



Version 6.0

NUI Galway  
OÉ Gaillimh



**College of Medicine, Nursing & Health Sciences**

**Structured PhD Handbook**



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# **INTRODUCTION & OVERVIEW**

## 1. INTRODUCTION

### 1.1. Overview & context

The College of Medicine, Nursing and Health Sciences offers higher research degrees leading to a Doctor of Philosophy (PhD) [Level 10; ref. [www.nfq.ie](http://www.nfq.ie)] in each of its three Schools.

The College has moved to a new framework for the PhD to ensure the delivery of doctoral education in line with University policy, national guidelines and the significant changes arising nationally and internationally in graduate education. The programme will provide students with transferable and generic skills through a specific programme of structured modules which support the student in their research, increase on-time completion rates and ultimately develop holistically skilled doctoral graduates who are more attractive to industry and research bodies.

The PhD is awarded following successful completion of a programme of supervised research and advanced education and training. The degree will be awarded only where the outcome of the research makes an original and substantial contribution to knowledge and where the candidate has demonstrated the capacity to pursue original research and scholarship.

### 1.2. Purpose of the Handbook

The purpose of this document is to provide Structured PhD students, supervisors and College staff with the necessary information to ensure best practice in the administration of the research degree process **within the College of Medicine, Nursing and Health Sciences (CMNHS)**. Individual handbooks for non-structured PhD students and Doctor of Medicine (MD) students are available from the College website ([click here](#)).

These guidelines should be used in conjunction with the College Calendar ([click here](#)), the University Guidelines for Research Degree Programmes ([click here](#)) and the University General Calendar ([click here](#)).

Where local guidelines and timelines are in place within Schools, disciplines or research groups, they should complement the requirements and processing guidelines outlined in this handbook and the University guidelines.

### 1.3. Attached Documents

Forms and example documents attached to this PDF are highlighted throughout the handbook in **BLUE CAPITALS**. A list of the forms, including all relevant Graduate Studies forms can also be found in [Appendix D](#). To view attachments within the PDF: On the menu bar of Adobe Acrobat, click on View → Navigating Panels → Attachments. The list of attached documents will be listed at the bottom of the page. Click on document to open.

### 1.4. Updates and Document Versions

Updates and changes in policy and procedures will be added to this document and the new version will be uploaded onto the College website ([click here](#)). Please ensure that you refer to the latest version of this document.

### 1.5. General Queries

Please refer all initial and pre-application queries to the CMNHS Prospective PhD / MD Students Guide which can be found on the College website ([click here](#)).

## 2. ROLES OF UNIVERSITY BODIES AND OFFICES

### 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. Academic Council approves all major revisions of these guidelines and the relevant regulations. To find a list of the current members of Academic Council please [click here](#).

### 2.2. Graduate Studies

The Dean of Graduate 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. For contact details please see [Appendix A](#).

### 2.3. 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 following consultation with the Dean of Graduate Studies and the Graduate Studies Board. 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. In the context of postgraduate research degrees, in each College there is a Vice Dean who is responsible for:

- Working with the Dean of Graduate Studies and the postgraduate sections of Academic Affairs
- Ensuring that feedback from research students, supervisors, local graduate research committees and examiners is provided to the Graduate Studies Board.
- The Vice Dean of Graduate Studies chairs the College Graduate Studies Committee (for current membership and terms of reference please see [Appendix C](#) and for contact details see : [Contact Details & Useful Links](#))

### 2.4. The School Office

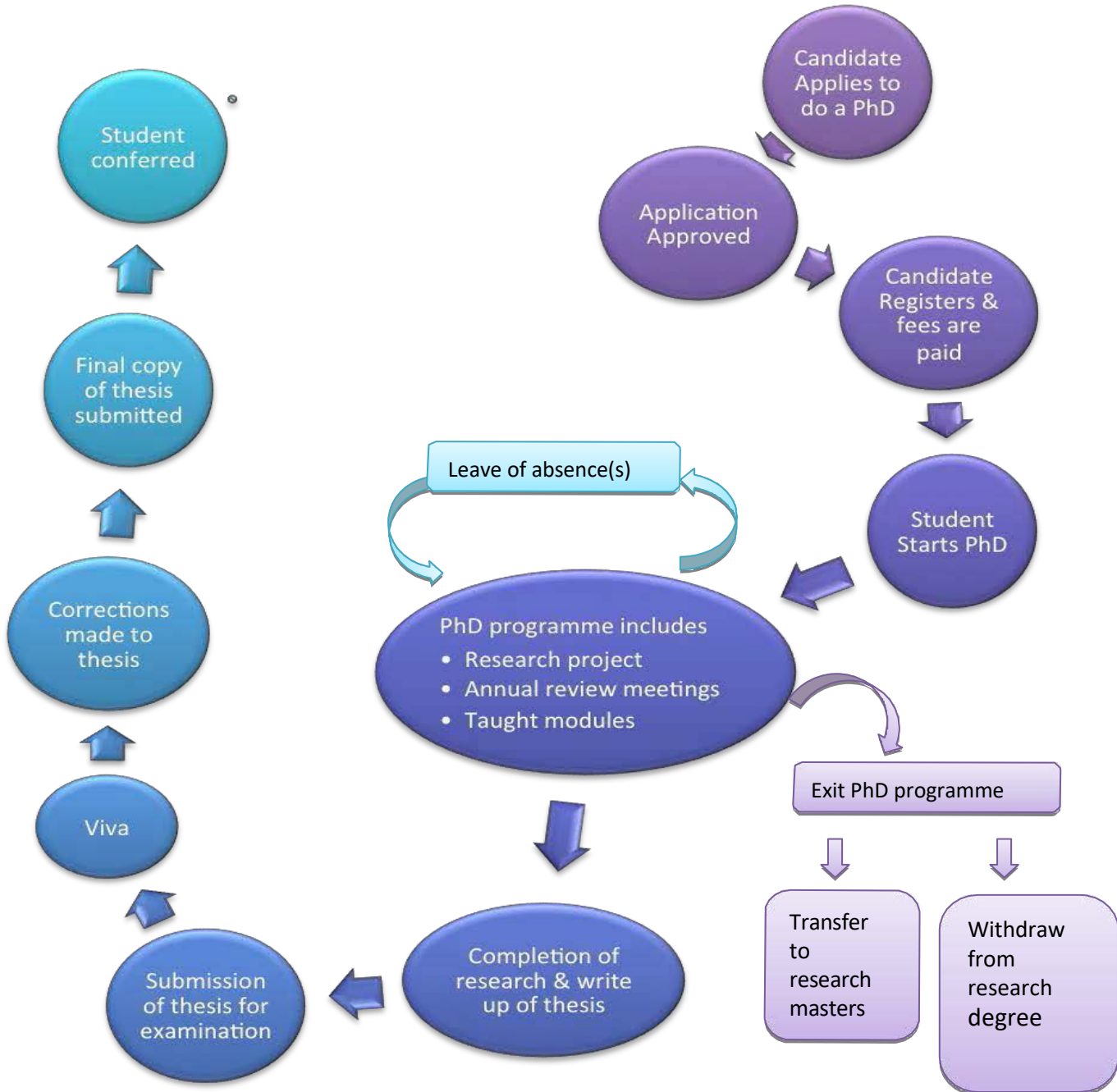
Each of the School Offices shall be responsible for a number of administrative processes central to the support of postgraduate research. The recording of outcomes / recommendations in relation to PhD students at School board meetings shall be a key component but all processes are outlined in the relevant sections.

### 2.5. The Discipline / Research Centre / Research Group

The disciplines/research centres are central to the support and administration of PhD research programmes. Each discipline / group shall identify a contact person(s) who will be responsible, with the relevant supervisor(s), for a number of administrative processes. These processes are outlined throughout the handbook.

### 3. PHD PROGRAMME OVERVIEW

The purpose of this section is to provide a brief overview of the PhD programme and the various administrative and processing steps that can be required during the course of study. At the end of each sub-section there is a cross reference link to the relevant section in the handbook where more detailed descriptions and guidelines can be found. Below is a schema of the progression of a typical PhD from initial application to conferring.



### 3.1. Suite of Programmes

The CMNHS offers PhD degrees across the three Schools. [Appendix B](#) lists the current PhD programmes available within the CMNHS and the relevant Postgraduate Application Centre (CRM RECRUIT) code. These codes are also used on the CRM website to select the programme which a potential student is applying for. For further information on individual programmes, please refer to the NUI Galway postgraduate research courses website for structured PhD programmes ([click here](#)).

The default option is for students to register onto the Structured PhD programme. In exceptional circumstances, when approved by the College, a student may enroll onto the non-structured PhD programmes.

### 3.2. Entry Requirements

#### 3.2.1. The Candidate

Candidates should normally have a high honours standard in a relevant academic discipline at primary degree level or equivalent together with the support of an academic staff member who is approved by the College to supervise the research in terms of its nature and scope.

#### 3.2.2. Additional entry requirements

Candidates may be required to submit a research proposal for consideration by the School/Discipline as part of their application. For student responsibilities and entitlements please see **Section 6** [Student Responsibilities & Entitlements](#)

### 3.3. Application process

All applications must be processed via the Postgraduate Application Centre. Candidates should begin the application process well in advance of an expected start date to ensure that they have completed all the necessary steps. Candidates should not begin their research prior to completion of the application and registration process.

For full details on the process please see **Section 7** [Application onto a PhD Programme Process](#)

### 3.4. Duration

Normal duration is 4 years full time and 6 years part time. In exceptional circumstances, the programme may be completed in a shorter period where there is approval from the supervisor and the relevant School. If candidates do not complete the degree within the due period from the date of registration they must present justification for an extension, have the support of their supervisor and they must re-apply for entry onto the programme to the College.

### 3.5. Supervisor(s)

The primary supervisor(s) is responsible for the overall management of the student's training and research project. The supervisor(s) must adhere to the responsibilities set out in the University Guidelines ([click here](#)).

For eligibility criteria and responsibilities please see **Section 4** [Supervisor & Co-supervisor Requirements](#).

### 3.6. Registration

Registration involves the collection and maintenance of student data and all information is stored centrally in the University on the Student Record System (Quercus). All students at NUI Galway must register at the start of every academic year irrespective of the date they first register.

This is obligatory and it is the responsibility of the student to ensure they are registered correctly for each year of their degree

For full details on the process please see **Section 8** [Registration](#)

### 3.7. Fees

A list of current fees for PhD programmes can be found on the [fees website](#). It is the responsibility of the student to ensure that their fees are paid every academic year. Where the fees are being paid from a research grant or scholarship, both the supervisor and student must ensure all the necessary documents have been submitted to the Research Accounts office. Students are advised to contact the fees office directly to establish what fee amount they are liable for. This is of particular importance for students starting in the middle/end of the academic year or returning from a leave of absence.

Fees can be paid online at the time of registration via the [registration portal](#). Once online registration has closed, students must contact the fees office directly to organise payment of fees. Please note that late fee charges may be charged.

For full details on the process please see **Section 10** [Fees](#)

### 3.8. Module selection and registration

Students on the full time structured PhD programme must complete a minimum of 30 ECT of taught/generic skill modules over the four years of their PhD. Students on the part time structured PhD programme must complete a minimum of 20 ECT of taught/generic skill modules over the six years of their PhD. The student must complete 90 (full time students) or 60 (part time students) ECTs every academic year, of which the majority must be made up of their research project ECTs. Students register for modules via their registration portal for modules they will complete in that academic year.

For full details on the process please see **Section 9.1** [Selection Modules](#)

### 3.9. Induction

An induction session is held in the CMNHS at the start of each academic year. All postgraduate research students are invited to attend but it is compulsory for ALL students on a structured PhD programme. If necessary, a second session will be held at the start of the second semester.

Details will be circulated to all first year students via their NUIG email address

### 3.10. Graduate Research Committee

All postgraduate research students are required to have a Graduate Research Committee (GRC), whose role is to ensure quality of research, compliance with best practice, offer mediation if required and to support and provide advice to the research student and supervisor(s).

For eligibility criteria and responsibilities please see **Section 5** [Graduate Research Committee](#).

### 3.11. Annual GRC meetings

The GRC meets formally to consider student performance at an Annual Review, which normally takes place before the end of June. A GRC report must be submitted for every student unless the student has been on an approved leave of absence of the entire academic year.

In preparation for the GRC meeting the student and supervisor must complete a number of forms and ensure that they are submitted to the GRC prior to the meeting. These forms include:

STUDENT ANNUAL REPORT FORM  
SUPERVISOR PROGRESS REPORT FORM

Template forms can be found attached to this handbook. The deadline for submission of the report is usually the end of May but please be aware of and work to any earlier local (discipline, school, research group) deadlines, which may be in place. Following the annual meeting, the GRC must submit their annual review report(s), the **GRC PROGRESS REPORT FORM**, via the disciplines to the College outlining their recommendation on the progression of the student to the next year of their research degree. The College Graduate Studies Committee shall submit the formal decision on progression. Decisions shall be ratified by the postgraduate examinations board in September annually.

For full details on the process please see **Section 15** [Annual Graduate Research Committee Meetings](#)

### 3.12. Thesis submission, viva and conferring

To be awarded a PhD, a candidate must demonstrate that, in pursuance of an agreed project, he/she has met all of the following criteria:

- Has made a significant contribution to knowledge and scholarship
- Has demonstrated capacity for original and critical thought
- Can display an appropriate depth and breadth of knowledge and understanding of the relevant field(s) of study in the thesis and at the viva examination
- Has gained significant expertise with respect to basic and advanced methodologies and techniques
- Has presented a thesis with the appropriate structure and written style
- Has completed work that is suitable for publication
- Evidence as to whether or not these criteria are met is found in the thesis, but the oral examination or viva is critical to confirmation that the required standards have been achieved.

#### Thesis submission for examination

Two copies (minimum) of the PhD thesis, spiral or gum bound, must be lodged with the Examinations Office together with the required completed documents.

#### Examination

The primary supervisor is responsible for organisation of the overall examination process and for checking that the candidate, examiners and chair have been supplied with the information necessary for understanding their roles. The examination of a PhD research thesis involves at least two examiners, one external and one internal, and has two stages: the examination of the thesis and the oral or *viva* examination of the candidate. It is recommended that the process of identifying the examiners commences 6 months in advance of the intended completion date of the thesis.

#### Conferring

When the examiner reports have been approved by Academic Standing and the student has submitted the final, hardbound and electronic copies, the student will be added to the next appropriate conferring session. Information on the detailed arrangements will be sent to the home address on the student's record in advance of the date of the particular ceremony.

