



# **PGR Academic Regulations and Progression**

What you need to know?

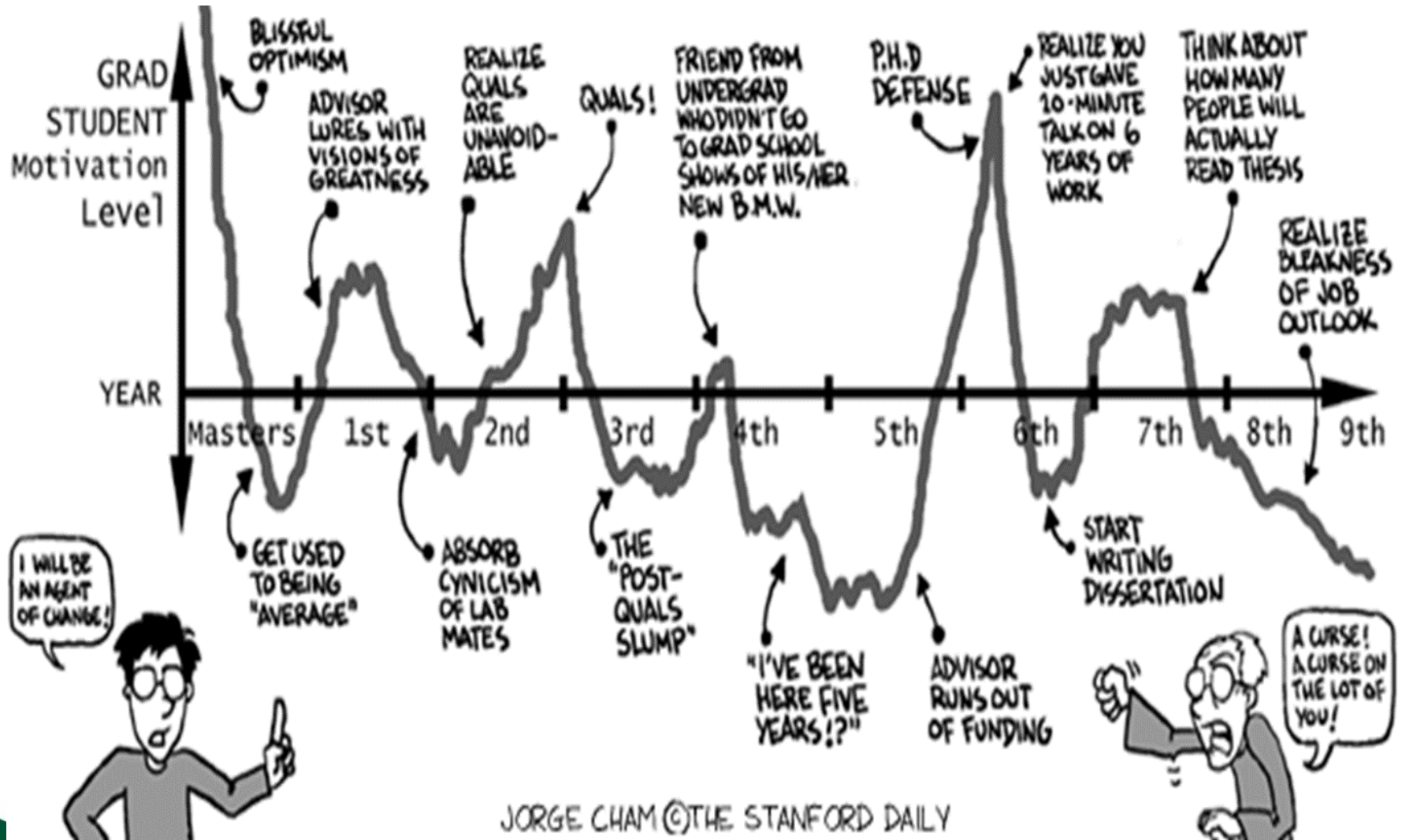
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Email general queries [GPSResearch@ul.ie](mailto:GPSResearch@ul.ie)

Webpage: [www.ul.ie/gps/](http://www.ul.ie/gps/)

