UNIVERSITY OF LIMERICK
OLLSCOIL LUIMNIGH

Handbook of Academic Regulations and Procedures

2026/27

Contents

Réamhrá **1**

Foreword **1**

1. Academic Regulations **2**

1.1 Academic Governance at University of Limerick 2
1.2 Admissions, Enrolment, Annual Registration and Deferral of a Place 2
1.3 Module Selection 3
1.4 Assessment and Grading 4
1.5 Performance Standards 5
1.6 Academic Awards 6
1.7 Implementation, Interpretation and Review 6

2. Marks and Standards **7**

2.1 Assessment 7
2.2 Examiners 7
2.3 Examination Boards 8
2.4 Academic Awards 9
2.5 Grading 10
2.6 Bachelor's Degrees, Diplomas and Certificates 11
2.7 Taught Master's Degree 12
2.8 Master's Degree (by Research and Thesis) 12
2.9 Professional Doctorate 12
2.10 Doctor of Philosophy – Traditional Model 12
2.11 Doctor of Philosophy – Structured PhD 13
2.12 Aegrotat Awards 13
2.13 Posthumous Awards 14
2.14 Deferral of Examination Results 14
2.15 Applicability of Marks and Standards 14

3. Supporting Procedures **15**

3.1 Assessment 15
3.2 Grading 16
3.3 Student Progression 23
3.4 Student Status Committees 25
3.5 General Examination Regulations 29

4. Programme Specific Regulations **31**

4.1 Introduction 31
4.2 Non-repeatable Modules 31
4.3 PARE Placement Modules 31
4.4 PARE Module Non-Progression 33
4.5 Minimum passing grade C3 for non-placement PARE modules 33
4.6 Minimum passing grade C2 34
4.7 Further Programme Specific Regulations 34

5. Postgraduate Research Academic Regulations **36**

5.1 Introduction 36
5.2 Higher Degrees 36
5.3 Applications 37
5.4 Admission: Entry Requirements for Research Degrees (Including Professional Doctorates) 38
5.5 Supervisory Panel and Supervision 40

5.6 Postgraduate Research Student Progression 41
5.7 Location of Research 45
5.8 Periods of Registration 45
5.9 Leave of Absence 45
5.10 Generic and Transferable Skills Training 46
5.11 Academic Integrity, Research Ethics and Research Integrity 46
5.12 Thesis Specifications 46
5.13 Copyright and Intellectual Property 47
5.14 Examination Procedures 47
5.15 Appeals 52
5.16 Review and Interpretation 52
5.17 Postgraduate Research Academic Regulations Appendices 53
6. Student Code of Conduct 70
Document Control 79
Changes in 2026/27 Version 1 79

Réamhrá

Leagtar amach sa Lámhleabhar seo de Rialacháin agus Nósanna Imeachta Acadúla na rialacháin agus na nósanna imeachta a rialaíonn rollú mac léinn, clárú, measúnú, grádú, dul chun cinn agus céimniú in Ollscoil Luimnigh. Tá sé roinnte i sé chaibidil: *Rialacháin Acadúla*, *Marcanna agus Caighdeáin, Modhanna Tacaíochta, Rialacháin do Chlár ar Leith, Rialacháin Acadúla maidir le Taighde Iarchéime* agus *Cód Iompair na Mac Léinn*.

Is doiciméad ar leith é Lámhleabhar na Mac Léinn agus tá sé ar fáil ar shuíomh gréasáin na Clárlainne Acadúla ag https://www.ul.ie/academic-registry/. Leagtar amach i Lámhleabhar na Mac Léinn na riachtanais acadúla go léir nach mór do mhic léinn in Ollscoil Luimnigh a chomhlíonadh.

Tá sé mar aidhm ag na rialacháin acadúla, marcanna agus caighdeáin, rialacháin do chlár ar leith, modhanna tacaíochta agus rialacháin acadúla maidir le taighde iarchéime meicníochtaí agus struchtúir éifeachtacha a chur ar fáil chun a chinntiú go ndéantar measúnú cothrom agus oibiachtúil ar mhic léinn agus ag an am céanna ardchaighdeáin acadúla Ollscoil Luimnigh a chothabháil. Ceanglaítear ar bhaill foirne acadúla forálacha na ndoiciméad seo a chomhlíonadh. Tá an *Cód Iompair na Mac Léinn* san áireamh mar eolas don fhoireann acadúil.

I gcás inarb ábhartha, déantar míreanna a chrostagairt le míreanna eile agus le caibidlí eile trí hipearnasc a úsáid. D'fhéadfadh na giorrúcháin seo a leanas a bheith i gceist le roinnt hipearnasc: AR (Rialacháin Acadúla), MS (Marcanna agus Caighdeáin), PSR (Rialacháin Chlár-Shonracha), SP (Nósanna Imeachta Tacaíochta), PG (Rialacháin Acadúla maidir le Taighde Iarchéime) agus CC (Cód Iompair). Mar shampla, beidh tagairt d'alt 4 de na *Rialacháin Acadúla* le feiceáil mar AR 1.4, agus beidh tagairt do mhír 1.4.1 den alt sin le feiceáil mar AR 1.4.1.

Tiomsaíodh an lámhleabhar seo i gcomhthéacs ráiteas misin Ollscoil Luimnigh (féach thíos) agus tá sé beartaithe go n-úsáidfidh gach ball foirne é le haghaidh tagartha agus gnímh, de réir mar is cuí.

> *Is é an misean atá againn tógáil ar shaineolas ár scoláirí maidir le heolas a chruthú, a úsáid agus a thabhairt ar mhaithe lenár gcuid mac léinn agus saibhriú ár bpobail.*

Is féidir teacht ar an leagan oifigiúil den lámhleabhar seo ar an Mol Beartais ag https://www.ul.ie/policy-hub/policies. Moltar d'úsáideoirí tagairt a dhéanamh don leagan ar líne i gcónaí. Ós rud é gur féidir ábhar an lámhleabhair a nuashonrú ó am go ham, ní chuirfidh an Ollscoil leagan clóite ar fáil d'úsáideoirí.

Foreword

This Handbook of Academic Regulations and Procedures sets out the regulations and procedures governing student enrolment, registration, assessment, grading, progression and graduation at University of Limerick. It is divided into six chapters: *Academic Regulations*, *Marks and Standards*, *Supporting Procedures*, *Programme-Specific Regulations, Postgraduate Research Academic Regulations* and *Student Code of Conduct*.

The Student Handbook is a separate document and is available on the Academic Registry website at https://www.ul.ie/academic-registry/. The Student Handbook outlines all the academic requirements that must be met by students at University of Limerick.

The academic regulations, marks and standards, programme-specific regulations, supporting procedures and postgraduate research academic regulations are intended to provide effective mechanisms and structures to ensure that students are fairly and objectively assessed while at the same time maintaining University of Limerick's high academic standards. Academic members of staff are required to comply with the provisions of these documents. The student code of conduct is included for the information of academic staff.

Where relevant, items are cross-referenced with other items and other chapters through the use of hyperlinks. Some hyperlinks may include the following abbreviations: AR (Academic Regulations), MS (Marks and Standards), PSR (Programme-Specific Regulations), SP (Supporting Procedures), PG (Postgraduate Research Academic Regulations) and CC (Student Code of Conduct). For example, a reference to section 4 of the *Academic Regulations* will appear as AR 1.4, while a reference to paragraph 1.4.1 of that section will appear as AR 1.4.1.

This handbook was compiled in the context of University of Limerick's mission statement (see below) and is intended to be used for reference and action, as appropriate, by all members of staff.

> *Our mission is to build on the expertise of our scholars in creating, harnessing and imparting knowledge for the benefit of our students and the enrichment of our community.*

The official version of this handbook can be found on the Policy Hub at https://www.ul.ie/policy-hub/policies. Users are encouraged to reference the online version at all times. Given that the content of the handbook may be updated from time to time, a printed version will not be provided by the University to users.

1. Academic Regulations

1.1 Academic Governance at University of Limerick

1.1.1 The Academic Council is responsible for academic policy and standards at University of Limerick.

1.1.2 The Academic Council Grading Committee reviews and approves submitted module grades and progression decisions.

1.1.3 The Academic Council Examination Board makes recommendations on final awards for ratification by the Academic Council.

1.1.4 Each faculty has a Faculty Board. Each Faculty Board, under the chair of its respective Dean, is responsible for the academic affairs of that faculty.

1.1.5 Faculty Boards are sub-committees of the Academic Council.

1.1.6 Each faculty has a Faculty Examination Board to review student performance.

1.1.7 Faculty Examination Boards shall make appropriate arrangements as are necessary for the processing of its students.

1.2 Admissions, Enrolment, Annual Registration and Deferral of a Place

1.2.1 An applicant who accepts a formal offer of a place at University of Limerick and who pays the requisite fees may enrol as a student of the University under the conditions specified in the offer upon commencement of the programme. Such enrolment shall take place at the times and in the manner specified to the student by the University. Payment of fees shall not constitute enrolment.

1.2.2 Applicants wishing to undertake a programme at University of Limerick must be at least 16 years of age on 15 January of the year of entry. Where a candidate below that age seeks to enter University of Limerick, a special application must be made to the University via the Admissions Appeals Process.

1.2.3 An enrolled student shall register on the relevant programme of study under the conditions specified in the offer upon commencement of the programme. Such registration shall take place at the times and in the manner specified to the student by the University. Payment of fees shall not constitute enrolment and registration.

1.2.4 Following enrolment into a programme of study at the University, a student will continue to be considered as enrolled until either the relevant academic award is ratified by the Academic Council or the student's enrolment is terminated or suspended by the student or the University in line with these regulations and/or UL policy.

1.2.5 Each student will complete annual registration to confirm their continuing participation on their programme. Such annual registration shall take place at the times and in the manner specified to the student by the University. Payment of fees shall not constitute annual registration.

1.2.6 Each student will complete confirmation of attendance to confirm their participation on their programme. Such confirmation of attendance shall take place at the times and in the manner specified to the student by the University. Payment of fees shall not constitute confirmation of attendance.

1.2.7 Each student is required to pay the requisite programme fee and other fees at the times and in the manner specified to the student from time to time by the University. A student may be

denied permission to proceed to the next stage of their programme of study if all fees have not been paid in full.

1.2.8 The University may withdraw the offer of a place/or terminate a student's enrolment in the event of misrepresentation, attempts to influence University processes and/or failure to comply with the University's requirements at 1.2.1 and 1.2.7 at the times and in the manner specified to the student.

1.2.9 At any given time, a student can be registered for a single programme only and for a single stage on that programme. Exceptions may be approved by the Provost & Deputy President.

1.2.10 A student who wishes to change their academic status (SP 3.4.2.2) may apply to do so at the times and in the manner specified from time to time by the University.

1.2.11 A student may be personally liable for all relevant fees if they fail to complete relevant tasks, such as enrolment, annual registration, confirmation of attendance and module selection, in the manner specified by the University.

1.2.12 An applicant who is offered a place on Year 1 of an undergraduate programme through the CAO can apply to defer their place for one year. Such applicants should not accept their place through the CAO but should apply in writing to Academic Registry to request the deferral. Some programmes do not support deferred entry.

1.2.13 A student who registers on Year 1 of an undergraduate programme but subsequently finds that they cannot commence or continue on the programme can apply to Academic Registry for a deferral up to the end of Week 3 of Semester 1, Year 1. Deferral requests cannot be considered after Week 3.

1.2.14 An applicant who is offered a place on Year 1 of a taught postgraduate programme can apply to defer their place for one year (or until the next available intake) if the programme has a deferral option. Such applicants should accept their place through the postgraduate application process and subsequently apply in writing to Graduate & Professional Studies to request the deferral. Deferral requests cannot be considered once the programme has started except under 1.2.13.

1.2.15 A student who registers on Year 1 of a taught postgraduate programme but subsequently finds that they cannot commence or continue on the programme can apply to Graduate & Professional Studies for a deferral up to the end of Week 3 of Semester 1, Year 1 if the programme has a deferral option. Deferral requests cannot be considered after Week 3.

1.2.16 Places in programmes with fixed intake limits will be offered on a ranking basis to ensure those limits are not exceeded.

1.2.17 Transfer between programmes, where available and approved, will be in accordance with Student Academic Transfer Policy.

1.3 Module Selection

1.3.1 Where a student's programme of study offers a choice, the student is required to complete a module selection task to confirm the modules in which they wish to receive grades for each semester. Such module selection shall take place at the times and in the manner specified to the student by the University. Payment of fees shall not constitute module selection.

1.3.2 A student may change their module selection at the times and in the manner specified to the student by the University.

1.3.3 Failure to comply with the University's requirements at 1.3.1 may result in the student's exclusion from assessments in the module(s) they fail to select.

1.3.4 A student may not select a module for which they have already been awarded credits except in

accordance with these regulations (AR 1.4.17).

1.4 Assessment and Grading

1.4.1 University of Limerick operates a modular credit continual assessment system, which provides continual feedback of information to students on their academic performance.

1.4.2 Students shall be assessed in the set of modules undertaken each semester. The University shall provide examinations at the end of each semester and at annual repeats. Supporting procedures shall be adopted in relation to the administration of such examinations. Under exceptional circumstances (i.e. those not covered by regulations 3.2.3 – I Grades – in chapter 3, Supporting Procedures) and with the express permission of the Provost & Deputy President, the student may be allowed to defer an assessment until the next repeat opportunity.

1.4.3 On starting to teach a module, the academic staff member(s) responsible for teaching the module shall outline to the students in handout or electronic form the learning outcomes of the module, indicative grade descriptors corresponding to each grade, the criteria on which assessment is to be based, the minimum performance standard and the weighting allocated to each assessment instrument associated with the module. The academic staff member shall also indicate the repeat assessment instrument(s) associated with the module. Re. non-repeatable modules, see 4.2.

1.4.4 The academic staff member responsible for teaching a module shall prepare the assessment instruments associated with the module and shall meet the requirements of external examiners at the times and in the manner approved from time to time by the Academic Council. (MS 2.1 and SP 3.1.2)

1.4.5 The academic staff member responsible for teaching a module shall administer or arrange for the administration of assessment instruments associated with the module in the manner prescribed from time to time by the Academic Council. (SP 3.1.2)

1.4.6 A grade that is representative of the quality of a student's performance in a particular module shall be awarded at the end of each semester for that module (MS 2.5.1 and SP 3.2). The module grades that may be awarded shall be specified from time to time in the University's Marks and Standards (chapter 2 of this handbook).

1.4.7 The academic staff member responsible for teaching a particular module shall be responsible for assessing (MS 2.1) and grading (SP 3.2) students on the module material.

1.4.8 Each Faculty Board shall convene meeting(s) of its Faculty Examination Board to review student performance prior to the Academic Council Grading Committee meeting. There shall be an appropriate representation of academic staff members at such meetings.

1.4.9 There shall be a meeting of the Academic Council Grading Committee following the final module grade submission deadline, at which all recommendations for module grades and progression decisions shall be reviewed.

1.4.10 In cases where the Academic Council Grading Committee is satisfied with the recommended module grades and progression decisions, these shall be approved. Notwithstanding the approval of the Academic Council Grading Committee, the final grade or progression decision may be amended in accordance with section 8 of the Student Code of Conduct.

1.4.11 In cases where the Academic Council Grading Committee is not satisfied with the recommended module grades and progression decisions, it shall refer these to the Head of Department concerned, who shall be responsible for implementing the decisions of the Academic Council Grading Committee within a specified time and for informing the Provost & Deputy President of the outcome within the specified time.

1.4.12 Only module grades and progression decisions approved by the Academic Council Grading Committee shall be released to students. Individual staff who have access to module grades and progression decisions prior to the Academic Council Grading Committee having approved them shall not release them or use them to make decisions regarding a student.

1.4.13 When the Academic Council Grading Committee has approved all module grades and progression decisions for the semester, each student shall be provided with a transcript of their current academic performance.

1.4.14 It shall be each student's responsibility to use this transcript in order to monitor their own progress and to take such action as shall be necessary to ensure that they are complying with required standards of quality and performance.

1.4.15 Should a student consider that they may have been assigned an incorrect module grade, they may request a recheck of the grade in accordance with the procedures laid down from time to time by the University. (SP 3.2.9)

1.4.16 The University shall offer annual repeat assessments at a time to be decided by the Academic Council. Annual repeats will be available in all modules in all years of all academic programmes except in the circumstances outlined in 4.2.

1.4.17 Annual repeats are available to all students in the year in which they are currently registered other than graduands, both progressing and non-progressing, who have the following grades in individual modules after the Spring semester examinations: F, NG, D1. I grades not previously cleared via alternative mechanisms must also be completed during the annual repeats.

1.4.18 It is the responsibility of students to make themselves available for the annual repeats.

1.4.19 The repeat assessment need not be identical in form to the original assessment but must be equivalent in standard.

1.4.20 The provision of annual repeats for a student who fails a professional placement module (for example: clinical placement, school placement, etc.) will be at the discretion of the relevant Faculty Examination Board.

1.5 Performance Standards

1.5.1 The quality and standard of a student's academic performance shall be expressed as a numerical average of that performance in the credited modules attempted. This average shall be termed quality credit average (QCA) and shall be calculated on a semester and on a cumulative basis for each programme or for each part of a programme. (SP 3.3.1)

1.5.2 The Academic Council Grading Committee meeting held to review module grades and progression decisions each semester shall confirm or amend all Faculty Examination Board recommendations on students' cumulative performances to date (SP 3.3.2). The Academic Council Grading Committee shall report to the next meeting of the Academic Council.

1.5.3 The minimum academic performance standard for each semester, unless otherwise specified by the Academic Council, shall be the achievement of a cumulative QCA of 2.00, with full credits awarded in all modules of the prescribed programme to date. (SP 3.3.3)

1.5.4 Students who achieve the minimum performance standard at the end of each academic year shall proceed to the next year of their programme of study or to graduation.

1.5.5 The Academic Council Grading Committee may terminate a student's enrolment should the student's academic performance fail to reach the minimum standard. A student who considers that the Academic Council Grading Committee did not take exceptional extenuating circumstances into account in their case may appeal the termination of studies decision at the time and in the manner specified from time to time by the University.

1.5.6 The Academic Council may recognise the excellent academic performance of an individual student in a particular semester by placing the student's name on a list known as the President's List. Such students will receive a congratulatory letter from the President.

1.6 Academic Awards

1.6.1 Academic Council Examination Boards shall be convened to review student performance at the end of the final semester of the final year of a programme.

1.6.2 The Provost & Deputy President shall be responsible for convening Academic Council Examination Board meetings at appropriate times to make recommendations to the Academic Council as to the awards to be made to students who have completed programmes of study and who have requested such consideration in the manner specified.

1.6.3 The Academic Council Examination Boards shall recommend to the Academic Council that a student who attains at least the minimum standard in accordance with the marks and standards specified from time to time by the University be conferred with the relevant academic award. (MS 2.3)

1.6.4 The Academic Council Examination Boards shall recommend to the Academic Council the classification of the award to be conferred on each eligible student in accordance with the marks and standards specified from time to time by the University (MS 2.3). Notwithstanding the approval of the Academic Council of the relevant award or final classification of the award, these may be amended in accordance with section 8 of the Student Code of Conduct.

1.6.5 Where the Academic Council determines that a student does not qualify for an award, the student shall be informed in writing of the extent of additional or outstanding work required from them (MS 2.14). Such a student may register to complete the specified requirements at the times and in the manner specified from time to time by the University. Further consideration by an Academic Council Examination Board shall be subject to application as at 1.6.1 above.

1.7 Implementation, Interpretation and Review

1.7.1 The Provost & Deputy President shall ensure that all these regulations are implemented. It is the responsibility of students and staff to take all appropriate steps to comply with the relevant requirements specified in these academic regulations. To this end, student orientation and staff induction programmes will introduce students and staff, respectively, to the regulations and to sources of information and assistance in attempting to comply with them.

1.7.2 Marks and standards associated with these academic regulations are specified from time to time by the Academic Council. Programme-specific regulations that apply *only* to particular programmes of study are specified from time to time by the Academic Council. Supporting procedures designed to achieve compliance with the academic regulations and with the associated marks and standards are also specified from time to time by the Academic Council.

1.7.3 Where a dispute arises in interpreting the academic regulations, marks and standards or associated procedures, the Provost & Deputy President or their nominee shall be the final arbiter.

1.7.4 The Provost & Deputy President or their nominee shall, from time to time, convene the ARC for the purpose of reviewing the application and interpretation of the foregoing academic regulations and associated marks and standards and supporting procedures with a view to making recommendations, as appropriate, to the Academic Council.

2. Marks and Standards

The following marks and standards apply to the majority of University of Limerick programmes. Programme-specific regulations that fall outside the realm of these marks and standards are given in chapter 4 of this handbook.

2.1 Assessment

2.1.1 The University defines **assessment** as a generic term for a set of processes that measure the outcome of students' learning in terms of knowledge acquired, understanding developed and skills or abilities gained. Assessment may be categorised as either coursework (see 2.1.2) or examination (see 2.1.3) and may be diagnostic, formative or summative in nature.

2.1.2 The University defines **coursework** as a form of assessment that relies upon performance in (but not limited to) one or more of the following: practical work, essays, exercises, seminar papers, reports, presentations, class tests, projects or the production of artefacts, design, theses, dissertations and similar work, and such other means of assessing performance as may have been approved or prescribed by the Academic Council in relation to any programme of study.

2.1.3 The University defines **examination** as a form of in-person assessment that relies upon students producing written or oral answers to seen or unseen questions under centrally arranged and managed formal examination conditions.

2.1.4 The Provost & Deputy President shall have overall responsibility for the conduct of assessments at the University and shall, in particular, ensure that:

a) Appropriate assessment processes are in place for each student
b) Any reasonable accommodations including, but not limited to, alternatives to printed material and/or examination booklets, additional time, special facilities and/or arrangements, special assistance such as readers, and/or other approved special forms of assessment are in place for each student
c) Examinations and/or coursework are prepared by internal examiners and approved by external examiners
d) Maximum security is implemented in all matters pertaining to assessment to ensure a high level of academic integrity
e) Examinations and/or coursework are assessed by internal examiners and results for each candidate, as approved by the external examiners, are made available for meetings of Academic Council Examination Boards
f) Accurate records relating to coursework, along with all associated materials, are maintained and made available as required, particularly to external examiners
g) Proper arrangements are made for holding meetings of the Academic Council and Faculty Examination Boards in accordance with the provisions of section 2.3 below
h) The recommendations of meetings of Academic Council Examination Boards are transmitted in a timely manner to the Academic Council

2.2 Examiners

2.2.1 Academic staff members who are responsible for assessment functions shall be deemed to be internal examiners.

2.2.2 In the case of a module in which the teaching is shared by more than one academic staff member, the appropriate Head of Department shall nominate an academic staff member as internal examiner for that module.

2.2.3 The role of the internal examiner shall be as follows:

a) To prepare, in consultation either directly or through course directors and/or Heads of Department, appropriate assessment instruments that accord with internationally established and accepted academic practice and reflect internationally acceptable academic standards
b) To take due account of comments and amendments proposed by the external examiner(s)
c) To submit the agreed examination materials in good time and in sufficient quantities to Academic Registry (SP 3.1.2)
d) To propose module grades to be awarded to each candidate
e) To attend and contribute to the deliberations of meetings of the appropriate Academic Council Examination Boards

2.2.4 On the recommendation of the Academic Council, external examiners are appointed by the Governing Authority so that internal examiners can properly and effectively discharge their duties set out in 2.2.3 and to support the quality assurance processes of the University as required under the Quality & Qualifications (Education & Training) Act, 2012 as amended.

2.2.5 External examiners are appointed by Academic Council to act independently and impartially within the following remits: Examiner of the Outcome & Standards, Auditor of the Process, and Consultant to the Curriculum.

2.2.6 The External Examiner Policy governs matters relating to external examiners, including a more detailed remit, roles and responsibilities, duties, visits, reporting, interactions, appointments, fees and expenses, administrative supports and general operational aspects.

