



NUI MAYNOOTH

Ollscoil na hÉireann Má Nuad

Ph.D. RESEARCH STUDENT SUPERVISORY POLICY

**While every care has been taken in compiling
this publication, the University is not bound by any
error in or omission from
Ph.D. Research Student Supervisory Policy.**

Introduction from Dean

The National University of Ireland Maynooth offers state-of-the-art research postgraduate training through a broad range of research, which explores the universal significance of the Arts and the Sciences. NUI Maynooth is dedicated to excellence in research and this brings an exciting dynamic to postgraduate training by research.

The University acknowledges that postgraduates enrolled for research degrees:

- Are senior students
- Should receive high-level training and appropriate supervision
- Collectively make an important contribution to the University's research output.

Accordingly, the purpose of this statement is to identify the roles and responsibilities of the various parties within the University, which impact on the life of a research student, which the University and Departments will endeavor to comply with. This statement lays out the Proposed Academic and Administrative route that is taken in obtaining your Ph.D. The Roles and Duties are broken into sections so as to enable the Student, Supervisor, Department, Registrar, Academic Council and the University guidelines on the implementation of best practice in relation to PhD Supervision.

The skills one obtains in postgraduate training, to become an independent thinker and problem solver, both in your specific area of choice and your approach to the world, will benefit you greatly especially in today's uncertain world.

As Dean of Research and Graduate Studies, I wish to take this opportunity to wish you every success in your endeavours.

Dr Jason Twamley
Dean of Research and Graduate Studies
June 2004

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PROPOSED ROUTE OF ACADEMIC PROGRESSION TO A PH.D. DEGREE

The following are the proposed stages in the progression towards a Ph.D. degree. The student is required to complete these steps to the satisfaction of the appropriate body.

- Stage 1. Admission
- Stage 2. Progress evaluation. For details on Department requirements, see the Departmental Handbook on Graduate Study
- Stage 3. Thesis submission
- Stage 4. Ph.D. Viva Voce

Those involved at each stage

Stages	Student	Supervisor	Department	Registrar	Academic Council	Examiners
Admission	*	*	*	*	*	
Progress Evaluation	*	*	*			
Thesis Submission	*	*	*	*	*	*
Viva Voce Examination	*	*	*	*	*	*

STAGE 1. ADMISSION REQUIREMENTS

To be eligible to enter on a course of study and research for the Degree of Ph.D. in the University, a candidate must have reached a high Honours Standard, at the Examination for the Primary Degree, or presented such other evidence as will satisfy the Professor, or, where appropriate, the Head of Department of his/her suitability.

Applicants should first complete and submit a Postgraduate Application Form to the Head of Department or his/her nominee and follow the requirements as set out under the *Route of Administrative Progression to a Ph.D. Degree from Application to Thesis Submission*.

STAGE 2. PROGRESS EVALUATION

Departments are required to periodically evaluate the progress of research students. The purpose of this evaluation is:

- To examine the student's progress;
- To ensure the student has sufficient knowledge of the fundamentals of the chosen discipline;
- To ensure the student has developed a clear plan of research and has identified a viable topic.

Where a prospective Ph.D. candidate has registered as a Research Masters student, satisfactory progress at this stage could lead to a change of registration from a Research Masters to Ph.D.

Progress considered to be unsatisfactory may lead to a recommendation to change registration from Ph.D. to a Research Masters.

For details on Departmental requirements, see the Departmental Handbook on Graduate Study.

STAGE 3. THESIS SUBMISSION

A candidate shall not submit his/her Thesis until the Supervisor confirms that the research has been carried out and the Thesis, as submitted, has been prepared for examination under his/her supervision. Thesis submission in relation to Ph.D. by Research is set out under the *Route of Administrative Progression to a Ph.D. Degree from Application to Thesis Submission*.

Each *Departmental Graduate Study Handbook* should set out the departmental styles and procedures for the written Thesis and the Viva examination.

STAGE 4. VIVA VOCE EXAMINATION

The aim of the Viva Voce examination is to provide an opportunity for the examiners to question the candidate on aspects of the thesis. It should be designed to elicit information on any or all of the following issues:

1. Explanation of the structure of the thesis;
2. Justification for the inclusion or exclusion of material;
3. Explanation for and justification of the use of particular research methods and techniques;
4. Defense of the originality of the thesis;
5. Clarification of any points of ambiguity within the thesis;
6. Justification for the conceptual approach taken in the thesis;
7. The depth of knowledge of the contextual background to the subject of the thesis.