# Research Progression





# Information Resources

## Handbook Academic Regulations and Procedures

Ch.5: Research Postgraduate Academic Regs  
version dated Sept 2022

<https://www.ul.ie/policy-hub/> contains specific section  
with student policies

<https://www.ul.ie/gps/postgraduate-research-forms>

<https://www.ul.ie/gps/codes-practice-and-regulations>

# GPS Website

UL Home | Graduate and Professional Studies

## Current Research Students

[Postgraduate Research Induction](#)

[Codes of Practice and Regulations](#)

[Research Thesis Submission](#)

[Training and Professional Development for PGRs](#)

[Postgraduate Research Forms](#)

[Student gateway](#)

[Research Online Letter Request Form](#)

The Graduate School within Graduate and Professional Studies supports the policy development and the delivery of research postgraduate programmes across the University and provides a range of support services for research postgraduate students. The Graduate School is led by the Dean of Graduate and Professional Studies - Professor. Ann Ledwith.

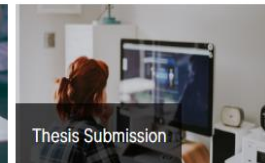
This section of the website provides information for current research students in relation to the administrative processes that support research students, namely, postgraduate research induction, codes of practice and regulations, postgraduate research forms as well as research thesis submission and examination. For general queries please email [GPSResearch@ul.ie](mailto:GPSResearch@ul.ie)



Postgraduate Research Induction



Codes of Practice



Thesis Submission



Training & Development



Forms



Student Gateway

[www.ul.ie/gps/](http://www.ul.ie/gps/)

## Postgraduate Research Induction

● [UL Home](#) | [Graduate and Professional Studies](#)

### Current Research Students

#### Postgraduate Research Induction

[Codes of Practice and Regulations](#)

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[Research Online Letter Request Form](#)

- [A Guide to Career Service](#)
- [A Guide to the Academic Regulations](#)
- [Building a Relationship with your Supervisor](#)
- [Health & Safety for Postgraduate Research Students](#)
- [Effective Use of the Library and Information Services](#)
- [Postgraduate Students' Union - Postgraduate Research Student Handbook](#)
- [President of Students Union](#)
- [Research Ethics and how to apply for ethical approval](#)
- [The Writing Centre](#)



## Current Research Students

[Postgraduate Research Induction](#)

**Codes of Practice and Regulations**

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[Postgraduate Research Forms](#)

[Student gateway](#)

[Research Online Letter Request Form](#)

The documents and links listed below provide relevant and up to-date information for research postgraduate students and staff on the administrative processes, tuition fees information, codes of practice and regulations.

In terms of the link below to the academic regulations and procedures, chapter 5 deals specifically with postgraduate research (PGR) regulations.

- [Postgraduate Research Application, Admission & Enrolment Process](#)
- [Covid-19 Guidelines: Submission of a Research Thesis September 2021](#)
- [Discontinuing a Scholarship \(Stipend\) for a Research Student Process](#)
- [Embargo Process and Electronic Submission for Research Theses](#)
- [Guidelines for the Appointment of External Examiners for PG Research Degrees by Research & Thesis](#)
- [Guidelines on the use of Video Conferencing \(VC\) to undertake Viva Voce Examinations for Research Students](#)
- [Financial Aid Form for Postgraduate Research Students](#)
- [Handbook of Academic Regulations and Procedures](#) (Linked to UL Policy Hub)
- [Health and Safety Guidelines/Policies](#)
- [Key Principles for University-awarded Funded Scholarships: Postgraduate Research Students](#)
- [Postgraduate Student Charter](#)
- [Research Postgraduate Agreement](#)
- [Research Ethics - Application Forms and Information](#)
- [Postgraduate Research Students Taught Module Academic Progression Requirement Process](#)
- [Research Confirmation Panel - Code of Practice](#)
- [Research Progression Appeal Panel - Code of Practice](#)
- [Student Complaints Policy and Procedures](#)
- [Student Status Forms](#)
- [Submission and Examination of a Postgraduate Research Degree Thesis June 2022](#)
- [Tuition Fees Information](#)



# Postgraduate Research Registrations AY 2022-2023,

(Oct 2022)

PhD F/T	811
PhD P/T	82
Total PhD	<u>893</u>

Master's F/T	69
Master's PT	11
Total Master's	<u>80</u>

Overall Total	<u>973</u>
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# Overview