For full details on format and regulations please see **Section 16** [Thesis Submission, Viva & Conferring](#)

## 4. SUPERVISOR & CO-SUPERVISOR REQUIREMENTS

The supervisor(s) is responsible for providing guidance on the research carried out by the student. Responsibilities include (but are not limited to):

- Ensuring that the student has been introduced to the members of their Graduate 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, transferrable and generic training needs and the regulations governing the Structured PhD programme within their College
- Providing guidance on the standard of work expected for a PhD degree and communicating clearly to the student how s/he is performing, particularly when the required standards are not being met
- Monitoring student progress
- Providing the student with opportunities to meet other researchers in the field by facilitating his/her attendance at conferences 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)
- Ensuring that the research is conducted in a safe manner and to high ethical standards

### 4.1. Primary Supervisor

The primary supervisor is responsible for the overall management of the student's training and research project. The supervisor(s) must adhere to the responsibilities set out in the [University Guidelines](#) and fulfill the following criteria:

- be an active scholar and researcher with good records of achievement and publication
- have a PhD in a suitable academic area or an equivalent record of achievement
- In the case of supervisors who have not yet supervised a PhD to successful completion, it is recommended that the supervisory team should include an experienced supervisor
- All research supervisors, are recommended to attend supervisor training as part of their professional development e.g., relevant modules provided by CELT or workshops provided by Graduate Studies Office.

### 4.2. Co-Supervisors

The College may allow for co-supervision of the thesis but in such cases the primary supervisor (who fulfill the eligibility criteria for primary supervisors) must be identifiable. There may be co-supervisors for interdisciplinary or co-operative projects. Also, in the case of co-supervision, one of the supervisors may be drawn from the academic staff of other Universities. Co-supervisory arrangements can also ensure that qualified and promising potential supervisors are facilitated in getting experience of supervision.

### 4.3. Senior Researchers

Senior researchers may undertake graduate student supervision following approval of their application as Honorary Research Lecturers. Persons appointed to Honorary Research Lectureships shall, if requested to do so by the relevant University authority, carry out appropriate student supervision. For further details on the approval process please see [Appendix G](#).

### 4.4. Researcher Staff

The College may assign a member of the University's research staff as primary supervisor of a candidate's research, with a permanent member of the University's academic staff as co-supervisor, where the research being undertaken by the candidate is funded from a research project on which the member of research staff is the Principal Investigator.

#### 4.5. Honorary Clinical Staff

Honorary clinical staff are considered eligible to be primary supervisors for PhD students. Eligibility would apply in the case of research degrees within their area of clinical specialization and on condition that a permanent member of NUI Galway academic staff is appointed co-supervisor.

Honorary clinical staff who act as primary supervisors must adhere to the responsibilities set out in the [University Guidelines](#) and fulfill the following criteria:

- be an active scholar and researcher with good records of achievement and publication
- have a PhD in a suitable academic area, or an equivalent record of achievement
- know and abide by the University Guidelines for Research Degree Programmes and Regulations for Higher Research Degrees

#### 4.6. Supervisors of students based at external institutions

If off-campus for more than 3 months in any academic year, the Student, Supervisor, GRC member, Head of School are to complete form [GS 090](#) (Off Campus Research Student Form, available at [http://www.nuigalway.ie/graduatestudies/Current\\_Students\\_2/forms.html](http://www.nuigalway.ie/graduatestudies/Current_Students_2/forms.html)) and submit to College Office. The Dean and Vice-Dean for Graduate Studies communicate College decision to the next Graduate Studies Board meeting for noting.

Unless permission is given to the candidate by the Academic Council, on the recommendation of the relevant College, to work elsewhere under the general direction of the primary supervisor, the research will be carried out in the School mainly responsible for the subject area concerned but, where the research is interdisciplinary in nature, there shall be due co-operation between the main School and the other School(s) involved. Students who are based at an institution external to NUI Galway for the entirety of their PhD are required to have two supervisors; a primary supervisor and an external supervisor. As a registered NUI Galway student, the primary supervisor (located at NUI Galway) takes responsibility for the student.

The primary Supervisor – located at NUI Galway must fulfill all the requirements as for a primary supervisor within the [University Guidelines](#).

External Supervisor – located at external location where the PhD research will be conducted. The supervisor's academic, research and supervisory experience must be completed in the relevant section of the Recommendation onto a Research Degree (RARD) form when a candidate applies to the College. The supervisor must also be accepted by the relevant School as being appropriate to the research proposed. Please see **Section 7** [Application onto a PhD Programme Process](#) for the information required in the application/approval process.

### 5. GRADUATE RESEARCH COMMITTEE (GRC)

All postgraduate research students within the College of Medicine, Nursing and Health Sciences are required to have a Graduate Research Committee, whose role is to ensure quality of research, compliance with best practice, offer mediation if required and to support and provide advice to the research student and supervisor(s).

#### 5.1. Membership

A GRC will normally comprise 3 members of academic staff, and can have an external member from another University. At least two permanent members of academic staff in NUI, Galway must be on the GRC. Research staff must be appointed as adjunct lecturers before they can be members of a GRC. It is a matter of local policy whether a GRC will be unique for each student, or if a GRC is common to all students in a Discipline. Under University guidelines, a supervisor may not be a member of the GRC for students starting research degrees after September 2013. For longer registered students whose supervisor is a member of their GRC, should it be necessary, the other members of the GRC can meet with the student in the absence of the

supervisor(s), and can make formal recommendations. Membership of a GRC does not preclude an academic who is not the student's supervisor from acting as internal examiner.

## 5.2. Role of the GRC

The committee supports both the student and supervisor and the role of the GRC is outlined in the [University Guidelines](#) and includes, but is not limited to, the following:

- Acting in an advisory capacity and as an additional source of encouragement
- Formally monitoring student progress through an annual review process involving a meeting with the student
- Making recommendations to the College on student progression, module selection and results, re-registration for another degree or exit
- Recommending internal and external examiners
- Becoming familiar with and applying best practice, for example, with policies such as Research Integrity (QA514) and other relevant university policies. Policies and support documents are available at <http://www.nuigalway.ie/research-office/policiesandprocedures/>

## 6. STUDENT RESPONSIBILITIES & ENTITLEMENTS

All students who register as a student of NUI Galway do so understanding that they agree to abide by all the rules and regulations of the University.

Success in graduate research requires commitment, dedication and a willingness to accept constructive criticism and expert supervision. In particular, you must accept full responsibility for all the contributions that you are expected to make, for example:

- 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
- Fulfilling all the requirements if you are registered for a Structured PhD in your College
- Working efficiently 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 acknowledgement of the work of others
- Communicating progress, and difficulties should they arise, regularly with your supervisor and your GRC
- 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
- Disseminating results of your research at conferences and in print
- Becoming familiar with and applying best practice, for example, with policies such as Research Integrity (QA514) and other relevant university policies. Policies and support documents are available at <http://www.nuigalway.ie/research-office/policiesandprocedures/>

### 6.1. University and local guidelines

Students who are registered on a PhD programme in the CMNHS, NUI Galway do so on the understanding that they have reviewed the University guidelines and the CMNHS handbook regulations prior to starting their PhD programme within the College and will abide by these rules and regulations throughout the duration of their programme. For further details please refer to the University Guidelines for Research Degrees ([click here](#)) and general University regulations ([click here](#)).

### 6.2. Teaching

Contributing to teaching is an integral part of the training of a research PhD student. Teaching assists students in the acquisition of generic and transferable skills, and is an important element in the formation of a research graduate. There is an accredited blended-learning training course on demonstrating/tutoring on offer and as this is fundamental to your development, you can register for these without prior permission, whether within a structured PhD or not.

Teaching duties are subject to the following conditions:

- Normally (where the programme length is four years) all PhD students should make contributions over six semesters or three academic years to cognate academic programmes, without extra payment.
- Subject to a maximum of 120 h per year
- Students registered on the structured or non-structured PhD programmes are required to contribute to teaching
- Teaching hours do not contribute towards ECT requirements on the structured PhD programme in CMNHS unless students are registered for a Teaching and Learning module

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

- Quite a wide range of activities qualify as duties, including taking tutorial groups, demonstrating at practical classes, co-supervising undergraduate projects and student mentoring
- Hours may be included that are spent in class preparation, advising, monitoring student projects, and correcting projects, notebooks or essays.

<https://libguides.library.nuigalway.ie/openaccesspublishing/howtosubmitthesistoARAN>

### **6.3. Annual leave**

Full time students are not employees of the University and therefore hold no contract of employment with the University. Annual leave queries / entitlements / approval should be discussed and agreed between the student and supervisor.

### **6.4. Plagiarism, embargos & third party copyright**

Students registered at the University are obliged to make themselves aware of and abide by the current plagiarism, embargo and third party copyright regulations. Students and supervisors should consider any potential embargo and third party copyright issues well in advance of the writing and submission of the PhD thesis.

Some frequently asked question and sample permission request letters are available at <https://libguides.library.nuigalway.ie/openaccesspublishing/howtosubmitthesistoARAN>

### **6.5. External Students**

If off-campus for more than 3 months in any academic year, the student must complete the form [GS 090](#) (Off Campus Research Student Form). Completed forms should be submitted to the College Office for approval by the Dean / Vice Dean of Graduate Studies and the decision will be noted at the next Graduate Studies Board meeting of the University.



# ADMINISTRATIVE PROCEDURES

## 7. APPLICATION ONTO A PHD PROGRAMME PROCESS

There are a number of steps to applying for admission onto a PhD research programme and these may vary slightly depending on when in the academic year a candidate applies. Therefore, it is important that this section is reviewed in its entirety by all students, supervisors and staff.

[Figure 7.1](#) provides an overview of the sequence of steps and [Figure 7.2](#) outlines who is responsible for each of these steps. [Section 7.1](#) should be read carefully to ensure that all the necessary steps are carried out.

**Figure 7-1 Application process: Overview**



## 7.1. Application procedural steps

### 7.1.1. Candidate applies for advertised PhD opportunity or contacts potential supervisor

There are a number of routes by which a candidate can apply for entry onto a PhD programme. Candidates who apply for an advertised PhD opportunity directly with a supervisor or via a scholarship funding call will be required to submit an application of some format. If successful, these candidates should follow the application process outlined below (including step 7.1.2) as these steps are required by ALL incoming students.

Candidates who are interested in pursuing a PhD but who have not applied for an advertised PhD opportunity should, in the first instance, make contact with the relevant academic staff member/potential supervisor. In the event that the potential supervisor is willing to recommend that the applicant be considered, the procedure that must be followed is detailed below.

### 7.1.2. Candidate formally applies via the Postgraduate Application Centre (CRM RECRUIT) website

The candidate registers on CRM RECRUIT, selecting the PhD programme(s) they wish to be considered for. Some programmes, e.g. PhD in Anatomy, are offered via more than one College and therefore candidates must ensure they select the PAC code relevant to the CMNHS. A list of all programmes and corresponding CRM RECRUIT codes for the CMNHS can be found in [Appendix B](#). All required documentation and information for the application must be uploaded onto or posted to PAC (See [: Contact Details & Useful Links](#) for contact details). Do not send documents to the University unless specifically requested

#### Additional application requirements & documentation

- English Language requirements: International accreditation must be from within two years. For current level requirements please [click here](#)
- References: The names and contact details must be provided by ALL applicants
- Transcripts: Certified originals must be provided (posted to CRM RECRUIT) by applicants who are NOT NUI Galway graduates
- Birth certificate and/or passport: Certified originals must be provided by applicants who are NOT NUI Galway graduates
- Candidates can select up to three courses on CRM RECRUIT but they should ensure that they select the correct CRM RECRUIT code for the programmes they wish to be considered for e.g. structured v non-structured or full-time v part-time.

The CRM RECRUIT application does not represent approval or registration onto the programme.

### 7.1.3. CRM RECRUIT system sends 'new application' email

Once a new application is created on CRM RECRUIT, an email alert will be automatically sent to the selected supervisor and discipline contact. The discipline contact(s) shall monitor CRM RECRUIT applications ensuring consideration of applications on a timely manner.

### 7.1.4. Supervisor completes a 'Recommend Admission onto Research Degree' (RARD) form

The **RECOMMEND ADMISSION ONTO RESEARCH DEGREE FORM (RARD FORM)** should contain all the information necessary for the School and College to make an informed decision on whether to offer an applicant a place on the research programme they have selected. It should also contain information needed by central University offices (admissions and registration) to allow them to directly offer the correct type of programme and register the student to the correct discipline.

The following shall be checked:

- start date (it cannot be prior to the date of the CRM RECRUIT application)
- the correct CRM RECRUIT code/programme has been selected
- the discipline selected is appropriate
- all the necessary documents have been uploaded to CRM RECRUIT
- what if any additional criteria are being required and whether an offer will need to be conditional

Please see [Appendix D : Attached example forms and templates](#) and attached **EXAMPLE\_Recommendation onto a research degree (RARD)** form for a copy of the form with explanation and advice on how to complete the form. Once completed the supervisor emails a copy of the form to the relevant School office.

**NOTE:** If applications need to be processed as a priority, the supervisor should seek approval of the application from the Head of School prior to the next School board. The recommendation (signed form) is emailed to the School and College Office with a request to the School office to have the recommendation noted at the next appropriate School Board.

#### 7.1.5. Application is considered by the relevant School Board(s)

The Head of School, with their School Board should assess the following when considering an application:  
is the candidate eligible to apply and fulfill the entry requirements

- has a suitable and eligible supervisor(s) endorsed the application
- has a suitable and eligible GRC been selected

For [external students](#)

- has a NUIG suitable and eligible supervisor(s) endorsed the application
- has a suitable and eligible supervisor, based at the external institution, endorsed the application
- have satisfactory supervisory arrangements between the two supervisors been described
- has a suitable GRC been selected

The School Office shall send the recommendation to the College Office within one week of the meeting. Approval by School board is not final approval or an offer of a place on the programme.

#### 7.1.6. College Office considers application and submits recommendation

If the College approves the application, the office submits the final decision / recommendation to the postgraduate admissions office. If the offer is conditional, e.g. the student is awaiting final year results, the College office will liaise with admissions to inform them when / if the conditions of the offer have been met.

#### 7.1.7. The student is informed of application outcome via email from CRM RECRUIT

If approved, the email confirmation the candidate receives from CRM RECRUIT will include details of how to register and pay fees. This stage represents the formal **OFFER** of a place on the research programme stage, **NOT REGISTRATION** onto the programme in the University. A candidate must receive this email before they will be able to register onto the research programme.