The Viva Voce Examination will be chaired by a permanent member of academic staff of the University who has not been appointed as an Internal Examiner. The role of the Chair is to ensure that integrity and fairness is maintained by all parties during the Viva Voce Examination. It is the responsibility of the Chair to ensure a Joint Report on the recommendation of the Examiners is sent to the Registrar (Examinations Office) for inclusion under Registrar's Business. Where the examiners' recommendations are not unanimous, the Academic Council may:

- Accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
- Accept the recommendation of the External Examiner; or
- Require the appointment of an additional External Examiner.

Further to the nomination(s) of an External Examiner by the Supervisor in agreement with the Head of Department, the Head of Department sends:

- The name(s) of at least one Internal Examiner;
- The name and a short biography of one External Examiner;
- The name of a permanent academic member of staff to act as Chair at the Viva Voce Examination;
- And a statement that the above named persons have formally consented to act;

to the Registrar for inclusion under Registrar's Business to Academic Council.

In all Faculties, the Examination Board shall normally consist of an Independent Chair, and at least two other Examiners, at least one of whom is Internal and one of whom is External, who have been approved by the Academic Council on the recommendation of the Head of

Department. In the case of a Thesis being presented by a full-time member of the Academic Staff of the University, one of the Internal Examiners shall be replaced by a second External Examiner. In the case where there is a single Internal Examiner, that Examiner may not be the Supervisor of the candidate.

ROLES AND RESPONSIBILITIES OF

- **STUDENT**
- **SUPERVISOR**
- **DEPARTMENT**
- **REGISTRAR/DEAN OF RESEARCH & GRADUATE STUDIES**
- **EXAMINERS**
- **ACADEMIC COUNCIL**
- **UNIVERSITY**

ROLES AND RESPONSIBILITIES OF THE STUDENT

Duties with Registrar

Follow the requirements as set out under the *Route of Administrative Progression to a Ph.D. Degree from Admission to Thesis Submission*.

Duties As Registered Student

1. Responsible to maintain a professional relationship at all times with the supervising academic members and other university staff.
2. Responsible for the progress and completion of her/his research study.
3. Develop competence in written and communication skills.
4. Take the initiative in identifying problems and seeking solutions to these.

Duties with Supervisor

1. Agree to a schedule of meetings, which will ensure regular contact and inform the supervisor promptly of any impediment to the schedule of research and writing.
2. Document the progress of work as agreed with the Supervisor and present written or other material in sufficient time as requested.
3. Inform the supervisor of any proposal to publish or make a presentation in connection with the work.
4. Satisfactorily pass any course work, which may be required by the Supervisor.
5. It is obligatory for the student to notify the Supervisor of his/her intention to submit at least three months prior to the proposed date of submission.

Duties With Department

1. Satisfy the Head of Department and Supervisor(s) in the Progress Evaluation, as outlined in Departmental Handbook on Graduate Study. The purpose of this evaluation is to examine the student's progress, ensure the student has sufficient knowledge of the fundamentals of the chosen discipline, the student has developed a clear plan of research, and has identified a viable topic.
2. Where the research is inter-disciplinary in nature, there shall be due co-operation with the Department(s) involved.
3. Participate in departmental research seminars in accordance with departmental requirements.
4. Ensure that the departmental office is at all times in possession of current contact details (address, email address and telephone number). This information should also be given to the Registrar (Records Office).
5. Observe regulations in connection with the use of departmental research facilities.
6. Prepare and submit a thesis of original research, in consultation with the Supervisor(s) and the Head of Department.

Role With Examiners

Establish to the satisfaction of the Examiners at the Viva Voce that the work reported in the thesis is the student's own.

Role With University

Be familiar with the University's regulations and administrative requirements and departmental guidelines and written information pertaining to Ph.D. studies.

