



ACADEMIC REGULATIONS

As approved by Academic Council, on 25 April 2012

Version number: 9

ACADEMIC REGULATIONS

- A. General Regulations¹
 - B. Regulations for Research Masters Degrees²
 - C. Regulations for the Degree of Doctor of Philosophy (PhD)³
 - D. Regulations for the Degree of Doctor of Medicine (MD)⁴
 - E. Regulations for the Degrees of Doctor of Nursing (DN) and Doctor of Midwifery (DM)⁵
 - F. Regulations for the Degree of Doctor of Governance (DGov)⁶
 - G. Regulations for the Degree of Doctor of Veterinary Medical Specialisation (DVMS)⁷
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Governing Academic Session 2012/13

Note: All approved amendments to the Academic Regulations are summarised in the Version History, which is available on the Academic Secretariat website, and all such amendments are incorporated into the most recent version of the Academic Regulations.

¹ As approved by Academic Council, 31 May 2006

² As approved by Academic Council, 14 December 2007

³ As approved by Academic Council, 5 October 2006

⁴ As approved by Academic Council, 10 December 2009

⁵ As approved by Academic Council, 08 December 2010

⁶ As approved by UGPB, on the delegated authority of Academic Council, 30 November 2011

⁷ As approved by Academic Council, 25 April 2012



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Introduction

The Academic Regulations are a set of high level, overarching rules governing the University's educational offerings. *General Regulations* and *Regulations for the Degree of Doctor of Philosophy* were approved by Academic Council in 2006, while the *Regulations for Research Masters Degrees* were approved in 2007, and the *Regulations for the Degree of Doctor of Medicine (MD)* were introduced for the academic session 2010/11. Academic Council approved the *Regulations for the Degrees of Doctor of Nursing (DN) and Doctor of Midwifery (DM)* in 2010 and the *Regulations for the Degree of Doctor of Veterinary Medical Specialisation* in 2012. On the delegated authority of Academic Council, UGPB approved the *Regulations for the Doctor of Governance* in 2011.

Academic Regulations are reviewed on an annual basis and are re-issued each academic session dated for that academic session. A short history of all changes to Academic Regulations is recorded in the *Academic Regulations Version History* (available at http://www.ucd.ie/registry/academicsecretariat/acad_regs_vhistory.pdf).

All students, including students returning to their programme following a leave of absence or withdrawal, are governed by the Academic Regulations in place in the academic session they (re-)register. The status of PhD students returning from a leave of absence whose first registration was prior to 2006 may be determined by the relevant Graduate School Board.

The Academic Regulations are approved by the University's principal academic body: the Academic Council. In accordance with Statute 6, Academic Council may delegate its functions to appropriate committees. References to specific Academic Council Committees in these regulations are intended to provide clarity regarding academic decision-making processes. Academic Council, however, retains the authority over all academic decision-making.

Committees of Academic Council with programme-related delegated authority:

- **Programme Board:** the term 'Programme Board' is used throughout Academic Regulations to refer to Programme Boards, Undergraduate Programme Boards, Graduate Taught Programme Boards and Graduate School Boards.
- **University Programme Board:** the term 'University Programme Board' is used throughout Academic Regulations to refer to the University Undergraduate Programmes Board and University Graduate Programmes Board.
- **Academic Council Committee on Examinations**



A. General Regulations

The General Regulations apply to all of the University's academic programmes, including undergraduate and graduate taught programmes. Additional regulations pertaining to Research Masters Degrees and the Degree of Doctor of Philosophy may be found in Parts B and C respectively of the Academic Regulations. Part D relates to the Degree of Doctor of Medicine, Part E concerns the Degrees of Doctor of Nursing and Doctor of Midwifery while Parts F and G relate to the Degree of Doctor of Governance and Degree of Doctor of Veterinary Medical Specialisation respectively.

1 Modules and Credits

- 1.1 **Modules:** A module is a coherent and self-contained unit of learning, teaching and assessment, which comprises a defined volume of learning activity, expressed in terms of learning outcomes, which are in turn linked to assessment tasks. The volume of educational activity is expressed in hours of student effort and which is linked directly to the credit value of the module.
- 1.2 **Credit:** The European Credit Transfer System (ECTS) provides a framework to clarify the relationship between educational activity and credit value. It was developed to facilitate educational mobility for students and inter-institutional co-operation amongst higher education institutions within the European Union. One ECTS credit corresponds to a norm of 20 to 25 hours of total student effort.

Student effort includes all lecture, tutorial, seminar and laboratory contact hours, all work required on assignments and projects, time spent in independent study or research, time spent revising for and completing assessments and any additional time and effort expected of a student enrolled to that module.

Time spent on compulsory clinical or professional placements may also be assigned credit, based on criteria reflecting equivalent international standards as recommended by the relevant School and approved by the relevant Programme Board in consultation with the College, subject to review by the relevant University Programme Board.

All modules must be assigned credits to be awarded after satisfactory completion of the module and successful completion of any associated assessment.

- 1.3 **Module Size:** An undergraduate module size of 5 ECTS credits is standard across the University. Larger modules (10, 15 or 20 ECTS credits) are permitted for specific educational purposes, but normally only at Level 3 or above (see General Regulation 1.4) on the recommendation of the School or Programme Board and subject to the approval of the relevant University Programme Board. Where dissertations or research projects form part of an undergraduate programme, these modules will bear credit in multiples of 5 ECTS, up to a maximum of 30 ECTS, based on the total student effort.

Graduate taught modules (excluding research and dissertation modules) may be delivered in sizes of 2.5, 5, 7.5, 10, 15 or 20 ECTS credits. Graduate dissertations and research will bear credit in multiples of 5 ECTS credits.

- 1.4 **Level:** The level of a module is an indication of the level of difficulty of the learning outcomes and the material that will be encountered, and broadly indicates the stage in an academic career when a student is likely to attempt the module. The following level indicators will be used to describe modules offered, and are assigned to modules in accordance with detailed level descriptors approved and published by Academic Council.



UCD LEVEL	NQAI* NFQ** LEVEL	SUMMARY DESCRIPTION	
0	6	Foundation/Access	
1	7	Honours Bachelor	Introductory
2	8		Intermediate
3	8		Degree
4	9	Masters	
5	10	Doctoral	
* National Qualifications Authority of Ireland ** National Framework of Qualifications			

- 1.5 **Stage:** A student will progress through an undergraduate programme in stages, where the completion of a stage normally requires the successful accumulation of 60, 90, 120 or 180 ECTS credits. The student may then progress to the next stage of the programme according to the regulations outlined in Section 5. A 60-credit stage will normally be completed in one academic year (two teaching semesters) by a full-time, but not a part-time, undergraduate student. Programme specifications (see General Regulation 3.8) will define the credit requirements of each stage of the programme, and will specify the range of modules that must or may be taken in order to satisfy those credit requirements.

Graduate taught programmes will normally be completed in one stage. Nonetheless, a graduate taught programme, on the recommendation of the Programme Board, and with the approval of the relevant University Programme Board, may be designed to be completed in two stages.

- 1.6 **Module Dependencies:** Module dependencies specify the prior or parallel learning required of students to undertake the module. This leads to the definition of *module requirements*, *pre-requisites* and *co-requisites*. Where there is significant replication of the subject content across different modules there is a need to ensure that students do not gain credit more than once for the same learning outcomes. This leads to the definition of *incompatible* modules. The types of module dependencies which may be specified include:

Pre-Requisites – students must have passed the modules listed as prerequisites in order to enrol for the module, or have achieved the required learning outcomes in approved equivalent modules, or in some other way acceptable to the School (see also Section 5).

Required Modules – students have taken the modules listed as required modules in order to enrol for the module, or have attempted the required learning outcomes in approved equivalent modules or in some other way acceptable to the School.



Co-Requisites – students must also take or have taken the modules listed as co-requisites in order to enrol for the module, or attempt the required learning outcomes in approved equivalent modules or in some other way acceptable to the School.

Incompatible Modules – students cannot be awarded credit for the module and also be awarded credit for any of the modules listed as incompatible modules owing to the similarity of their learning outcomes. The relevant Programme Board(s) shall identify incompatible modules, subject to review by the relevant University Programme Board.

Exclusions – students cannot be awarded credit for a module if they have already achieved similar educational outcomes in higher, further or secondary education as specified by the exclusion.

Module requirements – students must have satisfied these requirements, which could include a minimum overall performance at earlier stages of the programme expressed as a required GPA, or a minimum performance at higher, further or secondary education in a specified subject or subjects.

Recommendations – students are recommended, but not required, to have the prior learning specified in the recommendation; this may include a recommendation to take or have taken certain modules or to have achieved the associated learning outcomes in some other way, or a recommendation expressed in more general terms of the prior learning.

Enrolment is not permitted in a module unless prerequisites, co-requisites and requirements have been satisfied, and any other requirements prescribed by the School or Programme Board have been fulfilled.

The sole purpose of pre-requisites and module requirements is to ensure that students are likely to be capable of achieving the learning outcomes of the module. Schools and Programme Boards should not use pre-requisites or module requirements unless there are valid educational reasons for doing so. The use of pre-requisites and module requirements is subject to review by the relevant University Programme Board.

1.7 Governance and Management of Modules

Schools: The responsibility for a module will remain with a single School. This responsibility will be assigned by the Programme Board in consultation with the College, but the School responsible will usually provide the largest fraction of the teaching input. Schools retain the responsibility for the overall design, delivery, assessment, quality assurance and enhancement of individual modules, and the academic welfare of students enrolled to those modules.

Module Co-ordinator: The Head of School will appoint named Module Co-ordinator(s) within that School. A Module Co-ordinator must be a full-time or part-time academic member of staff on a fixed or permanent contract. The Module Co-ordinator is responsible for the design, delivery and assessment of the module and acts as the principal examiner for that module. Module Co-ordinators are accountable to their Head of School for the performance of these tasks. The responsibilities of a Module Co-ordinator may not normally be delegated, and such delegation must be approved by the Head of School.

In cases where modules are delivered from outside the University, a named UCD Module Co-ordinator will be responsible for liaising with the relevant individual in the institution delivering the module, and assuring the quality of teaching, learning and assessment in that module.

- 1.8 **Student Numbers:** The School must specify the number of places available for a particular module, subject to the approval of the Programme Board in consultation with the College. Places may be reserved for students for whom that module is a requirement for their programme. The demand for modules will be monitored and Colleges will endeavour to support Schools so that demand may be met in future sessions. Where a School believes that a case should be made to restrict the number of places available, the grounds for restriction must be



presented to the relevant Programme Board and the relevant University Programme Board before the end of the session preceding that in which the restriction will operate.

- 1.9 **Module Descriptor:** The learning outcomes and curriculum for each module delivered by the University will be formally specified in a module descriptor presented in the form required by the University. The module descriptor must specify the School and Module Co-ordinator responsible for the module, the level and credit value of the module, the learning outcomes, indicative curricular content and learning activities, the means by which learning outcomes will be assessed, an indication of expected student workload, any module dependencies (pre-requisites, co-requisites, incompatible modules, exclusions, requirements or recommendations) and must include information on remediation opportunities. Any changes to be made in the module descriptor in the course of the delivery of that module must be approved by the relevant Head of School, Programme Dean and Vice-Principal for Teaching and Learning.
- 1.10 **Credit Value for Dissertations and Research Activity:** Dissertations and research activity at graduate level will bear credit in multiples of 5 ECTS credits. The credit assigned to dissertations and research must be justified in terms of the student effort required, on the basis of 20-25 hours student effort per ECTS credit.

The credit value of a research project, dissertation or other assessable research activity should therefore be on the basis that 15 weeks (one semester) full-time research merits 30 ECTS credits and 45 weeks (one calendar year) full-time research merits 90 ECTS credits. Where research is conducted on a part-time basis, or combined with taught activity, the credit value of the research activity must reflect the actual time devoted by the student to research.

Credit for dissertations and research activity shall only be awarded where the work conducted has been assessed by the University, by thesis or otherwise, and deemed to be of a satisfactory standard.

2 Semesters and Workload

- 2.1 **Semesterisation:** The taught programmes of the University will normally be based on two teaching semesters (Autumn and Spring) per academic session. The teaching, learning and assessment activities associated with a module will normally be completed during one formal semester. However, it is recognized that field work, clinical teaching, professional or work experience and other similar activities may take place outside, or be spread across the formal semesters, subject to the approval of the relevant University Programme Board. Furthermore, programmes, Schools or Colleges may wish to offer teaching within a third teaching session (a Summer term) in an academic year, subject to the approval of the relevant University Programme Board.

In very exceptional circumstances and for clear educational reasons, a School, with the approval of the relevant University Programme Board, may deliver a module over more than one semester.

Graduate taught programme research activity and dissertation work need not be constrained by the dates of the formal teaching semesters, but for registration purposes, the credit associated with such activity will be assigned to the relevant semester/term.

The Academic Council determines and publishes in advance the dates in January, May and September as the deadlines by which a graduate taught programme dissertation or thesis due to be completed in the preceding semester/term must be submitted.

- 2.2 **Teaching Semester Duration:** The traditional teaching semesters (Autumn and Spring) will comprise a minimum of 15 weeks of student activity, normally 12 weeks of teaching and learning, one week of revision and two weeks of revision and assessment. A period of up to two weeks of field work, revision or private study may be provided within a semester break.



The first semester of the first year may be shorter than described above if necessary to accommodate CAO allocation, enrolment and registration.

2.3 Student Workload: Student workload is the amount of time spent by students on university study, including both scheduled contact time (lectures, tutorials, laboratories, workshops, etc.) and individual (or group) study and is measured through the allocation of ECTS credits. Student workload norms are as follows.

2.3.1 Full-time Undergraduate: The normal workload for a full-time undergraduate student will be 60 ECTS credits in a standard two-semester academic session. The workload *per annum* may be greater than this where instruction continues outside the standard academic semesters, for example, in international programmes, programmes with a third session in the academic year, and the latter stages of professional programmes; this is permissible, subject to the approval of the relevant University Programme Boards.

Full-time undergraduate students will normally pursue modules equivalent to 30 ECTS credits per semester. However, to permit flexibility and facilitate student choice, a full-time undergraduate student may pursue a greater or lesser number of credits in a single semester. The academic load for a full-time student will not exceed a maximum of 40 ECTS credits or be less than a minimum of 20 ECTS credits in a given semester, or more than 70 ECTS credits, or less than 50 ECTS credits in a two-semester academic session, all with the exception of students taking resit assessments.

2.3.2 Part-time Undergraduate: Where an undergraduate student is registered to pursue a programme on a part-time basis, they will be required to register for and attempt modules equivalent to a minimum of 15 ECTS credits for each semester for which they are registered, unless exempted from this restriction by the Programme Board.

2.3.3 Full-time Graduate: The normal workload for a graduate student registered full-time to a taught programme will be 30 ECTS credits per semester/term, up to a maximum of 90 ECTS credits in a full calendar year.

However, to permit flexibility and facilitate student choice, a full-time graduate student may pursue a greater or lesser number of credits in a single semester, subject to the approval of the Programme Board. The academic workload for a full-time graduate student will not exceed a maximum of 40 ECTS credits or be less than a minimum of 20 ECTS credits in a given semester, and no graduate student may attempt a workload in excess of 90 ECTS credits in any given academic session.

2.3.4 Part-time Graduate: Where a graduate student is registered to pursue a programme on a part-time basis, they will be required to register for and attempt modules equivalent to a minimum of 30 ECTS credits per academic session, unless exempted from this restriction by the Programme Board.

2.4 Student Attendance: Students should participate in all activities associated with the modules they register to, including regular and punctual attendance at lectures, laboratories and other teaching and learning activities, in accordance with any attendance policy that the University may establish.

2.5 Leave of Absence: Where a student wishes to obtain a leave of absence from the University, they must apply to the relevant governing board (Programme Board for undergraduate programmes, Graduate School Board for graduate programmes) of their programme. Retrospective leave of absence is not normally permitted. However, a student may apply for retrospective leave of absence to the relevant governing board (Programme Board for undergraduate programmes, Graduate School Board for graduate programmes) of their programme.

2.6 Withdrawal: Where a student wishes, before they have completed their programme, to withdraw permanently from their programme and from the University they must notify, in writing, the relevant governing board



(Programme Board for undergraduate programmes, Graduate School Board for graduate programmes) of the programme.

2.6.1 **Re-admission:** A student who withdraws can apply to the relevant governing board (Programme Board for undergraduate programmes, Graduate School Board for graduate programmes) for re-admission to the programme. A student who is re-admitted to a programme is governed by the Academic Regulations in place at the time of their re-admission.

2.7 **Registration for Multiple Programmes:** Normally, undergraduate and graduate taught students may not be registered concurrently to more than one programme within the University, and may not be registered full-time to a programme within the University while registered full-time to a programme outside the University. In exceptional circumstances, students who wish to register concurrently to more than one programme within the University, or to register full-time to a programme within the University while registered full-time to a programme outside of the University, must obtain the approval of the relevant governing board overseeing each University programme and of the relevant University Programme Board(s).

3 Awards, Programmes and Programme Structures

3.1 **Awards:** The University offers a variety of programmes at different NQAI levels leading to a number of different types of awards – major, minor, special purpose and supplemental. These awards are outlined in the table below.

AWARD	NQAI LEVEL	AWARD TYPE*	PROGRAMME CREDIT ACCUMULATION STRUCTURE
University (Level 7) Certificate	7	Minor Award	20 to 40 credits, with a minimum of 20 credits at Level 1 or above
University Diploma	7	Minor Award	60 to 120 credits, with a minimum of 45 credits at Level 1 or above
Honours Bachelor Degree	8	Major Award	180 to 360 ECTS credits with a maximum of 10 Level 0 credits, and a minimum of 100 ECTS credits at Level 2 or above and a minimum of 40 ECTS credits are at Level 3 or above
University (Level 8) Certificate	8	Minor Award	20 to 40 ECTS credits, with a maximum of 10 Level 0 credits and a minimum of 20 ECTS credits at Level 3 or above
Higher Diploma	8	Major Award	60 to 120 ECTS credits, with a maximum of 10 Level 0 credits and a minimum of 30 ECTS credits at Level 3 or above
Professional Diploma in Education	8	Major Award	60 ECTS credits, with a minimum of 30 ECTS credits at Level 3 or above
Professional Certificate	7, 8 or 9	Special Purpose Award	5 to 15 ECTS credits
Professional Diploma	7, 8 or 9	Special Purpose Award	20 to 30 ECTS credits
Certificate of Continuing Education	6 or 7	Special purpose Award	5 to 15 credits
Diploma of Continuing Education	6 or 7	Special purpose Award	20 to 30 credits



Certificate of Continuing Professional Development	8 or 9	Supplemental Award	5 to 10 credits
Graduate Certificate	9	Minor Award	30 to 40 credits, with a minimum of 20 credits at Level 4 or above
Graduate Diploma	9	Major Award	60 to 80 credits, with a minimum of 45 credits at Level 4 or above
Masters Degree (taught)	9	Major Award	90 to 120 ECTS credits, with a minimum of 70 credits at Level 4 or above
Masters Degree (research)	9	Major Award	90 to 180 ECTS credits (nominally), with a minimum of one-calendar year full-time (or equivalent part-time) of Masters-level research activity (Level 4)
Doctoral Degree (Doctor of Medicine (MD))	10	Major Award	180 ECTS credits (nominally), with a minimum of two calendar years full-time (or equivalent part-time) Doctoral level research activity (level 5)
Doctoral Degree (research)	10	Major Award	270 to 360 ECTS credits (nominally), with a minimum of three calendar years full-time (or equivalent part-time) of Doctoral level research activity (Level 5)
Doctoral Degree (professional)	10	Major Award	270 to 360 ECTS credits (nominally), with a minimum of two calendar years full-time (or equivalent part-time) of Doctoral level research activity (Level 5)
* The National Qualifications Authority of Ireland (NQAI), through the National Framework of Qualifications (NFQ), has established criteria for both the level and type of university awards. "An award type may be Major, Minor, Special Purpose or Supplemental. Major award types are the principal class(es) of awards made at each level and are characterised by a broad range of learning outcomes. Minor award types do not have the full range of learning outcomes associated with the major award-type(s) at that level. Special Purpose award types are made for specific, narrow purposes, while supplemental award types recognise the acquisition of additional or updated knowledge, skills and competencies." (<i>The Universities and the National Framework of Qualifications</i> , NQAI, August 2005)			

3.2 **Programme:** A programme is an approved course of study, the successful completion of which normally leads to a University award. The award is made when the required number of credits has been successfully accumulated, at appropriate levels, from approved modules, and over an appropriate period of time, and all other programme requirements have been met, as outlined in the programme specification (see General Regulation 3.8) approved by Academic Council and/or its sub-committees.

3.3 Governance and Management of Programmes

All submissions from Colleges (and their constituent programme boards) relating to University approval of programme-related matters must be made to the relevant University Programme Board in accordance with the processes and procedures set out by Academic Council and/or its sub-committees. The University Undergraduate Programmes Board is the relevant University Programme Board for all programmes at NQAI levels 6, 7 and 8, and the University Graduate Programmes Board is the relevant University Programme Board for all programmes at NQAI levels 9 and 10.



3.3.1 Governance and Management of Undergraduate Programmes Leading to Major Awards

Programme Board: An undergraduate programme will normally be the responsibility of one School or College. The School or College will establish a Programme Board responsible for the strategic development and academic management of the programme. The Programme Board is responsible for:

- The design, delivery and quality assurance of the overall programme,
- Oversight of assessment and progression within the programme, and
- The academic welfare of the students registered to the programme.

A given Programme Board may be responsible for more than one programme.

The Programme Board is accountable to the Head of the School and/or College Principal by which it was established and to Academic Council. The Programme Board in all its activities is bound by such regulations, policies and procedures as the University may establish, and is subject to review by Academic Council and/or its sub-committees.

Programme Examination Board: In exercising its responsibilities with regard to assessment processes and procedures, the Programme Board shall establish the Programme Examination Board(s). The Programme Examination Board is formally responsible for the award of grades and progression and graduation of students registered to the programme (see General Regulations 4.12.1 to 4.12.3).

Programme Co-ordinator: The Programme Board will appoint a Programme Co-ordinator who will be responsible to the Programme Board for the day-to-day management of the programme.

3.3.2 Governance and Management of Graduate Programmes leading to Major Awards

A graduate programme will normally be the responsibility of one School, and that School will be responsible for:

- The development, design and delivery of the programme,
- The recommendation of students for admission to the programme, and
- The assessment and academic welfare of the students registered to the programme.

Graduate School Board: The relevant College will establish a Graduate School Board that will normally act as the formal Programme Board for the graduate programmes within the College. The Graduate School Board, as Programme Board, is responsible for:

- The strategic development and quality assurance of the portfolio of programmes,
- Oversight of admissions to, assessment of and progression within those programmes, and
- The academic welfare of students registered to those programmes.

A Graduate School Board may assume direct responsibility for a programme in certain circumstances, such as where a large number of Schools are involved in the programme. The Graduate School Board may delegate responsibility for graduate taught programmes to a Graduate Taught Programme Board. Where required for academic or administrative purposes, a Graduate School Board may, with the approval of Academic Council and/or its sub-committees, establish a dedicated Programme Board to oversee a graduate programme or programmes.

Where a graduate programme is educationally and administratively very closely associated with an undergraduate programme, the relevant undergraduate governing board (Programme Board) may, with the approval of Academic Council, assume responsibility for that programme, in which case the relevant Programme Examination Board will also assume responsibility for the award of grades and progression and graduation of students registered to the programme.



The Graduate School Board is accountable to the College Principal by which it was established and to Academic Council. The Graduate School Board in all its activities is bound by such regulations, policies and procedures as the University may establish, and is subject to review by Academic Council and/or its sub-committees.

Programme Examination Board: In exercising its responsibilities with regard to assessment processes and procedures, the Graduate School Board and/or Graduate Taught Programmes Board shall establish the Programme Examination Board(s). The Programme Examination Board is formally responsible for the award of grades and progression and graduation of students registered to the programme (see General Regulations 4.12.1 to 4.12.3). AH setup as cross refs.

Programme Co-ordinator: The School (or, where applicable, the Graduate School Board) will appoint a Programme Co-ordinator who will be responsible to the Head of School (or, where applicable, to the Director of the Graduate School) for the day-to-day management of the programme.

3.3.3 Governance and Management of Programmes leading to Minor, Special Purpose and Supplemental Awards

The programmes leading to minor, special purpose and supplemental awards will normally be the responsibility of one School or College. As a number of these awards may be offered at different levels, it is appropriate for the relevant College (in consultation with the relevant School(s)) to decide which Programme Board (within that College) shall be responsible for the strategic development and academic management of such programmes. In making this decision, the following general criteria shall apply:

- (i) Where there is a clear link between a minor, special purpose or supplemental award and a graduate taught programme, such awards should be managed by the relevant graduate governing boards (including Graduate School Boards and/or Graduate Taught Programme Boards).
- (ii) Where the minor, special purpose or supplemental award is not clearly aligned to a graduate taught programme and/or where the potential student cohort are largely non-graduates, the College shall determine the relevant governing board responsible for the management of such awards.

3.3.4 Governance and Management of Programmes at NQAI Level 6

The University offers a number of access and other programmes at NQAI level 6 that do not directly lead to major, minor, special purpose or supplemental awards. These programmes will normally be the responsibility of one School or College. It is appropriate for the relevant College (in consultation with the relevant School(s)) to decide which Programme Board (within that College) shall be responsible for the strategic development and academic management of such programmes. In making this decision, the following general criteria shall apply:

- (i) Where there is a clear and established transfer route between an access programme and a programme leading to a major, minor, special purpose or supplemental award, the access programme should be managed by the relevant undergraduate governing board (Programme Board) of the programme leading to the major, minor, special purpose or supplemental award.

- 3.4 **Head of School:** A Head of School is accountable to the College Principal, or their nominee, for the design, delivery and assessment of modules and programmes delivered or co-ordinated by that School, the quality of the teaching provided in those modules and programmes, and the academic welfare of the students enrolled to those modules and programmes. The Head of School may appoint one or several academics to co-ordinate the design, development and quality assurance of the School's module portfolio.