### 7.1.8. Student registers with the University on the PhD programme

The student must formally register with the University before they will be considered to have started their PhD. For details of how to register please see [Section 8.1](#)

As part of this process the appropriate fees must be paid. If a student is self-funded, they must ensure that they pay their fees within the time permitted or late fees may be incurred. For details of how to pay your fees please see [Section 10.1](#). Where a student's fees will be paid from a research account (e.g. from a scholarship or grant belonging to the supervisor) a scholarship form must be completed. Students should liaise with their supervisor to ensure this process is completed and they will also be required to sign the scholarship form. If a student is in receipt of a stipend this information will also be submitted as part of the scholarship form. For details on completing scholarship forms please see **Section 10.1.5** [Scholarship form](#)

### 7.1.9. College confirms offer of place to School Office

Once an offer has been made to the student via CRM RECRUIT, the College Office will inform the School Office. At that time, the School Office shall send the student (cc'd to the supervisor(s) and College) the **CONFIRMATION OF A PLACE** letter as a PDF via email. This letter serves to welcome and provide information to the student but is not confirmation that they registered and/or paid their fees for the programme. The letter and the referenced documents/information therein should be read by the student prior to commencing their research.

Please see [Appendix D : Attached example forms and templates](#) and attached **EXAMPLE\_ CONFIRMATION OF A PLACE** form for a copy of the letter with explanation and advice on how to complete the letter.

**Figure 7-2 Application process: Responsibilities**

### Candidate/Student

- Contact potential supervisor to discuss support for application
- Apply for relevant research programme on CRM RECRUIT
- Upload/post all necessary documents to CRM RECRUIT
- Accept/decline offer
- If self-funded - pay fees
- If not self-funded - confirm with supervisor that fees will be paid via a research account and sign scholarship form
- Register with the University
- Read, retain copies and adhere to University and College guidelines

### Supervisor

- Discuss potential application with candidate
- Complete RARD form
- Seek necessary approval signatures
- Email RARD form to School
- Ensure scholarship form (for stipend and/or fees) is completed and sent to Research Accounts
- Read, retain copies and adhere to University and College guidelines

### Discipline Contact Person

- Monitor CRM RECRUIT applications received
- Follow up with supervisor(s) on any outstanding applications

### School Office

- Present RARD form to school board
- Inform College office of decision within week of School Board
- Send Confirmation of a Place letter after student has been offered place by the University postgraduate admissions office

### College Office

- Review application (RARD form)
- Inform University postgraduate admissions office of decision
- Monitor conditional offers and liaise with postgraduate admissions on whether conditions have / have not been met
- Confirm final decision to the School office
- Maintain central record of all applications

## 8. REGISTRATION

Registration is the collection and maintenance of student data and all information is stored in the University centrally on the Student Record System (Quercus). All students at NUI Galway must register at the start of every academic year irrespective of the date they first register. If students do not register at the start of an academic year, they must request a leave of absence or confirm that they are withdrawing from the programme: See **Sections 11** [Leave of absence](#) or **Section 13** [Withdrawing from a PhD programme](#)

Registration is obligatory and it is the responsibility of the student to ensure they are registered correctly for each year of their degree

### 8.1. New entrants

When an applicant accepts the offer of a place on a research degree, their details are added to the University Student record System. Students will not be able to register until this is done and there may be a delay at peak times of the year. If you encounter an extended delay, please contact [reghelp@nuigalway.ie](mailto:reghelp@nuigalway.ie).

New students should review the latest procedures on the relevant registration [website](#). Below are general guidelines.

#### 8.1.1. Setup your campus account

The student Campus Account provides access to online Registration, Library Services, Blackboard, Results and My Campus. You must activate your Campus Account using a temporary activation password. For new students, your temporary activation password is [galwayDDMM](#) (the word galway followed by the date and month from your Date of Birth). For further information please [click here](#).

When you have activated your campus account you can proceed to register, pay fees and select modules via the [registration portal](#) and subsequently pick up your student ID card.

- pay fees\* (see **Section 10.1** [Payment of fees](#))
- choose modules (see **Section 9.1** [Selection Modules](#))

\*students who have their fees paid from a research grant/scholarship should not have to do this step every year but it is advised that students / supervisors ensure that fee payments correctly leave the research account/scholarship each year to ensure there is no over or under payment. For further details please refer to **Section 10.1.5** [Scholarship form](#)

#### 8.1.2. Activate student mail

Please be advised that all University and College email correspondence will use this email address. It is important, and your responsibility, that you check this email account throughout your degree.

### 8.2. Zero-registered students

Research students who register between the 1st March and 31st August of the academic will be put in year '0' of their programme. At this time, students should follow the instructions outlined in **Section 8.1** but should note that they must first pay the student levy and then proceed to register in person or via [reghelp@nuigalway.ie](mailto:reghelp@nuigalway.ie) as online registration will not be open. They must register and pay fees for Year 1 at the start of the next academic year (September of that calendar year), irrespective of when they first registered. Therefore, students who register on e.g. 25th August must register again in September when registration opens for the new academic year. At this time, students should follow the registration guidelines outlined in **Section 8.5.1**

### 8.3. Non-EU students

Non-EU Postgraduate Students, i.e. full time students from outside the European Union must first go to the fees Office on the 1st Floor of [Áras Uí Chathail](#) to confirm that their tuition fee has been paid. Once this is completed, the student can proceed to the Registration Desk in [Áras Uí Chathail](#) to complete registration.

### 8.4. Late registration

Research students who accept an offer of a place after the close of online registration in that academic year, must first pay fees at the fees office in Áras Uí Chathail and then proceed to register in person or via [reghelp@nuigalway.ie](mailto:reghelp@nuigalway.ie) as online registration will not be open.

### 8.5. Current students continuing to the next academic year

Returning students should review the latest procedures on the relevant registration [website](#).

#### 8.5.1. Continuing to the next academic year of your degree

Students must register online each year (in August – September), for the next academic year irrespective of what month in the year they first registered/started their research degree. Students must:

- register online via the [registration portal](#)
- pay fees\* (see **Section 10.1** [Payment of fees](#))
- choose modules (see **Section 9.1** [Selection Modules](#))

\*students who have their fees paid from a research grant/scholarship should not have to do this step every year but it is advised that students / supervisors ensure that fee payments correctly leave the research account/scholarship each year to ensure there is no over or under payment. For further details please refer to **Section 10.1.5** [Scholarship form](#)

#### 8.5.2. Returning to your degree after a leave of absence

When a leave of absence is approved, a return date is noted. For full details on the process and steps necessary when returning to your studies, please see **Section 11.3** [Return from a leave of absence](#)

#### 8.5.3. Returning after period of de-registration

Students who have not been registered in the previous academic year must seek permission from their supervisor and the College to return to their degree. Failure to register during your degree should not be considered an alternative option to a leave of absence.

### 8.6. 5th year and later PhD students (full time)

Students should review the latest procedures on the relevant registration [website](#)

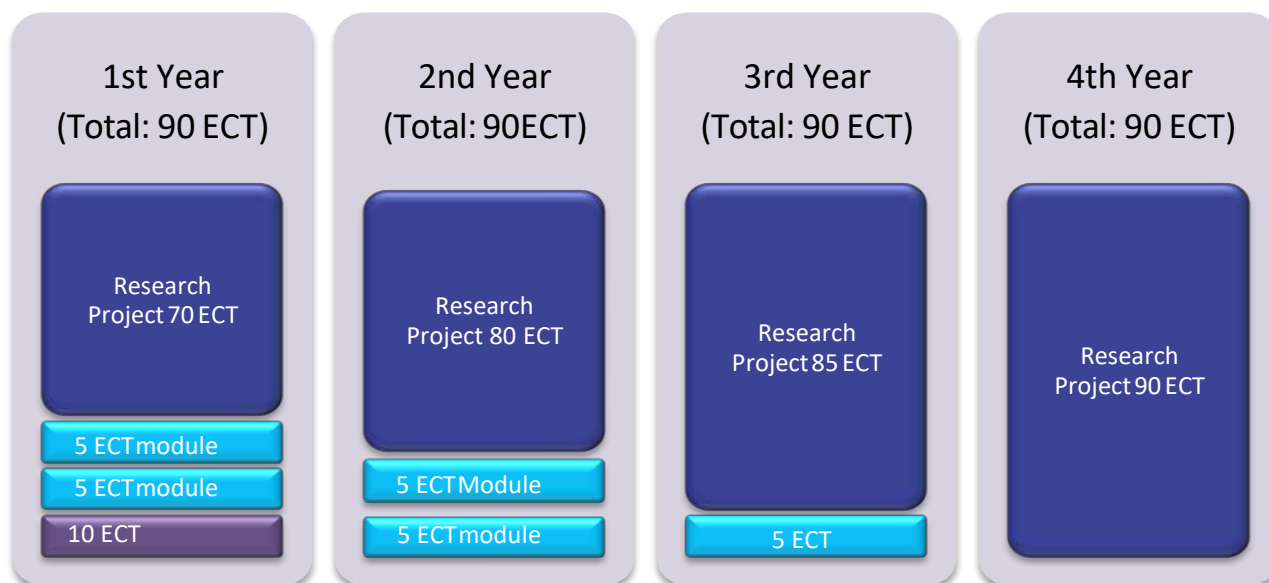
Candidates whose thesis has not been approved for examination within the due period from the date of registration must re-apply to the College setting out justification for the requested extension of the allowed time period.

## 9. STRUCTURED PhD PROGRAMME MODULES

In each academic year students must be registered for 90ECTs (full time students) or 60 ECTs (part time students) which is made up primarily of their research (referred to as research component ECTs) and represents the time allocated to the PhD research project. The core of the structured PhD programme is the allocation of this large quota of each year's ECTS to the research element of the PhD, with a balancing quota of ECTS being made up of taught/generic skill modules taken/completed in that academic year. As the research project component will be the primary focus for the last years of the PhD, it is expected that students will 'front load' the taught/generic modules at the start of their PhD. As such, students would on average take the largest number of modules in their first year which will reduce to none in their final years.

An example programme for a full-time student taking 30 ECTS of taught/generic skill modules is outlined below in [Figure 9-1](#). Each student will develop, in consultation with their Supervisor, a bespoke programme which best supports their research and career development.

**Figure 9-1: Example structured PhD programme (full time student)**



### 9.1. Full time students

Students will choose modules in consultation with their supervisor and this plan must be approved by their GRC. Over the four year full-time degree, 30 ECTS of taught/generic skill modules are required. Therefore, on average a student should complete no more than 2-3 taught/generic modules per academic year.

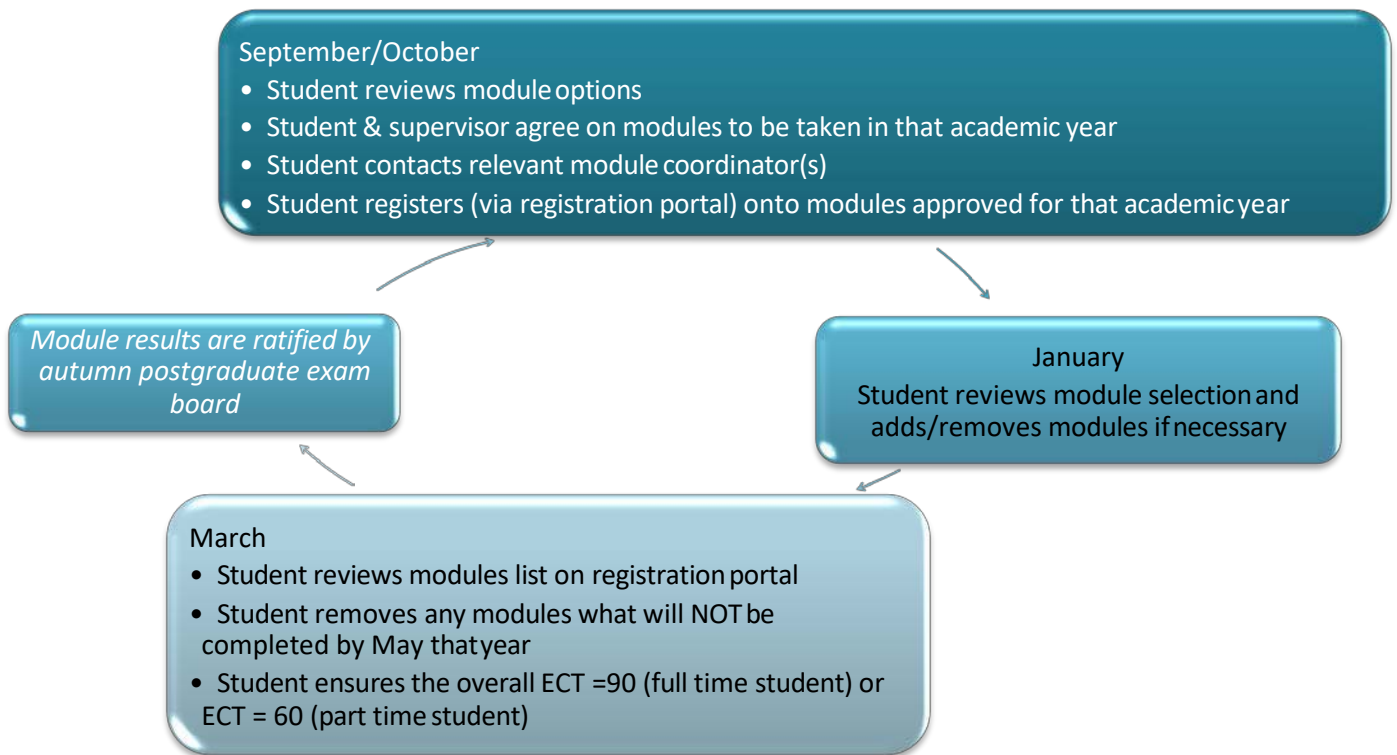
### 9.2. Part time students

Students will choose modules in consultation with their supervisor and this plan must be approved by their GRC. Over the six year part-time degree, 30 ECTS of taught/generic skill modules are required. Therefore, on average a student should complete no more than 1-2 taught/generic modules per academic year.

### 9.3. Selection Modules

It is recommended that students and supervisors outline a programme at the start of the PhD degree which will ensure the student attains the minimum ECTs taught/generic skill modules at times appropriate for the research project i.e. most modules should be completed by the end of second year. As new modules come available or a module is no longer needed, the student can alter their programme as necessary. [Figure 9-2](#) provides an overview of the process annually in relation to module selection and registration.

**Figure 9-2: Timeline summary for module selection & registration**



**NOTE 1** As many of the taught modules are semester 1 modules only, it is important that students have agreed their modules with their supervisor/GRC well in advance of the new academic year. This is particularly important to 1st and 2nd year students when the majority of modules will be taken.

**NOTE 2:** Students can only select modules listed on their PhD programme syllabus file. Details of available modules can be found on the College website ([click here](#)).

### 9.4. Registering for Modules

#### 9.4.1. Agree on module section

Students must seek approval from their supervisor and GRC for the modules they wish to register for. A list of current modules available to students within the CMNHS can be found on the College website: [click here](#). A module descriptor for each module can also be found on this website and it will provide a summary of the module learning objectives, workload and assessment. Students and supervisors should review these documents carefully.