ROLES AND RESPONSIBILITIES OF THE SUPERVISOR

Duties with Student

1. The Supervisor should be familiar with, and seek to ensure that the candidate is familiar with:
 - The regulations and schedules of the University for higher degrees by research;
 - The administrative structures and processes of the University relevant to research applications as outlined in *Route of Administrative Progression for a Ph.D. Degree from Application to Thesis Submission*;
 - Ph.D. Research Student Supervisory Policy;
 - University Safety Policy;
 - Ethical Review and Research Integrity Policy: Authorship and Publication Guidelines.
2. Whenever possible prior to enrolment, discuss with the candidate the nature of the research and the standards appropriate for the degree and negotiate an agreed research topic. A topic must be chosen which enables research embodying new knowledge at a level appropriate to the degree to be completed in the specified time. The experience of the Supervisor is an essential element in choosing the topic and it is the Supervisor's responsibility to seek to ensure that the topic is appropriate.
3. Give guidance about the nature of research and the standard expected, about the planning of the research programme and presentation of a research proposal, about literature research and appropriate courses to attend.
4. To assist the candidate with planning, the Supervisor should seek to ensure that accurate information regarding his/her own research and professional/administrative leave and any retirement plans for the period of the candidate's project is given to the candidate.
5. To maintain contact through regular supervisory meetings with the student; request regular written work or results of research to date. Return such reports in reasonable time with comments as necessary.
6. The Supervisor should seek to ensure progress of the student is evaluated as outlined in the Departmental Handbook.

7. Seek to ensure that the work reported in the dissertation is the student's own.
8. If the Supervisor feels obliged to recommend a candidate be terminated because of unsatisfactory progress, he/she must make this recommendation to the Head of Department who will inform the student accordingly.
9. Encourage the publication of the results of the research where appropriate, provided that any published work is coherently incorporated into the thesis.
10. Assist and advise on career path and professional opportunities.
11. Facilitate the student meeting other researchers and encourage attendance at research seminars, meetings or conferences as appropriate.
12. Seek to ensure that the student is aware of all relevant funding opportunities open to them and actively encouraged to apply.
13. In the case where a thesis is referred for resubmission, advise on the necessary revisions as outlined in the Examiners Report.

Duties with Department

1. If a Supervisor is to be on leave for a period greater than one month, the Supervisor, in consultation with the Head of Department, should seek to ensure that adequate supervisory arrangements are made.
2. Ensure that the thesis research of the student is within the Supervisor's professional expertise (otherwise a new Supervisor should be appointed by the Head of Department) and, where a change in research direction occurs, recommend appropriate graduate supervisory adjustments to the Head of Department.
3. Advise the Head of Department of the progress of the student prior to review and in accordance with departmental regulations.
4. A candidate shall not submit his/her Thesis until the Supervisor confirms that the research has been carried out and the Thesis, as submitted, has been prepared for examination under his/her supervision, and such confirmation has been sent, on the prescribed form, by the Supervisor to the nominating Professor, or, where appropriate, the Head of Department. Where a candidate considers that such confirmation has been withheld unreasonably, he/she may appeal to the Registrar/Dean of Research and Graduate Studies.
5. Agree the nomination(s) of an External Examiner with the Head of Department for approval by Academic Council, and arrange a short biography of the External Examiner to be forwarded to Academic Council.
6. The Examiners' reports will not be considered by the Academic Council until three hardbound copies of the revised Thesis incorporating the recommended changes, and confirmed by the Supervisor, have been lodged with the Examinations Office of the University.

Duties with Registrar

Follow procedures as outlined in *Route of Administrative Progression to a Ph.D. Degree from Application to Thesis Submission*.

Duties with Examiners

Following official notification of the composition of the Examination Board by the Registrar, the Supervisor arranges the Viva and informs Examiners and the student of dates, times etc. The Viva Voce examination should be held within three months of submission.

RESPONSIBILITIES OF THE DEPARTMENT

Duties with Student

1. The Head of Department agrees with the Supervisor and the student an appropriate group of courses that the student must take.
2. The Department shall endeavour to produce a departmental graduate handbook and issue it to all intending applicants. The departmental handbook should contain details on requirements and procedures relating to all graduate matters administered at departmental level and may include:
 - A statement on the facilities and resources available to research students within the department and within the University, including the library, computing, technical and laboratory facilities;
 - A brief biography of academics and their research interests including most recent publications and successful grant areas of research;
 - Departmental policy on the timing and mode of presentation of reports, reviews, seminars and examinations by which the student is assessed;
 - Departmental policy on Progress Evaluation, including course requirements if applicable;
 - Departmental requirements regarding demonstration, teaching and tutorials by graduate students;
 - Departmental guidelines on good research practice and research conduct within their disciplines taking into account the definition as outlined in *Ethical Review and Research Integrity: Misconduct in Research*;
 - Departmental policy regarding interlibrary loans;
 - Department policy on student costs for attendance at conferences;
 - Departmental calendar (seminar dates etc);
 - Departmental guidelines regarding thesis content and standards expected;
 - Departmental specifications for the publishing of papers in international journals or international conference presentations;