- 3.5 **Subject:** The Academic Council will maintain and review a register of approved subjects, indicating the School with which that subject is associated, the Head of Subject for that subject and the subject code. The Academic Council may, on the recommendation of a College Principal, having consulted with the relevant School(s) and/or College, add a new subject to the UCD Register of Subjects.
- 3.6 **Head of Subject:** Heads of Subject in approved subjects shall be appointed by the Academic Council on the recommendation of the Head of School with the approval of the College Principal. The role of the Head of Subject, working with the Professor(s) in the subject, is to support the Head of School in assuring the highest standards with regard to the design, delivery, assessment and quality of modules and programmes in their subject.
- 3.7 **Internal Examiner:** The role of the internal examiner is to support the Head of School, and where applicable, the Head of Subject, in assuring the highest standards with regard to the assessment of modules in their subject. The Internal Examiner(s) shall be those persons who have been approved by the Academic Council Committee on Examinations on the nomination of the Head of School, together with those who are Examiners by virtue of their appointment by the University or its predecessor, University College Dublin, or by the National University of Ireland.
- 3.8 **Programme Specification:** The programme outcomes, curriculum and credit requirements of a programme will be formally outlined in a programme specification presented in the form required by the University. The programme specification should address:
- The purposes of the programme;
 - The overall learning outcomes at programme level;
 - How credit may be accumulated to achieve the award, including:
 - a statement of the subjects which may be taken as majors, joint majors or minors within the programme;
 - the admission requirements, if any, for those majors, joint majors and minors;
 - any specific progression requirements for each stage of the award;
 - The scheme for award of honours at graduation;
 - Admission requirements for the programme;
 - Further educational opportunities that may arise during or upon completion of the programme;
 - The team responsible for co-ordinating and managing the programme;
 - The mechanisms by which the quality of the programme is monitored and improved.

The programme specification will be presented by the Programme Board (or for new programmes not yet supported by a Programme Board, by the sponsoring College) to the relevant University Programme Board for approval.

3.9 Programme Structure

Defining the Programme Structure: The overall credit structure of a programme, and how different majors or minors contribute to the programme, is defined by the Programme Board, and recommended by the Programme Board to the relevant University Programme Board for approval.

The detailed definition of majors, minors and structured electives listing the modules which must or may be taken within the major, minor or structured elective, will be proposed by the relevant School, in consultation with the Programme Board, and recommended to the relevant University Programme Board.

- 3.9.1 **Majors, Minors and Structured Electives:** Subjects may contribute to undergraduate bachelors degree programmes in five different modes:



- **Single Major** - where the majority of the non-elective credit in a programme or latter stages of a programme, amounting to a minimum of 100 ECTS credits awarded across the final and/or penultimate stages of the programme, is taken within that subject.
- **Major (with minor)** - where the majority of the non-elective credit in a programme or latter stages of a programme, amounting to a minimum of 60 ECTS credits awarded across the final and/or penultimate stages of the programme, is taken within that subject.
- **Joint major** - where half the non-elective credit in a programme or latter stages of a programme, amounting to a minimum of 50 ECTS credits awarded across the final and/or penultimate stages of the programme, is taken within that subject.
- **Minor** - where less than half the non-elective credit in a programme or latter stages of a programme, amounting to a minimum of 40 ECTS credits awarded across the final and/or penultimate stages of the programme, is taken within that subject.
- **Structured electives** - where the student takes their elective credit in a structured manner, as proposed and recommended by a School or Programme Board and approved by the relevant University Programme Board, to form a small but coherent block amounting to a minimum of 15 ECTS credits.

3.9.2 **Definition of Core, Option and Elective Modules:** The modules that must or may be taken to accumulate credit within a given programme should be defined in terms of core, option and elective modules. Core and option modules may be defined at the level of the programme and/or subject, and may be differently defined depending on whether the subject is being pursued as a major, joint major, minor or structured elective.

Core Modules - students must take these modules.

Option Modules - students must take at least the required number of these modules from an approved list, in accordance with an approved scheme, subject to the general provisions of the programme specification framework. Where a School and Programme Board wishes to do so, a mechanism may be established whereby additional options beyond those specified may be negotiated by the student with the agreement of the School and Programme Board.

Elective Modules - the student has free choice of modules provided the timetable allows and there are places available (see General Regulation 3.9.4).

3.9.3 **Negotiated Options:** Where a School and Programme Board wish to do so, a mechanism may be established whereby additional options beyond those specified by the programme may be negotiated by the student with the agreement of the School and Programme Board.

3.9.4 **Provision of Electives:** All undergraduate modules must offer a number of elective places to students from programmes other than the programme(s) for which the module may be core, unless specifically exempted from doing so by the relevant University Programme Board. Clinical/work placement modules are exempt from the requirement to offer elective places. These modules will normally be in a professional or clinical environment. Modules off-campus are exempt from the requirement to offer elective places.

The University requires that each undergraduate bachelors degree programme specifies credits to a minimum of 30 ECTS as electives, that is, the student has free choice of modules provided the timetable allows and there are places available. This elective requirement will normally be offered as a minimum 10 credits per stage. In exceptional circumstances where the design of the programme, for good educational reasons, makes it difficult to achieve this objective, the sequencing of elective credits may be varied from the recommended pattern, subject to the minimum provision of 30 ECTS credits being met overall.



Exceptions to the minimum elective requirements or the normal pattern will require the approval of the relevant University Programme Board.

The University also requires that each undergraduate bachelors degree programme, through its constituent majors and minors, provide sufficient modules at each level so that students can take all of their electives within their programme or subject(s) if they so choose.

- 3.10 **Clinical and Work Placement Modules:** Where a programme includes, with the approval of the Programme Board, compulsory or optional clinical, professional or work placement modules, the basis on which credits gained for such placements will count towards progression and programme credit accumulation requirements should be specified. Programmes should distinguish between those elements that fulfil professional outcomes and must be achieved for professional accreditation or registration and those that are an integral part of the academic outcomes of the programme.
- 3.11 **Recognition of Prior Learning:** Credit may be awarded within a programme for certificated or experiential prior learning, achieved outside of that programme. This credit will, subject to the approval of the Programme Board, count towards progression and programme credit accumulation requirements.
- 3.12 **Approach to First Semester of Undergraduate Programme:** The first semester of an undergraduate programme should be sufficiently flexible to accommodate the diverse backgrounds and prior learning of the incoming students. There should be an emphasis on acquiring the intellectual skills and learning approaches appropriate to a university programme.

The approach to assessment should begin to expose students to the range of assessment modalities they will encounter in their programme, reduce the emphasis on traditional terminal unseen written examinations, and be clearly aligned to the declared learning outcomes of these introductory modules.

- 3.13 **Professional Accreditation:** The University is responsible for the design and validation of its own degree programmes. Where those programmes are also subject to professional accreditation, the University and the Programme Board shall endeavour to have the requirements of the accrediting body stated in terms of programme learning outcomes rather than specified curricular content.

4 **Assessment, Grading and Boards of Examiners**

- 4.1 **Assessment Submission:** Assessments for a module should be completed during or as soon as practicable after completion of the module.

4.2 **Module Assessment**

4.2.1 The assessment strategy for a module will include one or more components of assessment. A component of assessment may be a single assessment task (such as a terminal written examination, a major essay or a project) or may comprise a number of separate assessment tasks of a given type (such as a series of laboratory reports, tutorial assessments or short tests). While components of assessment may be repeated separately, individual assessment tasks within a component of assessment may not.

4.2.2 A module should, as far as possible, make use of an appropriate range of methods of assessment, achieving an appropriate balance between formal end-of-semester examinations and continuous assessment methods. Assessment methods can include: formal written examinations, in-class written examinations, MCQs, laboratory examinations, practical or experimental reports, projects, essays, problem sets, reflective and learning journals and clinical or practical competency assessments.

4.2.3 Where participation in seminar or tutorial settings is assessed, there must be a clear assessment methodology and set of assessment criteria, made known in advance to students; such forms of



assessment should be made explicit in the assessment strategy of the module and will be subject to any assessment policy the Academic Council may establish.

4.3 **Examination Duration:** The maximum duration of a formal end-of-semester written examination for a module of less than 10 ECTS credits is 2 hours. The maximum duration of a formal end-of-semester written examination for a module of 10 ECTS credits or greater is 3 hours.

4.4 Module Grades

4.4.1 The final aggregate result of assessments for each student enrolled to a module should be returned as a single letter grade according to the following scheme. The Academic Council has agreed and published detailed grade descriptors.

MODULE GRADES		
MODULE GRADE	GRADE POINT	DESCRIPTION
A+	4.2	Excellent
A	4.0	
A-	3.8	
B+	3.6	Very good
B	3.4	
B-	3.2	
C+	3.0	Good
C	2.8	
C-	2.6	
D+	2.4	Acceptable
D	2.2	
D-	2.0	
E	1.6	Fail (marginal, may be compensated)
F	1.0	Fail (unacceptable, cannot be compensated)
G	0.4	Fail (wholly unacceptable, cannot be compensated)
NG	0	No grade (No work was submitted by the student or student was absent from the assessment, or work submitted did not merit a grade.)

4.4.2 Where module outcomes cannot be assessed at this level of detail, the results may be returned as pass/fail, or distinction/pass/fail.

MODULE GRADE	GRADE POINT	DESCRIPTION
DS	Neutral	Passed with distinction
P	Neutral	Pass
F	1.0	Fail
NG	0	No grade



4.4.3 The following grades may also be approved by the Programme Examination Board to signify particular circumstances or outcomes:

Module Grade	Grade Point	Description
AU	Neutral	<u>Audit</u> : returned where a student audits the module, and, by prior agreement with the Module Co-ordinator, does not complete some or all of the assessments and does not wish to be graded. No credit or grade is awarded and a subsequent attempt at that module is treated as a first attempt (see General Regulation 5.14).
W	Neutral	<u>Withdrawn</u> : returned where a student withdraws within the first 6 weeks of the semester. No credit is awarded, and a subsequent attempt at that module is treated as a first attempt (see General Regulation 5.14).
WX	Neutral	<u>Withdrawn or absent due to extenuating circumstances</u> : returned, at the discretion of the Programme Examination Board, where a student withdraws from a module after the first 6 weeks of the semester, but provides medical or other certification according to a UCD proforma indicating that they had an incapacitating illness or circumstance which prevented them from completing the module and/or associated assessments. Application for WX grades should be made as close as possible to the assessment(s) affected and in advance of the meeting of the Programme Examination Board; retrospective claims may be considered where there are valid reasons for non-submission. No credit is awarded, and a subsequent attempt at that module is treated as a first attempt (see General Regulation 5.14).
WL	0	<u>Withdrawn late or absent without accepted extenuating circumstances</u> : returned where a student withdraws from a module after the first 6 weeks of the semester and before the end of the 13 th week of the semester, but fails to provide evidence that satisfies the Programme Examination Board that the grade WX should be awarded. A student cannot withdraw from a module after week thirteen. No credit is awarded, and a subsequent attempt at that module is treated as a repeat attempt (see General Regulation 5.14).
I	Neutral	<u>Incomplete (temporary)</u> : returned at the discretion of the Programme Examination Board, in a very limited set of circumstances where a student has passed overall the assessments associated with a module, but has not satisfactorily completed some assessments or activities which must be completed and passed separately (see General Regulation 4.7). Credit will not be awarded unless these assessments or activities, or equivalent assessments or activities prescribed by the School, are satisfactorily completed, within a set period prescribed by the Programme Examination Board but not exceeding one calendar year. I grades may only be awarded (i) where the module descriptor clearly indicates at the commencement of the course that the assessments or activities must be completed and passed separately, and that credit will not be awarded unless and until they are satisfactorily completed (ii) the activities required to satisfactorily complete the module, and the time available to do this are clearly communicated in writing to the student by the Programme Board. Where the outstanding activities, or their equivalent, are satisfactorily completed within the prescribed time, the credit, final grade and the full grade point associated with that grade are awarded, and the incomplete removed from the transcript.
IX	Neutral	<u>Incomplete (extenuating circumstances)</u> : returned either (a) on the recommendation of a School and approved by the Programme Examination Board, or (b) on the recommendation of the Programme Examination Board, where: <ul style="list-style-type: none"> a student has been unable to satisfactorily complete a component (or components) of assessment; and



Module Grade	Grade Point	Description
		<ul style="list-style-type: none"> the student provides medical or other certification according to a UCD proforma supporting the position that they had an incapacitating illness or circumstance which prevented them from so doing. <p>The student must complete the component (or components) of assessment or complete some equivalent assessment(s) set by the School, within a period prescribed by the School but no later than the end of the subsequent semester. Where the assessments set by the School are completed within the prescribed time the final aggregate grade and the full grade point associated with that grade are awarded, along with the associated credit (provided the final grade is a passing grade) and the incomplete is removed from the transcript. Where the student does not complete some or all of the required assessments within the prescribed time, a final aggregate grade is calculated at the end of the semester by carrying forward where necessary the grades for the incomplete components of assessment from the original attempt.</p>
IP	Neutral	<u>Incomplete (permanent)</u> : awarded where a student has failed to remedy an I grade within the period prescribed by the Programme Board not exceeding one calendar year. No credit is awarded and a subsequent attempt at that module is treated as a repeat attempt (see General Regulation 5.14).

- 4.5 **Module Component Grades:** The procedures by which marks or grades awarded for the individual assessments within a module are aggregated to produce a final grade will be guided by such policy or regulation as the University may establish.

COMPONENT GRADE SCALE	
COMPONENT GRADE	DESCRIPTION
A+	Excellent
A	
A-	
B+	Very good
B	
B-	
C+	Good
C	
C-	
D+	Acceptable
D	
D-	
E+	Fail
E	
E-	
F+	Fail
F	
F-	
G+	Fail
G	
G-	
NG	No grade



- 4.6 Where different components of assessment within a module (coursework, continuous assessment and final assessment) contribute to the final grade the module descriptor must specify the relative contribution of each element to the final grade.
- 4.7 Where different components of assessment within a module (coursework, continuous assessment and final assessment) contribute to the final grade the module will not normally require that any one of these components must be passed separately (a “must-pass component”). However, in exceptional circumstances, for specified educational or professional accreditation reasons, a School, with the recommendation of the relevant Programme Board and with the approval of the relevant University Programme Board, may require an individual component of assessment within a module to be completed and passed separately in order to award credit for the module.
- 4.8 The Head of School is responsible for ensuring the accuracy and validity of the assessment instruments used and grades returned for all modules co-ordinated by that School.
- 4.9 The Module Co-ordinator is responsible for setting assessments and examinations and for stating remediation opportunities, and for ensuring that an appropriate process is in place for grading all forms of assessment. The Module Co-ordinator will assure the quality of the grading process and ensure that grades for a module are entered on the Student Information System on or before a deadline specified by the Academic Council.
- 4.10 The Head of School is responsible for ensuring that the provisional grades awarded by Module Co-ordinators for individual modules are subsequently validated by the School within such a period of time as the Academic Council may specify.

4.11 **Modular Examination Committee**

- 4.11.1 The Head of School will establish a Modular Examination Committee, which will review and agree the grades for the modules co-ordinated by that School.

Where a School co-ordinates modules in different subjects, or co-ordinates a large number of modules, the Head of School may convene a number of separate Modular Examination Committees.

The composition of Modular Examination Committees is a matter for the School, subject to review by Academic Council, where in the opinion of the Registrar or the College Principal such review is necessary. A Modular Examination Committee must have the range of expertise required to properly examine all modules considered by the Committee.

- 4.11.2 The grades for each module in a given School must be agreed by a Modular Examination Committee as soon as practicable after the completion of the module and its assessments and within such a period of time as the Academic Council may specify.

4.12 **Programme Examination Board**

- 4.12.1 When all relevant Modular Examination Committees have met and reported, the grades are then approved by the Programme Examination Board, and published as final grades. These grades, and where appropriate the associated credit, are awarded as final grades to occasional and visiting students, without compensation.

- 4.12.2 The composition of the Programme Examination Boards is the responsibility of Academic Council and may be determined by such regulation or policy as Academic Council deems appropriate. The Programme Examination Board must have the range of expertise required to properly examine all subjects considered by the Committee. The membership of the Programme Examination Board will be



recommended by the Programme Board to the Academic Council Committee on Examinations for approval, subject to the regulations and policies established by the Academic Council.

4.12.3 A Programme Examination Board in all its activities is bound by such regulations, policies and procedures as Academic Council may establish. The decisions of a Programme Examination Board are subject to review by the Academic Council Committee on Examinations in accordance with the statutes and regulations of the University.

4.13 **Extern Examiners:** The functions of Extern Examiners are determined by the Senate of the National University of Ireland (with the concurrence of UCD). The Academic Council will establish policy and guidance to assist Extern Examiners in the performance of their functions.

5 Compensation, Remediation, Progression and Continuation

5.1 Completion

A student is normally considered to have completed an attempt at a stage or programme on the first occasion when they have attempted sufficient modules (that is, have obtained grades other than AU or W) to meet the credit requirements of the stage or programme. For purposes of determining whether a student has completed an attempt at a stage or programme, WL, WX, I and IX grades are considered as representing attempts at modules. Where a student is deemed by the relevant Programme Examination Board to have completed an attempt at a stage or programme, the Programme Examination Board determines, subject to review by Academic Council, award of pass by compensation and whether a student is entitled to progress to the next stage or has satisfied the credit requirements of the programme.

5.1.1 In programmes with more than one stage, where a student is deemed by the Programme Examination Board not to have completed an attempt at a stage, the Programme Examination Board may determine, subject to review by Academic Council, that a student has achieved sufficient credit to progress to the next stage (see General Regulation 5.15.3).

5.1.2 A student is considered to have completed an attempt at their programme, and the Programme Examination Board will consider whether they are entitled to graduate, on the first occasion that the student has completed modules (that is, has obtained grades other than AU, W, WX, WL, I or IX) sufficient to meet the credit requirements of the programme.

5.2 A student who is entitled to graduate may, at the discretion of the Programme Board, defer graduation, and accumulate additional credit before graduating, in order to broaden or deepen their education, or to fulfil additional credit requirements for graduate study or professional accreditation.

5.3 The additional credit accumulated by a student who has deferred graduation is deemed extra credit (see General Regulation 5.15.9) and will not contribute to the award of honours in the programme or any of its constituent majors, so that while the transcript will show these extra modules, and associated grades, and credit will be awarded for all modules completed and passed the grades awarded in the extra modules will not contribute to award GPA. The University will levy an additional tuition fee on students taking extra credit.

5.4 No student may defer graduation for more than two teaching semesters beyond the first date on which they are entitled to graduate.

5.5 The Programme Examination Board will award honours to students graduating from undergraduate and graduate taught degree programmes according to one of the standard university schemes (see General Regulation 6.3). The mechanism by which honours will be awarded should be clearly stated in the programme specification.



- 5.6 Where a module is assessed on a pass/fail basis, a pass is grade point neutral and a fail is grade point 1.0. The progression implications of failing the module will be set out in the programme specification.
- 5.7 **Compensation:** Compensation will apply within all stages of UCD undergraduate and graduate taught programmes.
- 5.7.1 The decisions of the Programme Examination Board with regard to compensation will be based on the students' overall performance as expressed by their grade point average (GPA) for the attempt at the stage, or, if the programme is completed in one stage, their attempt at the programme. This is referred to as the compensation GPA. The compensation GPA is the weighted average of the grade points awarded for those modules which have been taken during that attempt to satisfy the credit requirements of the stage, where the grade point for each module is weighted by the credit value of the module.
- 5.7.2 Where a student has completed an attempt at a stage and has obtained passing grades (including an I grade) in modules accounting for 75% or more of the total credit required to successfully complete the stage, and the compensation GPA for the attempt at the stage is 2.00 or greater, E grades are considered passed by compensation, and a final grade of PC is awarded. The grade of PC carries a grade point of 1.6.
- 5.7.3 A module can be designated as not passable by compensation, upon recommendation of the Programme Board and subject to the approval of the relevant University Programme Board. There should be sound educational reasons or verified accreditation requirements for such designation.
- 5.7.4 When pre-requisites are specified, a pass by compensation will be acceptable, so that the minimum grade to satisfy the requirement is PC.
- 5.7.5 Dissertation, thesis and research modules valued at 15 ECTS or greater will not be passable by compensation.
- 5.8 **Remediation of Failed Modules**
Where a student has completed and passed a module, the student:
- Is awarded credit for the module.
 - Is exempt from further examination in the module.
 - May not repeat the module or resit the assessment unless it is necessary to satisfy programme requirements, as approved by the Programme Board.
- 5.8.1 Where a student has failed to complete and pass a module (that is, has been awarded a grade of E, F, G, NG, WL or IP) they may, in order to remediate that failure and to complete the credit requirements of the programme,
- **Resit the assessment** . A *resit*, if offered by the module, is an opportunity to obtain credits for the re-assessment of the failed module during the next teaching semester. Re-attendance is not required. This type of remediation carries a pass/fail grade.
 - **Repeat the module** A *repeat* is the student's opportunity for a second attempt at the module, through re-attendance when it is next offered.
 - **Substitute another module** compatible with the credit requirements of the programme. The substitution of another module for a core module requires Programme Board approval.
- 5.9 **Resit Assessments:** A **resit assessment** offers students a second and separate opportunity to demonstrate that they have achieved the major learning outcomes associated with a module. The resit assessment is a simple pass-fail instrument, and need only be the minimum assessment required to determine whether or not the student has satisfactorily achieved the major learning outcomes of the module. The resit assessment does not have to be



identical to the assessment associated with the original offering of the module, and may be significantly different, nor do the different components of the assessment need to be reproduced and repeated in full.

- There will only be one resit assessment for each offering of a module.
- A resit assessment will not normally be available in a semester where it is possible to repeat (or substitute) the module in that semester.
- The resit assessment will be graded as pass (P), fail (F) or no grade (NG) with grade points of 2.0, 1.0 and 0.0 respectively.
- The resit may be a single terminal examination and/or may require the submission of coursework or other assessment tasks during the semester.
- The original assessment and the resit assessment are entirely separate, and grades for components of the original assessment will not carry forward to the resit assessment. However, where the resit assessment has more than one component, the School may exempt a student from any component where the School considers the student has already passed a similar component on their first attempt.
- The design of the resit assessment will be a matter for the Module Co-ordinator, working within the norms established by the School and the Programme, and subject to the policies and regulations of the University.
- Resit assessments may be offered during an autumn examination period only in exceptional circumstances and with the approval of the relevant University Programme Board.

5.9.1 Resit assessments are only offered at certain levels in certain programmes. The decision to offer resit assessments is a matter for the School, subject to review by the relevant Programme Board and University Programme Board, and to the policies and regulations of the University.

5.10 **Repeats:** Where a student is **repeating a module**, the component grades from previous attempts do not normally carry forward. They should repeat all coursework, assignments and assessment associated with the repeat attempt unless the School exempts the students from attending specific component(s) for appropriate academic reasons.

Where a student repeats a module, they may be exempted from attending some or all classes where (i) timetable clashes prevent the student from attending; (ii) the School, because resources are constrained, cannot accommodate repeat students; (iii) the School exempts the student from attending for academic reasons.

A grade of D- or better awarded for a repeat attempt at a module carries a grade point of 2.0, irrespective of the actual grade awarded.

5.11 Where a student does not pass a core module, they must repeat the module or resit the assessment or take another module which, according to the Programme Board, replaces, supersedes or substitutes for that module.

5.12 Where a student does not pass an option or elective module, they may repeat the module or resit the assessment or substitute another module compatible with the requirements of the programme.

5.13 Where a student substitutes a failed module with a new module, the module must be attended, completed and passed in order to obtain credit.

5.14 Grades for all attempts by a student at a module, including resit assessments and repeat attempts, in the course of a programme are recorded on the student's record.

When a module is repeated, or a resit assessment taken, only the successfully passed repeat or resit of the module, and the grade for the successful pass of the repeat or resit of the module, is shown on the transcript. The grade is suffixed (R), for example D+(R), B-(R) or P(R), to indicate it was obtained on a repeat or resit attempt at the module and a grade point of 2.0 is awarded for all passing grades.



Where a student has been awarded a grade of E, F, G, NG, WL or IP in a core module and substitutes that module in accordance with General Regulation 5.11, the attempt at the substituted module is treated in the same way as a repeat or resit, that is the suffix (R) appears on the transcript, a grade point of 2.0 is awarded for all passing grades.

Where a student has been awarded a grade of E, F, G, NG, WL or IP in an option or elective module and substitutes that module in accordance with General Regulation 5.12, the student is considered to be attempting the substituted module for the first time, the full grade point is awarded, and the suffix (R) is not applied.

Where a student has been awarded a grade of W or WX in a core module and substitutes another module which, according to the Programme Board, replaces, supersedes or substitutes for that module, the student is considered to be attempting the substituted module for the first time and the full grade point is awarded.

Where a student has been awarded a grade of W or WX in an option or elective module and substitutes another module compatible with the requirements of the programme, the student is considered to be attempting the substituted module for the first time and the full grade point is awarded.

5.15 Progression

5.15.1 Where the Programme Examination Board determines that a student has successfully completed a stage or programme, that is, has been awarded credit for modules fulfilling all the requirements for a stage or programme, that student may progress to the next stage of, or complete, the programme, subject to specified programme progression and completion requirements.

5.15.2 When a student has successfully completed a stage, a stage GPA is awarded. The stage GPA is the weighted average of the grade points awarded for the final successful attempt of those modules which have been completed and passed to satisfy the credit requirements of the stage, where the grade point for each module is weighted by the credit value of the module.

5.15.3 In programmes with more than one stage, a student may progress to the next stage of their programme despite having not passed some modules (with grades of E,F,G,NG,I,IX,IP,W,WL,WX,AU) provided the credit value of the modules not passed is at a maximum 10 ECTS credits (see General Regulation 2.3 – Student Workload Norms).

Where modules are carried forward, those modules must be remediated. Students may opt, with the approval of the Programme Board, to defer modules from the stage they are entering, into the subsequent stage, in order to maintain a manageable course load. The total credit value of the modules deferred cannot exceed that of the modules carried forward.

5.15.4 Where modules are carried forward under General Regulation 5.15.3 and completed and passed, these modules contribute to the stage GPA for the stage from which they are carried forward (see General Regulation 5.15.2) and do not contribute to the compensation GPA for the stage into which they are carried forward (see General Regulation 5.9.1).