#### 9.4.2. Contact module coordinator

Some modules require students to contact the module coordinator prior to registering for the module as they may have prerequisites for their modules. Students should contact coordinators if instructed to do so on the list of modules excel spreadsheet found on the College website ([clickhere](#)).

#### 9.4.3. Register for modules

Students should build their curriculum by registering for their modules at the start of the academic year via the registration portal. For procedures please see [Appendix E: : Online Registration Portal & Module Registration](#) for a step-by-step guide together with the relevant screen shots of the registration portal.

**NOTE:** Students must only register for modules which they will complete by May of that academic year. Modules which are partially completed (i.e. will be completed after May of that academic year) or run over more than one year can be started in one academic year and subsequently registered onto in the year the module will be completed. For the purpose of attending the module, students should ensure they have contacted the module coordinator prior to the module starting to make sure their names can be manually added to the class list.

### 9.5. De-registering and change of mind

Students can de-register from modules via the registration portal. Please see [Appendix E: : Online Registration Portal & Module Registration](#) for screen shots and notes. At the start (January) and end (March) of Semester 2 students will be able to register or de-register for modules which they are not taking or will not complete by May of that year. At the end of Semester 2 (March) students must ensure that their registration record is correct with only modules they have completed being listed together with the appropriate research component module to ensure they are registered for 90 ECTs in that academic year (full time students) or 60 ECTs (part time students).

### 9.6. Module results

The results of the modules completed by a student in a given academic year are considered and ratified by the postgraduate examination board. The process by which results are returned depends on the format of the module. The module descriptors and the list of modules excel spreadsheet found on the College website ([click here](#)) will detail whether a module is assessed by the supervisor and/or by the module coordinator.

#### 9.6.1. Taught modules with white sheet

Taught modules on the structured PhD programmes will often be the same or similar to those on postgraduate taught programmes and comprise of class(s), seminars or workshops. In such cases the results will be returned by the module coordinator via Blackboard as per normal.

**NOTE 1:** To check if Grade Centre are available for a module and which discipline/school owns particular modules supervisors/module coordinators should refer to the [module and instance information](#) site.

**NOTE 2:** Module coordinators must ensure that they return the results for PhD instances (SPD, SPN, SPL) before the end of May annually.

#### 9.6.2. Supervisor assessed generic modules

Supervisor assessed (generic) modules are those modules where Grade Centre are not used to return results as generally there is no taught component. These modules are assessed by the supervisor (and/or another person depending on the module) and the result is returned by the supervisor as part of the Annual Progress Review process (See [Section 15:](#)). The results are inputted on the Yearly Progress Report (See [Section 15.2](#)) by the disciplines for each student as necessary following the Annual Progress Review meeting.

**Figure 9-3**      **Module selection and registration: Responsibilities****Student**

- Review modules on offer
- Discuss & agree on module selection with supervisor
- Contact module coordinator if required prior to registration
- Register for modules via online registration portal (Sept/Oct and Jan)
- Review curriculum in March ensuring only modules to be completed by May are listed

**Supervisor**

- Discuss module selection with student
- Agree on selection and review during degree as necessary
- Provide result(s) for supervisor assessed modules

**Graduate Studies Committee**

- Review and approve module selections for each student

## 10. FEES

A list of current fees for PhD programmes can be found on the [fees website](#). It is the responsibility of the student to ensure that their fees are paid for every year/part year they are registered.

**NOTE:** Fee calculation is a complex matter and a number of variables (e.g. leave of absence, change of programme type) will be considered by the fees office in the determination of fees due. The information below is for general information only and students are advised that they should contact the [fees office directly](#) to establish what fees/fee amount they are liable for.

### 10.1. Payment of fees

Fees can be paid online at the time of registration via the [registration portal](#). Once online registration has closed, students must contact the fees office directly to organise payment of fees. Please note that late fee charges may be charged

#### 10.1.1. Payment via research/discipline account

Where students will have their fees paid via a research or discipline account, it is the responsibility of the supervisor and/or nominated person in that discipline to ensure that this section of the scholarship form is completed and returned to research accounts. Please refer to the fee section of the scholarship form in [Section 10.1.5](#)

#### 10.1.2. Staff Further Education Policy (FEP) scheme

NUI Galway staff members may apply via the FEP scheme for support of payment of fees. Please see the [HR website](#) for further details.

#### 10.1.3. Student Levy

The student levy is payable by all students, regardless of whether they are entitled to free fees or are in receipt of a grant/scholarship. It is a fixed amount, due in full if a student is registered for all or for part of an academic year. Some grants/scholarships will cover the student levy but it is the responsibility of the student to ensure that the levy is paid.

#### 10.1.4. Write up fees

A category of fees, write up fees, exists for students who have entered the 5th year of their full time PhD and have completed their research. Confirmation from the supervisor that the student is in the process of writing their thesis is required by the registration and fees offices.

#### 10.1.5. Scholarship forms

A Scholarship form must be completed for students who will have their fees and / or a stipend paid from either a 'R' or 'D' account within the College.

Please note that that information below is for general information and students/supervisors/staff should refer to the latest guidelines and payment run timelines on the [Research Accounts](#) website.

### Supervisor

- The scholarship form must be completed in full and signed (page 1) by the budget holder of the account the funds will be paid from. It is not sufficient for a staff member with access to and / or purchasing rights to sign the form
- One scholarship form should be submitted to cover the entire scholarship even if it extends over a number of years



- Research accounts will continue to pay fees and / or stipend payments as dictated on the scholarship form until the **end date** on the form i.e. the instructions roll over from one academic year to the next
- It is the responsibility of the supervisor to inform the budget holder and research accounts if payments need to cease prior to the date indicated on the scholarship form, including the situation where a student completes their degree before the originally agreed end date

### Students

- Full time International students should contact the International Office for letters to obtain a PPS number and an Irish Bank Account
  - Forms cannot be submitted without a PPS number and / or an Irish Bank Account.
  - The student signature required for page 2 of the Scholarship Form, the Tax Exemption Declaration Form which will be returned to the Revenue Office. To fulfill this requirement, students must provide their signature by either
    - (1) import scanned signature to the electronic form (typing name within the form will not suffice)
- OR -
- (2) print out page 2 of the form which has been completed except for signature, sign by hand, and scan the form, saving as a PDF
  - Students on leave from their research programme should not be in receipt of a Scholarship

**NOTE:** Scholarship forms cannot be set up for part time students from either R/ or D/ accounts

## 11. LEAVE OF ABSENCE

For the scope and principles covering leave of absence please refer to the [University Guidelines](#). A student must be registered for the duration of their research programme. If a student is not registered, they must either have an approved leave of absence or withdraw from the research degree. Failing to register during the research degree should not be considered an alternative option to an approved leave of absence.

### Leave of Absence Medical (illness, disability, maternity leave etc)

The 'Policy on Supports for Students Experiencing Pregnancy, Maternity and Paternity', and Policies for Students is available at <http://www.nuigalway.ie/student-services/policies/>

### Figure 11-1 Leave of absence: Application process overview

#### 11.1. Application procedural steps

##### 1. Complete leave of absence form

The [GS 080 - Leave of Absence for Research Students](#) should be completed by the student signed by both the student and primary supervisor. The form must be completed in full and provide the reason for and duration of leave. Supervisor seeks approval and signature from Head of School.

##### 2. Approved Applications

Completed application forms, signed by the Head of School, are sent to the College office **AND** a copy is sent to the School Office by the supervisor. The School Office records the request at the next appropriate School Board meeting.

When applicable the GS081 (Credit Note) form is completed by the College. The College Office will inform University Offices; fees, registration, research accounts and graduate studies, of approved leave of absences. The College Office will also confirm, in writing, the final decision to the student and supervisor. While the College office will inform research accounts of the approved leave, the responsibility to confirm that stipend payments should cease lies with the supervisor. If the supervisor is not the budget holder, they must discuss this with the relevant person.

Where the Primary Supervisor or Head of School does not support the student's application, the student may appeal to the Dean of College, supplying all relevant documentation.

### Leave of Absence Medical (illness, disability, maternity leave etc)

The 'Policy on Supports for Students Experiencing Pregnancy, Maternity and Paternity', and Policies for Students is available at <http://www.nuigalway.ie/student-services/policies/>

#### 11.2. Duration

Leave of absence will not normally be granted for any period longer than one year or shorter than one month.

#### 11.3. Return from a leave of absence

It is the responsibility of the postgraduate research student to contact the fees office, registration and research accounts (if applicable) to notify them of their return to formal studies in the University and to update their registration status following the end of their approved leave of absence. For contacting research accounts, confirmation from the budget holder may also be required and students are advised to discuss this matter with their supervisor(s).

#### 11.4. Extending a leave of absence

If a student needs to extend their leave of absence they are required to **re-apply** for another period of leave following the same procedure as for the initial application. This process should commence prior to the end of the first leave of absence to ensure that there is no break in approved leave.

#### 11.5. Retrospective approval of leave of absence

Only in exceptional circumstances will approval of retrospective leave of absence be considered. This should not be considered the default option for failing to apply or informing the School/College of a period of leave.

## 11.6. Administration Responsibilities

Please refer to Figure 11-2 for a summary of individual and offices' responsibilities for administration of leave of absence requests.

**Figure 11-2 Leave of absence: Responsibilities**

### Student

- Complete Leave of Absence Request form (GS080)
- Sign form and send to supervisor
- **RETURNING FROM LEAVE** - Contact all relevant University Offices (fees, registration, accounts) informing them of your return. Ensure that registration status is correct
- **EXTENSIONS** - Re-apply for leave following procedure as for initial application

### Supervisor

- Sign completed GS080 form
- Seek approval and signature from Head of School
- Send completed form to School **AND** College offices
- Ensure payments of fees and stipend are put on hold for duration of leave

### School Office

- Record leave of absence request (GS080) at school board

### College Office

- Complete credit note form (GS081)
- Inform University offices (fees, registration, graduate studies, research accounts of decision)
- Confirm final decision to student and supervisor
- Retain original forms (GS080/GS081) for College record

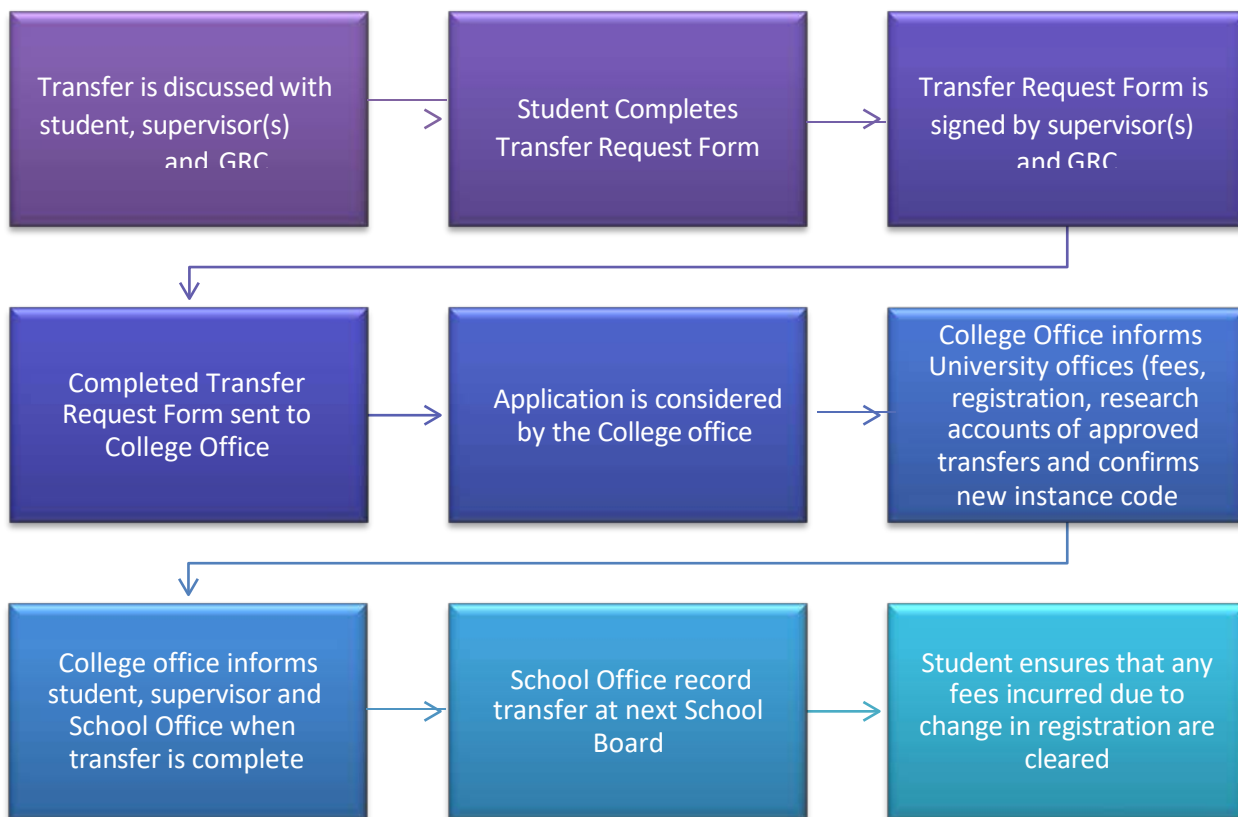
## 12. TRANSFERS

Current research students wishing to transfer from a PhD to a Masters (by research) or MD are not required to complete a new CRM RECRUIT application.

A student registered for a PhD degree may apply to transfer to a research Masters Degree at any time during their studies. The student can, if they fulfill the entry requirements of the new programme, transfer to the appropriate Research Masters; M.Sc. by research, MPhil, MD (Doctor of Medicine) or MCh (Masters of Surgery by research).

A recommendation from the supervisor and GRC is required before the College can consider a transfer application by any student.

**Figure 12-1 Transfer Request: Application process overview**



### 12.1. Application procedural steps

#### 1. Complete transfer request form

The decision to transfer to a Masters by research should be discussed with the supervisor(s) and GRC. The **TRANSFER REQUEST FORM** should be completed by the student and signed by the student, primary supervisor and a GRC member. The supervisor sends the completed form to the College Office.

Please see [Appendix D : Attached example forms and templates](#) and attached **EXAMPLE\_ TRANSFER REQUEST FORM** for a copy of the form with explanation and advice on how to complete the form.

**NOTE:** If a transfer is being discussed / considered at the start of an academic year, the student should proceed to register and pay fees for the existing programme they were completing. If the transfer is approved, the student can then liaise with the fees office regarding and under / over payment of fees.

## 2. Approved applications

The College considers the application and if approved, informs the registration, fees and research accounts of the change in registration status and confirms what programme code and year the student should be transferred into.

