



Waterford Institute *of* Technology
INSTITIÚID TEICNEOLAÍOCHTA PHORT LÁIRGE

Postgraduate Research Degree Strategy Regulations and Procedures 2006

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1. Introduction

‘Research activities play a vital role in creating an environment in which the optimum teaching and learning processes occur and in which staff and students are stimulated by the interplay of new ideas and the spirit of inquiry. Learning, at graduate and postgraduate levels, takes place in an environment of developing and advancing knowledge, problem solving, critical evaluation, investigation, and an awareness of the limits of enquiry and understanding.’

New Zealand Qualifications Authority

‘Doctoral education is one of the most distinctive and important activities of the contemporary research university.’

Frank H.T. Rhodes, former President of Cornell University

1.1 WIT’s Research Strategy

The objective of the Institute’s research strategy is to establish itself as a competitive, research-intensive Institute, committed to the transfer of knowledge and the provision of a high quality education to its students.

This research strategy aims to create the physical and cultural environment that will enable the Institute to build on its current strengths, and establish an international profile based on cutting-edge research. The key objective of the strategy is to support the development of areas that have already achieved or have the potential to achieve a critical mass of internationally-recognised quality research activity. This is carried out in an environment that recognises the freedom of its staff to develop their own research agendas in support of their continuing professional development. However, all research, irrespective of its origin, is benchmarked against internationally-recognised performance parameters.

The Institute recognises that research-active staff should be supported in a way that allows them to concentrate on the core activities of teaching and research. This indicates establishing an optimum ratio of academics to support staff, such as professional administrative staff, and ensuring that non-core tasks are delegated where possible. WIT is also supportive of developing the research potential of academic staff in the early stages of their careers, through academic guidance, training programmes and targeted funding.

At the core of the research strategy is the comprehensive development of an international standard research environment across all areas over time. This approach is based on the development of a integrated research environment at academic school and departmental levels, utilising the academic strength of the established research areas in support of new research areas at academic researcher and postgraduate student levels.

The Institute’s research strategy recognises the synergy between research, teaching and research policy. Each academic school and department will ensure that the link between teaching and research is maintained, and that knowledge generated through research informs the revision of existing courses as well as the development of new courses. Students are exposed to good research practice through the linkage of undergraduate project work to postgraduate research

activity where possible. It is good pedagogical practice that one informs the other – that undergraduate project work may develop into postgraduate research activity, and staff involvement in research at the leading edge of knowledge production must inform undergraduate teaching in a positive sense.

In the context of Mode 2 trans-disciplinary research, the Institute recognises its special role as the largest third level academic institute in the south-east region of Ireland. A key part of its research strategy is to develop strong research and development partnerships, which will benefit the economic and cultural development of the region.

In an innovation-driven research strategy, the exploitation of the knowledge generated through research to benefit society is a key aspect of that strategy. Knowledge is exploited through collaboration with the stakeholders. In the case of Engineering and Science, exploitation may be through innovative products or service development. Knowledge generated through the non-technology driven disciplines is also exploited through course development, consultancy and publications. The protection and exploitation of Intellectual Property Rights (IPR) for the benefit of the inventor and the Institute is a key element of the research strategy. In developing this IPR policy, the Institute recognises the need to balance the interests of stakeholders against the need for academic freedom to publish research results for the benefit of the wider research community.

1.2 Research Degree Strategy

This sits in the context of the general research strategy and plan, outlined above. WIT aims to increase the level of postgraduate research activity, measured mainly by student numbers, to ten per cent of the total student body over the next five years. It also intends to continue to enhance the quality of the postgraduate environment and to maintain high standards of provision which are benchmarked to international levels. The students and supervisors are at the heart of the Institute research activity. The Institute is committed to attracting highly motivated and academically qualified postgraduate research students in all areas of its research programme.

This growth and enhancement of postgraduate education is in response to demands from:

- 1) **The external community** – it is well documented that Ireland has an inadequate supply of graduates at Masters and PhD levels to meet the current demand from employers. This is particularly evident in the south-east region, where the uptake of higher education generally is lower than in the rest of Ireland, and where there is no university.
- 2) **The internal WIT community** – the growing number of research-active staff has increased the Institute's ability to provide postgraduate supervision. In addition, there is a high level of demand from WIT graduates who would prefer to stay in the south-east region for postgraduate study.

1.3 Strategies and Actions

1.3.1 Increasing student numbers through the following:

- 1) Improved marketing – WIT promotes postgraduate studies by the development of promotional materials, attending careers fairs, advertising and the WIT website. It is planned to increase the level of these activities.

- 2) Enhancing the research-literacy of undergraduates. As part of the credit-based modular system (MAP), all undergraduates will be exposed to at least one module in research-literacy and to a research project. This introduction to research makes undergraduates more open to the research option for postgraduate study.
- 3) Widening the profile of postgraduates. In the past, the majority of WIT postgraduates have been recruited from Institute graduates. It is part of WIT's strategy to increase the percentage of international students at all levels to ten per cent of total numbers. The greatest interest internationally is in Taught Masters programmes. A realistic target for international research students at WIT is in the order of 20 per year. A financial incentive has been introduced to retain talented international students in the Institute.
- 4) WIT also plans to promote part-time access to postgraduate studies as part of its lifelong learning initiative. At present WIT has exceeded its target of 15 per cent of mature students in undergraduate programmes. The same target is planned for research postgraduate studies. The associated action is to increase the awareness of the part-time study mode with both prospective students and employers. This is also linked to the development of more flexible admissions criteria.
- 5) WIT intends to widen access to include new categories of students and new discipline opportunities. This will involve the implementation of Accreditation of Prior Experiential Learning (APEL) at postgraduate admissions level. This will make research studies more available to older persons who have extensive work or community experience. WIT also intends to target new disciplines – for example, the new School of Education will provide opportunities for teachers at second and third levels to gain research degrees in the area of pedagogy and the management of education and the School of Health Science will provide more opportunities for nurses and other healthcare professionals.