5.15.5 Where a full-time student is entitled to progress carrying modules, but due to module requirements (pre- or co-requisites) or timetable restrictions cannot pursue a full course load (normally 30 ECTS credits, but 20 ECTS credits at a minimum per semester) from their programme, the student may (i) register part-time or (ii) register for a repeat stage.

5.15.6 Where a student cannot progress, they may register for a repeat stage. The repeat stage is considered a separate attempt at completing the requirements of the stage, where the student is exempt from modules which they have already completed and passed.



- 5.15.7 Where a student registers for a repeat stage, and is required to repeat modules totalling 30 ECTS credits or less, and the regulations, module requirements and timetable allow, the stage may be repeated in one semester.
- 5.15.8 Where a student cannot progress and is registered to a repeat stage, the student may normally register to modules from the next stage in advance of progressing to that stage, provided the student complies with the maximum workloads set forth in General Regulation 2.3, module requirements are met and the modules from the next stage do not conflict with modules from the repeat stage.
- 5.15.9 A student may register for additional modules beyond the normal requirements of their programme, provided they do not exceed the acceptable course loads of 40 ECTS credits in a single semester, 70 ECTS credits in a two-semester academic session and 90 ECTS credits in a calendar year. The additional modules may take two forms:
- programme modules, where the student takes additional modules from within the approved programme of study for the degree for which the student is registered.
 - extra credit, where the additional modules do not form part of the approved programme of study for the degree for which the student is registered.

The University will levy an additional tuition fee on students taking extra credit. The transcript will show grades for all modules taken, and credit will be awarded for all modules completed and passed. However, only programme modules will contribute to the stage GPA. Where compensation applies, only programme modules will contribute to the compensation GPA. Only credit from programme modules can be accumulated towards the award of the degree.

- 5.15.10 Grades awarded on the basis of compulsory or optional clinical, professional or work placements for which credit has been awarded in accordance with General Regulation 3.10, will be recorded in the transcript and, at the discretion of the Programme Board, will normally be included in the calculation of compensation and stage GPA.
- 5.15.11 Grades awarded for modules completed outside UCD, as part of a programme of study approved by the University, for which credit has been awarded in accordance with General Regulation 3.11, will be recorded in the transcript. Such grades will not normally be included in the calculation of compensation and stage GPA, and will only be included with the approval of the Programme Board, where this has been notified to students in advance, and where there are agreed and published equivalences, or mechanisms to establish such equivalences, between the grades awarded by the other institution and the UCD grading scheme.
- 5.16 **Continuation:** Where the relevant governing board (Programme Board for undergraduate programmes, Graduate School Board for graduate programmes) of a programme deems a student's performance and progression within their programme to be academically unacceptable, the relevant governing board shall refer the case, with a recommendation and supporting evidence, to the relevant University Programme Board to decide whether the student is or is not eligible to continue in that programme.
- 5.16.1 Where the relevant governing board (Programme Board for undergraduate programmes, Graduate School Board for graduate programmes) of a programme receives an application to admit or re-admit to a programme(s) a student who had been deemed ineligible to continue in a programme(s) under General Regulation 5.16, the relevant governing board shall refer the case, with a recommendation and supporting evidence, to the relevant University Programme Board to decide whether the student is or is not eligible to be admitted or re-admitted.



6 Classification of Awards

6.1 Structural Classification of Undergraduate Degree Awards

6.1.1 **Major:** Where a student graduates from an honours bachelor degree programme, and 5/6 or more of the programme credits awarded in the final and/or penultimate stages of the programme, amounting to a minimum of 100 ECTS credits, are in a single subject, the award will be described as an honours bachelor degree with a major in that subject. This will be indicated by appending the name of the subject, in parentheses, to the name of the award. A programme leading to the award of an honours bachelor degree with a single major may be described as a single honours programme.

6.1.2 **Joint Major:** Where a student graduates from an honours bachelor degree programme, and 5/12 or more of the programme credits awarded in the final and/or penultimate stages of the programme, amounting to a minimum of 50 ECTS credits, are in one subject, and another 5/12 of the programme credits again amounting to a minimum of 50 ECTS credits, awarded in the final and/or penultimate stages of the programme are in another subject, the award will be described as an honours bachelor degree with a joint major in those subjects. This will be indicated by appending the names of the subjects, conjoined by the word “and”, in parentheses, to the name of the award. A programme leading to the award of an honours bachelor degree with a joint major may be described as a joint honours programme.

6.1.3 **Major/Minor:** Where a student graduates from an honours bachelor degree programme, and 1/2 or more of the programme credits awarded in the final and/or penultimate stages of the programme, amounting to a minimum of 60 ECTS credits, are in one subject, and another 1/3 of the programme credits, amounting to a minimum of 40 ECTS credits, awarded in the final and/or penultimate stages of the programme are in another subject, the award will be described as an honours bachelor degree with a major/minor subject combination in those subjects. This will be indicated by appending the names of the subjects, conjoined by the word “with”, in parentheses, to the name of the award.

6.2 **Calculation of Award GPA:** The Programme Examination Board will classify the overall awards within the programmes for which it is responsible based on an award GPA, which is calculated using one of three modes, as specified by the Programme Board:

6.2.1 **Undergraduate final stage only** - The award GPA is the weighted average of the grade points awarded for the final successful attempt at those modules which have been completed and passed to satisfy the credit requirements of the final stage, where the grade point for each module is weighted by the credit value of the module.

6.2.2 **Undergraduate final and penultimate stages** - The award GPA is the weighted average of the grade points awarded for the final successful attempt at those modules which have been completed and passed to satisfy the credit requirements of the final and penultimate stages, where the grade point for each module is weighted by the credit value of the module.

6.2.3 **Undergraduate final and penultimate stages (stage-weighted)** - The award GPA is the weighted average of the grade points awarded for the final successful attempt at those modules which have been completed and passed to satisfy the credit requirements of the final and penultimate stages, where the grade points of final stage modules are weighted by a factor of 7 and those of penultimate stage modules are weighted by a factor of 3.

6.2.4 The Undergraduate Programme Examination Board will not award honours in subjects within an honours bachelor degree.

6.2.5 **Graduate Taught** - When a student has successfully completed a programme, an award GPA is calculated. The award GPA is the weighted average of the grade-points awarded for the final successful



attempt at those modules which have been completed and passed to satisfy the credit requirements of the programme, where the grade-point for each module is weighted by the credit value of the module.

Where the programme is completed in two stages, the grades from both stages contribute to the award GPA.



6.3 UCD Taught Awards: Honours Classification Table

UCD TAUGHT AWARDS: HONOURS CLASSIFICATION TABLE: The relevant Programme Examination Board will classify the overall awards within all of the University's programmes according to the following:			
AWARD	NQAI LEVEL	AWARD TYPE	HONOURS CLASSIFICATION
University (Level 7) Certificate	7	Minor Award	Greater than or equal to 3.68 <i>Distinction</i> From 2.48 to 3.67 inclusive <i>Merit</i> From 2.00 to 2.47 <i>Pass</i>
University Diploma	7	Minor Award	
University (Level 8) Certificate	8	Minor Award	
Honours Bachelor Degree	8	Major Award	Greater than or equal to 3.68 <i>1st Class Honours</i> From 3.08 to 3.67 inclusive <i>2nd Class Honours, Grade 1</i> From 2.48 to 3.07 inclusive <i>2nd Class Honours, Grade 2</i> From 2.00 to 2.47 inclusive <i>Pass</i>
Higher Diploma	8	Major Award	
Professional Diploma in Education	8	Major Award	
Professional Certificate	7 or 8 or 9	Special Purpose Award	Greater than or equal to 3.68 <i>Distinction</i> From 2.48 to 3.67 inclusive <i>Merit</i> From 2.00 to 2.47 <i>Pass</i>
Professional Diploma	7 or 8 or 9	Special Purpose Award	
Certificate of Continuing Education	6 or 7	Special Purpose Award	
Diploma of Continuing Education	6 or 7	Special Purpose Award	
Certificate of Continuing Professional Development	8 or 9	Supplemental Award	
Graduate Certificate	9	Minor Award	Greater than or equal to 3.68 <i>1st Class Honours</i> From 3.08 to 3.67 inclusive <i>2nd Class Honours, Grade 1</i> From 2.48 to 3.07 inclusive <i>2nd Class Honours, Grade 2</i> From 2.00 to 2.47 inclusive <i>Pass</i>
Graduate Diploma	9	Major Award	
Masters Degree (taught)	9	Major Award	



B. Regulations for Research Masters Degrees

7 The Research Masters Degree

7.1 The core of the Research Masters degree award is a coherent programme of supervised research which requires that the student successfully completes Masters-level research, the principal outcome of which is a submitted thesis in acceptable form and deemed to be of a satisfactory standard. The primary purpose of Masters level research is to develop in the student the skills and competencies required to conduct research.

The Research Masters degree programme may also include additional personal and professional development elements which develop the skills and competencies required for successful research and/or support the acquisition of generic or transferable skills. This may be provided via specific modules from the advanced educational programme of the University.

7.2 The programme of supervised research and advanced education and training leading to the Research Masters degree may be pursued on a full-time or a part-time basis.

7.3 The purpose of these Regulations, and any related policies, guidelines and procedures established by the University, is to assure and enhance the quality of education and training of Research Masters students, and to create a framework that guides and supports the students and their supervisor(s).

7.4 The primary responsibility for the selection of candidates for Research Masters studies, the design and delivery of Research Masters programmes, and the supervision, direction and assessment of progress of Research Masters students rests with the relevant School(s).

7.5 The College Graduate School Board acts on the delegated authority of Academic Council and the College to:

- (i) admit students to Research Masters programmes;
- (ii) appoint Principal Supervisors and/or Co-supervisors;
- (iii) develop guidelines and good practice in the structure and delivery of a Research Masters programme;
- (iv) oversee and enhance Research Masters studies and the Research Masters student experience.

7.6 The University Graduate Programmes Board acts on the delegated authority of Academic Council to promote excellence in the development and operation of graduate programmes and will:

- (i) promote the development of graduate programmes and modules in line with the overall objectives, policy and regulations of the University;
- (ii) review and approve the structures, credit frameworks and content of graduate programmes (taught and research) proposed by Graduate School Boards or, where appropriate, Graduate Taught Programme Boards.

8 Admission Requirements, Application Procedures and Registration for the Research Masters Degree

8.1 A candidate seeking admission to a course of study and research leading to the Research Masters degree must first be nominated. The candidate may be nominated by an academic eligible to supervise Research Masters students, but is normally nominated by their proposed Principal Supervisor.

8.2 The nomination will be considered by the College Graduate School Board only where it has the support of the Head(s) of School and where relevant the Director(s) of the Research Institute(s) in which the proposed research is to be carried out. The nomination shall specify:

- (i) the academic and/or other achievements of the candidate that indicate the candidate has the capacity to pursue Masters research and, where relevant, has the appropriate professional experience in the relevant subject;
- (ii) the proposed principal or provisional supervisor, and, where relevant, second and additional supervisors;
- (iii) the provisional title of the thesis, and/or a short description of the proposed research.



- 8.3 A nominator shall propose a candidate, and the Head(s) of School shall support a nomination, only when they are satisfied that:
- (i) the candidate is appropriately qualified and has the basic skills and competencies required to embark upon Masters studies;
 - (ii) the proposed topic of research is appropriate for the degree and congruent with the research capacity and expertise of the School(s) and where relevant Research Institute(s);
 - (iii) the resources are available to support the proposed research activity;
 - (iv) appropriate supervisors and supervisory arrangements are in place to oversee the progress of the research.

Where a Head of School supports the nomination of a candidate for Masters studies, they shall in so far as is reasonable and practicable ensure that adequate resources are made available to the candidate if they are admitted. Where the research is interdisciplinary, and more than one School and/or Research Institute is involved, all Schools and Research Institutes concerned shall co-operate to provide these resources.

- 8.4 A candidate will be admitted to Masters studies only where the College Graduate School Board is satisfied that the candidate has the general educational attainment and skills and specific disciplinary competence required to embark upon Masters research. Normally, a candidate must have obtained a high honours standard in a relevant honours bachelors degree (or equivalent) from a recognised higher education institution, or the candidate must present such other evidence of academic standing and/or relevant professional experience as will satisfy the College Graduate School Board of their suitability for Masters studies.
- 8.5 The College Graduate School Board may recommend that a candidate be admitted to a Masters degree programme with advanced standing in accordance with University policy. Such decisions may be subject to review by the University Graduate Programme Board.
- 8.6 **Research Masters Degree Registration period:** The period of registration for the Research Masters degree will normally be not less than 1 calendar year and not more than 2 years for a full-time student and not less than 2 years and not more than 4 years for a part-time student. Retrospective registration is not permitted.
- 8.6.1 Full-time students who do not complete the requirements for the Research Masters degree within 2 years, and part-time students who do not complete the requirements for the Research Masters degree within 4 years, must re-apply to the College Graduate School Board, presenting justification, for permission to continue in the programme beyond the prescribed period of registration.

9 Research Masters Degree Supervision

- 9.1 The College Graduate School Board will formally appoint a Principal Supervisor of the candidate's research, and where appropriate may appoint a second and additional supervisor(s), on the recommendation of the nominator and with the approval of the relevant Head(s) of School.
- 9.2 The Principal Supervisor must be:
- (i) a permanent member of the academic staff of the University; or
 - (ii) a member of the adjunct or visiting staff of the University who has been specifically approved to act as a Principal Supervisor by the University Graduate Programmes Board, on the recommendation of a School and with the approval of the College Graduate School Board, and whose name has been entered on the University Register of Approved Adjunct and Visiting Supervisors.
- 9.3 A full-time member of the academic staff on a temporary contract of two years or greater may act as Principal Supervisor with the approval of the Head of School, provided that there is a Co-Supervisor identified in advance of the student commencing their studies. The Co-Supervisor will assume the responsibilities of the Principal Supervisor in the event that the student's programme of study exceeds the duration of the initial Principal Supervisor's contract.



- 9.4 A Principal Supervisor will be an active researcher in the broad area of the student's research topic, with a record of peer-reviewed publication of international standing, and will normally hold a doctoral degree.
- 9.5 Where a supervisor retires or resigns from the staff of the University, or for any other reason is unable to continue to supervise the research, temporarily or permanently, the Head(s) of School shall inform the College Graduate School Board, and on the recommendation of the Head(s) of School, the College Graduate School Board shall make appropriate arrangements for the supervision of the student, including, where required, the appointment of a new supervisor.
- 9.6 **Research Masters Panel:** The College Graduate School Board will formally constitute a Research Masters Panel by appointing at least two (but normally no more than four) additional research masters advisers to support and advise the student and supervisor(s) throughout the research masters programme. The College Graduate School Board will normally act on the recommendations of the Head(s) of School in which the proposed research is to be carried out when appointing advisers. The Research Masters Panel comprises the Principal Supervisor and the advisers appointed by the College Graduate School Board. The Research Masters Panel will monitor progress against the prescribed programme of research and study on a regular basis. Where the Research Masters Panel considers that progress or the arrangements for supervision of the student are not adequate, and such inadequacies cannot be resolved, the Research Masters Panel will inform the Head(s) of School and the relevant College Graduate School Board.
- 9.7 The duties and obligations of the Principal Supervisor, additional supervisors and advisers may not be delegated.
- 9.8 The research for the Research Masters degree shall largely be carried out under the direct supervision of the supervisor(s), which may include short research visits (one semester or less) to other institutions. However, if a substantial proportion or all of the research is to be carried out elsewhere under the general supervision of the supervisor(s), the prior approval of the College Graduate School Board must be sought. The College Graduate School Board may permit research to be conducted elsewhere on a case-by-case basis or may establish formal mechanisms for inter-institutional mobility of research students in the context of inter-institutional graduate programmes. The arrangements for inter-institutional mobility of research students shall be subject to review by the University Graduate Programmes Board and shall be subject to any policy on credit transfer as the University may establish.

10 Research Masters Degree Structure

- 10.1 The Research Masters degree is awarded on successful completion of a programme of research, which may also include personal and professional development elements, as prescribed by the supervisor. This programme shall comply with the policies and regulations of the University and such guidelines as may be published by the College Graduate School Board.
- 10.2 The University records work conducted in the pursuit of research degrees on a nominal credit basis, so that one calendar year of full-time research is considered equivalent to 90 credits. Where research is conducted on a part-time basis, or combined with taught activity, the credit value of the research activity must reflect the time in hours devoted by the student to research. For further information on credits and associated workload hours, see General Regulations 1.2 and 1.10.
- 10.3 The Research Masters degree will be awarded only where a student has successfully completed a programme of study with a minimum of one calendar year full-time (or equivalent part-time) of Masters level (UCD Level 4) research activity (equivalent to 90 credits). The total overall credit value of a Research Masters degree programme is between 90-180 credits. For further information on module and programme levels, see General Regulations 1.4 and 3.1 respectively.



10.3.1 **Research Activity:** Research activity can be undertaken at two levels, Masters (Level 4) and Doctoral (Level 5). The primary purpose of Masters level research is to develop in the student the skills and competencies required to conduct effective research: it may include experiential research training, and does not necessarily result in the creation of new knowledge.

10.4 The student, as required or recommended by their Principal Supervisor, may take taught modules relevant to their area of research or professional development. These may include additional educational and training elements which develop the advanced knowledge, skills and competencies required for successful research and/or support the acquisition of generic or transferable skills. A programme of study and research leading to the award of a Research Masters degree may include up to but no more than 90 credits of taught modules.

10.5 Where a student has accumulated sufficient credits via taught modules, and does not intend to proceed to completion of the Research Masters degree programme, the student may be provided with the option of completing an alternative award (Graduate Certificate, Graduate Diploma, Taught Masters) in line with the requirements of the programmes offering these awards as outlined in Section 3 of the General Regulations.

10.6 Credit for taught modules is awarded after satisfactory completion of the modules and successful completion of any associated assessment.

10.7 Credit for research activity shall only be awarded where the work conducted has been assessed on the basis of a submitted thesis in acceptable form and deemed to be of a satisfactory standard.

10.8 The School in which the Research Masters student is registered will establish appropriate processes and procedures to monitor the progress of individual Research Masters students registered in the School. The University recommends the development and use of a Research and Professional Development Plan for all Research Masters students.

11 Transfer from the Research Masters to PhD Degree

11.1 Research Masters students may transfer to stage two of a doctoral programme on successful completion of a transfer assessment following a minimum one calendar year period of registration to the Research Masters degree programme and subject to any policy the University may establish. Further information and guidelines regarding doctoral programmes may be found in the Regulations for the Degree of Doctor of Philosophy.

11.2 In instances where a Research Masters student wishes to transfer to Stage 2 of a doctoral programme, the School will establish an Assessment Panel to assess the progress of the student and their competence and capacity to complete a doctorate. The Assessment Panel must have the experience and disciplinary expertise to conduct the assessment. The Assessment Panel will base its judgement on a written statement of progress and a research plan from the candidate, and a written progress report from the Principal Supervisor. The Assessment Panel may also require a presentation from the student and may interview the student and/or the Principal Supervisor. The Assessment Panel will, subject to review by the Head of School, make one of the following recommendations to the College Graduate School Board:

- (i) that the student should progress to Stage 2 doctoral studies;
- (ii) that the student should transfer to another graduate programme;
- (iii) that the student should graduate with a Graduate Certificate, Graduate Diploma or Masters degree;
- (iv) that the student's registration be terminated and that the student be issued with a transcript showing any modules for which credit has been awarded.

11.3 The College Graduate School Board will either approve the recommendation, request that a School reconsider their recommendation or, following consultation with the School, make a decision which differs from the recommendation. Where the latter occurs, it will be reported to the Academic Council Committee on



Examinations. Further information and guidelines regarding doctoral programmes may be found in the Regulations for the Degree of Doctor of Philosophy.

- 11.4 These processes and procedures will comply with the regulations and policies of the University and such guidelines as may be agreed from time to time by the University, the University Graduate Programmes Board and/or the College Graduate School Board, and should be reviewed at appropriate intervals by the University Graduate Programmes Board and the College Graduate School Boards.

12 Responsibilities of Research Masters Degree Candidates

- 12.1 Candidates are required to fulfil all responsibilities that may be reasonably expected to progress and conduct their research, training and development successfully.
- 12.2 Candidates are required to comply with best and ethical practice and the regulations, policies and guidelines of the University in the conduct of their research.
- 12.3 Candidates may not normally be registered concurrently to more than one programme within the University, and may not be registered full-time to a programme within the University while registered full-time to a programme outside the University. In exceptional circumstances, candidates who wish to register concurrently to more than one programme within the University, or to register full-time to a programme within the University while registered full-time to a programme outside of the University, must obtain in advance the approval of the relevant governing board overseeing each University programme and of the relevant University Programme Board(s).

13 Preparation and Submission of Research Masters Theses for Examination

- 13.1 The Research Masters thesis is based on an explanation of the candidate's individual research which describes and analyses the context, nature, methodology and outcomes of the research, prepared in accordance with international norms.
- 13.2 The candidate will prepare a thesis under the direction of the Principal Supervisor and in accordance with any guidelines published by the University, and will submit the thesis for examination. The appropriate length of the thesis shall be agreed between the candidate and the Principal Supervisor in accordance with the traditions of the discipline.
- 13.2.1 The candidate must be a registered student at the time when the thesis is submitted for examination.
- 13.3 The appropriate number of copies of the thesis shall be prepared and submitted to the Student Desk, UCD Registry, in accordance with such regulations, policies and procedures that the University may establish.
- 13.4 The thesis will not be accepted by the Student Desk, UCD Registry unless it is accompanied by a statement (included on the Research Degree Examination Form) from the Principal Supervisor confirming that the research has been carried out and that the final draft of the thesis, as submitted, has been prepared for examination under their supervision. Where such a statement is, in the opinion of the candidate, unreasonably withheld, the candidate may appeal to the Head of School in which they are registered.
- 13.5 The research described in the thesis must be the work of the candidate. Research work on the basis of which a degree or other qualification (from University College Dublin, another third level institution, or a professional or other awarding body) has already been obtained will not be accepted for the degree of Research Masters. A confirmatory statement to this effect (included on the Research Degree Examination Form) must be signed by the candidate and submitted with the thesis.



14 Examination of Research Masters Theses

- 14.1 **The Research Masters Examination Committee:** The University shall establish a Research Masters Examination Committee made up of one extern and one internal examiner to assess the student on the basis of the thesis submitted and to make a recommendation on the award (or otherwise) of the Research Masters degree. Normally, the internal examiner will act as the Chair of the Examination Committee.
- 14.1.1 **Appointment of Internal Examiner:** The internal examiner(s) shall be appointed by the Academic Council Committee on Examinations on the nomination of the College Graduate School Board and recommendation of the relevant Head(s) of School. An internal examiner will be an active researcher in the broad area of the thesis topic or in a cognate discipline and must normally be a member of the academic staff of the University.
- 14.1.2 The Principal Supervisor may not act as an internal examiner.
- 14.1.3 **Appointment of Extern Examiner:** The extern examiner(s) shall be nominated by the Head(s) of School (on the recommendation of the Research Masters Panel) and, subject to the review and recommendation of the College Graduate School Board and approval of the Academic Council Committee on Examinations, they shall be recommended to and appointed by the National University of Ireland. The extern examiner should be a recognised expert in the area of research of the thesis as evidenced in the curriculum vitae of the proposed extern examiner.
- 14.1.4 Where the candidate for the Research Masters is a full-time member of the academic staff of the University, or another constituent university or recognised College of the National University of Ireland, there must be a second extern examiner. A second extern examiner should be appointed for other Research Masters candidates where the Graduate School Board considers a potential conflict of interest may arise.
- 14.2 **Conflict of Interest:** The Head of School should take appropriate steps to avert a situation where the examiner(s) would be required to examine the work of family, friends or associates, or where the examiner(s) may otherwise be closely associated with the candidate and/or any other member of the School, including candidates who are related to or associated with the examiner's colleague(s). All examiners should be careful to exercise objectivity towards all candidates, in particular any candidate who is related to or associated with a colleague.
- 14.3 **Confidentiality:** All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as the thesis has been deposited in the library and is publicly available. Examiners are not permitted to divulge any information relating to the examination, including examination grades, to colleagues who have family members, friends or associates who are examination candidates in other Schools or Colleges. Such staff should refrain from making enquiries about these examinations and/or examination grades from their colleagues.
- 14.4 **VIVA VOCE Examination:** On the request of a Head of School, or at the behest of the examiners, a *viva voce* examination may be arranged. The *viva voce* examination will normally be held within two months of submission of the thesis. The Principal Supervisor may be invited to attend the *viva voce* examination with the consent of the Research Masters Examination Committee and the candidate. The procedure for such a *viva voce* examination shall be equivalent to those employed for a PhD *viva voce* examination.
- 14.5 Assessment, UCD Registry shall forward a copy of the thesis to each member of the Research Masters Examination Committee. The Chair of the Research Masters Examination Committee shall arrange the distribution of reports from each examiner, which should include a judgement as to whether or not the thesis is of a sufficient standard.



14.6 Research Masters Examination Committee Decision

The Research Masters Examination Committee must make one of the following decisions:

14.6.1 **Decision 1: Unanimous recommendation to award the degree of Masters (i) as submitted or (ii) subject to corrections**

Where the examiners unanimously recommend award of the degree of Masters, the Research Masters Examination Committee shall submit a joint report to the Academic Council Committee on Examinations indicating their opinion on the quality of the thesis and of the research on which it is based, and recommending the award of the degree (i) as submitted or (ii) subject to corrections.

Where, in the opinions of the examiners, corrections to the thesis are required, the Chair of the Research Masters Examination Committee (or nominee – normally an Internal Examiner) shall be responsible for ensuring that such corrections have been made to the thesis before the award is approved by the Academic Council Committee on Examinations. The Chair of the Research Masters Examination Committee shall inform the candidate and the Principal Supervisor that the Research Masters Examination Committee has recommended the award of the Research Masters degree subject to the approval of the Academic Council Committee on Examinations.