- Supervisor/Student Relationship
- Monitoring & Progression
- Article –Based PhD
- Fees & Continuation Fees
- PGR Student Status
- Student Complaints Policy & Procedures
- Final Stages



# Supervisor/Student Professional Relationship

<b>Director</b>	<b>:</b>	<b>Follower</b>
<b>Master</b>	<b>:</b>	<b>Servant</b>
<b>Guru</b>	<b>:</b>	<b>Disciple</b>
<b>Teacher</b>	<b>:</b>	<b>Pupil</b>
<b>Expert</b>	<b>:</b>	<b>Novice</b>
<b>Guide</b>	<b>:</b>	<b>Explorer</b>
<b>Project manager</b>	<b>:</b>	<b>Team worker</b>
<b>Auditor</b>	<b>:</b>	<b>Client</b>
<b>Editor</b>	<b>:</b>	<b>Author</b>
<b>Colleague</b>	<b>:</b>	<b>Colleague</b>
<b>Friend</b>	<b>:</b>	<b>Friend</b>

# Responsibilities of the Student

- Be responsible for your own research activity – **only you can write your PhD**
- Be responsible for your own personal career development
- Be aware of academic rules, regulations, ethical guidelines & grievance procedures
- **Maintain regular contact with your supervisor, agree & keep deadlines**
- Report on progress & **keep a written record of meetings**

# Responsibilities of the Supervisors

- **Explain** what is involved in undertaking a PhD
- Agree the ground rules – find out what your supervisor expects **from you**,
- Joint Supervisor(s) should **avoid ‘mixed messages’**
- Agree a **schedule of formal** meeting/deadlines
- Keep a **written record** of meetings & progress

# Two Interpretations...

## "FINAL".doc



FINAL.doc!



FINAL\_rev.2.doc



FINAL\_rev.6.COMMENTS.doc



FINAL\_rev.8.comments5.  
CORRECTIONS.doc



FINAL\_rev.18.comments7.  
corrections9.MORE.30.doc



FINAL\_rev.22.comments49.  
corrections.10.##\$%WHYDID  
ICOMETOGRADSCHOOL?????.doc



# Working Together

- Maintain a good working relationship at all times
- Importance of supervisory meeting
  - Agree as **schedule** of formal meetings
  - **Written reports** - measure your progress
  - Keep **written records** of your meetings
  - **Ask** for feedback - should be positive
  - **Listen** to your supervisor
  - Make sure **you understand** the feedback
  - Review your progress with your Supervisor



# Working Together

- Group meetings / departmental presentations/student research forums
- Agree on training needs & skills development
- CV development / awareness of profession / networking
- Conferences / publications
- Avoid academic isolation

# Monitoring & Progression

## Research Student Progression

Research Review Panel: formed on an annual basis to review the progress of all research candidates within the department, **research and taught modules, research integrity, Plagiarism,**

Where the Research Review Panel is **not satisfied** that the student is making satisfactory progress, Panel refer the student to the **Research Confirmation Panel**, where the student will be required to present and defend their work

**Master's to PhD Transfer via Res Confirmation Panel**

# Monitoring & Progression

## Research Confirmation Panel

Some students may be requested complete **written and oral presentation**

- Demonstrate suitability for doctoral level work.
- **Clear evidence that the candidate has the innate ability to understand the topic deeply enough.**
- Ability to undertake independent research work successfully appropriate to doctoral level.



# Monitoring & Progression

Depending on the outcome arising from Research Confirmation Panel

Students have the right to appeal the decision of the Research Confirmation Panel to the Research Progression Appeal Panel.