1.3.2 Widening the Portfolio of Postgraduate Degree Options

At present, postgraduate students at WIT fall into the following categories:

- 1) Research Masters (Mode A)
- 2) Taught Masters (Mode B)
- 3) Doctorates

The Taught Masters programmes in WIT are mainly focused on continuing professional development and are therefore not a significant part of the research degree strategy; however they do provide one means of entry to research degree programmes. It is common practice, especially in Science, Engineering and Technology domains, for students to study for a specialist Taught Masters for 12 months, and then go on to undertake a research degree programme. Therefore the way these Taught Masters are structured provides an excellent opportunity for detailed training in research skills, methods, methodologies and higher level epistemological issues relevant to the domain, as well as in the detailed domain knowledge that is their core focus.

With regard to research postgraduates, it is WIT's intention to increase the balance in favour of PhD level. The actions to achieve this include increasing the numbers transferring from the Masters register by carefully selecting suitable students and projects in the major research groups, and focusing on these students in terms of mentoring and motivating them. With the establishment of the Research Support Unit, it is hoped to gain more funding to support postgraduates for the full duration of PhD level study.

The increased focus on access and part-time research for higher degrees will also attract more PhD candidates who already hold Research Masters degrees and who may therefore qualify for direct entry to the PhD register. WIT intends to focus on employers in the high technology sectors who see access to a PhD as a good way to combine staff development and the R&D potential of the company. WIT will also explore the area of Professional Doctorates which may be more appropriate for certain groups.

1.3.3 Providing Greater Financial Support for Postgraduates

This will be achieved by creating more awareness of external funding sources for which applicants can apply and providing more guidance for applicants. WIT also plans to extend its Advanced Scholars Scheme to the new academic schools in 2005. It also aims to increase the number of Advanced Scholars' awards to three per school (with the aid of industry sponsorship) and to extend the number of Teaching and E-learning Studentship schemes.

1.3.4 Improving Physical Resources and Infrastructure

WIT plans to make more resources available for postgraduates through the purchase of more journals and databases for the library. WIT also plans to upgrade the quality and number of computers available for postgraduates. Each year, academic schools will audit the situation regarding computer provision and arrange phased-replacements. They will ensure that every postgraduate has an appropriate level of computer access.

There will also be a phased replacement and upgrading of equipment for Science, Engineering and Health research. In the past, much equipment has been purchased primarily for teaching purposes, and then used for research when available. There is an awareness now that, in some instances, the Institute must purchase dedicated research equipment which will be available on a full-time basis to researchers and maintained to the quality required by researchers. The Research Support Unit has targeted external funding sources to which researchers can apply for equipment renewal and upgrading. Where such funding is not available from these sources, the Institute will prioritise this from its overall budget, for active and productive research groups.

WIT plans to extend the space available for dedicated postgraduate activity. The first phase of this is the completion of the Research and Innovation Centre at Carriganore, which houses researchers in the ICT field. All new buildings at WIT will include dedicated research laboratories and offices. In addition, the areas vacated will be refurbished to provide equivalent research accommodation for others.

Access to the library and laboratories will be extended outside normal working hours. This continues to be a difficult matter for the Institute due to the additional costs of opening buildings, and the health and safety issues involved. WIT has put in place a procedure for applying for access at unusual times, and ensuring the safety of the student. Negotiations continue with staff unions to extend the implementation of the scheme.

1.3.5 Increasing Research Training

The direct research training by the supervisor remains the core of research training for postgraduates. To complement this, WIT delivers a general postgraduate research methods training course for one evening per week over 20 weeks in the academic year.

Discipline-specific training is also provided by each academic school or department.

The library and computer services provide training on request, some of this extensive in nature, for example, on information sourcing retrieval. WIT is considering methods of integrating this with the training provided centrally.

WIT postgraduates are encouraged to attend and present papers at conferences relevant to their research. Several schools and research groups in WIT have recognised the value of organising regular internal seminars at which postgraduates and staff present updates of their work to each other and to external guests. It is planned to embed this activity into the annual cycle for all schools.

1.3.6 Enhancing the Research Environment

Networking with postgraduates from other institutes and universities is facilitated at academic school level. This is particularly well established in Science through the annual Institutes of Technology research colloquium, organised by heads of Science. This is a model that other schools are considering.

Postgraduates have been encouraged to avail of opportunities to visit external research facilities both nationally and internationally. For example, one Biotechnology postgraduate recently spent a few months in the Chinese Academy of Science in Beijing, as part of a funded international collaboration project. The extension of such activity is targeted by WIT and will be facilitated by the rapid expansion of WIT's educational partnerships in Asia and USA.

The organisation of researchers into groups has proven very valuable in helping postgraduates combat intellectual isolation. The ready availability of other postgraduates, researchers and supervisors creates a lively, stimulating and creative research environment. It is intended by WIT to continue to foster and grow these research groups, as outlined in the research strategy and to make the isolated lone researcher a phenomenon of the past.

1.3.7 Enhancing the Social Environment

WIT is committed to improving the networking and social context for postgraduates. Some of the actions planned are a 'forum' and an annual social event for all postgraduates. This year, induction for new postgraduates successfully included the activities above, and the model will be replicated next year. A simple newsletter is now produced regularly, with relevant information about central events, training and services.

1.3.8 Inclusion in the Research Community

Postgraduates have been brought into the formal research policy, planning and management structure of WIT. This has been very important in creating awareness and in empowering postgraduates to raise issues. Postgraduates are represented on Academic Council's R & D sub-committee and the school / departmental research committees.

1.3.9 Inclusion in External Partnerships

WIT recognises the benefits for postgraduates of external partnerships with other institutes and universities and with industry, professional bodies and employers.

These external links help widen the students' horizons, contextualise their research and provide additional intellectual stimulation. Some of the actions planned by WIT to extend its external postgraduate partnerships are through the joint supervision of postgraduates. It is intended to

formalise arrangements for this during the life of the next Academic Council. WIT is currently researching models of best practice and administrative systems for managing such arrangements.

WIT also intends to promote the involvement of external representatives in research committees at all levels, from departmental committees to research groups, to the research council.

While internships, placements and exchanges are common in Taught Masters programmes, they are less widespread in Research Masters programmes. WIT is currently exploring the feasibility of such an option, nationally or internationally, for research postgraduates.

Another benefit of external partnerships is the provision of access to specialised facilities and equipment. For example, WIT has a formal partnership under PRTLI, with the Materials and Surface Science Institute in the University of Limerick. As part of this partnership, postgraduates have access to expensive resources not available in the Institute.