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- A statement of the University's policy and guidelines on intellectual property;
 - Procedures by which the student or the Supervisor may make representations as appropriate if significant difficulties arise (grievance procedures);
 - Requirements for student training in health and safety issues.
3. The likelihood of a student's success is enhanced by proper selection and admission procedures, which should seek to ensure that:
 - The student is suitably qualified for admission and has satisfied the Head of Department and Registrar with regard to the admission requirements;
 - The student appears to have the capacity required to undertake the work successfully and in reasonable time;
 - The proposed research project is appropriate for the degree;
 - The department is the most appropriate in which to conduct the proposed research;
 - The proposed research project is feasible in terms of time, departmental facilities, departmental equipment, departmental technical staff, departmental administration support, source and consumable materials and funding for the expected duration of the research project;
 4. The Department should seek to ensure that mechanisms are in place to promote regular contact between academics, support staff and graduate students and include:
 - Orientation programs;
 - Departmental seminars;
 - Departmental workshops in safety procedures as required.

Duties with Supervisor

1. The Department should seek to ensure that appropriate supervision is available to the student during normal office hours and that:
 - The proposed Supervisor is appropriately qualified, sufficiently expert and interested in the research area to offer the student proper advice;

- Supervisors be permanent academic members. Temporary academic members may co-supervise with a senior academic who is a permanent academic member;
 - Ascertain that alternative supervisory arrangements are made if the need arises, e.g. when a Supervisor is on leave of absence;
 - Where a change in research direction occurs, appropriate supervision adjustments are made;
 - Joint supervision is encouraged where the research spans different areas or disciplines, may arrange for joint-supervision of the Thesis. **In the case of joint-supervision, one of the Supervisors need not be a member of the staff of the University;**
 - The candidate will work under the general direction of the Supervisor(s) whether the research is being carried out at the University or at a centre elsewhere;
 - Where the research is inter-disciplinary in nature, there shall be due co-operation between the Department(s) involved.
2. In the case of a dispute between a Student and a Supervisor, the Head of Department should:
 - Discuss the matter with the parties involved;
 - Write to parties concerned giving an opinion on the situation and requesting a written response;
 - If a satisfactory resolution is not reached, refer to the Dean of Research & Graduate Studies/Registrar.
 3. In cases where the Supervisor is not an Internal Examiner, it is the duty of the Head of Department to inform the Supervisor of the Examination Board Report.

Role with Registrar

1. On the recommendation of the Head of Department, the following should be forwarded to the Registrar:
 - A copy of the Postgraduate Studies Application Form signed by the Head of Department
 - Name of Supervisor
 - Proposed Title of Thesis
 - Commencement Date

2. Nominate approval for examination of the final draft of the Thesis to the Registrar (Examinations Office) following confirmation from the Supervisor that the research has been carried out and the Thesis, as submitted, has been prepared for examination under his/her supervision.

Role with Academic Council

1. In the case of non-standard applications, application forms are sent to the Registrar for inclusion under Registrar's Business to Academic Council.
2. Further to the nomination(s) of an External Examiner by the Supervisor in agreement with the Head of Department, the Head of Department sends:
 - The name(s) of at least one Internal Examiner;
 - The name and a short biography of one External Examiner;
 - The name of a permanent academic member of staff to act as Chair at the Viva Voce Examination;
 - And a statement that the above named persons have formally consented to act;to the Registrar for inclusion under Registrar's Business to Academic Council.

