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**RIALACHA I GCOMHAIR STAIDÉIR
IARCHÉIME TRÍ THAIGHDE**

2ú heagrán

**REGULATIONS FOR POSTGRADUATE
STUDY BY RESEARCH**

2nd edition



DUBLIN INSTITUTE
of TECHNOLOGY

Institiúid Teicneolaíochta Bhaile Átha Cliath

RIALACHA I GCOMHAIR STAIDÉIR IARCHÉIME TRÍ THAIGHDE
2ú heagrán

REGULATIONS FOR POSTGRADUATE STUDY BY RESEARCH
2nd edition

2nd EDITION
2ú hEAGRÁN
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2ú heagrán
(Ceadaithe ag an gComhairle Acadúil, 14 Bealtaine 1997)

REGULATIONS FOR POSTGRADUATE STUDY BY RESEARCH

2nd edition

(Approved by Academic Council, 14 May 1997)

CAIBIDIL 1 STAIDÉIR IARCHÉIME TRÍ THAIGHDE SAN DIT

Síneann traidisiúin acadúla Institiúid Teicneolaíochta Bhaile Átha Cliath siar os cionn céad agus a deich bliain. Soláthraíonn an Institiúid raon leathan cláir thríú leibhéal léinn, ó Theastas, Dhiplóma agus Chéim ar an leibhéal fochéime chuig Diplóma agus Céim ar an leibhéal iarchéime.

Tá an Institiúid eagraithe ina sé Dhámh mar a leanas

Ealaíona Feidhmeacha
Comhshaol Tógtha
Gnó
Innealtóireacht
Eolaíocht
Turasóireacht agus Bia

Cuimsíonn gach Dámh líon éigin Scoileanna atá bunaithe ar dhisciplíní, gach ceann acu le Ceann Scoile a thugann treoir acadúil agus riaradh don ábhar sin. Tá an-chuid de na Scoileanna roinnte ina líon éigin Ranna, agus gach ceann acu siúd le Ceann Roinne a thugann riaradh líne don bhfoireann agus do ghnóthaí acadúla sa Roinn. I gcás na Scoileanna eile nach bhfuil roinnte mar sin, tá Ceann Cúnta Scoile acu den ghrád céanna le Ceann Roinne, a thugann riaradh líne do raon góthaí acadúla, de réir mar a dháileann an Ceann Scoile. Maidir le taighde iarchéime, is féidir leis an gCeann Scoile cúram a threoraithe agus a riartha a chur ar duine nó eile de na Cinn Roinne (nó Cinn Cúnta Scoile).

Tá traidisiún suntasach taighde agus forbartha ag fás i ngach comhScoil agus comhDámh san Institiúid. Tá ceangal ar an Institiúid gach céim i dtaighde, i bhforbairt agus i nuáil a thacú agus a chothú agus soláthraíonn an Institiúid deiseanna do dhaoine le cúlraí éagsúla acadúla, tionsclaíochta agus gairmiúla agus le dréimeanna éagsúla, staidéar iarchéime a dhéanamh ar bhonn lánaimseartha nó páirtaimseartha.

Is é atá i dtaighde iarchéime ná saothar scolártha i ndisciplín ar leith ar leibhéal níos airde agus ar feadh tréimhse níos buaine ná mar is féidir a dhéanamh de ghnáth i gcúrsa fochéime. Déantar taighde iarchéime mar seo de ghnáth in ábhar a bhaineann go dlúth le disciplín fhochéime nó le taithe oibre tionsclaíochta nó proifisiúnta an mhic/na hiníne léinn.

Is fíorluachmhar saothar taighde don chéimí chun traíneáil a fháil chun cur síos ar fhadhbanna agus chun an litríocht a scrúdú d'fhonn treoracha ar réitigh a aimsiú. Tugann an saothar seo taithe don chéimí in obair neamhspleách, i

CHAPTER 1 POSTGRADUATE STUDIES BY RESEARCH IN DIT

The Dublin Institute of Technology has academic traditions going back over one hundred and ten years. The Institute offers a broad range of third level educational programmes from undergraduate Certificate, Diploma and Degree levels to Postgraduate Diploma and Degree levels.

The Institute is organised in six Faculties thus

Applied Arts
Built Environment
Business
Engineering
Science
Tourism and Food.

Each Faculty comprises a number of discipline-based Schools, each with a Head of School who provides academic leadership and management in the area. Many Schools are sub-divided into a number of Departments, each with a Head of Department who provides line management for the staff and academic activities in the Department. Other Schools which are not so sub-divided have Assistant Heads of School, at the same staff grade as Heads of Department, who also provide line management for a range of academic activities, as assigned by the Head of School. In respect of postgraduate research, the Head of School may devolve responsibility for its guidance and management to one or more of the Heads of Department (or Assistant Heads of School).

The Institute has a significant and growing tradition of research and development throughout its constituent Faculties and Schools. It is committed to supporting and promoting all phases of research, development and innovation and provides opportunities for postgraduate study on both a full-time and a part-time basis, for individuals with diverse academic, industrial and professional backgrounds and aspirations.

Postgraduate research work is scholarly work in a given discipline at a higher level and for a more sustained period than can generally be achieved in an undergraduate course. Normally such postgraduate research work is undertaken in an area closely related to the undergraduate discipline or the industrial or professional work-experience of the student.

ndearadh turgnamh chun hipitéisí teoiriciúla a thástáil, i gcur síos críochnúil ar thorthaí turgnamh mar sin, i mbaint amach chonclúidí ar na torthaí sin agus i dtaispeáint na gceangal idir na conclúidí seo agus na bunfhadhbanna. Is é an príonsabal teorach ná forbairt thuisceana críochnúla agus léirmheastáí den ábhar atá idir lámha agus dá chomhthéacs ginearálta.

Déantar saothar taighde iarchéime faoi riaradh agus faoi threoir bhall lánaimseartha foirne den Institiúid, a bhfuil taithí aici/aige san ábhar idir lámha. Is lánach iad na Riarthóirí taighde i gcláracha saothar taighde ar fud na hInstitiúide. Is iad a saineolas agus a ndíograis siúd a d'fhorbair na cláracha seo chuig an léibhéal ar a bhfuil siad faoi láthair, agus a chuireann leis an toradh fóna leanúnach atá ar an obair seo. Díreach mar atá ceangal ar an Institiúid na cláracha taighde a fhorbairt taobh istigh den Institiúid agus i gcomhar le heagraíochtaí seachtracha, tá ceangal uirthi mar an gcéanna an comhchiste Riarthóirí taighde i ngach disciplín den Institiúid a leathnú agus a fheabhsú.

1.1 Gradaim iarchéime atá ar fáil

Is féidir le mac/iníon léinn clárú in Institiúid Teicneolaíochta Bhaile Átha Cliath chun na gradaim iarchéime seo a leanas a ghnóthú trí thaighde:

- Diplóma Iarchéime (Taighde) (*PgrDip(Res)*)
- Céim Mháistreachta (*MPhil*)
- Céim Dhochtúireachta (*PhD*).

Nuair a ghlactar le hiarratasóir agus nuair a chomhlíonann sí/sé na coinníolacha cláraithe go sásúil, cláraítear ainm an mhic/na hiníne léinn ar an gClár cuí Iarchéime (Diplóma Iarchéime (Taighde), Máistreacht, Dochtúireacht)

Bronnann an Institiúid gradaim iarchéime trí thaighde le ceadú na Comhairle Acadúla, ar mholadh an Choiste um Staidéir Iarchéime. Tugann an leabhrán seo sonraí ar na rialacha acadúla atá leagtha síos ag an Institiúid maidir le gradaim iarchéime mar seo. Ba cheart é a léamh in éineacht le **Lámhleabhar ar Chinntiú Caighdeáin Chúrsaí agus Rialacha Ginearálta na Measúnuithe** de chuid na hInstitiúide.

1.2 Coiste um Staidéir Iarchéime

1.2.1 Téarmaí tagartha

Ainmníonn an Chomhairle Acadúil an Coiste um Staidéir Iarchéime, agus na cúraimí seo a leanas maidir le staidéir iarchéime trí thaighde leagtha air:

Such research work is invaluable for a graduate as a means of obtaining a training in describing problems, researching the literature for guides to solutions, developing the theoretical underpinning of the issues involved, working independently, designing experiments to test theoretical hypotheses, thoroughly describing the results of such experiments, extracting conclusions from these results and relating these to the fundamental problems. The guiding principle is the development of a comprehensive and critical understanding of the topic in question and its general context.

Postgraduate research work is carried out under the supervision and guidance of a full-time member of staff of the Institute, who is experienced in the field involved. These research Supervisors are the key people in the programmes of research work throughout the Institute. Their expertise and commitment have developed these programmes to their current level of development and underpin their continuing success. Just as the Institute is committed to developing the research programmes within the Institute and collaboratively between the Institute and external organisations, so also is it committed to expanding and enhancing the pool of research Supervisors in all the disciplines served by the Institute.

1.1 Postgraduate awards offered

A student may register in the Dublin Institute of Technology for a research programme leading to one of the following postgraduate awards:

Postgraduate Diploma (Research) (*PgrDip(Res)*)

Master's Degree (*MPhil*)

Doctoral Degree (*PhD*).

On acceptance by the Institute and satisfactory completion of the registration requirements, student's names are entered on the appropriate Postgraduate Register (Postgraduate Diploma (Research), Master's or Doctoral).

Research-based postgraduate awards are made by the Institute upon the approval of Academic Council, based on the recommendations of the Postgraduate Studies Committee. This booklet details the academic regulations of the Institute in relation to all such postgraduate awards. It should be read in conjunction with the Institute's **Course Quality Assurance Handbook** and **General Assessment Regulations**.

- comhairle a thabhairt don Chomhairle Acadúil ar ábhair a bhaineann le caighdeáin acadúla, ag cuimhneamh ar chuid 11(3) fo-choda (a) agus (b) den DIT Act (1992)
- forbairt agus riaradh a dhéanamh ar rialacha na hInstitiúide maidir le staidéar iarchéime trí thaighde
- na próisis chun caighdeáin na ngradam iarchéime trí thaighde a chaomhnú a choimeád faoi athbhreithniú
- dul i gcomhairle le coistí eile na Comhairle Acadúla maidir le cláracha uile taighde iarchéime
- dul i gcomhairle go díreach le cumainn chuí sheachtracha ar ábhair a bhaineann le comhriaradh staidéir iarchéime
- feidhmeanna eile, a meastar a bheith ábhartha, a chur i gcrích, le ceadú na Comhairle Acadúla
- tuairisc bhliantúil ar a obair a ullmhú agus a chur chuig an Chomhairle Acadúil.

1.2.2 Ballraíocht

Cuimsíonn an Coiste um Staidéir Iarchéime Stiúrthóir um Ghnóthaí Acadúla (nó a ainmnitheach), Cathaoirleach a ainmníonn an Chomhairle Acadúil, ionadai amháin ó gach Dámh agus triúr mhac/iníon léinn as trí Dhámh éagsúla. Is féidir, le cead na Comhairle Acadúla, suas le beirt bhall sa bhreis as fhoireann na hInstitiúide a geomhthoghadh agus cuireadh a thabhairt do daoine eile bheith i láthair nuair is cuí é sin.

1.2.3 Príomhfeidhmeanna

Is iad príomhfeidhmeanna an Choiste um Staidéir Iarchéime ná

- moltaí a dhéanamh don Chomhairle Acadúil iarratasóirí a ligean isteach ar Chlár ar bith na mac/n-iníonacha léinn iarchéime de chuid na hInstitiúide
- maoirseacht a dhéanamh ar riaradh an tsaothair thaighde agus dul chun cinn na ndaoine atá ar gach Clár mac/iníonacha léinn iarchéime a monatóiriú
- cead a thabhairt aistriú ón gClár Dioplóma Iarchéime (Taighde) chuig an Chlár Máistreachta agus ón gClár Máistreachta chuig an Chlár Dochtúireachta, agus na próisis seo a rialú
- formáid agus leagan amach an tráchtais dheiridh a shocrú;
- próisis scrúdaithe maidir le tráchtais, scrúduithe béil agus modhanna eile scrúdaithe, de réir mar a cheaptar iad a bheith oiriúnach do staidéar taighde iarchéime, a leagan amach agus a rialú
- moltaí a dhéanamh don Chomhairle Acadúil ar ábhair a a bhaineann le staidéir iarchéime.

1.2 Postgraduate Studies Committee

1.2.1 Terms of reference

The Postgraduate Studies Committee is appointed by Academic Council and has the following responsibilities in relation to postgraduate studies by research:

- advising Academic Council on matters related to academic standards having regard to section 11(3) sub-sections (a) and (b) of the DIT Act (1992);
- developing and administering the Institute's regulations for postgraduate study by research;
- keeping under review the procedures for maintaining the standards of postgraduate awards by research;
- liaising with other committees of Academic Council in relation to all postgraduate research programmes;
- liaising directly with appropriate external institutions, in matters relating to collaborative supervision of postgraduate study;
- carrying out other such functions as are considered appropriate subject to the approval of Academic Council;
- preparing and submitting an annual report on its work to Academic Council.

1.2.2 Membership

The Postgraduate Studies Committee consists of the Director of Academic Affairs (or his nominee), a Chairperson appointed by Academic Council, one representative of each Faculty Board and three postgraduate students from three different Faculties. With the approval of Academic Council, up to two additional members from the staff of the Institute may be co-opted and other persons may be invited to attend where appropriate.

1.2.3 Main functions

The major functions of the Postgraduate Studies Committee are to

- make recommendations to Academic Council for the admission of applicants to each of the Registers of postgraduate students of the Institute
- oversee the supervision of postgraduate research activity and monitor the progress of those entered on any one of the Registers of postgraduate students
- regulate and approve transfers between the Postgraduate Diploma (Research) Register, the Master's Register and the Doctoral Register
- prescribe the format and layout of final theses

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Tugtar aire ar leith do thuairimí Ceann na Roinne/Scoile chuí agus na Riarthóirí thaighde, i gcomhlíonadh na bhfeidhmeanna seo.

1.3 Teanga

De ghnáth déantar an staidéar agus scríobhtar an saothar deiridh as Gaeilge nó as Béarla, de réir mar a aontaíonn an mac/iníon léinn iarchéime agus an Riarthóir taighde roimh ré. Is féidir an tráchtas agus aon cháipéisí eile a chuirtear isteach a bheith scríofa i dteanga eile ach cead a fháil roimh ré ón Riarthóir taighde agus ón gCoiste um Staidéir Iarchéime.

Is féidir go ngearrfar scrúdú ar aon iarratasóir i gcomhair staidéir iarchéime ón iasacht nach Béarla a t(h)eanga dhúchais, chun oílteacht shásúil sa Bhéarla a thaispeáint.

1.4 Stádas na mac/n-iníonacha léinn

Is ball iomlánaithe na hInstitiúide gach mac/iníon léinn atá cláraithe ar na Cláracha Iarchéime. Mar sin tá gach ceart agus pribhléid acu agus atá ag mac/iníon léinn focheime agus mar an gcéanna tá siad faoi réir ag rialacha iompair agus smachta na hInstitiúide. Ní mór do na mic/iníonacha léinn iarchéime seo géilleadh freisin do na rialacha atá leagtha amach sa scríbhinn seo don ghradam iarchéime a bhfuil siad cláraithe dó.

1.5 Saothar a dhéantar i gcomhair gradaim in Institiúid acadúil ar leith

Níl sé ceadaithe saothar a chuirtear isteach le haghaidh a scrúdaithe i gcomhair gradaim iarchéime a chur isteach in aon institiúid eile i gcomhair céime nó aon ghradaim acadúil eile. Mar an gcéanna, aon saothar a cuireadh isteach in institiúid eile i gcomhair gradaim acadúil, níl sé ceadaithe é a chur isteach i gcomhair gradaim iarchéime na hInstitiúide seo.

1.6 Scoil a bhfuil an phríomhfhreagracht uirthi

Ní mór saothar taighde iarchéime a dhéanamh sa Roinn agus sa Scoil chuí, mar a aontaíonn Ceann na Scoile sin agus an Coiste um Staidéir Iarchéime, agus mar a fhaomhann an Chomhairle Acadúil. Má luíonn an clár taighde idir dhá dhisciplín ní mór do Cheann na Scoile a ghlacann an phríomhfhreagracht maidir leis an saothar, é sin a chur in iúl don Choiste um Staidéir Iarchéime roimh thosú an staidéir thaighde.

- prescribe and administer examination processes in relation to theses, oral examinations and other forms of examination as may be considered appropriate to postgraduate research study
- make recommendations to Academic Council on matters pertaining to postgraduate studies.

These functions are carried out in close consultation with the relevant Heads of Department/School and research Supervisors.

1.3 Language

Studies will normally be conducted and the final work submitted through the medium of either Irish or English, by prior agreement between the postgraduate student and the Supervisor(s). Theses and other submission material may be presented in another language, provided prior approval of the Supervisor(s) and of the Postgraduate Studies Committee has been obtained.

An non-native Irish- or English-speaking applicant for postgraduate study may be required to take a test to demonstrate satisfactory proficiency in English.

1.4 Status of postgraduate student

All students whose names are included in the Postgraduate Registers, are full members of the Institute. As such they are entitled to the same rights and privileges as undergraduate students and are equally subject to the general conduct and discipline regulations of the Institute. Postgraduate students must comply with the regulations set out in this document for the postgraduate award for which they are registered.

1.5 Work carried out for award in one academic institution

Work submitted for examination for a postgraduate award may not be submitted elsewhere for another degree or any other academic award. Likewise, work previously submitted elsewhere for an academic award may not be submitted for examination for a postgraduate award of the Institute.

1.7

Saghsanna saothair thaighde a chuirtear san áireamh

Glacann an Coiste um Staidéir Iarchéime le moltaí i gcomhair staidéir thaighde i réimse leathan disciplíní acadúla agus scoláireachta. Cuirtear fáilte roimh moltaí a bhaineann le an iliomad réimse feidhmitheach, a bhfuil diminsiúin thionsclaíocha, thrádálacha, shóisialta, ghairmiúla agus ealaíonta, a bhfuil an saineolas ar fáil san Institiúid ina leith. Bíonn fáilte ar leith roimh mholtaí i gcomhair taighde ina bhfuil saothar idirdhisciplíneach agus comhoibriú le heagraíochtaí oideachais, taighde, tionsclaíochta, trádála, gairme nó rialtais eile, in Éirinn, san Aontas Eorpach nó níos faide anonn.

1.8

Oifig um Ghnóthaí Acadúla

Ní mór gach chomhfhreagras oifigiúil maidir le hiarratas iontrála i gcomhair staidéir iarchéime trí thaighde, clárú nó athchlárú, tuairiscí leathbhliantúla ar dhul chun cinn, aistriú ó Chlár amháin chuig Clár níos airde, cur isteach an tráchtais, gnásanna scrúdaithe, gnásanna achomhaire agus torthaí scrúduithe, a dhéanamh leis an gCoiste um Staidéir Iarchéime ag

*Oifig um Ghnóthaí Acadúla,
Institiúid Teicneolaíochta Bhaile Átha Cliath,
Teach Fitzwilliam,
30 Sráid Pembróc Uachtarach,
Baile Átha Cliath 2,
Éire.*

1.6 School primarily responsible

Postgraduate research work must be undertaken in the appropriate Department and School as agreed between the relevant Head of School and the Postgraduate Studies Committee, and as approved by Academic Council. If the proposed research programme is interdisciplinary, the Postgraduate Studies Committee must be informed prior to the commencement of the research study, of the School which is assuming primary responsibility for the work, by the Head of School.

1.7 Types of research work considered

The Postgraduate Studies Committee accepts proposals for research study within a broad range of academic disciplines and scholarship. Proposals relating to the many applied areas of the Institute expertise and involvement, with industrial, commercial, social, professional and/or artistic dimensions are particularly welcome. Similarly proposals for collaborative, interdisciplinary research studies involving industrial, commercial, professional, governmental organisations and other educational institutions, both within Ireland and elsewhere in the European Union, are especially encouraged.