1.3.10 Provision of High Quality Supervision

WIT accepts that the supervisor is the key to the success of research postgraduates. The Institute has a series of actions to increase the numbers of qualified supervisors and to support them in their work. These are as follows:

1.3.11 To Increase the Number of Supervisors

WIT has been very proactive in its HR policies in this regard. For example, at recruitment stage, preference is given to candidates with research experience and postgraduate qualifications that will enhance the existing research groups and enable the school to increase the number of supervisors. WIT staff members who have not had the opportunity to gain higher degrees are encouraged and facilitated to gain such awards. The staff development budget is high and will be increased by ten per cent for this purpose each year of the period of the strategy. In the School of Business there is a very innovative programme in which a large group of staff is working together towards PhD's under the guidance of a UK university. This model will be evaluated and may be considered as a cost-effective one for other academic schools.

Because of the scale of research in WIT, it has been difficult to develop research groups comprising mainly lecturers in some areas. It is recognised that an alternative which works well is the creation of more contract research and funded postdoctoral research positions. These individuals bring additional expertise to the group and can assist the supervisor in the day to day interactions with students. In addition to TSSG, another good example of this is the Materials Characterisation and Processing Group.

The ethos of WIT in recent years has changed in favour of research and postgraduate activity. Although it is not a formal policy of WIT, it is generally believed that such involvement is one of the most important factors in gaining academic career progression.

1.3.12 Supervisor Support

Postgraduate supervisors are facilitated with regard to their work conditions, insofar as possible, by their academic managers. Measures include hours' allowances for supervision, flexible timetabling, enhanced facilities and good support for travel to conferences.

Supervisor training is an area targeted for improvement. An accredited module of the MA in Teaching and Learning is offered annually to all supervisors. Academic Council will consider the issue of making it mandatory for novice supervisors.

New supervisors work under the guidance of an experienced mentoring supervisor.

1.3.13 Paid Sabbaticals

Staff are encouraged to avail of external funding for sabbaticals e.g. Research Council schemes. As many staff as can be facilitated financially will be permitted to avail of the Institute's own sabbatical scheme.

1.3.14 Staff Recognition and Motivation

The Institute regularly recognises staff achievements – for example by hosting celebrations or launches of important publications and externally funded projects. A special area in the library is dedicated to the display of works by WIT staff. In 2005 the Institute inaugurated an award for excellence in research supervision.

1.4 Research Categorisation

1.4.1 Basic Research

Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.

1.4.2 Strategic Research

Work intended to generate new knowledge in an area that has not yet advanced sufficiently to enable specific applications to be identified.

1.4.3 Applied Research

Work that develops or tests existing knowledge and is directed towards either specific practical objectives or the evaluation of policies or practice. (Work that involves the routine application of established techniques or problems is unlikely to constitute research.)

1.4.4 Scholarship

Work intended to extend the boundaries of knowledge within and across disciplines by the analysis, synthesis and interpretation of ideas and information, making use of a rigorous methodology.

1.4.5 Creative Work

The invention and generation of ideas, hypotheses, images, performances or artefacts in any field, leading to the development of new knowledge, understanding or expertise.

Activities described in the following may be considered as research if they satisfy one or more of the definitions outlined above.

1.4.6 Other Activities that may qualify as Research

1.4.6.1 Consultancy

The deployment of existing knowledge and the application of analytical and investigative skills to the resolution of problems presented by a client, usually in an industrial, commercial or professional context.

1.4.6.2 Professional Practice

The theorisation and effectiveness of professional practice advanced by practitioners, which may overlap with consultancy when practised at an advanced level.

Research in WIT is undertaken by full and part-time academic staff engaged in funded and non-funded research, either to gain further postgraduate qualifications or to expand the boundaries of existing knowledge; by postdoctoral fellows; by visiting researchers; by postgraduate students; and by research assistants.

Research activity may be undertaken by a sole researcher carrying out self-tasked research, or within a group environment. A group environment may range from two or more researchers to a major self-financing centre.

2. Postgraduate Research Degrees

This section outlines Institute policy and procedures in relation to postgraduate research degrees.

2.1 General Regulations

- 2.1.1** All regulations for postgraduate study at WIT are formulated and approved by Academic Council and are aligned with the HETAC framework.
- 2.1.2** Decisions on registration for postgraduate research programmes must be ratified by Academic Council.
- 2.1.3** Candidates registered for postgraduate programmes are entitled to the same rights and privileges as undergraduate students and are subject to the same general regulations and code of discipline.
- 2.1.4** Postgraduate work must be undertaken within an appropriate department. In the case of inter-disciplinary research projects, one department must agree to take primary responsibility.
- 2.1.5** WIT Academic Council encourages collaboration in postgraduate research with other institutes and universities and with industry, commerce, public and professional bodies and other research establishments.
- 2.1.6** All official communications relating to postgraduate admissions, registration, reports, examinations, results and appeals shall be conducted through registry.

2.2 Postgraduate Award Levels and Degree Titles

Within the awards framework of the National Qualifications Authority of Ireland (NQAI) there are two levels of postgraduate award for research.

Level 9 Masters Degree

Level 10 Doctoral Degree

The following research degrees may be awarded to graduates who have satisfied all the specified requirements.

- 1) Master of Arts (Research) (M.A.)
- 2) Master of Business Studies (Research) (M.B.)
- 3) Master of Engineering (Research) (M.E.)
- 4) Master of Science (Research) (M.Sc.)
- 5) Master of Technology (Research) (M. Tech.)
- 6) Doctor of Philosophy (Ph.D.)
- 7) Doctor of Science (awarded for published work) (D.Sc.)
- 8) Doctor of Literature (awarded for published work) (D.Litt.)

All awards at Level 9 and awards at Level 10 in the School of Science are made by Waterford Institute of Technology. Awards at Level 10 in other academic schools are made by HETAC.

2.3 Entry Requirements

2.3.1 Degree of Master (Research)

The normal entry standard for a Masters degree is an Honours Bachelor degree (minimum level: Second Class Honours) in a field of study directly related to the subject matter of the Masters degree.

The qualifications of direct applicants from overseas will be reviewed using the NARIC index. Such applicants must also provide evidence of their competence in English.