RESPONSIBILITIES OF THE REGISTRAR AND DEAN OF RESEARCH AND GRADUATE STUDIES

1. Recommend acceptance of enrolment of standard research students.
2. Endeavour to ensure admission requirements of the university are adhered to.
3. Ensure the university's examination standards and requirements for the particular degree are adhered to.
4. Ensure there are clear guidelines for the submission of thesis and the examining thereof.
5. The university's administrative procedures assist students to complete their degree as expeditiously as possible.
6. Advise the Head of Department and Supervisor on the composition of the Examination Board.
7. Require that one Department has principal responsibility for supervision when candidates have a Supervisor in different departments or are involved in cross-disciplinary study.
8. Define the rules of ownership of intellectual property arising in the work of the candidate and setting the requirements for compliance with respect to relevant ethical standards and procedures.
9. Seek to ensure that supervisors should not advise a greater number of graduate students than would compromise the quality of advice to any student, or have a negative impact on the supervisor's other duties (undergraduate, graduate, administrative) within the University and where necessary refer to the Academic Council.
10. In cases of dispute between a student and a Supervisor, and a satisfactory resolution has not been reached with the Head of Department, the dispute should be referred to the Dean of Research & Graduate Studies/Registrar for consideration.
11. Advise the Head of Department and Supervisor on the report of the thesis and Viva as submitted by the Chair of the Examination Board.
12. There is a provision for a student to appeal an examination result where there is perceived a failure in due process:
 - They must do so in writing, setting out the grounds for the appeal in full to the Registrar and Dean of Research & Graduate Studies no later than six weeks after the issue of examination results.

- Upon receipt of a written appeal, the Registrar and the Dean of Research & Graduate Studies shall refer the matter to the Appeals Committee, and shall inform the relevant Head(s) of Department(s) that an appeal has been lodged. The decision of the Appeals Committee will be communicated to the Academic Council.

RESPONSIBILITIES OF THE EXAMINERS

It is the responsibility of the Examiners to ensure that:

1. The thesis is assessed by standards appropriate for the Ph.D. degree.
2. The student in his/her Viva Voce is assessed by standards appropriate for the Ph.D. degree.
3. A report on the thesis and Viva is forwarded by the Chair of the Examination Board to the Registrar (examinations Office) at least two weeks following the Viva Voce.

RESPONSIBILITIES OF THE ACADEMIC COUNCIL

It is the responsibility of Academic Council to endeavour to ensure that best practices are implemented and University standards are maintained within faculties, departments and centres of the university and

1. Ensure there are clear admission requirements and procedures for the particular degree.
2. Recommend acceptance of enrolment of non-standard research students.
3. The Academic Council may arrange for joint-supervision of the Thesis. In the case of joint-supervision, one of the Supervisors need not be a member of the staff of the University.
4. The Academic Council may withdraw the acceptance of any candidate on the recommendation of the Head of Department/Registrar.
5. The candidate shall normally pursue research for a period of six semesters and also shall follow such a programme of study in the University as may be prescribed by the Academic Council. The Academic Council may however, accept a period of four instead of six semesters in the case of any such candidate whose attainments, in its opinion, justify the shorter period.
6. Candidates are allowed six years in which to complete the Degree from the date of acceptance. If candidates do not complete the Degree within six years from the date of acceptance they must re-apply to the Academic Council, presenting justification for an extension.
7. It is the responsibility of the Academic Council to appoint an Examination Board. In all Faculties, the Examination Board shall normally consist of an Independent Chair, and at least two other

Examiners, at least one of whom is Internal and one of whom is External, who have been approved by the Academic Council on the recommendation of the Head of Department. In the case of a Thesis being presented by a full-time member of the Academic Staff of the University, one of the Internal Examiners shall be replaced by a second External Examiner. In the case where there is a single Internal Examiner, that Examiner may not be the Supervisor of the candidate.

8. Award degrees on the basis of Examiners' report as to whether or not the degree be awarded.
9. Undertake detailed study of matters referred to it for its consideration.

ROLES AND RESPONSIBILITIES: THE UNIVERSITY

The primary role of the University, in relation to candidates for research degrees, is to develop and effectively implement general policy and administrative structures within which Faculties and Departments can develop procedures that will promote a research culture supportive of quality postgraduate research. The Registrar monitors and reports to the Academic Council on the implementation of University policy, including candidate/Supervisor/department interactions, and the operation of departmental level procedures for admitting, progressing, ensuring timely course completion and the examination of candidates. In particular, the University is responsible for determining and disseminating the policy and procedures for ensuring access to central research infrastructure such as library and computer networks, and to work space and equipment suitable for the particular research.

Providing assistance to candidates through induction, training and access to information sources to utilise effectively the relevant central research facilities of the University and ensure training workshops in communication and health and safety procedures.

The University is scheduled under the Freedom of Information Act 1997 and to any convention concerning any operation or procedure bearing on intellectual property.