1.8 Office of Academic Affairs

Official communications regarding application for admission to postgraduate study by research, registration and re-registration, bi-annual progress reports, transfer from one Register to another, submission of theses, examination procedures, appeal procedures and examination results, must be made solely through the Postgraduate Studies Committee at the following address:

*Office of Academic Affairs,
Dublin Institute of Technology,
Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2,
Ireland.*

CAIBIDIL 2 RIACHTANAIS IONTRÁLA

Tá trí mhodh iontrála díri i gcomhair staidéir iarchéime trí thaighde san Institiúid.

2.1 Cáilíochtaí iontrála don Chlár Diplóma Iarchéime (Taighde)

Chun iontráil ar an gClár Diplóma Iarchéime (Taighde), ní mór don iarratasóir de ghnáth bunchéim le grád pas ar a laghad in ábhar cuí nó a coibhéis a bheith aige/aici ó ollscoil nó institiúid aitheanta agus mianach agus cumas cun saothar taighde a dhéanamh ar an leibhéal cuí a bheith léirithe aige/aici. Is féidir taithí oibre chuí a chur san áireamh freisin chun a (h)inghlacthacht a mheas.

2.2 Cáilíochtaí iontrála don Chlár Máistreacht

Chun iontráil go díreach ar an gClár Máistreacht, ní mór don iarratasóir de ghnáth bunchéim le honóracha den dara grád ar a laghad in ábhar cuí nó a coibhéis sin a bheith aige/aici ó ollscoil nó institiúid aitheanta. Is féidir taithí oibre chuí a chur san áireamh freisin chun a (h)inghlacthacht a mheas. Ní mór d'iarratasóirí eile dul isteach ar an gClár Diplóma Iarchéime (Taighde). Is féidir le mic/iníonacha léinn iarchéime atá cláraithe cheana féin ar an gClár Diplóma Iarchéime (Taighde) iarratas a dhéanamh chun aistiriú go dtí an Chlár Máistreacht, mar atá cur síos air i gcuid 6.1 de na rialacha seo.

2.3 Cáilíochtaí iontrála don Chlár Dochtúireacht

Is féidir le hiarratasóirí a bhfuil Céim Mháistreacht in ábhar gaolmhar acu cheana féin, iarratas a dhéanamh chun clárú go díreach ar an gClár Dochtúireacht. Ní mór d'iarratasóirí eile dul isteach ar an gClár Máistreacht roimh cead a fháil aistriú don Chlár Dochtúireacht. Is féidir le mic/iníonacha léinn iarchéime atá cláraithe cheana féin ar an gClár Máistreacht iarratas a dhéanamh chun aistiriú go dtí an Chlár Dochtúireacht, mar atá cur síos air i gcuid 6.2 de na rialacha seo.

2.4 Cásanna eisceachtúla

I gcásanna eisceachtúla ar leith is féidir le hiarratasóir nach bhfuil na cáilíochtaí acadúla íosmhéideacha aige/aici a leagadh síos thuas mar choinníollacha iontrála do Chlár ar leith, iarratas a dhéanamh chun iontráil ar an gClár sin, ach mianach

CHAPTER 2 ENTRY REQUIREMENTS

There are three points of direct entry to postgraduate study by research in the Institute.

2.1 Entry qualifications for Postgraduate Diploma (Research) Register

In order to be entered onto the Postgraduate Diploma (Research) Register, an applicant is minimally required to possess a pass degree or an equivalent qualification, in a relevant subject from a recognised university or institute and must have demonstrated an aptitude and ability to carry out research work of an appropriate level. Relevant work-experience may also be taken into account in determining acceptability.

2.2 Entry qualifications for Master's Register

In order to qualify for direct entry onto the Master's Register, an applicant is normally required to possess the equivalent of at least a second class honours primary degree in a relevant subject from a recognised university or institute. Relevant work-experience may also be taken into account in determining acceptability. Other applicants will be required to be entered on the Postgraduate Diploma (Research) Register. Postgraduate students already on the Postgraduate Diploma (Research) Register may however apply for transfer to the Master's Register as described in section 6.1 of these regulations.

2.3 Entry qualifications for Doctoral Register

Direct entry onto the Doctoral Register is normally restricted to applicants who already possess a Master's degree in an area related to that of their proposed research. Other applicants will be required to be entered on the Master's Register before being permitted to transfer to the Doctoral Register. Postgraduate students already on the Master's Register may however apply for transfer to the Doctoral Register as described in section 6.2 of these regulations.

agus cumas chun saothar taighde a dhéanamh a bheith léirithe aige/aici. Mar shampla is féidir go léireodh críochnú fóna Diomlóma Iarchéime (Taighde) an mianach agus an cumas seo. Ba chóir d'iarratasóir mar seo dul i gcomhairle le Ceann na Scoile ábhartha chun a t(h)aithí phraiticiúil taighde nó thionsclaíochta nó ghairmiúil nó eile a phlé. Ní mór don Riarthóir taighde a mholtar, cúis a leagan amach ag baint feidhme as Foirm GR 1 (S), ar cén fáth gur cheart a leithéid d'iarratasóir a chlárú. De ghnáth is féidir a leithéid seo d'iarratasóir a ghlacadh chun clárú ar an gClár Dioplóma Iarchéime (Taighde).

2.5

Moladh roimh iarratas a dhéanamh

Go hiondúil ba inmhianaithe don iarratasóir dul i gcomhairle le Ceann na Scoile ábhartha san Institiúid, roimh iarratas foirmiúil a dhéanamh chun cláraithe. Ceadóidh an teagmháil seo plé críochnúil ar an tionscadal molta taighde idir an mac/iníon léinn atá le bheith agus an(na) Riarthóir(i) taighde atá le bheith. Éascóidh sí freisin plé ar na socruithe maoinithe agus ar infhaighteacht na saotharlainne agus na bhfoinsí eile is gá: má mholtar go ndéanfaí an saothar iomlán nó cuid de taobh amuigh den Institiúid, is féidir sonraí ar na háiseanna agus ar an stiúradh atá ar fáil a scrúdú. Má tá taithí chuí taighde, thionsclaíochta, ghairme nó oibre praiticiúla eile ag an iarratasóir is féidir leis an Riarthóir atá le bheith agus le Ceann na Scoile tríd an bplé seo, an taithí sin a mheas mar chuid de na riachtanais iontrála. Is féidir freisin go soiléireodh an plé seo don iarratasóir cé acu Clár i .archéime a ba chóir dó/di iarratas a dhéanamh dó.

2.4

Exceptional circumstances

In exceptional circumstances, an applicant who does not possess the minimum academic entry qualifications stipulated above for a given Register, may apply for that Register provided he/she has demonstrated aptitude and ability to carry out research work at the appropriate level. For instance successful completion of the Postgraduate Diploma (Research) may provide evidence of this aptitude and ability. Such applicants should contact the Head of the relevant School to discuss their research, industrial, professional or other practical experience. On approval by the Head of School, the proposed Supervisor is required to present a case to the Postgraduate Studies Committee for the admission of such an applicant, using Form GR 1 (S). Normally such an applicant is admitted to the Postgraduate Diploma (Research) Register.

2.5

Pre-application recommendation

It is generally desirable for an applicant to consult with the Head of the relevant School within the Institute before making a formal application for registration. This contact will allow thorough discussion of the proposed research project between the prospective postgraduate student and the prospective Supervisor(s). It will also facilitate discussion of funding arrangements and the availability of laboratory and other resources required. If it is proposed that some or all of the work be carried out in a location external to the Institute, details of the facilities to be externally provided and arrangements for suitable supervision may be examined. If the applicant has relevant research, industrial, professional or other practical work-experience, these discussions may help the prospective Supervisor(s) and the relevant Head of School to evaluate that specific work-experience as part of the prerequisites for entry. Furthermore, such discussions may help to clarify for the applicant the appropriate Postgraduate Register to which the application should be made.

CAIBIDIL 3 PRÓISEAS IARRATAIS

3.1 Iarratas chun cláraithe (Foirmeacha GR 1, GR 1 (R))

Ní mór don iarratasóir i gcomhair staidéir iarchéime trí thaighde Foirm GR 1 [*Iarratas chun clárú i gcomhair staidéir iarchéime*] a fhorlónadh agus a sheoladh ar ais chuig Coiste um Staidéir Iarchéime, tríd an Oifig um Ghnóthaí Acadúla. Faoi iamh leis an bhfoirm fhorlíonta seo **ní mór** na cáipéisí seo a bheith ar fáil:

ceithre phasghrianghráf den iarratasóir;
táille iarratais ina IRL, ina seic nó ina bhancdréacht;

agus más ó thaobh amuigh den Institiúid an t-iarratasóir,

athscríbhinn oifigiúil de thorthaí acadúla fochéime an iarratasóra;
cóipeanna dá c(h)éim(eanna) agus d'aon dioplómaí eile.

Ní mór do gach iarratasóir mar seo dhá theistiméireacht a fháil a thacaíonn lena (h)iarratas. Ní mór go bhfuil aithne phearsanta ar an iarratasóir ag gach teistiméir a rognáítear agus cúlra acadúil nó tionsclaíoch/trádálach acu. Ní mór cóip den Fhoirm GR 1 (R) [*Teistiméireacht ar son iarratasóra chun clárú i gcomhair staidéir iarchéime trí thaighde*] a sholáthar do gach teistiméir, ach an chéad leathanach a bheith forlíonta ag an iarratasóir. Iarrtar ar gach teistiméir an fhoirm seo a fhorlónadh, ag dearbhú mianach agus oiriúnacht an iarratasóra le haghaidh staidéir iarchéime trí thaighde, agus a sheoladh ar ais, faoi rún, chuig an Oifig um Ghnóthaí Acadúla.

3.2 Measúnú iarratais

Déanann an Coiste um Staidéir Iarchéime gach iarratas a mheasúnú chun a dhéanamh deimhin de

- go bhfuil na cáilíochtaí is gá ag an iarratasóir, nó go mbeidh siad nó a gcoibhéis aici/aige roimh clárú di/dó
- gur cuí an saothar taighde molta don ghradam iarchéime ar mhaith leis an iarratasóir clárú dó
- go bhfuil an saineolas acadúil, na háiseanna agus na foinsí is gá don taighde molta ag an Institiúid
- gur féidir riaradh oiriúnach a sholáthar don tionscadal taighde le haghaidh an ghradaim atá ón iarratasóir.

CHAPTER 3 APPLICATION PROCEDURE

3.1 Application for registration (Forms GR 1, GR 1 (R))

Applicants for postgraduate study by research in the Institute must complete Form GR 1 [*Application for registration for postgraduate study*] and forward it to the Postgraduate Studies Committee through the Office of Academic Affairs. Accompanying this completed form there **must** also be the following:

four passport photographs of the applicant;
application fee in IR£ and in cheque or bank draft form;

and for applicants from outside the Institute,

an official transcript of the applicant's undergraduate academic results;
photocopies of her/his degree(s) and/or any other diploma(s).

Each such applicant is also required to obtain *two references* in support of her/his application. The referees selected should have personal knowledge of the applicant and be from either an academic or industrial/commercial background. Each referee should be provided by the applicant with a Form GR 1 (R) [*Reference on behalf of an applicant for admission to postgraduate study by research*], the first page of which should have been completed by the applicant. Referees are requested to complete this form, attesting to the applicant's aptitude and fitness for postgraduate study by research, and forward it, in confidence, to the Office of Academic Affairs.

3.2 Assessment of application

The Postgraduate Studies Committee assesses each application to ensure that

- the applicant possesses or will possess the required qualifications or their equivalent, prior to registration
- the proposed research programme of work is appropriate for the postgraduate award for which the applicant wishes to register
- the Institute can provide the academic expertise, facilities and resources required for the proposed research programme
- provision can be made for adequate supervision of the proposed research.

Má dhéantar iarratas roimh an cháilíocht is gá a bheith gnóthaithe ag an iarratasóir, ní dhéanfar ach glacadh agus faomhadh sealadach air sin.

3.3 Socruithe riartha

Is lárnach an Riarthóir acadúil sa saothar taighde, de bhrí go riarann sé/sí an mac/iníon léinn iarcheime ó thús deireadh, go gcinneann sé/sí treo an taighde agus go leagann sé/sí síos na caighdeáin acadúla atá le baint amach ag an mac/iníon léinn.

Ceaptar an Riarthóir acadúil ag an gCoiste um Staidéir Iarchéime, i gcomhairle le Ceann na Scoile a bhfuil an saothar taighde le déanamh inti den chuid is mó agus le faomhadh an Riarthóra mholta féin. Ba chóir go mbeadh an Riarthóir de ghnáth ina b(h)all foirne lánaimseartha den Scoil sin. Ba chóir go mbeadh saineolas aige/aici ar ábhar an taighde mholta agus cáilíocht aige/aici ar a laghad coibhéiseach leis an ngradam atá mar aidhm ag an mac/iníon léinn faoin a stiúir.

Chomh maith leis sin ní mór go bhfuil an Riarthóir tar éis mac/iníon léinn iarchéime a riaradh go rathúil chuig céim de leibhéal ar a laghad cosúil le leibhéal an ghradaim atá mar aidhm ag an iarratasóir. Muna bhfuil an taithí seo ag an Riarthóir molta (de ghnáth an ball foirne a mhol an tionscnamh taighde nó muna bhfuil cáilíocht den leibhéal seo aige/aici, ainmneoidh an Coiste um Staidéir Iarchéime mar Riarthóir i/é, ainmneofar Riarthóir comhairlithe breise, a bhfuil an taithí cuí aici/aige, agus déanfar é seo i gcomhairle le Ceann na Scoile ábhartha agus le cead an bhunRiarthóra. Muna bhfuil ball foirne le fáil chun feidhmiú mar Riarthóir comhairlithe, is féidir go ndéanfar socruithe le ball foirne de chuid institiúide acadúla eile chun an dualgas seo a ghlacadh. I dtreorú agus riaradh an tionscnaimh, déanann an bunRiarthóir mórchuid an riartha leanúnaigh ar shaothar an mhic/na h-iníne iarchéime, ach faoi threorú ginearálta an Riarthóra chomhairlithe a ghlacann cúram acadúil iomlán an tsaothair.

Is cuid de pholasaí na hInstitiúide comhchiste Riarthóirí taighde i ngach disciplín den Institiúid a leathnú agus a fheabhsú, an polasaí seo Riarthóir comhairlithe a ainmniú chun an Riarthóir nua a chabhrú agus a threorú ina c(h)éad thaithí i riaradh taighde.

Nuair is taighde idirdhisciplíneach atá i gceist, atá bainteach le níos mó ná Scoil amháin san Institiúid, nó atá le déanamh i gcomhar le heagraíocht sheachtrach, is féidir go n-ainmneoidh an Coiste um Staidéir Iarchéime an dara (nó tríú) Riarthóir taighde ar mholadh Ceann na dara Scoile nó na heagraíochta seachtraí agus le cead Cheann na Scoile a bhfuil an phríomhfhreagracht aige/aici agus an Riarthóra chomhairlithe agus an bhunRiarthóra. Bheifí ag súil leis go rachadh sé/sí i gcomhar leis an Riarthóir comhairlithe agus leis an mbunRiarthóir.

Applications made in advance of attaining a qualifying award, are subject to provisional acceptance.

3.3 Arrangements for supervision

Academic supervision is central to the successful completion of research work. Supervisor(s) play a key role in devising research projects, guiding postgraduate students throughout their work, determining the specific direction of the research, setting appropriate academic standards to be attained by a student and assessing when she/he achieves them.

The appointment of an academic Supervisor is made by the Postgraduate Studies Committee, in consultation with the Head of School in which the research work is primarily to be undertaken and with the approval of the proposed Supervisor. The Supervisor should normally be a full-time member of staff of that School and should possess appropriate expertise in the area of the proposed research work. A Supervisor should normally hold a qualification at least equivalent to the award being sought by the postgraduate student under supervision.

Additionally the Supervisor should also possess prior experience of successful postgraduate research supervision at the level of the award being sought by the applicant. If a proposed Supervisor (generally the proposer of the research project) does not have this requisite experience, she/he is appointed as a Supervisor but a suitably experienced additional advisory Supervisor is appointed by the Postgraduate Studies Committee, in consultation with the original Supervisor and the Head of School. If a full-time staff member is not available to act as the advisory Supervisor, arrangements may be made with an experienced staff member from another academic Institution to serve as the advisory Supervisor. In the conduct and management of the project the original Supervisor provides the bulk of the day-to-day supervision of the postgraduate student's work, but under the general guidance of the advisory Supervisor who takes overall academic responsibility for the work.

This policy of appointing a advisory Supervisor to help and guide a new Supervisor in her/his initial experience of research supervision, is part of the overall policy of the Institute to develop and expand the pool of research Supervisors throughout the Institute.

Where research work is interdisciplinary, involves more than one School of the Institute, or is to be done in collaboration with an external organisation, a second (or third) Supervisor, nominated by the Head of the second School or by the external organisation, may be appointed by the Postgraduate Studies Committee,

RIALACHA i gCOMHAIR STAIDÉIR IARCHÉIME TRÍ THAIGHDE (2ú heagrán)

Nuair a mholann Ceann na Scoile ainmniúchán Riarthóra, deimhníonn sí/sé go gcuirfear dóthain áiseanna ar fáil don saothar agus gur oiriúnach an tionscnamh i gcomhair an ghradaim iarchéime a ba mhaith leis an iarratasóir clárú chuige.

Coimeádann an Coiste um Staidéir Iarchéime an ceart chun na socruithe riartha a athrú, i gcomhairle le Ceann na Scoile, agus le cead na Comhairle Acadúla.

3.4 Glacadh nó diúltú iarratais (Foirm GR 1 (S))

Roimh iarratas a ghlacadh nó a dhiúltú go críochnaitheach, ní mór go nglacfadh an/na Riarthóir(i) agus Ceann na Scoile cuí go foirmiúil leis na socruithe stiúrtha molta. Ní mór don(a) Riarthóir(i) Foirm GR 1 (S) [*Staidéar iarchéime trí thaighde: socruithe riartha*] a fhorlónadh agus a sheoladh ar ais chuig an gCoiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla. Ní mór an fhoirm ghlactha seo a bheith droimscríofa ag Ceann na Scoile cuí, a dhearbhaíonn ar an gcaoi sin go bhfuil na socruithe riartha sásúil agus go bhfuil na háiseanna agus na foinsí is gá ar fáil don chlár taighde molta.

Tar éis Foirm GR 1 (S), forlíoita i gceart a fháil ar ais, déanann an Coiste um Staidéir Iarchéime an t-iarratas iomlán a mheas agus cinneann an t-iarratas a ghlacadh nó a dhiúltú. Cuirtear cinneadh an Choiste um Staidéir Iarchéime in iúl i bhfoirm scríofa don iarratasóir, don(a) Riarthóir(i) agus do Cheann na Scoile cuí. Más amhlaidh gur cinneadh é an t-iarratas a dhiúltú, leagtar amach cúiseanna an diúltaithe seo sa teagmháil scríofa seo.

3.5 Faomhadh an chláraithe ag an gComhairle Acadúil

Cuirtear cinneadh an Choiste um Staidéir Iarchéime agus na bunchúiseanna a bhaineann leis, go foirmiúil faoi bhráid na Comhairle Acadúla le haghaidh a fhaofa. Más amhlaidh gur moladh diúltach é, is ceadmhach don(a) Riarthóir(i) agus/nó do Cheann na Scoile cuí an cinneadh a achomharc os comhair na Comhairle Acadúla.

3.6 Táillí

Gearrann an Institiúid táillí cláraithe ó am go ham i gcomhair na geláracha éagsúla staidéar iarchéime trí thaighde. Bíonn na táillí seo le híoc ag am an chláraithe. Tá liosta de na táillí atá i bhfeidhm i láthair na huaire, le fáil ón Oifig um Ghnóthaí Acadúla.

with the approval of the Head of School primarily responsible and of the advisory (and original) Supervisor. This Supervisor is expected to act in collaboration with the advisory (if appointed) and proposing Supervisor(s).

In recommending the appointment of a Supervisor, the Head of School certifies that adequate facilities will be made available for the work and that the project is suitable for the postgraduate award for which the applicant wishes to register.

The Postgraduate Studies Committee reserves the right to change supervision arrangements, in consultation with the Head of the School, with the approval of Academic Council.