2.3.2 Degree of Doctor of Philosophy

Normally, admission to the Doctoral register is confined to candidates who have been admitted at least 12 months previously to the Masters register and whose transfer to the Doctoral register is recommended by the candidate's supervisor(s) and an external expert, who will not be the final external examiner.

2.3.3 Alternative Entry Requirements

The Institute will also consider applications in respect of individual candidates who meet one of the following alternative entry qualifications, subject to the approval of Academic Council:

- 1) Hold the graduate diploma of a recognised institution at, at least, Second Class Honours level, in an area of study cognate to the proposed study area;
- 2) Hold such other qualifications and experience as may be acceptable to Academic Council for the purposes of proceeding to a specific Masters degree. Evidence of this must be presented to the academic department in which the candidate wishes to be registered by means of a portfolio which will be assessed according to WIT's normal APL procedures (given in the Appendices to this document);
- 3) Have passed, with not less than Second Class Honours, an approved Masters degree qualifying examination conducted by the Institute, prior to the registration and commencement of the Masters degree programme.

The qualifying examination must:

- 1) Be taken at one sitting within such time-scale as shall be prescribed by the Institute;
- 2) Equate to the final year examination of a Bachelor degree programme in a cognate discipline;
- 3) Be subject to external examination by an examiner approved by Academic Council.

2.3.4 Probationary Admission to Doctoral Register

Probationary admission means that the candidate is provisionally placed on the PhD register and that the candidature must be confirmed after a period of at least six months.

The letter to the student accepting this form of registration will state the above clearly.

The special circumstances in which probationary admission to the Doctoral register may be permitted include the following:

The candidate already holds a Research Masters in a cognate area.

Registration for a PhD is a condition of the applicants approved funding / grant. If such a candidate does not hold a Research Masters degree, he/she must, at least, hold an Honours degree at 2 grade.

2.3.5 English Language Requirement

All applicants must meet the English or Irish language requirements of WIT to be eligible to be offered a place.

3. Application, Selection, Admission and Enrolment

3.1 Application

Opportunities for research leading to postgraduate awards are advertised in the press and on the WIT website and promoted at postgraduate fairs, nationally and internationally.

Prior to submitting the application, the candidate will normally consult with the appropriate department to ensure it is in a position to consider their application.

EU applicants submit an application form and any supporting documentation to the Postgraduate Admissions Office at Waterford Institute of Technology.

Non-EU applicants submit an application form and any supporting documentation to the International Office at Waterford Institute of Technology.

Applications are logged and their receipt is acknowledged. Incomplete applications will be returned to the applicant.

Although applications are accepted at any time of the year, most applications are made in May and June.

3.2 Selection

All applications are reviewed within a department. In the case of a research topic which spans more than one department, all associated departments will be involved.

In the case of applications to undertake research within an autonomous research centre in WIT, the review process will involve feedback from the director of the centre in addition to the normal departmental procedures.

As a first step, the head of department will verify the qualifications and reject unqualified applicants or those for whom WIT is clearly unable to provide supervision or other resources required.

Remaining applicants will be accepted or rejected on the basis of their qualifications and the capacity of the school / department to provide the required student supervision, support and resources.

These are reviewed by the school or departmental research committee or a sub-group selected for this purpose. The selection process may involve an interview with the applicant. A selection interview is a normal requirement for postgraduates competing for positions on funded research projects.

Interview panels will be chaired by the head of department or his/her nominee and will comprise at least three persons, and will include the proposed supervisor and one person external to the institute and with both genders represented.

Applicants will be accepted or rejected on the basis of their qualifications and the capacity of the school or department to provide the required student supervision, support and resources. Not all qualified candidates will be admitted. Cognisance will be taken of the Institute's equal opportunities policy.

The head of department will inform the Postgraduate Admissions Office of the departmental decision.

In general, this part of the procedure should not take more than four weeks.

3.3 Offer, Admission and Enrolment

The registrar informs the applicant in writing of the departmental decision. This offer letter makes it clear to the applicant that admission at this stage does not automatically mean admission to the postgraduate register. A six-month period is provided for the preparation of the submission to register.

Successful applicants will be invited to accept or reject the offer and to enrol at WIT.

Enrolment will involve completion of the enrolment forms and the Giro for payment of postgraduate fees. Applicants who are grant aided or funded by a research project will provide evidence of this.

When the enrolment process is complete, the registrar will advise the department.

The head of department will write to the student setting out the start up arrangements, referring specifically to supervisory, space and resource arrangements and the date of commencement.

The head of department and the supervisor will meet the new postgraduate and arrange for their induction. The head will stress to the student and supervisor the importance of commencing the process of preparing the registration submission without delay.

3.4 Re-enrolment

Continuing Masters and PhD students must re-enrol in each year in which they are undertaking the course. Initial enrolment and commencement may be at any time during the year but re-enrolment occurs on a calendar basis and must be completed on request.

All students, whether full-time or part-time, pay two annual fees for Masters degrees and three annual fees for PhD degrees. Students taking longer periods of time may be charged an additional annual registration fee.

Failure to re-enrol within the prescribed annual re-enrolment period will lead to withdrawal of supervision. A postgraduate may be reinstated, if their supervisor provides a satisfactory progress report. A reinstatement fee will be levied.

4. Postgraduate Registration

Waterford Institute of Technology has delegated authority to maintain a register of postgraduate degrees at Masters Level (Level 9) in the Schools of Science Business and Humanities and in the areas of Mechanical Engineering and Electronic Engineering and at Doctoral level (Level 10) in the School of Science.

All other postgraduates in WIT will be registered directly with HETAC.

4.1 Postgraduate Registers

WIT and HETAC maintain two registers of candidates for higher degrees by research, as follows:

1. Register of candidates for the Degree of Master (Research) Mode A- hereafter referred to as the 'Masters register';

and

2. Register of candidates for the Degree of Doctor of Philosophy - hereafter referred to as the 'Doctoral register'.

Candidates should check with WIT registry, to ascertain which agency is responsible for their registration and how the registration procedures differ. This document sets out the WIT procedures; these must be followed by all applicants up to the point of approval by Academic Council. Thereafter, the HETAC registrations will be forwarded to HETAC.

4.1.1 Degree of Master (Research)

Candidates for the Degree of Master (Research) will be expected to acquire a mastery of the principles and theory underlying their chosen subject and a knowledge and appreciation of the relevant literature. The standards required by HETAC for Level 9 apply. This will be achieved through research and attendance at courses and/or directed study programmes, where necessary.