14.6.2 **Decision 2: Unanimous recommendation not to award the degree of Masters, and to (i) revise and re-submit the thesis, (ii) transfer to another programme or (iii) terminate the candidate's registration**

Where the examiners unanimously recommend that the Research Masters degree not be awarded, the Research Masters Examination Committee shall submit a joint report to the Academic Council Committee on Examinations indicating their opinion on the quality of the thesis and of the research on which it is based, and indicating the areas of weakness which led to the decision not to recommend the award of a Research Masters degree.

The recommendation and report not to award the degree of Masters may include:

- (i) advice to the candidate on ways in which the thesis, or the research on which it is based, could be substantially revised to a standard which might be suitable for re-examination for the award of the Research Masters degree or
- (ii) a recommendation to the candidate to transfer to another graduate programme, including advice on utilising any work done from the Research Masters programme towards another programme or
- (iii) a recommendation to terminate the candidate's registration.

The Chair of the Research Masters Examination Committee shall inform the candidate and the Principal Supervisor that the Research Masters Examination Committee has not recommended award of the Research Masters degree and that the candidate should revise and re-submit the thesis or transfer to another programme or that their registration is to be terminated and they will be issued with a transcript showing any modules for which credit has been awarded..

14.6.3 **Decision 3: No unanimous recommendation**

Where the examiners are in disagreement and cannot unanimously recommend that the Research Masters degree be awarded, members of the Research Masters Examination Committee shall submit separate reports to the Academic Council Committee on Examinations.

The Chair of the Research Masters Examination Committee shall inform the candidate and the Principal Supervisor that the Research Masters Examination Committee has not made a unanimous decision on the award of the degree and that the matter has been recommended to the Academic Council Committee on Examinations for adjudication. The Academic Council Committee on Examinations may



decide to authorise the award of the Research Masters degree or not to authorise the award of the Research Masters degree.

- 14.7 **Appeals:** A candidate may appeal a decision of the Academic Council Committee on Examinations on the award of a Research Masters degree to the Academic Council Committee on Assessment Appeals.
- 14.8 **Submission of Revised Theses:** Where the Research Masters Examination Committee has not recommended and the Academic Council Committee on Examinations not authorised the award of a Research Masters degree, the candidate may, if so allowed, submit a revised thesis for re-examination subject to the conditions set out by the College Graduate School Board. Submission of a revised thesis requires a statement from the supervisor(s) that the thesis has been revised under their supervision.
- 14.9 A printed and electronic copy of each thesis on the basis of which the Research Masters degree has been awarded shall be submitted to the librarian of University College Dublin for deposition in the library. At the time of submission of the thesis, candidates will be required to indicate, on a form of consent provided for that purpose, whether they agree that the copy should be deposited and available immediately under conditions laid down by the University, or whether access to it should be deferred so that it is not available for consultation for a period determined by the University.
- 14.10 All theses remain the property of University College Dublin. All issues relating to intellectual property will be subject to the University's practices and policies.



C. Regulations for the Degree of Doctor of Philosophy

15 The Degree of Doctor of Philosophy (PhD)

- 15.1 The Degree of Doctor of Philosophy (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. The research is described in a thesis or similar appropriate format, in accordance with international norms, which forms the basis for the examination for the award of the degree of PhD, and which must contain material of a standard and form appropriate for peer-reviewed publication.
- 15.2 The purpose of these regulations, and any related policies, guidelines and procedures established by the University, is to assure and enhance the quality of education and training of doctoral students, and to create a framework that guides and supports the student and their supervisor(s).
- 15.3 The primary responsibility for the selection of candidates for doctoral studies, the design and delivery of doctoral programmes, and the supervision, direction and assessment of progress of doctoral students rests with the relevant School(s) and College Graduate School Board(s).
- 15.4 A Thematic Doctoral Programme is created where a group of doctoral supervisors work together to create a coherent shared experience for their doctoral students, establishing a programme of advanced education, training and research focused on an identified theme. The University Graduate Programmes Board will from time to time establish and publish criteria and a process by which the University will formally recognise Thematic Doctoral Programmes.
- 15.5 A number of committees are required by regulation to support the supervision of doctoral students and to conduct formal assessments during and at the end of the doctoral studies programmes. They include:
- (i) The Doctoral Studies Panel, which comprises the Principal Supervisor, any additional supervisor(s), and a number of advisers (at least two but normally no more than four). The purpose of the Doctoral Studies Panel is to support and enhance the supervisor-student relationship, to monitor the progress of the student through their doctoral studies, and to provide advice and support to the student and supervisor(s);
 - (ii) The Assessment Panel, which is established by a School to assess students' progress at any formal progression point within the structured PhD;
 - (iii) The PhD Examination Committee, which is established by the University and which, at the end of the doctoral programme, examines the student and the submitted thesis, and makes a recommendation regarding the award of the degree.
- 15.6 The College Graduate School Board acts on the delegated authority of Academic Council and the College to:
- (i) admit students to doctoral programmes;
 - (ii) appoint supervisors and advisers;
 - (iii) develop guidelines and good practice in the structure and delivery of doctoral studies;
 - (iv) oversee and enhance doctoral studies and the doctoral student experience;
 - (v) nominate extern examiners.
- 15.7 The University Graduate Programmes Board acts on the delegated authority of Academic Council to promote excellence in the development and operation of graduate programmes and will:
- (i) review graduate programmes and modules recommended by the College Graduate School Board;
 - (ii) formally recognise Thematic Doctoral Programmes which may be cross-School, cross-College or inter-institutional.



15.8 The programme of supervised research and advanced education and training leading to the degree of PhD may be pursued on a full-time or a part-time basis.

16 Admission Requirements, Application Procedures and Registration for the PhD Degree

16.1 A candidate seeking admission to a course of study and research leading to the degree of PhD must first be nominated. The candidate may be nominated by an individual eligible to supervise PhD students, but is normally nominated by their proposed Principal Supervisor. Where the student seeks admission to a recognised Thematic Doctoral Programme they must be nominated by the Director of that programme.

16.2 The nomination will be considered by the College Graduate School Board only where it has the support of the Head(s) of School and where relevant the Director(s) of the Research Institute(s) in which the proposed research is to be carried out. The nomination shall specify:

- (i) the academic or other achievements of the candidate that indicate they have the capacity to pursue doctoral research;
- (ii) the proposed Principal (or provisional) Supervisor, and, where relevant, second and additional supervisors;
- (iii) the proposed advisers, who, together with the supervisor(s) will comprise the Doctoral Studies Panel;
- (iv) the provisional title of the thesis, or a short description of the proposed research, or the name of the recognised thematic programme to which the candidate seeks admission.

16.3 A nominator shall propose a candidate, and the Head(s) of School shall support a nomination, only when they are satisfied that:

- (i) the candidate is appropriately qualified and has the basic skills and competencies required to embark upon doctoral studies;
- (ii) the proposed topic of research is appropriate for the degree and congruent with the research capacity and expertise of the School(s);
- (iii) the resources are available to support the proposed research activity;
- (iv) appropriate supervisors and supervisory arrangements are in place to oversee the progress of the research.

Where a Head of School supports the nomination of a candidate for doctoral studies, they shall in so far as is reasonable and practicable ensure that adequate resources are made available to the candidate if they are admitted. Where the research is interdisciplinary, and more than one School and/or Research Institute is involved, all Schools and/or Research Institutes concerned shall co-operate to provide these resources.

16.4 A candidate will be admitted to doctoral studies only where the College Graduate School Board is satisfied that the candidate has the general educational attainment and skills and specific disciplinary competence required to embark upon doctoral research. Normally, a candidate must have obtained a high honours standard in a relevant honours bachelors degree (or equivalent) or have been awarded an appropriate Masters degree (or equivalent) from a recognised higher education institution, or the candidate must present such other evidence of academic standing and/or relevant professional experience as will satisfy the College Graduate School Board of their suitability for doctoral studies.

16.5 The College Graduate School Board, subject to the review of the University Graduate Programmes Board, may recommend that a candidate be admitted to doctoral studies with advanced standing based on accreditation of prior certificated learning in accordance with University policy.

16.6 **PhD Degree Registration Period:** The period of registration for a graduate research programme of study leading to the award of the PhD degree, involving a programme of supervised research and advanced education and training, will not normally be more than 4 calendar years for a full-time student and 6 calendar years for a part-time student, and will not normally be less than 3 calendar years in duration for a full-time student and 5 calendar years for a part-time student. Retrospective registration is not permitted.



- 16.6.1 In exceptional circumstances, a student may be permitted to present for the degree of PhD following a shorter period of registration subject to the recommendation of the relevant Graduate School Board, and review and approval by the University Graduate Programmes Board. Such exceptional circumstances may include instances where:
- (i) a supervisor from another third-level higher education institution joins UCD and a PhD student under their supervision follows them;
 - (ii) there are in existence formal arrangements regarding PhD student registration in the context of inter-institutional collaborative programmes.
- 16.6.2 Full-time students who do not complete the requirements for the PhD within 4 years, and part-time students who do not complete the requirements for the PhD within 6 years, must reapply to the College Graduate School Board, presenting justification, for permission to continue in the programme beyond the prescribed period of registration.

17 PhD Degree Research Supervision

- 17.1 The College Graduate School Board will appoint a Principal Supervisor of the candidate's research, and where appropriate may appoint a second and additional supervisor(s), on the recommendation of the nominator and with the approval of the relevant Head(s) of School. Where a Thematic Doctoral Programme involves an intensive period of training, so that the commencement of original doctoral research is deferred, and the Principal Supervisor is not known at the commencement of the programme, the College Graduate School Board will appoint a provisional supervisor on the recommendation of the Director of the Thematic Doctoral Programme. The College Graduate School Board must appoint a definitive supervisor on commencement of original doctoral research. The provisional supervisor will normally remain as an adviser and member of the Doctoral Studies Panel.
- 17.2 The Principal Supervisor must be:
- (i) a permanent member of the academic staff of the University; or
 - (ii) a member of the adjunct or visiting staff of the University, who has been specifically approved to act as a Principal Supervisor by the University Graduate Programmes Board, on the recommendation of a School and with the approval of the Graduate School Board, and whose name has been entered on the Register of Approved Adjunct and Visiting Supervisors.
 - (iii) a full-time member of the academic staff on a temporary contract of three years or greater may act as Principal Supervisor with the approval of the Head of School, provided that there is a Co-Supervisor, identified in advance of the student commencing their studies. The Co-Supervisor must be a member of the Doctoral Studies Panel and will assume the responsibilities of the Principal Supervisor in the event that the student's programme of study exceeds the duration of the initial Principal Supervisor's contract.
- 17.3 The College Graduate School Board may appoint a member of the Adjunct or Visiting Staff of the University as a second or additional supervisor, or adviser, on the recommendation of the nominator and with the approval of the relevant Head(s) of School. Such individuals must be included in the membership of the Doctoral Studies Panel.
- 17.4 A Principal Supervisor will be an active researcher in the broad area of the student's research topic, with a record of peer-reviewed publication of international standing, and will normally hold a doctoral degree.
- 17.5 Where a supervisor retires or resigns from the staff of the University, or for any other reason is unable to continue to supervise the research, temporarily or permanently, the Head of School shall inform the College Graduate School Board, and on the recommendation of the Head of School, the College Graduate School Board shall make appropriate arrangements for the supervision of the student, including, where required, the appointment of a new supervisor.



- 17.6 The duties and obligations of the Principal Supervisor, additional supervisors and advisers may not be delegated.
- 17.7 **Doctoral Studies Panel:** The College Graduate School Board will formally constitute a Doctoral Studies Panel by appointing at least two (but normally no more than four) additional doctoral studies advisers to support and advise the student and supervisor(s) throughout the doctoral programme. The College Graduate School Board will normally act on the recommendations of the Head(s) of School and where relevant the Director(s) of the Research Institute(s) in which the proposed research is to be carried out when appointing advisers. The Doctoral Studies Panel comprises the Principal Supervisor, any additional supervisor(s), and the advisers appointed by the College Graduate School Board. The Doctoral Studies Panel is chaired by one of the advisers.
- 17.7.1 The advisers appointed to the Doctoral Studies Panel will normally have sufficient experience of supervising doctoral students and/or the relevant academic expertise required to effectively support and enhance the supervisor-student relationship. They shall normally be members of the academic staff of the University, or adjunct or visiting academics or professionals.
- 17.8 The research for the PhD degree shall largely be carried out under the direct supervision of the supervisor(s), which may include short research visits (one semester or less) to other institutions. However, if a substantial proportion or all of the research is to be carried out elsewhere under the general supervision of the supervisor(s), the prior approval of the College Graduate School Board must be sought. The College Graduate School Board may permit research to be conducted elsewhere on a case-by-case basis or may establish formal mechanisms for inter-institutional mobility of research students in the context of inter-institutional graduate programmes. The arrangements for inter-institutional mobility of research students shall be subject to review by the University Graduate Programmes Board and to any policy on credit transfer as the University may establish.

18 PhD Degree Structure

- 18.1 The PhD degree is awarded on successful completion of a structured programme of research, study and personal and professional development, prescribed by the supervisor(s), with the advice of the Doctoral Studies Panel. This programme shall comply with the policies and regulations of the University and such guidelines as may be published by the College Graduate School Board.
- 18.2 The University records work conducted in the pursuit of research degrees on a nominal credit basis, so that one calendar year of full-time research is considered equivalent to 90 credits. Where research is conducted on a part-time basis, or combined with taught activity, the credit value of the research activity must reflect the actual time devoted by the student to research.
- 18.3 **PhD Degree Credit Structure:** The degree of PhD will be awarded only where a student has successfully completed a programme of study with a minimum of three calendar years full-time (or equivalent part-time) of Doctoral level (UCD Level 5) research activity (equivalent to 270 credits). The total overall credit value of the PhD degree programme is between 270-360 credits. Further details regarding the period of registration for the PhD degree are included in PhD Regulation 16.6.
- 18.3.1 **Research Activity:** Research activity can be undertaken at two levels, Masters (Level 4) and Doctoral (Level 5). The distinguishing feature of doctoral research is that it is original research, the outcome of which is an original and substantial addition to knowledge and understanding.
- 18.3.2 The core of the doctorate is a coherent programme of research, which requires that the student successfully completes original doctoral (Level 5) research amounting to a nominal minimum of 240 credits, the outcome of which makes an original and substantial contribution to knowledge. The University will not recognise additional original research effort beyond a nominal 270 credits (equivalent to 3 years full time original doctoral research) as bearing credit and will not award more than 270 credits for original doctoral (Level 5) research activity within a structured PhD. Credit for original doctoral



research activity shall only be awarded where the work conducted has been assessed on the basis of a submitted thesis in acceptable form and deemed to be of a satisfactory standard.

- 18.3.3 **Education and Training Modules:** The structured PhD normally also includes additional educational and training elements which develop the advanced knowledge, skills and competencies required for successful original research and/or support the acquisition of generic or transferable skills. A programme of study and research leading to the degree of PhD may include up to but no more than 90 additional credits awarded for the successful completion of education and training modules, such as modules providing specific disciplinary education, generic or transferable skills or advanced research training, including experiential research training. Research and generic skills training, including experiential research training, may also be delivered as modules with credit volumes determined by the student effort involved, specified learning outcomes and appropriate assessments. The credit for such taught modules is awarded after satisfactory completion of the modules and successful completion of any associated assessment. The College Graduate School Board shall determine the volume of credit for taught modules that students are required to achieve for the doctoral programmes for which it is responsible.
- 18.4 **PhD Degree Programme Stages:** A course of study and research leading to the degree of PhD is pursued in two stages: Stage 1 doctoral studies normally comprises 90 credits so that it will be completed by a full-time student in one calendar year; Stage 2 doctoral studies normally comprises a nominal 180 - 270 credits, so that it will be completed by a full-time student in 2 - 3 calendar years.
- 18.4.1 **Stage 1:** Stage 1 is an initial period of advanced education, training and research, normally amounting to 90 credits. There are no restrictions on the relative proportion of taught modules, generic skills training, research training and original doctoral research within Stage 1 doctoral studies; however, at least 60 must be at Level 4 or above.
- 18.4.2 **Stage 2:** Stage 2 is largely dedicated to original doctoral research (Level 5) but may also include advanced education and research and generic training. There is no restriction on the balance between these components except that the entire PhD programme requires a nominal minimum of 270 credits total effort, including a nominal 240 credits original doctoral research, and that the total awardable credit for education and training modules cannot exceed 90 credits.
- 18.5 Students may be admitted directly to Stage 2 doctoral programmes on the basis of their having a relevant masters degree.
- 18.6 Schools may provide, subject to the approval of the University Graduate Programmes Board, two-stage programmes of advanced education, training and research where Stage 1 is a discrete masters degree programme and where Stage 2 allows graduates of that or other related masters programmes to complete a doctorate.
- 18.7 **Research and Professional Development Plan:** For all students admitted after 31 August 2007, the student, supported by the Doctoral Studies Panel, shall document their educational, training and personal and professional development needs, which, along with the proposed programme of research, will inform the development of a Research and Professional Development Plan (RPDP).
- 18.8 The Doctoral Studies Panel will monitor progress against the prescribed programme of research and study and the RPDP on a regular basis but at least once per year. Where the Doctoral Studies Panel considers that progress or the arrangements for supervision of the student are not adequate, and such inadequacies cannot be resolved, the Doctoral Studies Panel will inform the Head of School and the College Graduate School Board.



19 Progression in the PhD Degree

- 19.1 Schools will establish appropriate processes and procedures to monitor the progress of individual PhD students registered in the School, and to assess each student formally at the end of Stage 1 doctoral studies. These processes and procedures will comply with the regulations and policies of the University and such guidelines as may be agreed from time to time by the University or the College Graduate School Board, and should be reviewed at appropriate intervals by the College Graduate School Board.
- 19.2 The School will establish an Assessment Panel or Panels to assess the progress of the student and their competence and capacity to complete a doctorate at the end of Stage 1 or at any other point in the programme. The Assessment Panel must have the experience and disciplinary expertise to conduct the assessment. The Assessment Panel will base its judgement on a written statement of progress and a research plan from the candidate, and a written progress report from the Principal Supervisor. These may be integrated into the Research and Professional Development Plan (RPDP). The Assessment Panel may also require a presentation from the student and may interview the student and/or the Principal Supervisor. The Assessment Panel will, subject to review by the Head of School, make one of the following recommendations to the College Graduate School Board:
- (i) that the student should progress to Stage 2 doctoral studies;
 - (ii) that the student should transfer to another graduate programme;
 - (iii) that the student should graduate with a Graduate Certificate, Graduate Diploma or Masters degree;
 - (iv) that the student's registration be terminated and that the student be issued with a transcript showing any modules for which credit has been awarded.
- 19.3 The College Graduate School Board will either approve the recommendation, request that a School reconsider their recommendation or, following consultation with the School, make a decision which differs from the recommendation. Where the latter occurs, it will be reported to the Academic Council Committee on Examinations.
- 19.4 The Assessment Panel or College Graduate School Board may recommend a second formal assessment of progress and competence within Stage 2 of the structured PhD, or such an assessment may be a normal element of a structured PhD. This will most often occur where there are substantial taught and research training elements in Stage 1, and insufficient opportunity for the candidate to demonstrate capacity to pursue original doctoral research. The Doctoral Studies Panel will recommend the nature and timing of any such assessment at the time of the student's Stage 1 assessment.

20 Responsibilities of PhD Degree Candidates

- 20.1 Candidates are required to pursue the programme of research, study and personal and professional development prescribed by the supervisor(s) and to work with their supervisor(s) to meet the requirements articulated in the Research and Professional Development Plan (RPDP).
- 20.2 Candidates may not normally be registered concurrently to more than one programme within the University, and may not be registered full-time to a programme within the University while registered full-time to a programme outside the University. In exceptional circumstances, candidates who wish to register concurrently to more than one programme within the University, or to register full-time to a programme within the University while registered full-time to a programme outside of the University, must obtain in advance the approval of the relevant governing board overseeing each University programme and of the relevant University Programme Board(s).
- 20.3 Candidates are required to fulfil all responsibilities that may be reasonably expected to progress and conduct their research, training and development successfully.



20.4 Candidates are required to comply with best and ethical practice and the regulations, policies and guidelines of the University in the conduct of their research.

21 Preparation and Submission of PhD Degree Theses for Examination

21.1 The examination for the degree of PhD is based on a description of the candidate's research in a thesis describing the context, nature, methodology and outcomes of the research, prepared in accordance with international norms, which must contain material of a publishable/peer reviewed standard.

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

- (i) a collection of papers of publishable/peer reviewed standard describing a coherent programme of research, accompanied by a critical and theoretical overview of the work presented in the papers.
- (ii) a substantial collection of original creative material, together with a written thesis which contextualises the work within an academic framework.

21.2 The candidate will prepare a thesis under the direction of the Principal Supervisor and in accordance with any guidelines published by the University, and will submit the thesis for examination. The appropriate length of the thesis shall be agreed between the candidate and the Principal Supervisor in accordance with the traditions of the discipline.

21.2.1 The candidate must be a registered student at the time when the thesis is submitted for examination.

21.3 The appropriate number of copies of the thesis shall be prepared and submitted to the Student Desk, UCD Registry, in accordance with such regulations, policies and procedures that the University may establish.

21.4 The thesis will not be accepted by the Student Desk, UCD Registry unless it is accompanied by a statement (included on the Research Degree Examination Form) from the Principal Supervisor that the research has been carried out, and the final draft of the thesis, as submitted, has been prepared for examination under their supervision. Where such a statement is, in the opinion of the candidate, unreasonably withheld, the candidate may appeal to the Head of School in which they are registered.

21.5 The research described in the thesis must be the original work of the candidate. Research work on the basis of which a degree or other qualification (from University College Dublin, another third level institution, or a professional or other awarding body) has already been obtained will not be accepted for the degree of PhD. A confirmatory statement to this effect (included on the Research Degree Examination Form) must be signed by the candidate and submitted with the thesis.

22 Examination of PhD Theses

22.1 The PhD Examination Committee: The University shall establish a PhD Examination Committee to assess the student on the basis of the thesis submitted and to make a recommendation on the award (or otherwise) of the degree of PhD. The PhD Examination Committee shall be chaired by the Head of School, or their nominee, and shall consist of the Chair and a number of examiners. There shall be an extern examiner and one or two internal examiners. The Chair is not an examiner.

22.1.1 **Appointment of Internal Examiner(s):** The internal examiner(s) shall be proposed by the Head of School and appointed by Academic Council Committee on Examinations on the recommendation of the College Graduate School Board. An internal examiner will be an active researcher in the broad area of the thesis topic or in a cognate discipline and must normally be a member of the academic staff of the University.



- 22.1.2 The Principal Supervisor may not act as an internal examiner. However, the supervisor may be invited to attend the examination with the consent of the PhD Examination Committee and the candidate.
- 22.1.3 **Appointment of Extern Examiner:** The extern examiner(s) shall be nominated by the Head of School (on the recommendation of the Doctoral Studies Panel) and, subject to the review and recommendation of the College Graduate School Board and approval of the Academic Council Committee on Examinations, they shall be recommended to and appointed by the National University of Ireland. The extern examiner should be a recognised expert in the area of research of the thesis as evidenced in the curriculum vitae of the proposed extern examiner.
- 22.1.4 Where the candidate for the PhD is a full-time member of the academic staff of the University, or another constituent university or recognised College of the National University of Ireland, there must be a second extern examiner. A second extern examiner should be appointed for other PhD candidates where the Graduate School Board considers a potential conflict of interest may arise.
- 22.2 **Conflict of Interest:** The Head of School should take appropriate steps to avert a situation where the examiner(s) would be required to examine the work of family, friends or associates, or where the examiner(s) may otherwise be closely associated with the candidate and/or any other member of the School, including candidates who are related to or associated with the examiner's colleague(s). All examiners should be careful to exercise objectivity towards all candidates, in particular any candidate who is related to or associated with a colleague.
- 22.3 **Confidentiality:** All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as the thesis has been deposited in the library and is publicly available. Examiners are not permitted to divulge any information relating to the examination, including examination grades, to colleagues who have family members, friends or associates who are examination candidates in other Schools or Colleges. Such staff should refrain from making enquiries about these examinations and/or examination grades from their colleagues.
- 22.4 Assessment, UCD Registry shall forward a copy of the thesis to each member of the PhD Examination Committee.
- 22.5 **PhD Examination Committee Responsibilities**
- 22.5.1 The Chair of the PhD Examination Committee shall arrange for preliminary reports from each examiner, which should include a judgement as to whether or not the thesis is suitable for examination, to be exchanged in advance of the viva voce examination. The viva voce examination will normally be held within two months of submission of the thesis.
- 22.5.2 Where the examiners agree that a thesis is satisfactory for examination, the PhD Examination Committee shall conduct a viva voce examination of the candidate. The extern examiner shall play the major role in the viva voce examination. Where the examiners agree that the thesis is not suitable for examination, copies of the Preliminary Thesis Reports will be forwarded to the Principal Supervisor and Head of School, who will recommend an appropriate course of action to the candidate. Where the examiners are not in agreement as to whether the thesis is suitable for examination, the Chair of the PhD Examination Committee will consult with the Chair of the Academic Council Committee on Examinations, who will recommend an appropriate course of action.
- 22.5.3 When the examination is complete, the examiners shall report to the Academic Council Committee on Examinations, recommending whether or not the degree of PhD should be awarded. The Academic Council Committee on Examinations will decide, on the basis of the report(s) and where necessary clarification or correspondence with the examiners, to authorise or not authorise the award of the degree of PhD.



22.6 PhD Examination Committee Decisions

The PhD Examination Committee must make one of the following decisions:

22.6.1 **Decision 1: Unanimous recommendation to award the degree of PhD (i) as submitted or (ii) subject to corrections**

Where the examiners unanimously recommend award of the degree of PhD, the PhD Examination Committee shall submit a joint report to the Academic Council Committee on Examinations indicating their opinion on the quality of the thesis and of the research on which it is based, and recommending the award of the degree (i) as submitted or (ii) subject to corrections.

The examiners should also indicate whether, in their opinion, the thesis, in whole or in part, is worthy of publication. The examiners should not recommend award of the degree of PhD unless they consider that the thesis, in whole or in part, is worthy of peer-reviewed publication as a work of serious scholarship.

Where, in the opinions of the examiners, corrections to the thesis are required, the Chair of the PhD Examination Committee (or nominee – normally an Internal Examiner) shall be responsible for ensuring that such corrections have been made to the thesis before award of the PhD is approved by the Academic Council Committee on Examinations.