3.4 Acceptance or rejection of an application (Form GR 1 (S))

Before final acceptance or rejection of an application, formal acceptance of the proposed supervision arrangements by the Supervisor(s) and the responsible Head of School is required. Form GR 1(S) [*Postgraduate study by research: supervision arrangements*] must be completed by the Supervisor(s) and returned to the Graduate Studies Committee through the Office of Academic Affairs. This acceptance form must be endorsed by the Head of School, who thereby confirms that the project is of an adequate standard, the supervision arrangements are satisfactory and the requisite facilities and resources are available for the proposed programme of research.

Upon receipt of the completed Form GR 1 (S), the Postgraduate Studies Committee considers the complete, fully-documented application and decides on acceptance or rejection. The decision of the Graduate Studies Committee is communicated in writing to the applicant, to the Supervisor(s), and to the Head of School concerned. If the decision is to reject the application, the grounds for rejection are included in this communication.

3.5 Approval of registration by Academic Council

The decision of the Postgraduate Studies Committee, and any bases for rejection, are formally submitted to Academic Council for approval. In the case of rejection, the Supervisor(s) and/or the Head of Department/School concerned may appeal the decision to Academic Council.

3.6

Fees

Registration fees are set by the Institute from time to time for the various programmes of postgraduate study by research. Such fees are payable at the time of registration. A listing of the current scale of fees may be obtained from the Office of Academic Affairs.

CAIBIDIL 4 CLÁRÚ
(Foirm GR 1 (RO))

Nuair a cheadaítear an clárú, cuirtear an cinneadh seo in iúil don iarratasóir agus tarlaíonn an clárú ag an Oifig um Ghnóthaí Acadúla chomh luath i ndiaidh an fhógraíthe seo agus is féidir agus roimh dáta aontaithe thosuithe an chlár thaighde. Chun na riachtanais chláráithe a chomhlíonadh, íocann an mac/iníon léinn iarchéime na táillí cuí agus síníonn Foirm GR 1 (RO) [*Clárú i gcomhair staidéir iarchéime trí thaighde*]. Ansin eisítear Cárta Mac/Iníon Léinn Iarchéime dó/di.

De ghnáth is í an tréimhse chláráithe ná bliain acadúil amháin.

4.1 Athchlárú bliantúil

Ní mór athchlárú gach bliain.

Tugann an Coiste um Staidéir Iarchéime cead athchláráithe ar bhonn fianaise go bhfuil an dul chun cinn sásúil. Soláthraíonn an mac/iníon léinn iarchéime agus an/na Riarthóir(i) an fhianaise seo trí dhá thuairisc leathbhliantúla ar dhul chun cinn an tsaothair a chur isteach chuig an gCoiste um Staidéir Iarchéime taobh istigh den bhliain chláráithe roimhe sin.

Tugtar fógra go bhfuil cead athchláráithe ag mac/iníon léinn iarchéime agus déantar an t-athchlárú san Oifig um Ghnóthaí Acadúla, de ghnáth sa chéad choicís i mí Dheireadh Fómhair gach bliain. Ní mór don mhac/iníon léinn an táille cuí cláráithe a íoc agus Foirm GR 1 (RO) [*Clárú i gcomhair staidéir iarchéime trí thaighde*] a shíniú, sula n-eisítear Cárta Mac/Iníon Léinn Iarchéime dó/di.

CHAPTER 4 REGISTRATION

(Form GR 1 (RO))

When registration has been approved, this decision is communicated to the applicant and registration takes place at the Office for Academic Affairs as soon as possible after this notification has been received and prior to the agreed commencement date of the research programme. In order to fulfil the registration requirements the postgraduate student pays the appropriate registration fee and signs Form GR 1 (RO) [*Registration for postgraduate study by research*]. The applicant is then issued with a Postgraduate Student Card.

The period of registration is normally one academic year.

4.1 Annual renewal of registration

Annual renewal of registration is required.

Renewal of registration is approved by the Postgraduate Studies Committee only on the basis of satisfactory progress. Evidence of such progress is provided by the postgraduate student and by the Supervisor(s) in the form of two bi-annual progress reports submitted to the Postgraduate Studies Committee during the previous year of registration.

Permission to renew registration is communicated to each postgraduate student and re-registration takes place at the Office for Academic Affairs, normally during the first two weeks in October each year. Students must then pay the appropriate registration fee and sign Form GR 1 (RO) [*Registration for postgraduate study by research*], before being issued with a Postgraduate Student Card.

CAIBIDIL 5

DUL CHUN CINN AN tSAOTHAIR

5.1

Gnóthaí an Riarthóra/na Riarthóirí (Foirmeacha GR 1 (S), GR 2, GR 3, GR 4)

Titeann réimse gnóthaí agus cúraimí maidir le maoirseacht ar dhul chun cinn an taighde ar an Riarthóir. Le bheith beach ní mór don Riarthóir

- cás a dhéanamh don Choiste um Staidéir Iarchéime ar son iarratasóra nach gcomhlíonann na gnáthriachtanais acadúla iontrála do Chlár ar leith, tríd an chuid chuí den Fhoirm GR 1 (S) a fhorlíonadh
- sceideal rialta cruinnithe a shocrú leis an mhac/iníon léinn iarchéime chun comhairle a thabhairt dó/di mar gheall ar ábhar an taighde agus ar an saothair is gá chuige, cuntas buan ar na cruinnithe sin a choimeád agus dul chun cinn an taighde a mheas agus a bhreacadh síos
- an mac/iníon léinn a sheoladh chuig comhairleoir gairmiúil i leith fadhbanna taobh amuigh den taighde, más gá
- déanamh deimhin de go bhfaigheann an mac/iníon léinn pé traíneáil is gá i scileanna agus i dteicnící taighde, ag cur gnéithe sábháilteachta an tsaothair san áireamh
- tuairiscí rialta scríofa a éileamh ón mhac/iníon léinn chun monatóireacht a dhéanamh ar dhul chun cinn an tsaothair thaighde agus chun a bheith in ann léirmheastóireacht dheimhneach a sholáthar
- easnaimh san saothar atá déanta ag an mhac/iníon léinn a shonrú go soiléir, chomh luath agus is féidir, chun caighdeáin chuí a chaomhnú agus chun dóthain ama a bheith ann i gcomhair atheagraithe agus ceartaithe
- nuair is cuí é, teagmháil a dhéanamh leis an Riarthóir comhairlithe agus le haon Riarthóir eile atá bainteach leis an taighde
- deimhin a dhéanamh de go ndéantar an taighde faoi chaighdeáin eiticíúla na hInstitiúide agus aon ghníomhaíochta sheachtraí cuí eile
- comhairle a thabhairt don Choiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla ar dhul chun cinn an mhic/na hiníne léinn tríd an bhfoirm i gcomhair tuairisce leathbhliantúla ar dhul chun cinn, Foirm GR 2 [*Staidéar iarchéime trí thaighde: tuairisc leathbhliantúil ar dhul chun cinn*], a fhorlíonadh
- moladh a dhéanamh go gceadófaí do mhac/iníon léinn aistriú ón gClár Diplóma Iarchéime (Taighde) chuig an gClár Máistreachta, trí Fhoirm GR 3 [*Staidéar iarchéime trí thaighde: iarratas chun aistriú chuig Clár níos airde*] a fhorlíonadh
- moladh a dhéanamh go gceadófaí do mhac/iníon léinn aistriú ón gClár Máistreachta chuig an gClár Dochtúireachta, trí Fhoirm GR 3 a fhorlíonadh

CHAPTER 5 PROGRESS OF RESEARCH WORK

5.1 **Role of the Supervisor(s)** **(Forms GR 1 (S), GR 2 B, GR 3, GR 4)**

The Supervisor has a range of duties and responsibilities in overseeing the progress of the postgraduate student's research work. Specifically the Supervisor is required to

- make a representation to the Postgraduate Studies Committee for the admission of an applicant who does not satisfy the normal minimum academic requirements for entry to a given Register, by completion of the relevant section of Form GR 1 (S)
- arrange a regular schedule of meetings with the postgraduate student to provide advice on the topic of the research and on the work to be undertaken, and maintain a permanent record of these meetings and assess and note the progress of the research
- refer the student to a professional counsellor, if necessary, in relation to problems external to the research
- ensure that the student undergoes any necessary training in research skills and techniques, including all safety aspects of the work
- require regular written reports from the postgraduate student in order to monitor the progress of the research work and be able to provide constructive criticism
- clearly identify inadequacies in the work of the postgraduate student at as early a stage as possible, in order to maintain appropriate standards and to allow adequate time for re-orientation and correction
- where appropriate, liaise closely with any other Supervisor involved in the research
- ensure that the research is conducted within the ethical standards of the Institute and of any other appropriate external agencies
- advise the Postgraduate Studies Committee through the Office of Academic Affairs on the postgraduate student's progress, through completion of the bi-annual progress report form, Form GR 2 B [*Postgraduate study by research: bi-annual progress report*]
- recommend that the student be permitted to transfer from the Postgraduate Diploma (Research) Register to the Master's Register by completion of Form GR 3 [*Postgraduate study by research: application to transfer to a higher Register*]
- recommend that the student be permitted to transfer from the Master's Register to the Doctoral Register by completion of Form GR 3

- comhairle a thabhairt don mhac/iníon léinn nuair a shroicheann an saothar an chéim chuí chriochnaithe gur féidir tráchtas a scríobh agus a chur isteach
- comhairle a thabhairt don mhac/iníon léinn ar fhormáid agus leagan amach an tráchtais
- an fógra go bhfuil sé ar intinn an tráchtas a chur isteach, Foirm GR 4 [*Staidéar iarchéime trí thaighde: fógra go bhfuil sé beartaithe tráchtas a chur isteach le haghaidh a scrúdaithe i gcomhair gradaim iarchéime*], a dhroimscríobh, ag taispeáint ar an gcaoi sin go bhfuil an mac/iníon léinn i dteideal é sin a dhéanamh
- comhairle a thabhairt ar ainmniú beirt Scrúdaitheoir Sheachtracha i gcomhair scrúdú an tráchtais agus scrúdú béil an iarrthóra don ghradam cuí
- an tráchtas a léamh i bhfoirm phrofaí agus ina fhoirm dheireanach, roimh é a chur isteach go foirmiúil le haghaidh a scrúdaithe agus tráchttaireacht ghinearálta ar an saothar agus tuairisc ar oiriúnacht an tráchtais le haghaidh an ghradaim atá i gceist, a sholáthar don Choiste um Staidéir Iarchéime
- más mian leis/léi, a shocrú go ndéanfaí an tráchtas a léamh go neamhspleách, a mheas agus mínithe a chur leis, ag comhleacaí dá c(h)uid ar fhoireann na hInstitiúide, roimh é a chur isteach go foirmiúil
- más mian leis/léi, bheith i láthair ag scrúdú béil an iarrthóra.

**5.2 Gnóthaí an Riarthóra chomhairlithe nuair a ainmnítear i/é le Riarthóir molta gan taithí
(Foirmeacha GR 1 (S), GR 2 B, GR 3, GR 4)**

Ní mór don Riarthóir comhairlithe

- treoir agus cabhair a thabhairt don mbunRiarthóir molta i bpleanáil an chláir thaighde agus chun deimhin a dhéanamh de go sroichtear agus go gcoinnítear caighdeán cuí acadúil san saothar atá á dhéanamh
- bualadh go rialta leis an mhac/iníon léinn iarchéime agus leis an Riarthóir molta
- cabhair a thabhairt chun deacrachtaí a shárú agus na gnásanna cearta a ghlacadh
- an tráchtas a léamh agus meastóireacht a dhéanamh air i bhfoirm phrofaí agus ina fhoirm dheireanach, roimh é a chur isteach le haghaidh a scrúdaithe
- comhairle a thabhairt don Riarthóir molta ar ainmniú Scrúdaitheoirí cuí Seachtracha, agus Ceann na Scoile a chabhrú cun Scrúdaitheoirí cuí Inmheánach a ainmniú.

**5.3 Gnóthaí Ceann na Scoile
(Foirmeacha GR 1 (S), GR 2, GR 3, GR 4)**

Ní mór do Cheann na Scoile

- advise the postgraduate student when research work has reached an appropriate completion stage such that the thesis may be written and give approval for the preparation of a thesis
- advise the student on the format and lay-out of the thesis
- endorse the notice of intention to submit the thesis, Form GR 4 [*Postgraduate study by research: notification of intention to submit a thesis for examination for a postgraduate award*], indicating that the student is eligible to do so
- advise on the nomination of two External Examiners for the examination of the thesis and the oral examination of the candidate for the relevant award
- read thesis material in both proof and final form, before it is formally submitted for examination and to provide to the Postgraduate Studies Committee a general commentary on the work and a report on the adequacy of the thesis for the award in question
- optionally, arrange for the thesis to be independently read, evaluated and commented on by a colleague on the staff of the Institute prior to formal submission
- optionally, attend the oral examination of the candidate.

**5.2 Role of the advisory Supervisor when appointed with an inexperienced proposing Supervisor
(Forms GR 1 (S), GR 2 B, GR 3, GR 4)**

The duties of the advisory Supervisor are to

- provide guidance and assistance to the original proposing Supervisor(s) in the planning of the research programme and ensuring the attainment and maintenance of an appropriate academic standard in the work being undertaken
- liaise with the postgraduate student and the proposing Supervisor(s)
- help to resolve difficulties and advise on procedures
- read and evaluate the thesis in both draft and final form, before it is submitted for examination
- reach agreement with the proposing Supervisor(s) on the nomination of suitable External Examiners and to assist the Head of School in the nomination of a suitable Internal Examiner.

**5.3 Role of the Head of School
(Forms GR 1 (S), GR 3, GR 4)**

The Head of School is required to:

RIALACHA i gCOMHAIR STAIDÉIR IARCHÉIME TRÍ THAIGHDE (2ú heagrán)

- ceapadh Riarthóra a fhaomhadh, déanamh deimhin de go bhfuil na háiseanna is gá ar fáil agus glacadh iarratasóra i gcomhair staidéir iarchéime trí thaighde a fhaomhadh trí Fhoirm GR 1 (S) a dhroimscríobh
- comhairle a thabhairt don Choiste um Staidéir Iarchéime maidir le ceapadh Riarthóra chomhairlíthe le bunRiarthóir molta nach bhfuil cáilíocht chuí iarchéime aige/aici nó nach bhfuil taití i stiúradh taighde iarchéime ar an leibhéal cuí aige/aici
- tuairisc leathbhliantúil an Riarthóra (Foirm GR 2 B) ar dhul chun cinn an tsaothair, a fhaomhadh roimh í a chur isteach go dtí an Choiste um Staidéir Iarchéime
- maidir le hiarratas ó mhac/iníon léinn chun aistriú ón gClár Diplóma Iarchéime (Taighde) chuig an gClár Máistreachta,
 - (i) dul i gcomhairle leis an gCoiste um Staidéir Iarchéime, chun scrúdú cuí scríofa de leibhéal céim onóra le haghaidh cáiliú don Mháistreacht, a cheapadh agus a riaradh ar mhac/iníon léinn iarchéime nach bhfuil bunchéim onóra aige/aici, agus
 - (ii) an Coiste um Staidéir Iarchéime a chomhairliú ar cheapadh Scrúdaitheora Aistrithe, arbh gnóthaí dó/di an/na tuairisc(i) ar an saothar atá déanta go dtí sin ag an mac/iníon léinn a scrúdú, an clár molta saothair a mheas, an mac/iníon léinn a chur faoi scrúdú béil agus tuairisc ar thorthaí na measúnuithe seo a thabhairt don Choiste um Staidéir Iarchéime, trí Foirm GR 3 a fhorlíonadh
- aistriú mhic/iníne léinn ón gClár Diplóma Iarchéime (Taighde) go dtí an Chlár Máistreachta a fhaomhadh trí Foirm GR 3 a dhroimscríobh
- maidir le hiarratas ó mhac/iníon léinn chun aistriú ón gClár Máistreachta chuig an gClár Dochtúireachta, an Coiste um Staidéir Iarchéime a chomhairliú ar cheapadh Scrúdaitheora Aistrithe, arbh gnóthaí dó/di an/na tuairisc(i) ar an obair atá déanta go dtí sin ag an mac/iníon léinn a scrúdú, an clár molta saothair a mheas, an mac/iníon léinn a chur faoi scrúdú béil agus tuairisc ar thorthaí na measúnuithe seo a thabhairt don Choiste um Staidéir Iarchéime, trí Foirm GR 3 a fhorlíonadh
- aistriú mhic/iníne léinn ón gClár Máistreachta go dtí an Chlár Dochtúireachta a fhaomhadh trí Foirm GR 3 a dhroimscríobh
- cinneadh mhic/iníne léinn aistriú ó Chlár amháin chuig Clár níos ísle, a ghlacadh agus an cinneadh seo a chur in iúl don Choiste um Staidéir Iarchéime;
- fógra trí-mhí go bhfuil sé ar intinn an tráchtas a chur isteach, Foirm GR 4, a dhroimscríobh, ag taispeáint go bhfuil an mac/iníon léinn i dteideal é sin a dhéanamh
- Scrúdaitheoir Inmheánach a mholadh i gcomhair an phróisis scrúdaithe dheireanaigh le haghaidh gach gradaim
- tráchttaireacht ghinearálta ar an saothar agus tuairisc ar oiriúnacht an tráchtas le haghaidh an ghradaim atá i gceist, a sholáthar don Choiste um Staidéir Iarchéime.

- approve the appointment of a Supervisor, to ensure the availability of the required facilities, and to approve the acceptance of an applicant for postgraduate study by research by endorsing Form GR 1 (S)
- advise the Postgraduate Studies Committee on the appointment of an advisory Supervisor with the proposing Supervisor in the case of the latter not possessing an appropriate postgraduate qualification or experience of postgraduate research supervision at the appropriate level
- approve the Supervisor's bi-annual report on the progress of the work before its submission to the Postgraduate Studies Committee
- in relation to an application from a student for transfer from the Postgraduate Diploma (Research) Register to the Master's Register,
 - (i) consult with the Postgraduate Studies Committee, with regards to the form and conduct of an appropriate Master's qualifying written examination, of honours degree level, for a student without the requisite honours degree, and
 - (ii) advise the Postgraduate Studies Committee on the appointment of a Transfer Examiner, whose duties are to examine the report(s) on the work done to date by the student, evaluate the proposed programme of work, together with the Head of School, orally examine the student and, by completion of Form GR 3, report the results of these evaluations to the Postgraduate Studies Committee
- approve the transfer of a student from the Postgraduate Diploma (Research) Register to the Master's Register by endorsing Form GR 3
- in relation to an application from a student for transfer from the Master's Register to the Doctoral Register, to advise the Postgraduate Studies Committee on the appointment of a Transfer Examiner
- approve a decision by a student to transfer from one Register to a lower Register, and to notify the Postgraduate Studies Committee of this decision
- endorse the three months' notice of intention to submit a Master's or a Doctoral thesis, Form GR 4, indicating that a student is eligible to do so
- with the assistance of the Supervisor(s), propose an Internal Examiner for the final examination process for each award
- provide to the Postgraduate Studies Committee with a general commentary on the research work and an assessment report on the suitability of the thesis for the award sought.

The Head of School may from time to time assign some of her/his responsibilities in respect of postgraduate research students to a Head of Department or Assistant Head of School.

Ó am go chéile is féidir go ndáilfeadh Ceann na Scoile cuid dá d(h)ualgais maidir le mic/iníonacha léinn taighde iarchéime ar Cheann Roinne nó ar Cheann Cunta na Scoile.