4.1.2 Degree of Doctor of Philosophy

The Degree of Doctor of Philosophy is conferred for advanced levels of achievement, in which the candidate demonstrates outstanding scholarship and ability. The candidate must demonstrate that he/she has conducted original, independent research and has a broad knowledge of a particular field of study and a comprehensive knowledge of the specialist area upon which his/her research is focused. The standards required by HETAC for Level 10 apply.

4.1.3 Higher Degree Awarded for Published Work

The Institute may present suitably qualified applicants for consideration as candidates for the award of a higher degree on published work.

In instances where multi-authored works are cited, the candidate must indicate clearly the extent of their individual contribution to the work.

In very exceptional circumstances, WIT Academic Council / HETAC is prepared to consider direct applications from independent candidates for the award of a higher degree on published work.

In order to be considered for the award of Degree of Doctor of Science or Doctor of Literature, a candidate must have published a body of work which shows original and independent thought, containing results of a coherent programme of research so as to be, in the judgement of the examiners, worthy of recognition, adding significantly to existing knowledge of the subject treated. Work in the course of publication will not be examined; the work must be accessible, in the public domain.

The candidate must include the following in his/her initial application:

- 1) A list of publications;
- 2) A curriculum vitae.

If WIT Academic Council / HETAC so determines, the candidate will be invited to register and to submit his/her published work (four copies) and the appropriate fee. Only when the Institute has accepted the completed registration form is the candidature valid.

Arrangements for the examination of such candidates will be made by the Institute.

The candidate's published work is then forwarded to the examiners.

The normal examining procedures will apply from this point.

4.1.4 Period of Time for Completion of Research Degrees

4.1.4.1 Masters Degrees

Normally, the duration of studies leading to the Degree of Masters (Research) is 21 months from the date of admission to the WIT postgraduate programme to the date of graduation. The minimum duration is 15 months. In exceptional circumstances, the registration authority (WIT Academic Council or HETAC) may vary the required and permitted duration of the programme.

Should the candidate not complete the degree within five years of admission to the Masters register, registration will lapse. If the candidate wishes subsequently to present for the degree, application for re-registration through the registration authority is mandatory.

4.1.4.2 PhD Degrees

Normally, the minimum duration of studies leading to the Degree of Doctor of Philosophy is three academic years from the date of admission to the WIT postgraduate programme. In exceptional circumstances, the registration authority may vary the required and permitted duration of the programme.

Should the candidate not complete the degree within six years of admission to programme, registration will lapse. If the candidate wishes subsequently to present for the degree, application for re-registration through the registration authority is mandatory.

In the case of a candidate transferring from the Masters register to the Doctoral register, the required and permitted duration shall be measured from the date of admission to the Masters programme.

4.1.4.3 Credit Transfer

Where a candidate has commenced their postgraduate programme at another recognised Institution and wishes to transfer his / her registration to WIT and have the credit recognised, the following procedure must be followed.

The following documentation must be provided to the Postgraduate Registration Group.

- 1) A copy of a formal letter from the student to the original institution requesting the transfer.
- 2) A formal letter from the student to WIT requesting acceptance.
- 3) A letter from the original institution agreeing to the transfer of the student.
- 4) A report from the head of the department in WIT which is willing to accept the transfer student, setting out the full details of the new supervisory and resource arrangements for the student.
- 5) Copies of all the student's academic records from the original institution. These records must include the original registration application, transfer report and documentation (if applicable and annual progress reports).

The student must not transfer until all this is reviewed by the Postgraduate Registration Group and approval of Academic Council has been granted.

If the student was on the HETAC register, then approval for the transfer must be granted from HETAC. This request should come from WIT.

4.1.5 Procedure for Admission to the WIT or HETAC Postgraduate Register

4.1.5.1 Application

The postgraduate, assisted by their supervisor, prepares their application for academic registration using the standard form.

If the research involves human or animal subjects, risks to persons or the environment or the collection of sensitive or confidential data, ethical approval must be sought from the WIT Research Ethics Committee.

Completed applications for admission to the postgraduate register are submitted to the academic school administrator.

4.1.5.2 Departmental Review

These applications are reviewed by the departmental research committee or a sub-group of this which is set up for this purpose by the head of department. This process will involve an interview with the supervisor and the student. They will focus on the academic aspects of the proposal:

- 1) The suitability of the research proposal to the award being sought;
- 2) The nature of the work undertaken, and the formulation of the research;

- 3) Proposal and the standard expected;
- 4) The planning of the research and the specific direction of the research being undertaken;
- 5) The appropriate literature and sources;
- 6) The research training plan including attendance at appropriate taught courses in research methodology and at appropriate research seminars and/or conferences;
- 7) The feasibility of completing the work within the timeframe.

Any modifications requested will be made by the applicant and checked by the head of department.

The head of department will ensure that:

- 1) There is adequate space accommodation available for the research student;
- 2) The supervisory arrangements comply with the wit regulations;
- 3) Good arrangements are made for managing projects involving external partners;
- 4) Arrangements can be made for the replacement of the supervisor(s) in the event of retirement, illness etc. Should the need arise.

When he/she is satisfied that the application is complete and meets WIT /HETAC requirements, the head of department will sign off on the application and submit it to the Research Postgraduate Registration Group, through the registrar.

4.1.5.3 Review by the Postgraduate Registration Group

- 1) The Research Postgraduate Registration Group is established by Academic Council. It comprises experience supervisors from each school and two heads of department. It is chaired by the head of development. It will review the applications for registration from an institutional perspective by considering the following:
 - 2) The suitability of the candidate to undertake the research;
 - 3) Whether the proposed programme of research is viable and worthy of the award. Reference will be made to the HETAC standards;
 - 4) The supervisory arrangements – qualifications and suitability of the primary supervisor and appointment of co-supervisors, mentoring supervisor and external supervisors, if required by the regulations;
 - 5) The available facilities and resources;
 - 6) The programme of research training and whether it is appropriate to the student's needs;
 - 7) Evidence of ethical approval, if required.

If necessary, external review may be sought by this committee.

Having reviewed the applications, the Research Postgraduate Registration Group will submit those approved to the registrar. Some applications may require further development or clarification: in these cases they will be referred back to the department.