The Chair of the PhD Examination Committee shall inform the candidate and the Principal Supervisor that the PhD Examination Committee has recommended the award of the degree of PhD subject to the approval of the Academic Council Committee on Examinations.

22.6.2 **Decision 2: Unanimous decision not to award the degree of PhD and to (i) revise and re-submit the thesis, (ii) transfer to another programme or (iii) terminate the candidate's registration**

Where the examiners unanimously recommend that the degree of PhD not be awarded, the PhD Examination Committee shall submit a joint report to the Academic Council Committee on Examinations indicating their opinion on the quality of the thesis and of the research on which it is based, indicating the areas of weakness which led to the decision not to recommend the award of a PhD.

The recommendation and report not to award the degree of PhD may include:

- (i) advice to the candidate on ways in which the thesis, or the research on which it is based, could be substantially revised to a standard which might be suitable for re-examination for the award of the degree of PhD or
- (ii) a recommendation to the candidate to transfer to another graduate programme, including advice on utilising any work done from the PhD programme towards another programme or
- (iii) a recommendation to terminate the candidate's registration.

The Chair of the PhD Examination Committee shall inform the candidate and the Principal Supervisor that the PhD Examination Committee has not recommended award of the degree of PhD and that the candidate should revise and re-submit the thesis or transfer to another programme or that their registration is to be terminated and they will be issued with a transcript showing any modules for which credit has been awarded.

22.6.3 **Decision 3: No unanimous recommendation**

Where the examiners are in disagreement and cannot unanimously recommend that the degree of PhD be awarded, members of the PhD Examination Committee shall submit separate reports to the Academic Council Committee on Examinations.



The Chair of the PhD Examination Committee shall inform the candidate and the Principal Supervisor that the PhD Examination Committee has not made a unanimous decision on the award of the degree and that the matter has been recommended to the Academic Council Committee on Examinations for adjudication.

The Academic Council Committee on Examinations may decide to authorise the award of the degree of PhD or not to authorise the award of the degree of PhD.

- 22.7 **Appeals:** A candidate may appeal a decision of the Academic Council Committee on Examinations on the award of a PhD to the Academic Council Committee on Assessment Appeals.
- 22.8 **Submissions of Revised Theses:** Where the PhD Examination Committee has not recommended and the Academic Council Committee on Examinations not authorised the award of PhD, the candidate may submit a revised thesis for re-examination subject to the conditions set out by the Academic Council Committee on Examinations. Submission of a revised thesis requires a statement from the supervisor(s) that the thesis has been revised under their supervision.
- 22.9 A printed and electronic copy of each thesis on the basis of which the degree of PhD has been awarded shall be submitted to the librarian of University College Dublin for deposition in the library. At the time of submission of the thesis, candidates will be required to indicate, on a form of consent provided for that purpose, whether they agree that the copy should be deposited and available immediately under conditions laid down by the University, or whether access to it should be deferred so that it is not available for consultation for a period determined by the University.
- 22.10 All theses remain the property of University College Dublin. All issues relating to intellectual property will be subject to the University's practices and policies.



D. Regulations for the Degree of Doctor of Medicine (MD)**23 The Degree of Doctor of Medicine (MD)**

- 23.1 The degree of Doctor of Medicine (MD) is, in accordance with national and international norms, provided to encourage the development of advanced research skills in medical graduates and the medical profession, and is adapted to the particular circumstances of advanced professional training in that profession. The nature of the preparation for the degree is similar to other research doctoral degrees, but research for the degree is normally completed within a shorter period of time, typically two years of full-time research and study. The primary purpose of the MD level research is to develop in the student the skills and competencies required to conduct effective research and to make a significant contribution to new knowledge and understanding in the theory and/or practice of any area of medicine or medical science.
- 23.2 The purpose of these regulations, and any related policies, guidelines and procedures established by the University, is to assure and enhance the quality of education and training of MD students, and to create a framework that guides and supports the student and their supervisor(s).
- 23.3 Primary responsibility for the selection of candidates for MD studies, the design and delivery of MD programmes, and the supervision, direction and assessment of progress of MD students rests with the School of Medicine and Medical Science. For these purposes, the School of Medicine and Medical Science shall establish an MD Committee.
- 23.4 The MD Committee shall be appointed by the Head of the School of Medicine and Medical Science. The MD Committee shall consist of no fewer than three and no more than six of the permanent academic staff of the University, at least two of whom shall be Professors or Associate Professors, and shall include representation from the School of Public Health, Physiotherapy and Population Science. The Chair of the MD Committee shall have a casting as well as a deliberative vote.
- 23.5 The MD Committee, acting on the delegated authority of the College Graduate School Board, shall:
- (i) Establish the requirements for the MD programme, consistent with the University's regulations, policies, guidelines and procedures, including guidelines regarding admissions criteria and supervisory arrangements;
 - (ii) Recommend to the College Graduate School Board the admission of students to the MD programme;
 - (iii) Recommend to the College Graduate School Board the appropriate supervisory arrangements (including nomination of a Principal Supervisor and any second or additional supervisors) for all students registered to the MD programme;
 - (iv) Monitor the progress of students registered to the MD degree and arrange any and all formal mid-programme assessment which may be part of the requirements of the MD programme and report the outcome to the College Graduate School Board;
 - (v) Recommend to the College Graduate School Board the appointment of the internal examiner(s) for the final examination of the MD thesis;
 - (vi) Recommend to the College Graduate School Board the appointment of the extern examiner(s) for the final examination of the MD thesis.
- 23.6 The College Graduate School Board, acting on the delegated authority of Academic Council, shall:
- (i) Approve the admission of students to the MD programme;
 - (ii) Approve the appointment of Principal Supervisors and, where applicable, second or additional supervisors;
 - (iii) Review and recommend the appointment of the internal examiner(s) for the final examination of the MD thesis to the Academic Council Committee on Examinations;
 - (iv) Review and recommend the appointment of the extern examiner(s) for the final examination of the MD thesis to the Academic Council Committee on Examinations;



- (v) Work with the MD Committee to develop guidelines and good practice in the structure and delivery of the MD programme;
- (vi) Work with the MD Committee to enhance MD studies and the MD student experience.

24 Admission Requirements, Application Procedures and Registration for the MD Degree

- 24.1 A candidate seeking admission to the MD programme must hold a primary medical degree such as MB BCh BAO or equivalent, and a period of not less than 3 years will have elapsed since the award of the primary degrees. The candidate may be nominated by an individual eligible to supervise MD students, but is normally nominated by their proposed Principal Supervisor. Nomination for admission to the MD programme shall include an outline of the proposed research, information on the provision of the required facilities and resources and an indication of the proposed supervisory arrangements in place in accordance with guidelines issued by the MD Committee.
- 24.2 The nomination for admission will be considered by the MD Committee and, with the support of the MD Committee, may be recommended to the College Graduate School Board for approval. The recommendation shall specify:
- (i) the academic or other achievements of the candidate that indicate they have the capacity to pursue an MD;
 - (ii) the proposed Principal Supervisor, and, where relevant, second and additional supervisors.
 - (iii) the provisional title of the thesis.
- 24.3 A nominator shall propose a candidate, and the MD Committee and the Head of the School of Medicine and Medical Science shall support a nomination, only when they are satisfied that:
- (i) the candidate is appropriately qualified and has the basic skills and competencies required to embark upon an MD;
 - (ii) the proposed topic of research is appropriate for the degree and congruent with the research capacity and expertise of the entity hosting the research;
 - (iii) the resources are available to support the proposed research activity;
 - (iv) appropriate supervisors and supervisory arrangements are in place to oversee the progress of the research.
- 24.4 **Registration Period for the MD Degree:** The programme of supervised research leading to the MD degree may be pursued on a full-time or a part-time basis. The period of registration for the MD degree will normally be 2 years for a full-time student, and 4 years for a part-time student. Retrospective registration is not permitted.
- 24.4.1 Full-time students who do not complete the requirements for the MD degree within 2 years, and part-time students who do not complete the requirements for the MD degree within 4 years, must re-apply to the MD Committee presenting justification for permission to continue in the programme beyond the prescribed period of registration or, where appropriate, seek Leave of Absence or Withdraw in accordance with University policy. The MD Committee will then make a recommendation regarding the application for permission to continue in the programme, Leave of Absence or Withdrawal to the College Graduate School Board. A student who withdraws can apply to the MD Committee for re-admission to the programme within a period of 5 years from the point of withdrawal. The MD Committee may make a recommendation for approval for re-admission to the programme to the College Graduate School Board, and in doing so, may recognise the work previously undertaken by the student upon their re-admission to the programme.

25 Research Supervision for the MD Degree

- 25.1 Where a student is carrying out research for their MD degree in UCD or affiliated hospitals, this research shall largely be carried out under the direct supervision of a Principal Supervisor, who shall be a permanent member of the academic staff of the University, or a member of the adjunct or visiting staff of the University who has been specifically approved to act as a Principal Supervisor by the University Graduate Programmes Board, on the



recommendation of the MD Committee and the College Graduate School Board, and whose name has been entered on the Register of Approved Adjunct and Visiting Supervisors.

- 25.2 Where a student is carrying out research for their MD degree in an entity not affiliated to UCD, this research shall largely be carried out under the direct supervision of a Principal Supervisor whose academic, research and supervisory experience has been accepted by the MD committee as being appropriate to the research proposed. In this instance a Co-Supervisor, who shall be a permanent member of the academic staff of the University, or a member of the adjunct or visiting staff of the University who has been specifically approved to act as a Principal Supervisor by the University Graduate Programmes Board, on the recommendation of the MD Committee and the College Graduate School Board, and whose name has been entered on the Register of Approved Adjunct and Visiting Supervisors, shall be appointed by the MD committee to ensure the appropriate University academic oversight of the student's programme of research.
- 25.3 The College Graduate School Board will appoint a Principal Supervisor and any second or additional supervisors of the candidate's research upon the recommendation of the MD Committee. If the Principal Supervisor is not a medically qualified individual, at least one of the second or additional supervisors should be medically qualified and have an active research interest in the broad research area proposed.
- 25.4 All supervisors will be active researchers in the broad area of the candidate's research topic, with a record of peer-reviewed publication of international standing, and will normally hold a Doctoral degree.
- 25.5 Where a Principal Supervisor retires or resigns from the staff of the University or relevant entity, or for any other reason is unable to continue to supervise the research, temporarily or permanently, the MD Committee, in consultation with the Head of the School of Medicine and Medical Science, shall inform the College Graduate School Board, and on the recommendation of the MD Committee, in consultation with the Head of the School of Medicine and Medical Science, the College Graduate School Board shall make appropriate arrangements for the supervision of the student, including, where required, the appointment of a new Principal Supervisor.
- 25.6 The Principal Supervisor will monitor progress against the prescribed programme of research and study on a regular basis. Both the student and the Principal Supervisor are encouraged to familiarise themselves with relevant University policies. Where a conflict may arise between the student and the Principal Supervisor, either the Principal Supervisor or student may inform the Head of the School of Medicine and Medical Science, who will in turn notify the Director of the College Graduate School who will be responsible for making a decision on the most appropriate action in accordance with the relevant University policies.
- 25.7 The duties and obligations of the Principal Supervisor, Co-Supervisor and any additional supervisors may not be delegated except in circumstances covered in regulation 25.5 above.

26 MD Degree Structure

- 26.1 The MD degree is awarded on successful completion of a programme of research prescribed by the Principal Supervisor in consultation with the MD Committee and the Head of the School of Medicine and Medical Science. This programme shall comply with the policies and regulations of the University and such guidelines as may be published by the College Graduate School Board.
- 26.2 The University records work conducted in the pursuit of research degrees on a nominal credit basis, so that one calendar year of full-time research is considered equivalent to 90 credits. Where research is conducted on a part-time basis, or combined with taught activity, the credit value of the research activity must reflect the actual time devoted by the student to research.



- 26.3 The MD degree will be awarded only where a student has successfully completed a programme of study with a minimum of two calendar years full-time (or four calendar years part-time) Doctoral level (UCD Level 5) research activity.
- 26.4 The student, as required or recommended by their Principal Supervisor and as approved by the MD Committee, may take suitable taught modules relevant to their area of research or professional development. These may include additional educational and training elements which develop the advanced knowledge, skills and competencies required for successful research and/or support the acquisition of generic or transferable skills. A student may undertake such taught modules up to a maximum of 20 credits over the course of the entire programme of study.
- 26.5 Credit for taught modules is awarded after satisfactory completion of the modules and successful completion of any associated assessment.
- 26.6 Where a student has conducted significant research work but does not intend to proceed to completion of the MD degree programme, the student may be provided with the option of transferring to a Research Masters programme. The requirements for this degree are outlined in the Regulations for Research Masters Degrees.
- 26.7 While the award of the MD degree is not by accumulation of credit, the successful completion of the MD degree is equivalent to 180 credits.

27 Progression in the MD Degree

- 27.1 The MD Committee will establish appropriate processes and procedures to monitor the progress of students registered to the MD degree, and will arrange a formal mid-programme assessment which is part of the requirements of the MD programme.
- 27.2 Students registered to the MD degree may transfer to stage two of a PhD programme on successful completion of a Transfer Assessment following a minimum one year period of registration to the MD degree programme. The Transfer Assessment shall be held in accordance with the same requirements which apply for transfer from the Research Masters to the PhD degree as described in section 11 of the Regulations for Research Masters Degrees.
- 27.3 All processes and procedures associated with the management of the MD degree programme will operate in accordance with the regulations and policies of the University and such guidelines as may be agreed from time to time by the University, the University Graduate Programmes Board and/or the College Graduate School Board, and should be reviewed at appropriate intervals by the University Graduate Programmes Board and the College Graduate School Boards.

28 Responsibilities of MD Degree Candidates

- 28.1 Candidates are required to fulfil all responsibilities that may be reasonably expected, as articulated in the *Code of Practice for Supervisors and Students*, to progress and conduct their research, training and development successfully.
- 28.2 Candidates are required to comply with best and ethical practice and the regulations, policies and guidelines of the University in the conduct of their research.
- 28.3 Candidates may not normally be registered concurrently to more than one programme within the University, and may not be registered full-time to a programme within the University while registered full-time to a programme outside the University. In exceptional circumstances, candidates who wish to register concurrently to more than one programme within the University, or to register full-time to a programme within the University while registered



full-time to a programme outside of the University, must obtain in advance the approval of the relevant governing board overseeing each University programme and of the relevant University Programme Board(s).

29 Preparation and Submission of the MD Thesis for Examination

- 29.1 The examination for the degree of MD is based on a description of the candidate's research in a thesis describing the context, nature, methodology and outcomes of the research.
- 29.2 The candidate will prepare a thesis under the direction of the Principal Supervisor and in accordance with any guidelines published by the University, and will submit the thesis for examination. The appropriate length of the thesis shall be agreed between the candidate and the Principal Supervisor in accordance with the traditions of the discipline.
- 29.2.1 The candidate must be a registered student at the time when the thesis is submitted for examination.
- 29.3 The appropriate number of copies of the thesis shall be prepared and submitted to the Student Desk, UCD Registry, in accordance with such regulations, policies and procedures that the University may establish.
- 29.4 The thesis will not be accepted by the Student Desk, UCD Registry unless it is accompanied by a statement (included on the Research Degree Examination Form) from the Principal Supervisor that the research has been carried out, and the final draft of the thesis, as submitted, has been prepared for examination under their supervision. Where such a statement is, in the opinion of the candidate, unreasonably withheld, the candidate may appeal to the Head of the School of Medicine and Medical Science.
- 29.5 The research described in the thesis must be the original work of the candidate. Research work on the basis of which a degree or other qualification (from University College Dublin, another third level institution, or a professional or other awarding body) has already been obtained or which has been used by a candidate to gain membership or fellowship of a professional body, or some equivalent recognition, will not be accepted for the degree of MD. A confirmatory statement to this effect (included on the Research Degree Examination Form) must be signed by the candidate and submitted with the thesis.

30 Examination of the MD Thesis

- 30.1 **MD Examination Committee:** An MD Examination Committee will be established to assess the candidate on the basis of the thesis submitted and to make a recommendation on the award (or otherwise) of the MD degree. The MD Examination Committee shall be chaired by the Head of the School of Medicine and Medical Science or their nominee, and shall consist of the Chair, one extern examiner and one internal examiner. The Chair is not an examiner.
- 30.1.1 **Appointment of Internal Examiner:** The internal examiner shall be nominated by the MD Committee, reviewed and recommended by the College Graduate School Board, and approved and appointed by the Academic Council Committee on Examinations. An internal examiner will be an active researcher in the broad area of the thesis topic or in a cognate discipline and must normally be a member of the academic staff or of the adjunct or visiting staff of the University.
- 30.1.2 The Principal Supervisor may not act as an internal examiner.
- 30.1.3 **Appointment of Extern Examiner:** The extern examiner shall be nominated by the MD Committee and, subject to the review and recommendation of the College Graduate School Board and approval of the Academic Council Committee on Examinations, the extern examiner shall be recommended to and appointed by the National University of Ireland. The extern examiner will be a recognised expert in the area of research of the thesis as evidenced in the curriculum vitae of the proposed extern examiner.



- 30.1.4 Where the candidate for the MD degree is a full-time member of the academic staff of the University, or another constituent university or recognised College of the National University of Ireland, there must be a second extern examiner. A second extern examiner should be appointed for other MD candidates where the Graduate School Board considers a potential conflict of interest may arise.
- 30.1.5 **Conflict of Interest:** The MD Committee should take appropriate steps to avert a situation where the examiner(s) would be required to examine the work of family, friends or associates, or where the examiner(s) may otherwise be closely associated with the candidate and/or any other member of the School in which the candidate is registered, including candidates who are related to or associated with the examiner's colleague(s). All examiners should be careful to exercise objectivity towards all candidates, in particular any candidate who is related to or associated with a colleague.
- 30.1.6 Assessment, UCD Registry shall forward a copy of the thesis to each member of the MD Examination Committee. The Chair of the MD Examination Committee shall arrange the distribution of reports from each examiner, which should include a judgement as to whether or not the thesis is of a sufficient standard.
- 30.2 **Confidentiality:** All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as the thesis has been deposited in the library and is publicly available. Examiners are not permitted to divulge any information relating to the examination, including examination grades, to colleagues who have family members, friends or associates who are examination candidates in other Schools or Colleges. Such staff should refrain from making enquiries about these examinations and/or examination grades from their colleagues.
- 30.3 **VIVA VOCE Examination:** While a viva voce examination is not normally required, on the request of the MD Committee, or at the behest of the examiners, a viva voce examination may be arranged. The viva voce examination will normally be held within two months of it being requested. The Principal Supervisor may be invited to attend the viva voce examination with the consent of the MD Examination Committee and the candidate. The procedure for such a viva voce examination shall be equivalent to that employed for a PhD viva voce examination.
- 30.4 **MD Examination Committee Decisions**
The MD Examination Committee must make one of the following decisions:
- 30.4.1 **Decision 1: Unanimous recommendation to award the MD degree (i) as submitted or (ii) subject to corrections**
Where the examiners unanimously recommend award of the MD degree, the MD Examination Committee shall submit a joint report to the Academic Council Committee on Examinations indicating their opinion on the quality of the thesis and of the research on which it is based, and recommending the award of the degree (i) as submitted or (ii) subject to corrections.

Where, in the opinions of the examiners, corrections to the thesis are required, the Chair of the MD Examination Committee shall be responsible for ensuring that such corrections have been made to the thesis before the award is approved by the Academic Council Committee on Examinations.

The Chair of the MD Examination Committee shall inform the candidate and the Principal Supervisor that the MD Examination Committee has recommended the award of the MD degree subject to the approval of the Academic Council Committee on Examinations.
- 30.4.2 **Decision 2: Unanimous recommendation not to award the MD degree and to (i) revise and re-submit the thesis, (ii) transfer to another programme or (iii) terminate the candidate's registration**



Where the examiners unanimously recommend that the MD degree not be awarded, the MD Examination Committee shall submit a joint report to the Academic Council Committee on Examinations indicating their opinion on the quality of the thesis and of the research on which it is based, and indicating the areas of weakness which led to the decision not to recommend the award of the MD degree.

The recommendation and report not to award the MD degree may include:

- (i) advice to the candidate on ways in which the thesis, or the research on which it is based, could be improved to a standard which might be suitable for re-examination for the award of the MD degree or
- (ii) a recommendation to the candidate to transfer to another graduate programme, including advice on utilising any work done from the MD programme towards another programme Or
- (iii) a recommendation to terminate the candidate's registration.

The Chair of the MD Examination Committee shall inform the candidate and the Principal Supervisor that the MD Examination Committee has not recommended award of the MD degree and that the candidate should revise and re-submit the thesis or transfer to another programme or that their registration is to be terminated and they will be issued with a transcript showing any modules for which credit has been awarded.

30.4.3 **Decision 3: No unanimous recommendation**

Where the examiners are in disagreement and cannot unanimously recommend that the MD degree be awarded, members of the MD Examination Committee shall submit separate reports to the Academic Council Committee on Examinations. In such instances, the views of the Chair of the MD Examination Committee will also be sought by the Academic Council Committee on Examinations.

The Chair of the MD Examination Committee shall inform the candidate and the Principal Supervisor that the MD Examination Committee has not made a unanimous decision on the award of the degree and that the matter has been recommended to the Academic Council Committee on Examinations for adjudication.

The Academic Council Committee on Examinations may decide to authorise the award of the MD degree or not to authorise the award of the MD degree.

30.5 **Appeals:** A candidate may appeal a decision of the Academic Council Committee on Examinations on the award of an MD degree to the Academic Council Committee on Assessment Appeals.

30.6 **Submission of Revised Theses:** Where the MD Examination Committee has not recommended and the Academic Council Committee on Examinations not authorised the award of an MD degree, the candidate may, if so allowed, submit a revised thesis for re-examination subject to the conditions set out by the College Graduate School Board and the MD Committee. Submission of a revised thesis requires a statement from the Principal Supervisor that the thesis has been revised under their supervision.

30.7 A printed and electronic copy of each thesis on the basis of which the MD degree has been awarded shall be submitted to the librarian of University College Dublin for deposition in the library. At the time of submission of the thesis, candidates will be required to indicate, on a form of consent provided for that purpose, whether they agree that the copy should be deposited and available immediately under conditions laid down by the University, or whether access to it should be deferred so that it is not available for consultation for a period determined by the University.

30.8 All theses remain the property of University College Dublin. All issues relating to intellectual property will be subject to the University's practices and policies.



E. Regulations for the Degrees of Doctor of Nursing (DN) and Doctor of Midwifery (DM)**31 The Degree of Doctor of Nursing (DN) and Doctor of Midwifery (DM)**

- 31.1 The Degree of Doctor of Nursing (DN) or Doctor of Midwifery (DM) is awarded following successful completion of a programme of advanced education and training, incorporating taught elements, applied professional practice and supervised research. The degree will be awarded only where the outcome of the research makes an original and substantial contribution to knowledge for professional practice and where the candidate has demonstrated the capacity to apply this knowledge within a professional practice setting. The credit-bearing taught elements, the supervised research element and the professional practice component, which is integrated with the taught and research elements, collectively form the basis of the examination for the award of the degree of DN or DM.
- 31.2 The purpose of these regulations, and any related policies, guidelines and procedures established by the University, is to assure and enhance the quality of education and training of DN and DM students and to create a framework that guides and supports the student and their supervisor(s).
- 31.3 Primary responsibility for the selection of candidates for DN and DM studies, the design and delivery of DN and DM programmes, and the supervision, direction and assessment of progress of DN and DM students rests with the UCD School of Nursing, Midwifery and Health Systems, in consultation with the relevant Graduate School Board.
- 31.4 A number of committees are required by regulation to support the supervision of DN and DM students and to conduct formal assessments during and at the end of the doctoral programmes. They include:
- (i) The Doctoral Studies Panel, which comprises the Principal Supervisor, any additional supervisor(s), and a number of advisers (at least two but normally no more than four). The purpose of the Doctoral Studies Panel is to support and enhance the supervisor-student relationship, to monitor the progress of the student through their doctoral studies, and to provide advice and support to the student and supervisor(s);
 - (ii) The Assessment Panel, which is established by the UCD School of Nursing, Midwifery and Health Systems in accordance with relevant University policy and guidelines, to assess students' progress at any formal progression point within the DN and DM programmes;
 - (iii) The DN or DM Thesis Examination Committee, which is established by the University and which, at the end of the DN or DM programme, examines the student and the submitted thesis, and, also taking into consideration the student's performance in the taught and applied professional practice element, makes a recommendation regarding the award of the degree.
- 31.5 The Graduate School Board, acting on the delegated authority of Academic Council, shall:
- (i) Approve the admission of students to the DN and DM programmes;
 - (ii) Approve the appointment of the Principal Supervisor and advisors and, where applicable, second or additional supervisors;
 - (iii) Review and recommend the appointment of the internal examiner(s) for the final examination of the DN and DM thesis to the Academic Council Committee on Examinations;
 - (iv) Review and recommend the appointment of the extern examiner(s) for the final examination of the DN and DM thesis to the Academic Council Committee on Examinations;
 - (v) Review and recommend the appointment of members of any external advisory panel(s) to act as external peer reviewers of the programme;
 - (vi) Work with the UCD School of Nursing, Midwifery and Health Systems to develop guidelines and good practice in the structure and delivery of the DN and DM programmes;
 - (vii) Work with the UCD School of Nursing, Midwifery and Health Systems to enhance DN and DM studies and the DN and DM student experience;



- (viii) Work with the UCD School of Nursing, Midwifery and Health Systems to formalise partnership arrangements between the University and external entities which host and support students on professional doctoral programmes in accordance with relevant University policies and codes. The nature of this relationship must be documented as it pertains to individual students or cohorts of students.

32 Admission Requirements, Application Procedures and Registration for the DN and DM Degrees

32.1 **Admission Requirements:** A candidate seeking admission to the DN or DM programme must hold a primary nursing or midwifery degree, must have a minimum of three years' professional full-time experience in either nursing or midwifery, and must have substantial full-time work experience in a position of responsibility in their professional field. Candidates must be in current employment throughout the entire duration of the programme. Students pursuing the DN programme must be currently employed in nursing and students pursuing the DM programme must be currently employed in midwifery.