See Academic regulations 5.6, 5.6.7 and 5.6.8

<https://www.ul.ie/gps/codes-practice-and-regulations>



# Structured PhD

- Candidates on Structured PhD programmes
  - Must agree the **required taught modules** with their supervisor
  - Must register for the **relevant requisite** taught modules
  - **Do not register for elective modules that you realistically not complete,**
  - Forms must be to be submitted to Academic Registry return PGRProgression Contact point <https://ul.topdesk.net/>
  - Performance in modules reviewed at Annual Progression and during the relevant grading cycles, Deficient grades
  - Record of G&T Skills training as a Personal Dev Plan



# Structured PhD

- Candidates on Structured PhD Programmes
- Research starts in Yr.1 not after taught modules
- The taught modules are an enabler for your research.
- Completion of the modules does not imply the award of a PhD
- Your research is key requirement

# Monograph v Article-Based PhD Format

- **Monograph style** is the conventional style in which theses are presented in 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.
- Decide early if this is your preferred route is Monograph or Article Based PhD
  - **See Ch.5 Appendix 2 of Academic Regulations**

# Article Based PhD

- Articles must be published or accepted for publication while the candidate is **registered as a research student**.
- a number of interrelated but independent research articles (**at least three and usually four or five**) that are produced by the PhD candidate while registered as a research student.
- **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.
- Some faculties or departments may have specific guidelines that must be adhered to by candidates.
- Articles that are in draft form are excluded.

# Article-Based PhD

- The articles **must be** published, pending publication or accepted for publication in peer-reviewed academic journals
- ‘pending publication’ is defined as an article 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

# Article-Based PhD

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



# Article-Based PhD

- The articles presented shall deal with the same research question or set of questions.
- Disciplinary differences regarding policy on authorship, respected.
- The no. of articles depends on the scope of the work and candidate's contribution to them. In cases of multi-authored articles, requires a signed statement in an appendix specifying their contribution to the work.
- 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.

# Article-Based PhD

- 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
- Select in consultation with your Supervisor, the appropriate Peer-reviewed Journals within your academic discipline
- Be aware of potential Journal 'time lags' in terms of articles being accepted for publication and published

# Duration of Research

- Minimum period of registration for a master's degree by research is one year and **PhD degree by research is three years**
- For students transferring to University of Limerick, the PGR Committee shall determine the year of study subject to a minimum period of registration of one year at the UL

# Fees and Continuation Fees



## PG Research Fees:

- (Full fees) EU and non-EU fees
- Masters two years full fees, **PhD four years full fees**
- Continuation Fees:
  - Students are liable for an annual continuation fee from Yr.3 (Masters) or Yr.5 (PhD)
- AY 22-23
  - EU: BEH €1,200, SET 1,800
  - non-EU: BEH €2,300, SET 3,450

Postgraduate Research Continuation Fee - Annual Fee - Arts/Business/Education	1,200	2,300
Postgraduate Research Continuation Fee - Annual Fee - Eng./Science/Tech./Med.	1,800	3,450

Fees queries email [student.fees.office@ul.ie](mailto:student.fees.office@ul.ie)

# Leave of Absence

- In special circumstances (e.g. financial, medical or personal reasons), a student may be granted a period of one year's leave of absence off the register. In exceptional circumstances, this period may be extended.
- Complete a LOA form, must be approved by their supervisor and Head of Dept/School,
- There may be **funding implications?**
- LOA application, return the signed form to Academic Registry, PGRProgression Contact point <https://ul.topdesk.net/>



# Leave of Absence, Withdrawal from Studies

- LOA readmission form completed, the candidate must review in detail his/her work to date with his/her supervisor(s).
- In instances where the candidate'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.
- **Withdrawal from Studies?**
- **Make an informed decision.**
- In exceptional circumstances students may wish to withdraw, an exit form must be completed.
- Submit of a Masters by Research...

# Student Complaints Policy & Procedures

## Definitions

- 'Complaint' is defined as any expression of dissatisfaction with the standard of service provided by UL or with the actions or lack of actions by UL or members of staff.
- Any complaint against a named member of staff will be addressed as a complaint against UL.
- Grounds for complaint might include:
  - *Dissatisfaction with the standard of academic or service provision (e.g. course design, curriculum, structure, assessment arrangements & information, student support mechanisms, resources & facilities)*
- Dissatisfaction with the quality of supervision or tuition
- Issues of inappropriate conduct by a member of staff
- **Note: Complaints Procedures may not be used to challenge academic Judgement pertaining to annual progression or to appeal against the decision of an Examination Panel**