4.1.5.4 Final Approval for Registration

Submissions which have been ratified by the Research Postgraduate Registration Group will be submitted by the registrar to either WIT Academic Council or HETAC as appropriate for final approval. Admission to the postgraduate register shall be contingent on the final approval of the proposal by the Academic Council or HETAC.

The names of those ratified by WIT Academic Council will be entered on the WIT postgraduate register by the registrar. The names of those ratified by HETAC will be entered on the HETAC postgraduate register.

Should a submission not be ratified by HETAC or WIT, the applicant and the head of department will be informed by the WIT registrar, setting out the reasons for the refusal. A new application may be prepared and resubmitted at the next available opportunity.

Successful applicants will be notified in writing by the registrar that they have been registered. Attached to this letter will be a contract setting out the responsibilities and entitlements of each party and explaining the reporting arrangements.

Academic Council is satisfied that the proposed arrangements are in accordance with postgraduate regulations.

Candidates registered for postgraduate programmes are entitled to the same rights and privileges as undergraduate students and are subject to the same code of discipline. A candidate may be registered at any time for one degree only and work to be submitted for a postgraduate degree cannot be submitted elsewhere for a degree or similar award. Candidates must comply with the current WIT regulations governing particular postgraduate degrees.

In situations where research projects may lead to exploitable consequences and/or commercial significance, a clear understanding must be established (possibly including a legally binding agreement) between the candidate, his/her employer and the Institute. It is the responsibility of the candidate to negotiate these issues prior to registration. Otherwise, copyright of the thesis and of any other work in which copyright may subsist, ownership of the intellectual property arising in the course of the preparation of same, including renewal rights of every nature, and patent rights in respect of the relevant product or processes are vested in WIT.

4.1.5.5 Variations to Candidature

A postgraduate candidate may apply in writing to the Institute's Academic Council to be considered for:

- 1) Extension or reduction of timeframe;
- 2) Leave of absence;
- 3) Change in enrolment status between full-time and part-time;
- 4) Changes of supervisory arrangements e.g. At the behest of either student or supervisor or caused by external factors;
- 5) Changes in the project and/or of department / research group in which the candidate is enrolled;
- 6) Changes of location e.g. Caused by emigration or employment requirements;
- 7) Lapsed candidature and reinstatement;
- 8) Early submission of thesis;
- 9) Withdrawal from degree.

Proposed changes must have been discussed and agreed with the supervisor and head of department and the application must bear their countersignatures.

4.1.6 Mode

4.1.6.1 Full-time

Postgraduates are normally considered as full-time students if they are undertaking fewer than six hours per week paid work on a regular basis during the normal day-time operational hours of WIT i.e. Monday to Friday, 9.15am – 5.15pm.

Professional development is considered an integral part of the higher degree training programme, and may include tutoring or demonstrating. Where academic duties are undertaken, it should be understood that such commitments should have minimal impact on the time commitment to the research programme. It is the responsibility of the supervisor, head of department and student to ensure that paid work will not jeopardise the completion of the course of study in the time allowed.

International candidates should be aware that student visas are for full-time study only.

4.1.6.2 Part-time

Postgraduates are considered as part-time students if they are undertaking more than six hours per week paid work on a regular basis during the normal day-time operational hours of WIT i.e. Monday to Friday, 9.15am – 5.15pm.

The anticipated completion time for each part-time candidate will be specified at registration and their progress will be monitored against this. Periods of candidature for part-time candidates can be up to twice those set for full-time candidates.

It would be regarded as very exceptional for a part-time student to complete their work in the minimum time normally required for the award.

It is the responsibility of the head of department and the supervisor to ensure that the time allocated to part-time students is spread over the planned period of the project and allows adequate supervisor support in the pre-examination stages.

4.1.7 Withdrawal of Candidates

Candidates who have been included on either the WIT or HETAC register and who decide to withdraw from the programme should notify the registrar, who will remove them from the WIT register or inform HETAC if they are on the HETAC register.

4.1.8 Research Conducted Off-campus

Where a candidate is required to undertake all or part of the research leading to a postgraduate award elsewhere than at the sponsoring recognised institution, the Academic Council / HETAC must be satisfied that the quality and availability of resources is satisfactory, and that regular and effective contact is maintained with the approved internal supervisor(s). Candidates based at an outside institution must report on their progress as normal through the department in which they are enrolled, and take part in graduate seminars and other activities, as required by the department.

In the case of a candidate engaged in work leading to a postgraduate award at an off-campus organisation or institution, Academic Council / HETAC may require that a supervisor be

appointed in the co-operating off-campus organization to liaise with the internal supervisor. A statement of the off-campus supervisor's qualifications and experience, including publications, should be included with the candidate's application for registration in such cases.

4.1.9 Transfer from the Masters to the Doctoral Register

The candidate's interest in transferring to the PhD register should be stated at the initial registration phase. Such candidates will be considered to be on the PhD track and the project chosen should have the intellectual potential for Level 10.

Candidates wishing to transfer from the Masters register to the Doctoral register shall make formal application to Academic Council / HETAC using relevant documentation. Normally, such application should not be made earlier than one year after admission to the Masters programme, and not later than one year before the expected date of completion of the proposed doctoral programme.

The PhD candidature will normally be regarded as a continuation of the same programme of study and the PhD commencement date will be backdated to the commencement date of the Masters degree.

International Masters candidates should check that their visa and sponsored funding arrangements do not impose any restrictions to undertaking a PhD.

4.1.10 The Transfer Committee

A transfer committee of three or more persons is nominated for each candidate by the head of department. The committee will comprise the supervisor(s), other academic members of staff and an external reviewer. The head of department will advise candidate of the composition of their transfer committee.

The external reviewer will be proposed by the head of department and supervisor and formally appointed by the registrar. This reviewer must hold a PhD or equivalent qualifications in the discipline of the research and must be an active researcher with experience of postgraduate supervision and examining. The external reviewer will not be the final examiner for that student and will not be directly involved in the candidate's research or supervision.

The external reviewer will be provided with the application and supporting documentation and a copy of the HETAC interim standards for Levels 9 and 10, against which to make his/her review.

4.1.11 The Transfer Process

The candidate should inform their head of department of their intention to enter the transfer process at least eight weeks before the intended submission date.