32.2 **Application Procedures and Nomination:** A candidate may be nominated for admission by an individual eligible to supervise doctoral students, but is normally nominated by their proposed Principal Supervisor. Nomination for admission to the DN or DM programme shall include an outline of the proposed research topic and a clear demonstration of its relationship with professional practice, information on the professional practice setting in which the candidate will work for the duration of the programme and provision of the required facilities and resources to support the candidate and an indication of the proposed supervisory arrangements for the candidate.

32.2.1 The nomination for admission will be considered by the relevant committee of the UCD School of Nursing, Midwifery and Health Systems, who may then make a recommendation to the relevant Graduate School Board for approval. The recommendation shall specify:

- (i) The academic or other achievements of the candidate that indicate they have the capacity to pursue the DN or DM programme;
- (ii) The proposed Principal Supervisor, and, where relevant, second and additional supervisors or advisors who, collectively, will comprise the Doctoral Studies Panel;
- (iii) The provisional title of the thesis, or a short description of the proposed research topic.

32.2.2 A nominator shall propose a candidate, and the Head of the UCD School of Nursing, Midwifery and Health Systems shall support a nomination, only when they are satisfied that:

- (i) The candidate is appropriately qualified and has the basic skills and competencies required to embark upon a DN or DM programme;
- (ii) The candidate is in a suitable professional environment to be able to undertake professional practice at the level required of the programme;
- (iii) The proposed topic of research is appropriate for the degree and is congruent with the research capacity and expertise within the School;
- (iv) The resources are available to support both the applied professional practice and the proposed research activity;
- (v) Appropriate supervisors and supervisory arrangements are in place to oversee the progress of all elements of the advanced education and training, i.e. the taught elements, the applied professional practice and the candidate's research project.

32.3 **Registration Period for the DN and DM Degrees:** The period of registration for the DN or DM degree will be not less than three years full-time registration and not more than six years part-time registration. Retrospective registration is not permitted.

32.3.1 Students who do not complete the requirements for the DN or DM degree within the relevant registration period must re-apply to the relevant School committee, presenting justification for permission to continue in the programme beyond the prescribed period of registration or, where appropriate, seek Leave of Absence or Withdraw in accordance with University policy. The relevant School committee will then



make a recommendation regarding the application for permission to continue in the programme, Leave of Absence or Withdrawal to the relevant Graduate School Board. A student who withdraws may apply to the relevant School committee for re-admission to the programme within a period of five years from the point of Withdrawal. The relevant School committee may make a recommendation for approval for re-admission to the programme to the relevant Graduate School Board, and in so doing, may recognise the work previously undertaken by the student upon their re-admission to the programme.

33 Research Supervision for the DN and DM Degrees

33.1 The relevant Graduate School Board will appoint the members of the Doctoral Studies Panel, including a Principal Supervisor and any second or additional supervisors or advisors of the candidate's programme of advanced education and training, upon the recommendation of the relevant School committee. Individuals appointed to the Doctoral Studies Panel will normally have sufficient experience of supervising doctoral students and/or the relevant academic expertise and/or the relevant professional experience required to effectively support and enhance the supervisor-student relationship.

33.2 The Principal Supervisor must be:

- (i) A permanent member of the academic staff of the University; or
- (ii) A member of the adjunct or visiting staff of the University, who has been specifically approved to act as a Principal Supervisor by the University Graduate Programmes Board, on the recommendation of the relevant School committee and with the approval of the relevant Graduate School Board, and whose name has been entered on the Register of Approved Adjunct and Visiting Supervisors.

A full-time member of the academic staff on a temporary contract of three years or greater may act as Principal Supervisor with the approval of the Head of the UCD School of Nursing, Midwifery and Health Systems, provided that there is a Co-Supervisor, identified in advance of the student commencing their studies. The Co-Supervisor must be a member of the Doctoral Studies Panel and will assume the responsibilities of the Principal Supervisor in the event that the student's programme of study exceeds the duration of the initial Principal Supervisor's contract.

33.3 A Principal Supervisor will be an active researcher in the broad area of the student's research topic, with a record of peer-reviewed publication of international standing, and will normally hold a doctoral degree.

33.4 Where a Principal Supervisor retires or resigns from the staff of the University, or for any other reason is unable to continue to supervise the research, temporarily or permanently, the Head of the UCD School of Nursing, Midwifery and Health Systems shall inform the relevant Graduate School Board, and on the recommendation of the Head of School, the Graduate School Board shall make appropriate arrangements for the supervision of the student, including, where required, the appointment of a new Principal Supervisor.

33.5 The Principal Supervisor, together with the other members of the Doctoral Studies Panel, will monitor progress against the prescribed programme of advanced education and training, applied professional practice and supervised research on a regular basis. Both the student and the Principal Supervisor are encouraged to familiarize themselves with relevant University policies and codes. Where a conflict may arise between the student and the Principal Supervisor, either the Principal Supervisor or student may inform the Head of the UCD School of Nursing, Midwifery and Health Systems, who will in turn notify the Director of the relevant Graduate School who will be responsible for making a decision on the most appropriate action in accordance with the relevant University policy and/or code.

33.6 The duties and obligations of the Principal Supervisor or any additional supervisors or advisers may not be delegated except in circumstances covered in regulation 33.4 above.



34 DN and DM Degree Structure

- 34.1 The DN or DM degree is awarded on successful completion of a programme of advanced education and training, incorporating taught elements, applied professional practice and supervised research, prescribed by the Principal Supervisor, the Doctoral Studies Panel and the UCD School of Nursing, Midwifery and Health Systems. This programme shall comply with the policies and regulations of the University and such guidelines as may be published by the relevant Graduate School Board.
- 34.2 The University records work conducted in the pursuit of research degrees on a nominal credit basis, so that one calendar year of full-time research is considered equivalent to 90 credits. The total overall credit value of both the DN and DM degree programmes is 270 credits, with a minimum of 210 credits at Level 5. The DN and DM degree programmes consist of advanced education and training, incorporating taught modules, applied professional practice and supervised research activity. The applied professional practice aspect of both programmes is integrated into both the taught element and the research activity element, and is thereby not constituted as a distinct credit-bearing activity. The volume of credit for the taught element will be 135 credits, and the volume of credit for the supervised research activity will be 135 credits.
- 34.3 **DN and DM Degree Programme Stages:** The programme of taught modules, applied professional practice and supervised research activity leading to the degree of DN or DM is pursued in two stages: Stage 1 shall comprise 90 credits and Stage 2 shall comprise 180 credits.
- 34.4 **Stage 1:** Stage 1 is an initial period of advanced education and training and applied professional practice amounting to 90 credits. This stage shall consist of 60 credits of taught modules (Level 4) plus a 30 credit Thesis Proposal (Level 5).
- 34.5 **Stage 2:** Stage 2 includes further advanced education and training and applied professional practice amounting to 180 credits. This stage shall consist of 75 credits of taught modules (Level 5), and original doctoral research activity (Level 5) amounting to 105 credits.
- 34.6 Credit for taught modules is awarded after satisfactory completion of the modules and successful completion of any associated assessment.
- 34.7 Credit for original doctoral research activity shall only be awarded where the work conducted has been assessed on the basis of a submitted thesis in acceptable form and deemed to be of a satisfactory standard.
- 34.8 Students may not be admitted directly to Stage 2 of the DN or DM programmes on the basis of their having a relevant masters degree.
- 34.9 **Research and Professional Development Plan:** The student, supported by the Doctoral Studies Panel, shall document their educational, training and personal and professional development needs, which, along with the proposed programme of research, will inform the development of a Research and Professional Development Plan (RPDP).
- 34.10 The Doctoral Studies Panel will monitor progress against the prescribed programme of education, training, professional practice and research contained within the RPDP on a regular basis, but at least once per year. Where the Doctoral Studies Panel considers that progress or the arrangements for supervision of the student are not adequate, and such inadequacies cannot be resolved, the Doctoral Studies Panel will inform the Head of the UCD School of Nursing, Midwifery and Health Systems and the relevant Graduate School Board.

35 Progression in the DN and DM Degrees

- 35.1 The UCD School of Nursing, Midwifery and Health Systems will establish appropriate processes and procedures to monitor the progress of students registered to the DN and DM degrees, including the grading of taught modules



in accordance with normal University procedures and the requirement for a formal mid-programme assessment to evaluate the student's eligibility to progress from Stage 1 to Stage 2 of the programme.

- 35.2 Students registered to the DN or DM degree may progress to Stage 2 of the programme on successful completion of a Stage 1 Transfer Assessment following a minimum one-year period of registration to the programme.
- 35.3 The School Graduate Research Committee will establish an Assessment Panel or panels to assess the progress of the student and their competence and capacity to complete the DN or DM programme at the end of Stage 1. The Assessment Panel must have the experience and disciplinary expertise to conduct the assessment. The Assessment Panel will base its judgement on the student's final grades in all taught modules, a written statement of progress and a research plan from the student, and a written progress report from the Principal Supervisor. The student will normally be required to present for an oral defence of their written statement of progress and research plan to the Assessment Panel.
- 35.4 The minimum Grade Point Average (GPA) required to progress from Stage 1 to Stage 2 of the DN or DM programme is 2.6. In addition, a student must also pass the 30-credit Thesis Proposal module.
- 35.5 The Assessment Panel will, subject to review by the Head of the UCD School of Nursing, Midwifery and Health Systems, make one of the following recommendations to the relevant Graduate School Board:
- (i) That the student should progress to Stage 2 of the DN or DM programme;
 - (ii) That the student should progress to Stage 2 of the DN or DM programme, subject to the student responding to explicit conditions for progress, as set down by the Assessment Panel and subject to the satisfaction of the Doctoral Studies Panel that the said conditions have been met;
 - (iii) That the student should transfer to another graduate programme;
 - (iv) That the student should complete work for a Masters degree;
 - (v) That the student's registration be terminated and that the student be issued with a transcript showing any modules for which credit has been awarded.
- 35.6 The relevant Graduate School Board will either approve the recommendation, or request that the Assessment Panel reconsider its recommendation, or, following consultation with the Head of School, make a decision which differs from the recommendation of the Assessment Panel. Where the latter occurs, it will be reported to the Academic Council Committee on Examinations.
- 35.7 The Assessment Panel or the relevant Graduate School Board may recommend one or more additional formal assessments of progress and competence within Stage 2 of the DN or DM programme. The Doctoral Studies Panel will recommend the nature and timing of any such assessment at the time of the student's Stage 1 Transfer Assessment.
- 35.8 All processes and procedures associated with the management of the DN and DM degree programmes will operate in accordance with the regulations and policies of the University and such guidelines as may be agreed from time to time by the University, the University Graduate Programmes Board and/or the relevant Graduate School Board, and should be reviewed at appropriate intervals by the University Graduate Programmes Board and the relevant Graduate School Boards.

36 Responsibilities of DN and DM Degree Candidates

- 36.1 Candidates are required to pursue the programme of advanced education and training, incorporating taught elements, applied professional practice and supervised research activity prescribed by the Principal Supervisor and other members of the Doctoral Studies Panel and to work with their Principal Supervisor and other members of the Doctoral Studies Panel to meet the requirements articulated in the Research and Professional Development Plan (RPDP).



- 36.2 Candidates may not normally be registered to more than one programme within the University, and may not be registered full-time to a programme within the University while registered full-time to a programme outside the University. In exceptional circumstances, candidates who wish to register to more than one programme within the University, or to register full-time to a programme within the University while registered full-time to a programme outside the University, must obtain in advance the approval of the relevant governing board overseeing each University programme and of the relevant University Programme Board(s).
- 36.3 Candidates are required to fulfil all responsibilities that may be reasonably expected to progress and conduct their advanced education and training, incorporating taught elements, applied professional practice and supervised research activity, successfully.
- 36.4 Candidates are required to comply with best and ethical practice and the regulations, policies and guidelines of the University in the conduct of their research.

37 Preparation and Submission of DN and DM Degree Theses for Examination

- 37.1 Following successful completion of all required taught and professional practice elements, the final examination for the DN and DM degrees is based on a description of the candidate's research in a thesis describing the context, nature, methodology and outcomes of the research, prepared in accordance with international norms, which must contain material of a publishable/peer reviewed standard. A candidate may also be examined on the basis of a collection of papers of publishable/peer reviewed standard describing a coherent programme of research, accompanied by a critical and theoretical overview of the work presented in the papers.
- 37.2 The candidate will prepare a thesis under the direction of the Principal Supervisor and in accordance with any guidelines published by the University, and will submit the thesis for examination. The appropriate length of the thesis shall be agreed between the candidate and the Principal Supervisor in accordance with the traditions of the discipline and will be communicated in writing to the student.
- 37.3 The candidate must be a registered student at the time when the thesis is submitted for examination.
- 37.4 The appropriate number of copies of the thesis shall be prepared and submitted to the Student Desk, UCD Registry, in accordance with such regulations, policies and procedures that the University may establish.
- 37.5 The thesis will not be accepted by the Student Desk, UCD Registry unless it is accompanied by a statement (included on the Research Degree Examination Form) from the Principal Supervisor that the research has been carried out, and the final draft of the thesis, as submitted, has been prepared for examination under their supervision. Where such a statement is, in the opinion of the candidate, unreasonably withheld, the candidate may appeal to the Head of the UCD School of Nursing, Midwifery and Health Systems.
- 37.6 The research described in the thesis must be the original work of the candidate. Research work on the basis of which a degree or other qualification (from University College Dublin, another third level institution, or a professional or other awarding body) has already been obtained will not be accepted for the DN or DM degree award. A confirmatory statement to this effect (included on the Research Degree Examination Form) must be signed by the candidate and submitted with the thesis.

38 Examination of DN and DM Theses

- 38.1 **The DN and DM Thesis Examination Committee:** The University shall establish a DN or DM Thesis Examination Committee to assess the student on the basis of the thesis submitted and, also taking into consideration the student's performance in the taught and applied professional practice element, to make a recommendation on the award (or otherwise) of the degree of DN or DM. The DN or DM Thesis Examination Committee shall be chaired by the Head of the UCD School of Nursing, Midwifery and Health Systems, or their



nominee, and shall consist of the Chair and a number of examiners. There shall be an extern examiner and one or two internal examiners. The Chair is not an examiner.

38.1.1 **Appointment of Internal Examiner(s):** The internal examiner(s) shall be proposed by the Head of the UCD School of Nursing, Midwifery and Health Systems and appointed by Academic Council Committee on Examinations on the recommendation of the relevant Graduate School Board. An internal examiner will be an active researcher in the broad area of the thesis topic or in a cognate discipline and must normally be a member of the academic staff of the University.

38.1.2 The Principal Supervisor may not act as an internal examiner. However, the supervisor may be invited to attend the examination with the consent of the DN or DM Thesis Examination Committee and the candidate.

38.1.3 **Appointment of Extern Examiner:** The extern examiner(s) shall be nominated by the Head of the UCD School of Nursing, Midwifery and Health Systems (on the recommendation of the Doctoral Studies Panel) and, subject to the review and recommendation of the relevant Graduate School Board and approval of the Academic Council Committee on Examinations, they shall be recommended to and appointed by the National University of Ireland. The extern examiner should be a recognised expert in the area of research of the thesis as evidenced in the curriculum vitae of the proposed extern examiner.

38.1.4 Where the candidate for the DN or DM is a full-time member of the academic staff of the University, or another constituent university or recognised College of the National University of Ireland, there must be a second extern examiner. In addition, a second extern examiner should be appointed for any DN or DM candidate where the relevant Graduate School Board considers that a potential conflict of interest may arise.

38.2 **Conflict of Interest:** The Head of School should take appropriate steps to avert a situation where the examiner(s) would be required to examine the work of family, friends or associates, or where the examiner(s) may otherwise be closely associated with the candidate and/or any other member of the School, including candidates who are related to or associated with the examiner's colleague(s). All examiners should be careful to exercise objectivity towards all candidates, in particular any candidate who is related to or associated with a colleague.

38.3 **Confidentiality:** All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as the thesis has been deposited in the UCD Library and is publicly available. Examiners are not permitted to divulge any information relating to the examination, including examination grades, to colleagues who have family members, friends or associates who are examination candidates in other Schools or Colleges. Such staff should refrain from making enquiries about these examinations and/or examination grades from their colleagues.

38.4 Assessment, UCD Registry shall forward a copy of the thesis to each member of the DN or DM Thesis Examination Committee.

38.5 **DN or DM Thesis Examination Committee Responsibilities**

38.5.1 The Chair of the DN or DM Thesis Examination Committee shall arrange for preliminary reports from each examiner, which should include a judgement as to whether or not the thesis is suitable for examination, to be exchanged among all examiners. Where the examiners agree that the thesis is satisfactory for examination, the Thesis Examination Committee shall conduct a viva voce examination of the candidate in which the extern examiner shall play the major role. The viva voce examination will normally be held within two months of submission of the thesis.



38.5.2 Where the examiners agree that the thesis is not suitable for examination, copies of the Preliminary Thesis Reports will be forwarded to the Principal Supervisor and the Head of the UCD School of Nursing, Midwifery and Health Systems, who will recommend an appropriate course of action to the candidate. Where the examiners are not in agreement as to whether the thesis is suitable for examination, the Chair of the DN or DM Thesis Examination Committee will consult with the Chair of the Academic Council Committee on Examinations, who will recommend an appropriate course of action.

38.5.3 When the examination is complete, the examiners shall submit a written report to the Academic Council Committee on Examinations, recommending whether or not the degree of DN or DM should be awarded. The Chair of the DN or DM Thesis Examination Committee will be responsible for submitting the examiners' written report. The Academic Council Committee on Examinations will decide, on the basis of the report(s) received and, where necessary, on the basis of clarification or correspondence with the examiners, to authorise or not authorise the award of the degree of DN or DM.

38.6 DN or DM Thesis Examination Committee Decisions

The DN or DM Thesis Examination Committee must make one of the following decisions:

38.6.1 **Decision 1: Unanimous recommendation to award the degree of DN or DM (i) as submitted or (ii) subject to corrections**

Where the examiners unanimously recommend the award of the degree of DN or DM, the DN or DM Thesis Examination Committee shall submit a joint report to the Academic Council Committee on Examinations indicating their opinion on the quality of the thesis and of the research on which it is based, also taking into consideration the student's performance in the taught and applied professional practice element, and recommending the award of the degree (i) as submitted or (ii) subject to corrections. The examiners should also indicate whether, in their opinion, the thesis, in whole or in part, is worthy of publication. The examiners should not recommend the award of the degree of DN or DM unless they consider that the thesis, in whole or in part, is worthy of peer-reviewed publication as a work of serious scholarship.

Where, in the opinions of the examiners, corrections to the thesis are required, the Chair of the DN or DM Thesis Examination Committee (or nominee – normally an Internal Examiner) shall be responsible for ensuring that such corrections have been made to the thesis before the award of the DN or DM is approved by the Academic Council Committee on Examinations.

The Chair of the DN or DM Thesis Examination Committee shall inform the candidate and the Principal Supervisor that the DN or DM Thesis Examination Committee has recommended the award of the degree of DN or DM subject to the approval of the Academic Council Committee on Examinations.

38.6.2 **Decision 2: Unanimous recommendation not to award the degree of DN or DM and to (i) revise and re-submit the thesis, (ii) transfer to another programme or (iii) terminate the candidate's registration**

Where the examiners unanimously recommend that the degree of DN or DM not be awarded, the DN or DM Thesis Examination Committee shall submit a joint report to the Academic Council Committee on Examinations, indicating their opinion on the quality of the thesis and of the research on which it is based, indicating the areas of weakness which led to the decision not to recommend the award of a DN or DM.

The recommendation and report not to award the degree of DN or DM may include:

- (i) advice to the candidate on ways in which the thesis, or the research on which it is based, could be substantially revised to a standard which might be suitable for re-examination for the award of the degree of DN or DM or
- (ii) a recommendation to the candidate to transfer to another graduate programme, including advice on utilising any work done from the DN or DM programme towards another programme or



(iii) a recommendation to terminate the candidate's registration.

The Chair of the DN or DM Thesis Examination Committee shall inform the candidate and the Principal Supervisor that the DN or DM Thesis Examination Committee has not recommended award of the degree of DN or DM and that the candidate should revise and re-submit the thesis or transfer to another programme or that their registration is to be terminated and they will be issued with a transcript showing any modules for which credit has been awarded.

38.6.3 **Decision 3: No unanimous recommendation**

Where the examiners are in disagreement and cannot unanimously recommend that the degree of DN or DM be awarded, members of the DN or DM Thesis Examination Committee shall submit separate reports to the Academic Council Committee on Examinations.

The Chair of the DN or DM Thesis Examination Committee shall inform the candidate and the Principal Supervisor that the DN or DM Thesis Examination Committee has not made a unanimous decision on the award of the degree and that the matter has been recommended to the Academic Council Committee on Examinations for adjudication.

The Academic Council Committee on Examinations, also taking into consideration the student's performance in the taught and applied professional practice element, may decide to authorise the award of the degree of DN or DM or not to authorise the award of the degree of DN or DM.

38.7 **Appeals:** A candidate may appeal a decision of the Academic Council Committee on Examinations on the award of a DN or DM to the Academic Council Committee on Assessment Appeal.

38.8 **Submission of Revised Thesis:** Where the DN or DM Thesis Examination Committee has not recommended the award of DN or DM and where the Academic Council Committee on Examinations has not authorised the award of DN or DM, the candidate may submit a revised thesis for re-examination, subject to the conditions set out by the Academic Council Committee on Examinations. Submission of a revised thesis requires a statement from the supervisor(s) that the thesis has been revised under their supervision. Section 37 of these regulations in respect of the preparation and submission of the thesis apply, as appropriate, in respect of submission of the revised thesis.

38.9 A printed and electronic copy of each thesis on the basis of which the degree of DN or DM has been awarded shall be submitted to the Librarian of University College Dublin for deposition in the UCD Library. At the time of submission of the thesis, candidates will be required to indicate, on a form of consent provided for that purpose, whether they agree that the copy should be deposited and available immediately under conditions laid down by the University, or whether access to it should be deferred so that it is not available for consultation for a period determined by the University.

38.10 All theses remain the property of University College Dublin. All issues relating to intellectual property will be subject to the University's practices and policies.



F. Regulations for the Degree of Doctor of Governance (DGov)

39 The Degree of Doctor of Governance (DGov)

- 39.1 The Degree of Doctor of Governance (DGov) is awarded following successful completion of a programme of advanced education and training, incorporating taught elements, professional practice and supervised research. The degree will be awarded only where the outcomes of the project work for the taught elements and the research thesis make an original and substantial contribution to knowledge for professional practice and where the candidate has demonstrated the capacity to apply this knowledge within a professional practice setting. The credit-bearing taught elements, the supervised research thesis element and the professional practice component, which is integrated with the taught and research elements, collectively form the basis of the examination for the award of the degree of DGov.
- 39.2 The purpose of these regulations, and any related policies, guidelines and procedures established by the IPA or UCD, is to assure and enhance the quality of education and training of DGov students and to create a framework that guides and supports the student and their supervisor(s).
- 39.3 Primary responsibility for the approval of candidates for DGov studies, oversight of the design and delivery of the DGov programme, and the approval of supervisory arrangements and the outcomes of any assessments of progress of DGov students rests with the IPA-UCD Academic Programme Board on the delegated authority of Academic Council.
- 39.4 A number of committees are required to support the DGov students and to conduct formal assessments during and at the end of the doctoral programme. They include:
- (i) The Doctor of Governance Course Committee, comprised of staff from both UCD and the IPA, and Chaired by the Head of the IPA Whitaker School of Government and Management, which is responsible for the management and delivery of the DGov programme, also ensuring that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the DGov programme;
 - (ii) The Assessment Panel, which is established by the Doctor of Governance Course Committee in accordance with relevant IPA and UCD policy and guidelines, to assess students' progress at any formal progression point within the DGov programme (normally following completion of Stage 1 of the programme);
 - (iii) The Doctoral Studies Panel, which comprises the Principal Supervisor and at least one additional supervisor, which is recommended by the Doctor of Governance Course Committee and formally established by the IPA-UCD Academic Programme Board. The purpose of the Doctoral Studies Panel is to support and enhance the supervisor-student relationship, to monitor the progress of the student through the research thesis element of their doctoral studies, and to provide advice and support to the student and supervisor(s);
 - (iv) The DGov Thesis Examination Committee, which is established by the Academic Council Committee on Examinations and which, at the end of the DGov programme, examines the student and the submitted thesis, and, also taking into consideration the student's performance in the taught and professional practice element, makes a recommendation regarding the award of the degree.
- 39.5 The IPA-UCD Academic Programme Board, acting on the delegated authority of Academic Council, and based on recommendations received from the Doctor of Governance Course Committee, shall:
- (i) Approve the admission of students to the DGov programme;
 - (ii) Establish the Programme Examination Board required to finalise the module grades for the students registered to the taught and professional practice elements of the programme;



- (iii) Adjudicate on student applications for permission to continue in the programme or re-admission to the programme, and for Leave of Absence or Withdrawal from the programme, in accordance with relevant IPA and UCD policies and codes;
- (iv) Establish an Assessment Panel to assess the progress of the student and their competence and capacity to complete the DGov programme at the end of Stage 1 of the programme, and review and approve (or request reconsideration of) the recommendation of the Assessment Panel;
- (v) Approve the appointment of the Principal Supervisor and any additional supervisors who, collectively, will comprise the Doctoral Studies Panel;
- (vi) Review and recommend the appointment of the internal examiner(s) for the final examination of the DGov thesis to the Academic Council Committee on Examinations;
- (vii) Review and recommend the appointment of the extern examiner(s) for the final examination of the DGov thesis to the Academic Council Committee on Examinations;
- (viii) Review and recommend the appointment of members of any external advisory panel(s) to act as external peer reviewers of the programme;
- (ix) Work with the Doctor of Governance Course Committee and other entities in the IPA and UCD to develop guidelines and good practice in the structure and delivery of the DGov programme;
- (x) Work with the Doctor of Governance Course Committee and other entities in the IPA and UCD to enhance DGov studies and the DGov student experience;
- (xi) Work with the Doctor of Governance Course Committee and other entities in the IPA and UCD to formalise partnership arrangements between the IPA, UCD and external entities which host and support students on the DGov programme in accordance with relevant IPA and UCD policies and codes. The nature of this relationship must be documented as it pertains to individual students or cohorts of students.