2.2.7 In the event of an unresolved matter between the external and internal examiners, the Academic Council shall adjudicate on the matter in question, and its decision shall be final.

2.3 Examination Boards

2.3.1 An Examination Board shall be convened by each faculty. The Faculty Examination Board shall make recommendations to the Academic Council Examination Board.

2.3.2 Academic Council Examination Boards shall make recommendations to the Academic Council in relation to the awards to be made to students who have completed the University's programmes of study.

2.3.3 The dates of Academic Council Examination Board meetings shall be determined by the Provost & Deputy President, who shall convene such meetings at appropriate times.

2.3.4 The Academic Council Examination Board shall comprise the Provost & Deputy President or their nominee (chairperson), all internal examiners who participated in the assessments for the award(s) for which candidates are to be considered at the Examination Board meeting and all external examiners relevant to the subjects and awards to be considered at the Examination Board meeting.

2.3.5 The external examiners are entitled to contribute fully to the deliberations and decisions of the Examination Board meetings.

2.3.6 On approval by Faculty Examination Boards, candidates' proposed awards are presented at the Academic Council Examination Board meeting.

2.3.7 Meetings of Academic Council Examination Boards should allow for full and frank discussion of any individual cases before a final recommendation is made to the Academic Council.

2.3.8 Decisions of the Academic Council Examination Board shall be submitted as recommendations to the Academic Council, which shall consider and have the right to adopt, modify or reject

such recommendations.

2.3.9 At the meeting of the Academic Council Examination Board, the cumulative performance results record of each candidate shall be presented and endorsed and, in relation to each candidate's overall result, a decision will be recorded, indicating:

a) The level of award to be conferred, or
b) The student has been deferred, or
c) The student is being recommended for a postgraduate award by research and thesis

2.3.10 Every effort shall be made by the internal and external examiners to agree final module grades prior to the Examination Board meeting. In the event of a grading disagreement that remains unresolved between examiners prior to the Examination Board meeting, an examiner who continues to dissent at the meeting shall have the right to have their dissenting opinion appended to the Examination Board record.

2.3.11 The Examination Board record shall be signed by the chairperson and secretary of the meeting and by examiners (external and internal) present at the meeting. The Examination Board record shall be forwarded by the Provost & Deputy President to the Academic Council at the earliest opportunity following the Examination Board meeting.

2.3.12 Any dissenting opinion by an examiner that shall have been appended to the Examination Board record shall be brought to the attention of the Academic Council, whose decision in relation thereto shall be final, as provided for in 2.3.8 above.

2.3.13 The proceedings and deliberations of Academic Council Examination Boards are strictly confidential. Under no circumstances should any person attending a meeting of a board disclose to any other person a decision of the board or any document, information or opinion considered, conveyed or expressed at the meeting.

2.3.14 Notwithstanding 2.3.13, in the event that an Academic Council meeting is not pending and where unanimous agreement has been expressed by internal and external examiners, the Academic Council Examination Board may decide to allow publication of the decisions and awards being recommended to Academic Council. The awards recommended by the Academic Council Examination Board are provisional awards, and Academic Council retains the right to amend all such awards.

2.4 Academic Awards

2.4.1 The granting of a University award shall be on the basis of a candidate's performance in assessments or other tests of the attainment of learning outcomes that have been duly set by the academic staff members of the University and approved and monitored by external examiner(s).

2.4.2 The Academic Council shall meet to consider the recommendations of a duly constituted meeting of an Academic Council Examination Board. The decisions of the Academic Council in the case of each candidate considered shall be final, and appropriate awards shall be granted to the candidate by the University. This meeting of the Academic Council shall occur as soon after the Examination Board meeting as is practicable.

2.4.3 The Provost & Deputy President shall communicate the relevant decisions of the Academic Council to each candidate at the earliest possible opportunity. Where the candidate is to receive an award of the University, the Provost & Deputy President shall invite the candidate to the next relevant conferring ceremony of the University, where the candidate will be conferred with the award attained.

2.4.4 Where it can be demonstrated that an award was granted in error, the Academic Council, having considered the circumstances, may take such action as deemed appropriate, which

includes but is not limited to reclassification or withdrawal of the award.

2.4.5 Undergraduate and postgraduate students are not permitted to defer their conferring. Students not attending will be conferred in absentia.

2.4.6 PhD and Professional Doctorate candidates are permitted to defer their conferring by one conferring session.

2.5 Grading

2.5.1 A grade that is representative of the quality of a student's performance in a particular module shall be awarded at the end of each semester for each module the student has taken.

2.5.2 The table to follow lists the module grades that can be awarded.

Table 2.1: Academic Module Grades

Grade	Grade Descriptors: Meta Level (Indicative grade descriptors at module level will be determined in accordance with regulation AR 1.4.3)	QPV	Credits Awarded
A1	Outstanding Performance *(First honours)*	4.00	Yes
A2	Excellent Performance *(First honours)*	3.60	Yes
B1	Very Good Performance *(Honours 2.1)*	3.20	Yes
B2	Good Performance *(Honours 2.1)*	3.00	Yes
B3	Competent Performance *(Honours 2.2)*	2.80	Yes
C1	Satisfactory Performance *(Honours 2.2)*	2.60	Yes
C2	Acceptable Performance *(Third honours)*	2.40	Yes
C3	Minimally Acceptable Performance *(Third honours)*	2.00	Yes
D1	Weak Performance *(compensating fail)*	1.60	Yes
F	Fail *(no compensation allowed)*	0.00	No
NG	Fail *(no compensation allowed)*	0.00	No
P	Pass in a module taken on a pass/fail basis	–	Yes
N	Failure in a module taken on a pass/fail basis	–	No

2.5.3 The minimum mark to achieve a C3 grade is set at 40%, with D1 set at 35<40%.

2.5.4 The grades F, NG, I, I2, M and N are considered deficient grades as credits have not been awarded, and credits must be achieved to allow progression or graduation.

2.5.5 The following administrative grades can also apply and, if applicable, shall appear on students' transcripts.

Table 2.2: Administrative Grades

Grade	Meaning	QPV	Credits Awarded
EX	Student exempted from the requirements of the module because of previous equivalent study or work. Full credits awarded.	–	Yes
R	Student repeating this module. Grade for repeat inserted in previous attempt at module. Uncapped repeat.	–	No
G	Audit	_	No
I	Incomplete (I) Grade	_	No
I2	2nd Incomplete (I) grade following Annual Repeats	_	No
M	Awarded in cases of projects spanning multiple semesters or sequences of linked modules	_	No
RE	Student's enrolment terminated. New enrolment contains uncapped repeats undertaken for these modules.	–	No
X	An X grade will appear on the student's transcript when the student is due to clear an I grade in a module.	–	No
Y	A Y grade will appear on the student's transcript when the student is due to clear a grade in a deficient module.	–	No
W	Student formally withdrew from the University. A termination of student enrolment form must be completed.	–	No

2.6 Bachelor's Degrees, Diplomas and Certificates

2.6.1 The award of a bachelor's degree, diploma (either undergraduate or postgraduate) or certificate (either undergraduate or postgraduate) is made at honours levels. To qualify for the award of a bachelor's degree or diploma or certificate, a candidate must:

a) Satisfy all the assessment and other requirements set for the programme of study
b) Achieve a minimum final cumulative QCA of 2.00, with full credits in all prescribed modules of the programme of study
c) Satisfy any programme-specific regulations as specified for particular programmes

2.6.2 Awards will be at one of the following classifications:

Award Classification	Cumulative QCA
First class honours	3.30
Second class honours grade 1 (2.1)	2.90
Second class honours grade 2 (2.2)	2.50
Third class honours	2.00

2.6.3 In the case of programmes that consist of a part 1 and part 2 structure, the award and award classification shall be made on the basis of performance of candidates in part 2 only of such programmes. Where there are more than two years in part 2 of the programme, a relative weighting of 1:2:2 shall be assigned to years 1, 2 and 3 of part 2, respectively. In the case of all other programmes, the award of the degree shall be based on the candidate's full cumulative performance over the complete programme.

2.6.4 In the case of a student pursuing joint or dual awards, it is expected that at least 30% and not more than 70% of the taught credits in the programme of study will be offered by UL.

2.7 Taught Master's Degree

2.7.1 A master's degree by coursework and dissertation (or equivalent) may be awarded at honours classification (first class, second class or third class honours). To be eligible for the award of a master's degree by coursework and dissertation (or equivalent) at honours classification, a candidate must:

a) satisfy all the assessment and other requirements set for the programme of study
b) have achieved a minimum grade of C3 in the dissertation component of the programme
c) achieve a minimum final cumulative QCA of 2.00, with full credits in all prescribed elements of the programme of study

2.7.2 In the case of taught master's degree programmes with an optional graduate diploma exit award, a student availing of the graduate diploma exit award may not register to complete the outstanding requirements for the related master's award within the 12-month period following the end of the final semester containing modules required to qualify for the graduate diploma.

2.7.3 In the case of a linked graduate diploma/master's degree programme of which the taught element, in whole or in part, constitutes a graduate diploma programme, a student shall be required to attain a minimum honours 2.2 standard in the taught component to be eligible for progression to the master's component of the programme.

2.7.4 All cases referred to and provided for in 2.7.2 shall require the approval of the appropriate faculty postgraduate studies committee for progression to the master's component of the programme in question.

2.7.5 The classification of honours awards shall be determined as follows:

Award Classification	Cumulative QCA
First class honours	3.30
Second class honours grade 1 (2.1)	2.90
Second class honours grade 2 (2.2)	2.50
Third class honours	2.00

2.8 Master's Degree (by Research and Thesis)

2.8.1 A master's degree by research and thesis is of honours standard and is awarded without classification. Subject to its successful completion, the thesis has a nominal value of 180 European Credit Transfer and Accumulation System (ECTS) credits.

2.9 Professional Doctorate

2.9.1 The professional doctorate is awarded to a candidate on the basis of the candidate having followed a prescribed programme of study and research. The programme may also include an experiential and/or professional placement element.

2.9.2 The degree of professional doctorate is awarded without classification. Subject to its successful completion, the professional doctorate has a nominal value of 270 ECTS credits.

2.9.3 Students must satisfactorily complete all elements of the taught programme and have achieved a cumulative QCA of 3.00 or higher to be considered for the award of the professional doctorate.

2.10 Doctor of Philosophy – Traditional Model

2.10.1 The degree of Doctor of Philosophy (PhD) is the highest academic qualification awarded by the University and is awarded to successful candidates on the strength of a body of original work of scholarship prepared and presented in accordance with internationally accepted academic standards and in the form of a doctoral thesis.

2.10.2 The degree of PhD is awarded without classification. Subject to its successful completion, the thesis has a nominal value of 270 ECTS credits.

2.11 Doctor of Philosophy – Structured PhD

2.11.1 A Structured PhD degree is awarded on the strength of the successful completion of a structured programme of research, study, and personal and professional development.

2.11.2 Candidates who wish to pursue a Structured PhD programme will:

a) Have a primary supervisor (or supervisors) and a Supervisory Panel, which will be involved in the annual progression assessment
b) Undertake a training needs analysis and maintain a Personal Development Plan (PDP)
c) Undertake discipline-specific modules, research skills, and generic and transferable skills courses as agreed in their PDP, to the value of at least 30 ECTS credits

2.11.3 The total credits from a combination of the taught and research elements of a Structured PhD will not be fewer than 300 and not more than 360 ECTS credits. Within these overall limits, the credits for the Structured PhD are made up as follows:

a) A research thesis equivalent to 270 ECTS credits
b) Technical/discipline-specific courses of a minimum of 20 and up to a maximum of 80 ECTS credits
c) Research, transferable and generic skills courses of a minimum of 10 and up to a maximum of 50 ECTS credits (pass/fail)

See Appendix 4 of chapter 5 for further details on the Structured PhD.

2.12 Aegrotat Awards

2.12.1 An aegrotat award may be awarded to a student who has died or is unable to complete their programme of study due to very serious illness or other grave circumstances. An award made on an aegrotat basis is unclassified and does not entitle the student to the benefits of an award of the university, including meeting the entry requirements of a programme of further study, exemptions or recognition by professional bodies or the right to practise in a profession. In the event that a student who has received an aegrotat award makes a significant recovery from an illness, the student may be permitted to re-enter the programme of study.

2.12.2 Students eligible for consideration are those who:

a) Are on a taught programme of study of minimum 60 ECTS credits and have completed at least two-thirds of the programme of study; or
b) Are on a research master's programme of study (180 ECTS credits) for at least one full calendar year and have successfully progressed following all annual review; or
c) Are on a professional doctorate or PhD programme of study or other research programme of study of minimum 270 ECTS credits for a least two full calendar years and have successfully progressed following all annual reviews

2.12.3 The award title will reflect the title of the degree programme (reference to Professional Qualification, where applicable, will be removed).

2.12.4 The award level will not be classified (in terms of first-class honours, etc.).

2.12.5 The award is not aligned with the National Framework of Qualifications.

2.12.6 The recommendation by a Faculty Examination Board to award an aegrotat award will be considered at the next scheduled meeting of the University Examination Board and then at the next scheduled meeting of the Academic Council. In exceptional circumstances, the Dean of Faculty may request the Provost & Deputy President to convene an exceptional University Examination Board meeting to consider a Faculty Examination Board aegrotat award recommendation. The exceptional University Examination Board has delegated power from

Academic Council to approve an aegrotat award. Aegrotat awards will be conferred at the next conferring ceremony or, in exceptional circumstances, at another appropriate ceremony.

2.13 Posthumous Awards

2.13.1 A posthumous award may be awarded to a student who has died without having met the eligibility criteria for an aegrotat award. To be eligible for a posthumous award, the deceased student must have completed at least 30 ECTS credits on a taught programme or successfully passed at least one annual progression review on a research programme.

2.13.2 The award title will reflect the title of the degree programme (reference to Professional Qualification, where applicable, will be removed).

2.13.3 The award level will not be classified (in terms of first-class honours, etc.).

2.13.4 The award is not aligned with the National Framework of Qualifications.

2.13.5 A Faculty Examination Board's recommendation to confer a posthumous award will be considered at the next scheduled meeting of the University Examination Board and then at the next scheduled meeting of the Academic Council. The parchment may be presented to the next of kin at a future conferring ceremony.

2.14 Deferral of Examination Results

2.14.1 A board of examiners may recommend that a final decision on a candidate's result be deferred to enable the candidate to complete specific outstanding requirements of the programme of study that the candidate has pursued.

2.14.2 Any deferral of a decision in relation to a candidate's result shall be for a limited period, normally not exceeding one academic year.

2.15 Applicability of Marks and Standards

2.15.1 These general marks and standards and all associated procedures shall apply to all assessments and examinations leading to University of Limerick awards unless and until amended by the Academic Council. These marks and standards shall be read and interpreted in conjunction with the academic regulations determined from time to time by the Academic Council and shall apply to all programmes of study that stand approved by the Academic Council and that lead to University of Limerick awards. Course approval documentation adopted by the Academic Council shall stipulate compliance with the provisions of these marks and standards.

3. Supporting Procedures

3.1 Assessment

3.1.1 Examination Scheduling

3.1.1.1 Academic Registry shall schedule and administer an examination period of not more than 2.5 hours for each module requiring an examination. (Special exemption for an examination of longer duration may be requested from the Academic Council by application to the Office of the Provost & Deputy President.)

3.1.1.2 Where a student identifies a provisional examination timetable clash (two examinations at the same time) related to their modules, they should notify Academic Registry immediately via TopDesk. Where a clash is due to registration issues, Academic Registry may adjust the provisional examination timetable or put other arrangements in place to address the clash.

3.1.1.3 End-of-semester examinations shall be conducted in accordance with the regulations specified in section 3.5.

3.1.2 Preparing Examination Material

3.1.2.1 Academic staff members shall comply with any procedures and deadlines their academic department has in place regarding the preparation of examination materials whether in paper or electronic format (AR 1.4.4 and MS 2.1). In the case of examinations, these procedures and deadlines shall be designed to comply with the requirements at 3.1.2.2 and 3.1.2.3 below.

3.1.2.2 Sufficient copies of the examination material whether in paper or electronic format, shall be delivered to Academic Registry five working days before the first examination.

3.1.2.3 All examination papers, in paper or electronic format, shall contain standard header information.

3.1.3 Academic Staff Attendance at Examinations

3.1.3.1 The academic staff member responsible for a module or their nominee shall be present at the scheduled examination venue of the examination for the first 30 minutes of the scheduled examination time to respond to queries. Where the final schedule lists more than one examination venue for the module examination, the academic staff member or their nominee shall attend at the main venues listed on the final examination schedule. The academic staff member or their nominee is required to present UL staff identification to the Exam Venue Coordinator prior to entering the examination venue.

3.1.3.2 If an examination question paper (whether in paper or electronic format) containing inaccurate information is distributed to students in an examination venue, the academic staff member shall immediately bring this to the attention of the Exam Venue Coordinator.

3.1.4 Academic Misconduct

3.1.4.1 Academic misconduct is defined in the Academic Integrity Policy. Academic misconduct is categorised according to three levels, which are defined in chapter 6, Student Code of Conduct (2.2) and in the Procedures for Managing Allegations of Academic Misconduct.

3.1.4.2 Anyone who believes that they see a student attempting to cheat or cheating during an examination shall immediately inform an Exam Venue Coordinator in the examination venue of the time and nature of the allegation and shall indicate to the Exam Venue Coordinator where the student concerned is seated. The Exam Venue Coordinator will then follow the Breach of General Examination Regulations procedure used to record such an allegation. The procedure permits the student concerned to continue with the examination. Academic

Registry shall refer all such allegations to the Office of the Provost & Deputy President immediately following the examination concerned. All allegations and complaints are considered by the Academic Integrity Unit under the Student Code of Conduct.

3.1.4.3 Anyone who believes that a student is attempting to engage in academic misconduct or engages in academic misconduct during an assessment by coursework shall immediately inform the academic staff member responsible for the module. The academic staff member shall inform the student concerned of the allegation. (If it is the academic staff member who believes an incident of cheating has occurred, they shall similarly inform the student concerned.) The academic staff member should then act in accordance with the Procedures for Managing Allegations of Academic Misconduct.

3.1.4.4 Allegations and complaints of academic misconduct are considered to be breaches of the Student Code of Conduct and should be managed in accordance with the Procedures for Managing Allegations of Academic Misconduct. An academic staff member who believes that a student has engaged in academic misconduct based on an analysis of the student's assessment answer materials (coursework or examination) should act in accordance with the Procedures for Managing Allegations of Academic Misconduct. All allegations and complaints are considered by the Academic Integrity Unit under the Student Code of Conduct.

3.2 Grading

3.2.1 Grading Lists

3.2.1.1 A grading list that lists each student taking a module in the current semester shall be sent by Academic Registry to the academic staff member responsible for the module by the end of Week 13 of the semester. (AR 1.4.7)

3.2.1.2 The academic staff member responsible for the module shall ensure that:

a) The final grade each student has achieved in the module is submitted on the grading list
b) The name, ID number and grade of any student who is not included on the list but who has been assessed in the module in the current semester is submitted using the Module Grade Entry Additional Students document

3.2.2 Submission of Grades

3.2.2.1 The academic staff member responsible for the module shall review the completed grading list and shall submit final grades to the SI records system. After the grades for a module have been submitted, an email confirmation detailing the grade distribution and average QPV for the module will be sent to the Module Leader, Head of Department and Department Coordinator.

3.2.2.2 The Head of Department or their nominee shall review the grades submitted by the academic staff member and may, within a period of three days from the date of notice of grade submission, request Academic Registry to return the grading list to the academic staff member.

3.2.2.3 Academic staff members are encouraged to submit grades at the earliest opportunity following the completion of assessments in a module. Heads of department shall make every effort to support academic staff in so doing.

3.2.2.4 The precise dates and deadlines in each semester will be confirmed by memo to all members of academic staff from Academic Registry.

3.2.2.5 The grades that may be awarded are listed in the Marks and Standards chapter (MS 2.5.2). Academic staff members should refer to their Head of Department for more detailed guidance on the standard of performance required for the award of each grade. The student participation type listed on the class and grading lists issued by Academic Registry has the following implications for the type of grade for which the student is eligible.

Table 4.1: Student Participation Type

Participation Type	Meaning	Associated Grades
N	Normal participation	Award any grade except G, EX, R, RE, W, X, S, Y
P	Pass/Fail participation	Award grade P (Pass) or N (Fail) only
G	Audit participation	Award G or NG only
No cap	Repeat participation	Award appropriate academic grade
Cap	Repeat participation type where the grade is capped	Award appropriate academic grade. The system will cap to a maximum of C3 while maintaining an audit record of the actual grade awarded.
I clear	Participation to clear I grade	Award appropriate academic grade

3.2.3 **Incomplete (I) Grades**

3.2.3.1 The University supports students who find themselves in an immediate crisis that has a substantial and material effect on their ability to prepare for or participate in an examination/assessment and, where relevant, takes actions to avert recurrence.

3.2.3.2 An incomplete (I) grade shall be granted only in cases where the student has not attended the relevant examination (if required) and/or submitted all coursework for assessment (if required).

3.2.3.3 Incomplete (I) grades are granted for individual modules.

3.2.3.4 Module credit is not awarded for incomplete (I) grades.

3.2.3.5 An incomplete (I) grade in a module that is a required part of a student's programme must be replaced by an appropriate academic grade prior to progression or graduation.

3.2.3.6 An incomplete (I) grade shall be awarded only in cases where there is certifiable evidence of one (or more) of the following:

a) Illness/condition, if within sufficient proximity to the examination/assessment to have a substantial and material effect
b) Death of a person close to the applicant including (but not limited to) a parent/guardian, sibling, spouse, child (or person to whom the applicant is in *loco parentis*), mother-in-law, father-in-law, grandparent, grandchild or any person who was habitually resident in the home of the applicant, if within sufficient proximity to the examination/assessment to have a substantial and material effect
c) Circumstances outside the control of the applicant, which make it legally, factually or physically impossible for the applicant to attend an examination/assessment or if within sufficient proximity to an examination/assessment to have a substantial and material effect
d) Pregnancy and related issues
e) Other circumstances that the Incomplete (I) Grade Committee considers to be analogous to any of the aforementioned

3.2.3.7 For the avoidance of doubt, incomplete (I) grades shall not be assigned in response to pleas of pressure of work.

3.2.3.8 An incomplete (I) grade shall be granted only in cases where the student has submitted certifiable evidence that meets the requirements set by the Incomplete (I) Grade Committee at the times and in the manner specified from time to time by the University.

3.2.3.9 To be considered for an incomplete (I) grade, it is the responsibility of the student to complete all application requirements at the times and in the manner specified to the student from time to time by the University.

3.2.3.10 The Incomplete (I) Grade Committee will meet to consider all applications for incomplete grades following each examination period and will make a recommendation for the granting of incomplete (I) grades to the Academic Council Grading Committee (see AR 1.1.2).

3.2.3.11 Students are informed of the outcome of their application for an incomplete (I) grade when results are released for the relevant semester (see AR 1.4.13).

3.2.3.12 Students who wish to appeal the decision of the Academic Council Grading Committee in relation to the awarding, or not, of an incomplete (I) grade may do so at the times and in the manner specified to the student from time to time by the University.

3.2.3.13 Students shall be required to clear all incomplete (I) grades no later than the repeat assessment period following the award of the incomplete (I) grade or in the case of non-repeatable modules, the next time the module is offered.

3.2.3.14 Students who receive an incomplete (I) grade for the first time in a module during the repeat assessment period will retain their original grade.

3.2.3.15 Students who receive an incomplete (I) grade during the repeat assessment period may not progress on their programme of study until they are awarded full credits in all modules of the prescribed programme to date (see AR 1.5.3).

3.2.3.16 All clearance grades will be processed following the relevant Repeat Assessment period with the exception of prospective graduating students where clearance of I grades awarded in a student's penultimate semester may be considered by the Academic Council Grading Committee either prior to the next relevant Academic Council Examination Board or following the relevant Repeat Assessment period.