# Student Complaints Policy & Procedure

- Matters relating to an **academic progression** issue namely, grading, progression etc... dealt with in line with the academic regulations
- Where the complaint pertains to the **adequacy of supervision**, Student Complaints Procedure is the mechanism
- <https://ulsites.ul.ie/executive/student-complaints>
- <https://www.ul.ie/policy-hub/>
- The student complaints procedure sets out both the informal and formal process.
- Complaints not be considered once a thesis has been submitted for Examination

# Complaints

- The exact nature of the complaint needs to be established from the outset.
  - There are two sides to every story...
  - what is adequate supervision?
- Informal complaint
  - documented paper trail confirming nature of the complaint to the appropriate contact point, namely the head of department
- The resultant informal outcome should agreed and documented.
- Advice or guidance on any aspect of this procedure from your Postgraduate Students' Union or the Associate Vice President Academic Affairs and Student Engagement.

# Complaints

## Adequacy of Supervision:

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

Informal- discussion between the Supervisor & Student. Student & HoD

Formal- you must complete a Stage 2 Student Complaint Form [http](http://ulstudentcomplaints@ul.ie)

The form may be submitted either in hard copy or by email to [ulstudentcomplaints@ul.ie](mailto:ulstudentcomplaints@ul.ie).

## Bullying & Harassment:

Informal- discussion between the Supervisor, HoD, PSU

A complaint including an allegation of bullying, harassment or intimidation by a member of staff, the case will be referred to UL's Policy and Procedures for Student Dignity & Respect

**Advice! informal channels should be fully explored prior to activation of a formal process!**

# Final Stages

- Submission of Research Thesis Process
  - Nomination of Examiners PGR-1 Form
  - Submission of Thesis PGR-4 Form
- Viva Voce - Code of Practice
- Format and Presentation of the Thesis
- Electronic Submission
- Thesis embargo

# Final Stages

- The Final Stages of the Research
- Final draft of submission ... must meet an agreed standard ... to submit
- Make sure deadlines are achievable
- Prepare for the Viva Voce examination – talk to supervisors/others
- Ask about format of the Viva Voce,
  - Review the guide for Viva Voce Examination

# Examiners' Report

“5.14.17 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”**



# Summary

- **You** are responsible for your progress
- Interact with you supervisor(s)
- Do not disregard any correspondence or letters
- Be **aware** of the regulations and procedures
- If you are **unsure**, **ask** someone for advice
- Review theses completed in your Research area
- **Avoid** Social Isolation engage regularly in an activity or sport that interests you...

# ITD Student Technical Support

ulsites.ul.ie/itd/student-computing-services-information



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## Information Technology Division

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Print

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Home

Staff IT Services

Student IT Services

Student Quick Start Guide

ITD Student Support System

New Students

Student Email

Passwords & Security

Printing

Lab Locations

Software

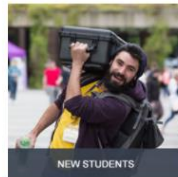
Password Management  
(MFA/SSPR)

ITD Newsletter

IT Security

Policies & Procedures

### Student Computing Services & Information



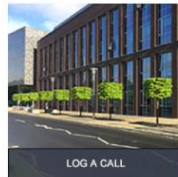
NEW STUDENTS



RETURNING STUDENTS



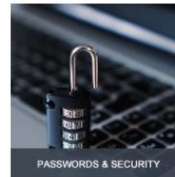
FORGOTTEN PASSWORD



LOG A CALL



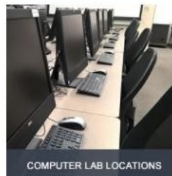
STUDENT EMAIL  
AND MICROSOFT 365 APPS



PASSWORDS & SECURITY



STUDENT PRINTING SERVICES



COMPUTER LAB LOCATIONS



SOFTWARE  
licenses | home use | buying

TH

# ITD Student Email Account

## Activate your account using the following steps:

1

Visit the [Activation Guide](#) for detailed step-by-step instructions on how to complete this task. You will need a mobile phone to complete this step.

2

Go to <https://portal.office.com>

**On the Sign-In screen, enter:**

- Your student email address (this will be your Student ID Number @studentmail.ul.ie – e.g. [20123456@studentmail.ul.ie](#)).
- Your password as provided in the email you received from UL.