While the College office will inform research accounts of the approve transfer, the responsibility to confirm any changes in stipend and/or fee payments from a research account lies with the supervisor. If the supervisor is not the budget holder, they must discuss this with the relevant person.

## 3. Confirmation of transfer

The College Office will confirm completion of transfer via email to the student, supervisor and school office. The School Office must record the approved transfer at the next appropriate School Board. It is the responsibility of the student to ensure that any fees incurred due to the change in registration are cleared.

### 12.2. Administration Responsibilities

Please refer to Figure 12-2 for a summary of responsibilities for administration of transfer requests.

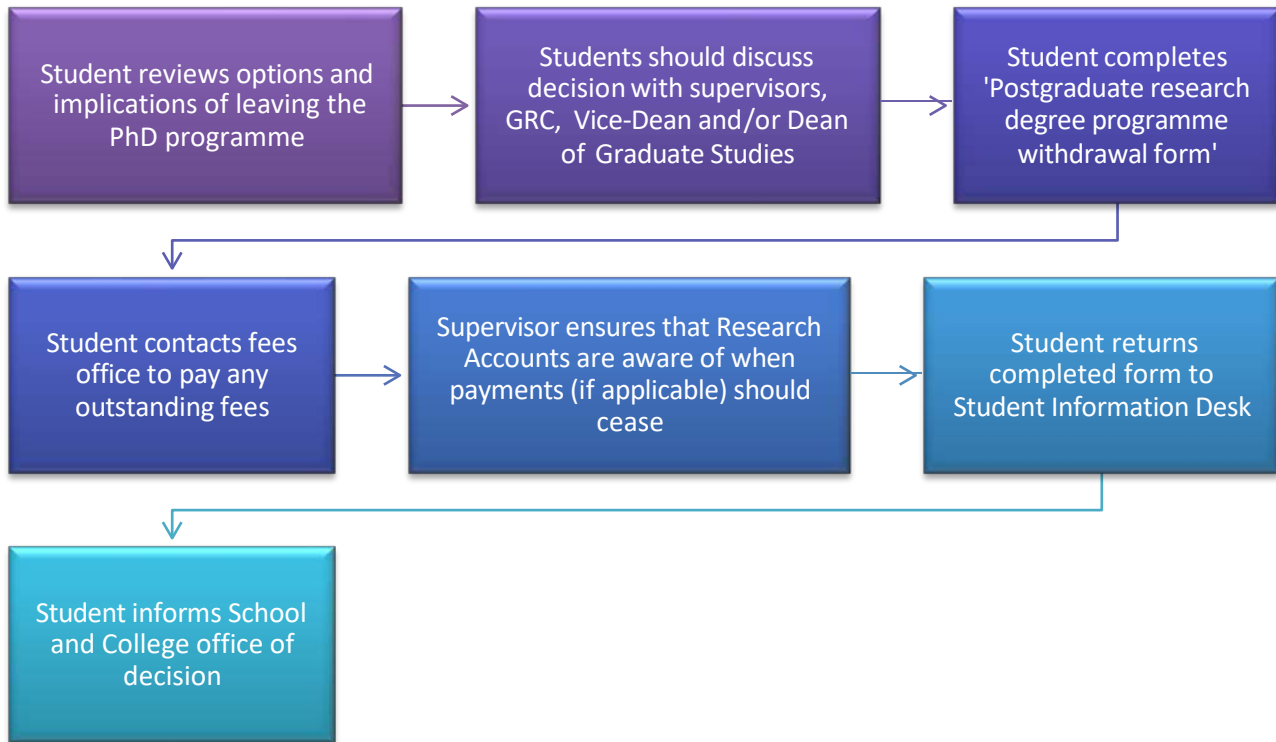
**Figure 12-2 Transfer Requests: Responsibilities**

<b>Student</b>	<ul style="list-style-type: none"> <li>Discuss transfer with supervisor/GRC</li> <li>Complete transfer request form</li> <li>Sign form and send to supervisor</li> <li>Ensure that fees covering that required for the new programme are paid</li> </ul>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>Discuss transfer with student/GRC member</li> <li>Sign completed transfer request form</li> <li>Email completed form to College office</li> <li>Ensure any changes to payments (stipend/fees) from a research account are followed up and confirmed with the Research Accounts office</li> </ul>
<b>GRC Member</b>	<ul style="list-style-type: none"> <li>Discusses transfer request with student/supervisor</li> <li>Sign completed transfer request form</li> </ul>
<b>School Office</b>	<ul style="list-style-type: none"> <li>Note approved transfers at School board</li> </ul>
<b>College Office</b>	<ul style="list-style-type: none"> <li>Considers transfer request</li> <li>Informs University offices (fees, registration, research accounts) of decision</li> <li>Confirms decision to student, supervisor and School Office</li> </ul>

## 13. WITHDRAWING FROM A PHD PROGRAMME

A student who is considering withdrawing from their research programme should discuss the matter with their supervisor and/or GRC. A [Leave of absence](#) or [Transfers](#) to a different research programme may be appropriate and suitable alternative options which could be discussed.

Figure 13-1 Withdrawal from PhD programme: Process overview



### 13.1. Application Procedural Steps

#### 1. Consider implication of withdrawing from research programme

Student should review the options available (e.g. leave of absence, transfer) and implications of withdrawing from the research programme.

#### 2. Discuss decision

Students may also seek advice from the CMNHS Vice Dean of Graduate Studies and/or the Dean of Graduate Studies prior to taking this option and consult the additional information at the [Student Information Desk](#).

#### 3. Review steps required to formally withdrawn from research programme

If a student has decided that withdrawing from a course at this point is the right thing to do then they should complete the [checklist of things to do](#). Student completes **POSTGRADUATE RESEARCH DEGREE PROGRAMME WITHDRAWAL FORM** which can be found under the downloadable form section on the [Student Information Desk](#) website

#### 4. Pay fees

Student should contact the fees office to ensure they have paid any outstanding fees

### 5. Cessation of scholarship payments

Supervisors should ensure that Research Accounts are aware of the date scholarship payments to the student should cease.

### 6. Complete withdrawal form

Student returns completed form to the Student Information Desk. Once a signed and fully completed withdrawal form has been submitted to the staff of the Student Information Desk in Áras Uí Chathail, de-registration procedures will immediately begin and relevant authorities within and outside the University will be informed.

### 7. Inform School/College

Student should inform their School and the College office of their decision to withdraw from the research programme including confirmation of the date they will leave

## 13.2. Administration Responsibilities

Please refer to Figure 13-2 for a summary of responsibilities for withdrawing from a PhD programme.

Figure 13-2 Withdrawal from PhD programme: Administrative Responsibilities:

Student
<ul style="list-style-type: none"><li>• Review steps involved to withdraw from PhD programme</li><li>• Complete programme withdrawal form</li><li>• Contact fees office and clear any outstanding fees</li><li>• Return complete form to Student Information Desk</li><li>• Confirm decision and end date with School and College offices</li></ul>
Supervisor
<ul style="list-style-type: none"><li>• Contact research accounts (if applicable) to confirm date on which scholarship payments should cease</li></ul>

## 14. ARTICLE- BASED PHD

### 14.1. University General guidelines (Please refer to section 6.2.6 of the [University Guidelines](#))

As a general guideline, a minimum of three peer-reviewed articles should be included with the PhD candidate normally being first author on the major part of the work. Joint publications may be included, but the candidate must make explicit their contribution to the work. Candidates must agree the final content of the thesis, including the number of published papers with their supervisor(s). The article based PhD must also include a comprehensive introduction to the overall research topic with the appropriate bibliography. The discussion should refer to how the objectives of the research were met in each of the articles included. Supplementary appendices of the methodologies used may be necessary if sufficient detail is not included in the thesis to allow repetition of the research.

### 14.2. Specific guidelines: The College of Medicine, Nursing & Health Science

Students wishing to undertake and submit an article based PhD must adhere to the University guidelines and in addition those set out by the CMNHS detailed below.

<a href="#">Entry requirements</a>	As per College Calendar for Structured PhD
<a href="#">Application process</a>	As per College Calendar for Structured PhD
<a href="#">Submission process</a>	As per University Guidelines for Structured PhD
<a href="#">Examination process</a>	As per University Guidelines for Structured PhD

#### 14.2.1. Type of PhD programme student is registered onto

The article-based PhD/MD is available to students who are registered on the full or part time, structured and non-structured PhD and MD programmes within the CMNHS. The MD thesis may be presented for examination in either monograph style or article based format. The article-based MD is available to students on full or part time, structured and non-structured MD programmes within the College of Medicine, Nursing and Health Sciences.

#### 14.2.2. Subject matter of published articles

It is expected that the articles presented shall deal with the same research question or set of questions.

#### 14.2.3. Number of peer-reviewed articles required

A minimum of three original, published (peer reviewed) research papers in international leading journals of appropriate impact factor for the area of research. If no methodological papers are part of the submission, the student must include a detailed methodological chapter. In line with University guidelines, only articles which are based on research which has been undertaken by the student while registered for the PhD are admissible. In addition, the PhD candidate would normally be the first or leading author on the major part of the work. Joint publications may be included but the candidate must make explicit, their contribution to the work.

#### 14.2.4. Process and time limit on PhD format selection

Format of thesis presentation will be decided jointly between the primary supervisor and student. Selection of format can be at any stage of the PhD and the student can revert back to the traditional monograph at any time.

#### 14.2.5. Role of the GRC

To advise the student and supervisor:

#### 14.2.6. Format and layout

The thesis (article based format) is expected to be a more complete scholarly work than manuscripts for publication in journals alone, and must conform to general thesis requirements (please refer to section 6.2 of the [University Guidelines](#)).

Note: These papers cannot alone constitute the thesis; the thesis must connect them, producing a cohesive, unitary focus, documenting a single program of research. The structure for the article-based thesis must conform to the following:

- Just as in the traditional format, the thesis must be presented as a unified whole with respect to font size, line spacing and margin sizes
- The thesis must conform to all other requirements (and in line with University Guidelines)
- The thesis must be more than a collection of manuscripts. All components must be integrated into a cohesive unit with a logical progression from one chapter to the next, providing a cohesive, unitary focus, documenting a single program of research.
- The thesis must include a comprehensive introduction to the overall research topic with the appropriate bibliography.
- The discussion should refer to how the objectives of the research were met in each of the articles included.
- Supplementary appendices of the methodologies used may be necessary if sufficient detail is not included in the thesis to allow repetition of the research.
- There must be a rationale for choice of approach.
- The article based thesis will be judged by the examiners as a unified, logically-coherent document in the same way a traditional thesis is judged.

Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's evaluation and judgment of the work during the thesis examination process (i.e., it does not guarantee that the thesis will be found acceptable for the degree).

#### 14.2.7. Third-Party Copyright

Students must identify all material in their thesis that is subject to third party copyright. Material subject to third-party copyright includes, for example, diagrams, tables, figures created by another author and inserted in the thesis to illustrate an argument. Students will need to obtain permission from the copyright owner to include this material in their thesis before it is published online. Students should seek such permissions in good time, and well in advance of final submission.

Students and supervisors are responsible for considering and adhering to the current regulations and should refer to the most up to date [University Guidelines](#) but can also discuss queries with Library ([click here](#)).

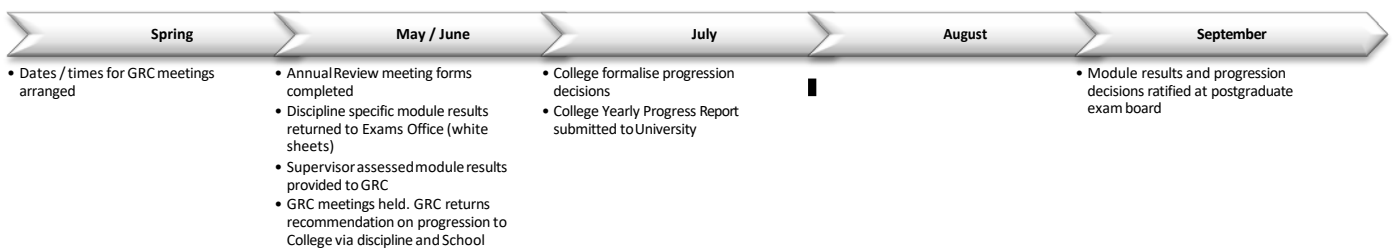
#### **Third-Party Copyright**

Some frequently asked question and sample permission request letters are available at <https://libguides.library.nuigalway.ie/openaccesspublishing/howtosubmitthesistoARAN>

## 15. ANNUAL GRADUATE RESEARCH COMMITTEE MEETINGS

The College is responsible for ensuring that an Annual Progress Report is received for each research student who is registered in the College in that academic year including any student who has discontinued their studies.

**Figure 15-1 GRC Annual Review: Process overview and timeline**



## 15.1. GRC Meeting and Progress Report Overview

The GRC meets formally to consider student performance at an Annual Review meeting, which normally takes place before the end of June. A GRC must make a recommendation, via the GRC Annual Progress Report, to the College for every student unless the student has been on an approved leave of absence of the entire academic year. If a student was present for part of the academic year or is off campus and conducting research, a GRC progress report must be submitted. The time which is covered by the GRC report is noted on the final report and will be taken into consideration by the supervisor and GRC when assessing the student's progress. If it is not possible to hold a meeting in person, the meeting may take place by video conference or Skype. The GRC may request that the research student make a presentation to them.

**NOTE 1:** The recommendation and module results returned to the College Office as part of this process constitute the final details which will be sent to the exam board in September and what will be recorded on the student's transcript for that academic year. As such, it is imperative that all the details are complete and accurate.

**NOTE 2:** The forms to be completed as part of the annual review process are attached to this document. These forms are specific to the CMNHS in that they mirror the form templates provided by Graduate Studies but have additional sections requesting information specific to the College. The College has annual reporting responsibilities to the University and the intention is to collect the necessary information required in conjunction with the GRC review process to minimise the number of documents which supervisors, students and staff are asked to complete.

**NOTE 3:** The supervisor / co-supervisor details returned as part of this process directly feed into IRIS profiles and therefore it is important that these details are correct.

## 15.2. GRC annual progress meetings procedural steps

### 1. Student completes Annual Report

The research student is required to submit a completed **ANNUAL REPORT FORM** to their GRC. The format, content and length of this report will be agreed locally but should report progress and outline a work plan for the following year. Only students who are on an approved leave of absence for the entire academic year are exempt from the GRC review process for that year. Students must provide their module registration list (see [Section 9.2 Registering for modules](#)) and send this to their supervisor prior to submitting their Annual Report to their GRC.

The deadline for submission of documentation to the GRC is the 31st May annually, unless an earlier date is stipulated within the Discipline or group.