3.2.3.17 A student who receives an incomplete (I) grade shall contact the academic staff member responsible for the module immediately following the publication of the grade to determine how the outstanding requirements are to be completed. If the academic staff member is unavailable, the student should contact the appropriate Head of Department for a decision.

3.2.3.18 The academic staff member responsible for the module shall determine which of the following options apply for a student to meet the outstanding requirements and clear the incomplete (I) grade:

a) An evaluation of the work submitted by the student to date together with the student's general performance in the module to date
b) An adequately documented *viva voce* examination
c) Performance in sequential or linked modules
d) Evidence of mastery of concepts or skills that can be obtained from performance in modules related to that in which the I grade has been awarded. As part of the grade review process, the academic staff member may require the student to submit additional work.
e) Examination during the relevant repeat assessment period

3.2.4 **M Grades**

3.2.4.1 An M grade shall be awarded only in the case of sequential modules approved for such grading by the Provost & Deputy President prior to the commencement of the sequence and satisfying the following conditions.

a) Normally, there shall be no more than two modules in an M-graded sequence.
b) The Provost & Deputy President will need to be satisfied that there is a sound pedagogic reason for assessing over two modules.
c) The Provost & Deputy President will need to be satisfied that students on whose programmes the module sequence is a requirement do not have an excessive number of M-graded modules in the relevant semesters.
d) Both modules in the sequence shall be offered in consecutive semesters of the same academic year.
e) To provide feedback to students, an interim assessment shall take place by the end of the first semester of the M-graded sequence, which shall be worth at least 20% of the total grade in the module.
f) Normally, both modules shall be taught and coordinated by the same academic staff member(s).
g) Credits shall be awarded only at the end of the sequence.
h) The final grade awarded shall be the same in each semester in which the M-graded sequence occurred. In exceptional circumstances, e.g. the case of the major project module, the award of different grades in each of the semesters may be permitted.

3.2.5 **NG Grades**

3.2.5.1 NG grades should be awarded only in cases where a student has submitted no assessment material for a module and no certification has been received to support the award of an I grade.

3.2.6 **Repeat Grades**

3.2.6.1 Grades awarded at the annual repeats will be capped at C3. In such cases, the higher of the original grade and repeat grade will stand.

3.2.6.2 Grades awarded to students repeating a maximum of two modules per semester on a link-in basis will not be capped. In such cases, the higher of the original grade and the repeat grade will stand. For the avoidance of doubt, where a module that is repeated on a link-in basis is further repeated at the annual repeats, the grade awarded for the latter will be capped at C3, provided that in such circumstances the higher of the original grade and the repeat grade will stand.

3.2.7 **Grading of Modules Taken in Partner Institutions**

3.2.7.1 The University encourages students to participate in placements in other academic institutions, both nationally and internationally. To this end, the University may recognise grades awarded by the partner institution and award credits accordingly.

3.2.7.2 An institutional agreement shall be in place prior to participation by University of Limerick students in placements in other institutions. Such agreements shall be executed only in the case of University of Limerick compatible institutions.

3.2.7.3 A learning agreement and grade translation agreement shall be in place in advance of student exchange/placement. Learning agreements shall be executed only in the case of University of Limerick compatible courses.

3.2.7.4 Up to 50% of part 2 of an academic programme can be taken in partner institutions, i.e. a total of three of the six semesters in part 2, including Cooperative Education placement. This would

be an upper limit. Placement on programmes such as ERASMUS is limited to a total of one academic year.

3.2.7.5 A more restrictive policy may operate at individual programme level.

3.2.7.6 Course directors of academic programmes that require students to undertake a compulsory placement in a partner institution shall ensure that the precise parameters are specified in the programme documentation approved by Academic Council. Course directors of academic programmes that offer students the option of a placement in a partner institution shall, following consultation with the International Office or Exchange Coordinator, as appropriate, seek relevant course board approval of the proposed placement.

3.2.7.7 UL Global shall be consulted in relation to the proposed parameters for studying abroad in new courses or during the revision of existing courses prior to approval being sought in accordance with 3.2.7.6.

3.2.7.8 The exchange coordinator or equivalent shall approve individual student participation in a placement in another institution.

3.2.7.9 In advance of the study abroad placement, the exchange coordinator or equivalent shall advise students registered on University of Limerick academic programmes incorporating modules exempted by professional bodies of any implications for exemptions, postgraduate study, etc.

3.2.7.10 Students are expected to spend their final year at University of Limerick. Exceptions must be approved in advance by the course director and exchange coordinators.

3.2.7.11 Unless otherwise approved by Academic Council, the following arrangements shall apply in relation to the grading of students undertaking placements in partner institutions.

a) Final year modules taken in a partner institution, including any final year modules taken in lieu of Cooperative Education placement or professional placement, should be quality graded.
b) Students undertaking a compulsory placement shall be graded on a pass/fail basis in all years prior to their final year of study.
c) Students doing an elective placement before their final year will be graded pass/fail unless approved by the Provost or their nominee to be graded on a quality-graded basis.
d) With the exception of final year modules (which should be graded in accordance with item a) above), modules taken abroad in lieu of Cooperative Education placement should be graded Pass/Fail.

3.2.7.12 All assessments should be completed before the University of Limerick student leaves the host university. In addition, the onus is on individual students, in consultation with their exchange coordinators, to ensure that arrangements are in place for the transmission of grades from their host university to the appropriate office in University of Limerick.

3.2.7.13 The exchange coordinator shall advise Academic Registry and UL Global of individual student study abroad arrangements.

3.2.8 Changes of Approved Grades

3.2.8.1 In exceptional cases, a grade may be changed after the original grade has been approved by the Academic Council Grading Committee. Such a change may occur when an academic staff member:

a) Discovers an error in the approved grade
b) Reviews an individual grade in response to a request from the Head of Department
c) Reviews overall or individual performance in a module on the advice of the external examiner

d) Reviews an individual grade in response to a grade recheck request in accordance with section 3.2.9
e) Reviews an individual grade in response to a grade appeal request in accordance with section 3.2.10

3.2.8.2 In relation to 3.2.8.1 b) and 3.2.8.1 c), approved grades may be changed only up to and including the point where a progression decision is made in relation to the student.

3.2.8.3 In cases where the grade change places the student in another final award classification category, the course director and/or Head of Department should consult with the external examiner(s) in line with the External Examiner Policy.

3.2.8.4 The Module Leader shall submit the change of the approved grade, with clear reasons for that change, by following the procedure published by Academic Registry. The Head of Department or their nominee will approve the change to the approved grade prior to submission to Academic Registry.

3.2.9 **Recheck of Approved Grade**

3.2.9.1 Should a student consider that they may have been assigned an incorrect grade, they may request a recheck of the approved grade.

3.2.9.2 A request to recheck an approved grade must be made within 10 full working days of the relevant module results becoming available.

3.2.9.3 To request a recheck of an approved grade, the student must complete the appropriate form (available from Academic Registry) and pay a fee, the amount of which shall be decided by the Provost & Deputy President.

3.2.9.4 A recheck of an approved grade cannot be carried out on those parts of an assessment where a sufficient and intact record of the original assessment is not available. This includes assessments where the original submission by the student does not remain under the control of the University or where sufficient records are not available to permit regrading.

3.2.9.5 For the avoidance of doubt, a recheck of an approved grade may result in the approved grade being increased, decreased or confirmed as accurate.

3.2.9.6 The following procedure should be followed by the academic staff member responsible for the relevant module:

a) Where available, review all submissions in relation to the module assessment. Review all submissions to establish whether or not the original mark/grade awarded was correct. Where a sufficient and intact record of the original assessment is not available, the original mark/grade assigned to that element of the assessment remains.
b) Check to ensure that marks given to individual elements of an assessment are included in the total marks.
c) Check that the original total mark, where applicable, is accurate and that the approved grade is correct.

3.2.9.7 Where the recheck of an approved grade results in a grade change, the grade change should be processed in line with 3.2.8.3.

3.2.9.8 Where the recheck of an approved grade results in the original grade being confirmed as accurate, the Module Leader shall submit the outcome, with clear reasons for that outcome, by following the procedure published by Academic Registry.

3.2.9.9 The outcome for a recheck of an approved grade must be submitted to Academic Registry within 10 working days of the grade recheck submission deadline with the exception of the summer/repeat exam period, where all grade recheck outcomes must be submitted within five working days.

3.2.9.10 Where a recheck of an approved grade results in a change of approved grade, any recheck fee paid by the student for this module will be refunded by Academic Registry.

3.2.10 **Appeal of Approved Grade**

3.2.10.1 Following the outcome of a recheck of an approved grade, the student may appeal an approved grade to the Head of Department responsible for the module.

3.2.10.2 An appeal of an approved grade must be on specific and stated grounds, and the submission must include a full and complete statement on why the student believes the approved grade is incorrect.

3.2.10.3 A request to appeal an approved grade must be made within five full working days of the publication of the recheck of an approved grade outcome.

3.2.10.4 To appeal an approved grade, the student must complete the appropriate form (available from Academic Registry) and pay a fee, the amount of which shall be decided by the Provost & Deputy President.

3.2.10.5 An appeal of an approved grade cannot be carried out on those parts of an assessment where a satisfactory record of the original assessment is not available. This includes assessments where the original submission by the student does not remain under the control of the University or where sufficient records are not available to permit regrading.

3.2.10.6 For the avoidance of doubt, an appeal of an approved grade may result in the approved grade being increased, decreased or confirmed as accurate.

3.2.10.7 The following procedure should be followed by the Head of Department or their nominee(s) when dealing with an appeal of an approved grade:

a) Review the stated grounds on the appeal of an approved grade request.
b) Reassess all submissions in relation to the module assessment with reference to the stated grounds of appeal. In line with 3.2.9.6 where a sufficient record of the original assessment is not available, the original mark/grade assigned to that element of the assessment remains.
c) Check to ensure that marks given to individual elements of all submissions to the module assessment are included in the total marks.
d) Check that the original total mark is accurate and that the grade awarded is correct.

3.2.10.8 Where the appeal of an approved grade results in a grade change, the grade change should be processed in line with 3.2.8.3.

3.2.10.9 Where the appeal of an approved grade results in the original grade being confirmed as accurate, the Head of Department or their nominee shall submit the outcome, with clear reasons for that outcome, by following the procedure published by Academic Registry.

3.2.10.10 The outcome for an appeal of an approved grade must be submitted to Academic Registry by the Head of Department or their nominee within 10 working days of receipt of the appeal of an approved grade submission. In exceptional circumstances, the University may increase this period by a further five working days.

3.2.10.11 Where an appeal of an approved grade results in a change of approved grade, any fee paid by the student to recheck the approved grade and/or appeal an approved grade for this module will be refunded by Academic Registry.

3.3 Student Progression

3.3.1 Quality Credit Average (QCA)

3.3.1.1 The semester quality credit average (QCA) represents the average quality of a student's performance in all modules taken in one semester. The cumulative QCA represents the average quality of a student's performance in all modules taken to date in a particular programme of study.

3.3.1.2 Semester QCA is calculated using the following formula (where QCS = quality credit score, Att Hrs = attempted hours and Non-Q hours = non-quality hours).

$$\frac{\text{Sum of QCS}}{\text{(Sum of Att Hrs)} - \text{(Sum of Non-Q hours)}}$$

Note 1: The QCS score for a particular module is the quality point value (QPV) score for that module multiplied by the module credit value (e.g. 3). The QPV score is a numerical value assigned to grades A1 to NG on a scale from 4 to 0.

Note 2: Each year of study of a programme is given a factor weighting. For programmes that include a three-year part 2, Year 2 carries a factor weighting of 1 while years 3 and 4 each carry a factor of 2.

Refer to the Calculating QCA section of the Student Handbook (accessible on the Academic Registry website) for a detailed explanation of how cumulative and semester QCA are calculated.

3.3.2 Faculty Examination Boards

3.3.2.1 Each Faculty Board shall appoint a Faculty Examination Board/Boards to review, each semester, the module grades awarded to each student in the programme(s) assigned to that board for consideration.

3.3.2.2 Where a programme is managed by a sole department, the relevant Faculty Examination Board shall be convened and chaired by the Head of that department or their nominee. Where a programme is managed by more than one department within a faculty, the Dean or their nominee shall convene and chair the relevant Faculty Examination Board.

3.3.2.3 Where a programme is managed by more than one department across more than one faculty, the relevant Deans' nominee shall convene and chair the relevant Faculty Examination Board.

3.3.2.4 In all cases, the Faculty Examination Board shall comprise the relevant heads of department, course directors, specialist academic staff and appropriate academic staff responsible for teaching the modules graded in the semester under consideration.

3.3.2.5 Faculty Examination Boards shall decide on the progress of students within the marginal performance limits specified in SP 3.3.5, 3.3.6 and 3.3.7.

3.3.2.6 Faculty Examination Boards shall make recommendations to the Academic Council Grading Committee as to the progress of students whose academic performance falls below the marginal performances specified in s SP 3.3.5, 3.3.6 and 3.3.7.

3.3.2.7 Faculty Examination Boards shall convene each semester in advance of the meeting of the Academic Council Grading Committee. (AR 1.5.2)

3.3.3 Minimum Performance Standards

3.3.3.1 Minimum performance standards are specified in AR 1.5.3. The Academic Council Grading Committee normally allows a student to complete one full academic year of a programme before formally reviewing the student's progress with a view to determining whether or not

the student should proceed. The Academic Council Grading Committee formally reviews the progress of students at the end of each academic year of a programme, at the end of the final academic semester of a part of a programme, prior to placement on Cooperative Education or other professional placement (for example, school placement and clinical placement) and following the annual repeats. These students' progress is reviewed initially by the relevant Faculty Examination Board.

3.3.3.2 Students whose academic performance conforms to the minimum standards are required to proceed.

3.3.3.3 Academic Registry produces reports at the end of each semester that summarise the performance of each student. Items 3.3.5.1, 4.3.6.1 and 3.3.7.1 below state the critical categories of students about whose progression Examination Boards are required to make recommendations.

3.3.4 **Progression**

3.3.4.1 Progression decisions are conveyed online to Academic Registry by 11:00 on the morning of the Academic Council Grading Committee meeting. The outcomes of the Academic Council Grading Committee's decisions on progression are conveyed to the students by Academic Registry.

3.3.4.2 No additional provisions will be made for visiting students.

3.3.5 **Progression Following Autumn Semester**

3.3.5.1 Only students due to start Cooperative Education placement or other professional placement in the Spring semester are subject to critical review. Once a student has progressed into the year in which the Cooperative Education or other professional placement takes place, progression to such placement is automatic except in those cases where students who are required to repeat the year or part thereof would be prevented from doing so by the timing of the placement.

3.3.5.2 Students who have not met the minimum standards will, on the recommendation of the relevant Examination Board, be required to do one of the following:

a) Take annual repeats for a maximum of two modules (excluding I grades) from the Autumn semester
b) Repeat a full semester
c) Repeat the full year
d) Have their enrolment terminated

3.3.5.3 Faculty Examination Boards may specify modules to be repeated by non-progressing students.

3.3.5.4 Eligibility for access to the annual repeats is based on a residual QCA of at least 2.00.

3.3.6 **Progression Following Spring Semester**

3.3.6.1 All students are subject to critical review in the Spring semester. Progression to Cooperative Education placement is automatic except in those cases where students who are required to repeat the year or part thereof would be prevented from doing so by the timing of the placement. However, prospective graduates are dealt with via the Academic Council Examination Board process.

3.3.6.2 Students who do not achieve the minimum standard outlined in AR 1.5.3 shall, at the discretion of the relevant Faculty Examination Board, be permitted to do one of the following:

a) Take annual repeats for a maximum of four modules in any two-semester academic year.
b) Repeat a full semester
c) Repeat the full year

d) Have their enrolment terminated

3.3.6.3 Faculty Examination Boards may specify modules to be repeated by non-progressing students.

3.3.6.4 Eligibility for access to the annual repeats is based on a residual QCA of at least 2.00.

3.3.7 **Progression Following Annual Repeats**

3.3.7.1 All students availing of annual repeats are subject to critical review following the annual repeats. With the exception of students on Cooperative Education placement who are not required to repeat any Autumn semester modules under 4.3.7.2 below and provided the Examination Board has not required their enrolment to be terminated, students who have not achieved the minimum standard cannot proceed to the next year of study.

3.3.7.2 Students who do not achieve the minimum standard outlined in AR 1.5.3 shall, at the discretion of the relevant Faculty Examination Board, be permitted to do one of the following:

a) Repeat a maximum of two modules with deficient or compensating fail grades in any one semester on a link-in basis
b) Repeat a full semester
c) Repeat the full year
d) Have their enrolment terminated

3.4 Student Status Committees

3.4.1 **Composition**

3.4.1.1 In the case of departments who run programmes fully, each department head shall appoint at least three members of academic staff to the Student Status Committee of the department to review applications from students on that programme(s) (one of whom shall be appointed as chairperson).

3.4.1.2 In the case of programmes run jointly by more than one department within a faculty, the Dean of Faculty shall appoint an appropriate Student Status Committee.

3.4.1.3 In the case of programmes run jointly by more than one faculty, the relevant Deans shall appoint an appropriate Student Status Committee.

3.4.1.4 In the case of a faculty whose Dean appoints course boards on the recommendation of the Faculty Board, the relevant course board shall appoint sub-committees of their members as Student Status Committees.

3.4.2 **Functions**

3.4.2.1 The Student Status Committees must operate within the parameters laid down in the Academic Regulations and Marks and Standards chapters of this handbook.

3.4.2.2 The Student Status Committees deal with the following applications (AR 1.2.10):

a) Application for readmission
b) Application for leave of absence
c) Application for internal transfer (programme)
d) Application for exemptions
e) Application for alternative to external academic placement
f) Application to appeal academic status

3.4.2.3 Students who are dissatisfied with the decision of the Student Status Committees may appeal the decision at the time and in the manner specified from time to time by the University.

3.4.2.4 The Student Status Committees will operate as a de-facto Examination Board when considering such appeals of academic status.

3.4.3 **Schedule**

3.4.3.1 The committees shall convene not later than:

a) Autumn semester business: Wednesday Week 2, Spring semester
b) Spring semester business: Wednesday, six weeks after module grade submission deadline
c) Annual repeats business: Wednesday of Week 2, Autumn semester

and at other times as deemed necessary following discussion between the Provost & Deputy President (or nominee) and committee chairs(s).

3.4.3.2 The chairs of all Student Status Committees shall meet together within two working days following each scheduled meeting of the committees. The Provost & Deputy President (or nominee) shall convene and chair this meeting. The meeting is designed to (i) ensure that decisions of the Student Status Committees are in compliance with the academic regulations and associated procedures, (ii) facilitate the exchange of information, (iii) provide an opportunity for a review of the norms being applied by the Student Status Committees and (iv) elicit, for the information of the Academic Status Appeals Committee, the views of the chairs on any individual case being referred to it.

3.4.4 **Procedures**

3.4.4.1 Applications should be submitted at the times and in the manner specified to the student from time to time by the University. Application forms and advice on eligibility for consideration of all student requests for a review of their status are available from Academic Registry. Details can be found on the Student Hub Online, which is accessible from the Academic Registry website.

3.4.4.2 All applications shall be considered at the next available sitting of the relevant Student Status Committee.

3.4.4.3 In exceptional circumstances, as approved by the Provost & Deputy President (or nominee), it may be necessary to obtain a decision on an application before the next available sitting of the relevant Student Status Committee. Where this occurs, the chairperson of the relevant Student Status Committee shall be responsible for determining an outcome. The chairperson may decide to seek the views of other members of their committee before making a decision.

3.4.4.4 The student under consideration may be required to attend the relevant Student Status Committee meeting. Where a student has been required to attend, they may be accompanied by a person of their choosing.

3.4.4.5 The Student Status Committee shall have due regard to the following factors in deciding on applications that request a transfer or readmission:

a) Points requirement in the year of entry/re-entry for the programme of study sought
b) Quotas applying in the year of entry/re-entry to that programme
c) The Central Applications Office (CAO) policy and Academic Registry procedures for the filling of vacant places in Year 1
d) The timing of the request for transfer and its implications for the student's ability to complete the programme in the normal way
e) The views of the Student Status Committee in the department from which the student is requesting a transfer

3.4.4.6 In granting a transfer or readmission, the Student Status Committee may attach special conditions and/or require satisfactory completion of additional prescribed work.

3.4.5 Decisions of the Student Status Committees will be notified to students by Academic Registry in line with published timelines.

Application for Readmission

3.4.5.1 Students seeking readmission to the University are required to make their application to the Student Status Committee.

3.4.6 **Application for Leave of Absence**

3.4.6.1 Normally, the student will be expected to fulfil the following conditions before being granted leave of absence:

a) Completion of one semester (or the year for year-based programmes) at the University on the programme for which the student is currently enrolled
b) Be in good academic standing
c) Where the chairs' meeting is satisfied that the student's academic standing was directly affected by the factors cited in support of the student's application for leave, the 'good standing' condition may be waived.

3.4.6.2 The following circumstances, confirmed by a brief letter without the need to share confidential details, shall be considered to be acceptable reasons for granting leave of absence:

a) Certified illness
b) Financial hardship
c) Family bereavement
d) Psychological, emotional or social problems supported confidentially by one or more of the following people:
    - Medical officer
    - Family doctor
    - Counsellor
    - Chaplain
e) Vocational uncertainty: The student will be expected to submit evidence of a plan to deal constructively with the vocational uncertainty during the leave of absence.

3.4.6.3 Students wishing to recommence their studies immediately after an approved leave of absence may do so at the time and in the manner specified from time to time by the University.

3.4.7 **Application for Internal Transfer**

3.4.7.1 Students seeking an internal transfer after Year 1, Semester 1 from one programme of study to another within the University are required to make their application to the Student Status Committee.

3.4.8 **Application for Exemption**

3.4.8.1 The question of exemption from a full semester or year(s) of a programme of study is handled as part of the student's admission. Application for exemption from an individual module not covered in the admission process shall be made to the Student Status Committee before the commencement of the semester in which the module is due to be taken. To be eligible for exemption, students are expected to have achieved a minimum pass standard in any equivalent module.

3.4.8.2 Upon consultation with the relevant course directors, the Student Status Committee may decide to award an exemption or carry forward the previous module grade, as appropriate.

3.4.8.3 Students required to repeat a year or a full semester under the progression policy are not eligible for exemption in individual modules in that year or semester.

3.4.9 **Application for Alternative to External Academic Placement**

3.4.9.1 In exceptional circumstances, students on programmes where an external academic placement is a core element may apply to achieve by alternative means the relevant number of credits applicable to the external academic placement.

3.4.10 **Application to Appeal Academic Status**

3.4.10.1 Students wishing to appeal against a decision on their academic status must apply to the Student Status Committee.

3.4.10.2 An appeal against the decision of an Academic Council Grading Committee/University Examination Board shall be considered on the following grounds only:

a) On grounds of severity (in academic terms only) of the method of repeat specified by the Faculty Examination Board. The Student Status Committee shall be entitled to modify the decision on the method of repeat.
b) If there is evidence of substantial irregularity in the conduct of the examination or its assessment.

3.4.11 **Academic Status Appeals Committee**

3.4.11.1 In the case of an appeal under the ground listed in 3.4.10.2 b),the chair of the relevant Student Status Committee shall refer such cases to the Academic Status Appeals Committee following consideration of the case by the chairs committee. The chair of the relevant Student Status Committee shall present the case to the Academic Status Appeals Committee.

3.4.11.2 The Academic Status Appeals Committee will consider cases brought on grounds of substantial irregularity in the conduct of examination or assessment.

3.4.11.3 The Academic Status Appeals Committee shall be chaired and convened by the Provost & Deputy President in the case of students in taught programmes or by the Vice President Research & Innovation in the case of postgraduate research students. The committee shall comprise the Deans of Faculty and a person external to University of Limerick appointed by the chairperson in consultation with the relevant Associate Vice President.

3.4.11.4 The Associate Vice President Academic Affairs, Associate Vice President Doctoral College and Assistant Deans Academic Affairs shall be alternate members and shall deputise in the event of unavoidable absence of one or more members. Where the appeal relates to a postgraduate research candidate, the Assistant Deans Research shall deputise.

