modules/](https://www.universityofgalway.ie/irish-centre-human%20rights/academics/llmprogrammes/modules/) but bear in mind that not all courses run each year. Students wishing to attend LLM courses should discuss the choice of course with their supervisor and also ensure to contact the individual lecturer sufficiently in advance of the commencement of the course to request attendance. PhD students attending LLM courses are required to undertake the necessary reading and to come to class prepared to discuss and engage.

## Regular PhD Meetings

Regular group meetings for PhD students on the programme are convened periodically, either by individual staff members or by students themselves. Details are circulated by e- mail of these meetings.

## Plagiarism

Any copying of material from work by others, including by directly or indirectly quoting without acknowledging the source, is likely to be deemed an act of plagiarism. In other words, when someone else’s work is used and presented as the student’s own, it is plagiarism. Submitted dissertations are monitored (including with the use of special plagiarism identifying software programmes) and **the penalty for plagiarism can include expulsion from the programme.** Students should take measures to ensure that proper referencing and citations are made.

Please note the following:

1. Where material is quoted from a source, **quotation marks must be used** to indicate the sections of the text being are cited. It is NOT enough to just place a footnote at the end of the quote or paragraph. If the quote is verbatim (that is lifted directly from the text), then **the text must be placed inside quotation marks**. This tells the reader not just that the information has come from another source but that the words provided are the author’s and not the student’s own summary. After each end quote, a footnote is not required.
2. If a statement or argument has been paraphrased from another author (that is, information is taken from an article, book or data analysis by another author but not quoted word for word, but rather summarized in the student’s own words) this text need not be placed within quotes (as it is not a direct quotation) but a footnote must be provided to signal that the argument or data is not the student’s, but from another author.

It may be better to over cite than to under cite and footnotes should be used appropriately, but not excessively. If material is derived from a source other than the student’s own analysis, thoughts or data, then this must be indicated by way of a reference.

## Style

There are a number of styles that are employed in academic writing, such as the Oxford style and Blue Book. Supervisors may request use of a particular style. It is recommended

that PhD students use a recognised style, correctly and consistently. See for example: <http://www.legalcitation.ie/>

The website of the Law School has a style sheet document and a footnote document which might be useful. <https://www.universityofgalway.ie/business-public-policy-law/school-of-law/students/legal-writing/> There are also plenty of sources for assistance with writing (some of which are mentioned in the Law School document).

## Dissertation submission and binding

Dissertations are submitted directly to the Student Contact Centre <https://www.universityofgalway.ie/exams/thesissubmission/> and **not** to a student’s supervisor or other staff at the Irish Centre for Human Rights. It is the responsibility of the student to ensure that the required forms have been completed (including EOG010 and EOG020) in order that they may submit their dissertation. Students must consult the *University Guidelines for Research Degree Programmes* in advance of dissertation submission.

**Electronic copies** of the thesis must *also* be submitted via Blackboard, to which all registered students have access. On the Blackboard page for the PhD programme (LW651 Human Rights), go to ‘Dissertation Submission’ and follow the instructions. Electronic submission allows for the final version of the thesis to be put through the University’s plagiarism software.

The following companies provide thesis binding services:

**Kennys Bindery Tel:** +353 (0)91 709362

13-18 Liosbaun Ind. Est., **Fax:** +353 (0)91 757516

Killkerin Park, **Email:** bindery@kennys.ie

Tuam Road, [http://www.kennysbindery.ie](http://www.kennysbindery.ie/)

Galway

### Print That

NUI Galway

https://printcredit.nuigalway.ie/webcentre/

# HOUSE RULES

Staff and students work together at the Irish Centre for Human Rights to create a warm and collegial atmosphere. PhD students are encouraged to participate in the life of the Centre and to contribute to its positive working environment.

## Cleanliness at the Centre

All staff and students should strive to ensure cleanliness at the Centre. Students should keep any area that is used tidy – computer room, photocopy room, seminar room, toilet etc. It is not the cleaning person's job to clean cups etc. and so students should make sure that any cups or cutlery that have been used each day should be washed, dried and put away. For students organising any event, big or small, and using the seminar room, please ensure that the room is left in good order and that any cups or plates which may have been used at your event are washed dried and put away.

## Recycling

Please recycle as much as possible. There is a large recycling box in the Photocopy room for paper and there are various bins for use around the Centre.