### 2. Supervisors' completes Supervisor Progress Report Form

The supervisor(s) will submit a report on the performance of the research student to the GRC using the **SUPERVISOR PROGRESS REPORT FORM**. The Supervisor must also review the module registration list provided by the student and supply a result for any modules which are assessed by the supervisor (See [Section 9.4 Module Results](#)). The Supervisor submits the Progress Report Form and module results to the relevant GRC.

The deadline for submission of documentation to the GRC is the 31st May annually, unless an earlier date is stipulated within the Discipline or group.

### 3. GRC Annual Progress Meeting

The GRC will formally meet with the student at the Annual Progress Review meeting to consider the student's performance. These meetings will normally take place prior to the end of June annually. The GRC makes a recommendation on the students' progression, completing the **GRC PROGRESS REPORT FORM** and returning this, together with the module results where applicable, to the discipline contact person.

#### **4. Graduate Studies Yearly Progress Report (YPR) spreadsheets**

The administrative responsibility for the Graduate Studies Yearly Progress Report (YPR) spreadsheet completion will be with the discipline administrator. Disciplines will be sent the YPR excel spreadsheet(s) for their discipline by the School Office in June annually and informed of the date which completed sheets must be returned. For all students, unless pre-populated, details outlined below must be completed. If pre-populated, disciplines are asked to check that the information is correct. Please see [EXAMPLE\\_Yearly Progress Report \(YPR\) Process Notes](#) for example spreadsheet and notes on how / what should be completed.

##### **Excel sheet, Tab 1: Student, supervisor, GRC and meeting details**

The recommendation provided by the GRC must be inputted into the spreadsheet for each student. If a GRC Progress Report and / or results have not been returned, it is the responsibility of the discipline to follow up with the supervisor and student to ensure a recommendation is given for all students listed on the YPR for their discipline/group. If no report and recommendation is returned, a result of non-completion of the year will be returned to the exam board.

##### **Excel sheet, Tab 2: Module results**

For each student on a structured PhD degree, the modules (if any) they have registered for that academic year and which will be considered at the exam board will be listed in the second tab. Modules where a Grade Centre mark has been returned will be automatically completed on the YPR and cannot be edited.

The results provided by supervisors must be imputed into the YPR. If no result is provided or a student has not completed the module, the discipline must provide details of these occurrences to the School Office.

#### **5. College upload outcomes to the University**

The College Office will collate the completed and returned YPR spreadsheets from all the Schools. Any modules registration records which need to be adjusted based on returns from the disciplines will be completed at this time. The final version of the YPR spreadsheets will be uploaded to Graduate Studies in August.

#### **6. College Reviews Recommendations**

The College Graduate Studies Committee will review all recommendations made by the GRCs and formalise decision prior to submission of approved recommendations and results to the exams office.

#### **7. Recommendations and results are ratified at exam board**

The recommendations and module results returned within the YPR will constitute the outcomes considered and ratified by the postgraduate exam board which will be held in September annually.

### 15.3. Administration Responsibilities

Please refer to Figure 13-2 for a summary of responsibilities for annual GRC progress meetings

**Figure 15-2 Administrative Responsibilities**

<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• Completes Annual Report Form</li> <li>• Sends copy of module registration list to supervisor</li> <li>• Submit Annual Report Form to GRC</li> <li>• Attends Annual Review meeting</li> </ul>
<p><b>Supervisor</b></p> <ul style="list-style-type: none"> <li>• Complete Supervisor Progress Review Form</li> <li>• Review module list provided by student</li> <li>• Provide results for supervisor assessed modules</li> <li>• Send Progress Review Form and module results to GRC</li> </ul>
<p><b>GRC (All members)</b></p> <ul style="list-style-type: none"> <li>• Review reports submitted by student and supervisor</li> <li>• Meet formally with the student</li> <li>• Complete Annual Progress Report and make recommendation on progression of student</li> <li>• Send module results and signed Annual Progress Report(s) to discipline administrator</li> </ul>
<p><b>Discipline</b></p> <ul style="list-style-type: none"> <li>• Input all required data into YPR</li> <li>• Follow up on any missing reports and / or module results</li> <li>• Compile list of student where adjustments are required to their module registration list</li> <li>• Return completed YPR sheets, copy of GRC reports and any other relevant information to the School Office</li> </ul>
<p><b>School Office</b></p> <ul style="list-style-type: none"> <li>• Disseminate YPR sheets for completion to disciplines/ researchcentres</li> <li>• Collate YPR returns from disciplines</li> <li>• Submit collated YPR returns to College office</li> </ul>
<p><b>College Office</b></p> <ul style="list-style-type: none"> <li>• Send YPR sheets to Schools for dissemination and indicates return date deadline</li> <li>• Collate returned YPR sheets from Schools</li> <li>• Adjust module registration records if required</li> <li>• Provide YPR report to College Graduate Studies Committee</li> <li>• Submit final report to University</li> </ul>

## 16. THESIS SUBMISSION, VIVA & CONFERRING

The examination of a student for a PhD degree, coming at the end of four years of intense study/research/creativity, needs to be a sophisticated and carefully considered process. The [University Guidelines](#), for the PhD examination takes into consideration best practice, nationally and internationally.

PhD theses may be presented for examination in either monograph style or in an article-based format. The monograph style is where the work is usually laid out as a series of chapters, typically having the structure of introduction, literature review, methodology, results and conclusions. The candidate must follow the directions on format, layout and presentation of a thesis, as described in Section 6.2 of the [University Guidelines](#). The article-based PhD is based on a collection of papers (including published papers or papers submitted or accepted for publication) which describe a coherent programme of research undertaken by the student while registered for the PhD. For full details of the College requirements for submission of an article-based PhD please refer to **Section 14 Article Based PhD**. The PhD thesis should not normally exceed 80,000 words, inclusive of appendices, footnotes, tables and bibliography. It is university policy that the practice of engaging professional editorial services to assist in writing the thesis is not permitted.

### Third party copyright

Students must identify all material in their thesis that is subject to third party copyright. Material subject to third- party copyright includes, for example, diagrams, tables, figures created by another author and inserted in the thesis to illustrate an argument. Students will need to obtain permission from the copyright owner to include this material in their thesis before it is published online. Students should seek such permissions in good time, and well in advance of final submission. Students and supervisors are responsible for considering and adhering to the current regulations and should refer to the most up to date [University Guidelines](#) but can also discuss queries with the Library ([click here](#)).

**Figure 16-1(a) Thesis submission, viva & conferring: Process overview - Pre-viva**

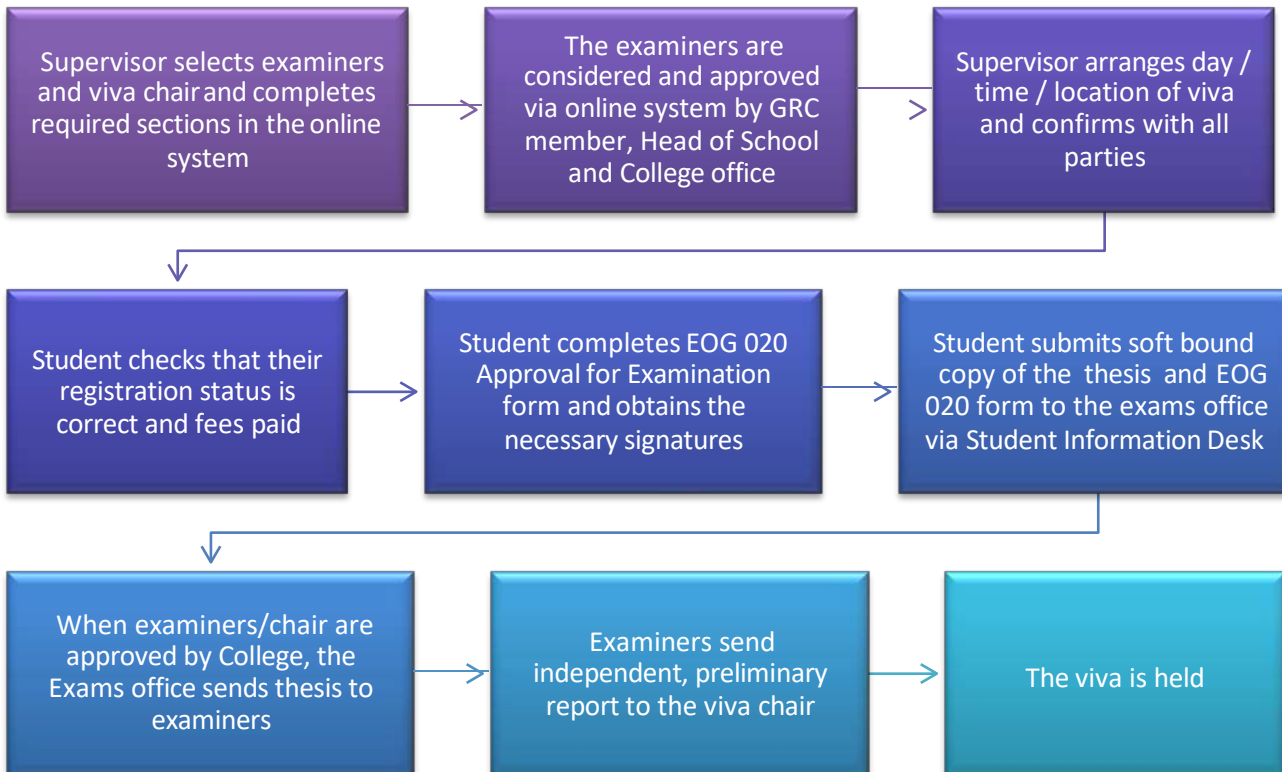
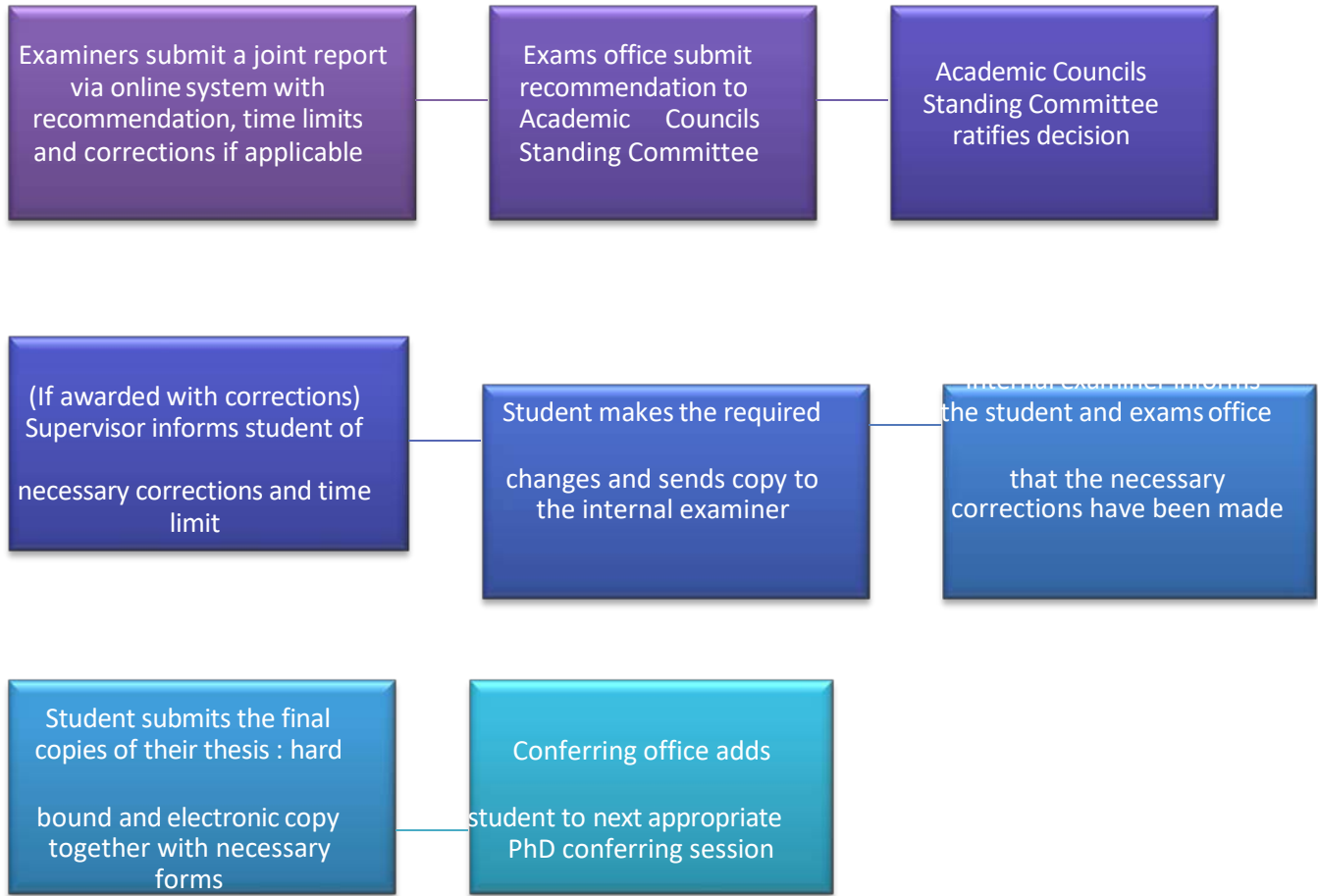


Figure 16-2(b) Thesis submission, viva & conferring: Process overview - Post-viva



## 16.1 Submission of PhD for examination

PhD theses can be submitted at any time during the year. The examinations and conferring office may indicate guideline deadlines for submission but these refer to either

- (1) Last date for submission in a given academic year
- (2) Guideline date for submission to reach a particular conferring session

### 1. Registration and fees

In order for the [Student Information Desk](#) to accept a thesis for examination, the student must be registered in that academic year and all fees must be cleared. Students should ensure they are correctly registered for the degree they are submitting a thesis for and contact the fees office prior to submitting their thesis to prevent any delay in the exams office accepting the thesis. At this time, students should also ensure their home postal correct is up-to-date as this will be used by the University when sending out information on the conferring ceremony.

### 2. Approval for examination

Student should complete and obtain all the necessary signatures for completion of the [EOG 020 : Approval for Examination](#). Each thesis submitted must be accompanied by a copy of this form

### 3. Thesis submission

The student must lodge two copies (unless otherwise stated by the supervisor, such as the case of two external or internal examiners) of the PhD thesis, spiral or gum bound, with the Examinations Office via the [Student Information Desk](#). Each copy of the thesis must be accompanied by:

- a. 'Summary of the Contents', not exceeding 300 words in length
- b. Copy of the completed form EOG 020 : APPROVAL FOR EXAMINATION

### 4. Viva preparation

Students may wish to consult the [PhD viva guide](#) and other reference material which can be found on the Graduate Studies website, in preparation for their viva.