40 Admission Requirements, Application Procedures and Registration for the DGov Degree

40.1 **Admission Requirements:** A candidate seeking admission to the DGov programme should normally possess a primary degree, or equivalent qualification, of at least upper second class honours (2.1) standard and have at least five years full-time work experience at an appropriate level in a relevant public service profession. Interviews may be held to assess the suitability of applicants.

40.2 **Application Procedures:** A candidate must apply for admission to the DGov programme to the Head of the IPA Whitaker School of Government and Management. Application for admission to the DGov programme shall include a copy of the applicant's curriculum vitae, copies of degree certificates, a covering letter detailing the applicant's reasons for applying, two references (one academic, one professional) and a letter confirming that the course fees will be paid by the student or a third party (ex. the applicant's employer).

40.2.1 The application for admission will be considered by the Head of the IPA Whitaker School of Government and Management and the Doctor of Governance Course Committee, who may then make a recommendation to the IPA-UCD Academic Programme Board for approval. The recommendation shall specify:

- (i) The academic or other achievements of the candidate that indicate they have the capacity to pursue the DGov programme;
- (ii) The professional context in which the student will be applying their knowledge for the work for the taught and professional practice elements and the research thesis.

40.2.2 The Head of the IPA Whitaker School of Government and Management and the Doctor of Governance Course Committee shall propose a candidate, and the IPA-UCD Academic Programme Board shall approve a nomination, only when they are satisfied that:



- (vi) The candidate is appropriately qualified and has the basic skills and competencies required to embark upon the DGov programme;
- (vii) The candidate is in a suitable professional environment to be able to undertake professional practice at the level required of the programme;
- (viii) The resources are available to support both the professional practice and the research activity;
- (ix) Appropriate supervisors and supervisory arrangements are available to support and monitor the progress of the candidate's research project.

40.3 **Registration Period for the DGov Degree:** The period of registration for the DGov degree will be four years part-time registration and not more than six years part-time registration. Retrospective registration is not permitted.

40.3.1 Students who do not complete the requirements for the DGov degree within the relevant registration period must re-apply to the Doctor of Governance Course Committee, presenting justification for permission to continue in the programme beyond the prescribed period of registration or, where appropriate, seek Leave of Absence or Withdraw in accordance with IPA and UCD policy. The Doctor of Governance Course Committee will then make a recommendation regarding the application for permission to continue in the programme, Leave of Absence or Withdrawal to the IPA-UCD Academic Programme Board. A student who withdraws may apply to the Doctor of Governance Course Committee for re-admission to the programme within a period of five years from the point of Withdrawal. The Doctor of Governance Course Committee may make a recommendation for approval for re-admission to the programme to the IPA-UCD Academic Programme Board, and in so doing, may recognise the work previously undertaken by the student upon their re-admission to the programme.

41 DGov Degree Structure

41.1 The DGov degree is awarded on successful completion of a programme of advanced education and training, incorporating taught elements, professional practice and supervised research, prescribed by the Head of the IPA Whitaker School of Government and Management, Principal Supervisor, the Doctoral Studies Panel, the Doctor of Governance Course Committee and the IPA-UCD Academic Programme Board. This programme shall comply with the policies and regulations of the IPA and UCD and such guidelines as may be published by the Doctor of Governance Course Committee and the IPA-UCD Academic Programme Board.

41.2 UCD records work conducted in the pursuit of research degrees on a nominal credit basis, so that one calendar year of full-time academic study is considered equivalent to 90 credits. The total overall credit value of the DGov degree programme is 270 credits, with 120 credits at UCD Level 4 (NFQ Level 9) and 150 nominal credits at UCD Level 5 (NFQ Level 10). The DGov degree programme consists of advanced education and training, incorporating taught modules, professional practice and supervised research activity. While elements of the professional practice aspect of the programme are integrated into both the taught element and the research activity element, the programme also includes a distinct module relating to professional practice. The volume of credit for the taught element will be 90 credits, the volume of credit for the professional practice will be 30 credits, and the volume of credit for the supervised research activity will be 150 nominal credits.

41.3 **DGov Degree Programme Stages:** The programme of taught modules, professional practice and supervised research activity leading to the degree of DGov is pursued in two stages: Stage 1 shall comprise 70 credits and Stage 2 shall comprise 200 credits.



- 41.4 **Stage 1:** Stage 1 of the DGov programme is an initial period of advanced education and training and professional practice amounting to 70 credits. This stage shall consist of 70 credits of taught modules (UCD Level 4, NFQ Level 9).
- 41.5 Students who successfully complete the 70 credits of taught modules (UCD Level 4, NFQ Level 9) and who do not wish to progress, or are not eligible to progress (see regulation 42 below on progression), to Stage 2 of the DGov programme are eligible to transfer at this point to the MSc Applied Governance, where they will be required to complete an additional 20 credit dissertation to satisfy the requirements of that programme.
- 41.6 **Stage 2:** Stage 2 of the DGov programme includes taught modules, professional practice and advanced research amounting to 20 credits of taught modules, 30 credits of professional practice (both at UCD Level 4, NFQ Level 9), and 150 credits of original doctoral research activity (UCD Level 5, NFQ Level 10).
- 41.7 Credit for taught modules, including the professional practice module, is awarded after satisfactory completion of the modules and successful completion of any associated assessment.
- 41.8 Credit for original doctoral research activity shall only be awarded where the work conducted has been assessed on the basis of a submitted research thesis in acceptable form and deemed to be of a satisfactory standard by the DGov Thesis Examination Committee.
- 41.9 Students may not be admitted directly to Stage 2 of the DGov programme on the basis of their having a relevant masters degree.

42 Progression in the DGov Degree

- 42.1 The Doctor of Governance Course Committee and the IPA-UCD Academic Programme Board will establish appropriate processes and procedures to monitor the progress of students registered to the DGov degree, including the grading of the taught and professional practice modules in accordance with normal IPA and UCD procedures and the requirement for a formal mid-programme assessment to evaluate the student's eligibility to progress from Stage 1 to Stage 2 of the programme.
- 42.2 Students registered to the DGov degree may progress to Stage 2 of the programme on successful completion of a Stage 1 Transfer Assessment following a minimum two-year period of registration to the programme.
- 42.3 The Doctor of Governance Course Committee will establish an Assessment Panel to assess the progress of the student and their competence and capacity to complete the DGov programme at the end of Stage 1. The Assessment Panel must have the experience and disciplinary expertise to conduct the assessment. The Assessment Panel will base its judgement on the student's final grades in all taught modules in Stage 1, a written statement of progress and a research plan from the student. The student will normally be required to present for an oral defence of their written statement of progress and research plan to the Assessment Panel.
- 42.4 The Assessment Panel will, subject to review by the Doctor of Governance Course Committee, make one of the following recommendations to the IPA-UCD Academic Programme Board:
- (i) That the student should progress to Stage 2 of the DGov programme;
 - (ii) That the student should progress to Stage 2 of the DGov programme, subject to the student responding to explicit conditions for progress, as set down by the Assessment Panel and subject to the satisfaction of the Assessment Panel that the said conditions have been met;
 - (iii) That the student should transfer to the MSc Applied Governance degree programme;



(iv) That the student's registration be terminated and that the student be issued with a transcript showing any modules for which credit has been awarded.

42.5 The IPA-UCD Academic Programme Board will either approve the recommendation, or request that the Assessment Panel reconsider its recommendation, or, following consultation with the Doctor of Governance Course Committee, make a decision which differs from the recommendation of the Assessment Panel. Where the latter occurs, it will be reported to the Academic Council Committee on Examinations.

42.6 The Assessment Panel or the IPA-UCD Academic Programme Board may recommend one or more additional formal assessments of progress and competence within Stage 2 of the DGov programme. The Doctoral Studies Panel will recommend the nature and timing of any such assessment.

42.7 All processes and procedures associated with the management of the DGov degree programme will operate in accordance with the regulations and policies of the IPA and UCD and such guidelines as may be agreed from time to time by the IPA, UCD, or any of their constituent, or joint, committees, and should be reviewed at appropriate intervals by the IPA Board and the UCD Governing Authority or any of their constituent committees.

43 Research Supervision for the DGov Degree

43.1 The IPA-UCD Academic Programme Board will appoint the members of the Doctoral Studies Panel, including a Principal Supervisor and any additional supervisor(s) of the candidate's programme of advanced education and training, upon the recommendation of the Doctor of Governance Course Committee. Individuals appointed to the Doctoral Studies Panel will normally have sufficient experience of supervising doctoral students and/or the relevant academic expertise and/or the relevant professional experience required to effectively support and enhance the supervisor-student relationship.

43.2 The Principal Supervisor must be:

- (i) A permanent member of the academic staff of the IPA or UCD; or
- (ii) A member of the adjunct or visiting staff of the IPA or UCD, who has been specifically approved to act as a Principal Supervisor by the relevant committee in the IPA or UCD, on the recommendation of the Doctor of Governance Course Committee and with the approval of the IPA-UCD Academic Programme Board.

A full-time member of the academic staff of the IPA or UCD on a temporary contract of four years or greater may act as Principal Supervisor with the approval of the Doctor of Governance Course Committee and the IPA-UCD Academic Programme Board, provided that there is a Co-Supervisor, identified in advance of the student commencing their research. The Co-Supervisor must be a full-time member of the academic staff of the IPA or UCD and a member of the Doctoral Studies Panel, and will assume the responsibilities of the Principal Supervisor in the event that the student's programme of study exceeds the duration of the initial Principal Supervisor's contract.

43.3 A Principal Supervisor will be an active researcher in the broad area of the student's research topic, with a record of peer-reviewed publication of international standing, and will normally hold a doctoral degree.

43.4 Where a Principal Supervisor retires or resigns from the staff of the IPA or UCD, or for any other reason is unable to continue to supervise the research, temporarily or permanently, the Doctor of Governance Course Committee shall inform the IPA-UCD Academic Programme Board, and on the recommendation of the Doctor of Governance Course Committee, the IPA-UCD Academic Programme Board shall make



appropriate arrangements for the supervision of the student, including, where required, the appointment of a new Principal Supervisor.

- 43.5 **Research and Professional Development Plan:** During the research thesis element of the programme, the student, supported by the Principal Supervisor and Doctoral Studies Panel, shall document their educational, training and personal and professional development needs, which, along with the proposed research, will inform the development of a Research and Professional Development Plan (RPDP).
- 43.6 The Principal Supervisor and Doctoral Studies Panel will monitor progress against the prescribed programme of advanced education, training, professional practice and research contained within the RPDP on a regular basis, but at least once per year. Where the Principal Supervisor or Doctoral Studies Panel considers that progress or the arrangements for supervision of the student are not adequate, and such inadequacies cannot be resolved, the Doctoral Studies Panel will inform the Doctor of Governance Course Committee and the IPA-UCD Academic Programme Board.
- 43.7 The student and the Principal Supervisor are encouraged to familiarize themselves with relevant IPA and UCD policies and codes pertaining to graduate research degree programmes. Where a conflict may arise between the student and the Principal Supervisor, either the Principal Supervisor or student may inform the Head of the IPA Whitaker School of Government and Management, who will in turn notify the Chair of the IPA-UCD Academic Programme Board who will be responsible for making a decision on the most appropriate action in accordance with the relevant IPA and/or UCD policy or code.
- 43.8 The duties and obligations of the Principal Supervisor or any additional supervisors or advisers may not be delegated except in circumstances covered in regulation 43.4 above.

44 Responsibilities of DGov Degree Candidates

- 44.1 Candidates are required to pursue the programme of advanced education and training, incorporating taught elements, professional practice and supervised research activity prescribed by the Doctor of Governance Course Committee, Principal Supervisor and other members of the Doctoral Studies Panel and to work with their Principal Supervisor and other members of the Doctoral Studies Panel to meet the requirements articulated in the Research and Professional Development Plan (RPDP).
- 44.2 Candidates may not normally be registered to more than one programme within the IPA and UCD, and may not be registered to a programme within the IPA or UCD while registered to a programme outside the IPA or UCD. In exceptional circumstances, candidates who wish to register to more than one programme within the IPA or UCD, or to register to a programme within the IPA or UCD while registered to a programme outside the IPA or UCD, must obtain in advance the approval of the relevant governing board overseeing each programme and of the IPA-UCD Academic Programme Board or other relevant IPA or UCD committee.
- 44.3 Candidates are required to fulfil all responsibilities that may be reasonably expected to progress and conduct their advanced education and training, incorporating taught elements, professional practice and supervised research activity, successfully.
- 44.4 Candidates are required to comply with best and ethical practice and the regulations, policies and guidelines of the IPA and UCD in the conduct of their research.



45 Preparation and Submission of DGov Degree Thesis for Examination

- 45.1 Following successful completion of all required taught and professional practice elements, the final examination for the DGov degree is based on a description of the candidate's research in a thesis describing the context, nature, methodology and outcomes of the research, prepared in accordance with international norms, which must contain material of a publishable/peer reviewed standard. A candidate may also be examined on the basis of a collection of papers of publishable/peer reviewed standard describing a coherent programme of research, accompanied by a critical and theoretical overview of the work presented in the papers.
- 45.2 The candidate will prepare a thesis under the direction of the Principal Supervisor and in accordance with any guidelines published by the IPA or UCD, and will submit the thesis for examination. The appropriate length of the thesis shall be agreed between the candidate and the Principal Supervisor in accordance with the traditions of the discipline and will be communicated in writing to the student.
- 45.3 The candidate must be a registered student at the time when the thesis is submitted for examination.
- 45.4 The appropriate number of copies of the thesis shall be prepared and submitted to the IPA Whitaker School of Government and Management in accordance with such regulations, policies and procedures that the IPA and UCD may establish.
- 45.5 The thesis will not be accepted by the IPA Whitaker School of Government and Management unless it is accompanied by a statement (included on the Research Degree Examination Form) from the Principal Supervisor that the research has been carried out, and the final draft of the thesis, as submitted, has been prepared for examination under their supervision. Where such a statement is, in the opinion of the candidate, unreasonably withheld, the candidate may appeal to the Head of the IPA Whitaker School of Government and Management.
- 45.6 The research described in the thesis must be the original work of the candidate. Research work on the basis of which a degree or other qualification (from the IPA, UCD, another third level institution, or a professional or other awarding body) has already been obtained will not be accepted for the DGov degree award. A confirmatory statement to this effect (included on the Research Degree Examination Form) must be signed by the candidate and submitted with the thesis.

46 Examination of DGov Thesis

- 46.1 **The DGov Thesis Examination Committee:** The IPA-UCD Academic Programme Board shall propose, and the Academic Council Committee on Examinations shall establish, a DGov Thesis Examination Committee to assess the student on the basis of the thesis submitted and, also taking into consideration the student's performance in the taught and professional practice element, to make a recommendation on the award (or otherwise) of the degree of DGov. The DGov Thesis Examination Committee shall be chaired by an independent Chair selected from the full-time permanent academic staff of either the IPA or UCD, and shall consist of the Chair and a number of examiners. There shall be an extern examiner and one or two internal examiners. The Chair is not an examiner.
- 46.1.1 **Appointment of Internal Examiner(s):** The internal examiner(s) shall be proposed by the Head of the IPA Whitaker School of Government and Management (in consultation with the Doctoral Studies Panel and the Doctor of Governance Course Committee), recommended by the IPA-UCD Academic Programme Board and approved and formally appointed by the Academic Council Committee on Examinations. An internal examiner will be an active researcher in the broad area



of the thesis topic or in a cognate discipline and must normally be a member of the academic staff of the IPA or UCD.

46.1.2 The Principal Supervisor (or any Co-Supervisor) may not act as an internal examiner nor as Chair of the DGov Thesis Examination Committee. However, the Principal Supervisor (or any Co-Supervisor) may be invited to attend the examination with the consent of the DGov Thesis Examination Committee and the candidate.

46.1.3 **Appointment of Extern Examiner:** The extern examiner shall be proposed by the Head of the IPA Whitaker School of Government and Management (in consultation with the Doctoral Studies Panel and the Doctor of Governance Course Committee), recommended by the IPA-UCD Academic Programme Board and approved by the Academic Council Committee on Examinations, following which they shall be recommended to and formally appointed by the National University of Ireland. The extern examiner should be a recognised expert in the area of research of the thesis as evidenced in the curriculum vitae of the proposed extern examiner.

46.1.4 Where the candidate for the DGov is a full-time member of the academic staff of the IPA or UCD, or another constituent university or recognised College of the National University of Ireland, there must be a second extern examiner. In addition, a second extern examiner should be appointed for any DGov candidate where the IPA-UCD Academic Programme Board considers that a potential conflict of interest may arise.

46.2 **Conflict of Interest:** The Head of the IPA Whitaker School of Government and Management and the Doctor of Governance Course Committee should take appropriate steps to avert a situation where the examiner(s) would be required to examine the work of family, friends or associates, or where the examiner(s) may otherwise be closely associated with the candidate and/or any other member of the Doctoral Studies Panel, including candidates who are related to or associated with the examiner's colleague(s). All examiners should be careful to exercise objectivity towards all candidates, in particular any candidate who is related to or associated with a colleague.

46.3 **Confidentiality:** All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as the thesis has been deposited in the IPA and UCD Library and is publicly available. Examiners are not permitted to divulge any information relating to the examination, including examination grades, to colleagues who have family members, friends or associates who are examination candidates in other Colleges. Such staff should refrain from making enquiries about these examinations and/or examination grades from their colleagues.

46.4 Assessment, UCD Registry shall forward a copy of the thesis to each member of the DGov Thesis Examination Committee.

46.5 **DGov Thesis Examination Committee Responsibilities**

46.5.1 The Chair of the DGov Thesis Examination Committee shall arrange for preliminary reports from each examiner, which should include a judgement as to whether or not the thesis is suitable for examination, to be exchanged among all examiners. Where the examiners agree that the thesis is satisfactory for examination, the DGov Thesis Examination Committee shall conduct a *viva voce* examination of the candidate in which the extern examiner shall play the major role. The *viva voce* examination will normally be held within two months of submission of the thesis.

46.5.2 Where the examiners agree that the thesis is not suitable for examination, copies of the Preliminary Thesis Reports will be forwarded to the Principal Supervisor and the Head of the IPA



Whitaker School of Government and Management, who will recommend an appropriate course of action to the candidate. Where the examiners are not in agreement as to whether the thesis is suitable for examination, the Chair of the DGov Thesis Examination Committee will consult with the Chair of the Academic Council Committee on Examinations, who will recommend an appropriate course of action.

46.5.3 When the examination is complete, the examiners shall submit a written report to the Academic Council Committee on Examinations, recommending whether or not the degree of DGov should be awarded. The Chair of the DGov Thesis Examination Committee will be responsible for submitting the examiners' written report. The Academic Council Committee on Examinations will decide, on the basis of the report(s) received and, where necessary, on the basis of clarification or correspondence with the examiners, to authorise or not authorise the award of the degree of DGov.

46.6 DGov Thesis Examination Committee Decisions

The DGov Examination Committee must make one of the following decisions:

46.6.1 **Decision 1: Unanimous recommendation to award the degree of DGov (i) as submitted or (ii) subject to corrections**

Where the examiners unanimously recommend the award of the degree of DGov, the DGov Thesis Examination Committee shall submit a joint report to the Academic Council Committee on Examinations indicating their opinion on the quality of the thesis and of the research on which it is based, also taking into consideration the student's performance in the taught and professional practice element, and recommending the award of the degree (i) as submitted or (ii) subject to corrections.

The examiners should also indicate whether, in their opinion, the thesis, in whole or in part, is worthy of publication. The examiners should not recommend the award of the degree of DGov unless they consider that the thesis, in whole or in part, is worthy of peer-reviewed publication as a work of serious scholarship.

Where, in the opinions of the examiners, corrections to the thesis are required, the Chair of the DGov Thesis Examination Committee (or nominee – normally an internal examiner) shall be responsible for ensuring that such corrections have been made to the thesis before the award of the DGov is approved by the Academic Council Committee on Examinations.

The Chair of the DGov Thesis Examination Committee shall inform the candidate and the Principal Supervisor that the DGov Thesis Examination Committee has recommended the award of the degree of DGov subject to the approval of the Academic Council Committee on Examinations.

46.6.2 **Decision 2: Unanimous decision not to award the degree of DGov and to (i) revise and re-submit the thesis, (ii) transfer to another programme or (iii) terminate the candidate's registration**

Where the examiners unanimously recommend that the degree of DGov not be awarded, the DGov Thesis Examination Committee shall submit a joint report to the Academic Council Committee on Examinations, indicating their opinion on the quality of the thesis and of the research on which it is based, indicating the areas of weakness which led to the decision not to recommend the award of a DGov.

The recommendation and report not to award the degree of DGov may include:



- (i) advice to the candidate on ways in which the thesis, or the research on which it is based, could be substantially revised to a standard which might be suitable for re-examination for the award of the degree of DGov or
- (ii) a recommendation to the candidate to transfer to another graduate programme, including advice on utilising any work done from the DGov programme towards another programme or
- (iii) a recommendation to terminate the candidate's registration.

The Chair of the DGov Thesis Examination Committee shall inform the candidate and the Principal Supervisor that the DGov Thesis Examination Committee has not recommended award of the degree of DGov and that the candidate should revise and re-submit the thesis or transfer to another programme or that their registration is to be terminated and they will be issued with a transcript showing any modules for which credit has been awarded.

46.6.3 **Decision 3: No unanimous recommendation**

Where the examiners are in disagreement and cannot unanimously recommend that the degree of DGov be awarded, members of the DGov Thesis Examination Committee shall submit separate reports to the Academic Council Committee on Examinations.

The Chair of the DGov Thesis Examination Committee shall inform the candidate and the Principal Supervisor that the DGov Thesis Examination Committee has not made a unanimous decision on the award of the degree and that the matter has been recommended to the Academic Council Committee on Examinations for adjudication.

The Academic Council Committee on Examinations, also taking into consideration the student's performance in the taught and professional practice element, may decide to authorise the award of the degree of DGov or not to authorise the award of the degree of DGov.

46.7 **Appeals:** A candidate may appeal a decision of the Academic Council Committee on Examinations on the award of a DGov to the Academic Council Committee on Assessment Appeal.

46.8 **Submission of Revised Thesis:** Where the DGov Thesis Examination Committee has not recommended the award of DGov and where the Academic Council Committee on Examinations has not authorised the award of DGov, the candidate may submit a revised thesis for re-examination, subject to the conditions set out by the Academic Council Committee on Examinations. Submission of a revised thesis requires a statement from the supervisor(s) that the thesis has been revised under their supervision. Section 45 of these regulations in respect of the preparation and submission of the thesis apply, as appropriate, in respect of submission of the revised thesis.

46.9 A printed and electronic copy of each thesis on the basis of which the degree of DGov has been awarded shall be submitted to the Librarian of the IPA and UCD for deposition in their respective libraries. At the time of submission of the thesis, candidates will be required to indicate, on a form of consent provided for that purpose, whether they agree that the copy should be deposited and available immediately under conditions laid down by the IPA or UCD, or whether access to it should be deferred so that it is not available for consultation for a period determined by the IPA or UCD.

46.10 All theses remain the property of the IPA and UCD. All issues relating to intellectual property will be subject to the IPA and UCD's practices and policies.



G. Regulations for the Degree of Doctor of Veterinary Medical Specialisation (DVMS)**47 The Degree of Doctor of Veterinary Medical Specialisation (DVMS)**

- 47.1 The Degree of Doctor of Veterinary Medical Specialisation (DVMS) is awarded following successful completion of a programme of advanced education and training, incorporating taught elements, supervised professional practice and supervised research. The degree will be awarded only where the taught elements have been successfully completed and the research activity make an original and substantial contribution to knowledge for professional practice. The candidate must also have demonstrated the capacity to apply this knowledge within a supervised professional practice setting. The credit-bearing taught elements, the supervised professional practice placements and the supervised research thesis element collectively form the basis of the examination for the award of the degree of DVMS.
- 47.2 The purpose of these regulations, and any related policies, guidelines and procedures established by UCD, is to assure and enhance the quality of education and training of DVMS students and to create a framework that guides and supports the student and their supervisor(s).
- 47.3 Primary responsibility for the approval of candidates for DVMS studies, oversight of the design and delivery of the DVMS programme, and the approval of supervisory arrangements and the outcomes of any assessments of progress of DVMS students rests with the UCD Veterinary Medicine Programme Board, in consultation with the relevant Graduate School Board, and on the delegated authority of the University Graduate Programmes Board and Academic Council.
- 47.4 A number of committees are required to support the DVMS students and to conduct formal assessments during and at the end of the doctoral programme. They include:
- (i) The Doctoral Studies Panel, which comprises the Principal Supervisor, any additional supervisor(s), and a number of advisers (at least two but normally no more than four). The purpose of the Doctoral Studies Panel is to support and enhance the supervisor-student relationship, to monitor the progress of the student through their doctoral studies, and to provide advice and support to the student and supervisor(s);
 - (ii) The Assessment Panel, which is established by the UCD Veterinary Medicine Programme Board in accordance with relevant University policy and guidelines, to assess students' progress at any formal progression point within the DVMS programme (normally at the end of Stage 1 of the programme);
 - (iii) The DVMS Examination Committee, which is established by the Academic Council Committee on Examinations and which, at the end of the DVMS programme, examines the student based on the completed taught modules, the completed professional practice element, and the submitted thesis, and makes a recommendation regarding the award of the degree.
- 47.5 The UCD Veterinary Medicine Programme Board, acting on the delegated authority of Academic Council, and in consultation with the relevant Graduate School Board, shall:
- (i) Approve the admission of students to the DVMS programme;
 - (ii) Establish an Assessment Panel to assess the progress of the student and their competence and capacity to complete the DVMS programme at any formal progression point within the DVMS programme, normally at the end of Stage 1 of the programme, and review and approve (or request reconsideration of) the recommendation of the Assessment Panel;
 - (iii) Approve the appointment of the Principal Supervisor and the membership of the Doctoral Studies Panel, including any advisers and, where applicable, second or additional supervisors;
 - (iv) Review and recommend the appointment of the internal examiner(s) for the final examination for the DVMS Degree to the Academic Council Committee on Examinations;



- (v) Review and recommend the appointment of the extern examiner(s) for the final examination for the DVMS Degree to the Academic Council Committee on Examinations;
- (vi) Review and recommend the appointment of members of any external advisory panel(s) to act as external peer reviewers of the programme;
- (vii) Work with the UCD School of Veterinary Medicine and the relevant Graduate School Board to develop guidelines and good practice in the structure and delivery of the DVMS programme;
- (viii) Work with the UCD School of Veterinary Medicine and the relevant Graduate School Board to enhance DVMS studies and the DVMS student experience;
- (ix) Work with the UCD School of Veterinary Medicine and the relevant Graduate School Board to formalise partnership arrangements between the University and external entities which host and support students on professional doctoral programmes in accordance with relevant University policies and codes. The nature of this relationship must be documented as it pertains to individual students or cohorts of students.