The next step is for the head of department and the supervisor to recommend an external expert as an external reviewer. The responsible academic department should send nominations on the standard form accompanied by a CV to the registrar at least seven weeks before the candidate plans to submit the transfer report.

They should have regard to the external reviewer's:

- 1) Knowledge and standing in the field of study of the thesis;
- 2) Reputation and experience in thesis examination;
- 3) Commitment to the delivery of a clear, complete and timely report on the work.

Normally the external reviewer will not be the final external examiner for the PhD.

The appointment of the external reviewer must be approved by Academic Council.

The candidate will provide a written transfer proposal. Normally this document will comprise at least 5,000 words.

The supervisor(s) will provide a statement of support for the transfer proposal (about 500 words)

This documentation will be sent to the external reviewer, providing at least four weeks for its review.

The head of department will convene a meeting of the transfer committee at which the candidate will also make an oral presentation on the project. He/she will verbally defend the proposed research project with the transfer committee. During the defence, the transfer committee will assess the achievements to date, the feasibility and resource requirements of the proposed project and offer suggestions towards its successful completion.

Should the external reviewer be unable to attend the presentation in person, tele-conferencing may be used.

After this meeting, the external reviewer will submit a formal report to the registrar (see section 4.1.14).

4.1.12 Guidelines for the Format of the Candidate's Written Proposal

The content and structure will vary across disciplines but should include:

- 1) A concise statement of the research question(s);
- 2) A critical summary and analysis of relevant literature;
- 3) As appropriate to the discipline of study, an explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements;
- 4) A summary of progress to date including preliminary data, resources developed etc;
- 5) An argument for the relevance and importance of the study;
- 6) Proposed schedule and timeline for the phases of the study, based on date of submission;
- 7) A brief bibliography; and
- 8) A list of publications produced or presentations made during probationary candidature.

4.1.13 Recommendations and Result

The external reviewer will make a formal written report containing a clear recommendation to the head of department to either:

- 1) Approve the transfer;
- 2) Extend the masters candidature to a specified date; or
- 3) Recommend conversion to a masters degree.

The head of department will submit a copy of the candidate's transfer documentation and the external reviewer's report to the registrar who will forward it to the Postgraduate Registration Group of Academic Council.

The Postgraduate Registration Group will consider all transfer proposals and if everything is in order, the transfers within the School of Science will be recommended to Academic Council. All other transfers will be referred to HETAC.

The registrar will record the transfer and notify the transfer applicant. The candidate will receive a copy of the transfer report.

If a transfer is not granted, the candidate has the right to either appeal the decision or to make amendments and resubmit within three months.

4.1.14 Transfer from Doctoral to Masters Register

Candidates on the Doctoral register of either WIT or HETAC who are unable to complete the approved programme within the permitted duration may apply to Academic Council / HETAC for permission to transfer to the Masters register. Such a transfer may be permitted if there are good reasons for it, in the opinion of the registration agency. Such reasons include accident or illness, emigration, external pressures. Academic Council may attach some conditions, such as specifying an acceptable duration for completion.

4.1.15 PhD Probationary Status and Confirmation of Candidature

A very small percentage of PhD candidates may be eligible for direct entry; in this case they may be admitted as 'probationary' candidates.

Probationary candidature is normally for a minimum of six months and a maximum of 12 months (or 12 and 24 months for part-time students) ending once confirmation is received. After six months (full-time) enrolment the registrar sends a confirmation report form to prompt the candidate to commence preparation for the confirmation process.

The candidate will complete the form and provide a progress report, under the same headings as the transfer report described in Section 4.7.3. The principal supervisor will also file a progress report.

The purposes of confirmation are to:

- 1) Assess progress to date and the academic preparedness of the candidate to complete;
- 2) Determine whether the candidate has developed a clearly defined, coherent and feasible research project and contribute suggestions for its successful completion;
- 3) Determine that any specific requirements for confirmation of candidature have been met;
- 4) Provide an opportunity for the candidate to demonstrate written and oral presentation skills appropriate to phd level study; and

- 5) Publicly acknowledge a major milestone in the project and inform others about the research project.

4.1.16 The Confirmation Committee

A confirmation committee of three or more persons is nominated for each candidate by the head of department, who will also nominate the chairperson. The committee will comprise the supervisor(s), other academic members of staff and an external reviewer.

The external reviewer will be proposed by the head of department and supervisor and formally appointed by the registrar. This reviewer must hold a PhD or equivalent qualifications in the discipline of the research and must be an active researcher with experience of postgraduate supervision and examining. The external reviewer will not be the final examiner for that student.

The external reviewer will be provided with the application and supporting documentation and a copy of the HETAC interim standards for Levels 9 and 10, against which to make his/her review.

The head of department will advise probationary candidates of the composition of their confirmation committee.

4.1.16.1 Confirmation Process

This will mirror the transfer process outlined above.

4.1.16.2 Recommendations and Result

As for the transfer process outlined above.

4.1.16.3 Termination of Registration

Candidature for a higher degree in research mode may be terminated by WIT Academic Council at any time during probationary or confirmed candidature, for any of the following reasons:

- 1) The progress of the candidate is unsatisfactory and he/she has not responded to a written warning;
- 2) There is proven research misconduct as defined by the wit research ethics committee;
- 3) Wilful and serious lack of compliance by the student with wit policies and procedures;
- 4) Involvement in illegal activities which may impact on the research activity or on the work and welfare of other wit staff and students.

The following procedures apply for recommendations of termination:

- 1) The supervisor and head of department must present the complaint along with evidence in the form of dated, detailed and clear records of transgressions, meetings, work requirements and records of correspondence.
- 2) In the case of unsatisfactory progress, there must also be evidence that the student was issued with a written warning and was given advice and opportunities to rectify the matter.
- 3) The student will be informed by the head of department in writing of his/her intention to recommend to the Research and Postgraduate Studies Committee of Academic Council that candidature should be terminated.

The student will be given a copy of the detailed basis for the recommendation and will be offered the opportunity to provide a written response to the committee.

The Research and Postgraduate Studies Committee of Academic Council will consider both reports and may arrange an interview with both the supervisor and the postgraduate student, in the presence of the head of department.

Should the committee agree with the supervisor's recommendation, it will issue a written intention to terminate the candidature within three months from the date of such a letter, giving the reasons.