3.4.11.5 The Dean (or alternate) of the faculty affected by the appeal shall withdraw from the Academic Status Appeals Committee while such an appeal is being considered.

3.4.11.6 The Academic Status Appeals Committee will, in accordance with the principles of natural justice, consider an appeal on the grounds on which it is based and consult with all appropriate stakeholders, including internal examiner(s) and, where it considers it necessary, external examiner(s).

3.4.11.7 The Academic Status Appeals Committee will make such recommendations as it deems necessary but on a basis that will not undermine the University's regulations. The committee shall present to the Academic Council a report summarising the case and incorporating recommendations for consideration by the Academic Council

3.4.11.8 The decision of the Academic Council shall be final.

3.5 General Examination Regulations

3.5.1 Attendance at Examination Venues

3.5.1.1 Students shall not be permitted to enter the examination venue after the first 20 minutes of the scheduled examination time has elapsed.

3.5.1.2 Students may not leave the examination venue before the first 30 minutes of the examination time has elapsed.

3.5.1.3 Students may not leave the examination venue during the last 10 minutes of the examination. Students present during the last 10 minutes of the examination must remain in their seats until all examination materials have been collected.

3.5.2 Authorised and Unauthorised Material

3.5.2.1 Students may only have authorised material in their possession in an examination venue:

a) Authorised material that students may bring into the examination venue includes writing instruments, drawing instruments, University of Limerick student ID card or other valid photo identification and additional authorised material approved as per 3.5.2.2.

b) Authorised material includes students' mobile phones, which they may bring into the examination venue. These must be switched off at all times, not simply set to silent mode. Mobile phones must be placed face down on the floor beneath the student's examination desk for the duration of the examination.

c) Authorised material, such as paper, examination booklets, rough work sheets, graph paper, etc., will be provided by the Exam Venue Coordinators.

3.5.2.2 Additional materials may be classified as authorised material by the relevant staff member where prior consultation has taken place with Academic Registry. Such material includes:

a) Dictionaries, textbooks, mathematical tables, handouts, lecture notes
b) Electronic devices necessary for completion of the examination.

3.5.2.3 Unauthorised material includes calculator covers, pencil cases, outdoor clothing, bags, and smart devices (other than mobile phones).

a) Students may not have in their possession authorised material that includes or has attached to it unauthorised material, such as written notes or inserts.

b) Writing of any kind on clothing or any part of the body may be considered to be unauthorised material.

3.5.2.4 In the examination venue, students may write only on authorised paper and/or create and store data using only authorised electronic devices, and only such authorised material will be submitted to the examiner(s) for correction. Students shall not remove any of these items from the examination venue.

3.5.2.5 If a student is in doubt as to whether material is authorised or unauthorised, they should ask an Exam Venue Coordinator before the examination begins.

3.5.3 During the Examination

3.5.3.1 Students shall comply with all directions from the Exam Venue Coordinators.

3.5.3.2 Students are required to present on entrance to an examination venue a valid UL student card. In exceptional circumstances, other valid photo identification or documentation as prescribed by the University will be acceptable. Entry will not be permitted without such identification or documentation.

3.5.3.3 Students shall display valid identification on their desk or assigned work areas.

3.5.3.4 A clean desk policy is in operation for all examinations: only authorised stationery and material and the valid identification will be allowed on the desk.

3.5.3.5 Students shall not engage in unauthorised collaboration or attempted collaboration, copying or attempted copying.

3.5.3.6 Each student is responsible for ensuring that their examination materials are in the possession of an Exam Venue Coordinator before leaving the examination venue. Students shall write their ID number clearly on all materials submitted to the Exam Venue Coordinator.

3.5.3.7 A student who is considered to have breached or attempted to breach the general examination regulations shall be informed at the earliest opportunity by an Exam Venue Coordinator, in the presence of a witness (viz., another Exam Venue Coordinator, an academic staff member or a student). Where a breach of the general examination regulations relates to possession of unauthorised material, such material may be retained by the Exam Venue Coordinator and forwarded to the Office of the Provost & Deputy President along with the completed Breach of General Examination Regulations paperwork. The student is then allowed to finish the examination. Subsequent procedures are outlined in the Student Code of Conduct and Procedures for Managing Allegations of Academic Misconduct.

4. Programme Specific Regulations

4.1 Introduction

4.1.1 Notwithstanding the general applicability of the academic regulations and marks and standards stipulated in the foregoing sections of this Handbook of Academic Regulations and Procedures, there are regulations approved by Academic Council that apply only to particular modules within particular programmes of study, which are detailed in this chapter.

4.1.2 Each such regulation is specified, and the programmes of study for which this applies is listed. The specific modules are listed on Student Hub.

4.1.3 In instances where there is potential for conflicting or contradictory interpretation between the University's general regulations and any such programme-specific regulations, the general regulations shall take precedence. In the event that this method of interpretation does not provide a clear resolution or unequivocal outcome, the final arbiter in the matter shall be the Provost & Deputy President. The decision of the Provost & Deputy President shall be final and binding.

4.1.4 Modules which have Professional Accreditation Related Elements will be designated as PARE modules. The following regulations apply to PARE modules, which can be related to placement, impeded progression, non-compensation, or non-repeatable requirements.

4.1.5 On the basis of submissions from Head of Department/School to the Academic Regulations Committee, specific modules may be designated as PARE, or having other specific requirements as outlined in the following sections. This list will be reviewed on an annual basis with deadlines specified by the committee.

4.2 Non-repeatable Modules

4.2.1 Annual repeats will be available in all modules in all years of all academic programmes except in the following circumstances:

a) Where it would not be feasible to offer a repeat assessment
b) Specific required skills have not been demonstrated by the student
c) In the case of a PARE module where restrictions apply to repeat opportunities.

Approval of non-repeatable modules will be granted on an exceptional basis only. Permission must also be granted for a module to be removed from the approved list of non-repeatable modules.

4.3 PARE Placement Modules

4.3.1 The minimum passing grade for PARE Placement modules in the following programmes is C3, i.e. compensating fail grade D1 will not be awarded.

4.3.2 A student who fails two PARE Placement modules (i.e. who fails the first attempt and retake or who passes the retake but fails a subsequent module) at any stage of their programme of study will be eligible for consideration, at the discretion of the relevant Examination Board, for an exit award or for transfer to an appropriate exit programme.[1]

[1] A list of the relevant exit programmes and awards is given on the Student Hub Online, which is accessible from the Academic Registry website.

4.3.1/4.3.2 Programme Code	Programme Title	Department/School	Accrediting body
BSPHEDUFA	BSc Physical Education	Physical Education and Sport Science Department	Teaching Council
BSOCTHUFA	BSc Occupational Therapy	School of Allied Health	CORU[2] and AOTI[3]
BSPHYSUFA	BSc Physiotherapy	School of Allied Health	CORU
BSSLTHUFA	BSc Speech and Language Therapy	School of Allied Health	CORU and IASLT[4]
MSHNDITFA	MSc Human Nutrition and Dietetics	School of Allied Health	CORU
MSOCTHTFA	MSc Occupational Therapy (Professional Qualification)	School of Allied Health	CORU and AOTI
MSPHYSTFA	MSc Physiotherapy (Professional Qualification)	School of Allied Health	CORU
MSSLTHTFA	MSc Speech and Language Therapy (Professional Qualification)	School of Allied Health	CORU and IASLT
BDGRCTUFA	BEd Graphics and Construction Technology	School of Education	Teaching Council
BDGENTUFA	BEd Graphics, Engineering and Technology	School of Education	Teaching Council
BDLANGUFA	BEd Languages	School of Education	Teaching Council
BSEDBIUFA	BSc (Ed) Biological Sciences with Physics or Chemistry	School of Education	Teaching Council
BSEDPCUFA	BSc (Ed) Physics and Chemistry	School of Education	Teaching Council
BSMTCSUFA	BSc (Ed) Mathematics and Computer Science	School of Education	Teaching Council
MAGCLDTPA	MA in Guidance Counselling and Lifespan Development	School of Education	DEY[5]
PMEDUCTFA	Professional Master of Education	School of Education	Teaching Council
BSMIDWUFA	BSc Midwifery	School of Nursing & Midwifery	NMBI[6]
BSNUGEUFA	BSc Nursing (General)	School of Nursing & Midwifery	NMBI
BSNUIDUFA	BSc Nursing (Intellectual Disability)	School of Nursing & Midwifery	NMBI
BSNUMHUFA	BSc Nursing (Mental Health)	School of Nursing & Midwifery	NMBI

[2] CORU is Ireland's multi-profession health and social care regulator

[3] Association of Occupational Therapists of Ireland

[4] Irish Association of Speech and Language Therapists

[5] Department of Education and Youth, recognise the programme under the Standards and Qualifications in Guidance Counsellor Education and Training (SQGCET)

[6] Nursing and Midwifery Board of Ireland

4.3.3 For the following programmes one opportunity is provided to repeat one placement module. A fail grade on a repeat or subsequent placement module will result in termination of the student's enrolment, irrespective of performance on any other component of the programme.

4.3.3 Programme Code	**Programme Title**	**Department/School**	**Accrediting body**
PHCLPSTFAD	Doctoral Programme in Clinical Psychology	Department of Psychology	CORU and PSI[7]
HDMIDWTFA/ HDMIDWTFB	Higher Diploma in Midwifery	Department of Nursing & Midwifery	NMBI

4.3.4 In the following programme the placement modules are non-repeatable. This fail grade must be cleared before the student can be presented to the final Examination Board. Permission to repeat a clinical placement module is at the discretion of the course board, which will make its decision with due regard to the student's rights and the University's duty of care to the public.

4.3.5 Programme Code	**Programme Title**	**Department/School**	**Accrediting body**
PHCLPSTFAD	Doctoral Programme in Clinical Psychology	Department of Psychology	CORU and PSI

4.4 PARE Module Non-Progression

For the following Programmes, students cannot progress to the next semester if they have a deficient grade on any PARE module, as listed on Student Hub.

4.4 Programme Code	**Programme Title**	**Department/School**	**Accrediting body**
BSOCTHUFA	BSc in Occupational Therapy	School of Allied Health	CORU and AOTI
MSOCTHTFA	MSc in Occupational Therapy (Professional Qualification)	School of Allied Health	CORU and AOTI
MSHNDITFA	MSc in Human Nutrition and Dietetics	School of Allied Health	CORU
MSSLTHTFA	MSc in Speech and Language Therapy (Professional Qualification)	School of Allied Health	CORU and IASLT

4.5 Minimum passing grade C3 for non-placement PARE modules

4.5.1 The Compensating fail grade D1 will not be awarded for certain non-placement modules in the following programmes.

4.5 Programme Code	**Programme Title**	**Department/School**	**Accrediting body**
MAGCLDTPA	MA in Guidance Counselling and Lifespan Development	School of Education	Department of Education & Youth
BAPSSOUFA	BA in Psychology & Sociology	Dept of Psychology & Dept Sociology	PSI
BSPSYCUFA	BSc in Psychology	Dept of Psychology	PSI

[7] Psychological Society of Ireland

4.5 Programme Code	Programme Title	Department/School	Accrediting body
DPPSYCUFA DPPSYCUPA	Diploma in Psychology	Dept of Psychology	PSI
MAPSYCTFA	MA in Psychology	Dept of Psychology	PSI
MSOCTHTFA	MSc in Occupational Therapy (Professional Qualification)	School of Allied Health	CORU and AOTI
MSSLTHTFA	MSc in Speech and Language Therapy (Professional Qualification)	School of Allied Health	CORU and IASLT
BRARCHUFA	Bachelor of Architecture	School of Architecture	The Royal Institute of the Architects of Ireland (RIAI)
BECBENUFA	BE in Chemical and Biochemical Engineering (From cohorts commencing in 2024/5)	Dept of Chemical Sciences	IChemE

4.6 Minimum passing grade C2

4.6.1 The Minimum grade to be awarded for certain modules in the following programmes is C2, i.e D1 and C3 will not be awarded.

4.6.2 At Annual repeats, students repeating these modules will have their grade capped at C2.

4.6 Programme Code	Programme Title	Department/School	Accrediting body
BMBMBSTFA	Bachelor of Medicine Bachelor of Surgery	School of Medicine	Irish Medical Council
BMMESUUFA	Bachelor of Medicine Bachelor of Surgery	School of Medicine	Irish Medical Council

4.7 Further Programme Specific Regulations

4.7.1 **PHCLPSTFAD Doctoral Programme in Clinical Psychology** (Department of Psychology)

4.7.1.1 The clinical placements are non-repeatable modules. This fail grade must be cleared before the student can be presented to the final Examination Board.

4.7.1.2 Permission to repeat a clinical placement module is at the discretion of the course board, which will make its decision with due regard to the student's rights and the University's duty of care to the public.

4.7.1.3 The Personal Development Module is M-graded over years 1, 2 and 3. Students will have achieved a pass grade, at minimum, in order to progress to the next year of the programme and to be eligible for the doctoral award.

4.7.2 **BMBMBSTFA Bachelor of Medicine Bachelor of Surgery** and **BMMESUUFA Bachelor of Medicine Bachelor of Surgery** (School of Medicine).

4.7.2.1 <u>Progression following Annual Repeats of Year 1 and Year 2 Modules BMBMBSTFA and Year 3 and Year 4 modules BMMESUUFA:</u> Students who do not achieve the minimum standard of a P grade in all modules following annual repeats will be required to repeat the year in full. Students will not be permitted to repeat individual modules. One opportunity only is provided to repeat a year of study during the first two years of the programme. Therefore, students must complete the these two years of study within a maximum of three years.

4.7.2.2 Progression following Annual Repeats of Year 3 and Year 4 Modules BMBMBSTFA: Students who have deficient grades following annual repeats will be required to repeat all modules with deficient grades. One opportunity only is provided to repeat each year in Year 3 and Year 4, subject to the student completing their studies within six years. Therefore, students who have repeated a year of their programme in Year 1 or Year 2 must complete Year 3 and Year 4 within a maximum of three years.

4.7.2.3 Progression following Annual Repeats of Year 5 and Year 6 Modules BMMESUUFA: Students who have deficient grades following annual repeats will be required to repeat all modules with deficient grades. One opportunity only is provided to repeat each year in Year 5 and Year 6, subject to the student completing years 3-6 of their studies within six years. Therefore, students who have repeated a year of their programme in Year 3 or Year 4 must complete Year 5 and Year 6 within a maximum of three years.

4.7.3 **MAPSYCTFA MA in Psychology (**Department of Psychology)

4.7.3.1 Students cannot progress to the next semester and sign up for the Major Research Project PS6003 if they have a deficient grade in PS6022 Advanced Empirical Psychology.

5. Postgraduate Research Academic Regulations

5.1 Introduction

5.1.1 In addition to this chapter of the handbook, postgraduate research students and their supervisors are referred to the general academic regulations, marks and standards, programme-specific regulations, supporting procedures and student code of conduct contained in chapters 1, 2, 3, 4 and 6 of this handbook. Furthermore, the Doctoral College website contains codes of practice which support the postgraduate research process.

5.1.2 For the purposes of these regulations, the Provost & Deputy President nominees are the Assistant Deans Research. The Provost & Deputy President may also delegate some or all of their functions to the Associate Vice President Doctoral College.

5.1.3 The academic regulations detailed hereunder shall apply to all postgraduate studies undertaken by a research and thesis mode at University of Limerick. The regulations apply in each faculty and department of the University. In cases of any differences between these regulations and other documents, these regulations will supersede any other documents. The regulations concerning taught master's programmes are covered in chapter 2, Marks and Standards.

5.1.4 The Academic Council may approve changes to these regulations from time to time. The updated regulations will apply from the date of their approval and are available in electronic format on the UL Policy Hub.

5.1.5 An individual faculty of the University may stipulate specific regulatory requirements over and above those specified herewith. Insofar as such proposed additional requirements do not in any way conflict with or compromise the University regulations detailed below, such additional requirements may be implemented by the faculty concerned provided such requirement(s) are approved by the Academic Council.

5.1.6 Any such additional requirements approved by the Academic Council shall be implemented, in conjunction with the University's academic regulations, by the faculty that has presented them to the Academic Council. The requirements may only be rescinded by a decision of the Academic Council.

5.1.7 A number of references are made throughout these regulations to the completion of Postgraduate Research (PGR) forms. The PGR forms underpin the postgraduate process from admission to graduation. These forms are available on the following website Postgraduate Research Forms.

5.1.8 Postgraduate research students will be expected to develop and maintain a personal development plan that sets goals and timelines for the delivery of targets. The plan will also include a record of generic and transferable skills programmes completed. It will be agreed and signed by both the student and supervisor(s).

5.2 Higher Degrees

5.2.1 University of Limerick provides opportunities for the study and submission of postgraduate research degrees in the following ways:

- Master's and PhD degrees by research and thesis
- Professional doctorates – see chapter 2, Marks and Standards, section 2.9 and Appendix 5
- Structured PhD programmes – see Appendix 4
- Monograph or article-based theses – see Appendix 2
- Joint research degrees – see Appendix 6

5.2.2 To qualify for a higher degree by research, students must be registered with University of Limerick for the minimum lengths of time specified by the regulations in section 5.8 below. Students pay continuation fees to remain on the postgraduate research register.

5.2.3 University of Limerick currently offers the research degrees LLM, MA, MArch, MBS, MChir, MD, MEd, MEng, MSc, MTech at research master's level and the PhD at doctoral level.

5.2.4 All higher degrees by research in University of Limerick are deemed to be honours awards without classification.

5.2.5 Students for higher degrees must meet the requirements and hold the academic qualifications outlined below. These qualifications must have been obtained from University of Limerick or from another institution or awarding body that is acceptable to University of Limerick for this purpose.

5.3 Applications

5.3.1 Students should, in the first instance, identify a suitable project and supervisor(s). Students are encouraged to use personal contacts, the literature and the websites of the University to help them achieve this. The Doctoral College will also provide an expression of interest form, which will be forwarded to the appropriate Assistant Dean Research to facilitate this process. Once a suitable project and supervisor(s) have been identified and funding issues have been resolved, applicants should complete the Postgraduate Research Studies application form, available from the Doctoral College website in consultation with the proposed internal supervisor(s).

5.3.2 Once the form has been signed by the relevant Head of Department, it should be forwarded to the Doctoral College by the applicant. Any student who is to receive fees remission and/or stipend, from any source administered by University of Limerick, must complete a Financial Aid form. Students who will be in receipt of fees and/or stipend are required to sign the Postgraduate Agreement form (see also Copyright and Intellectual Property regulations in section 5.13). Copies of these documents should be downloaded from the Doctoral College website. Completed Financial Aid forms and Postgraduate Agreement forms must accompany the application forms; otherwise, the application will be considered to be incomplete and returned to the applicant.

5.3.3 Students for registration for higher degrees may be required to participate in an interview in order to determine their ability to carry out the proposed postgraduate research and the suitability of the proposed topic.

5.3.4 Students may be required to demonstrate their competence in the English language by interview (see 5.3.3 above and Appendix 1). In addition, students must either provide certified confirmation that they have completed a primary or a master's degree through the medium of English or submit the official results of English proficiency tests as per the requirements specified in the table below. The University may consider English proficiency tests other than those listed in the table as meeting the English language requirements for pursuing a higher degree at UL.

Table 5.1: English Language Entry Requirements

Proficiency Test	Requirement
IELTS (International English Language Testing System)	Overall score of 6.5 or above, with no less than 6.0 in any one component
TOEFL (Test of English as a Foreign Language)	Minimum score of 580 (paper-based) or 90 (internet-based)
ESOL (English for Speakers of Other Languages) Examination, University of Cambridge	Grade C or higher on a Certificate of Proficiency in English (CPE)/Grade A on a Certificate of Advanced English (CAE)

5.3.5 Students who seek to undertake a joint research degree should apply to the coordinating institution for admission to that research award. Students who successfully register at the coordinating institutions will be deemed to be students of University of Limerick and added to the postgraduate research register.

5.3.6 The Postgraduate Research Committee will consider recommendations from the Faculty Research Committee on all applications for entry to the master's and PhD registers.

5.3.7 Where an applicant does not enrol and register within 12 months from the date of the initial offer letter, the applicant should submit an updated application for reconsideration.

5.4 Admission: Entry Requirements for Research Degrees (Including Professional Doctorates)

5.4.1 The primary degrees referred to in this section are Level 8 or equivalent honours degrees as defined by the National Framework of Qualifications. The usual minimum requirements for entry to a research master's, professional doctorate or PhD degree are:

a) An appropriate master's or equivalent qualification that has been obtained from a university or other institution recognised by University of Limerick following a period of study similar to that required in University of Limerick. (A student who holds a master's degree in a discipline other than that in which the doctoral research is intended to be pursued shall be considered for entry under b) below

or

b) An honours primary bachelor's degree with a minimum classification of 2.1 honours or equivalent qualification

or

c) An honours primary bachelor's degree with a classification of 2.2 honours or equivalent qualification. (Students who enrol with a 2.2 honours degree or equivalent will be required to undergo a progression review after the first six months of their programme of study.)

or

d) A degree, or equivalent qualification, other than that specified in a), b) or c) above and a minimum of four years' acceptable professional experience at an appropriate and relevant level may be considered for entry to the master's register. Students within this category without a minimum of four years' acceptable professional experience will be considered for entry under regulation 5.4.4.

5.4.2 Additional programme-specific requirements may apply to students for professional doctorate or Structured PhD programmes. These will be specified in the relevant documentation for each programme. Entry to professional doctorate programmes requires qualifications that satisfy 5.4.1 a) or 5.4.1 b) above.

5.4.3 Applications for entry to the Doctor of Medicine (MD) and Master of Surgery (MChir) degrees will be considered from medical graduates of University of Limerick (Bachelor of Medicine Bachelor of Surgery) and those with equivalent medical qualifications. Applicants must have three years' relevant post-qualification experience. Ideally, applicants will be working at a hospital or clinical site affiliated to University of Limerick or working in the University itself. Other applicants may be accepted with the endorsement of the Head or Director of Research of the School of Medicine.

5.4.4 Persons who do not possess a primary bachelor's degree may be considered for entry to the master's register as follows:

a) Persons whose prior experiential learning equips them adequately for entry to a master's programme by research, including persons who have made a significant contribution in a field of study that falls within the ambit of disciplines catered for by University of Limerick and whose contribution in their chosen field is evidenced by patents, publications, books, compositions, works of art, inventions or any other scholarly endeavours that may be deemed by University of Limerick to be appropriate contributions to the particular field of study.

b) Persons who have a qualification other than a degree and who possess a substantial portfolio of industrial, artistic, commercial, laboratory, professional, teaching or research experience, usually developed over a period of not less than eight years, by virtue of which they could be deemed to be suitable entrants to a master's research programme.

5.4.5 Applicants who fall into category a) or b) above shall be considered in the first instance at the Postgraduate Research Committee and then a recommendation would be made by the appropriate Faculty Research Board, on the advice of a senior University of Limerick academic staff member[3] in the relevant discipline and with the support of the Assistant Dean Research, to the Doctoral College. The Provost & Deputy President and Associate Vice President Doctoral College will adjudicate on each of these cases individually.

5.4.6 Students approved under the process described in 5.4.5 above will be required to sign up for and complete successfully the master's qualifying module MQ5000 prior to formal progression to research master's studies. The procedure for the MQ5000 module is described in section 5.4.7.

5.4.7 **The MQ5000 Module**

5.4.7.1 The requirements listed in 5.4.7.2 to 5.4.7.5 shall apply to applicants approved for entry under regulation 5.4.4.

5.4.7.2 An applicant shall be required to sign up for and complete successfully the master's qualifying module MQ5000 prior to formal progression to the master's register. This shall include, *inter alia*, the submission of a detailed research proposal that outlines the aims and objectives of the proposed research, the methodologies to be used, the broad outcomes expected and a comprehensive literature review of the relevant field.