ROUTE OF ADMINISTRATIVE PROGRESSION TO THE PH.D. DEGREE FROM APPLICATION TO THESIS SUBMISSION

It is essential that all aspects of a Ph.D. approval are recorded on the ITS Student Database system. To facilitate this, the relevant offices, as specified, in the Registrar's Office should be provided with the following information.

STAGE 1 - ADMISSION

The applicant is required to submit the Standard Postgraduate Studies Application Form to the Department. In the case of Non-NUI Maynooth applicants the following documentation should accompany the application form:

- Academic Transcript
- Two Referees Reports (indicating their potential for Postgraduate Study)

Standard Applications

On the recommendation of the Head of Department, the following should be forwarded by the department to the Registrar.

- A copy of the Postgraduate Studies Application Form signed by the Head of Department
- Name of Supervisor
- Proposed Title of Thesis
- Commencement Date

Students are **not registered** until this recommendation is given. The Registrar informs Heads of Departments of the status of their their departments' applications. The Head of Department in turn notifies all applicants of the outcome. Successful applicants subsequently receive notification from the Student Records Office and Fees Office in relation to Registration Dates, documentation requirements and also fee details.

Documents Required for Registration of Non -NUI Maynooth applicants

Note: Documents, other than those in Irish, English or Latin, must be accompanied by an official translation into English.

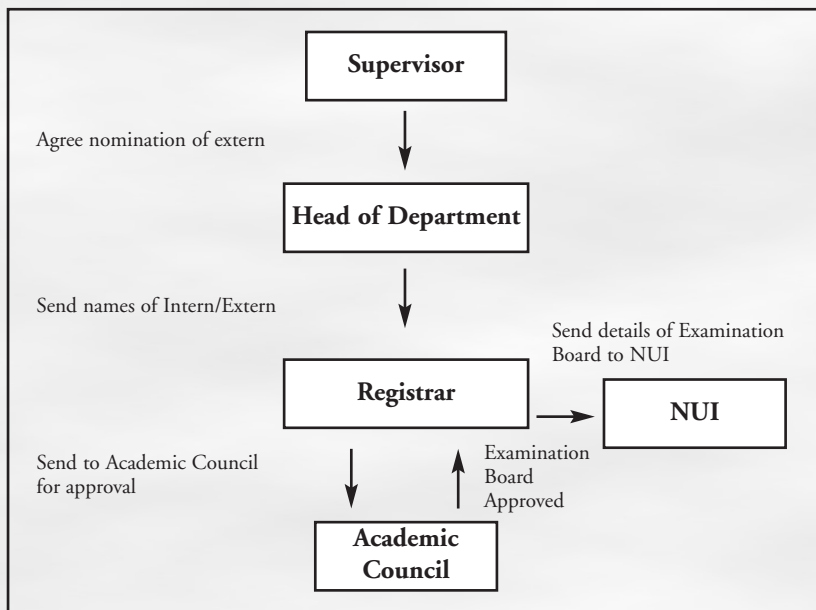
1. **Letter of Acceptance from the Head of Department**
2. **Birth Certificate (state version) or valid Passport** (Baptismal Certificates are not acceptable). If a student wishes to use their married name, please also bring Marriage Certificate (state version).
3. **Degree Parchment** or official University transcript. The transcript must give full name, title of degree, date of conferring and the name of the degree awarding body.
4. **Results** of primary degree examination and diploma examination where relevant.
5. **Bank Giro Receipt of Fees** or letter of confirmation that you are on a grant. Fees information is available from the Fees Office.

Non-Standard Applications

Completed Ph.D. application forms are forwarded by the Department, to the Registrar for inclusion under Registrar's Business in the Academic Council. The recommendation to accept / reject the applicant is made by the Academic Council. Students are informed of the decision of the Academic Council by the Registrar.