5.4 Gnóthaí an mhic/na hiníne léinn (Foirmeacha GR 2, GR 4)

Ní mór don mhac/iníon léinn

- a aontú leis an/na Riarthóir(i) ceaptha ar chlár don taighde molta agus ar nádúr agus méid na teorach is gá
- sceideal cruinnithe rialta a shocrú leis an/na Riarthóir(i), an Riarthóir comhairlithe san áireamh, sa chás go gceaptar a leithéid
- fadhbanna agus deacrachtaí suntasacha a chur faoi bhráid an Riarthóra/na Riarthóirí a luaite agus is féidir;
- dul chun cinn a dhéanamh an t-am ar fad ar an gclár socraithe saothair, i gcomhairle leis an/na Riarthóir(i)
- deimhin a dhéanamh de go ndéantar an taighde faoi chaighdeáin eiticiciúla na hInstitiúide agus aon ghníomhaíochta sheachtraí cuí eile
- ábhar scríofa ar an saothar atá ar siúl a sholáthar de réir mar a iarrann an/na Riarthóir(i)
- tuairiscí leathbhliantúla ar dhul chun cinn a sholáthar trí Foirm GR 2 A a fhorlíonadh
- aontú leis an/na Riarthóir(i) ar chinneadh chun iarratas chun aistriú chuig Clár níos airde a dhéanamh
- cur in iúl don(a) Riarthóir(i) go bhfuil sé/sí chun aistriú chuig Clár níos ísle
- aontú leis an/na Riarthóir(i) ar dáta chun an tráchtas a chur isteach
- fógra trí mhí a thabhairt don Choiste um Staidéir Iarchéime, go bhfuil an tráchtas Máistreachta nó Dochtúireachta le cur isteach, trí chabhair a thabhairt i bhforlíonadh Foirm GR 4 agus í a sheoladh chuig an Oifig um Ghnóthaí Acadúla.

5.5 Fad ama an taighde

Is é an t-achar ama is lú a cheadaítear don saothar i gcomhair an ghradaim, Dioplóma Iarchéime (Taighde), ná bliain lánaimseartha amháin nó a coibhéis sin. Is é an t-achar ama is mó a cheadaítear ná dhá bhliain nó a coibhéis sin.

Is é an t-achar ama is lú a cheadaítear don saothar i gcomhair an ghradaim, Céim Mháistreachta, ná bliain lánaimseartha nó a coibhéis sin. Is é an t-achar ama is mó a cheadaítear ná dhá bhliain nó a coibhéis sin.

**5.4 Responsibilities of the Postgraduate Student
(Forms GR 2 A, GR 4)**

The postgraduate student is required to:

- agree with the appointed Supervisor(s) on a programme for the proposed research and on the nature and extent of guidance required
- agree a regular schedule of meetings with the Supervisor(s), including the advisory Supervisor where appointed, and to contribute to maintaining a permanent record of these meetings
- inform the Supervisor(s) of significant problems and difficulties as early as possible
- maintain progress on a work schedule agreed in consultation with the Supervisor(s)
- conduct the research within the ethical standards of the Institute and of any other appropriate external agencies
- present written material on the work being undertaken as required by the Supervisor(s)
- provide bi-annual progress reports by completing the relevant parts of Form GR 2 A
- reach agreement with the Supervisor(s) on any decision to apply for transfer to a higher Register
- notify the Supervisor(s) about a decision to seek a transfer to a lower Register
- agree with the Supervisor(s) on a date for submission of the thesis
- give three months' notice of intention to submit a Postgraduate Diploma (Research), Master's or Doctoral thesis to the Postgraduate Studies Committee, by assisting in the completion of Form GR 4 and forwarding it through the Office for Academic Affairs.

5.5 Duration of research work

The minimum duration of research work leading to the award of a Postgraduate Diploma (Research), is one year full-time or equivalent. The maximum duration is two years full-time or equivalent.

The minimum duration of the work leading to the award of a Master's Degree, is one year full-time or equivalent. The maximum duration is three years full-time or equivalent.

The minimum duration of the work leading to the Doctoral Degree, is two years full-time or equivalent. The maximum duration in this case is four years full-time or equivalent.

RIALACHA i gCOMHAIR STAIDÉIR IARCHÉIME TRÍ THAIGHDE (2ú heagrán)

Is é an t-achar ama is lú a cheadaítear don saothar i gcomhair an ghradaim, Céim Dhoctúireachta, ná dhá bhliain lánaimseartha nó a coibhéis sin. Is é an t-achar ama is mó a cheadaítear ná ceithre bhliain nó a coibhéis sin.

Ní hé achar ama an t-aon slat tomhais áfach, ná an phríomhshlat tomhais sa chinneadh go bhfuil an saothar taighde tar éis pointe cuí críochnaithe a shroichint, nuair a dhéanfaí an tráchtas a scríobh agus a chur isteach. Ní mór go sroichfeadh mianach agus méid an tsaothair caighdeáin a bheadh ábhartha don ghradam atá i gceist agus don disciplín atá idir lámha. Tá géarghá le dlúthcheangal agus plé leis an/na Riarthóir(i) chun an pointe críochnaithe a chinneadh.

5.6 Tuairiscí leathbhliantúla ar dhul chun cinn (Foirmeacha GR 2 A, GR 2 B)

Ní mór dhá thuairisc leathbhliantúla ar dhul chun cinn an tsaothair a dhéanamh gach bliain agus a sheoladh chuig an gCoiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla ag Ceann na Scoile, ceann roimh an Aoine dheireanach de mhí Márta agus an ceann eile roimh an Aoine dheireanach de mhí Meán Fómhair sa bhliain acadúil ina bhfuil an mac/iníon léinn cláraithe.

Cuimsíonn tuairisc leathbhliantúil amháin Foirm GR 2 A a fhorlíonann an mac/iníon léinn agus Foirm GR 2 B a fhorlíonann an/na Riarthóir(i) agus a dhroimscríobhann Ceann na Scoile atá freagrach. Ní mór don mhac/iníon léinn tuairisc chlóschríofa de thuairim is 300 focal a sholáthar freisin, rud a chuirtear le Foirm GR 2 A, roimh í a sheoladh chuig Coiste um Staidéir Iarchéime.

Déanann an Coiste um Staidéir Iarchéime staidéar ar an tuairisc leathbhliantúil. Más lochtach an tuairisc, is féidir leis an gCoiste tuilleadh soiléirithe a lorg ón/ó na Riarthóir(i) agus/nó ó Cheann na Scoile, nó fiú atuirisc a éileamh.

Chun gur féidir athchlárú chun an saothar a leanúint an chéad bhliain eile, is gá go mbeadh an dá tuairisc leathbhliantúla don bhliain roimhe sin glactha agus faofa ag an gCoiste um Staidéir Iarchéime.

I gcás Cláir ar bith is féidir go nglacfaí le cur isteach tráchtais in ionad na tuairisce deireanaí ar dhul chun cinn.

Irrespective of these prescribed minimum periods of study, the quality and quantity of the research work undertaken and presented in a thesis must be at a level appropriate to the award sought and in an area relevant to the Faculty in which the work is undertaken. In making any decision to terminate and submit work for formal examination, a student must liaise closely with and be advised by the Supervisor(s).

5.6 Bi-annual Progress Reports (Forms GR 2 A, GR 2 B)

Two bi-annual progress reports are required to be completed and returned to the Postgraduate Studies Committee, through the Office of Academic Affairs: one before the last Friday in March and the other before the last Friday in September of the year in which the student is registered.

One bi-annual progress report consists of Form GR 2 A which is completed by the postgraduate student and Form GR 2 B which is completed independently by the Supervisor(s). The student is also required to provide a typewritten report, of about 300 words, which is appended to Form GR 2 A.

The Postgraduate Studies Committee considers each bi-annual progress report. If a report is inadequate, the Postgraduate Studies Committee may seek further clarification from the Supervisor(s) and/or from the Head of School, or may require a re-submission.

In order to renew registration for a continuance of the work in the subsequent academic year, the two bi-annual progress reports for the previous year must have been received and approved by the Postgraduate Studies Committee.

In the case of each Register, submission of a thesis may be accepted in lieu of a final progress report.

**CAIBIDIL 6 IARRATAS CHUN AISTRIÚ Ó CHLÁR AMHÁIN
CHUIG CLÁR EILE**

**6.1 Iarratas chun aistriú ón gClár Diplóma Iarchéime
(Taighde) chuig an gClár Máistreachta
(Foirm GR 3)**

Tar éis a bheith ar an gClár Diplóma Iarchéime (Taighde) ar feadh leathbhliana lánaimseartha (nó a coibhéis sin), is féidir le mac/iníon léinn, le tacaíocht a Riarthóra, iarratas a dhéanamh don Choiste um Staidéir Iarchéime chun aistriú chuig an gClár Máistreachta. Chun é seo a dhéanamh ní mór don Riarthóir Foirm GR 3 a fhorlónadh, droimscríobh Cheann na Scoile freagraí a fháil, agus an t-iarratas a chur isteach chuig an gCoiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla. Ní mór don mhac/iníon léinn agus don Riarthóir cúiseanna áititheacha a sholáthar chun cuidiú leis an iarratas aistrithe.

I gcomhairle le Ceann na Scoile, ainmníonn an Coiste um Staidéir Iarchéime Scrúdaitheoir Aistrithe, a bhfuil saineolas aige/aici in ábhar atá bainteach leis an taighde atá idir lámha. Déanann an Scrúdaitheoir Aistrithe seo measúnú ar cháilíocht agus ar dhul chun cinn saothar taighde an mhic/na hiníne léinn go dtí sin agus ar an gclár saothair atá molta don taighde Máistreachta. Cuireann an Riarthóir i bpáirtíocht leis an Scrúdaitheoir Aistrithe, an mac/iníon léinn faoi scrúdú béil, chun meastóireacht a dhéanamh ar a (h)oiriúnacht chun aistriú chuig an gClár Máistreachta, i gcomhthéacs an chlár mholta taighde. Cuirtear tuairisc scríofa ar an mheastóireacht seo, chomh maith le moltaí, faoi bhráid an Choiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla.

Muna bhfuil an bhunchéim le honóracha nó a coibhéis sin in ábhar gaolmhar mar atá riachtanach, ag an mhac/iníon léinn, ní mór dó/di éirí i scrúdú scríofa de chaighdeán céime le honóracha a cháilíonn é/i don Mháistreacht. Ní mór idir cheapadh agus riaradh an scrúdaithe seo a bheith faoifa ag an gCoiste um Staidéir Iarchéime, i gcomhairle le Ceann na Scoile cui.

Déanann an Coiste um Staidéir Iarchéime staidéar ar an iarratas chun aistriú chomh maith leis an tuairisc mheastóireachta, na moltaí ón Scrúdaitheoir Aistrithe agus torthaí an scrúdaithe cháilithe, más gá é sin, agus faomhann an t-iarratas nó diúltaíonn dó.

Nuair a tugtar an cead aistrithe roimh an miontráchtas a bheith curtha isteach ag an iarrthóir i gcomhair an ghradaim níos ísle, is féidir an saothar a rinne an mac/iníon léinn roimhe sin don Diplóma Iarchéime (Taighde) a chomhshnaidhmeadh siar leis an gclár saothair i gcomhair an ghradaim

CHAPTER 6 APPLICATION TO TRANSFER FROM ONE REGISTER TO ANOTHER

6.1 Application to transfer from the Postgraduate Diploma (Research) Register to the Master's Register (Form GR 3)

After having been for at least one half-year full-time (or equivalent) on the Postgraduate Diploma (Research) Register, a student may, with the support of her/his Supervisor(s), apply to the Postgraduate Studies Committee to transfer to the Master's Register. To do so, the Supervisor(s) is(are) required to complete Form GR 3, obtain the endorsement of the Head of School and submit the application to the Postgraduate Studies Committee through the Office for Academic Affairs. Cogent reasons should be given by the student and Supervisor(s), to support the transfer request.

In consultation with the Head of School, the Postgraduate Studies Committee appoints a Transfer Examiner, who has expertise in an area related to that of the research being undertaken, to help assess the quality and progress of the student's research work to date as well as the proposed programme of Master's research. This Transfer Examiner may be from the staff of the Institute or from an external organisation. The Supervisor and Transfer Examiner conduct an oral examination of the student in order to assess her/his suitability for transfer to the Master's Register in the context of the proposed research programme. A report on this evaluation, together with recommendations, is submitted in writing to the Postgraduate Studies Committee through the Office of Academic Affairs.

If the student does not possess the requisite honours primary degree or equivalent in a related discipline, she/he is also required to pass a written Master's qualifying examination of honours degree standard. The conduct and format of this examination is required to be approved by the Postgraduate Studies Committee, in consultation with the relevant Head of School.

The Postgraduate Studies Committee considers the application for transfer, in the light of the evaluation report, the recommendations of the Transfer Examiner, and the results of the Master's qualifying examination, if required, and either approves or rejects the application.

Where permission to transfer is granted in advance of the applicant's submission of the minor thesis for the lower award, the research work already carried out by the student for the Postgraduate Diploma (Research) may be incorporated into the

Mháistreachta, má mholann an Scrúdaitheoir Aistrithe a leithéid agus má fhaomhann an Coiste um Staidéir Iarchéime é.

Ní mór don Choiste um Staidéir Iarchéime na cúiseanna a sholáthar i bhfoirm scríofa don mhac/iníon léinn, don/do na Riarthóir(i) agus do Cheann na Scoile cuí, má dhiúltaítear don iarratas. Is féidir leis an mhac/iníon léinn, an/na Riarthóir(i) agus Ceann na Scoile, mar dhaoine aonair nó le chéile, achomharc a dhéanamh leis an gComhairle Acadúil faoin ndiúltú.

6.2 Iarratas chun aistriú ón gClár Máistreachta chuig an gClár Dochtúireachta (Foirm GR 3)

Tar éis bheith ar an gClár Máistreachta ar feadh bliana lánaímseartha ar a laghad nó a coibhéis sin, is féidir le mac/iníon léinn, le tacaíocht a Riarthóra, iarratas a dhéanamh chun aistriú chuig an gClár Dochtúireachta. Chun é seo a dhéanamh ní mór don/do na Riarthóir(i) Foirm GR 3 a fhorlíonadh, droimscríobh Cheann na Scoile freagraí a fháil, agus an t-iarratas a chur isteach chuig an gCoiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla. Ní mór don mhac/iníon léinn agus don/do na Riarthóir(i) cúiseanna áititheacha a sholáthar chun cuidiú leis an iarratas aistrithe.

I gcomhairle le Ceann na Scoile, ceapann an Coiste um Staidéir Iarchéime Scrúdaitheoir Aistrithe, a bhfuil saineolas aige/aici ar ábhar atá bainteach leis an taighde atá idir lámha. Déanann an Scrúdaitheoir Aistrithe seo measúnú ar cháilíocht agus ar dhul chun cinn saothar taighde an mhic/na hiníne léinn go dtí sin agus ar an gclár saothair atá molta don taighde Dochtúireachta. Cuireann an/na Riarthóir(i) i bpáirtíocht leis an Scrúdaitheoir Aistrithe, an mac/iníon léinn faoi scrúdú béil, chun meastóireacht a dhéanamh ar a (h)oiriúnacht chun aistriú chuig an gClár Dochtúireachta, i gcomhthéacs an chlár mholta thaighde. Cuirtear tuairisc scríofa ar an mheastóireacht seo, chomh maith le moltaí, faoi bhráid an Choiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla.

Déanann an Coiste um Staidéir Iarchéime staidéar ar an iarratas chun aistriú chomh maith leis an tuairisc mheastóireachta agus na moltaí ón Scrúdaitheoir Aistrithe agus faomhann an t-iarratas nó diúltaíonn dó.

Nuair a thugtar an cead aistrithe roimh an tráchtas a bheith curtha isteach ag an riarthóir i gcomhair an ghradaim níos ísle, is féidir an saothar a rinne an mac/iníon léinn roimhe sin agus é/i ar an gClár Máistreachta a chomhshnaidhmeadh siar leis an gclár saothair i gcomhair an ghradaim Dochtúireachta, má mholann an Scrúdaitheoir Aistrithe a leithéid agus má fhaomhann an Coiste um Staidéir Iarchéime é.

Master's programme of work, if this is recommended by the Transfer Examiner and approved by the Postgraduate Studies Committee.

The Postgraduate Studies Committee is required to provide in writing the reasons for a rejection, to the applicant, the Supervisor(s) and the relevant Head of School. The applicant, Supervisor(s) and Head of School may, individually or collectively, appeal such a rejection to Academic Council.

**6.2 Application to transfer from the Master's Register to the
Doctoral Register
(Form GR 3)**

After having been for at least one year full-time (or equivalent) on the Master's Register, a student may with the support of her/his Supervisor(s) apply to the Postgraduate Studies Committee to transfer to the Doctoral Register. To do so, the Supervisor(s) is/are required to complete Form GR 3, obtain the endorsement of the relevant Head of School, and submit the application to the Postgraduate Studies Committee through the Office of Academic Affairs. Cogent reasons are required to be given by both the student and Supervisor(s), to support the transfer request.

In consultation with the relevant Head of School, the Postgraduate Studies Committee appoints a Transfer Examiner who has expertise in an area related to that of the research being undertaken, to help assess the quality and progress of the student's research work to date as well as the proposed programme of Doctoral research. This Transfer Examiner may be from the staff of the Institute or from an external organisation. The Supervisor(s) and Transfer Examiner conduct an oral examination of the student in order to assess his/her suitability for transfer to the Doctoral Register in the context of the proposed research programme. A report on this evaluation, together with recommendations, is submitted in writing to the Postgraduate Studies Committee through the Office of Academic Affairs.

The Postgraduate Studies Committee considers the application for transfer, together with the evaluation report and the recommendations of the Transfer Examiner and either approves or rejects the application.

In the case of such a transfer being approved, the work already carried out by the student while on the Master's Register may be incorporated into the Doctoral programme of work, if the thesis for the lower award has not yet been submitted and if this incorporation is recommended by the Transfer Examiner and approved by the Postgraduate Studies Committee.

Ní mór don Choiste um Staidéir Iarchéime na cúiseanna a sholáthar i bhfoirm scríofa don mhac/iníon léinn, don/do na Riarthóir(i) agus do Cheann na Scoile cuí, má dhiúltaítear don iarratas. Is féidir leis an mhac/iníon léinn, an/na Riarthóir(i) agus Ceann na Scoile, mar dhaoine aonair nó le chéile, achomharc a dhéanamh leis an gComhairle Acadúil faoin ndiúltú.

6.3

Aistriú chuig Clár níos ísle

Is féidir le mac/iníon léinn iarchéime ag am ar bith tar éis dul i gcomhairle lena Riarthóir(i), cinneadh ar aistriú chuig Clár níos ísle. Ní mór dó/di an cinneadh seo a chur in iúl don/do na Riarthóir(i) i bhfoirm scríofa. Cuireann an Riarthóir comhairlithe é seo in iúl don Choiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla, agus athraíonn an Oifig seo clárú an mhic/na hiníne léinn faoi seach.

The Postgraduate Studies Committee is required to provide in writing the reasons for a rejection, to the student, the Supervisor(s) and the Head of School. The student, Supervisor(s) and Head of School may, collectively or individually, appeal such a rejection to Academic Council.

6.3

Transfer to a lower Register

A postgraduate student may at any time, after consultation with her/his Supervisor(s), decide to transfer to a lower Register. She/he is required to notify the Supervisor(s) in writing of this decision. The advisory Supervisor then notifies the Postgraduate Studies Committee through the Office for Academic Affairs, which in turn alters the registration of the student.

CAIBIDIL 7

FORMÁID AGUS CUR I LÁTHAIR AN TRÁCHTAIS

7.1 Teanga an tráchtais

Is féidir an tráchtas a bheith scríofa i nGaeilge nó i mBéarla, nó i dteanga eile, má tá cead chuige sin faighte roimh é a chur isteach ón/óna Riarthóir(i) agus ón gCoiste um Staidéir Iarchéime. Nuair is teanga seachas Gaeilge nó Béarla atá i gceist, braithfidh an cead ar chumas na hInstitiúide riaradh cóir agus scrúdú an teastais sa teanga sin a sholáthar.

7.2 Saothar an mhic/na hiníne léinn féin

Is gá nach bhfuil sa tráchtas a chuirtear isteach le haghaidh a scrúdaithe, ach saothar an mhic/na hiníne léinn féin agus nach raibh sé curtha isteach roimhe, ina iomláine ná cuid de, le haghaidh gradaim ar leith ó institiúid acadúil.

Más cuid de thionscadal comhoibrithe an saothar a rinneadh, ba chóir go dtaispeánfadh an tráchtas go soiléir cuidiú ar leith an iarrthóra agus méid an chomhoibrithe a bhí i gceist.