5.4.7.3 Applicants may be required to complete not more than six relevant modules (which may be taught or project-based) selected by the proposed supervisor and approved by the relevant Assistant Dean(s) Research in the faculty in which the research is to be undertaken. Where appropriate, the level of formal and relevant academic qualification(s) attained will determine the taught and project-based module requirements, including the minimum number of ECTS credits to be completed on a normal graded basis. Any such modules shall, if possible, be taken over two semesters and shall be evenly distributed over the two semesters. The minimum

[3] An academic staff member who is a member of a Faculty Board

cumulative quality credit average (QCA) to be attained in the prescribed taught and project-based modules shall be 3.00.

5.4.7.4 In the case of a student who does not possess a degree and who is proposed for master's studies in accordance with the procedures set out above, the approval of an external examiner in the relevant field of study shall be required. The external examiner shall take into account in their assessment of the applicant's proposal the applicant's performance in the taught and project-based modules and in the master's qualifying module MQ5000. Additionally, if the external examiner so wishes, a *viva voce* examination of the applicant may be arranged and taken into account in the external examiner's evaluation and recommendation.

5.4.7.5 In appropriate cases, use should be made of current University of Limerick undergraduate project modules as a means of assessing an applicant's ability or potential to undertake research leading to a higher degree.

5.4.7.6 On successful completion of the provisions specified in 5.4.7.2 to 5.4.7.5, the Postgraduate Research Committee shall approve the enrolment of the applicant for a master's degree at University of Limerick.

5.4.7.7 Should any ambiguity arise with regard to these regulations, the regulations shall be subject to interpretation by the Provost & Deputy President in consultation with the relevant executive dean(s).

5.5 Supervisory Panel and Supervision

5.5.1 Each postgraduate research degree student shall be assigned a primary supervisor and, where appropriate, joint supervisor(s) who have been approved by the Head of Department and the Postgraduate Research Committee. Where the research is interdisciplinary, the supervisory arrangements must reflect this. Where a joint research degree is proposed, the supervisors will be appointed in accordance with the requirements of the coordinating institution and terms of the Memorandum of Understanding. When supervisors are being nominated, due cognisance should be taken of any potential conflicts of interest, including those of a personal, research or professional nature.

5.5.2 The primary supervisor shall be an academic staff member of the University of Limerick faculty in which the postgraduate research student is registered. The joint supervisor(s) may be a University of Limerick academic staff member or may be employed by another institution.

5.5.3 For PhD degrees, the primary supervisor shall be one or more of the following: (i) a professor; (ii) the holder of a PhD degree; (iii) an academic staff member who has already supervised a doctoral degree to completion. The Postgraduate Research Committee will require an additional joint (secondary) supervisor in the case of supervisors whose employment contracts end prior to the anticipated completion of the research programme.

5.5.4 For master's degrees, the primary supervisor shall be one or more of the following: (i) a professor; (ii) the holder of a master's degree or higher; (iii) an academic staff member who has already supervised a master's degree to completion.

5.5.5 Notwithstanding the provisions of 5.5.3 and 5.5.4, the Postgraduate Research Committee may, in exceptional circumstances, permit the appointment of a primary supervisor not meeting the requirements specified in 5.5.3 and 5.5.4.

5.5.6 Joint supervisors shall hold at least the qualification equivalent to that for which the supervised student is studying.

5.5.7 Notwithstanding the provision of 5.5.6, the Postgraduate Research Committee may approve the appointment of a joint (secondary) supervisor not meeting the requirement of 5.5.6.

5.5.8 Where a supervisor retires or resigns from the staff of the University or is unable to continue to supervise the research for any other reason, such as because of an issue that may have arisen in relation to the professional interaction between the student and the supervisor(s) that is not in accordance with the Student Charter and that may have been dealt with in accordance with the Student Complaints Policy and Procedures, the Head of Department and Assistant Dean Research, using the appropriate Alteration of Supervisor(s) PGR form, shall propose to the Postgraduate Research Committee the revised arrangements for the supervision of the student for ratification.

5.5.9 Supervisors must be accessible to the student for consultation, advice and assistance and should meet the student on a regular basis during the academic year. They should also give the student all reasonable assistance regarding access to the material, equipment and other resources essential to the research.

5.5.10 Where applicable, the primary supervisor will inform the student of the taught modules that require attendance and/or examination and will outline a programme of generic and transferable skills to be completed before the annual review. The supervisor(s) will be responsible for the assessment of the generic and transferable skills portfolio prior to the annual review. The student will be responsible for signing up for the taught modules with Academic Registry.

5.5.11 Complaints about the adequacy of supervision will not be considered once the thesis has been presented for examination.

5.5.12 Students have the right to appeal to the Provost & Deputy President if they consider that the regulations have been unfairly applied.

5.6 Postgraduate Research Student Progression

5.6.1 Research Review Panels will be formed in each department to review on an annual basis the progress of all postgraduate research students within the department. Where the Research Review Panel is not satisfied that the student is making satisfactory progress, the panel can refer the student to the Research Confirmation Panel, where the student will be required to present and defend their work. Students have the right to appeal the decision of the Research Confirmation Panel to the Research Progression Appeal Panel. Students who undertake a joint research degree shall follow the research progression requirements of the coordinating institution. Students who successfully complete progression at the coordinating institution will be deemed to have satisfactorily progressed at University of Limerick.

5.6.2 In the case of postgraduate research students registered on a part-time basis, the Research Review Panel will take cognisance of the student's part-time registration in determining whether or not satisfactory progress has been made.

5.6.3 The annual review process does not need to be undertaken by postgraduate research students who have submitted a copy of their thesis for examination by the internal and external examiner. All other postgraduate research students must undergo a review.

5.6.4 Students entering postgraduate studies on the basis of regulations 5.4.1 c) or 5.4.1 d) shall undergo two reviews during their first year of study. In the event that completion of their first semester of study does not coincide with the end of the academic year, the department will convene a special meeting of the Research Review Panel.

5.6.5 Students on the research master's register who wish to transfer to the PhD register must undertake the master's transfer process prior to month 18. The Research Confirmation Panel will be convened to enable students to meet this requirement.

5.6.6 Students on the PhD register may, with the written agreement of their supervisor(s), request that their registration be changed to the master's register.

5.6.7 **Research Review Panel**

5.6.7.1 Each department shall convene a meeting of its Research Review Panel(s) to review on an annual basis the performance of all postgraduate research students. Furthermore, a postgraduate research student or their supervisor can request a Research Review Panel to be convened at any time to review the performance of that student. These panels will review each student's submission and a progress report of the student's work in a format to be agreed by each department. The format agreed by the department may require the postgraduate research student to: (a) present a transcript of their results in the taught element of the programme, if applicable; and/or (b) make a written presentation of their research; and/or (c) present their research to the Research Review Panel.

5.6.7.2 The Research Review Panel will consist of the supervisor(s), the Head of Department or their nominee, who will act as chairperson, and at least one independent panel member, nominated by the Head of Department, who satisfies the criteria of appointment of supervisor (as per section 5.5). Where the student undertakes a structured PhD programme, the programme director may act as the independent panel member. The supervisor cannot act as chairperson of the Research Review Panel. The chairperson of the Research Review Panel will act as the adviser to all postgraduate research students presenting for review. The chairperson, independent panel member or programme director are not precluded from membership of the Research Confirmation Panel or from acting as an internal examiner at the examination stage.

5.6.7.3 Where the Head of Department is a supervisor of the postgraduate research student, the Dean of Faculty or their nominee will assume the role of Head of Department by acting as chairperson and nominating the independent member to the panel.

5.6.7.4 The Research Review Panel's assessment of postgraduate research students will take cognisance of the approved research programme, the duration on the research register and, where applicable, the programme structure, including taught components, approved by the University. Students on the master's register will state whether or not they wish to be considered for transfer to the PhD register.

5.6.7.5 The Research Review Panel will assess the student's performance to date and determine the appropriate recommendation. The Panel's recommendation shall be one of the following:

a) The student's progress is of a sufficiently high standard to warrant continuation on the master's or PhD register as applicable. (G)
b) The student's progress is not satisfactory and the student is required to undertake the Research Confirmation Process. (NG)

5.6.7.6 The Postgraduate Research Progression Report PGR-9 form should be used by the Research Review Panel(s) within each department to record the student's performance to date and determine the appropriate recommendation. A copy of the completed progression form should be held on file in the department office.

When the Research Review Panel(s) have been completed, the grades for all the postgraduate research students in each department must be entered by each Head of Department via the Academic Registry grading system prior to the January Academic Council Grading Committee meeting. Please note that only one of two status grades can be entered on the online system:

G: Research to continue
NG: Research not progressing satisfactorily

5.6.7.7 Successful completion of the research review process is not a guarantee that the student will be awarded the appropriate research award.

5.6.7.8 Where relevant, each semester, a student's performance on the taught modules within their research programme will be reviewed by the Faculty Examination Boards (as per SP 4.3.2) in advance of the meeting of the Academic Council Grading Committee. Where a student has a deficient grade (F, I, NG, N) in a taught module that is not a progression requirement for their programme, the student may be allowed to progress provided there is agreement that the deficient grade will be cleared either at the next available opportunity or at the annual repeats. Additionally, any deficient grade must be cleared prior to the submission of the thesis for examination.

5.6.8 **Research Confirmation Panel**

5.6.8.1 Each department shall convene a meeting of its Research Confirmation Panel(s) to review postgraduate research student performance following referral from the Research Review Panel. The Research Confirmation Panel will also convene to consider applications from postgraduate research students who wish to transfer from the master's to the PhD register. The confirmation panel will consider: (a) the report from the Research Review Panel; (b) a transcript of the student's results in the taught element of the programme, where applicable; (c) a written presentation of the research; and (d) a *viva voce* examination following presentation by the student of their research. The final date for submission by the panel of the outcome of the review will be in accordance with the grading deadline of the following Academic Council Grading Committee meeting.

5.6.8.2 The Research Confirmation Panel will consist of the Head of Department or their nominee, who will act as chairperson, and two independent panel members, one nominated by the Head of Department and the other nominated by the Assistant Dean Research. To be appointed, the independent panel members must satisfy the criteria of appointment of supervisor (as per section 5.5). Where the student undertakes a structured PhD programme, the programme director may act as the independent panel member. The chairperson of the Research Progression Panel will act as the adviser to all postgraduate research students presenting for review. The chairperson, independent panel member or programme director are not precluded from acting as an internal examiner at the examination stage.

5.6.8.3 Where the Head of Department is a supervisor of the postgraduate research student, the Dean of Faculty or their nominee will assume the role of Head of Department in acting as chairperson and nominating the independent member to the panel.

5.6.8.4 The Research Confirmation Panel will assess the student's performance to date and determine the appropriate recommendation. The Panel's recommendation shall be one of the following:

a) The student's research progress is of a sufficiently high standard to warrant continuation on the master's or PhD register as applicable. (G)
b) The student's research progress on the master's register is of a sufficiently high standard to warrant transfer to the PhD register. (G)
c) The student's research progress on the PhD register is unsatisfactory and the student is transferred to the master's register. (T)
d) The student's research progress is unsatisfactory and the student's enrolment on the master's or PhD register, as applicable, should be discontinued. (W)

5.6.8.5 In relation to recommendation d) above, the Research Confirmation Panel will determine, in consultation with the course director, whether or not the student meets the requirements for entry to an appropriate taught postgraduate programme.

5.6.8.6 In addition, the Research Confirmation Panel may recommend to the Postgraduate Research Committee a change in the supervisory arrangements for the student.

5.6.8.7 The outcome of the Research Confirmation Panel must be submitted on a completed and signed PGR-3a form to Academic Registry. The status grades are defined as follows:

G: Research to continue
T: Transfer to master's register
W: Withdraw/Discontinue studies

5.6.8.8 Where a postgraduate research student does not attend a Research Confirmation Panel that has been convened to review their performance, the appropriate recommendation must be submitted to Academic Registry.

5.6.8.9 Should the student not be satisfied with the outcome of the Research Confirmation Panel review, they may appeal the matter to the Head of Department. The appeal must be made within two weeks of the publication of the research review grade.

5.6.8.10 Successful completion of the research confirmation process is not a guarantee that the student will be awarded the appropriate postgraduate research award.

5.6.9 **Research Progression Appeal Panel**

5.6.9.1 The Research Progression Appeal Panel will comprise the Associate Vice President Doctoral College or their nominee, who will act as chairperson, and two independent panel members, one nominated by the Head of Department and the other by the Associate Vice President Doctoral College. In exceptional circumstances, the Head of Department may appoint an external academic from a recognised third-level institution as one of the two independent panel members. All members of the panel should satisfy the criteria for appointment as a supervisor (as per section 5.5). The chairperson and independent panel members are precluded from acting as examiners at the examination stage.

5.6.9.2 The Research Progression Appeal Panel will assess the student's performance to date and determine the appropriate recommendation. The Panel's recommendation shall be one of the following:

a) The student's research progress is of a sufficiently high standard to warrant continuation on the master's or PhD register as applicable. (G)
b) The student's research progress on the master's register is of a sufficiently high standard to warrant transfer to the PhD register. (G)
c) The student's research progress on the PhD register is unsatisfactory and the student is transferred to the master's register. (T)
d) The student's research progress is unsatisfactory and the student's enrolment on the master's or PhD register is discontinued. (W)

5.6.9.3 In relation to recommendation d) above, the Research Progression Appeal Panel will determine, in consultation with the course director, whether or not the student meets the requirements for entry to an appropriate taught postgraduate programme.

5.6.9.4 In addition, the Research Progression Appeal Panel may recommend to the Postgraduate Research Committee a change in the supervisory arrangements for the student.

5.6.9.5 The outcome of the Research Progression Appeal Panel must be submitted on a completed and signed PGR-3b form to Academic Registry. The status grades are defined as follows:

G: Research to continue
T: Transfer to master's register
W: Withdraw/Discontinue studies

5.6.9.6 Successful completion of the research progression appeal process is not a guarantee that the student will be awarded the appropriate postgraduate research award.

5.7 Location of Research

5.7.1 To qualify for a higher degree by research, students must be registered with University of Limerick. The research may be carried out at University of Limerick or at another location with the approval of the Postgraduate Research Committee or the Provost & Deputy President or their nominee.

5.7.2 The Provost & Deputy President or their nominee must be satisfied that the student can attend University of Limerick for such periods as are necessary for the adequate supervision of the research or that satisfactory arrangements are in place.

5.8 Periods of Registration

5.8.1 The minimum period of registration for a master's degree by research is one year and for a PhD degree by research is three years. Where a student has been registered for postgraduate research studies at universities or institutions other than University of Limerick, the Postgraduate Research Committee shall determine the year of study the student enters the master's or PhD programme subject to a minimum period of registration of one year at University of Limerick.

5.8.2 The minimum period of registration for a professional doctorate programme is three years.

5.8.3 Registration for part-time research may be permitted by University of Limerick provided that students can attend the University for such periods as are necessary for adequate supervision. Permission for such part-time registration, setting out all the circumstances, must be made at the time of registration. Postgraduate research students on the full-time register who obtain other full-time employment after two years on the master's register or three years on the PhD register may apply in writing to the Provost & Deputy President or nominee for transfer to the part-time register for the remainder of their registration. Such applications must have the written support of the supervisor. Where transfer is effected, the new time limits apply from the original date of full-time registration.

5.8.4 If a student decides to seek readmission after voluntarily discontinuing their studies or having been withdrawn as a result of not returning from an approved leave of absence, the student must re-apply as a new applicant. During the re-application process and prior to enrolment, the Fees Office, in conjunction with the relevant academic department and the Associate Vice President Doctoral College, must adjudicate on any matters pertaining to tuition fees (including outstanding fees from a previous enrolment).

5.9 Leave of Absence

5.9.1 In special circumstances (e.g. financial, medical or personal reasons), a student may be granted up to a period of one year's leave of absence off the register. Application should be made to the Associate Vice President Doctoral College or their nominee. Supervisors should indicate any academic, contractual or financial implications to the student when leave of absence is requested. In exceptional circumstances and with the agreement of the Associate Vice President Doctoral College or their nominee, this period may be extended up to one year. Extensions to a leave of absence beyond two years may be considered where there are serious extenuating circumstances (medical or personal reasons that preclude the student from resuming their studies). Where a student does not apply for an extension to their leave of absence, they will be deemed to have withdrawn from their studies.

5.9.2 Prior to readmission to the PhD or master's register, as applicable, the student must review in detail their work to date with their supervisor(s). Once the Postgraduate Research Readmission Form has been completed and signed by the student, supervisor and Head of Department, it should be forwarded to Academic Registry.

5.9.3 In instances where the student's research or data has been superseded or any required facilities/resources are no longer available, the supervisor(s) and Head of Department will review any revised research proposal. The student may be required to present to a Research Confirmation Panel as per section 5.6.8. Once the revised research proposal has been agreed and the Postgraduate Research Readmission Form has been completed and signed by the student, supervisor(s) and the Head of Department, it should be forwarded to Academic Registry.

5.9.4 In instances where the supervisory expertise in the original or new research area is unavailable, the Head of Department will recommend appropriate supervision arrangements to the Assistant Dean Research on the relevant PGR form (Alteration to Research Degree Supervisor(s) form). The recommendation will be approved by the Assistant Dean Research and forwarded to Academic Registry.

5.9.5 On resumption of their studies, a student who has completed the minimum registration period for their research degree must re-register and pay the appropriate fee for a minimum of one year.

5.10 Generic and Transferable Skills Training

5.10.1 All postgraduate research students are required to attend the annual induction programme for postgraduate researchers provided by the Doctoral College. Additional to this, some faculties or departments may require students registered in their departments to attend short subject-specific induction courses.

5.10.2 All postgraduate research students shall undertake to develop a personal development plan in consultation with their supervisor(s).

5.10.3 The training requirements of students on Structured PhD programmes will be determined in accordance with the requirements of the individual programmes.

5.11 Academic Integrity, Research Ethics and Research Integrity

5.11.1 All research will be conducted in accordance with the policies, procedures and guidelines of the University of Limerick Research Ethics Governance Committee.

5.11.2 All research will be conducted in accordance with the Research Integrity Policy. The policy is based on principles derived from relevant national and European guidance and encompasses areas including, but not limited to, appropriate citation, attribution and acknowledgement in all research activity and outputs. It is mandatory for all Postgraduate research students to successfully undertake the research integrity programme within the first twelve months of initial enrollment. Postgraduate research students should, where and when appropriate, refer to the high-Level Principles for Postgraduate Researchers on the use of Generative Artificial Intelligence (AI).

5.11.3 Postgraduate research students are subject to the Academic Integrity Policy, where the academic integrity breach relates to a taught component of a postgraduate research degree. The policy applies to students who are currently undertaking a postgraduate research degree or have completed a postgraduate research degree.

5.12 Thesis Specifications

5.12.1 The thesis must be presented and produced in accordance with the University of Limerick *Requirements for the Preparation and Submission of Master's and Doctoral Theses* (see Appendix 2). Students who enrol on joint research degrees will comply with the requirements of the coordinating institution and terms of the Memorandum of Understanding (MoU) and/or Memorandum of Agreement (MoA).

5.12.2 The maximum permitted length for a master's degree thesis is 60,000 words and for a PhD thesis is 100,000 words.

5.12.3 The thesis shall be written in English, Irish or another language subject to the provisions set out in Appendix 1, *Presentation of Master's and Doctoral Theses in a Language Other Than English*.

5.12.4 In preparing the thesis for examination, any permitted mechanical or surface level use of generative Artificial Intelligence or engagement of professional editorial services must be fully declared and must not undermine the postgraduate research student's independent and original scholarly contribution.

5.12.5 University of Limerick recognises the importance of peer-reviewed publications and welcomes monograph-based or article-based theses for its research degrees. See Appendix 2.

5.13 Copyright and Intellectual Property

5.13.1 Copyright in the thesis resides with the candidate. All other intellectual property (including inventions, discoveries, copyright in computer software (including source and object codes) and other kinds of copyright, semiconductor maskworks, trade secrets, know-how, research data, tangible research property and similar property/rights) conceived, invented or reduced to practice by the candidate during, or as a result of, research undertaken at the University shall be owned in accordance with the UL Intellectual Property Policy (to which the attention of the candidate is drawn generally). Benefits accruing to the University from the subsequent commercialisation of the intellectual property referred shall be allocated in accordance with such policy.

5.14 Examination Procedures

5.14.1 A thesis submitted for a master's degree must show evidence of independent enquiry and/or originality in either conclusions or method. A thesis submitted for a PhD degree must show evidence of independent enquiry, originality in the methods used and/or in the conclusions drawn and must make an appreciable new contribution to knowledge or thinking in the candidate's field.

5.14.2 By using the relevant PGR form, the candidate must obtain the agreement of their supervisor to submit the thesis for examination. The supervisor's agreement that the thesis be submitted may not be taken by the candidate as an *a priori* judgement that the candidate will be successful in their examination.

5.14.3 In the event that their supervisor does not agree to the submission of the thesis for examination, the candidate shall have the right to appeal to the relevant Head of Department. If the thesis is not to be submitted, the supervisor should give reasons in writing to both the candidate and Head of Department (or the Assistant Dean Research if the Head of Department is the supervisor). Following consultation with the relevant Assistant Dean Research, the Head of Department may ask an independent arbitration panel, which shall comprise two members of academic staff, one from the department and one external to the department, to consider whether or not the thesis is worthy of external examination. The recommendation shall be final.

5.14.4 The candidate shall submit the prescribed number of copies of the thesis to the Doctoral College for examination.

5.14.5 The thesis must be accompanied by a statement, signed by the candidate, that the thesis represents the candidate's own work or, in the case of a thesis based on a group project, that indicates the extent of the individual's contribution and makes reference to any other thesis submitted or material published by each collaborator in the project.

5.14.6 The candidate's thesis shall be examined by an examination panel. Using the relevant PGR form, the supervisor, in conjunction with the relevant Head(s) of Department or Dean, shall nominate members of the Examination Panel to the Postgraduate Research Committee for its approval. When nominating members of the Examination Panel, due cognisance should be

taken of any potential conflicts of interest, including those of a personal, research or professional nature.

5.14.7 The Examination Panel for a master's thesis will comprise an internal examiner and an external examiner. The external examiner shall not be a member of or affiliated to University of Limerick or to any linked provider of University of Limerick. Where the candidate is a UL staff member, the internal examiner is replaced with a second external examiner. In the event that the external or internal examiner requests that a *viva voce* examination form part of the examination process or the examiners fail to agree, the Associate Vice President Doctoral College will request the Head of Department or Faculty Dean to nominate a chairperson to the Examination Panel subject to approval by the Postgraduate Research Committee. For examination panels that include a chairperson, the chairperson shall not have been involved in the research and shall fulfil the supervisory requirements set out in section 5.5.

5.14.8 The Examination Panel for a PhD thesis will comprise an internal examiner, an external examiner and the Head of Department or Faculty Dean, or their nominee, who will act as chairperson. In exceptional circumstances, where a suitable internal examiner is unavailable to examine a PhD candidate, a second external examiner will be appointed to the Examination Panel. Furthermore, where the candidate is a UL staff member, the internal examiner is replaced with a second external examiner. The normal expectation is that the *viva voce* examination for research degrees will take place at the University with all the relevant parties in attendance. In exceptional circumstances, remote *viva voce* examinations may be conducted. Guidelines for conducting *viva voce* examinations remotely are available on the Doctoral College website.

5.14.9 The external examiner shall normally be an academic staff member of a recognised third-level institution and shall have a formal academic and/or professional qualification as well as expertise in the subject area and knowledge of the academic standards required for a PhD degree in the research area of the thesis being examined. Evidence of these requirements should be included in the external examiner's curriculum vitae, which accompanies the form for the nomination of examiners for research degrees. The external examiner shall not be a member of or affiliated to University of Limerick or to any linked provider of University of Limerick.

5.14.10 For PhD degrees, the internal examiner shall be an academic staff member of University of Limerick or a linked provider of University of Limerick and shall be a professor or have a PhD degree.