## 16.2 Examiners and viva Chair

The examination of a PhD research thesis involves at least two examiners, one external and one internal, and has two stages: the examination of the thesis and the oral or *viva* examination of the candidate. All examiners participate fully in the two stages of the process. Staff must have two external examiners.

The chair will normally be the Established Professor of the relevant discipline. However, he/she may nominate **another permanent academic member of staff** in the discipline to act as chair. When the Established Professor is the supervisor of the candidate being examined an alternate chair must be appointed.

**NOTE:** The supervisor, chair and examiners will need to access the online examiner system

### 1. Examiner and chair selection

The primary supervisor discusses with the GRC the choice of the external and internal examiners. The supervisor must ensure that the examiners and chair fulfill the necessary requirements and are eligible to be a PhD examiner / viva chair. Please refer to the [University Guidelines](#)

#### **A second external examiner is appointed:**

- a. When the candidate to be examined is or has been within the past 4 years a member of staff of the University, full-time or part-time, except when the staff member has been appointed in the six months prior to approval of examiners. There is no requirement for candidates who are or have only been tutors or demonstrators OR HAVE HONORARY APPOINTMENTS (or have undertaken similar roles, as adjudged by the Head of School) to have two external examiners. A second external examiner is not required in the case of externally funded PhD candidates who are required

to have a contract of employment with the University for the duration of the funding award.

b. When the work being examined, because of its nature, justifies this. For example, where the research is multi-disciplinary.

## **2. Online examiner system : examiner approval**

The supervisor submits the examiners and chair for approval by the School and College via the [online examiner approval](#) system. At this time, the supervisor must also complete the sections: Summary of Thesis, Graduation Ceremony Text, Funder Information, Library Keywords and Viva date. The examiners and chair nominations will automatically be sent, via email, to the named GRC member, Head of School and College office. This is a sequential approval process with the College office approval being the final step and the point at which the exams office is notified.

For detailed guides to this system please see the relevant guides on the Graduate Studies website

[Supervisor's Guide](#) : [Internal Examiner's Guide](#) : [External Examiner's Guide](#) : [Chair's Guide](#)

Please see section 9 for further guidance on Conflicts of Interest.

[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_degree_programmes.pdf)

### **16.3 Viva & Recommendation**

The primary supervisor is responsible for organisation of the overall examination process and for checking that the candidate, examiners and chair have been supplied with the information necessary for understanding their roles.

Where the Examiners are in agreement, they submit a joint report to the next Academic Councils Standing Committee meeting via the online system. It is the responsibility of the internal examiner to ensure this step is completed where the Examiners are not in agreement, separate reports must be made by each examiner, and all reports submitted together to the exams office.

Where the examiners recommend referral of the thesis, a second viva will be required. Only one resubmission of the referred thesis is permissible.

## 16.4 Final submission of examined PhD

### 1. Revisions

Where the examiners have recommended that award of the PhD be conditional on corrections being made to the thesis, the primary supervisor is responsible for monitoring the implementation of these corrections

The internal examiner(s), (in consultation with the external examiner, if necessary) is responsible for ensuring that the changes made satisfy the requirements of the examiners. The internal examiner must communicate in writing with the Examinations Office that the corrections are made.

### 2. Final submission

The University has adopted the policy of providing access to PhD theses in both print and online formats.

#### 2(a) Hard bound copy

The student must submit a copy of the final bound thesis and two copies of the [EOG 051 : Library Submission Form](#) to the exams office via the Student Information Desk

#### 2(b) Electronic copy

The student must submit an online copy of the final thesis to the Library, via the [ARAN](#) (Access to Research at NUI Galway) system. Students should ensure that they are aware of any copyright issues which may apply. For further information please refer to the [Library Submission](#) section of the Graduate Studies website. **It is possible that online publication on ARAN could adversely affect subsequent publication in high impact journals. If a thesis contains content not yet published, it is recommended that you request a period of restricted access to the thesis** (see 6.7.1 Library Submission form EOG 051 from the University Guidelines for Research Degree Programmes below). Typically an embargo period of 6 - 18 months might be requested for this purpose.

## 16.5 Conferring

When the hardbound and electronic copies of the final thesis have been submitted, the conferring office will add the student to the next appropriate conferring session. Please [click here](#) further details and conferring schedules

## 16.6 Administration Responsibilities

Please refer to Figure 16-3 for a summary of responsibilities for thesis submission and viva process

**Figure 16-3 Administrative Responsibilities**

<p><b>Student</b></p>	<ul style="list-style-type: none"> <li>• Complete EOG 020 : Approval for Examination form and send to supervisor</li> <li>• Submit 2 soft bound copies and EOG020 form to Exams office via the Student Information Desk</li> <li>• <i>Attend viva</i></li> <li>• Following decision / viva make necessary changes as recommended by the examiners</li> <li>• Send correction version of thesis to internalexaminer</li> <li>• When corrected version has been approved, submit hard bound copy of thesis and electronic version</li> </ul>
<p><b>Supervisor</b></p>	<ul style="list-style-type: none"> <li>• Consider / sign EOG 020 : Approval for Examination form</li> <li>• Select and contacts internal and external examiner(s)</li> <li>• Complete the required sections on the online examiner system</li> <li>• Monitor the implementation of recommended changes following the viva</li> <li>• Sign EOG 051 : Library Submission Form which should included - Consideration and follow up as necessary on any embargo / copyright issues</li> </ul>
<p><b>GRC (nominated member)</b></p>	<ul style="list-style-type: none"> <li>• Consider / sign EOG 020 : Approval for Examination form</li> <li>• Review proposed examiners and approve / reject via the online examiner system</li> </ul>
<p><b>Chair person</b></p>	<ul style="list-style-type: none"> <li>• Review pre-viva short (independent) reports from the examiners</li> <li>• Attend and chair the viva</li> <li>• Ensure examiners sign the necessary forms on the day of the viva</li> </ul>
<p><b>Internal examiner</b></p>	<ul style="list-style-type: none"> <li>• Send short report to Chair prior to viva</li> <li>• Examine thesis at viva</li> <li>• Submit the joint report of the examiners via the online examiner system after viva</li> <li>• Review corrected version of the thesis and confirm acceptance of corrections to the exams office</li> </ul>
<p><b>College Office</b></p>	<ul style="list-style-type: none"> <li>• Review proposed examiners and approve / reject via the online system</li> <li>• Review proposed video conference set up for viva and approve / reject via the online system (Dean of College responsibility)</li> <li>• Confirm, to the Dean of the College, conferring wording prior to conferring sessions</li> </ul>

Appendices

**Appendix A : CONTACT DETAILS & USEFUL LINKS**

*Fees Office*

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The Fees Office is located on the 1st Floor of Áras Uí Chathail, which is located beside Áras na Mac Léinn, and is open 10:00-12:30 hrs & 14:00 - 16:00 hrs Monday to Friday.

Fees Office staff can also be contacted via:

Tel:	+	353	91	492386
Fax:	+	353	91	495553
Email:	<a href="mailto:fees@nuigalway.ie">fees@nuigalway.ie</a>			
website:	<a href="http://www.nuigalway.ie/student-fees/">http://www.nuigalway.ie/student-fees/</a>			

*Registration Office*

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Student Information Desk is located on the ground floor of Áras Uí Chathail (right-hand side),

Email; [reghelp@nuigalway.ie](mailto:reghelp@nuigalway.ie)  
 website: <http://www.nuigalway.ie/registration/index.html>

*Graduate Studies*

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Please contact Sandra Donohue in the first instance for general queries or if you wish to make an appointment with the Dean of Graduate Studies.

Website: [NUI Galway - Graduate Studies](#)

<b>Sandra</b> Administrative Assistant				<b>Donohue</b>
Tel:	353	91	495822	(Direct)
Email:	<a href="mailto:sandra.donohue@nuigalway.ie">sandra.donohue@nuigalway.ie</a>			
<b>Anna-</b> Administrative Assistant		<b>Marie</b>		<b>Leonard</b>
Tel:	353	91	495862	(Direct)
Email:	<a href="mailto:aleonard@nuigalway.ie">aleonard@nuigalway.ie</a>			

*Postgraduate Admissions Office (NUI Galway)*

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Tel:	+353	91 495999
Email:	<a href="mailto:postgradadmissions@nuigalway.ie">postgradadmissions@nuigalway.ie</a>	
Website:	<a href="http://www.nuigalway.ie/postgrad/">http://www.nuigalway.ie/postgrad/</a>	
Postal address	Postgraduate Admissions office	University Road, NUI, Galway

## Postgraduate Application Centre (CRM RECRUIT)

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Tel: +353 91 549260  
 Fax: +353 91 563056  
 Website: CRM Recruit <https://www.nuigalway.ie/postgrad-admissions/>

Postal address  
 Postgraduate Applications Centre Ltd.  
 1 Courthouse Square, Galway, Ireland

## Vice Dean of Postgraduate Studies

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Dr Colette Kelly  
 Tel: +353 91 493186  
 Email: [colette.kelly@nuigalway.ie](mailto:colette.kelly@nuigalway.ie)

## Disciplines, Units and Centres

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Disciplines	Website
ANAESTHESIA	<a href="#">NUIGAnaesthesia</a>
ANATOMY	<a href="#">NUIGAnatomy</a>
BACTERIOLOGY	<a href="#">NUIGBacteriology</a>
GENERALPRACTICE	<a href="#">NUIG General Practice &amp; Primary Care</a>
HEALTHPROMOTION	<a href="#">NUIG Health Promotion</a>
MEDICALINFORMATICS&EDUCATION MEDICINE	<a href="#">NUIG Medical Informatics</a>
MIDWIFERY	<a href="#">NUIGMedicine</a>
NURSINGSTUDIES	<a href="#">NUIG Nursing &amp; Midwifery</a>
OBSTETRICS& GYNAECOLOGY	<a href="#">NUIG Nursing &amp; Midwifery</a>
OCCUPATIONAL THERAPY	<a href="#">NUIG Obstetrics &amp; Gynaecology</a>
PAEDIATRICS	<a href="#">NUIG Occupational Therapy</a>
PATHOLOGY	<a href="#">NUIGPaediatrics</a>
PHARMACOLOGY& THERAPEUTICS	<a href="#">NUIGPathology</a>
PHYSIOLOGY	<a href="#">NUIGPharmacology &amp; Therapeutics</a>
PODIATRIC MEDICINE	<a href="#">NUIGPhysiology</a>
RADIOLOGYSPEECH & LANGUAGE THERAPY	<a href="#">NUIG Podiatric</a>
SURGERY	<a href="#">Medicine</a>
	<a href="#">NUIG Radiology</a>
	<a href="#">NUIG Speech &amp; Language Therapy</a>
	<a href="#">NUIG Surgery</a>

Centre/Institute	Website
RegenerativeMedicineInstitute	<a href="#">REMEDI</a>
Health Promotion Research Centre	<a href="#">HPRC / HPRC WHO Collaboration Centre</a>
NCBES Galway Neuroscience Centre	<a href="#">GNC</a>
Centre for Pain Research	<a href="#">Centre for Pain Research</a>
Galway Diabetes Research Centre	<a href="#">GDRC</a>
National Centre for Biomedical Engineering Science	<a href="#">NCBES</a>
Centre for Neuroimaging and Cognitive Genomics	<a href="#">NICOG</a>
Network of Excellence for Functional Biomaterials	<a href="#">NFB</a>
HPRC WHO Collaboration Centre	<a href="#">HPRC</a>
Galway Neuroscience Centre	<a href="#">GNC</a>
CURAM	<a href="#">CURAM</a>
The Lambe Institute for Translational Research	<a href="#">Clinicaltranslationalresearch</a>

## Appendix B : RESEARCH PROGRAMMES CRM RECRUIT CODES

### Structured PhD programmes – Full time

PAC code	NUIG Instance Code	Programme Title	Mode of Study
GYP01	1SPD1	Structured PhD (Anatomy)	Full Time
GYP02	1SPD1	Structured PhD (Anaesthesia)	Full Time
GYP03	1SPD1	Structured PhD (Bacteriology)	Full Time
GYP04	1SPD1	Structured PhD (General Practice)	Full Time
GYP06	1SPD1	Structured PhD (Medicine)	Full Time
GYP07	1SPD1	Structured PhD (Obstetrics and Gynaecology)	Full Time
GYP09	1SPD1	Structured PhD (Paediatrics)	Full Time
GYP10	1SPD1	Structured PhD (Pathology)	Full Time
GYP11	1SPD1	Structured PhD (Pharmacology and Therapeutics)	Full Time
GYP12	1SPD1	Structured PhD (Physiology)	Full Time
GYP19	1SPD1	Structured PhD (Surgery)	Full Time
GYP15	1SPD1	Structured PhD (Psychiatry)	Full Time
GYP16	1SPD1	Structured PhD (Radiology)	Full Time
GYP17	1SPD1	Structured PhD (REMEDI)—Regenerative Medicine Institute	Full Time
GYP14	1SPD1	Structured PhD (Primary Care)	Full Time
GYP40	1SPN1	Structured PhD (Nursing & Midwifery)	Full Time
GYP18	1SPL1	Structured PhD (Speech & Language Therapy)	Full Time
GYP13	1SPL1	Structured PhD (Podiatric Medicine)	Full Time
GYP08	1SPL1	Structured PhD (Occupational Therapy)	Full Time
GYP05	1SPL1	Structured PhD (Health Promotion [Medicine/Health Sciences])	Full Time

### Structured PhD programmes – Part time

<b>PAC code</b>	<b>NUIG Instance Code</b>	<b>Programme Title</b>	<b>Mode of Study</b>
<b>GYP20</b>	1SPD2	Structured PhD (Anatomy)	<b>Part time</b>
<b>GYP21</b>	1SPD2	Structured PhD (Anaesthesia)	<b>Part time</b>
<b>GYP22</b>	1SPD2	Structured PhD (Bacteriology)	<b>Part time</b>
<b>GYP23</b>	1SPD2	Structured PhD (General Practice)	<b>Part time</b>
<b>GYP24</b>	1SPD2	Structured PhD (Medicine)	<b>Part time</b>
<b>GYP25</b>	1SPD2	Structured PhD (Obstetrics and Gynaecology)	<b>Part time</b>
<b>GYP26</b>	1SPD2	Structured PhD (Paediatrics)	<b>Part time</b>
<b>GYP27</b>	1SPD2	Structured PhD (Pathology)	<b>Part time</b>
<b>GYP28</b>	1SPD2	Structured PhD (Pharmacology and Therapeutics)	<b>Part time</b>
<b>GYP29</b>	1SPD2	Structured PhD (Physiology)	<b>Part time</b>
<b>GYP30</b>	1SPD2	Structured PhD (Surgery)	<b>Part time</b>
<b>GYP31</b>	1SPD2	Structured PhD (Psychiatry)	<b>Part time</b>
<b>GYP32</b>	1SPD2	Structured PhD (Radiology)	<b>Part time</b>
<b>GYP33</b>	1SPD2	Structured PhD (REMED1)—Regenerative Medicine	<b>Part time</b>
<b>GYP34</b>	1SPD2	Structured PhD (Primary Care)	<b>Part time</b>
<b>GYP41</b>	1SPN2	Structured PhD (Nursing & Midwifery)	<b>Part time</b>
<b>GYP36</b>	1SPL2	Structured PhD (Speech & Language Therapy)	<b>Part time</b>
<b>GYP37</b>	1SPL2	Structured PhD (Podiatric Medicine)	<b>Part time</b>
<b>GYP38</b>	1SPL2	Structured PhD (Occupational Therapy)	<b>Part time</b>
<b>GYP39</b>	1SPL2	Structured PhD (Health Promotion [Medicine/Health	<b>Part time</b>
<b>GYP41</b>	1SPN2	Structured PhD (Nursing & Midwifery)	<b>Part time</b>