**Follow the on-screen instructions to:**

- Download the Microsoft Authenticator App.
- Add your UL student account

**Finally, change your password from what was initially provided to a secure new password.**

- Please take note of your new password as you will need it to complete the rest of your enrolment and to access computer resources on campus.
- You now have access to your UL Student Account including email and MS Teams.

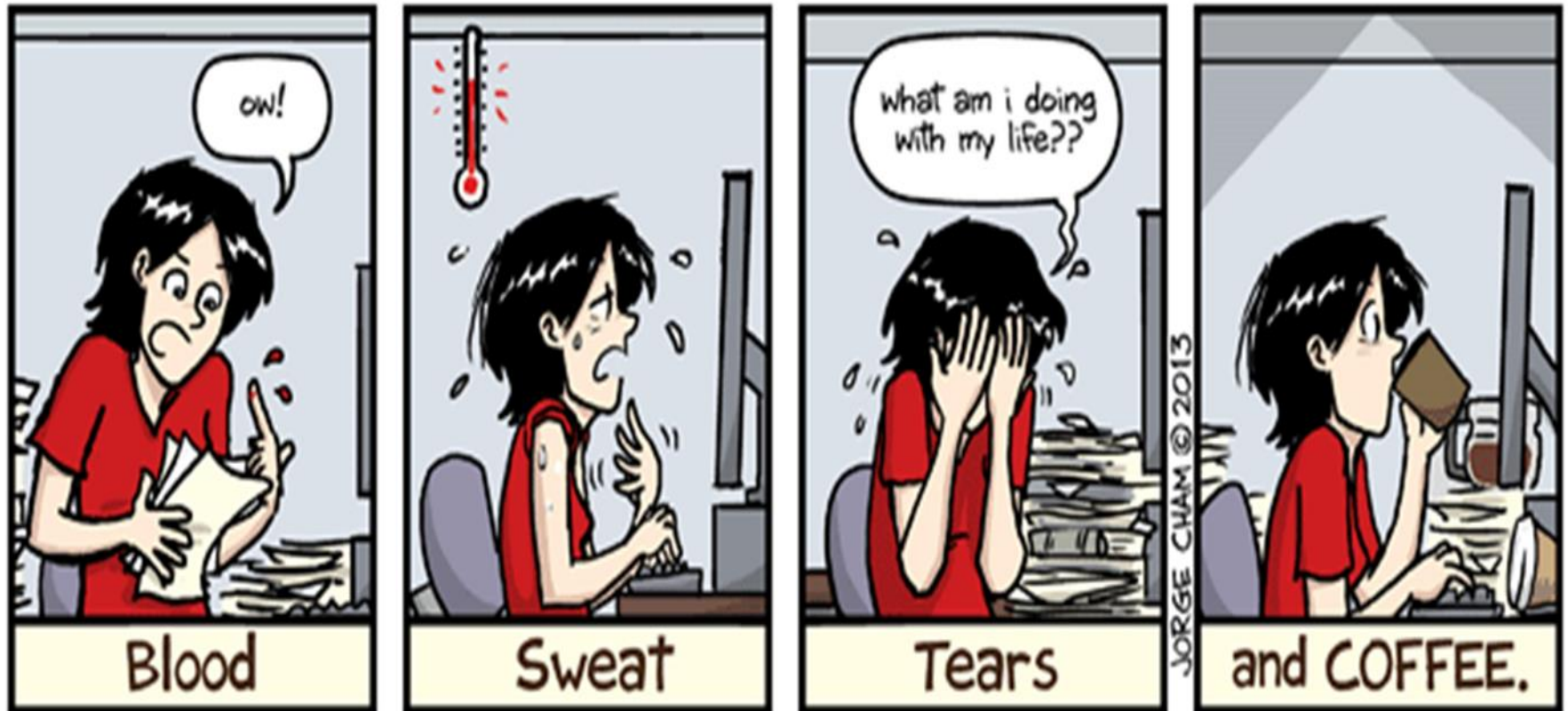
# Finally

- Thank-you for listening
- Questions...
- Funding consider applying for IRC funding

<http://research.ie/funding/postgraduate-funding>

Remember

# My thesis is written in



[WWW.PHDCOMICS.COM](http://WWW.PHDCOMICS.COM)