5.14.11 For master's degrees, the internal examiner shall be an academic staff member of University of Limerick or a linked provider of University of Limerick and shall be either a professor or the holder of a master's degree or higher.

5.14.12 Notwithstanding the provisions of 5.14.9, 5.14.10 and 5.14.11, the Postgraduate Research Committee may, in exceptional circumstances, approve the appointment of an internal and/or external examiner not meeting the requirements specified above.

5.14.13 Following Postgraduate Research Committee approval, members of the Examination Panel shall be deemed appointed by the Academic Council.

5.14.14 An external examiner cannot examine more than two theses in any five-year period for University of Limerick. This does not affect the examiner's role as external examiner on taught programmes or on the taught element of professional/structured PhDs. In exceptional circumstances, an appeal to allow the same external examiner to examine within the exclusion period can be made to the Associate Vice President Doctoral College.

5.14.15 A *viva voce* examination is a required element of the PhD examination process and may be a

required element of the master's examination process. Subject to the approval of the Postgraduate Research Committee and in exceptional circumstances only, an alternative assessment instrument to the *viva voce* may be utilised. Two working days before the *viva voce* examination, the external and internal examiners should share independent pre-*viva* reports with each other and the chairperson. These reports will form the basis of the final examination report, which should be appended to the relevant PGR form (examiners report). The format of the examination is the responsibility of the examiners. Taking the wishes of the candidate into account, the supervisor(s) may attend the *viva voce* examination with the agreement of the Examination Panel. Additionally, the viva voce examination can take into account any reasonable accommodation requirements of individual candidates, particularly in relation to learning differences and/or disability (LDD). When the supervisor(s) is not in attendance at the *viva voce* examination, they should be available for consultation, if required, with the Examination Panel. A code of practice for the *viva voce* examination is available on the Doctoral College website.

5.14.16 When the examination of the thesis and, where applicable, the *viva voce* have been concluded, the examiners shall submit to the Doctoral College the relevant (typed) PGR examiners' report form. Where both examiners are in agreement on the content of the report, a single (typed) report signed by both examiners will fulfil this requirement. If a disagreement arises between the examiners, the chairperson is required to clarify and, where possible, reconcile differing viewpoints. If this is not possible, the examiners should submit separate (typed) reports to the Doctoral College and the matter will be referred to the Associate Vice President Doctoral College. In exceptional circumstances, an additional external examiner may be asked to adjudicate.

5.14.17 The report(s) should be returned by the chairperson to the Doctoral College within five working days from the date of the *viva voce* examination. Where the aforementioned timeline expires, the chairperson will notify the Associate Vice President Doctoral College, who will advise the examiner(s) in writing that the report(s) must be returned within a further 15 working days from the date of the *viva voce* examination. If required, the chairperson may, after reviewing the examiners' report, request the examiners to provide additional details, as outlined in 5.14.19, within their report. Where an external examiner's report is not returned in accordance with the aforementioned timelines and subsequent to consultation with the Associate Vice President Doctoral College, the internal examiner, with support from the chairperson of the *viva voce* examination, shall submit the relevant report within a further five working days.

5.14.18 In exceptional circumstances, a change to the timeline outlined above can be authorised by the Associate Vice President Doctoral College.

5.14.19 The examiners' report must comment on the following areas:

- The overall standard and quality of research in the thesis
- The original contribution the thesis makes to knowledge and scholarship
- The writing style and overall presentation of the thesis
- The ability of the student to defend the research in the oral examination
- The nature of the amendments and/or corrections required
- Conclusion and award recommendation

5.14.20 Where the examiners' report is completed in a language other than Irish or English, the examiners must include in the report a summary paragraph written in English that specifies the overall conclusion and award recommendation.

5.14.21 In the case of a master's degree, the examiners must make one of the following recommendations on the examiners' report form:

a) The degree of Master of _____ be awarded
b) The degree of Master of _____ be awarded subject to the correction of minor

errors and/or the completion of amendments within a period of three months for reconsideration by the internal examiner and/or external examiner

c) The degree of Master of _____be awarded subject to the completion of any prescribed amendments within a period of six months for reconsideration by the internal and/or external examiner
d) No degree be awarded and the candidate continue on the master's register
e) No degree be awarded

5.14.22 In the case of a PhD degree, the examiners must make one of the following recommendations on the examiners' report form:

a) The degree of Doctor of Philosophy be awarded
b) The degree of Doctor of Philosophy be awarded subject to the correction of minor errors and/or the completion of amendments within a period of three months for reconsideration by the internal examiner and/or external examiner
c) The degree of Doctor of Philosophy be awarded subject to the completion of prescribed amendments within a period of six months for reconsideration by the internal and/or external examiner
d) No degree be awarded and the candidate continue on the PhD register
e) The degree of Master of _____be awarded subject to the completion of prescribed amendments within a period of six months for reconsideration by the internal examiner
f) No degree be awarded

5.14.23 In relation to the examiners' recommendations 5.14.21 c) and 5.14.22 c) above, the examiner(s) must indicate on the relevant PGR examiners' report form whether or not they deem it necessary to review the thesis following the completion of the prescribed amendments. The candidate must undertake these amendments in conjunction with their supervisor(s) in the timelines recommended by the examiners.

5.14.24 In relation to the examiners' recommendation 5.14.21 b), 5.14.21 c), 5.14.22 b) and 5.14.22 c) above, the candidate must be informed, by means of an annotated copy of the thesis, a typed list or both, of the corrections and/or amendments that need to be made to attain the relevant degree. The candidate must undertake these corrections and/or amendments in conjunction with their supervisor(s) in the timelines recommended by the examiners. In addition, a typed document detailing the corrections and/or amendments undertaken, including responses to any comments emanating from the examiners' report(s), must be submitted by the candidate for review in conjunction with the revised copy of the thesis submitted to the examiner(s) for reconsideration.

5.14.25 In relation to the examiners' recommendation 5.14.22 e) above, the candidate must be informed, by means of an annotated copy of the thesis, a typed list or both, of the amendments that need to be made to attain the master's degree and of the reasons why a PhD degree shall not be awarded. The candidate must undertake these amendments in conjunction with their supervisor(s) in the timelines recommended by the examiners. In addition, a typed document detailing the corrections and/or amendments undertaken, including responses to any comments emanating from the examiners' report(s), must be submitted by the candidate for review in conjunction with the revised copy of the thesis submitted to the examiner(s) for reconsideration.

5.14.26 In relation to the examiners' recommendations 5.14.21 b) and 5.14.22 b) above, the internal examiner or, in the case of the candidate being a University of Limerick staff member, the external examiner must confirm in writing to the Doctoral College that the required corrections have been made to a satisfactory standard.

5.14.27 In relation to the examiners' recommendations 5.14.21 c) and 5.14.22 c) above, the internal

examiner and, if applicable in accordance with regulation 5.14.23, the external examiner must confirm in writing to the Doctoral College that the required amendments have been made to a satisfactory standard.

5.14.28 In relation to the examiners' recommendations 5.14.21 c) and 5.14.22 c) above in the case of the candidate being a University of Limerick staff member, one of the external examiners must confirm in writing to the Doctoral College that the required amendments have been made to a satisfactory standard.

5.14.29 In relation to the examiners' recommendation 5.14.22 e) above, the internal examiner must confirm in writing to the Doctoral College that the required amendments have been made to a satisfactory standard.

5.14.30 In relation to the examiners' recommendations 5.14.21 b), 5.14.21 c), 5.14.22 b) and 5.14.22 c) above, if a candidate does not resubmit the revised final version of their thesis, signed off by the examiner(s), to the Doctoral College within the prescribed time period, the examination process will be deemed to be concluded. Thus, the candidate's enrolment will continue on the relevant register. In due course and with the supervisor's agreement, the candidate will be required to commence a new examination process as per section 5.14. In this case, in so far as is possible, the same examination panel will be used.

5.14.31 In relation to the examiners' recommendations 5.14.21 d) and 5.14.22 d) above, where the candidate continues on the relevant register, the examination process will be deemed to be concluded. In due course and with the supervisor's agreement, the candidate will be required to commence a new examination process as per section 5.14. In this case, in so far as is possible, the same examination panel will be used.

5.14.32 In relation to the examiners' recommendation 5.14.22 e) above, if the candidate does not resubmit the revised final version of their thesis, signed off by the examiner(s), to the Doctoral College within the prescribed period, the examination process will be deemed to be concluded and the candidate's enrolment will continue on the master's register. In due course and with the supervisor's agreement, the candidate will be required to commence a new examination process as per section 5.14. In this case, in so far as is possible, the same examination panel will be used.

5.14.33 In relation to the examiners' recommendations 5.14.21 e) and 5.14.22 f) above, following the submission to the Doctoral College of the examiners' report, which should provide a detailed review of the areas in which the thesis is deficient and a clear and comprehensive explanation as to why no degree shall be awarded, the examination process will be deemed to be concluded and the candidate's enrolment will be discontinued. The candidate should be advised in relation to the appeals process as set out in section 5.15.

5.14.34 In exceptional circumstances (certified medical or personal reasons), a candidate may, prior to the expiration of the prescribed time periods specified in 5.14.21 and 5.14.22, apply in writing to the Associate Vice President Doctoral College for an extension to the aforementioned time periods. An extension may be granted for a maximum of three months. If the candidate does not resubmit within the extended time period, the examination process will be deemed to be concluded. Thus, the candidate's enrolment will continue on the relevant register.

5.14.35 A candidate cannot submit their master's or PhD thesis for examination on more than two occasions.

5.14.36 The final outcome of the examination process shall be communicated formally to the candidate by the Doctoral College. Neither an examiner nor any other person is empowered to communicate the result formally to a candidate before the official notification of the result to the candidate by the Doctoral College. Where an examiner chooses to give the candidate an informal indication of the recommendation that will be submitted to the Doctoral College, the

examiner concerned must stress that the recommendation is subject to ratification by the Academic Council.

5.14.37 For candidates who have submitted the final hard-bound copy of their thesis in fulfilment of the requirement(s) specified in the examiners' report, a recommendation for the award of the relevant degree shall be presented to the next relevant University Examination Board for ratification by the Academic Council.

5.14.38 Following ratification of the degree award by the Academic Council, one copy of the thesis shall be forwarded by the Doctoral College to the University of Limerick Glucksman Library.

5.14.39 Candidates who pursue a joint research degree will comply with the examination requirements of the coordinating institution and terms of the Memorandum of Understanding and/or Memorandum of Agreement.

5.15 Appeals

5.15.1 An appeal cannot be made against the examiners' decision. If the candidate wishes to appeal on the grounds of substantial irregularity in the process, the appeal will be considered as per the regulations in SP 3.4.10. The appeal must be submitted within 15 working days from the date that the candidate received the examiners' final written report. In consultation with the Provost & Deputy President, the Associate Vice President Doctoral College shall seek the Academic Council's permission to withhold the name of the candidate and the examiners' report until after the hearing of the appeal.

5.15.2 The result of the appeal, whether upholding the examiners' recommendations or the candidate's appeal, will then be submitted, together with the examiners' report, to the Academic Council by the Provost & Deputy President.

5.15.3 If the Academic Council upholds the student's appeal, the Provost & Deputy President, in consultation with the Associate Vice President Doctoral College and the Dean of Faculty and/or Head of Department concerned, shall invite two further examiners to read the thesis as it stood at the first examination.

5.15.4 If the examiners recommend revision and if the registration has lapsed, the candidate must re-register and pay the prescribed fee. The thesis must be revised and resubmitted for examination within a period of registration.

5.16 Review and Interpretation

5.16.1 The Provost & Deputy President shall ensure that all these regulations are implemented. In the event of any disagreement or conflict with regard to the implementation or interpretation of any or all of the regulations, the matter shall be referred to the Academic Council, and its ruling shall be final.

5.16.2 The foregoing regulations are subject to review, as required, by the Academic Council.

5.17 Postgraduate Research Academic Regulations Appendices

Appendix 1

Presentation of Master's and Doctoral Theses in a Language Other Than English

1. Theses that constitute all or part of the requirement for the purposes of the award of a master's or doctoral degree of University of Limerick may be presented in English, Irish or another language.

2. The use of a language other than English for thesis preparation shall be subject to the availability of academic staff who are competent to supervise and examine in the language concerned.

3. The proposed language will be agreed with the student in consultation with their supervisor(s) and the relevant Head(s) of Department.

4. The supervisor(s) shall advise the Assistant Dean(s) Research of the faculty/faculties in which the postgraduate research is to be carried out of the student's intention to present the thesis in a language other than English, and the language concerned shall be specified prior to the commencement of the postgraduate studies.

5. The Assistant Dean(s) Research shall notify the Associate Vice President Doctoral College of the student's intention to present the thesis in a language other than English.

6. The Associate Vice President Doctoral College shall ensure that the academic staff members being proposed as the internal supervisor and internal examiner are fully competent in the language in question.

7. As well as having appropriate expertise in the relevant field of study, the external examiner to be appointed shall be competent in the language in which the thesis is to be written.

8. An abstract in English or Irish shall accompany each of the three copies of the thesis that are lodged in the Office of the Associate Vice President Doctoral College for examination.

9. The library copy of the thesis shall be accompanied by a copy of the abstract in English or Irish.

Appendix 2

Requirements for the Preparation and Submission of Master's and Doctoral Theses

A master's thesis must be submitted as a monograph. A doctoral thesis can be submitted in either monograph or article-based format. Section 1 of this appendix presents the general requirements for the preparation and submission of a thesis. Section 2 presents the specific requirements for the preparation and submission of a monograph thesis (applicable to master's and doctoral theses). Section 3 presents the specific requirements for the preparation and submission of an article-based thesis (applicable to doctoral theses only). Irrespective of the format of the presentation of the thesis, all doctoral theses will be examined in accordance with examination procedures set out above in section 5.14.

Only theses prepared in accordance with the requirements specified below are acceptable for the award of higher degrees by research at University of Limerick. It is the responsibility of the internal and external examiners to ensure that theses are prepared in accordance with the specified requirements.

1. General Requirements

1.1 Number of Copies

1.1.1 The candidate is required to prepare a PDF copy of their thesis, which they must submit to the Doctoral College. The Doctoral College is responsible for sending the PDF copy to the internal examiner, external examiner and supervisor.

1.1.2 At the conclusion of the examination process and when amendments and/or minor textual modifications (if required) have been made and signed off as completed by the relevant examiner(s), the candidate must submit two hard-bound copies and one electronic copy of the final version of the thesis to the Doctoral College. The Doctoral College will deposit one hard-bound copy and one electronic copy of the thesis in the University of Limerick Glucksman Library and will send the other one hard-bound copy to the supervisor.

1.2 Language

1.2.1 The thesis shall be written in English, Irish or another language subject to the provisions set out in Appendix 1 above.

1.3 Format for Presentation

1.3.1 The thesis must be submitted on A4 white 80g/m^2 paper. The thesis must be printed on both sides of the page, and a 12-point, serif typeface must be used (e.g. Times New Roman).

1.3.2 Double or one-and-a-half line spacing must be used in the body of the text. Single spacing may be used for footnotes and indented quotations.

1.3.3 Margins at the binding edge must be not less than 40mm and the other margins not less than 20mm.

1.4 Pagination

1.4.1 Pages should be numbered consecutively throughout the text, including whole pages of photographs or diagrams. Where the thesis consists of more than one volume, the pagination should indicate the Arabic number of the volume as well as the page number of the particular volume.

1.4.2 Page numbers should be inserted at the bottom of the page and approximately 20mm above the edge of the page.

1.4.3 Appendix titles should be preceded by Appendix A or 1, Appendix B or 2, etc., as follows:

Appendix A/1 Title of Appendix A/1
Appendix B/2 Title of Appendix B/2
Appendix C/3 Title of Appendix C/3

1.5 Title Page

1.5.1 The title page of each volume of the thesis should contain the following information:

a) The full title of the thesis and the sub-title (if any)
b) If there is more than one volume, the total number of volumes and the number of the particular volume
c) The full name of the author (as recorded on their birth certificate) with, if desired, any qualifications or distinctions
d) The award for which the thesis is submitted to the University
e) The name of the university. Where the University of Limerick logo is used at the top of the title page, it must conform to the UL corporate specifications.
f) The name(s) of the supervisor(s) of the research
g) As the last line on the page, the statement 'Submitted to University of Limerick, (Month) (Year)'

1.6 Abstract of Thesis

1.6.1 An abstract in English or Irish, not exceeding 300 words or one page in length, should be bound as an integral part of the thesis and should precede the main text.

1.6.2 The abstract should be printed in single spacing and should indicate the author and title of the thesis in the form of a heading.

1.6.3 A separate copy of the abstract should accompany the electronic copy of the submitted thesis.

1.7 Length of Thesis

1.7.1 A master's thesis should not exceed 60,000 words. A doctoral thesis should not exceed 100,000 words. The word-count limits apply to the abstract and numbered chapters only.

1.7.2 The word counts are maxima, and it is expected that the majority of theses will be considerably shorter.

1.8 Presentation of References

1.8.1 References must follow consistently:

a) The BS ISO 690:2010 standard. This gives guidelines on the name-date, numeric and running notes style. It forms the basis for the guidelines to the Harvard (Name-Date) referencing style specified by the Glucksman Library in the Referencing Guide section of its website.

or

b) A recognised standard appropriate to the discipline and agreed with the supervisor.

1.9 Binding and Cover

1.9.1 The final version of the thesis must be securely bound within boards in such a way that sheets cannot be removed or replaced. Any photograph or diagram that is not reproduced integrally with the text should be fixed firmly in place. The boards should have sufficient rigidity to enable the thesis to stand upright on a shelf without other support. The binding should be such as to enable the pages to lie flat when the thesis is placed lying down and opened at any page. The colour of the cover boards for the final version of the thesis shall be black for a master's thesis and UL Heritage Green for a doctoral thesis. The aforementioned cover colour must conform to the UL corporate specifications, which are available from https://www.ul.ie/marketing-and-communications/ul-brand.

1.9.2 The front cover of the thesis must contain the following information only:

a) The title of the thesis in at least 24-point (8mm) print
b) The name of the candidate: one forename, other forenames initialised and the candidate's surname
c) The award for which the thesis is submitted and the year of submission

d) Where the thesis consists of more than one volume, the volume number and the total number of volumes

The same information (excluding the title of the thesis) must be printed in at least 24-point (8mm) print along the spine of the cover in such a way as to be easily legible when the copy is lying flat with its front cover uppermost. All lettering on the cover and spine must be clearly legible.

1.10 Electronic Copy

1.10.1 The electronic copy must be submitted as a single file in PDF format, or similar fixed format, to allow viewing and printing of the document exactly as it appears in the final hard-bound version.

1.10.2 The file must be submitted on a portable data storage device, i.e. CD, memory stick, etc., together with the hard-bound copies.

1.11 Other Requirements

1.11.1 University of Limerick will arrange appropriate and convenient access by the internal and external examiner(s) to such facilities as are required for the full and proper assessment of the thesis.

1.11.2 In the case of a thesis in which the development of computer software is a primary objective, the candidate's supervisor, in consultation, as necessary, with the internal and external examiner(s), shall specify how such software is to be presented, and may specify any or all of the following forms:

a) On an appropriate storage medium or other relevant electronic format, as specified
b) By a working demonstration
c) Appropriate printouts or report produced by the software
d) Appropriate flowcharts and other system documentation
e) Any other appropriate form prescribed
f) Printed listing of source or other code. Such listings may consist of:
   (i) Closely packed high-quality printed code, reduced and bound in with the thesis as an appendix on A4 paper
   (ii) Normal listing bound separately as an appendix in good-quality standard computer binding
   (iii) Such other form as may be specified
g) In the case of source code, the candidate may, with the prior approval of the supervisor and of the Office of the Associate Vice President Doctoral College, arrange that the code be listed and bound in such a way as to enable the confidentiality of the code to be preserved for a specified period following assessment of the programs by the examiners.
h) Where a full listing of source code is provided, the candidate must also provide sample test material to facilitate testing by another user.

1.11.3 In the case where a process or artefact (e.g. music composition or other work of fine art, machine, working model or prototype, sculpture, etc.) produced or developed by the candidate forms a significant part of the thesis or in the case of a research degree based on practice research, the University will arrange appropriate and convenient access to the process or artefact for the purposes of assessment by the internal and external examiner(s).

1.11.4 In all cases of presentation of theses under special arrangements as approved in accordance with 1.11.2 and 1.11.3 above, the candidate must, in addition to whatever, if any, other documentary material forms part of the thesis, present a written account of the programme of work leading to the completion of the research. This account should be bound in with the other documentary material in accordance with the requirements specified above or, if there is no such material, should be presented separately in accordance with those requirements. Photographs, slides, films, tapes, disks or other permanent records relating to the thesis product should, where practicable, be similarly bound.

1.12 Pre-publication, Copyright and Intellectual Property

1.12.1 The candidate is encouraged to publish material before presenting the thesis. Reference to such published material should be listed in an appendix to the thesis.

1.12.2 Copyright and other intellectual property (IP) regulations are specified in chapter 5, section 5.13. It is important that issues relating to IP and publishers' copyright are resolved before the thesis is submitted. Accordingly, candidates are required to obtain from copyright holders (normally the publisher) permission to republish their already published work and to include in an appendix a declaration stating that permission has been granted.

1.12.3 Candidates must agree with their primary supervisor(s) the final content of the thesis, including the number of published papers and any externally funded contractual obligations, including IP and confidentiality issues that may pertain to the underpinning research.

1.12.4 The Glucksman Library will retain its copies of the thesis and will make these copies available for consultation, in the library and on the University of Limerick Institutional Repository (ULIR), in accordance with normal academic library practice and subject to 1.12.6 and 1.12.7 below.

1.12.5 The Glucksman Library will make provision for the inclusion of a description and abstract of the thesis in appropriate directories of abstracts for reference by the international academic community.

1.12.6 In cases where the material in the thesis is confidential or proprietary, the internal and external examiner(s) are required to sign a non-disclosure undertaking in respect of the material comprising the thesis.

1.12.7 The primary supervisor should advise the Office of the Associate Vice President Doctoral College of the basis on which access to the thesis for purposes of research may be given to third parties.

1.12.8 In cases where the material in the thesis has been deemed to be confidential or proprietary by the relevant Assistant Dean Research, the Glucksman Library shall embargo access to both the hard-bound and electronic copies of the thesis for a specified time after they have been lodged in the library. This embargo will cease after five years but may be extended at the request of the Associate Vice President Doctoral College in consultation with the relevant Assistant Dean Research.

1.12.9 Notwithstanding 1.12.7, a hard-bound and electronic copy of the final version of each thesis completed in University of Limerick must be deposited in the Glucksman Library in the interest of academic and historical scholarship.

1.13 Submission and Presentation of Final Thesis to the Examination Board

1.13.1 The two copies of the final hard-bound thesis must be submitted to the Doctoral College no fewer than 12 working days prior to the meeting of the University Examination Board that will recommend on the award to the candidate in question. The Associate Vice President Doctoral College or their nominee will certify to the Examination Board that two hard-bound copies and one electronic copy of the thesis have been received.

2. Specific Requirements: Monograph Thesis

2.1 Monograph style is the conventional style in which theses are presented. The work is laid out in a series of chapters, typically following this structure: introduction, literature review, methodology, results, discussion and conclusions. Alternatively, a monograph-style thesis may be presented within a structure where the relevant chapters are set out in a pre-publication format that facilitates the submission of the relevant chapters for publication.

2.2 Students are advised to check with their department that the structure of the thesis conforms to the academic conventions associated with the discipline and for any specifications that may be

stipulated by that department. The list below gives a suggested structure for the presentation of material in monograph style.

Title Page
Abstract
Declaration
Acknowledgement (optional)
Dedication (optional)
Table of Contents
List of Tables
List of Figures
List of Appendices
Nomenclature/List of Abbreviations
Body of Thesis
References
Appendices

2.3 Postgraduate research students are required to include within their thesis a signed declaration confirming that they have taken all reasonable care to ensure that the work presented is their own and that the research has been conducted in full compliance with the University's Research Integrity Policy and that any use of Generative Artificial Intelligence (AI) tools has been identified, declared, and aligned with applicable ethical and academic standards. Postgraduate research students must also confirm that their thesis does not infringe copyright law, and all material drawn from the work of others has been used only to the extent permitted and has been fully acknowledged and correctly cited.