7.3 Formáid, fad agus cur i láthair molta

Ní mór go mbeadh an tráchtas priontáilte nó clóscríofa le caighdeán litreach, le cló 12 ponc ar a laghad, ar thaobh amháin de pháipéar de mhéid A4 agus le spás dúbailte nó spás de líne go leith idir na línte. Ní mór go mbeadh ar gach leathanach imeall de 40 mm ar a laghad ar an taobh clé agus imeall de 20 mm ar a laghad ar an taobh deas. Ní mór na leathanaigh go léir den téacs a bheith uimhrithe as a chéile, ag tosú le clár na n-ábhar agus leis na huimhreacha lárnaithe ag bun an leathanaigh, ar a laghad 10 mm os cionn imeall an leathanaigh. Ní mór aon haguaisíní a chur ag deireadh an tráchtais, iad ainmnithe de réir na haibítire agus na leathanaigh uimhrithe as a chéile.

7.3.1 Leathanach teidil

Ní mór leathanach teidil a bheith sa tráchtas, ar a mbeidh

- teideal iomlán an tráchtais, chomh maith le haon fhotheidil, i gcló 20 ponc
- ainm agus cáilíochtaí an iarrthóra
- an gradam ar a bhfuil an tráchtas dírithe

CHAPTER 7 THESIS FORMAT AND PRESENTATION

7.1 Language of thesis

The thesis may be written either in Irish or English, or in another language, provided the approval of the Supervisor(s) and of the Postgraduate Studies Committee has been obtained prior to submission. When a language other than Irish or English is requested, the decision on approval will rest upon the Institute's ability to provide adequate supervision and examination of the thesis in that language.

7.2 Student's own work

A thesis presented for examination is required to be the student's own work and must not have been previously submitted, either in whole or in part, for a separate award from this Institute or any other academic institution.

If the work carried out is part of a collaborative project, the thesis should clearly show the candidate's specific contribution and the extent of collaboration involved.

7.3 Recommended format, length and presentation

The thesis should be printed with letter quality, at least 12 point type, single-sided on A4 size paper, with double, or one-and-one-half, line spacing. On each page there should be a left-hand margin of at least 40 mm and a right-hand margin of at least 20 mm. All pages should be numbered consecutively throughout the text and appendices, starting at the table of contents, with the page numbers central, at the bottom of each page, at least 10 mm above the edge of the page. The appendices should be placed at the end of the thesis and named alphabetically.

7.3.1 Title page

The thesis should have a title page displaying:

- the full title of the thesis, with any subtitles, in 20 point type;
- the name and qualifications of the candidate;

- ainm na hInstitiúide
- ainm(neacha) an Riarthóra/na Riarthóirí
- an Dámh agus an Scoil a raibh an mac/iníon léinn comhcheangailte leo den chuid is mó
- mí agus bliain an chuir isteach
- uimhir an imleabhair agus líon na n-imleabhar, má tá níos mó ná ceann amháin ann.

7.3.2 Leathanach an dearbhaithe

Díreach tar éis leathanach an teidil ní mór leathanach a bheith ann ar a bhfuil an dearbhú seo a leanas, agus é forlíoanta i gceart:

Dearbhaím nach bhfuil sa tráchtas seo a chuirim isteach le haghaidh a scrúdaithe don ghradam _____, ach mo shaothar féin amháin agus nár tógadh é ó shaothar aon duine eile ach amháin agus an oiread sin a luaitear agus a admhaítear taobh istigh de théacs mo shaothair.

Ullmhaíodh an tráchtas seo de réir rialacha um staidéar iarchéime trí thaighde Institiúid Teicneolaíochta Bhaile Átha Cliath agus níor cuireadh isteach é, ina iomláine ná cuid de, le haghaidh gradaim ó aon Institiúid nó Ollscoil eile.

(Cuirtear an abairt seo a leanas leis an ndearbhú muna gcuirtear teorannú ar theacht acadúil ar an tráchtas, de réir alt 7.5.)

Tá cead ag an Institiúid an tráchtas iomlán seo nó cuid de, a choimeád, a thabhairt amach ar iasacht nó a chóipeáil, ar choinníoll go n-admhófar mar ba chóir aon úsáid a bhainfear as ábhar an tráchtais.

Síniú _____ Dáta _____

Iarrthóir

- the award for which the thesis is submitted;
- the name of the Institute;
- the name(s) of the Supervisor(s);
- the School to which the student was principally affiliated;
- the month and year of submission;
- the volume number and the total number of volumes, if more than one.

7.3.2 Declaration page

After the title page there should be a page containing the following declaration, appropriately completed:

I certify that this thesis which I now submit for examination for the award of _____, is entirely my own work and has not been taken from the work of others save and to the extent that such work has been cited and acknowledged within the text of my work.

This thesis was prepared according to the regulations for postgraduate studies by research of the Dublin Institute of Technology and has not been submitted in whole or in part for an award in any other Institute or University.

(The following sentence is added to the declaration unless academic access to the thesis is restricted according to paragraph 7.5.)

The Institute has permission to keep, to lend or to copy this thesis in whole or in part, on condition that any such use of the material of the thesis be duly acknowledged.

Signature _____ Date _____
Candidate

7.3.3 Buíochas

Más maith le húdar an tráchtais a b(h)uíochas pearsanta a ghabháil, ní mór go gcuimseodh an leathanach díreach tar éis an Dearbhaithe é seo.

7.3.4 Clár na n-ábhar

Ní mór clár na n-ábhar a chuimsíonn uimhir agus teideal gach caibidle a bheith sa tráchtas, le mírchinn de na fochodanna de gach caibidil agus uimhir thagartha le gach focheann, tagairtí agus aguisíní, le huimhreacha comhfreagracha na leathanach. Ní mór go dtosóidh uimhriú na leathanach sa tráchtas ar chéad leathanach clár na n-ábhar.

7.3.5 Coimriú

Tar éis clár na n-ábhar, ní mór go gcuimseodh an tráchtas coimriú aon leathanaigh den saothar. Ní mór nach sáródh fad an choimrithe seo 300 focal ar a mhéid.

7.3.6 Grianghraif agus léaráidí

Ní mór go mbeadh gach grianghraf agus/nó léaráid greamaithe go docht nó clóbhuailte ar an leathanach cuí agus uimhir thagartha agus fotheideal curtha leis. Ní mór go mbeadh a uimhir leathanaigh ar gach leathanach dá leithéid freisin.

7.3.7 Fonótaí agus athfhriotail

Is féidir fonótaí agus athfhriotail eangacha a chur isteach le spásanna singile idir na línte. Ní mór na fonótaí i ngach caibidil a bheith uimhrithe as a chéile.

7.3.8 Tagairtí

Ní mór go mbeadh na tagairtí críochnúil agus go gcomhlíonfadh siad na caighdeáin sa disciplín. Is féidir liosta na dtagairtí a chur ag deireadh gach caibidle a bhfuil siad bainteach léi san tráchtas nó i gcuid thagartha ar leith suite ag deireadh príomhchuid an tráchtais agus roimh aon aguisíní.

7.3.3 Acknowledgements

In the event that the author of the thesis wishes to express personal acknowledgements, these should be included on the page immediately following the Declaration.

7.3.4 Table of contents

There should be a table of contents which includes the number and title of each chapter of the thesis, numerically referenced chapter subsection headings, references and appendices with corresponding page numbers. Thesis page numbering should begin at the first page of the table of contents.

7.3.5 Abstract

Following the table of contents, the thesis should include a single-page abstract of the work. The length of this abstract should not exceed 300 words.

7.3.6 Photographs and diagrams

All photographs and/or diagrams should be firmly fixed or printed on the appropriate page and should be provided with reference numbers and legends. Each such page should also have a page number.

7.3.7 Footnotes and quotations

Footnotes and indented quotations may be single line spaced. The footnotes in each chapter should be numbered consecutively.

7.3.8 References

References should be thorough and comprehensive, and should conform with normally accepted standards for the relevant discipline. A list of references may be included either at the end of the chapter to which they relate or in a separate reference section located at the end of the main body of the text, before any appendices.

7.3.9 Fad an tráchtais

I gcás an Diplóma Iarchéime (Taighde), de ghnáth éilítear miontráchtas le timpeall 15,000 focal de théacs. Ag brath ar an disciplín, ba chóir de ghnáth nach rachadh tráchtas Máistreachtá thar 45,000 focal de théacs, agus nach rachadh tráchtas Dochtúireachtá thar 90,000 focal de théacs. Is féidir áfach, go gcuimseodh tráchtas samhlacha, dearthaí, cumadóireachtaí ealaíonta, ábhair chloisfíseáin, ábhair ilmheánacha, etc., agus i gcásanna dá leithéid bheadh coinne le fad téics cuid mhaith níos lú ná mar a mholtar thuas.

7.4 Is leis an Institiúid na cóipeanna a chuirtear isteach.

Tagann na cóipeanna go léir den tráchtas a chuirtear isteach faoi dheireadh, le bheith ina sealúchas den Institiúid. De ghnáth cuirtear cóip amháin i dtaisce sa leabharlann.

7.5 Dearbhú ag ceadú teacht ar an tráchtas

Ag am an chuir isteach, éilítear ar an iarrthóir an dearbhú a shíniú, a cheadaíonn teacht acadúil ar an tráchtas. Má tá cúiseanna troma ann de bharr aon eolas atá san tráchtas a bheith íogair i leith cúrsaí tráchtála nó eile, is féidir le hiarthóir a iarraidh nach gceadófaí ach teacht teoranta ar ábhar an tráchtais. I gcás mar sin ní fhaofaí aon iarratas chun teacht ar an tráchtas ach le cead Ceann an Scoile.

7.6 Foilsiú ábhair ón tráchtas

Is ceadmhach d'iarthóir ábhar a éiríonn as saothar taighde iarchéime a fhoilsiú, le cead an Riarthóra/na Riarthóirí, roimh an tráchtas a cur isteach; ba chóir tagairt a dhéanamh sa tráchtas d'aon fhoilsiú mar seo.

7.7 Cóipcheart

Is ábhair iad cóipcheart an tráchtais, úinéireacht an tsealúchais intleactaigh a thagann ón saothar taighde don tráchtas agus na cearta paitinne ar aon táirge nó phróiseas a fhorbraítear le linn nó mar thoradh ar thionscadal taighde an tráchtais, ar ceart aontú fúthu idir an tIarthóir agus an Institiúid. Ní mór don Institiúid, ar chomhairle an Riarthóra/na Riarthóirí, dóthain ullmhaithe a dhéanamh maidir leis na hábhair seo.

7.3.9 Length of thesis

For the Postgraduate Diploma (Research) a minor thesis of approximately 15,000 words of text is normally required. Depending on the discipline, a Master's thesis should not normally exceed 45,000 words of text and a Doctoral thesis should not normally exceed 90,000 words of text. However a thesis may also encompass models, designs, artistic compositions, audio-visual materials, multi-media materials, etc., and in such instances, the length of text expected may be much less than recommended above.

7.4 Copies submitted the property of the Institute

All copies of the thesis and all accompanying materials finally submitted become the property of the Institute. One copy is normally lodged in the Faculty library.

7.5 Declaration allowing access to thesis

At the time of submission, candidates are required to sign a declaration form allowing academic access to the thesis. If sufficient reason exists by way of commercial or other sensitivity of information contained within the thesis, a candidate may request that restricted access only be allowed to the thesis material. In such cases requests for access to the thesis may only be granted with the permission of the Head of School.

7.6 Publication of material from thesis

A candidate may publish material, deriving from the postgraduate research work, with the approval of the Supervisor(s), in advance of the submission of the thesis. Reference should be made to any such publication in the thesis. The Institute and the Supervisor(s) must be acknowledged in all such published work.

7.7 Copyright

Issues of copyright in the thesis, ownership of intellectual property arising from the research work leading to the thesis and the patent rights arising from any product or process developed during the course of or as a result of the thesis research project, are matters for agreement between the candidate and the Institute. It is incumbent on the Institute, on the advice of the Supervisor(s), to make adequate provision in relation to these matters.

CAIBIDIL 8

CUR ISTeach AN TRÁCHTAIS

Nuair a shroicheann an taighde leibhéal a chríochnaíthe chui i gcomhair an ghradaim atá i gceist, scríobhtar an tráchtas agus cuirtear isteach é le haghaidh a scrúdaithe. Ní mór go mbeadh dlúthcheangal agus plé idir an mac/iníon léinn iarchéime agus an/na Riarthóir(i), chun a chinneadh go bhfuil mianach agus méid an tsaothair tar éis an leibhéal seo a bhaint amach.

8.1 Fógra trí mhí go bhfuil sé ar intinn tráchtas a chur isteach (Foirm GR 4)

Ní mór do mhac/iníon léinn iarchéime réamhfhógra trí mhí a thabhairt don Choiste um Staidéir Iarchéime go bhfuil sé/sí chun an tráchtas Dioplóma Iarchéime (Taighde) nó Máistreachta nó Dochtúireachta a chur isteach. Le haghaidh an ghnó seo ba chóir Foirm GR 4 a fhorlionadh i gceart ag an mhac/iníon léinn agus an/na Riarthóir(i), a fháil droimscríofa ag Ceann na Scoile freagraí, agus a sheoladh ar ais chuig an gCoiste um Staidéir Iarchéime ag an Oifig um Ghnóthaí Acadúla. Ní mór go mbeadh an mac/iníon léinn cláraithe go cuí nuair atá an réamhfhógra seo á thabhairt. Nuair a bhfaightear Foirm GR 4 san Oifig um Ghnóthaí Acadúla, tagann an mac/iníon léinn le bheith ina iarrthóir don ghradam ábhartha iarchéime agus fógraíonn an Oifig é sin dó/di i bhfoirm scríofa.

Ansin ainmníonn an Coiste um Staidéir Iarchéime Scrúdaitheoir Seachtrach, Scrúdaitheoir Innheánach (nó beirt Scrúdaitheoir Sheachtracha muna bhfuil Scrúdaitheoir Innheánach cuí le fáil nó sa chás gur ball lánaimseartha fóirne na hInstitiúide an t-iarrthóir) agus Cathaoirleach neamhspleách na Scrúdaitheoirí chun scrúdú an tráchtais agus scrúdú béil an iarrthóra, a riaradh.

8.2 Ceapadh an Scrúdaitheora Sheachtraigh (Foirm GR 4)

Ainmnítear beirt a bhfuil céimíocht acadúil chuí acu, trí aontú idir an/na Riarthóir(i) agus Ceann na Scoile mar phríomhrogha agus mar dhara rogha mar Scrúdaitheoir Seachtrach. Tri phróiseas teagmhála neamhfhoirmiúla ba chóir go ndéanfadh an/na Riarthóir(i) deimhin de go mbeadh na hainmníthigh toilteanach feidhmiú mar seo dá gceapfaí iad, agus go mbeadh siad inthaighthe sna sé sheachtaine nó mar sin tar éis an dáta a bhfuil sé ar intinn an tráchtais a chur isteach.

De ghnáth is duine d'ardchéim in ábhar ginearálta taighde an iarrthóra é/í an Scrúdaitheoir Seachtrach agus le cáilíochtaí acadúla aige/aici ar a laghad den leibhéal céanna agus leibhéal an ghradaim atá i gceist. Cuirfear san áireamh

CHAPTER 8 SUBMISSION OF THESIS

When the research reaches an appropriate completion stage for the award in question, the thesis is written and submitted for examination. Close and detailed discussion between the postgraduate student and the Supervisor(s), is required to determine that the quantity and quality of the presented work is appropriate to the level of the award sought.

8.1 Three months' notice of intention to submit a thesis (Form GR 4)

A postgraduate student is required to give three months' prior notice of submission of a Postgraduate Diploma (Research) or Master's or Doctoral thesis to the Postgraduate Studies Committee. For this purpose Form GR 4 should be appropriately completed by the student and the Supervisor(s), endorsed by the Head of School responsible, and returned to the Postgraduate Studies Committee through the Office for Academic Affairs. The student is required to be validly registered when giving this notice. When Form GR 4 is received by the Office for Academic Affairs, the student becomes a candidate for the relevant postgraduate award and is so notified in writing by the Office.

The Postgraduate Studies Committee then appoints an External Examiner, an Internal Examiner (or two External Examiners only, if no suitable Internal Examiner is available or in the case of a candidate who is a full-time member of staff of the Institute) and an independent Chairperson of Examiners to conduct the examination of the thesis and the oral examination of the candidate.

8.2 Appointment of External Examiner(s) (Form GR 4)

Two persons of suitable academic standing are nominated by agreement between the Supervisor(s) and the Head of School as first and second choice External Examiners. Through a process of informal contact, the Supervisor(s) should ascertain the willingness of the nominees to act in this capacity, if appointed, and their availability within an approximately six week period after the intended submission date of the thesis.

The External Examiner is normally a person of some eminence in the broad field of the candidate's research, with academic qualifications at least of the level of the

freisin le haghaidh a c(h)eaptha, duine le taithí leathan thionsclaíoch nó thrádálach in ábhar atá díreach bainteach le hábhar taighde an iarrthóra, ach cúiseanna áititheacha a bheith soláthraithe don ainmniúchán.

Ní mór don Riarthóir na codanna cuí den Fhoirm GR 4 a fhorlíonadh chun na sonraí a sholáthar ar an mbeirt a mholtar mar Scrúdaitheoirí Seachtracha. Ní mór go gcuirfeadh na sonraí ar chumas an Choiste um Staidéir Iarchéime a dheimhniú go bhfuil na hainmnithigh oiriúnach ón taobh acadúil nó ó thaobh éigin eile chun an tráchtas agus an mac/iníon léinn a scrúdú le haghaidh an ghradaim iarchéime.

Roghnaíonn an Coiste um Staidéir Iarchéime duine amháin as an mbeirt ainmnithe chun feidhmiú mar Scrúdaitheoir Seachtrach. Nuair nach bhfuil Scrúdaitheoir Inmheánach cuí ar fáil amh, nó nuair is ball lánaimseartha foirne na hInstitiúide an t-iarrthóir, ceaptar an bheirt Scrúdaitheoirí Sheachtracha.

Ansin tugann Cathaoirleach an Choiste um Staidéir Iarchéime cuireadh foirmiúil scríofa don/do na Scrúdaitheoir(i) Seachtrach(a) roghnaithe, chomh maith le coimriú an tráchtais atá le scrúdú agus sceideal na dtáillí agus na gcostas atá inaisíoftha leis an Scrúdaitheoir Seachtrach.

8.3 Ceapadh an Scrúdaitheora Inmheánaigh

Tar éis cuireadh chuige a fháil ó Chathaoirleach an Choiste um Staidéir Iarchéime, molann Ceann na Scoile an Scrúdaitheoir Inmheánach, i gcomhairle leis an/na Riarthóir(i).

De ghnáth ba cheart gurbh ball lánaimseartha foirne léachtóireachta na hInstitiúide an Scrúdaitheoir Inmheánach, a bhfuil taithí taighde aige/aici in ábhar atá gaolmhar le hábhar taighde an tráchtais.

Ansin tugann Cathaoirleach an Choiste um Staidéir Iarchéime cuireadh foirmiúil scríofa don Scrúdaitheoir Inmheánach, chomh maith le coimriú an tráchtais atá le scrúdú agus sceideal na dtáillí agus na gcostas atá inaisíoftha leis an Scrúdaitheoir Inmheánach.

Más ball lánaimseartha foirne léachtóireachta na hInstitiúide an t-iarrthóir, nó muna bhfuil Scrúdaitheoir Inmheánach cuí le fáil, ní ainmnítear aon Scrúdaitheoir Inmheánach.

8.4 Ceapadh Cathaoirleach na Scrúdaitheoirí

Ainmníonn an Coiste um Staidéir Iarchéime na Scrúdaitheoirí, i gcomhairle leis an/na Riarthóir(i) agus le Ceann na Scoile.

award in question. A person possessing wide industrial/commercial experience in an area directly related to the topic of the candidate's research, may also be considered for appointment, provided cogent reasons for the nomination are supplied.

The Supervisor is required to complete the appropriate sections of Form GR 4 giving details of the two persons proposed as External Examiners. The details provided should enable the Postgraduate Studies Committee to be assured that the nominees are academically or otherwise suitable to examine the thesis and the candidate for the postgraduate award in question.