# STUDENT SERVICES

Students should also consult the current edition of the *Student Handbook*:

[http://www.nuigalway.ie/media/graduatestudies/files/university\_guidelines\_for\_research degree\_programmes.pdf](http://www.nuigalway.ie/media/graduatestudies/files/university_guidelines_for_research%20degree_programmes.pdf)

Student Services are committed to enhancing the individual student experience by providing an excellent service which supports the holistic development of the person, thereby enabling each student to achieve their full academic potential. Through valuing, recognising and supporting each staff member and by forging strong alliances within the University Community, Student Services will assist the University of Galway to become a truly Student-centred University. Please go to their site for a full range of services provided: <https://www.universityofgalway.ie/student-services>

The University of Galway website can provide you with a lot of information that you may need during your time here.

## University of Galway Students' Union

<https://su.nuigalway.ie/>

The University of Galway Students' Union is an autonomous body which represents its members' interests in the University and elsewhere. Every student who registers at University of Galway automatically becomes a member of the Students' Union on payment of the Student Levy - a total of over 12,000 members. Members are entitled to numerous benefits including representation and advice from the Students' Union officers, membership of the Students' Union Club (College Bar) and access to a wide range of Students' Union commercial services.

## International Students Office

<https://www.universityofgalway.ie/international/>

The International Students Office was provides excellent help for those of you coming from or based outside of Ireland. They offer a wide variety of services from maps, immigration information, and orientation.

## Registering with the Immigration Service

If you are an E.U. or EEA citizen you do not need to register with the Garda National Immigration Bureau. Students from non-E.U. countries, who intend being resident in Ireland for more than 90 days, must register with the Garda National Immigration Bureau (GNIB). Please check here for further details: <http://www.garda.ie/controller.aspx?page=31>

The GNIB office is located at Unit 2, Liosbaun Industrial Estate, Tuam Road, Galway. The telephone number is 091 768002. The GNIB in Galway provides an immigration registration service.

**To get there on foot** – walk from the University over the Quincenntenial Bridge (bridge over the Corrib river). Turn left at the roundabout (Gort na Coirbe will be on your left and Dunnes Stores on your right). Go to the next roundabout and take the fourth exit off the roundabout (the Marriot Courtyard Hotel will be on your right). The

road will branch to the left hand side. Keep to the left and you will see Unit 2 straight ahead of you. The Immigration Office is located between O’Brien’s Sandwich Bar and Jaycee Printers.

**To get there by bus** - students cannot get a bus directly from the University to the Liosbaun Industrial Estate. You will need to get the Ballybrit bus from Eyre Square. Buses start at 7.30 am and run every half hour up till 6.30 pm after which they are less regular. You can ask the bus driver to drop you near the Ulster Bank on the Tuam Road. Take the entrance road by the Ulster Bank into the Liosbaun Industrial Estate. Walk past Centrepoint Apartments. The Immigration Office is GNIB office is on the right hand side at the end of the road between O’Brien’s Sandwich Bar and Jaycee Printers.

**To get there by taxi** - Another way to get to the Immigration Office is for three to four students to share a taxi from the University. It will cost €2 to €3 each.

If you required a visa to enter Ireland initially, unless you have a multiple entry visa for each time you leave and return to Ireland during your period of study, you will need a re-entry visa. Contact the International Student Officer for further information.

## Health Unit

[**https://www.universityofgalway.ie/health\_unit**](https://www.universityofgalway.ie/health_unit) **Tel: 091-492604**

There is a clinic available on campus for all students. This is located at The Health Unit is located upstairs in Aras na Macleinn (Between Crunch Fitness and Students Union Office) accessible by lift or stairs.

## James Hardiman Library – Term & Summer Opening Hours

You can check online at <https://library.universityofgalway.ie/about/openinghours/>

## Accommodation

A good place to start is the NUIG Accommodation Office, located on Campus.

* <https://www.universityofgalway.ie/student-life/accommodation/>
* Phone: +353 (0)91 492760

The ***Galway Advertiser*** is the free, local newspaper which comes out every Thursday. The weekly accommodation list is available from the Galway Advertiser Office (Eyre Square) every Wednesday afternoon from 2pm - this list is the same as the one that appears in Thursday’s paper – you can get a head start on your hunt this way. The Galway Accommodation Service, located on Forster St, (opposite the Galway Tourist Office). There are also a few websites which you could check:

* [www.daft.ie](http://www.daft.ie/)
* [www.myhome2let.ie/](http://www.myhome2let.ie/)
* [www.findahome.ie/](http://www.findahome.ie/)