## Appendix C : COMMITTEES

### *College of Medicine, Nursing and Health Sciences: Graduate Studies Committee*

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Dr Colette Kelly (Chair)  
Dr. Martina Ní Chúlain (College Office)

Committee members:

Dr. Dara Cannon  
Dr. Cynthia Coleman  
Ms. Jackie Fox  
Dr. Margaret Hodgins  
Dr. Linda Howard  
Dr. Andrew Hunter  
Dr. Sinéad Hynes  
Dr. Brian McDonagh  
Dr. Micheál Newell  
Dr. Martina Ní Chulain  
Ms Fiona Quirke  
Mr. Declan Byrnes  
Ms Lauren Connell  
Ms Sandra Calcat

Terms of Reference

- To maintain and enhance Postgraduate Education in the CMNHS with a focus on: quality, recruitment, student completion, infrastructure and resources
- To maintain and continue to develop the Structured PhD and MD programmes
- To maintain and continue to develop the Research Master's degree programmes
- To manage the Graduate Research Committee/ yearly progress reporting process of the College
- To manage the Postgraduate Research Examination Board process
- To organise and co-ordinate the Induction programme for new Research students
- To organise and co-ordinate a Postgraduate Research event annually
- To manage the Scholarship approval process and Scholarship awards in CMNHS
- Oversight of strategic development, recruitment and annual reporting of postgraduate taught programmes in the 3 Schools
- Oversight of strategic development, recruitment and annual reporting of postgraduate taught programmes in the 3 Schools
- To liaise and advise on all Graduate Studies matters between the office of the Dean of Graduate Studies and the three Schools - to be an information, training and advice conduit for the College

### *NUI Galway Graduate Studies Board*

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Dean of Graduate Studies      Prof. Donal Leech

## Appendix D : ATTACHED EXAMPLE FORMS AND TEMPLATES

### *Instructions on how to complete forms / examples*

EXAMPLE_Recommendation onto a research degree (RARD) form
EXAMPLE_ CONFIRMATION OF A PLACE
EXAMPLE_ Yearly Progress Report (YPR) Process Notes

Instructions on the completion of the above forms are detailed within the example forms attached within this PDF. Please consult these examples when completing these forms. To view attachments within the PDF: On the menu bar of Adobe Acrobat, click on View → Navigating Panels → Attachments. The list of attached documents will be listed at the bottom of the page. Click on document to open.

### *Form Templates – Attached*

Recommendation onto a research degree (RARD) form (ver4.0)
Student annual report form GS 030
Supervisor progress report form GS 040
GRC progress report form GS 050
Transfer request form (ver2.3)

The above forms are attached as templates within this handbook. To view attachments within the PDF: On the menu bar of Adobe Acrobat, click on View → Navigating Panels → Attachments. The list of attached documents will be listed at the bottom of the page. Click on document to open.

### *Graduate Studies Forms*

#### All Relevant Forms available at link:

	Form Number
Declaration by full-time Research Student Form for employment in the University during studies	GS 010
Declaration by part-time Research Student Form for employment in the University during studies	GS 020
Leave of Absence for Research Students	GS 080
Off Campus Research Student Form	GS 090
Approval for Examination	EOG 020
Library Submission Form (from June 2012)	EOG 051

The above forms are available from the Graduate Studies website.

Link:

<http://www.nuigalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/relevantofficialformsforstudents/>

## Appendix E : ONLINE REGISTRATION PORTAL & MODULE REGISTRATION

### Instructions

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- 16.6.1 Navigate to [www.nuigalway.ie/reg](http://www.nuigalway.ie/reg)
- 16.6.2 Click the Online Registration button on the top right hand side of the page
- 16.6.3 Enter your NUIG ID Number and password on the next page where prompted
- 16.6.4 On the next page, beneath the title of your course **1SPD1** - click on 'confirm place' for 2012 in the top right hand corner of the page
- 16.6.5 Proceed through the links until you get to the module selection page.
- 16.6.6 You then need to click on the '+' icon beside the subjects/modules, research component and discipline specific module that you would like to add.
- 16.6.7 If you wish remove a module you click the remove icon (small bin) - this will delete the relevant module. You can then replace it with a new module of similar ECTS.
- 16.6.8 The subject grouping in the top column show you those already added to your curriculum.
- 16.6.9 The subject groupings in the bottom column show you those that have not. You will need to choose from the still available subjects by click the '+' icon beside it
- 16.6.10 Once you are satisfied with your choices click the 'finish' or 'confirm selection'.
- 16.6.11 Repeat this confirmation process on the subsequent pages until it will allow you to go no further.

### Screenshots : Online registration portal

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The above documents are attached as templates within this handbook. To view attachments within the PDF: On the menu bar of Adobe Acrobat, click on View → Navigating Panels → Attachments. The list of attached documents will be listed at the bottom of the page. Click on document to open.

## Appendix F : OCCASIONALLY ASKED QUESTIONS

### *What is time credit?*

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In the final year, time credit may be given for students who registered (for the first time) at other times of the year other than the start of the academic year or who were on an approved leave of absence for part of an academic year in which they paid full fees. The calculation and award of any time credit is determined by the fees office and is not always applicable.

### *What is the difference between a Scholarship and a Fellowship?*

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Students and supervisors should be aware that the terms Scholarship and Fellowship have different meanings in different organisations but that the type of funding held can affect taxation and employment requirements. They should make themselves aware of the current regulations covering this matter in the University, funding body and revenue. While the terms are sometimes used interchangeably, normally they are used to distinguish between two categories (1) a full time student who is NOT an employee and receives a stipend (2) a student or researcher who is an employee. Students and staff should ensure that the setup of funding abides the rules of NUI Galway, irrespective of what the funding body may call the award. For example, if a funding body calls an award a 'Fellowship' but pays a stipend (not a salary), then the funding should be setup as a 'Scholarship' at NUI Galway as the student will fall into category (1) above.

Under normal circumstances a Scholarship is paid to a full time student from a research account held at the University but who is not employed by the University. The student is exempt from paying income tax on the stipend they receive. A Fellowship is usually a personal award to an individual that includes their salary and possibly funds towards research costs. Fellowship holders in this format are considered employees of the University and therefore must pay tax and all other salary related costs on their income. It is very unusual for a PhD student to be a holder of this type of funding.

### *What is the difference between CRM RECRUIT, instance and discipline codes?*

---

Each PhD course offered by the University has a corresponding CRM RECRUIT code. This code is selected by the candidate when they submit an application onto a PhD programme and it is a place on this specific course that the student is offered by the Admissions office. Once the student accepts this offer, the corresponding instance code to that CRM RECRUIT code is assigned to the student. From that point forward, the CRM RECRUIT code is no longer used by the University in relation to that student. Therefore,

**16.6.12** CRM RECRUIT codes are those used by the Postgraduate Application Centre to identify courses offered at NUIG

**16.6.13** Instance codes are those used by the University to identify courses run within Colleges

**16.6.14** Within the CMNHS there are 3 instance codes used for the structured PhD programmes

**16.6.15** SPD = student is doing a structured PhD in a discipline in the School of Medicine

- 16.6.16** SPL = student is doing a structured PhD in a discipline in the School of HealthSciences
- 16.6.17** SPN = student is doing a structured PhD in a discipline in the School of Nursing & Midwifery
- 16.6.18** The instance codes are also accompanied by a figure before and after the letters which signify the year and mode
- 16.6.19** For example, XSPDX = [year of study]SPD[full time or part time] where full time = 1 and part time = 2
- 16.6.20** Therefore, 1SPD1 = 1<sup>st</sup> year of the full time PhD  
1SPD2 = 1<sup>st</sup> year of the part time PhD  
3SPD1 = 3<sup>rd</sup> year of the full time PhD  
2SPD2 = 2<sup>nd</sup> year of the part time PhD

A discipline code is assigned to every student's record and is used to identify which discipline (or disciplines) the student is primarily working within. These codes have no ECTs assigned to them but the assignment of FTE(s) to the code enable the FTEs to track back to the discipline where they students are working. Caution should be used when selecting the discipline codes as the name of the code will not always reflect the FTE allocation(s). As such, these codes should not be changed on a student's record without prior approval from the College office.

### *Can visiting postgraduate research students take modules at NUIG?*

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Yes, both visiting postgraduate research students and internal (NUIG registered) postgraduate research student who are not on a structured programme can undertake modules and receive credit (ECTs) for them.

For further information and process information, please see below and/or contact Graduate Studies.

[http://www.nuigalway.ie/graduatestudies/Supervisor\\_Resources/supervisor\\_resources.html](http://www.nuigalway.ie/graduatestudies/Supervisor_Resources/supervisor_resources.html)

[Process](#) for Visiting Research Postgraduates **and** Internal Research Postgraduates not on Structured PhDs to register on Course Instance 1PRS1 for credited modules.

[Form](#) for Non Structured and Visiting Research Students on 1PRS1

## Appendix G : ADDITIONAL INFORMATION FOR SUPERVISORS

### *Adding New Modules*

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In addition to the modules available across the College a Supervisor may stipulate existing or new modules from within their discipline. It is important that these modules are input by the discipline to the Syllabus File for the PhD.

- 16.6.21** Assessed on Pass /Fail basis – (see ‘Assessment’ below)
- 16.6.22** Format in each year;
- 16.6.23** Taught Component in two main categories
- 16.6.24** Transferable /Generic Skills, - often formalising skills implicit already in PhD – academic writing, conference presentation, journal etc.,
- 16.6.25** Discipline-Specific Skills
- 16.6.26** Research Component makes up the ECTS balance to 90 per annum
- 16.6.27** Ideally the ‘skills’ components are front-loaded into the early years and allow increased research engagement as the PhD progresses.
- 16.6.28** New entrants can register any time throughout the year up until February 1st. Modules will run in Semester I (normally September) and Semester II (normally January) of each year.

For further information and process information, please see below and/or contact Graduate Studies.

[http://www.nuigalway.ie/graduatestudies/Supervisor\\_Resources/supervisor\\_resources.html](http://www.nuigalway.ie/graduatestudies/Supervisor_Resources/supervisor_resources.html)

### *Nominations for Honorary Researchers*

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Senior researchers may undertake graduate student supervision following approval of their application as Honorary Research Lecturers. Nominations for Honorary Research Lectureships, to include the curriculum vitae of the nominee, are made by the Head of the relevant School, or Director of the relevant Research Institute, and the Vice-President for Research to the Personal Professorship Promotions Board. The appointment is made by the President, acting on a positive recommendation from the relevant College, which will, in turn, have received the positive recommendation of the Personal Professorship Promotions Board. Persons appointed to Honorary Research Lectureships shall, if requested to do so by the relevant University authority, carry out appropriate student supervision. Full details on the approval process for appointment in an adjunct post are available in the Academic Planning and Resource Committee document. <http://www.nuigalway.ie/registrar/AcademicRestructuring.html>

### *Recruiting an international PhD Student*

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- 16.6.29** Discuss a research project with applicant and assess suitability.
- 16.6.30** Review academic qualifications – advice can be sought from the relevant College Office or the International Affairs Office.
- 16.6.31** English language requirements - students from outside of Ireland whose first language is not English must provide evidence that their English language ability meets the required standard for admission. The required standard is results from an acceptable English language proficiency test, an overall minimum IELTS score of 6.5 (with not less than 5.5 in any one component) or equivalent for Arts, Commerce, Law, and Medical programmes; IELTS score of 6.0 (with not less than 5.5 in any one component) or equivalent for Science, Engineering, and I.T. programmes, undertaken no more than two years prior to the commencement of your programme at the University. For details on English Language Proficiency Tests, e.g., TOEFL or IELTS, see



[www.ets.org/toefl/](http://www.ets.org/toefl/) and <http://www.ielts.org/> for information on testing centres and dates. Note: the NUI Galway TOEFL institution code is 8861.

- This requirement can be waived at the discretion of the supervisor if he/she is satisfied with the standard of English demonstrated in written and verbal correspondence. The waiver needs to be communicated to the Postgraduate Admissions Office.
- Funding – if the student is being sponsored by a third party, such as a government, university or research agency, a financial guarantee letter should be submitted by the student. The letter should confirm the full value of the award, including tuition fees, bench fees (if applicable) and stipend for living costs to the satisfaction of the supervisor and student. In the case of a non-EU applicant, the supervisor can also apply to the College Graduate Studies committee to have the reduced EU tuition fee applied. This would normally be a requirement for an international sponsor.
- If the supervisor wishes to recruit the applicant then the applicant must make a formal application on the CRM RECRUIT system [www.CRM RECRUIT.ie](http://www.CRM RECRUIT.ie).
- Processed outlined in [Section 7](#) should be followed
- If/Once a formal offer is issued the student must accept the offer on CRM RECRUIT.
- The Postgraduate Admissions Office will contact the supervisor to request information on funding (if any) being provided. Funding information will be included in the offer letter. Admissions will then issue a hardcopy and softcopy offer letter to the applicant. This letter can be used for visa purposes.
- The student should be directed to pre-arrival information on the International Affairs Office website at <http://www.nuigalway.ie/international/beforearrive/>. Information is provided on accommodation, visas, banking, international students' orientation etc. Students can address queries to [international@nuigalway.ie](mailto:international@nuigalway.ie).
- After students arrive on campus, they register at the Student Contact Centre, Áras Uí Chathail. The International Affairs Office will provide documentation for immigration registration/banking/PPS number.
- Students are also recommended to refer to the **University Guidelines for Research Degree Programmes** and **the Postgraduate Student Guide** for general information on relevant student services
- The Graduate Studies Office organises Orientation in October (and Jan/Feb) and students must also attend local College/School/Discipline Induction.