The Postgraduate Studies Committee chooses one of the nominated persons to act as External Examiner. However, in cases where no suitable Internal Examiner is available or where the candidate is a full-time member of staff of the Institute, then two External Examiners are appointed.

The Chairperson of the Graduate Studies Committee subsequently issues a formal written invitation to the selected External Examiner(s), together with an abstract of the thesis to be examined and a schedule of the fees and expenses payable to her/him as External Examiner.

8.3 Appointment of Internal Examiner

At the invitation of the Chairperson of the Postgraduate Studies Committee, the Head of School in consultation with the Supervisor(s), nominates the Internal Examiner.

The Internal Examiner should normally be a full-time member of the lecturing staff of the Institute, with research experience in an area related to the research topic of the thesis.

The Chairperson of the Postgraduate Studies Committee subsequently issues a formal written invitation to the Internal Examiner, together with an abstract of the thesis to be examined and a schedule of the fees and expenses payable to her/him as Internal Examiner.

If the candidate is a full-time member of the lecturing staff of the Institute, or if no suitable Internal Examiner is available, then a second External Examiner is nominated in lieu.

Tugann Cathaoirleach an Choiste um Staidéir Iarchéime cuireadh foirmiúil scríofa do Chathaoirleach na Scrúdaitheoirí, le sonraí ar an iarrthóir atá le scrúdú, agus ar na Scrúdaitheoirí Seachtracha agus Innheánacha.

8.5 Faomhadh ag an gComhairle Acadúil

Ceaptar an Cathaoirleach, an/ná Scrúdaitheoir(i) Seachtracha agus an Scrúdaitheoir Innheánach ag an gCoiste um Staidéir Iarchéime agus seoltar ar aghaidh na ceapacháin le haghaidh a bhfaofa ag Coiste na Scrúduithe agus na nGradam thar ceann na Comhairle Acadúla.

8.6 Cur isteach an tráchtais

An chéad babhta a chuirtear isteach an tráchtas, seoltar dhá chóip faoi chúmhach bog don Oifig um Ghnóthaí Acadúla, chomh maith le dhá chóip ar leith de choimriú an tráchtais.

8.4 Appointment of Chairperson of Examiners

A Chairperson of examiners is appointed by the Postgraduate Studies Committee, in consultation with the Supervisor(s) and the Head of School.

The Chairperson of the Postgraduate Studies Committee issues a formal written invitation to the Chairperson, together with details of the candidate to be examined and of the External and Internal Examiners.

8.5 Approval by Academic Council

The names and academic details of the Chairperson, External Examiner(s) and Internal Examiner appointed by the Postgraduate Studies Committee are submitted for approval to the Examinations and Awards Committee on behalf of Academic Council.

8.6 Submission of thesis

For the first submission of the thesis, two soft-bound copies should be submitted to the Office for Academic Affairs, together with two separate copies of the thesis abstract.

CAIBIDIL 9

SCRÚDÚ AN TRÁCHTAIS AGUS AN IARRTHÓRA

Séard atá sa scrúdú ná scrúdú an tráchtais agus scrúdú béil an iarrthóra ag na Scrúdaitheoirí.

9.1 Scrúdú an tráchtais

Déanann an Coiste um Staidéir Iarchéime staidéar ar an dá chóip a seoltar isteach, féachaint an leanann siad na rialacha ar fhormaid agus ar chur i láthair atá leagtha amach i gcaibidil 7 thuas. Muna leanann siad na rialacha seo seoltar ar ais go dtí an iarrthóir iad le haghaidh a gceartaithe.

Nuair a ghlactar leis na cóipeanna, seoltar ar aghaidh iad, ceann chuig gach Scrúdaitheoir Seachtrach agus Inmheánach le haghaidh a scrúdaithe.

Is miontráchtas an tráchtas don Dioplóma Iarchéime (Taighde) agus ba chóir go dtaispeánfadh sé inniúlacht i modh taighde, eolas ar chomhthéacs agus chúlra an tsaothair agus tuiscint léirmheastach ar thorthaí an tsaothair.

Ba chóir go ginearálta go dtaispeánfadh tráchtas Máistreachta smaoineamh agus saothar neamhspleách ón iarrthóir, dearcadh scolártha agus tuiscint léirmheastach ar chomhthéacs agus ar thábhacht an tsaothair a rinneadh.

Ba chóir go mbeadh fianaise de shaothar bhunaidh, neamhspleách agus tábhachtach, i dtráchtas Dochtúireachta, agus cuidiú nua tábhachtach don eolas atá ann ar an ábhar trí fhionnachtana nó mhínte nua. Ba chóir go dtaispeánfadh an tráchtas cumas léirmheastóireachta an iarrthóra agus a m(h)ianach chun tuilleadh taighde neamhspleách a dhéanamh.

Nuair is cuid de thionscadal comhoibrithe an saothar a rinneadh, ba chóir go dtaispeánfadh an tráchtas go soiléir cuidiú ar leith an iarrthóra agus méid an chomhoibrithe a bhí i gceist. Ní mór go ndéanfaí meastóireacht ar iarrthóir as a s(h)aothar féin amháin.

9.2 Scrúdú béil an iarrthóra

Cinneann Oifig um Ghnóthaí Acadúla ar dáta agus ar am i gcomhair scrúdu béil an iarrthóra, i gcomhairle le Cathaoirleach na Scrúdaitheoirí, na Scrúdaitheoirí Inmheánacha agus Seachtracha agus an/na Riarthóir(i), agus cuireann é sin in iúl don iarrthóir. Ní mór go mbeadh an dáta roghnaithe tar éis scrúdu an tráchtais ag

CHAPTER 9 EXAMINATION OF THESIS AND CANDIDATE

The examination consists of an examination of the thesis and an oral examination of the candidate.

9.1 Examination of thesis

The two copies of the thesis submitted are examined by the Postgraduate Studies Committee, to check that they follow the Format and Presentation rules in chapter 7 above. If they do not follow these rules they are returned to the candidate for correction.

Accepted copies of the thesis are then transmitted to the External and Internal Examiners for examination.

The thesis for the Postgraduate Diploma (Research) is a minor thesis which should show competence in the research methodology, knowledge of the context and background of the work and critical appreciation of the results of the work.

A Master's thesis should broadly show independent thought and work by the candidate, a scholarly approach, and a critical appreciation of the context and significance of the work undertaken.

A Doctoral thesis should contain evidence of original, independent work of significance and should make an important contribution to the existing body of knowledge on the subject through new discoveries or interpretations. It should demonstrate the candidate's critical ability and his/her capacity to undertake further independent research.

In cases where the work carried out is part of a collaborative project, the thesis should clearly show the candidate's specific contribution and the extent of collaboration involved. It is essential that the candidate be judged on his/her work only.

9.2 Oral examination of candidate

The Office for Academic Affairs arranges a date for the oral examination of the candidate, in consultation with the Chairperson of Examiners, the Internal and External Examiners and the Supervisor(s), and notifies the candidate accordingly.

na Scrúdaitheoirí. Tionólan Cathaoirleach na Scrúdaitheoirí an scrúdú béil, de ghnáth taobh istigh de shé sheachtaine tar éis cur isteach an tráchtais.

Cuireann an bheirt Scrúdaitheoir le chéile agallamh ar an iarrthóir i láthair an Chathaoirligh agus an Riarthóra/na Riarthóirí freisin, más maith leis/léi/leo é sin.

Ba chóir go gceadódh an scrúdú béil don iarrthóir a thaispeáint gur dá c(h)uid féin é saothar an tráchtais, go dtuigeann sé/sí go cóir an t-ábhar agus an comhthéacs leathan ar pháirt de an saothar atá i gceist.

9.3 **Tuairisc ar an scrúdú (Foirm GR 5)**

Tar éis an scrúdú béil, forlíonann an bheirt Scrúdaitheoir Foirm GR 5 [*Staidéar iarchéime trí thaighde: tuairisc ar scrúdú le haghaidh gradaim iarchéime*] leis an tuairisc ar an scrúdú, i láthair an Chathaoirligh amháin, agus seoltar ar ais i chuig an gCoiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla. Cuimsíonn an tuairisc seo idir scrúdú an tráchtais agus an scrúdú béil agus críochnaíonn sí le moladh d'aonghuth na Scrúdaitheoirí.

Is féidir leis na Scrúdaitheoirí ceann amháin de na moltaí seo a leanas a dhéanamh

- an gradam a bhronnadh gan aon cheartú ar an tráchtas
- go bhfuil an tráchtas inghlactha don ghradam ach go gceadófaí don iarrthóir an tráchtas sin a aistarraingt agus tar éis a athbhreithnithe, é a chur isteach arís níos déanaí le haghaidh gradaim níos airde, Céim Mháistreachta i gcás iarrthóir Dioplóma Iarchéime (Taighde) nó Céim Dhochtúireachta i gcás iarrthóir Céim Mháistreachta
- an gradam a bhronnadh, ach amháin na mioncheartuithe agus na mionathbhreithnithe a luaitear i gcuid 4 den Fhoirm GR 5, a chur isteach sa tráchtas
- gan an gradam a bhronnadh, ach go gceadófaí don iarrthóir an tráchtas a chur isteach arís ach na leasuithe móra agus na hathbhreithnithe móra a luaitear i gcuid 4 den Fhoirm GR 5, a chomhlíonadh agus go mbeadh ar an iarrthóir dul faoi scrúdú béil athuair
- gan an gradam a bhronnadh ach go molfá an gradam níos ísle de Chéim Mháistreachta a bhronnadh ar iarrthóir Céim Dhochtúireachta, nó de Dioplóma Iarchéime (Taighde) a bhronnadh ar iarrthóir Céim Mháistreachta
- gan gradam ar bith a bhronnadh.

Ní mór do na Scrúdaitheoirí cúiseanna soiléire a thabhairt ar a moltaí agus cur síos soiléir scríofa ar na hathruithe agus/nó ceartuithe is gá i gcuid 4 den Fhoirm GR 5.

The date chosen must be after the Examiners have examined the thesis. The oral examination is convened by the Chairperson of Examiners and takes place as soon as possible after the submission of the thesis.

Both Examiners interview the candidate in the presence of the Chairperson. The Supervisor(s) may also be present as observer(s) at the oral examination.

The oral examination should allow the candidate to demonstrate that the work presented in the thesis is her/his own work, that she/he adequately understands the subject and appreciates the broader context of which this work is part.

9.3 Examination report (Form GR 5)

After the oral examination, the examination report, Form GR 5 [*Postgraduate study by research: examination report for a postgraduate award*], is completed by the two Examiners in the presence of the Chairperson, and forwarded to the Postgraduate Studies Committee through the Office of Academic Affairs. This report form covers both thesis and oral examinations and concludes with a unanimous recommendation from the Examiners.

The Examiners may make one of the following recommendations

- that the award be made with no corrections needed in the thesis
- that the thesis is acceptable for the award but that the candidate be permitted to withdraw the thesis for appropriate revision and re-submission at a later date for a higher award, a Master's Degree in the case of a Postgraduate Diploma (Research) candidate or a Doctoral Degree in the case of a Master's Degree candidate
- that the award be made subject to the verified inclusion in the thesis of a set of relatively minor corrections and revisions specified in part 4 of Form GR 5
- that the award not be made but that the candidate be allowed to re-submit the thesis subject to a set of major corrections and revisions specified in part 4 of Form GR 5, and that the candidate be required to undergo a second oral examination
- that the award not be made but that the candidate be recommended for a lower award, a Master's Degree in the case of a Doctoral candidate and a Graduate Diploma (Research) in the case of a Master's Degree candidate
- that no award be made.

9.4

Dualgais an Choiste um Staidéir Iarchéime

Déanann an Coiste um Staidéir Iarchéime staidéar ar an tuairisc scrúdaithe agus is féidir leis an tuairisc a fhaomhadh. Is sealadach an toradh é ar ala na huairé sin ach cuirtear in iúl é ann féin don iarrthóir, don/do na Riarthóir(i) agus do Cheann na Scoile, ag an gCláraitheoir Acadúil.

Cuirtear an toradh faoi bhráid na Comhairle Acadúla le haghaidh a fhaofa agus is é cinneadh na Comhairle toradh críochnaitheach dearfa scrúdú an iarrthóra.

Más gá le ceartuithe agus/nó athbhreithnithe (iad mór nó mion) agus an tráchtas a athchur isteach, insíonn an Cláraitheoir Acadúil na moltaí go mion don iarrthóir, don/do na Riarthóir(i) agus do Cheann na Scoile.

Sa chás ina mholtar don iarrthóir an tráchtas a aistarraingt le haghaidh a athbhreithnithe agus a chuir isteach arís níos déanaí le haghaidh gradaim níos airde (moladh 2 i gcuid 9.3 thuas agus i gcuid 3 den Fhoirm GR 5), ní cheadaítear an t-athchur isteach de ghnáth ach tar éis don iarrthóir a bheith ar Chlár staidéir iarchéime, an Clár Diplóma Iarchéime (Taighde) agus/nó an Clár Máistreacht agus/nó an Clár Dochtúireacht, ar feadh ar a laghad bliana lánaimseartha nó a coibhéis sin sa chás gurb é athchur isteach i gcomhair Céim Mháistreacht atá molta nó ar feadh dhá bhliain lánaimseartha nó a coibhéis sin sa chás gurb é athchur isteach i gcomhair Céim Dhochtúireacht atá molta. De ghnáth ceaptar Scrúdaitheoir Seachtach nua don scrúdú a leanas don ghradam níos airde.

9.5

Athchur isteach an tráchtas

Sa chás go molann na Scrúdaitheoirí ceartuithe agus/nó athbhreithnithe, ní ceadmhach an tráchtas a chur isteach ach uair amháin eile. Ní mór an t-athchur isteach seo a dhéanamh de ghnáth taobh istigh de bhliain tar éis an bhunscrúdú béil.

Ba chóir dhá chóip den mhiontráchtas, iad ceartaithe agus athbhreithnithe agus faoi chumhdach bog, a chur isteach le haghaidh an Diplóma Iarchéime (Taighde), don Oifig um Ghnóthaí Acadúla.

I gcás iarrthóirí Máistreacht agus Dochtúireacht, ní mór dhá chóip den tráchtas, iad ceartaithe agus athbhreithnithe agus faoi chumhdach cruaidh, a chur isteach chuig an Oifig um Ghnóthaí Acadúla. Ní mór dath dúghorm a bheith ar an gcomhdach cruaidh. Ní mór an inscribhinn seo a leanas a bheith cabhair le hór ar an gclúdach tosaigh:

- teideal iomlán an tráchtas (i gcló 20 ponc) chomh maith le haon fhotoeaidil;
- ainm an iarrthóra;

The Examiners should state clear reasons for their recommendation and provide a clear written statement of any changes and/or corrections required, in section 4 of the report form, Form GR 5.

9.4 Responsibilities of Postgraduate Studies Committee

The examination report is considered for approval by the Postgraduate Studies Committee. The outcome at this stage is provisional, and is notified as such to the candidate, Supervisor(s) and Head of School, by the Academic Registrar.

The result is forwarded for final approval by Academic Council. The decision of the Academic Council is the final, confirmed result of the candidate's examination.

If corrections and/or revisions (major or minor) and re-submission of the thesis are required, the detailed recommendations are communicated to the candidate, Supervisor(s) and Head of School, by the Academic Registrar.

In the event that a candidate is recommended to withdraw a thesis for revision and re-submission at a later date for a higher award (recommendation 2 in section 8.7.3 above and in section 3 of Form GR 5), such re-submission may not be made before the candidate has been on a postgraduate studies Register, either the Postgraduate Diploma (Research) Register and/or the Master's Register and/or the Doctoral Register, for at least one year full-time or equivalent in the case of re-submission for a Master's Degree and for at least two years full-time or equivalent in the case of re-submission for a Doctoral degree. A different External Examiner is normally appointed for the subsequent examination for the higher award.

9.5 Re-submission of thesis

In the event that corrections and/or revisions are recommended by the Examiners, only one re-submission is allowed. This re-submission should normally be made within one calendar year of the date of the oral examination.

Two soft-bound copies of the corrected and revised minor thesis for the Postgraduate Diploma (Research) should be submitted to the Office of Academic Affairs.

In the case of Master's and Doctoral candidates two hard-bound copies of the corrected and revised thesis should be submitted to the Office for Academic

- an gradam ar a bhfuil an tráchtas dírithe;
- ainm na hInstitiúide;
- bliain an chuir isteach;
- uimhir an imleabhair agus líon na n-imleabhar, má tá níos mó ná ceann amháin ann.

Ní mór an inscribhinn seo a leanas a bheith cabhraithe le hór (le cló níos lú, más gá) ar dromlach an tráchtais:

- ainm an iarrthóra;
- an gradam (i bhfoirm ghiorraithe) ar a bhfuil an tráchtas dírithe;
- bliain an chuir isteach;
- uimhir an imleabhair, má tá níos mó ná ceann amháin ann.

9.6 Athscrúdú (Foirm GR 5)

Muna raibh ach mioncheartuithe agus athbhreithnithe i gceist de réir moladh 3 i gcuid 3 den Fhoirm GR 5 agus i gcuid 9.3 thuas, seolann an Oifig um Ghnóthaí Acadúla cóip den tráchtas a athchuireadh isteach, chuig an Scrúdaitheoir Imheánach le haghaidh a scrúdaithe. Más í meastóireacht an Scrúdaitheora Imheánaigh gur cuireadh isteach na ceartuithe agus na hathbhreithnithe molta go léir sa tráchtas, dearbhaíonn an Scrúdaitheoir Imheánach é seo tríd an chuid chui den tuairisc scrúdaithe, Foirm GR 5, a shíniú agus a sheoladh ar ais chuig an Choiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla.

Más rud é go raibh ceartuithe móra agus athbhreithnithe móra i gceist de réir moladh 4 i gcuid 3 den Fhoirm GR 5 agus i gcuid 9.3 thuas, seolann an Oifig um Ghnóthaí Acadúla cóip amháin den tráchtas a athchuireadh isteach chuig an Scrúdaitheoir Imheánach agus cóip eile chuig an Scrúdaitheoir Seachtrach le haghaidh a scrúdaithe. Más mian leis na Scrúdaitheoirí, tionólaigh an Cathaoirleach scrúdú béil nua agus ina dhiaidh sin cruinniú den bheirt Scrúdaitheoir, agus é ina chathaoirleach ar an gcrúinniú sin. Ansin forlíonann na Scrúdaitheoirí tuairisc nua scrúdaithe ar Fhoirm GR 5, i láthair an Chathaoirligh. Seoltar an fhoirm fhorlíonta, ina bhfuil moladh d'aonghuth na Scrúdaitheoirí, chuig an gCoiste um Staidéir Iarchéime tríd an Oifig um Ghnóthaí Acadúla. Mar chuid dá dtuairisc, ní mór do na Scrúdaitheoirí cúiseanna soiléire a sholáthar faoina moladh deireanach.

Déanann an Coiste um Staidéir Iarchéime staidéar ar an tuairisc scrúdaithe dheireanach, mar a thugtar i ar Fhoirm GR 5, don tráchtas a cuireadh isteach athuair, agus is féidir leis an gCoiste an tuairisc a ghlacadh.

Affairs. The hard cover is required to be of dark (navy) blue colour. The front cover must be gold-embossed with the following inscription:

- the full title of the thesis (in 20 point type) together with any subtitles
- the name of the candidate
- the award for which the thesis is submitted
- the name of the Institute
- the year of submission
- the volume number and the total number of volumes, if more than one.

The spine of the hard-bound thesis is also required to be gold-embossed, in a smaller type if necessary, with the following

- the name of the candidate
- the award (in abbreviated form) for which the thesis is submitted
- the year of submission
- the volume number, if more than one.

9.6 Re-examination (Form GR 5)

If the re-submitted thesis is one that has had relatively minor corrections and revisions made to it following recommendation 3 of section 3 of Form GR 5 and of section 8.7.3 above, a copy of the re-submitted thesis is forwarded by the Office for Academic Affairs to the Internal Examiner for examination. If in the judgement of the Internal Examiner, all the recommended corrections and revisions have been adequately incorporated, the Internal Examiner confirms this by signing the appropriate part of the Examination report form, Form GR 5, and returns it with the copy of the thesis to the Postgraduate Studies Committee, through the Office of Academic Affairs.