3. Specific Requirements: Article-based Doctoral Thesis

3.1 Overview

3.1.1 An article-based thesis comprises interrelated but independent research articles (at least three and usually four or five) that are produced by the doctoral candidate while registered as a postgraduate research student.

3.1.2 As there are various academic conventions associated with each discipline in terms of (i) authorship; (ii) the minimum number of articles required; and (iii) the appropriate word count within published articles, some faculties or departments may have specific guidelines that must be adhered to by candidates who choose the article-based thesis format.

3.1.3 The articles must be published, pending publication or accepted for publication in peer-reviewed academic journals or, where appropriate to the discipline, as chapters within peer-reviewed academic books. Articles that are in draft form are excluded.

3.1.4 An article that is ‘pending publication’ is defined as one that has been verified by a letter from the journal editor stating that the article has been accepted in a final form and is awaiting publication in a specified forthcoming issue/volume. The signed letter of verification must be included as an appendix in the thesis.

3.1.5 An article that is ‘accepted for publication’ is defined as an article that has been reviewed by the journal editor and deemed to be suitable for publication at a future date subject to minor corrections. A signed letter confirming the status of the article must be included as an appendix in the thesis.

3.1.6 Conference papers cannot be included. Publications that essentially report the same data or findings to separate readerships are considered as a single publication.

3.1.7 It is expected that the articles presented shall deal with the same research question or set of questions. The publications included in the thesis may include jointly written papers, although the candidate must normally be the principal author of a major part of the work. Disciplinary

differences regarding policy on authorship will be respected.

3.1.8 The number of articles required will depend on the scope of the work and on the candidate's contribution to them. In cases of multi-authored articles, in addition to the statement at the start of each chapter, candidates are required to provide a signed statement in an appendix specifying their contribution to the work. The statement must be verified and signed by the primary supervisor(s) and principal co-authors.

3.1.9 Candidates should be the main author on at least 50% of the published work and should be able to demonstrate clearly in the thesis and examination that they are the primary investigator of the research findings. Joint and co-authorship is encouraged as a general principle. However, the publications should demonstrably be based on the candidate's research and reflected through first authorship of at least half, and ideally the majority, of the publications.

3.2 Format and Presentation of the Article-based Doctoral Thesis

3.2.1 There should be a logical sequence to the thesis. While each chapter comprises a published article, the chapter must include a preamble and a statement of the contribution the candidate made to the publication. (If there are multiple authors, see 3.1.8 above.) A concluding statement or discussion that leads the reader to the next article should be added to the end of the chapter.

3.2.2 The articles should be presented in manuscript format and not as journal-ready files, such as the PDF file with full journal formatting. Full citation details for the work must be provided, including a URL link to the journal and ISSN number, where appropriate. (The inclusion of copies of final-format PDFs of the published work in an appendix to the thesis is problematic because of the varying views of publishers on copyright issues.)

3.2.3 A concluding chapter must be included to summarise and discuss the results of the research. This final chapter should present a critical synthesis or analysis of the overall contribution of the work to the relevant discipline.

3.2.4 The published and thesis versions of an article do not have to match exactly, although generally it is expected that they will be very similar. While slight variations may exist between the two versions (introduced at the proofreading stage, for example), the document included in the thesis will generally be the final accepted manuscript of the article.

3.2.5 The following list shows a suggested structure for the presentation of material in an article-based thesis. Students are advised to check with their department for any specifications that may be stipulated by that department.

Title Page
Abstract
Declaration
Acknowledgement (optional)
Dedication (optional)
Table of Contents
List of Tables
List of Figures
List of Appendices
Nomenclature/List of Abbreviations
Introduction
Chapter 1 Literature Review
Chapters comprising articles (body of work): see 3.2.2 above
Discussion
Conclusion
References
Appendices

3.2.6 Postgraduate research students are required to include within their thesis a signed declaration confirming that they have taken all reasonable care to ensure that the work presented is their own and that the research has been conducted in full compliance with the University's Research Integrity Policy and that any use of Generative Artificial Intelligence (AI) tools has been identified, declared, and aligned with applicable ethical and academic standards. Postgraduate research students must also confirm that their thesis does not infringe copyright law, and all material drawn from the work of others has been used only to the extent permitted and has been fully acknowledged and correctly cited.

3.3 Library Versions

3.3.1 In line with UL policy, doctoral theses submitted in article-based format will be made available electronically in the UL Research Repository subject to agreed procedures with the library – see 1.12 above.

3.3.2 The electronic version should be exactly the same as the printed version. Prior to submission, candidates should check with the publisher or UL Research Repository administration to determine the publisher's open access policy as it is possible that the candidate cannot include some published articles online in a particular form or before a specific period of time has passed. The UL Research Repository administration will redact any embargoed material and link to the definitive published version from the UL Research Repository record.

Appendix 3

Postgraduate Research Forms

Name of Form	Form Code
Nomination of Examiners for Master's and Doctoral Degrees by Research	PGR-1
Master's Qualifier – (MQ5000)	PGR-2
Research Confirmation Panel (including transfer from master's to PhD register)	PGR-3a
Research Progression Appeal Panel	PGR-3b
Submission of Thesis for Higher Degree by Research	PGR-4
Examiners' Report – Master's Degree by Research and Thesis	PGR-5
Examiners' Report – Doctor of Philosophy Degree	PGR-6
Alteration of Research Supervisor(s)	PGR-7
Application for an Extension to the Duration of a Master's or Doctoral Degree by Research	PGR-8
Postgraduate Research Progression Report	PGR-9

These forms are designed to ensure that each stage of the postgraduate student's progress is correctly administered in accordance with the postgraduate research academic regulations. The stage and/or process to which each form applies is referred to in the title of the relevant form.

The forms are available on the Postgraduate Research Forms page of the Current Research Students section of the Doctoral College website.

Appendix 4

Structured PhD Programmes

1. Doctor of Philosophy

As with all PhDs, the core component of a Structured PhD programme is the advancement of knowledge through a high-quality experience of original research that is integrated with professional development. The programme will develop the students' research skills and generic and transferable skills through a formalised and integrated programme of activities. Taught modules are integral to this programme of activities and may include both transferable skills development and discipline-specific modules. The choice of specific activities can be tailored to suit the requirements of individual students and to reflect the disciplinary requirements in each broad field.

A Structured PhD programme is created when a group of doctoral supervisors work together to create a coherent shared experience for their Structured PhD students. The programme comprises advanced education, training and research focused on an identified area of study. The Doctoral College will establish and publish criteria by which the University will formally recognise, through Academic Council, Structured PhD programmes.

Structured PhD programmes will be managed by a Doctoral Programme Board, which may be inter-institutional, and will work under the direction of a Programme Director. The Doctoral Programme Board will review the operation of the PhD programme on a regular basis and will be required to ensure that students are acquainted with the regulations relating to their programme of study. A University of Limerick Programme Director, who is a member of the Doctoral Programme Board, will direct the operation of the programme within University of Limerick. The Doctoral Programme Board may formulate local regulations that relate to their programme, thus ensuring that they do not conflict with University of Limerick academic regulations.

2. Entry Requirements, Application Procedures and Registration

An applicant applying for admission onto a Structured PhD programme should, in the first instance, contact the Doctoral Programme Board, which will advise on the applicant's suitability to make an application to a participating institution for a position on the programme.

All students applying to University of Limerick must fulfil the University's admissions requirements and procedures, including those relating to specific programme requirements as outlined in chapter 5. Applicants will formally be considered for admission at the monthly meeting of the Postgraduate Research Committee and processed by the Postgraduate Admissions Office. The candidates will be registered on the PhD register in accordance with the regulations specified in chapter 5.

3. Research Supervision

The Doctoral College 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 University of Limerick Programme Director and with the approval of the relevant Head(s) of Department. In instances where the principal supervisor is not known at the commencement of the Structured PhD programme, the Doctoral College will appoint a provisional supervisor on the recommendation of the Head(s) of Department and the University of Limerick Programme Director.

The principal supervisor must be a member of the academic staff of the University whose appointment has been approved by the Governing Authority. The principal supervisor will be an active researcher in the broad area of the student's research topic and will usually hold a doctoral degree.

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, the Head of Department shall inform the Doctoral College. On the recommendation of the Head of Department and the University of Limerick Programme Director, the

Doctoral Programme Board shall make appropriate arrangements for the supervision of the student, including, where required, the appointment of a new supervisor.

The research for the PhD degree shall largely be carried out under the direct supervision of the supervisor(s), which may include research visits 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 Doctoral College must be sought. The Doctoral Programme Board may permit research to be conducted elsewhere on a case-by-case basis or may establish formal mechanisms for the inter-institutional mobility of postgraduate research students in the context of inter-institutional graduate programmes. The arrangements for the inter-institutional mobility of postgraduate research students shall be subject to review by the Doctoral Programme Board and to any policy on credit transfer that the University may establish.

4. Structured PhD Programme

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 Structured PhD Supervisory Panel. Structured PhD programmes shall comply with the policies and regulations of the University and such guidelines as may be published by the Doctoral College.

The University records work conducted in the pursuit of research degrees on a credit basis; one calendar year of full-time research is considered to be equivalent to 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.

The total credits from a combination of the taught and research elements of a Structured PhD will not be fewer than 300 and not more than 360 ECTS credits. Within these overall limits, the credits for the Structured PhD are made up as follows:

- A research thesis equivalent to 270 ECTS credits
- Discipline-specific modules, research skills and generic and transferable skills to a maximum of 90 credits

A Structured PhD programme will usually consist of two stages. Stage 1 will largely comprise technical/subject-specific courses and generic skills training alongside early-stage research. Stage 2 will largely focus on the research leading to the completion of the thesis but may also include some further coursework and training.

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

Research and generic skills training, including experiential research training, may also be delivered as modules with credit values determined by the student effort involved, specified learning outcomes and appropriate assessments. The credit for such modules is awarded after satisfactory completion of the modules and successful completion of any associated assessment.

Credit for original PhD 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.

Students will be required to agree educational, training, and personal and professional development needs with their Structured PhD Supervisory Panel, which, along with the proposed programme of research, will inform the development of a Personal Development Plan (PDP). The Structured PhD Supervisory Panel will monitor progress against the prescribed programme of research and study and the PDP on a regular basis but at least once per year. Where the Structured PhD Supervisory Panel considers that progress or the arrangements for supervision of the student are not adequate, and such

inadequacies cannot be resolved, the Structured PhD Supervisory Panel will inform the Head of Department, the University of Limerick Programme Director and the Doctoral College.

5. Progression for Students on Structured PhD Programmes

The Doctoral Programme Board will establish appropriate processes and procedures to monitor the progress of individual PhD students registered in the department or programme and to assess each student formally at the end of Stage 1 of the Structured PhD. These processes and procedures will comply with the regulations and policies of the University and with such guidelines as may be agreed from time to time by the University or the Doctoral Programme Board. The processes and procedures should be reviewed at appropriate intervals by the Doctoral College.

The Doctoral Programme Board 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 and at any other suitable 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 at the end of Stage 1 on a written statement of progress and a research plan from the candidate, a written progress report from the principal supervisor, and satisfactory completion of the modules in Stage 1. These may be integrated into the PDP. The Assessment Panel may also require the student to make a presentation and may interview the student and/or the principal supervisor. The Assessment Panel will, subject to review by the Head of Department and the University of Limerick Programme Director, make one of the following recommendations to the Doctoral College:

a) That the student should progress to Stage 2 of the Structured PhD
b) That the student should resubmit for further assessment after a prescribed period
c) That the student should transfer to another graduate programme
d) That the student should graduate with a graduate diploma or master's degree, subject to the regulations of the relevant Structured PhD programme
e) That the student's registration be terminated and that the student be awarded a certificate of credit for any modules for which credit has been awarded

The Assessment Panel or Doctoral College 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 Structured PhD Supervisory Panel will recommend the nature and timing of any such assessment. The formal Confirmation Process for continuation on the PhD register will normally occur after this second formal assessment, or in programmes that do not implement a second formal assessment, after the assessment at the end of Stage 1.

6. Responsibilities of Candidates

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 PDP.

Candidates cannot register concurrently for another programme without the approval of the Doctoral College.

When undertaking their research, candidates must comply with the University's research regulations, policies and guidelines, including guidelines on research ethics.

7. Preparation and Submission of the Thesis for Examination

The preparation of the thesis for submission should conform to the University's academic regulations and procedures as outlined in chapter 5, Appendix 2.

8. Examination of the Thesis

Existing University of Limerick procedures, as outlined in chapter 5, will apply and will be supplemented by the following provisions:

- 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.
- 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 Doctoral College for deposition in the library.
- All theses remain the property of University of Limerick. All issues relating to intellectual property will be subject to the University's practices and policies.

9. Official Transcript

All taught courses, including technical/subject-specific courses and transferable skills training events, will be recorded on the student's final transcript. Technical/subject-specific courses will be graded as per the regulations in chapter 5. Transferable skills courses will be graded on a pass/fail basis. An "Audit" grade will be used to give formal recognition on the student's transcript of courses for which the student attended no less than 80% of the contact hours for the course but did not participate in the assessment instruments of the course.

Appendix 5

Professional Doctorate Programmes: (Doctor of …)

1. Professional Doctorate

A professional doctorate is a practice-based (or practitioner work-based) level 10 specialist qualification that incorporates both a taught and research component. The qualification, which is designed to promote professional development in a specific academic discipline, is normally pursued on a part-time basis. For some professions, the qualification is an entry-level requirement. The general aim of these higher degrees is to develop novel approaches to integrating academic and professional knowledge. Professional practice is a key tenet for the experienced professionals undertaking the qualification because the candidate taking the professional doctorate programme is expected to make a contribution to both theory and practice in their field. The final award shall be determined in accordance with chapter 2, section 2.9 of this handbook.

Common to all professional doctorate qualifications and in keeping with the traditional PhD is the completion by the candidate of an original piece of research presented as a thesis and examined by an expert in the relevant field. The research project usually relates to 'real-life' issues in a professional practice context. Professional doctorates generally include taught elements, such as lectures, seminars, workshops and practice-based placement. Such elements are formally assessed through a combination of coursework, examinations, practical demonstrations and a thesis.

While both a professional doctorate and traditional/structured PhD qualification confer a doctorate-level qualification on a successful candidate, the two qualifications are distinct in format and function. A PhD is a research-based doctoral programme of study of an academic nature where a total value of 270 ECTS credits is assigned to the thesis. While a professional doctorate programme is as challenging as a PhD and culminates in a qualification of equal status to a PhD, it is more appropriate for those wishing to pursue professional, industry-based rather than academic careers or those who are interested in gaining accreditation or reflecting on and adding to best practice.

2. Entry Requirements, Application Procedures and Registration

A person who wishes to apply to University of Limerick for admission onto a professional doctorate programme should, in the first instance, contact the relevant programme course director, who will advise on the applicant's suitability to the programme.

Applicants must fulfil the University's academic regulations and procedures (chapter 5, section 5.4), including those relating to specific programme requirements as advised by the Doctoral Programme course director. Applicants apply for a place on a specific professional doctoral programme through UL's online taught postgraduate application system, which is accessible through UL's website. Applications for a professional doctorate programme are not processed by the Postgraduate Research Committee.

Registration for the programme must be completed prior to the end of Week 1 of the first semester during which the programme commences.

3. Research Supervision

The candidate will be assigned a principal supervisor in line with the academic regulations for supervisory panels and supervision (chapter 5, section 5.5). For particular professional doctorate programmes, an additional external supervisor may be appointed to support the candidate. However, this appointment should not conflict with the academic regulations that apply to supervision or to the appointment of external examiners.

4. Programme Structure

The taught and research elements of the programme are interdependent. Therefore, an undenominated degree award with a nomenclature of Doctor of [Profession Name] is awarded on the successful

completion of a programme of taught modules where a cumulative QCA of 3.00 or greater has been attained and a thesis has been examined and deemed to be satisfactory. Progression is based on the successful completion of a series of modules, one of which deals specifically with the candidate's research to date. Due to the nature of the professional doctorate qualification, candidates must complete any amendments that are prescribed by the thesis examiners within the agreed timeframe as defined by the relevant professional doctorate programme board.

The professional doctorate carries a total value of 270 ECTS credits. The research thesis related to a particular professional doctorate programme should be worth no fewer than 135 and no more than 200 ECTS credits. Due to the nature of the professional doctorate programme, it is not usual to have an exit award. However, if an exit award is approved by the University for a professional doctorate programme, cognisance must be taken of the proportion of discipline-specific content completed within the taught element of the programme. In terms of the title of the exit award, it is important for the Doctoral Programme Board to ensure that the title does not conflict with a full programme award title from another institution.

Because the professional doctorate is a discrete programme, candidates registered on a professional doctorate cannot transfer to a research master's or traditional/structured PhD programme.

5. Responsibilities of Candidates

Candidates are required to pursue the programme of research, study, and personal and professional development defined within the programme and adhere to the deadlines specified within each specific module. As the programme follows the regulations for taught programmes, candidates will not be granted extensions beyond semester grading deadlines.

Candidates cannot register concurrently for another programme without the approval of the Doctoral College.

When undertaking their research, candidates must comply with the University's research regulations, policies and guidelines, including guidelines on research ethics.

6. Preparation of the Thesis

The preparation of the thesis should conform to the University's academic regulations and procedures as outlined in chapter 5, Appendix 2.

7. Examination of the Thesis

The relevant professional doctorate Doctoral Programme course director and/or Doctoral Programme course board is responsible for nominating examiners, administering the *viva voce* and submitting the final examination result to Academic Registry. In terms of the examination of the thesis, section 5.14 of chapter 5 applies to the selection of examiners and to the *viva voce* examination. In addition, cognisance should be taken for the following points:

- In some professional doctorate programmes, external examiners may be appointed to examine a cohort of candidates on a programme.
- All matters relating to the examination of the thesis 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 UL library. All theses remain the property of University of Limerick. All matters pertaining to copyright and intellectual property shall be dealt with under section 5.13 of chapter 5.
- Some external professional bodies operate within a regulatory framework that requires candidates who have been awarded a professional doctorate to comply and register with the body that oversees their profession.
- Any appeal of the thesis examination outcome will be dealt with under section 5.15 of chapter 5.

Appendix 6

Joint Research Degrees

University of Limerick (UL) supports links and collaborations with other appropriate partners, including higher education institutions and industry partners. Where appropriate and in line with UL's strategic goals, the University will enter into agreement, on an individual-case or cohort basis, with such higher education partner institutions for accrediting and awarding a joint research degree to students who undertake their higher research degree at UL and at partner institution(s). As per the Policy on Collaborative and Transnational Education Provision, applications to engage in joint research degrees must be approved by the Standing Panel on Collaborations (SPC) by way of a Memorandum of Understanding (MoU) and/or Memorandum of Agreement (MoA) between the partner institutions and signed in accordance with UL's Signing Authority Policy.

1. Definitions

1.1 Joint research degree: An award at NFQ Level 9 or 10 or equivalent jointly made by UL and one or more partner institutions to a student who has studied for their higher research degree at UL *and* at one or more of these partner institutions.

1.2 Lead institution: The institution of the primary supervisor and where the relevant administrative, examination and financial processes are undertaken and accepted as meeting the requirements of the partner institutions.

1.3 Memorandum of Understanding (MoU): This is a non-legally binding document that expresses an intention to cooperate with another partner institution but does not commit UL to a specific collaborative programme.

1.4 Memorandum of Agreement (MoA): This is a legally binding written agreement that commits the institutions to a specific activity.

2. University of Limerick Consent

2.1 For joint degrees, permission to proceed with the development of an MoU must be obtained from the SPC. Once approval is gained, an MoU must be developed. In addition, an MoA may be required, which would take precedence over the MoU.

2.2 An MoU and/or MoA will be drawn up for each approved joint research award proposal prior to the student's application to enrol in UL. The MoU and/or MoA from a lead institution other than UL will ensure that:

- The research project title is identified and the aims, objectives, research methodology and project description are included.
- The duties and responsibilities of the participating institutions are identified.
- Supervisors are identified and supervision arrangements are consistent with UL's regulations.
- The financial responsibilities of the partner institutions are identified.
- A lead institution is identified from the participating institutions to manage student recruitment, progression, thesis examination and research project management. On request, the lead institution will provide these details to the participating institutions.
- Approval from UL's Provost & Deputy President or their nominee is required for the appointment of external examiners.
- The intellectual property of the participating institutions is protected.
- A time limit for the life of the MoU and/or MoA is specified.
- A termination and dispute resolution process is specified.

If there is more than one institution involved in the collaboration, a single MoU and/or MoA – preferably that of the lead institution – should be agreed.

2.3 Where UL is not the lead institution, the student must spend a minimum of one fee-paying year at UL.

2.4 Where UL is the lead institution, the student can spend a maximum of two years at the partner institution(s).

3. Application/Enrolment

3.1 Whether or not UL is the lead institution, all applicants on joint award programmes will apply through the normal UL process (chapter 5, 5.3).

3.2 The approved MoU and/or MoA agreement must be attached to the student's application. Where UL is not the lead institution, the application must be accompanied by confirmation that the applicant has enrolled at the lead institution. If UL is the lead institution, the Doctoral College will supply a letter confirming enrolment to the partner institution.

3.3 In conjunction with 3.1 and 3.2 above, a change to joint award degree status for current students will be considered by review of an MoU and/or MoA. Any amendment must be approved in line with the Policy on Collaborative and Transnational Education Provision.

4. Yearly Progression

4.1 Where UL is the lead institution, the normal progression regulations apply (chapter 5, 5.6). For postgraduate research students who are researching at a partner institution (as a resident and not on a short visit) at the time of the progression panels, the supervisor must furnish a report to the progression panel, outlining the progress of the research to date and indicating the dates of the visit. The outcome of the progression process will be conveyed by the UL supervisor to the partner institution.

4.2 Where UL is not the lead institution, the progression regulations of the lead institution apply. The UL supervisor will be responsible for informing the relevant UL progression panel of the decision of the lead institution and, where necessary, the subsequent outcome of the lead institution's progression process.

5. Examination

5.1 Where UL is not the lead institution, the supervisor will arrange for the outcome of the final examination to be notified to the UL Doctoral College by submission of a copy of the examiner's report. Recommendation of the award will be noted at the UL Academic Council Examination Boards, with ratification taking place at the following Academic Council.

5.2 Where UL is the lead institution, the UL Doctoral College will forward a copy of the external examiner's report to the relevant office of the partner institution.

6. Parchments

6.1 The content and design, position of crests and signatures on parchments must be approved and the details included in the MoU and/or MoA.

6. Student Code of Conduct

1. General Principles

1.1 This code of conduct shall apply to and govern the conduct of all registered students of University of Limerick (UL), whether whole-time, part-time or otherwise, who will herein be referred to as the UL Student Community. Acceptance of this code is part of UL's registration process.

UL may have agreements in place for visiting students from other institutions, and in certain situations, the discipline process from that institution may apply to those students.