STAGE 3 - THESIS SUBMISSION AND VIVA EXAMINATION

ESTABLISHMENT OF EXAMINATION BOARD



Further to the nomination(s) of an External Examiner by the Supervisor in agreement with the Head of Department, the Head of Department sends:

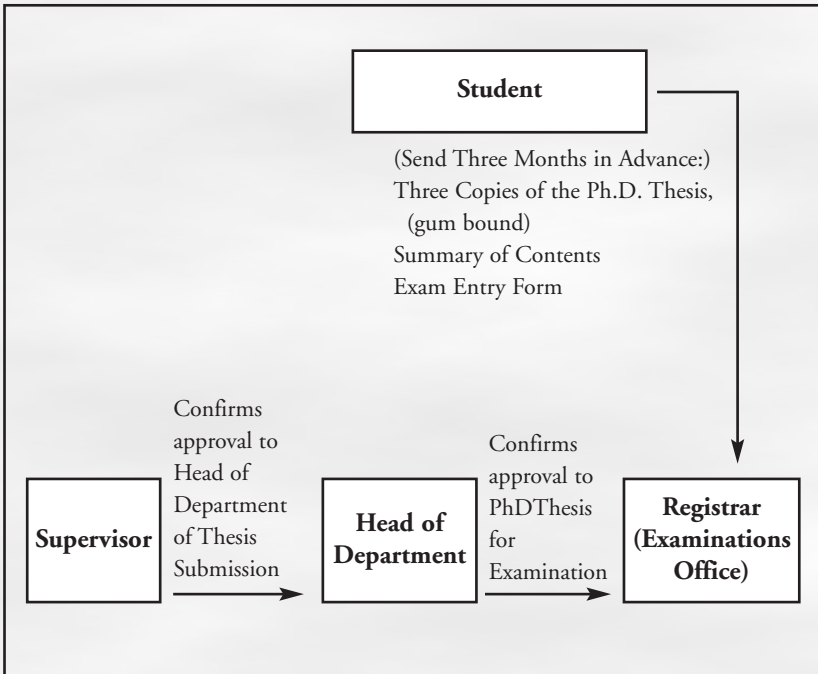
- The name(s) of at least one Internal Examiner;
- The name and a short biography of one External Examiner;
- The name of a permanent academic member of staff to act as Chair at the Viva Voce Examination;
- And a statement that the above named persons have formally consented to act;

to the Registrar for inclusion under Registrar's Business to Academic Council.

In all Faculties, the Examination Board shall normally consist of an Independent Chair, and at least two other Examiners, at least one of whom is Internal and one of whom is External, who have been approved by the Academic Council on the recommendation of the Head of Department. In the case of a Thesis being presented by a full-time member of the Academic Staff of the University, one of the Internal Examiners shall be replaced by a second External Examiner. In the case where there is a single Internal Examiner, that Examiner may not be the Supervisor of the candidate.

The Registrar informs NUI of the Examination Board.

PRESENTATION OF THESIS



A candidate should lodge the Ph.D. Thesis (gum bound) at least three months in advance of the appropriate Academic Council meeting at which the reports of the Examiners are intended to be considered. Academic Council meetings are normally held in September, October, November, January, March and May.

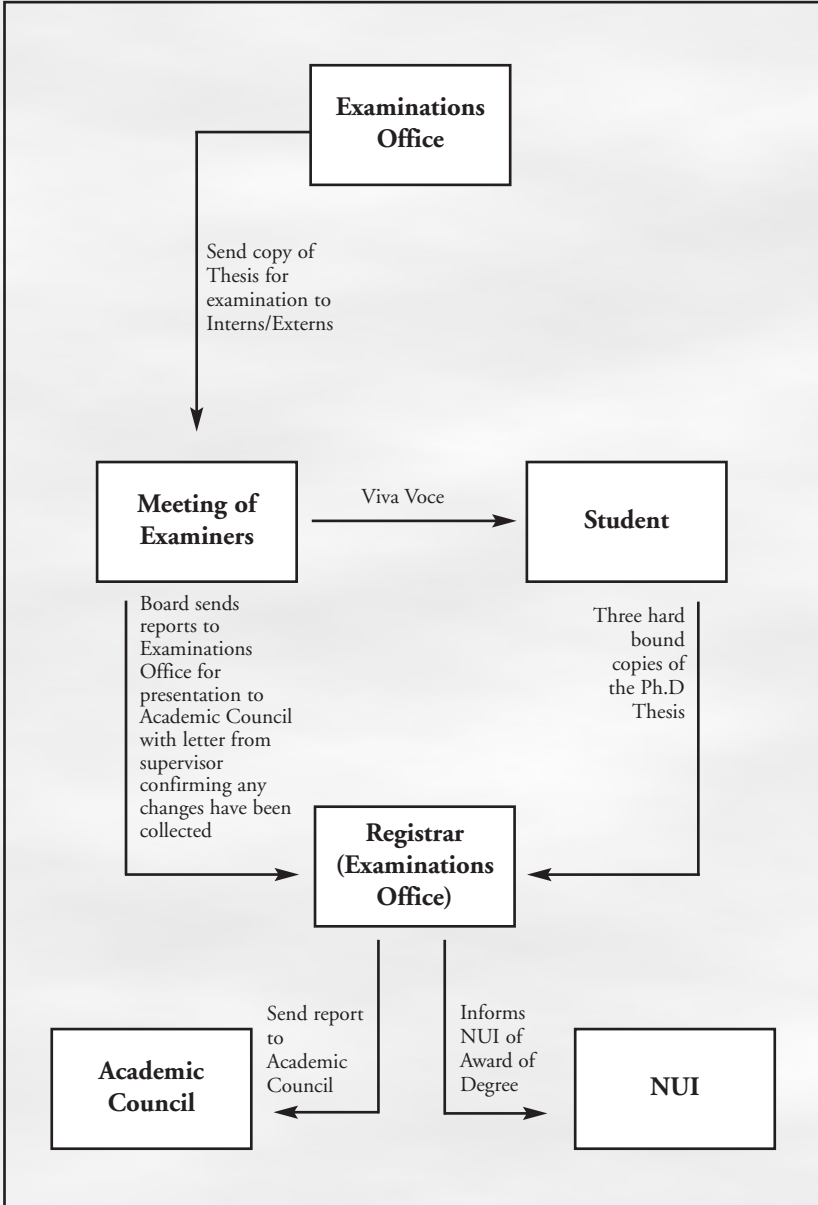
Three copies of the Ph.D. Thesis, gum-bound, and Examination Entry Form should be sent for examination to the Examinations Office. Each copy of the Thesis must be accompanied by a Summary of the contents, not exceeding 300 words in length.