If the re-submitted thesis is one that has had major corrections and revisions made to it (following recommendation 4 of section 3 of Form GR 5 and of section 8.7.3 above), copies of the re-submitted thesis are sent by the Office of Academic Affairs to both the Internal and External Examiners for examination. If required by the Examiners, a second oral examination is convened by the Chairperson, and a meeting of the Examiners is chaired by the Chairperson. At that meeting a new examination report on Form GR 5 is completed by the Examiners in the presence of the Chairperson. The completed form, incorporating a unanimous recommendation from the Examiners, is forwarded to the Postgraduate Studies Committee through the Office of Academic Affairs. The Examiners should give clear reasons for their final recommendation, as part of their written report.

9.7

Dualgais na Comhairle Acadúla

Cuirtear cinneadh an Choiste um Staidéir Iarchéime faoi bhráid na Comhairle Acadúla le haghaidh a fhaofa. Is é cinneadh na Comhairle Acadúla an toradh críochnaitheach, dearfa.

Tá an Chomhairle Acadúil freagrach freisin as riaradh aon achomhairc a dhéantar i gcoinne cinneadh de chuid an Choiste um Staidéir Iarchéime ag aon chéim le linn an phróisis iomláin de iarratas iarchéime, clárú, stiúradh, aistriú agus scrúdú.

9.8

Achomhairc

Más é toradh sealadach an phróisis scrúdaithe nach mbronnfar an gradam a bhí i gceist, is féidir leis an iarrthóir achomharc a dhéanamh ar an toradh seo de réir na bpróisis achomhairc acadúil atá leagtha síos i **Rialacha Ginearálta Measúnuithe** na hInstitiúide.

The Postgraduate Studies Committee considers the final examination report on the re-submitted thesis, as presented on Form GR 5, and may accept the report and its recommendations, or modify it before accepting it, or reject it.

9.7 Responsibilities of Academic Council

The decision of the Postgraduate Studies Committee is submitted for approval by Academic Council. The decision of Academic Council is the final, confirmed result.

Academic Council is also responsible for the management of any appeal against decisions of the Postgraduate Studies Committee at any stage in the overall process of postgraduate application, registration, supervision, transferral and examination.

9.8 Appeals

If the provisional result of the examination process is that the award sought is not to be awarded, the candidate may appeal this result according to the academic appeals procedure set out in the Institute's **General Assessment Regulations**.

IARRATAS CHUN CLÁRÚ I GCOMHAIR STAIDÉIR IARCHÉIME

APPLICATION FOR REGISTRATION FOR POSTGRADUATE STUDY

Forlíon an fhoirm seo i mBLOCLITREACHA le peann dubh nó le CLÓSCRÍOBH más é do thoil é, agus seol ar ais í le ceithre phasghrianghraf (agus, más staidéar trí thaighde atá i gceist, an táille reatha iarratais) chuig Coiste um Staidéir Iarchéime, Oifig na nGnóthaí Acadúla, DIT Teach Fitzwilliam, 30 Sráid Pembróc Uachtarach, Baile Átha Cliath 2, Éire.

Please complete this form in **BLOCK LETTERS** with black pen or in **TYPESCRIPT** and return it with **four** passport photographs (and, if you are applying for graduate study through research, the current application fee) to Postgraduate Studies Committee, Office of Academic Affairs, DIT Fitzwilliam House, 30 Upper Pembroke St., Dublin 2, Ireland.

Don Oifig Iontrála amháin

For Admissions Office only

Uimhir thagartha
Reference no.

Grianghraf an
iarratasóra

Photograph of applicant

Glactha ag _____
Received by

Dáta _____
Date

1. Sonraí pearsanta

Personal details

Sloinne
Surname

Baineann
Female
Fireann
Male

Réamhainmneacha
First names

Seoladh buan baile
Permanent home address

Seoladh comhfhreagais
Correspondence address

Uimhir teileafóin Baile
Telephone number Home
Obair
Work

Dáta beirthe
Date of birth

Náisiúntacht
Nationality

Tír dhúchais
Country of birth

2. Oideachas tríú leibhéal agus cáilíochtaí eile Third level education and other qualifications

- (a) **Céimeanna nó cáilíochtaí coibhéiseacha** - tabhair sonraí más é do thoil é, ar na céimeanna agus eile atá gnóthaithe agat nó a bhfuil súil agat a ghnóthú roimh iontráil duit.
Degrees or equivalent qualifications - please give details of the degrees etc. you hold or expect to obtain prior to admission.

- (i) Ollscoil/coláiste ar a fhreastail tú i gcomhair do chéime príomhúla nó do cháilíochta coibhéisi
University/college attended for primary degree or equivalent qualification

Dátaí freastail: ó _____ go dtí _____
Dates of attendance: from to

Teideal an ghradaim _____
Title of award

Príomh-ábhair an chúrsa _____
Major subjects studied

Rangú/Grád _____ Dáta bronnta _____
Classification/Grade Date of award

- (ii) Ollscoil/coláiste ar a fhreastail tú i gcomhair aon chéime nó cáilíochta eile
University/college attended for any other degree or qualification

Dátaí freastail: ó _____ go dtí _____
Dates of attendance: from to

Teideal an ghradaim _____
Title of award

Príomh-ábhair an chúrsa _____
Major subjects studied

Rangú/Grád _____ Dáta bronnta _____
Classification/Grade Date of award

[Lean ar aghaidh ar leathanach eile, más gá.]
[Continue on a separate sheet, if necessary.]

- (b) **Cáilíochtaí eile** - tabhair le do thoil, sonraí ar aon cháilíocht phroifisiúnta nó eile, le dátaí.
Other qualifications - please give details of any professional or other relevant qualifications, with dates.

- (c) **Ballraíocht in Institiúidí proifisiúnta agus sonraí eile ábhartha**
Membership of professional Institutions and other relevant details

- (d) Ba chóir d'aon iarratasóir nach bhfuil ina c(h)éimí den Institiúid Teicneolaíochta Bhaile Átha Cliath athscríbhinn a t(h)orthaí agus cóipeanna dá c(h)éimeanna agus d'aon ghradam eile a sholáthar leis an bhfoirm seo. Ní sheolfar na cáipéisí seo ar ais.
Applicants who are not graduates of the Dublin Institute of Technology must provide a transcript of results and copies of degrees or other awards with this form. These are not returnable.

3. Sonraí ar shlí bheatha/taighde

Career/Research details

Sli bheatha tar éis chéimnithe agus aon taithí ábhartha eile (lean ar aghaidh ar leathanach eile más gá)
Career since graduating and other relevant experience (continue on a separate sheet if necessary)

Fostóir(i) Employer(s)				
Post Position				
Ó From				
Go dtí To				

4. Iarratasóirí ón iasacht

International applicants

Ní mór d'iarratasóirí ó thiortha thar lear nach Béarla a dteanga dhúchais cur síos ar a n-oilteacht sa Bhéarla.
Applicants for whom English is not their first language should indicate their level of proficiency in English.

	Maith Good	Measartha Average	Dona Poor
Labhartha Spoken			
Scríofa Written			

Is féidir go n-iarrfaidh an Institiúid ar iarratasóirí mar seo a thaispeáint go bhfuil siad oilte sa Bhéarla.
The Institute may require such applicants to demonstrate a proficiency in the English language.

5. Sonraí ar an taighde molta nó ar an gcúrsa

Details of proposed research or course

- (i) Scoil agus Dámh ina ndéanfar an taighde/cúrsa _____
School and Faculty where research/course will be conducted
- (ii) Teideal an chúrsa/ábhar an taighde mholta (cuir a thuilleadh sonraí ar leathanach eile, más é do thoil é)
Title of course or subject of proposed research (please provide further details on a separate sheet)

- (iii) Gradam ar a bhfuil an clárú molta seo dírithe _____
Award for which it is proposed to register
- (iv) Modh tinrimh: lánaimseartha _____ páirtaimseartha _____
Mode of attendance: full-time part-time
- (v) Riarthóir(i) taighde molta nó stiúthóir an chúrsa _____
Proposed research supervisor/course director

6. Cáilitheoirí (Ní gá l gcás cúrsa iarchéime.)

Referees (Not required in the case of a postgraduate course)

Ainmnigh beirt cháilitheoir, iad acadúil nó tionsclaíoch/trádálach. Ní mór don iarratasóir iarraidh ar gach cáilitheoir an fhoirm cháilitheora GR 1 (R) atá leis an bhfoirm seo a fhorlionaigh agus a sheoladh faoi rún chuig Oifig na nGnóthaí Acadúla.

Nominate two referees, who may be either academic or industrial/commercial. It is the applicant's responsibility to ask each of these referees to complete the accompanying form GR 1 (R) and send them in confidence to the Office of Academic Affairs.

1	2
Ainm Name	Ainm Name
Post Position	Post Position
Seoladh Address	Seoladh Address

7. Dearbhú Declaration

Dearbhaím go bhfuil na sonraí atá tugtha agam ar an bhfoirm seo fíor agus cruinn, agus má ligtear isteach mar mhac/iníon léinn mé, go gcoifidh mé le rialacha Institiúid Teicneolaíochta Bhaile Átha Cliath.

I declare that the information given by me in this form is true and accurate and that, if I am admitted as a student, I will abide by the regulations of the Dublin Institute of Technology.

Síniú _____
Signature
Iarratasóir
Applicant

Dáta _____
Date

8. Le húsáid ag an Institiúid amháin For Institute use only

Nóta: Ní mór Foirm GR 1(S) a fháil forlonta ag an/na Riarthóir(i) taighde nó stiúrthóir an chúrsa, agus ag Ceann na Roinne/Scoile ábhartha.

Note: Form GR 1(S) must be completed by the research Supervisor(s) or course director, and by the relevant Head of Department/School.

Rinne an Coiste um Staidéir Iarchéime staidéar ar an iarratas iomlán seo - Foirm GR 1 seo, cóipeanna na dtorthaí, cóipeanna de na gradaim, dhá Foirm GR 1 (R) agus Foirm GR 1 (S) - agus faomhann/ní fhaomhann an t-iarratas. The Postgraduate Studies Committee considered this application - Form GR 1, academic transcripts, copies of awards, two of Form GR 1 (R) and Form GR 1 (S) - and approves of/rejects the application.

Síniú _____
Signature
Cathaoirleach
Chairperson

Dáta _____
Date

GR 1 (R)

CÁILÍOCHT AR SON IARRATASÓRA CHUN CLÁRÚ I gCOMHAIR STAIDÉIR IARCHÉIME TRÍ THAIGHDE REFERENCE ON BEHALF OF AN APPLICANT FOR ADMISSION TO GRADUATE STUDY BY RESEARCH

Forlíon an fhoirm seo i mBLOCLITREACHA le peann dubh nó le CLÓSCRÍOBH más é do thoil é. Ba chóir don Teistiméir í a seoladh ar ais chuig Coiste um Staidéir Iarchéime, Oifig na Gnóthaí Acadúla, DIT Teach Fitzwilliam, 30 Sráid Phembróc Uachtarach, Baile Átha Cliath 2, Éire. Ba chóir don Iarratasóir féin an chéad leathanach a fhorlíonadh roimh an fhoirm a thabhairt don Teistiméir len í a forlíonadh agus a seoladh ar ais.

Please complete this form in **BLOCKLETTERS** with black pen or in **TYPESCRIPT**. The completed form should be returned by the Referee to Postgraduate Studies Committee, Office of Academic Affairs, DIT Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2, Ireland. The Applicant should complete the first page before giving the form to a Referee to complete and return.

1. Le forlíonadh ag an Iarratasóir *To be completed by the Applicant*

Ainm agus cáilíochtaí
Name and qualifications

Gradam a bhfuil tú ag clárú dó
Award for which you propose to become a candidate

Ábhair ar mhaith leat do thaighde a dhéanamh orthu
Subject area and/or topic of desired research

Síniú _____
Signature

Dáta _____
Date

Iarratasóir
Candidate

2. Le forlionadh ag an gCáilitheoir

To be completed by the Referee

Chuirfeadh Cathaoirleach an Choiste um Staidéir Iarchéime fáilte roimh do thuairisc ar cháilíochtaí acadúla an larratasóra agus ar a (h)oiriúnacht chun tabhairt faoin taighde iarchéime atá molta chun an gradam atá luaithe a ghnóthú, nó as aon eolas eile a mheasann tú a bheith ábhartha. Muna bhfuil Béarla mar theanga dhúchais ag an larratasóir, cuir síos ar a leibhéal oileachta sa Bhéarla, más é do thoil é.

The Chairperson of the Postgraduate Studies Committee would welcome your comments on the Applicant's academic qualifications and suitability to undertake the proposed research in relation to the award sought, and for any other information which you think is relevant to this application. If the Applicant's native language is not English, would you please comment on his/her level of proficiency in English.

Coimeádfar an doiciméad seo faoi rún ag an Institiúid.

This document will be treated in confidence by the Institute.

Faoi Rún

Confidential

Lean ar aghaidh ar leathanach eile, más gá.

Continue on a separate sheet, if necessary.

Ainm

Name

Post

Position

Seoladh

Address

Síniú

Signature

Dáta

Date

Cáilitheoir
Referee

GR 1 (S)

STADÉAR IARCHÉIME TRÍ THAIGHDE: SOCRUITHE RIARTHA GRADUATE STUDY BY RESEARCH: SUPERVISION ARRANGEMENTS

(Le forlíonadh ag an Riarthóir)
(to be completed by Supervisor)

Forlíon an fhoirm seo i mBLOCLITREACHA le peann dubh nó le CLÓSCRÍOBH más é do thoil é, agus seol ar ais i chuig Coiste um Staidéir Iarchéime, Oifig na Gnóthaí Acadúla, DIT Teach Fitzwilliam, 30 Sráid Pembroc Uachtarach, Baile Átha Cliath 2.

Please complete this form in **BLOCK LETTERS** with black pen or in **TYPESCRIPT** and return it to Postgraduate Studies Committee, Office of Academic Affairs, DIT Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2.

1. Sonraí faoin Mhac/Iníon Léinn agus faoin Taighde Details of Student and of Research Project

Ainm an mhic/na hiníne léinn agus a (h)uimhir thagartha (mar atá ar fhoirm GR 1)
Name of student and reference number (as on form GR 1)

Teideal nó ábhar an taighde mholta
Title or subject of research proposal

Clár an chomh-thionscadail (más ann dó)
Associated project programme (if any)

Sonraí ar mhaoiniú an tionscadail
Project funding details

Moladh faoi chás speisialta
Special case recommendation

Ní mór don Riarthóir na cúiseanna a leagan amach chun tacú le hiontráil iarratasóra nach bhfuil na gnáth-riachtanais acadúla iontrála aici/aige don Chlár ar mhaith léi/leis iontráil air.

The Supervisor must state reasons to support the admission of a candidate who does not possess the normal academic entry requirements for the Register which she/he wishes to enter.

2. Sonraí faoin Riarthóir

Details of Supervisor

Ainm agus cáilíochtaí
Name and qualifications

Post/Grád
Position/Grade

Roinn/Scoil
Department/School

Dámh
Faculty

Taithí taighde agus i riaradh taighde iarchéime
Experience of research and postgraduate research supervision

Ballraíocht i gCumainn/Institiúidí Gairmiúla
Membership of Professional Bodies/Institutions

Tuairisc imlineach ar an taighde molta

Outline description of the proposed programme of research

Glacaim leis an iarratasóir thuas agus tá mé toilteanach feidhmiú mar Riarthóir dó/di le linn an taighde.
I accept the above applicant and I agree to act as Supervisor to him/her during the period of the research.

Siniú _____
Signature

Riarthóir
Supervisor

Dáta _____
Date

Faomhaim an t-iarratasóir thuas agus an Riarthóir thuas agus tugaim cead dóibh an taighde molta a dhéanamh sa Scoil seo. Ba chóir an t-iarratasóir seo a chlárú ar an gClár thíos agus is cuí an taighde molta don ghradam sin. (Cuir tic sa bhosca cuí thíos).

I agree to accept the above applicant as a postgraduate research student in this School and sanction the appointment of the above named person as the Supervisor. I recommend that the applicant be registered on the Register below and consider that the proposed research programme is appropriate for the associated award. (Tick the appropriate box below.)

Diplóma Iarchéime (Taighde)
Postgraduate Diploma (Research)

Máistreacht
Master's

Dochtúireacht
Doctorate

Siniú _____
Signature

Ceann na Scoile
Head of School

Dáta _____
Date

3. Sonraí faoin Riarthóir comhairleach

Details of advisory Supervisor

Ainm agus cáilíochtaí
Name and qualifications

Post/Grád
Position/Grade

Roinn/Scoil
Department/School

Taithí i dtaighde agus i riaradh taighde iarchéime
Experience of research and postgraduate research supervision

Ballraíocht i gCumainn/Institiúidí Gairmiúla
Membership of Professional Bodies/Institutions

Glacaim leis an iarratasóir thuas agus toilím feidhmiú mar Riarthóir comhairleach taighde dó/di.
I accept the above applicant and I agree to act as her/his advisory research Supervisor.

Síniú _____
Signature

Dáta _____
Date

Riarthóir comhairleach
Advisory Supervisor

Faomhaim an t-iarratasóir thuas agus an Riarthóir comhairleach thuas agus tugaim cead dóibh an taighde molta a dhéanamh sa Scoil seo.
I approve of the above applicant and of the above advisory Supervisor, and I grant them permission to undertake the proposed research in this School.

Síniú _____
Signature

Dáta _____
Date

Ceann na Scoile
Head of School

GR 1 (RO)

**CLÁRÚ I GCOMHAIR STAIDÉIR IARCHÉIME TRÍ THAIGHDE
REGISTRATION FOR POSTGRADUATE STUDY BY RESEARCH**

Sloinne
Surname

Réamhainmneacha
First names

Gradam ar a bhfuil an clárú seo dírithe
Award for which this registration applies

Uimhir thagartha
Reference number

Riarthóir(i)
Supervisor(s)

Roinn/Scoil
Department School

Dámh
Faculty

Teideal feidhmeach an taighde
Working title of research

Siniú
Signature

Dáta
Date

Mac/Iníon léinn
Student

Cláraithe ag
Registered by

Oifigeach na hInstitiúide
Officer of Institute

**UIMHIR AN MHC/NA hINÍNE LÉINN
STUDENT NUMBER**

**TÁILLE FAIGHTE
FEE RECEIVED**

STAIÉAR IARCHÉIME TRÍ THAIGHDE
TUAIRISC LEATHBHIAINIÚIL AR DUL CHUN CINN
GRADUATE STUDY BY RESEARCH
BI-ANNUAL PROGRESS REPORT

Forlíon an fhoirm seo i mBLOCLITREACHA le peann dubh nó le CLÓSCRÍOBH más é do thoil é, agus seol ar ais i chuig Coiste um Staidéir Iarchéime, DIT Teach Fitzwilliam, 30 Sráid Phembróc Uachtarach, Baile Átha Cliath 2.

Please complete this form in **BLOCK LETTERS** with black pen or in **TYPESCRIPT** and return it to Postgraduate Studies Committee, DIT Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2.

Le forlíonadh ag an Mac/Iníon Léinn
To be completed by the Student

Ainm an mhic/na hiníne léinn <i>Name of student</i>	Lánaimseartha <i>Full-time</i>	Páirtaimseartha <i>Part-time</i>
Teideal an tionscadail <i>Title of project</i>		
Ainm(neacha) an Riarthóra(na Riarthóirí) <i>Name(s) of Supervisor(s)</i>		
Roinn/Scoil <i>Department/School</i>	Dámh <i>Faculty</i>	

Cuir tic sa bhosca cuí i gcás gach ceiste.
Place a tic in the appropriate box for each question.