1.2 UL believes that teaching, learning and research is a partnership in which the University and students have a shared responsibility. As a student of the University, you are expected to:

i. **Engage with your studies:** Attend lectures, tutorials and laboratory sessions regularly to fully benefit from the educational opportunities afforded to you. Actively participate in class discussions, group work and other academic activities. Accept full responsibility and accountability for your own learning and academic journey. You should seek out and actively engage with focused student support and related services to fulfil your academic obligations.

ii. **Uphold academic integrity:** Adhere to UL's policies on academic integrity. Observe the academic integrity values of trust, honesty, fairness, respect, courage and responsibility. Uphold academic integrity in your engagement with learning and assessment.

iii. **Seek support when needed:** Proactively seek academic support and guidance from lecturers, tutors and academic advisors. Effectively engage with the academic resources available to you, such as the library, the policies that have been created to support and guide students, student support divisions such as Student Affairs, and the two students' unions – Student Life and the Postgraduate Students' Union.

iv. **Respect diversity:** Treat all members of the UL community with respect and dignity and value the diverse backgrounds and perspectives of peers and staff. Engage with academic and social activities in ways that are inclusive of all students, and promote a sense of belonging for everyone with sensitivity to and care for visible and invisible health and mental health concerns. Use individuals' preferred mode of address when speaking to or about them.

v. **Participate actively:** Explore opportunities for participating in UL initiatives, clubs, societies and other activities for personal and professional growth. Take on leadership roles in student or other community organisations to develop skills and contribute constructively.

vi. **Represent UL positively:** Act as an ambassador for UL, both on and off campus, and ensure that your actions reflect positively on the UL community. Ensure that your behaviour has a positive impact on the reputation of the University.

vii. **Take responsibility for your wellbeing:** Proactively engage with health and wellbeing services to maintain physical and mental health. Strive to maintain a healthy balance between academic responsibilities and personal life. Report any experiences of discrimination, harassment, bullying or victimisation to the relevant support service.

viii. **Follow safety guidelines:** Adhere to health and safety guidelines and procedures to ensure a safe environment for yourself and others. Be aware of emergency procedures and know how to access support services in case of an emergency. If you observe antisocial behaviour or behaviour that otherwise breaches another person's dignity, respect, safety or wellbeing, speak out if it is safe to do so and report the incident to the appropriate support service.

ix. **Provide constructive feedback:** Participate in feedback mechanisms, such as surveys and focus groups, to help improve UL services and policies. Offer constructive suggestions for improvements to enhance student experience.

x. **Respect UL property and the natural environment:** Treat UL facilities, buildings and resources with respect and care. Report damaged or malfunctioning facilities to the appropriate UL authorities.

xi. **Use resources responsibly:** Make responsible use of the academic and support resources provided to you and ensure they are also available and functioning for others. Make responsible use of the academic and support resources provided to you and ensure they are also available and functioning for others.

1.3 As detailed in the Student Fitness to Study Policy, in the event of an action carrying with it an immediate threat to life or the safety of any person or property, the Provost & Deputy President or their nominee may exclude the person who is reasonably suspected of being responsible for such action from access to UL facilities or property pending a formal investigation of such an allegation.

1.4 Members of the UL Student Community shall abide by all relevant polices of the University. Policies may be accessed on the UL Policy Hub, some of which are further specified here. Any specific regulations governing a particular area shall be prominently displayed in that area.

1.5 This code of conduct shall also apply to a member of the UL Student Community on cooperative education placement, school placement, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the student's programme of study.

1.6 The University Advocate (section 3), the Academic Integrity Unit (section 5) and the Discipline Committee (section 6) will enforce this code of conduct and any related rules.

1.7 The standard of proof in respect of any matter shall be on the balance of probabilities.

1.8 A copy of the Student Code of Conduct shall be included in the UL Handbook of Academic Regulations and Procedures, which is available on the Policy Hub.

1.9 The Complaints, Discipline & Vetting Unit within the Office of the Provost & Deputy President shall deal with all queries, requests and correspondence relating to discipline cases. An allegation of a breach of the Student Code of Conduct will first be submitted using the forms available on the Office of the University Advocates website.

1.10 UL may, in certain circumstances and without the consent of any person, including the complainant, refer to the appropriate authorities a matter brought to its attention that may give rise to the commission of a criminal offence or may constitute a criminal offence. UL's investigation of an allegation, and any ensuing processes, will be paused until such a criminal investigation is completed.

1.11 A summary report of the activities of the University Advocates, Academic Integrity Unit, Discipline Committee and Discipline Appeals Committee, outlining the investigations conducted, conclusions reached and findings and penalties imposed, shall be submitted annually by the Office of the Provost & Deputy President to the Academic Council.

2. Types of Offence

2.1 It shall be deemed to be an offence for any member of the Student Community to engage in any form of bullying, harassment or sexual harassment or assault, as specified in the following policies:

a) Bully, harass, victimise or discriminate any member of the UL community, as outlined in the Dignity and Respect Policy and Procedures for Students and Employees.

b) Sexually harass or assault any member of the UL community as defined in the Sexual Violence and Harassment (SVH) Policy for Students and Staff.

2.2 Academic misconduct is defined in the Academic Integrity Policy as: Morally culpable behaviours perpetrated by individuals or institutions that transgress ethical standards held in common between

other individuals and/or groups in institutions of education, research, or scholarship. Academic misconduct is a spectrum of activities, which are categorised into three levels:

(i) Level One: Poor Academic Practice: These are instances of academic misconduct that constitute a basic violation of academic integrity.
(ii) Level Two: Academic Misconduct: These are more serious breaches of academic integrity than Level One: Poor Academic Practice.
(iii) Level Three: Academic Misconduct: These are the most serious types of academic misconduct.

Residing within the Office of the Provost & Deputy President, the Academic Integrity Unit is responsible for determining whether a specific activity aligns with Level Two or Level Three academic misconduct. The Procedures for Managing Allegations of Academic Misconduct outlines the processes for managing all aspects of the above levels and determining when the offence will be referred to the Discipline Committee. Breaches of general examination regulations are a type of academic misconduct and are also managed in accordance with the Procedures for Managing Allegations of Academic Misconduct.

2.3 It is expected that UL students will not engage in any conduct or activity, likely or calculated, to infringe the rights or lawful activities of others on the UL campus or to bring the University into disrepute, whether on UL property or otherwise. It is an offense to do any of the following (this is not an exhaustive list):

a) Engage in conduct likely to bring the University into disrepute
b) Engage in disorderly conduct on or off campus
c) Engage in conduct that may be harmful to others while on campus or cooperative education placement, school placement, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study
d) Furnish during one's programme of study any false or misleading information calculated to deceive or mislead the University or any other person or organisation to whom they are accountable while on cooperative education placement, school placement, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study
e) Engage in any form of industrial espionage or improperly publish, use or misuse any University information, facility or system
f) Forge, alter or misuse any University document, record, stamp, identification mark, seal or identification card (including documents/records stored on electronic media)
g) Use or possess any offensive weapon
h) Drive or park any vehicle in or on the UL campus in a manner that constitutes a danger to others. Likewise engage in driving on campus property in breach of regulations and posted signs, including, but not limited to, speed limits, zebra crossings, road markings, etc.
i) Interfere with or attempt to exert improper influence at any stage of the disciplinary process or request a member of staff or others to do so
j) Incite, aid, abet or encourage any person to commit an offence as defined under this Code
k) Unauthorised recording/filming of any meeting/event/individual without their express consent
l) Generate false images or audio or visual or other files based on recordings of any UL staff or students
m) Breach intellectual property rights
n) Use or be in possession of a substance prohibited by law or deal in any substance
o) Consume alcohol at any time in any area of the UL campus other than licensed premises or student accommodation, except for special circumstances approved in advance by the UL President or their nominee

p) Abuse the use of alcohol to the extent of being incapable of exercising reasonable control over their behaviour

q) Litter the UL environment

r) Eat or drink in areas of the UL campus where eating or drinking is specifically prohibited

2.4 UL students are expected to treat all property off or on the UL campus with respect and shall not cause any damage to any such property. For the purposes of this code of conduct, UL and the UL campus shall be deemed to mean all property occupied or under the control of UL, including, but not limited to, student villages. It is an offense to do any of the following (this is not an exhaustive list):

a) Engage during one's programme of study in the misuse of UL property, the property of any other member of the UL Student Community or the property of any other person or organisation to whom they are accountable while on cooperative education placement, school placement, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study

b) Enter any property or facilities on the UL campus where entry to such property or facilities is not authorised or is prohibited

c) Steal or remove or use without authority any item of property (including computer software/hardware)

d) Cause damage to any property

e) Fail to vacate any area or fail to go to any area when lawfully requested so to do in circumstances that endanger life or property

2.5 UL students must comply with the following information technology policies, and any contravention of these will be deemed an offence:

a) Acceptable Usage Policy

b) IT Security Policy

2.6 UL students must comply with the following policies and other related policies under the auspices of the Provost & Deputy President, and any contravention of these will be deemed an offence:

a) Student Vetting Policy

b) Student Fitness to Practise Policy

c) Student Fitness to Study Policy

2.7 For the purposes of this code of conduct, any UL staff member or authorised person, subject to identifying themselves, where they have reasonable grounds for believing that a breach or an offence under this Code has been committed, shall be entitled to ask any member of the UL Student Community to show their ID card and identify themselves. It shall be an offence to fail or refuse to furnish such identification.

2.8 It will be deemed an offence to fail to abide by the terms of an agreement entered into with the University Advocate or to fail to comply with the sanctions handed down by the Academic Integrity Unit or Discipline Committee.

3. The University Advocate

3.1 The President shall appoint a person or persons who shall be known as the University Advocate(s).

3.2 Excepting academic misconduct, which is managed by the Academic Integrity Unit, allegations of a breach of the code of conduct shall, in the first instance, be referred to a University Advocate, who shall:

a) Consider an allegation and decide if there is a case to answer

b) Investigate the allegation to determine if there has been a breach of the Code

c) Enter into a voluntary agreement with the student concerned, where appropriate
d) Refer an offence to the Discipline Committee, where appropriate
e) Present all cases in the disciplinary process

3.3 As part of the initial investigation of an alleged offence, the University Advocate may meet with the student(s) concerned. Attendance by the student(s) at the meeting with the University Advocate is voluntary but where a student agrees to attend a meeting, they must sign and return a Caution Notice prior to the meeting. Prior to deciding whether to attend this meeting, students should familiarise themselves with the process followed by the University Advocate and the possible outcomes. This information is available on the Office of the University Advocates website.

3.4 For the avoidance of doubt, nothing in these provisions shall prevent the University Advocate from initiating an investigation and pursuing the disciplinary process as a result of information that has come to their attention but has not been the subject of a direct formal allegation.

4. Voluntary Agreement

4.1 Where the University Advocate is of the view that the Student Code of Conduct has been breached and the student admits to the breach, the University Advocate may enter into a voluntary agreement with the consent of the student.

4.2 The student shall receive a copy of the voluntary agreement by email to the student's UL email account.

4.3 The voluntary agreement may include a sanction that must not exceed those penalties specified in section 8 below.

4.4 Where a voluntary agreement is not reached, the University Advocate will refer the offence to the Discipline Committee.

4.5 Failure to abide by the terms of a voluntary agreement entered into with the University Advocate is deemed to be an offence.

5. Academic Integrity Unit

5.1 The Academic Integrity Unit is responsible for overseeing the implementation of the Academic Integrity Policy and the Procedures for Managing Allegations of Academic Misconduct. The role and responsibilities of the Academic Integrity Unit are outlined in the Academic Integrity Policy.

5.2 The Procedures for Managing Allegations of Academic Misconduct outline the manner in which academic misconduct investigations should be conducted.

5.3 Failure to abide by the sanctions handed down by the Academic Integrity Unit is deemed to be an offence.

6. The Discipline Committee

6.1 The Discipline Committee shall deal with all breaches of discipline other than those where, pursuant to this Code, the University Advocate has entered into a voluntary agreement with a student.

6.2 The Discipline Committee shall comprise:

a) A nominee of the UL President, who will chair the committee
b) One UL academic staff member to be nominated by the Academic Council
c) The President of UL Student Life or their nominee
d) A nominee of UL Student Life

6.3 An alternate member will be chosen for each nominee to the Discipline Committee.

6.4 The administrative support for the work of the Discipline Committee will be provided from the Complaints, Discipline & Vetting Unit.

6.5 The chairperson of the Discipline Committee shall, in the event of a tied vote in respect of a decision, have a casting vote.

6.6 The chairperson of the Discipline Committee shall have a good working knowledge of all UL regulations and this code of conduct.

6.7 The Discipline Committee shall be deemed quorate if there are three members present.

6.8 No member of the Discipline Committee may sit as a member of the Discipline Committee investigating a particular case (the "Case") if they are:

a) The complainant

b) A person who has consented to testify in the Case

c) A member of the Discipline Committee who, for any other reason, considers that they should not take part in the investigation of and decision on the Case. In this instance, the person who considers themselves disqualified shall so notify the chairperson of their decision.

d) A person considered by the Discipline Committee, for some reason relevant to the Case, to be disqualified. If disputed, the decision on this matter shall be made by a majority of the Discipline Committee excluding the person whose disqualification is under consideration.

6.9 In the event that a member of the Discipline Committee withdraws during the course of a hearing, the Discipline Committee shall be entitled in its discretion to continue with the hearing or to convene a rehearing.

6.10 In the event that any of the persons or bodies referred to under 6.2 shall fail, refuse or be unwilling or unable to nominate members, that function shall be exercised by the UL President.

6.11 On initial consideration of an allegation complaint, if it is decided by the University Advocate or the Academic Integrity Unit that there is a case to answer, the person who is the subject of the alleged breach of the Student Code of Conduct, herein referred to as the respondent, shall be notified of such by email to their UL student email account and by registered post sent to the address notified to UL or by personal delivery by any employee or agent of the University. The notification will specify each charge and require the respondent, on at least 10 working days' notice, to appear before the Discipline Committee. The notification shall be accompanied by a copy of the Student Code of Conduct and shall draw particular attention to the right of the respondent to representation, their right to submit written evidence and their right to call such witnesses in defence as they may think fit. The notification will also include the following:

a) A statement of the charges against the respondent

b) A list of witnesses whom the University Advocate or the Academic Integrity Unit proposes to call

c) A list of relevant material (if any)

Relevant material for the purposes of this code of conduct means any material that may go before the Discipline Committee and any material in the possession of the University Advocate or the Academic Integrity Unit that may assist the defence of the respondent.

6.12 At least five working days prior to the date of the Discipline Committee meeting referred to in 6.11, the respondent may request and the chairperson of the Discipline Committee may grant a further period of time, not exceeding seven working days, to prepare their case.

6.13 The respondent shall have the right to inspect all relevant material, which will normally be available from the Complaints, Discipline & Vetting Unit.

6.14 At any time, the University Advocate or the Academic Integrity Unit may, with the agreement of the chairperson of the Discipline Committee, cause to be served on the respondent and furnished to the Discipline Committee further evidence or the names of additional witnesses whose names have not already been supplied to the respondent. The chairperson shall grant such permission unless satisfied that it would be unfair to the respondent to accede to the University Advocate's request.

6.15 The respondent shall, at least three working days in advance of the hearing, notify the Complaints, Discipline & Vetting Unit in writing of the name(s) and address(es) of the witness(es) they propose to call and shall supply to the Complaints, Discipline & Vetting Unit a copy of any document(s) and a list of any exhibit(s) that they propose to submit at the hearing.

6.16 The evidence to be offered on behalf of the University at a hearing of the Discipline Committee shall be presented by the University Advocate or the Academic Integrity Unit. Evidence of the witnesses will be presented at the hearing in accordance with the terms of this code of conduct.

6.17 The Discipline Committee shall be entitled to have a legal adviser present at any of its meetings.

6.18 A respondent shall be entitled to be accompanied by a person of their choosing and/or to have a legal adviser present.

6.19 If a complainant decides not to pursue an allegation, the University Advocate may nevertheless pursue that allegation to conclusion.

6.20 If the respondent fails to appear before the Discipline Committee on the appointed day without making a valid excuse, the Discipline Committee, if satisfied that the respondent has had due notice of the hearing of their case, may proceed to deal with the case in their absence. No inference of culpability shall be drawn from the respondent's non-appearance at the hearing of their case.

6.21 The Discipline Committee shall conduct all hearings with respect to the principles of natural justice and fair procedures. A respondent may be accompanied by the representative(s) of their choice. At the opening of the proceedings, if the complaint is denied in whole or in part by the respondent, the University Advocate shall present the case against the respondent first. The respondent may raise questions to any witness, which will be raised through the chairperson. The respondent may then present the defending case and may call any witness(es) or produce any document(s) they consider necessary to their case. The University Advocate may question witnesses called by the respondent. Members of the Discipline Committee may question the respondent and any witnesses called by either party.

6.22 The respondent cannot be compelled to give evidence or to answer any questions. If the Discipline Committee considers that the evidence given for the complainant would, in the absence of explanation by the respondent, establish the culpability of the respondent, the Discipline Committee may so inform the respondent and thereafter, the Discipline Committee may draw such inference as it considers reasonable from the absence of any such explanation by the respondent.

6.23 At any hearing, on the finding that the facts of the allegation have been proved, the respondent shall have the right to address the Discipline Committee to set out any mitigating factors before a penalty of any kind is imposed.

6.24 In the case of each investigation made by the Discipline Committee, the following shall be sent within five working days of the hearing by email to the respondent's UL email account and by registered post sent to the address notified to UL or by personal delivery by any employee or agent of the University:

a) A copy of the Discipline Committee's decision
b) The reason(s) for its decision in such form and content as is determined appropriate by the Discipline Committee in the circumstances

c) Details of any penalty, if determined, together with the reason(s) for the penalty in such form and content as is determined appropriate by the Discipline Committee in the circumstances

6.25 The complainant(s) will be notified of the outcome of the hearing.

7. The Appeals Process

7.1 Decisions of the Discipline Committee may be appealed by a person deemed culpable of an offence (herein referred to as the appellant) to the Discipline Appeals Committee.

7.2 The Discipline Appeals Committee shall comprise:

a) A nominee of the UL President, who will chair the committee
b) Two members nominated by the Academic Council
c) The President of UL Postgraduate Students' Union or their nominee

In the event that any of the persons or bodies referred to shall fail, refuse or be unable to nominate members, the UL President will nominate members to the committee.

7.3 An alternate member will be chosen for each nominee to the Discipline Appeals Committee.

7.4 Nominees shall not be members of the Discipline Committee.

7.5 The chairperson of the Discipline Appeals Committee shall, in the event of a tied vote in respect of a decision, have a casting vote.

7.6 The chairperson of the Discipline Appeals Committee shall have a good working knowledge of all UL regulations and this code of conduct.

7.7 The Discipline Appeals Committee shall be deemed quorate if there are three members present.

7.8 Appeals may be made only on the grounds of one or more of the following:

a) That the conclusions reached by the Discipline Committee were not reasonable or were not supported by the evidence
b) That the penalty imposed was excessive
c) That the Discipline Committee misinterpreted or misconstrued a provision of the Student Code of Conduct

7.9 Appeals must be lodged with the Complaints, Discipline & Vetting Unit within seven working days from the date of issue of notification by the Discipline Committee of its decision. Appeals must specify the reasons for appeal in accordance with 7.8.

7.10 The Discipline Appeals Committee shall, as soon as possible after receiving the note of appeal, be furnished with a written report incorporating the facts of the case and the reasons for the decision together with any relevant material that was presented.

7.11 A copy of the report shall be furnished to the appellant at least three working days before the appeal hearing.

7.12 The appellant shall be given at least seven working days' written notice of the date and place of the hearing. They shall at the same time be furnished with a copy of this code of conduct and be informed of their right to representation. At least five working days prior to the date of the Discipline Appeals Committee hearing, the appellant may request and the chairperson of the Discipline Appeals Committee may grant a further period of time, not exceeding seven working days, to prepare their case.

7.13 The appellant shall, at least three working days in advance of the hearing, notify the Complaints, Discipline & Vetting Unit in writing of the name(s) and address(es) of the witness(es) they propose to

call and supply to the Complaints, Discipline & Vetting Unit a copy of any document(s) and a list of any exhibit(s) that they propose to submit at the hearing.

7.14 In an appeal hearing, the appellant shall be first to present their case, after which the University Advocate shall be entitled to present their case. The appellant shall be entitled to be heard in reply.

7.15 The Discipline Appeals Committee shall be entitled to examine such evidence as, in its discretion, it deems fit, including calling the complainant(s) to be in attendance. Members of the Discipline Appeals Committee shall be entitled to question the complainant(s).

7.16 The Discipline Appeals Committees shall be entitled to have a legal adviser present at any of its meetings.

7.17 The appellant shall be entitled to be accompanied by a person of their choosing or to have a legal adviser present.

7.18 At the conclusion of the appeal hearing, the Discipline Appeals Committee shall retire to consider its decision.

7.19 In the case of an appeal against the penalty, the Discipline Appeals Committee may uphold, set aside or vary the original penalty.

7.20 In the case of an appeal on the grounds specified in 7.8 a) or c), the Discipline Appeals Committee shall pronounce its decision and proceed as it deems appropriate and may, if it considers it appropriate to do so, direct a rehearing of the charge. If the decision of the Discipline Committee is affirmed, then it shall stand.

7.21 The reasoned decision of the Discipline Appeals Committee shall be announced by the chairperson in the presence of the parties.

7.22 The Office of the Provost & Deputy President will confirm in writing the reasoned decision of the Discipline Appeals Committee within five working days of the hearing. A copy will be sent to the appellant(s).

7.23 The complainant(s) will be notified of the outcome of the hearing.

8. Penalties

8.1 If, after investigation, the University Advocate or the Discipline Committee is satisfied that the allegation is well founded, they shall impose an appropriate penalty. Such penalty may be monetary, academic or otherwise. Monetary fines are paid to the Student Assistance Fund to help other students.

8.2 If a respondent is already under academic probation, the University Advocate or the Discipline Committee will be made aware of the terms of this.

8.3 The Discipline Committee shall be entitled to impose penalties including suspension or expulsion where, in its view, the gravity of the allegation or offence or the University disciplinary record of the offender shall so warrant.

8.4 It shall be an offence for any person to fail to comply with a penalty imposed by the University Advocate or Discipline Committee, as the case may be, within one month of notification of such penalty or such longer time as the notification may specify.

8.5 The Complaints, Discipline & Vetting Unit is responsible for the administration of penalties. Persons found to have been in breach of the Student Code of Conduct are required to contact this office to receive instructions relating to the discharge of their penalties.

8.6 A student may not graduate from UL until they have fully complied with the terms of a sanction imposed by the Discipline Committee or Discipline Appeals Committee or under a voluntary agreement with the University Advocate.

Document Control

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Changes in 2026/27 Version 1

Regulation/Section	Details of change
1.2	"Admissions" added to title
1.2.8	Sentence added to line one in relation to withdrawing a student. Last sentence removed
1.2.12	Additional sentence added to outline that some programmes do not support deferred entry
1.2.8	Sentence added to line one in relation to withdrawing a student. Last sentence removed
1.2.12	Additional sentence added to outline that some programmes do not support deferred entry
1.2.16	New regulation with regards to fixed intake limits and student ranking
1.2.17	New regulation in relation to the Student Academic Transfer Policy
2.2.3	Change the word "papers" to "materials"
2.3.9	Remove (b) from regulation
2.5.5	Administrative grades G, I, I2, M, s and S2 added to Table 2.2
2.8.8, 2.9.4 & 2.10.3	Legacy regulations removed
Chapter 3	Previously Chapter 4 Supporting Procedures is now Chapter 3
3.1.2, 3.1.2.1, 3.1.2.2 & 3.1.2.3	Removal of "printing", "paper", "typing"and "any additional examination mater" Additon of "in paper of electronic format"

3.1.3.2	Inclusion of the word “question” and phrase”whether in paper of electronic format”
3.5.2.1	Addition of (b)
3.5.2.2	In relation to authorized and unauthorised exam material; Removal of “(other than mobile phones and smart watches)” Additon of “necessary for completion of the examination.”
3.5.2.3	Removal of “mobile phones”. “watches” changed to “devices (other than mobile phones”
Chapter 4	Previously Chapter 3 Programme Specific Regulations is now Chapter 4. A significant review was undertaken of Programme Specific Regulations in conjunction with Academic Registry and Faculty. The chapter is more suited to appear under Supporting Procedures
5.5.3 & 5.5.74	Inclusion of the word “secondary”
5.11.2	Update in relation to the research integrity programme
5.12.4	Regulation updated in relation to declaring the use of Artificial Intelligence and professional editorial services
2.3 & 3.2.6	Inset new a new clause Chapter 5 Appendix 2 Section 2.3 and 3.2.6
Throughout	Cross references to Supporting Procedures and Programme Specific Regulations updated to reflect movement of chapters