Work on which a Degree in this University, or elsewhere, has already been obtained will not be accepted as the main work for a Ph.D. degree. A confirmatory statement to this effect must accompany the submission.

The Supervisor confirms approval for examination of the final draft of the Ph.D. Thesis to the Head of Department.

The Head of Department confirms approval for examination of the final draft of the Ph.D. Thesis to the Registrar (Examinations Office).

EXAMINATION AND AWARDING OF PH.D. THESIS



The Registrar (Examinations Office) forwards for examination to each of the Examiners a copy of the Ph.D. Thesis, together with a copy of the 300-word summary, a report form and a copy of the Ph.D. regulations.

The responsibilities of the Examiners are to ensure:

1. The thesis is assessed by standards appropriate for the Ph.D. degree;
2. The student in his/her Viva Voce is assessed by standards appropriate for the Ph.D. degree;
3. A report on the thesis and Viva is forwarded by the Chair of the Examination Board to the Registrar (Examinations Office) within two weeks following the Viva Voce.

Before making their report to the Academic Council, the Examiners should consult with one another and they must conduct an oral examination.

The Viva Voce Examination will be chaired by a permanent member of academic staff of the University who has not been appointed as an Internal Examiner. The role of the Chair is to ensure that integrity and fairness is maintained by all parties during the Viva Voce Examination. It is the responsibility of the Chair to ensure a Joint Report on the recommendation of the Examiners is sent to the Registrar (Examinations Office) for inclusion under Registrar's Business. Where the Examiners' recommendations are not unanimous, the Academic Council may:

- Accept a majority recommendation (provided that the majority recommendation includes at least one External Examiner);
- Accept the recommendation of the External Examiner; or
- Require the appointment of an additional External Examiner.

The Degree of Ph.D. will not be awarded unless the Examiners report that the work is worthy of publication, in full or in part, as a work of serious scholarship.

If the Examiners recommend that the Ph.D. Degree be awarded, the candidate must re-submit three hard bound copy copies of the Ph.D. Thesis, and where recommended, embodying any changes prescribed by the Examiners. The Examiners' reports will not be considered by the

Academic Council until three hardbound copies of the revised Thesis incorporating the recommended changes, and confirmed by the Supervisor, have been lodged with the Examinations Office of the University.

Unless candidates indicate otherwise, a copy of the Thesis will be lodged in the University Library. Candidates will be invited to complete a form when lodging hardbound copies of the Thesis for the Ph.D. Degree. All Theses shall remain the property of the University and may be made available in the University Library.

The Registrar informs the NUI of the award of degree following the approval of the Academic Council.