1. An bhfuil plean taighde socruithe agat le do Riarthóir(i) ? <i>Have you agreed a research plan with your Supervisor(s) ?</i>	Tá <input type="checkbox"/> <i>Yes</i>	Níl <input type="checkbox"/> <i>No</i>
2. An bhfuil sceideal oibre socruithe agat don phlean seo ? <i>Have you devised a work schedule for this plan ?</i>	Tá <input type="checkbox"/> <i>Yes</i>	Níl <input type="checkbox"/> <i>No</i>
3. An bhfuil an sceideal seo á leanúint agat ? <i>Are you following this schedule ?</i>	Tá <input type="checkbox"/> <i>Yes</i>	Níl <input type="checkbox"/> <i>No</i>

4. Cé chomh minic a bhíonn cruinniú agat le do Riarthóir(i) ?
How often do you have meetings with your Supervisor(s) ?

Go seachtainiúil ☐ Go leath-mhiosúil ☐
Weekly Bimonthly
 Go míosúil ☐ Uair sa téarma ☐
Monthly Once per term

5. Ar thug tú tuairisc scríofa ar d'obair do do Riarthóir(i) ? Thug ☐ Níor thug ☐
Have you given written material on your work to your Supervisor(s) ? Yes No
 Tabhair sonraí
Give details

6. An bhfuil dáta socruithe agat le do Riarthóir(i) chun tráchtas a chur isteach ? Tá ☐ Níl ☐
Have you agreed a date with your Supervisor(s) for submission of the thesis ? Yes No
 Má tá, scríobh an dáta anseo
If so, please specify the date.
 Muna bhfuil, cathain a mheasann tú go gcuirfidh tú an tráchtas isteach ?
If not, when do you expect to submit your thesis ?

7. Ar thug tú seimineár nó ar léirigh tú páipéar ar d'obair thaighde taobh istigh den sé mhí seo chaite ?
Have you given a presented a talk or paper on your research work in the last six months ?

Dhein ☐ Níor dhein ☐
Yes No

Más rud é gur dhein, tabhair sonraí
If so, give details

8. Cuir síos go beacht ar aon cheangal tionsclaíoch a bhaineann le do thionscadal.
Specify any project-related industrial involvement.

9. An bhfuil tú sásta go ginearálta le do dhul chun cinn ? Tá ☐ Níl ☐
Are you generally satisfied with your progress ? Yes No
 Muna bhfuil tú sásta, tabhair sonraí
If not, give details

10. Aon smaointe eile
Any other comments

Cuir tuairisc ghearr leis seo, ar dul chun cinn do thionscadail idir an dá linn, ó dhein tú an tuairisc roimhe seo.

Append a brief description of the progress on your project since your last report.

Bain úsáid as taobh amháin de leathanach amháin.

Use one side of one page only.

Síniú _____
Signature

Mac/Iníon Léinn
Student

Dáta _____
Date

GR 2 B

STAIDÉAR IARCHÉIME TRÍ THAIGHDE
TUAIRISC LEATHBHLIAINIÚIL AR DUL CHUN CINN
GRADUATE STUDY BY RESEARCH
BI-ANNUAL PROGRESS REPORT

Forlíon an fhoirm seo i mBLOCLITREACHA le peann dubh nó le CLÓSCRÍOBH más é do thoil é, agus seol ar ais í chuig Coiste um Staidéir Iarchéime, DIT Teach Fitzwilliam, 30 Sráid Phembróc Uachtarach, Baile Átha Cliath 2.

Please complete this form in **BLOCK LETTERS** with black pen or in **TYPESCRIPT** and return it to Postgraduate Studies Committee, DIT Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2.

Le forlíonadh ag an/na Riarthóir(i)
To be completed by the Supervisor(s)

Ainm an mhic/na hiníne léinn
Name of student

Téideal an tionscadail
Title of project

Ainm(neacha) an Riarthóra/na Riarthóirí
Name(s) of Supervisor(s)

Roinn/Scoil
Department/School

Dámh
Faculty

Cuir tic sa bhosca cuí i gcás gach ceiste.
Place a tick in the appropriate box for each question.

1. Minicíocht a chasann tú ar do mhac/iníon léinn <i>Frequency of meetings with our student</i>	Gach seachtain <input type="checkbox"/> Gach coicíos <input type="checkbox"/> <i>Weekly</i> <i>Bimonthly</i> Gach mí <input type="checkbox"/> Gach téarma <input type="checkbox"/> <i>Monthly</i> <i>Once per term</i>
--	---

2. An gá le traíneáil i scileanna nó i dteicnící taighde don mhac/iníon léinn ? <i>Does your student require any training in research skills and techniques ?</i>	Tá <input type="checkbox"/> Níl <input type="checkbox"/> <i>Yes No</i>
Más gá, dein cur síos ar an traíneáil is gá <i>If so, specify any training required.</i>	

3. An bhfuair tú tuairisc scríofa ar an obair ón mhac/iníon léinn le sé mhí anuas ?
Have you received a written report on the work from your student in the last six months ?

Fuair ☐ Ní bhfuair ☐
 Yes No

Má bhfuair tú, tabhair sonraí
If so, give details

4. An bhfuil aon fhadhb bhunúsach leis an gclár taighde ? Tá ☐ Níl ☐
Is there any serious problem with the research programme ? Yes No

Má tá, tabhair sonraí
If so, give details

5. An bhfuil dáta socruithe chun an tráchtas a chur isteach ? Tá ☐ Níl ☐
Have you decided on a date for submission of your thesis ? Yes No

Má tá, scríobh an dáta anseo
If so, please specify the date.

6. Ar thug do mhac/iníon léinn seimineár nó páipéar ar an obair thaighde le sé mhí anuas ?
Has your student given a seminar or presented a paper on the research work in the last six months ?

Dhein ☐ Níor dhein ☐
 Yes No

Más rud é gur dhein, tabhair sonraí
If so, give details

7. Cuir síos ar aon cheangal tionsclaíoch/cumarsáide a bhain le do thionscadal le sé mhí anuas.
Specify any commercially/industrially related project involvement over the past six months.

0. Gan aon cheangal ☐
No involvement

1. An tionscal/chumarsáid neamh-ghníomhach, smaointe á dtástáil sa tionscal ☐
Industry passive, ideas tested in industry

2. Achmhainní (airgead nó eile) curtha isteach ag tionscal/cumarsáid ☐
Resources (financial or other) put in by industry

3. Riarthóireacht eadrom chomh maith le hachmhainní ón tionscal ☐
Minor supervision as well as resources from industry

Sonraí
Comments

8. Cé chomh sásta is atá tú go ginearálta le dul chun cinn do mhic/iníne léinn?
How satisfied are you generally with your student's progress ?

an-shásta ☐
very satisfied

sásta ☐
satisfied

míshásta ☐
dissatisfied

an-mhíshásta ☐
very dissatisfied

Sonraí
Details

9. Cathain a mheasann tú go gcuirfear an tráchtas isteach ?
When do you expect the thesis to be submitted ?

10. I do thuairim, an bhfuil obair do mhic/iníne léinn go ginearálta in am ? Tá ☐ Níl ☐
Do you consider that in general the work of your student is on schedule ? Yes No

11. Aon smacinte eile
Any other comments

Síniú _____
Signature

Riarthóir
Supervisor

Dáta
Date

Síniú _____
Signature

Ceann na Scoile
Head of School

Dáta
Date

STAIÉAR IARCHÉIME TRÍ THAIGHDE
IARRATAS CHUN AISTRIÚ CHUIG CLÁR NÍOS AIRDE
GRADUATE STUDY BY RESEARCH
APPLICATION TO TRANSFER TO A HIGHER REGISTER

(Le forlíonadh ag an(na) Riathóir(i))
(To be completed by Supervisor(s))

Forlíon an fhoirm seo i mBLOCLITREACHA le peann dubh nó le CLÓSCRÍOBH más é do thoil é, agus seol ar ais i chuig an Oifig na Gnóthaí Acadúla.

Please complete this form in **BLOCK LETTERS** with black pen or in **TYPESCRIPT** and return it to the Office of Academic Affairs.

Ainm an mhic/na hiníne léinn
Name of student

Uimhir an mhic/na hiníne léinn
Student number

Teideal an tráchtas
Title of thesis

Ainm(neacha) an Riathóra/na Riathóirí
Name(s) of Supervisor(s)

Roinn/Scoil
Department/School

Dámh
Faculty

1. Meastóireacht

Evaluation

Ní mór don(a) Riarthóir(i) agus don Scrúdaitheoir Aistrithe atá ceaptha ag an gCoiste um Staidéir Iarchéime,

- (a) tuairisc an mhic/na hiníne léinn ar chlár an taighde atá déanta chuige seo a mheas, agus
- (b) scrúdú béil a riaradh ar an mhac/iníon léinn chun a (h)oiriúnacht agus oiriúnacht an chláir mholta shaothair le haghaidh an Chláir níos airde.

The Supervisor(s) and the Transfer Examiner nominated by the Postgraduate Studies Committee, are required to

- (a) evaluate the student's report on the programme of research already carried out, and*
- (b) conduct an oral examination of the student to determine his/her suitability and the appropriateness of the proposed programme of work for the higher Register.*

- (a) **Tuairisc ar chlár an taighde go dtí seo**
Report on the programme of research to date

- (b) **Tuairisc ar an scrúdú béil agus ar an gclár molta saothair**
Report on the oral examination and the proposed programme of future research

2. Moladh Recommendation

Iarrtar ar an(na) Riarthóir(i) agus ar an Scrúdaitheoir Aistrithe sonraí a thabhairt thíos ar aon choinníollacha ar leith nó aon treoir a d'fhéadfadh a bheith áisiúil don mhac/iníon léinn sa chlár saothair atá leagtha amach roimhe/roimpi.

The Supervisor(s) and Transfer Examiner are asked to provide details below of any specific conditions of guidance which may be of assistance to the student in his/her future programme of work.

Siniú _____
Signature

Riarthóir
Supervisor

Dáta _____
Date

Siniú _____
Signature

Riarthóir
Supervisor

Dáta _____
Date

Siniú _____
Signature

Scrúdaitheoir Aistrithe
Transfer Examiner

Dáta _____
Date

Ní mór go n-íompróidh gach iarratas chun aistriú do Chlár níos airde, droimscribhinn Cheann na Scoile. Déantar é seo tríd an ráiteas thíos a chomhlíonadh.

All applications for transfer to a higher Register must carry the endorsement of the Head of School. This should be indicated by completion of the statement below.

Aontaím leis an mholadh go n-aistreofaí an t-iarratasóir seo go dtí an Chlár _____
I agree with the recommendation to transfer this candidate to the Register.

Siniú _____
Signature

Ceann na Scoile
Head of School

Dáta _____
Date

GR 4

STAIDEAR IARCHÉIME TRÍ THAIGHDE
FÓGRA GO BHFUIL SÉ BEARTAITHE TRÁCHTAS A CHUR ISTEACH LE
hAGHAIDH A SCRÚDAITHE I gCOMHAIR GHRADAIM IARCHÉIME
GRADUATE STUDY BY RESEARCH
NOTIFICATION OF INTENTION TO SUBMIT A THESIS FOR EXAMINATION FOR
A GRADUATE AWARD

Forlíon an fhoirm seo i **mBLOCLITREACHA** le peann dubh nó le **CLÓSCRÍOBH** más é do thoil é, agus seol ar air i chuig Oifig na Gnóthai Acadúla, DIT Teach Fitzwilliam, 30 Sráid Phembróc Uachtarach, Baile Átha Cliath 2.

*Please complete this form in **BLOCK LETTERS** with black pen or in **TYPESCRIPT** and return it to Office of Academic Affairs, DIT Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2.*

1. Sonraí ar an larrthóir

Details of Candidate

Sloinne <i>Surname</i>	Réamhainmneacha <i>First names</i>
Uimhir an mhic/na hiníne léinn <i>Student number</i>	Teideal an ghradaim <i>Title of award</i>
Teideal an tráchtas <i>Title of thesis</i>	

Tugaim fógra trí mhí go bhfuil sé beartaithe agam an tráchtas thuasluaite a chur isteach le haghaidh a scrúdaithe i gcomhair an ghradaim thuasluaite agus faoi iamh tá dhá chóip de choimriú clóscríofa 300 focal de mo shaothar.

I give three months notice of my intention to submit the above thesis for examination for the award stated above and I have appended two copies of a typed 300 word abstract of my work.

Siniú _____
Signature

larrthóir
Candidate

Dáta _____
Date

Admhaím go bhfuil an t-larrthóir thuasluaite tar éis a t(h)réimhse staidéir agus thaighde i gcomhair an ghradaim thuasluaite a chríochnú agus go bhfuil sé/sí i dteideal a t(h)ráchtas a chur isteach le haghaidh a scrúdaithe.

I acknowledge that the above-named candidate has completed his/her period of study and research for the above award and is eligible to submit his/her thesis for examination.

Siniú _____
Signature

Riarthóir
Supervisor

Dáta _____
Date

Siniú _____
Signature

Ceann na Scoile
Head of School

Dáta _____
Date

**2. Sonraí ar duine a mholtar mar Scrúdaitheoir Seachtrach
(Céad rogha)**

Details of a person proposed as an External Examiner (First choice)

(Le forlionadh ag an Riarthóir)

(To be completed by the Supervisor)

Ainm agus cáilíochtaí
Name and qualifications

Post/Dualgais
Position/Responsibilities

Cúis go moltar an ceapachán seo
Reason for appointment

Seoladh
Address

Uimhir theileafóin
Telephone number

Uimhir faics
Fax number

Ríomhphost
Email

Glactar an duine thuasluaite mar Scrúdaitheoir don larrthóir a luaitear i gCuid 1.
The above-mentioned is approved as Examiner for the candidate referred to in Section 1.

Síniú _____
Síniú

Dáta _____
Date

Cathaoirleach, Coiste um Staidéir Iarchéime (nó Oifigeach údaráithe)
Chairperson, Postgraduate Studies Committee (or authorised Officer)

3. Sonraí ar duine a mholtar mar Scrúdaitheoir Seachtrach (Dara rogha)

***Details of a person proposed as an External Examiner
(Second choice)***

**(Le forlíonadh ag an Riarthóir)
(To be completed by Supervisor)**

Ainm agus cáilíochtaí
Name and qualifications

Post/Dualgais
Position/Responsibilities

Cúis go moltar an ceapachán seo
Reason for appointment

Seoladh
Address

Uimhir theileafóin
Telephone number

Uimhir faics
Fax number

Ríomhphost
Email

Glactar an duine thuasluaite mar Scrúdaitheoir don larrthóir a luaitear i gCuid 1.
The above-mentioned is approved as Examiner for the candidate referred to in Section 1.

Síniú _____
Síniú

Dáta _____
Date

Cathaoirleach, Coiste um Staidéir Iarchéime (nó Oifigeach údaráithe)
Chairperson, Postgraduate Studies Committee (or authorised Officer)

GR 5

STAIDÉAR IARCHÉIME TRÍ THAIGHDE: TUAIRISC AR SCRÚDÚ LE hAGHAIDH GHRADAIM IARCHÉIME GRADUATE STUDY BY RESEARCH: EXAMINATION REPORT FOR A GRADUATE AWARD

Forlíon an fhoirm seo i mBLOCLITREACHA le peann dubh nó le CLÓSCRÍOBH más é do thoil é, agus seol ar ais i chuig Oifig na Gnóthai Acadúla, DIT Teach Fitzwilliam, 30 Sráid Pheambróc Uachtarach, Baile Átha Cliath 2.

Please complete this form in **BLOCK LETTERS** with black pen or in **TYPESCRIPT** and return it to Office of Academic Affairs, DIT Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2.

1. Sonraí ar an larrthóir agus ar na Scrúdaitheoirí Details of the Candidate and of the Examiners

Ainm an larrthóra
Name of Candidate

Uimhir an mhic/na hiníne léinn
Student number

Teideal an ghradaim
Title of award

Dámh
Faculty

Teideal an tráchtais
Title of thesis

Ainm agus cáilíochtaí an Scrúdaitheora Sheachtraigh
Name and qualifications of External Examiner

Post/Dualgais
Position/Responsibilities

Ainm agus cáilíochtaí an Scrúdaitheora Inmheánaigh
Name and qualifications of Internal Examiner

Post/Dualgais
Position/Responsibilities

2. Tuairiscí ar an scrúdú
Reports on the examination

- 1. Tuairisc ghinearálta ar scrúdú an tráchtáis**
Overall report on the examination of the thesis

- 2. Tuairisc ar scrúdú béil an larrthóra**
Report on the oral examination of Candidate

3. Moladh Recommendation

1.	Moltar an gradam a bhronnadh gan aon cheartú don tráchtas. <i>The award is recommended with no corrections needed in thesis.</i>	
2.	Moltar go bhfuil an tráchtas inghlactha don ghradam, ach go gceadófaí don iarrthóir an tráchtas sin a aistarraingt agus tar éis a athbhreithnithe, é a chur isteach níos déanaí le haghaidh an ghradam níos airde de _____. <i>It is recommended that the thesis is acceptable for the award, but that the candidate be permitted to withdraw that thesis for revision and re-submission at a later date for the higher award of _____.</i>	
3.	Moltar an gradam a bhronnadh, ach amháin na mioncheartuithe agus na hathbhreithnithe a luaitear i gCuid 4 a chur isteach sa tráchtas. <i>The award is recommended, subject to inclusion in the thesis of the minor corrections and revisions specified in Section 4.</i>	
4.	Moltar gan an gradam a bhronnadh, ach ceadaítear an tráchtas a chur isteach arís ach na leasuithe móra agus na coinníollacha a luaitear i gCuid 4 a chomhlíonadh. <i>The award is NOT recommended, but re-submission of the thesis is to be permitted subject to the major revisions and the conditions specified in Section 4.</i>	
5.	Moltar gan an gradam a bhronnadh ach moltar go mbronnfaí ar an iarrthóir an gradam níos ísle de _____. <i>The award is NOT recommended but it is recommended that the candidate be awarded the lower award of _____.</i>	
6.	Moltar gan aon ghradam a bhronnadh. <i>It is recommended that NO award be made.</i>	

Riachtanais ar leith eile

Other specific requirements

Iarrtar ar na Scrúdaitheoirí na riachtanais ar leith eile a bhaineann lena moladh thuas a lua anseo, más gá, mar shampla, scrúdú béil eile a riaradh ar an iarrthóir.

The Examiners are asked to indicate here any other specific requirements, such as the need for a second oral examination of the candidate.

Siniú _____
Signature

Scrúdaitheoir Seachtrach
External Examiner

Dáta _____
Date

Siniú _____
Signature

Scrúdaitheoir Inmheánach
Internal Examiner

Dáta _____
Date

Siniú _____
Signature

Cathaoirleach
Chairperson

Dáta _____
Date

4. Ceartuithe, athbhreithnithe agus coinníollacha eile *Corrections, revisions and other conditions*

Iarrtar ar na Scrúdaitheoirí sonraí cruinne a scríobh síos anseo ar aon cheartuithe, athbhreithnithe nó choinníollacha a bhaineann le cur isteach an tráchtais athuair. Is féidir leo an próiseas scrúdaithe ina iomláine a phlé anseo freisin.

The Examiners are asked to provide below precise details of any corrections, revisions or conditions attached to a re-submission of the thesis. This space may also be used to comment on the examination process as a whole.

(Lean ar aghaidh ar leathanaigh eile, más gá)
(Continue on separate sheets, if necessary)

Dearbhú i gcás moladh 3 *Declaration in the case of recommendation 3*

Deimhním gur cuireadh na mioncheartuithe agus/nó na hathbhreithnithe a sainíodh thuas i gcrích de réir moltaí na Scrúdaitheoirí.

I certify that the minor corrections and/or revisions specified above have been carried out in accordance with the recommendations of the Examiners.

Síniú _____
Signature

Scrúdaitheoir Inmheánach
Internal Examiner

Dáta _____
Date

Dearbhú i gcás moltaí 1, 3, 4 *Declaration in the case of recommendations 1, 3, 4*

De réir moladh deireanach na Scrúdaitheoirí, deimhním mo chead go mbronnfaí an gradam thuaslauite ar an iarrthóir.

In accordance with the final recommendation of the Examiners, I certify approval that the above award be made to the candidate.

Síniú _____
Signature

Cathaoirleach, Coiste um Staidéir Iarchéime (nó Oifigeach údaráithe)
Chairperson, Postgraduate Studies Committee (or authorised Officer)

Dáta _____
Date

NOTES