48 Admission Requirements, Application Procedures and Registration for the DVMS Degree

48.1 **Admission Requirements:** A candidate seeking admission to the DVMS programme must be enrolled in a European Board of Veterinary Studies residency programme (or equivalent) for which UCD is an approved provider and is fully accredited.

48.2 **Application Procedures and Nomination:** A candidate may be nominated for admission by an individual eligible to supervise doctoral students (normally nominated by their proposed Principal Supervisor) or may apply for admission to the Head of the UCD School of Veterinary Medicine. Nomination/application for admission to the DVMS programme shall include a copy of the applicant's curriculum vitae, a certificate of enrolment in a recognised residency programme from the relevant European Board of Veterinary Studies (or equivalent) or credentials confirming eligibility for enrolment, copies of degree certificates, a covering letter detailing the applicant's reasons for applying, two references (one academic, one professional) and an outline of the proposed research area.

48.2.1 The application/nomination for admission will be considered by the relevant committee of the UCD School of Veterinary Medicine, who may then make a recommendation to the UCD Veterinary Medicine Programme Board for approval. The recommendation shall specify:

- (i) The relevant European Board of Veterinary Studies residency programme (or equivalent) in which the candidate is enrolled;
- (ii) The academic or other achievements of the candidate that indicate they have the capacity to pursue the DVMS programme;
- (iii) The proposed Principal Supervisor, and, where relevant, second and additional supervisors or advisers who, collectively, will comprise the Doctoral Studies Panel;
- (iv) A short description of the proposed research area and the capacity of the residency placement(s) to support this proposal.

48.2.2 A nominator shall propose a candidate, and the UCD Veterinary Medicine Programme Board shall approve a nomination/application, only when they are satisfied that:

- (i) The candidate is appropriately qualified and has the basic skills and competencies required to embark upon the DVMS programme;
- (ii) The candidate is in a suitable professional environment to be able to undertake professional practice at the level required of the programme;
- (iii) The proposed area of research is appropriate for the degree and is congruent with the research capacity and expertise within the School;



- (iv) The resources are available to support both the professional practice and the research activity;
- (v) Appropriate supervisors and supervisory arrangements are available to support and monitor the progress of the candidate's professional practice and research project.

48.3 **Registration Period for the DVMS Degree:** The period of registration for the DVMS degree will not be less than three years and not more than four years full-time registration. Retrospective registration is not permitted.

48.3.1 Students who do not complete the requirements for the DVMS degree within the relevant registration period must re-apply to the UCD Veterinary Medicine Programme Board, presenting justification for permission to continue in the programme beyond the prescribed period of registration or, where appropriate, seek Leave of Absence or Withdraw in accordance with University policy. A student who withdraws may apply to the UCD Veterinary Medicine Programme Board for re-admission to the programme within a period of five years from the point of Withdrawal. The UCD Veterinary Medicine Programme Board may approve re-admission to the programme, and in so doing, may recognise the work previously undertaken by the student upon their re-admission to the programme.

49 Research Supervision and Professional Practice for the DVMS Degree

49.1 The UCD Veterinary Medicine Programme Board will appoint the members of the Doctoral Studies Panel, including a Principal Supervisor and any additional supervisor(s) or advisers of the candidate's programme of advanced education and training, upon the recommendation of the Head of School. Individuals appointed to the Doctoral Studies Panel will normally have sufficient experience of supervising doctoral students and/or the relevant academic expertise and/or the relevant professional experience required to effectively support and enhance the supervisor-student relationship.

49.2 The Principal Supervisor must be:

- (i) A permanent member of the academic staff of the University; or
- (ii) A member of the adjunct or visiting staff of the University, who has been specifically approved to act as a Principal Supervisor by the University Graduate Programmes Board, on the recommendation of the relevant School committee and with the approval of the UCD Veterinary Medicine Programme Board, and whose name has been entered on the Register of Approved Adjunct and Visiting Supervisors.

A full-time member of the academic staff on a temporary contract of three years or greater may act as Principal Supervisor with the approval of the Head of the UCD School of Veterinary Medicine, provided that there is a Co-Supervisor, identified in advance of the student commencing their studies. The Co-Supervisor must be a full-time member of the academic staff of the University and member of the Doctoral Studies Panel, and will assume the responsibilities of the Principal Supervisor in the event that the student's programme of study exceeds the duration of the initial Principal Supervisor's contract.

49.3 A Principal Supervisor will be an active researcher/scholar in the broad area of the student's research topic and/or specialty area of practice, with a record of peer-reviewed publication of international standing, and will normally hold a doctoral degree or equivalent.

49.4 Where a Principal Supervisor retires or resigns from the staff of the University, or for any other reason is unable to continue to supervise the research, temporarily or permanently, the Head of the UCD School of Veterinary Medicine shall inform the UCD Veterinary Medicine Programme Board, and on the



recommendation of the Head of School, the UCD Veterinary Medicine Programme Board shall make appropriate arrangements for the supervision of the student, including, where required, the appointment of a new Principal Supervisor.

- 49.5 The student and the Principal Supervisor are encouraged to familiarize themselves with relevant University policies and codes pertaining to graduate research degree programmes, including the UCD Work Placement Policy. Where a conflict may arise between the student and the Principal Supervisor, either the Principal Supervisor or student may inform the Head of the UCD School of Veterinary Medicine, who will in turn notify the Chair of the UCD Veterinary Medicine Programme Board who will be responsible for making a decision on the most appropriate action in accordance with the relevant University policy or code.
- 49.6 The duties and obligations of the Principal Supervisor or any additional supervisors or advisers may not be delegated except in circumstances covered in regulation 49.4 above.

50 DVMS Degree Structure

- 50.1 The DVMS degree is awarded on successful completion of a programme of advanced education and training, incorporating taught elements, supervised professional practice and supervised research, prescribed by the Principal Supervisor, the Doctoral Studies Panel and the UCD Veterinary Medicine Programme Board. This programme shall comply with the policies and regulations of the University and such guidelines as may be published by the UCD Veterinary Medicine Programme Board, the relevant Graduate School Board and/or the University Graduate Programmes Board.
- 50.2 The University records work conducted in the pursuit of research degrees on a nominal credit basis, so that one calendar year of full-time academic study is considered equivalent to 90 credits. The total overall credit value of the DVMS degree programme is 270 credits, with 20 credits at UCD Level 4 (NFQ Level 9) and 250 nominal credits at UCD Level 5 (NFQ Level 10). The DVMS degree programme consists of advanced education and training, incorporating taught modules, supervised professional practice and supervised research activity. The volume of credit for the taught element will be 20 credits, the volume of credit for the supervised professional practice will be 200 credits, and the volume of credit for the supervised research activity will be 50 credits.
- 50.3 **DVMS Degree Programme Stages:** The programme of taught modules, supervised professional practice and supervised research activity leading to the degree of DVMS is pursued in two stages: Stage 1 shall comprise 120 credits and Stage 2 shall comprise 150 credits.
- 50.4 **Stage 1:** Stage 1 of the DVMS programme is an initial period of advanced education and training and supervised professional practice amounting to 120 credits. This stage shall include 20 credits of taught modules (UCD Level 4, NFQ Level 9) and 100 credits of professional practice (UCD Level 5, NFQ Level 10).
- 50.5 **Stage 2:** Stage 2 of the DVMS programme includes supervised professional practice and advanced research amounting to 100 credits of professional practice (UCD Level 5, NFQ Level 10), and 50 credits of original doctoral research activity (UCD Level 5, NFQ Level 10).
- 50.6 Credit for taught modules is awarded after satisfactory completion of the modules and successful completion of any associated assessment.



- 50.7 Credit for the supervised professional practice is awarded after satisfactory completion of the practice activity:
- 50.7.1 Where the student has successfully completed the associated assessments, including professional practice portfolio(s), case log, contributions to outreach activity, presentations to professional societies and peer-reviewed publications, and
- 50.7.2 Where the practice activity has been assessed on the basis of a submitted professional practice report in acceptable form and deemed to be of a satisfactory standard by the DVMS Examination Committee.
- A minimum of two peer-reviewed publications will be required at the time when the professional practice report and thesis are submitted for examination.
- The relevance of any outreach activity and presentations to professional societies and the learning outcomes of the professional practice modules will be determined between the student and Principal Supervisor in consultation with the Doctoral Studies Panel in advance of the student undertaking any such activity.
- 50.8 Credit for original doctoral research activity shall only be awarded where the work conducted has been assessed on the basis of a submitted research thesis in acceptable form and deemed to be of a satisfactory standard by the DVMS Examination Committee.
- 50.9 Students may not be admitted directly to Stage 2 of the DVMS programme on the basis of their having a relevant masters degree.
- 50.10 **Research and Professional Development Plan:** The student, supported by the Doctoral Studies Panel, shall document their educational, training and personal and professional development needs, which, along with the proposed programme of professional placement and research, will inform the development of a Research and Professional Development Plan (RPDP).
- 50.11 The Principal Supervisor, together with other members of the Doctoral Studies Panel, will monitor progress against the prescribed programme of education, training, professional practice and research contained within the RPDP on a regular basis, but at least once per year. Where the Doctoral Studies Panel considers that progress or the arrangements for supervision of the student are not adequate, and such inadequacies cannot be resolved, the Doctoral Studies Panel will inform the Head of the UCD School of Veterinary Medicine and the UCD Veterinary Medicine Programme Board.

51 Progression in the DVMS Degree

- 51.1 The UCD Veterinary Medicine Programme Board will establish appropriate processes and procedures to monitor the progress of students registered to the DVMS degree, including the grading of the taught modules in accordance with normal University procedures and the requirement for a formal mid-programme assessment to evaluate the student's eligibility to progress from Stage 1 to Stage 2 of the programme.
- 51.2 Students registered to the DVMS degree may transfer to Stage 2 of the programme on successful completion of a Stage 1 Transfer Assessment. The Stage 1 Transfer Assessment will take place where a student has accumulated the 120 credits associated with Stage 1 (20 credits of taught activity and 100 credits of professional practice).
- 51.3 The UCD Veterinary Medicine Programme Board will establish an Assessment Panel to assess the progress of the student and their competence and capacity to complete the DVMS programme at any formal progression point within the DVMS programmes, normally at the end of Stage 1 of the programme



(see also 51.6 below). The Assessment Panel must have the experience and disciplinary expertise to conduct the assessment.

51.3.1 **Stage 1 assessment:** The Assessment Panel will base its judgement on the student's successful completion of all taught modules, a written statement of progress and a professional practice and research plan from the student, and a written progress report from the Principal Supervisor. The student will normally be required to present for an oral defence of their written statement of progress and professional practice and research plan to the Assessment Panel.

51.3.2 **Assessment(s) within Stage 2:** The UCD Veterinary Medicine Programme Board may decide to conduct additional formal assessments within Stage 2 of the programme. In such instances, the UCD Veterinary Medicine Programme Board shall notify the Principal Supervisor and Doctoral Studies of the nature and timing of any such assessments, and shall establish the Assessment Panel to conduct the assessments.

51.4 The Assessment Panel will, subject to review by the Head of the UCD School of Veterinary Medicine, make one of the following recommendations to the UCD Veterinary Medicine Programme Board:

- (i) That the student should progress to Stage 2 of the DVMS programme;
- (ii) That the student should progress to Stage 2 of the DVMS programme, subject to the student responding to explicit conditions for progress, as set down by the Assessment Panel and subject to the satisfaction of the Assessment Panel that the said conditions have been met;
- (iii) That the student should transfer to another graduate programme;
- (iv) That the student should complete work for a Masters degree;
- (v) That the student's registration be terminated and that the student be issued with a transcript showing any modules for which credit has been awarded.

51.5 The UCD Veterinary Medicine Programme Board, in consultation with the relevant Graduate School Board, will either approve the recommendation, or request that the Assessment Panel reconsider its recommendation, or, following consultation with the Head of School, make a decision which differs from the recommendation of the Assessment Panel. Where the latter occurs, it will be reported to the Academic Council Committee on Examinations.

51.6 The Assessment Panel or the UCD Veterinary Medicine Programme Board may recommend one or more additional formal assessments of progress and competence within Stage 2 of the DVMS programme. The Doctoral Studies Panel in consultation with the Assessment Panel and the UCD Veterinary Medicine Programme Board will recommend the nature and timing of any such assessment. Subject to review by the Head of the UCD School of Veterinary Medicine, the Assessment Panel will make a recommendation to the UCD Veterinary Medicine Programme Board according to regulation 51.4 above.

51.7 All processes and procedures associated with the management of the DVMS degree programme will operate in accordance with the regulations and policies of the University and such guidelines as may be agreed from time to time by the University, the University Graduate Programmes Board, the relevant Graduate School Board and/or the UCD Veterinary Medicine Programme Board, and should be reviewed at appropriate intervals by the University Graduate Programmes Board, the relevant Graduate School Board and the UCD Veterinary Medicine Programme Board.

52 Responsibilities of DVMS Degree Candidates

52.1 Candidates are required to pursue the programme of advanced education and training, incorporating taught elements, supervised professional practice and supervised research activity prescribed by the Principal Supervisor and other members of the Doctoral Studies Panel and to work with their Principal



Supervisor and other members of the Doctoral Studies Panel to meet the requirements articulated in the Research and Professional Development Plan (RPDP).

- 52.2 Candidates may not normally be registered to more than one programme within the University, and may not be registered full-time to a programme within the University while registered full-time to a programme outside the University. In exceptional circumstances, candidates who wish to register to more than one programme within the University, or to register full-time to a programme within the University while registered full-time to a programme outside the University, must obtain in advance the approval of the relevant governing board overseeing each University programme and of the relevant University Programme Board(s).
- 52.3 Candidates are required to fulfil all responsibilities that may be reasonably expected to progress and conduct their advanced education and training, incorporating taught elements, professional practice and supervised research activity, successfully.
- 52.4 Candidates are required to comply with best and ethical practice and the regulations, policies and guidelines of the University, including the UCD Work Placement Policy, in the conduct of their professional practice and research.

53 Preparation and Submission for the DVMS Degree Examination

- 53.1 The final examination for the DVMS degree is based on:
- 53.1.1 Confirmation of successful completion of all taught modules,
 - 53.1.2 A report on the candidate's professional practice activity in a portfolio format describing the context, nature, methodology and outcomes of the supervised practice, and including the contributions to outreach activity, presentations to professional societies and other relevant activity as agreed between the candidate, Principal Supervisor and Doctoral Studies Panel. The portfolio must contain material of a publishable/peer reviewed standard, and
 - 53.1.3 A description of the candidate's research in a thesis describing the context, nature, methodology and outcomes of the research, prepared in accordance with international norms, which must contain material of a publishable/peer reviewed standard. A candidate may also be examined on the basis of a collection of papers of publishable/peer reviewed standard describing a coherent programme of research, accompanied by a critical and theoretical overview of the work presented in the papers.
- 53.2 The candidate will prepare a professional practice report and thesis under the direction of the Principal Supervisor and in accordance with any guidelines published by the University, and will submit the professional practice report and thesis for examination. The appropriate lengths of the professional practice report and thesis shall be agreed between the candidate and the Principal Supervisor in accordance with the traditions of the discipline and will be communicated in writing to the student.
- 53.3 The candidate must be a registered student at the time when the professional practice report and thesis are submitted for examination.
- 53.4 The candidate must have a minimum of two peer-reviewed publications at the time when the professional practice report and thesis are submitted for examination, and must have completed the supervised professional practice to the satisfaction of the Principal Supervisor and Doctoral Studies Panel.



- 53.5 The appropriate number of copies of the professional practice report and thesis shall be prepared and submitted to the Student Desk, UCD Registry in accordance with such regulations, policies and procedures that the University may establish.
- 53.6 The professional practice report and thesis will not be accepted by Student Desk, UCD Registry unless they are accompanied by a statement (included on the Research Degree Examination Form) from the Principal Supervisor that the professional practice and research have been carried out, and the final drafts of the professional practice report and thesis, as submitted, have been prepared for examination under their supervision. Where such a statement is, in the opinion of the candidate, unreasonably withheld, the candidate may appeal to the Head of the UCD School of Veterinary Medicine.
- 53.7 The professional practice described in the report and research described in the thesis must be the original work of the candidate. Research work and professional practice on the basis of which a degree or other qualification (from University College Dublin, another third level institution, or a professional or other awarding body) has already been obtained will not be accepted for the DVMS degree award. A confirmatory statement to this effect (included on the Research Degree Examination Form) must be signed by the candidate and submitted with the professional practice report and thesis.

54 Examination for the Degree of DVMS

- 54.1 **The DVMS Examination Committee:** The UCD Veterinary Medicine Programme Board shall propose, and the Academic Council Committee on Examinations shall establish, a DVMS Examination Committee to assess the student on the basis of the professional practice report and thesis submitted and, also taking into consideration the student's successful completion of the taught elements, to make a recommendation on the award (or otherwise) of the degree of DVMS. The DVMS Examination Committee shall be chaired by the Head of the UCD School of Veterinary Medicine, or their nominee, and shall consist of the Chair and a number of examiners. There shall be an extern examiner and one or two internal examiners. The Chair is not an examiner.
- 54.1.1 **Appointment of Internal Examiner(s):** The internal examiner(s) shall be proposed by the Head of the UCD School of Veterinary Medicine, recommended by the UCD Veterinary Medicine Programme Board, in consultation with the relevant Graduate School Board, and approved and formally appointed by the Academic Council Committee on Examinations. An internal examiner will be active in the broad area of the research topic or in a cognate discipline and must normally be a member of the academic staff of the University.
- 54.1.2 The Principal Supervisor (or any Co-Supervisor) may not act as an internal examiner or as Chair of the DVMS Examination Committee. However, the Principal Supervisor (or any Co-Supervisor) may be invited to attend the examination with the consent of the DVMS Examination Committee and the candidate.
- 54.1.3 **Appointment of Extern Examiner:** The extern examiner(s) shall be proposed by the Head of the UCD School of Veterinary Medicine, recommended by the UCD Veterinary Medicine Programme Board, in consultation with the relevant Graduate School Board, and approved by the Academic Council Committee on Examinations, following which they shall be recommended to and formally appointed by the National University of Ireland. The extern examiner(s) should be a recognised expert in the area of the research as evidenced in the curriculum vitae of the proposed extern examiner(s).



54.1.4 Where the candidate for the DVMS is a full-time member of the academic staff of the University, or another constituent university or recognised College of the National University of Ireland, there must be a second extern examiner. In addition, a second extern examiner should be appointed for any DVMS candidate where the UCD Veterinary Medicine Programme Board considers that a potential conflict of interest may arise.

54.2 **Conflict of Interest:** The Head of the UCD School of Veterinary Medicine should take appropriate steps to avert a situation where the examiner(s) would be required to examine the work of family, friends or associates, or where the examiner(s) may otherwise be closely associated with the candidate and/or any other member of the School or Doctoral Studies Panel, including candidates who are related to or associated with the examiner's colleague(s). All examiners should be careful to exercise objectivity towards all candidates, in particular any candidate who is related to or associated with a colleague.

54.3 **Confidentiality:** All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's professional practice report or thesis until such time as the professional practice report or thesis have been deposited in the UCD Library and are publicly available. Examiners are not permitted to divulge any information relating to the examination, including examination grades, to colleagues who have family members, friends or associates who are examination candidates in other Colleges. Such staff should refrain from making enquiries about these examinations and/or examination grades from their colleagues.

54.4 Assessment, UCD Registry shall forward a copy of the professional practice report and thesis to each member of the DVMS Examination Committee.

54.5 **DVMS Examination Committee Responsibilities**

54.5.1 The Chair of the DVMS Examination Committee shall arrange for preliminary reports from each examiner, which should include a judgement as to whether or not the professional practice report and thesis are suitable for examination, to be exchanged among all examiners. Where the examiners agree that the professional practice report and thesis are satisfactory for examination, the DVMS Examination Committee shall conduct a *viva voce* examination of the candidate in which the extern examiner shall play the major role. The *viva voce* examination will normally be held within two months of submission of the professional practice report and thesis.

54.5.2 Where the examiners agree that the professional practice report and thesis are not suitable for examination, copies of the Preliminary Reports will be forwarded to the Principal Supervisor and the Head of the UCD School of Veterinary Medicine, who will recommend an appropriate course of action to the candidate. Where the examiners are not in agreement as to whether the professional practice report and thesis are suitable for examination, the Chair of the DVMS Examination Committee will consult with the Chair of the Academic Council Committee on Examinations, who will recommend an appropriate course of action.

54.5.3 When the examination is complete, the examiners shall submit a written report to the Academic Council Committee on Examinations, recommending whether or not the degree of DVMS should be awarded. The Chair of the DVMS Examination Committee will be responsible for submitting the examiners' written report. The Academic Council Committee on Examinations will decide, on the basis of the report(s) received and, where necessary, on the basis of clarification or correspondence with the examiners, to authorise or not authorise the award of the degree of DVMS.

54.6 **DVMS Examination Committee Decisions**

The DVMS Examination Committee must make one of the following decisions:



54.6.1 Decision 1: Unanimous recommendation to award the degree of DVMS (i) as submitted or (ii) subject to corrections

Where the examiners unanimously recommend the award of the degree of DVMS, the DVMS Examination Committee shall submit a joint report to the Academic Council Committee on Examinations indicating their opinion on the quality of the professional practice report and thesis and of the research and practice on which they are based, also taking into consideration the student's performance in the taught element, and recommending the award of the degree (i) as submitted or (ii) subject to corrections. The examiners should also indicate whether, in their opinion, the professional practice report or thesis, in whole or in part, is worthy of publication. The examiners should not recommend the award of the degree of DVMS unless they consider that the professional practice report or thesis, in whole or in part, is worthy of peer-reviewed publication as a work of serious scholarship.

Where, in the opinions of the examiners, corrections to the professional practice report or thesis are required, the Chair of the DVMS Examination Committee (or nominee – normally an internal examiner) shall be responsible for ensuring that such corrections have been made to the professional practice report or thesis before the award of the DVMS is approved by the Academic Council Committee on Examinations.

The Chair of the DVMS Examination Committee shall inform the candidate and the Principal Supervisor that the DVMS Examination Committee has recommended the award of the degree of DVMS subject to the approval of the Academic Council Committee on Examinations.

54.6.2 Decision 2: Unanimous recommendation not to award the degree of DVMS and to (i) revise and re-submit the thesis and/or professional practice report, (ii) transfer to another programme or (iii) terminate the candidate's registration

Where the examiners unanimously recommend that the degree of DVMS not be awarded, the DVMS Examination Committee shall submit a joint report to the Academic Council Committee on Examinations, indicating their opinion on the quality of the professional practice report and thesis and of the research and practice on which they are based, indicating the areas of weakness which led to the decision not to recommend the award of a DVMS.

The recommendation and report not to award the degree of DVMS may include:

- (i) advice to the candidate on ways in which the professional practice report or thesis, or the research on which it is based, could be substantially revised to a standard which might be suitable for re-examination for the award of the degree of DVMS or
- (ii) a recommendation to the candidate to transfer to another graduate programme, including advice on utilising any work done from the DVMS programme towards another programme or
- (iii) a recommendation to terminate the candidate's registration.

The Chair of the DVMS Examination Committee shall inform the candidate and the Principal Supervisor that the DVMS Examination Committee has not recommended award of the degree of DVMS and that the candidate should revise and resubmit the professional practice report and/or thesis or transfer to another programme or that their registration is to be terminated and they will be issued with a transcript showing any modules for which credit has been awarded.

54.6.3 Decision 3: No unanimous recommendation

Where the examiners are in disagreement and cannot unanimously recommend that the degree of DVMS be awarded, members of the DVMS Examination Committee shall submit separate reports to the Academic Council Committee on Examinations.



The Chair of the DVMS Examination Committee shall inform the candidate and the Principal Supervisor that the DVMS Examination Committee has not made a unanimous decision on the award of the degree and that the matter has been recommended to the Academic Council Committee on Examinations for adjudication.

The Academic Council Committee on Examinations, also taking into consideration the student's performance in the taught element, may decide to authorise the award of the degree of DVMS or not to authorise the award of the degree of DVMS.

- 54.7 **Appeals:** A candidate may appeal a decision of the Academic Council Committee on Examinations on the award of a DVMS to the Academic Council Committee on Assessment Appeal.
- 54.8 **Submission of Revised Professional Practice Report and/or Thesis:** Where the DVMS Examination Committee has not recommended the award of DVMS and where the Academic Council Committee on Examinations has not authorised the award of DVMS, the candidate may submit a revised professional practice report and/or thesis for re-examination, subject to the conditions set out by the Academic Council Committee on Examinations. Submission of a revised professional practice report and/or thesis requires a statement from the supervisor(s) that the professional practice report and/or thesis has been revised under their supervision. Section 53 of these regulations in respect of the preparation and submission for the DVMS Degree apply, as appropriate, in respect of submission of the revised professional practice report and/or thesis.
- 54.9 A printed and electronic copy of each professional practice report and thesis on the basis of which the degree of DVMS has been awarded shall be submitted to the Librarian of University College Dublin for deposition in UCD Library. At the time of submission of the professional practice report and thesis, candidates will be required to indicate, on a form of consent provided for that purpose, whether they agree that the copy should be deposited and available immediately under conditions laid down by the University, or whether access to it should be deferred so that it is not available for consultation for a period determined by the University.
- 54.10 All professional practice reports and theses remain the property of University College Dublin. All issues relating to intellectual property will be subject to the University's practices and policies.