Should the committee not agree with the supervisor's recommendation, the matter will be referred back to the head of department, with recommendations for resolution.

The student may appeal to the Academic Council against a decision to terminate his/her candidature. Details of appeal processes are given in Section 9 of this document.

4.1.16.4 Annual Notification to Academic Council

A copy of the WIT and HETAC registers of postgraduates will be submitted by the registrar to Academic Council twice each year, at the end of November and at the end of March.

4.1.17 Supervisory Arrangements

Academic Council must be satisfied that the academic department has provided for the supervision of each candidate by members of academic staff who have appropriate research experience and a continuing active involvement in research. This is an important aspect of the registration process. The academic department must ensure that the proposed research area is within the range of the supervisor(s)' methodological and theoretical expertise and can be adequately supervised when the supervisor(s)' other commitments are taken into account.

It is the role of the head of department to appoint:

- 1) The principal supervisor;
- 2) The mentoring supervisor (if required);
- 3) A co-supervisor (if required).

4.1.18 Principal Supervisors

Where there is a supervisory team approach, as in many research centres, one person must be nominated as principal supervisor. This person will normally be a member of staff of WIT and he/she will take responsibility for the overall management and supervision of the student's work and progress. In some special circumstances, external academics who have a long-standing relationship with WIT (i.e. more than three years) may be appointed as principal supervisors. Such circumstances include – retired staff members, staff who have moved to another university during the research period or associate staff involved in joint research activities with WIT.

Normally, all principal supervisors should be qualified to at least the level of the award sought by a candidate and should:

- 1) Have prior experience as a postgraduate supervisor at the level of the award being sought;
- 2) Have attended a training course in research supervision if appointed after 2006;
- 3) Have appropriate expertise, and be currently active, in the area of research proposed;
- 4) Not be currently registered for a postgraduate research award in a cognate area at the same level as the candidate.

Departments have a duty to consider carefully the workload of academic staff involved in the supervision of postgraduates. WIT does not put a fixed cap on the number of research postgraduate students per principal supervisor because of:

- 1) Variations between disciplines / departments / research groups or centres;
- 2) Availability of other support persons including postdoctoral fellows and co-supervisors from the world of work;
- 3) Experience and track record of the supervisor.
- 4) student / supervisor ratios should be included in the registration application and will be monitored carefully by academic council.

4.1.19 Co-supervisors

- 1) Additional suitably qualified co-supervisor(s) shall be appointed in the following circumstances:
- 2) Where Academic Council believes it necessary to cover adequately the field of study;
- 3) To maintain contact between the academic and industrial, professional or other external environments.

This should also be considered when the postgraduate is a staff member at WIT.

4.1.20 Mentoring Supervisors

An additional mentoring supervisor shall be appointed in instances where the proposed internal supervisor does not have experience of bringing a student through to awards stage.

The mentoring supervisor may be from WIT or an external body. He/she will come from a discipline related to that of the proposed supervisor and have brought students through to the award stage in a university or HETAC approved institution.

His/her role will be to advise and support the proposed supervisor. In addition to at least one formal meeting per semester, he/she should sign off on all annual progress monitoring reports.

In instances where a candidate transfers from the Masters to the Doctoral register, supervisory arrangements will be reviewed.

4.1.21 Replacement

The replacement or substitution of a principal supervisor on any grounds requires the prior approval of Academic Council as outlined in the variations to candidature section of these regulations.

5. Institutional Framework and Responsibilities for the Policy and Management of Research and Postgraduate Study

5.1 Academic Council

The Academic Council is responsible for ‘assisting the Governing Body in the planning, co-ordination, development and overseeing of the educational work of the college and to protect, maintain and develop the academic standards of the courses and activities of the college’.

Its function in relation to research is stated as ‘to make recommendations to the Governing Body on programmes for research and development work’.

5.1.1 The Research, Development and Postgraduate Studies Committee of Academic Council

This committee is entrusted with the task of assisting with the expansion of the range, and the enhancement of the profile of research, consultancy and postgraduate studies in the Institute.

It is made up of representatives of academic council, executive board, administration and postgraduates.

Its role encompasses:

- 1) The development, implementation and monitoring of regulations, standards and quality assurance arrangements for research and postgraduate studies;
- 2) The dissemination of research results both within the institute and externally.

There are three sub-groups of the Research, Development and Postgraduate Committee:

- 1) The Research Postgraduate Registration Group, which evaluates postgraduate research submissions for registration and transfers with reference to the established criteria which are set out later in this document;
- 2) The Research Ethics Advisory Group, which evaluates research proposals requiring ethical approval;
- 3) The Postgraduate and Supervisor Training Advisory Group, which determines the type, quality and quantity of training required.

5.1.2 Departmental / School Research Committees

The function of the departmental / school research committee is to liaise with and support postgraduate students and researchers and to promote dissemination of research results. In most cases there is one committee per department; the exception is for Business where the discipline is very cohesive and there is a school committee.

Each departmental / school research committee will keep minutes and send a report to Academic Council each semester.

The departmental research committee is made up of:

- 1) The head of school / department (chairperson);
- 2) Staff researchers (at least half of whom should be supervisors);
- 3) Four postgraduate students; and
- 4) One member of the technical / support staff.
- 5) The head of school shall be an ex-officio member of the committee.
- 6) The head of development, the head of research and innovation and the external services manager or other central manager shall be invited to attend as appropriate.
- 7) In relation to research postgraduates, its specific responsibilities are:
- 8) To advise and assist the head of department in selection and admission;
- 9) To develop suitable departmental level induction and training for postgraduates;
- 10) To formulate a shared understanding of what constitutes a masters or phd level proposal, within their discipline and to recommend a framework for standards to be achieved by postgraduates;
- 11) To assist the head of department in monitoring progress and dealing with academic problems;
- 12) To maintain a stimulating research environment within the department and its research groups with regular opportunities for networking and presentation and dissemination of research outcomes;
- 13) To assist in the identification of suitable internal and external examiners;
- 14) To work with the research support unit to obtain external funding for postgraduates.
- 15) To assist the postgraduate support unit in marketing and promoting postgraduate opportunities at both central and departmental levels.

5.1.3 Research Centres or Groups

Whenever possible research-active staff in WIT are encouraged to form clusters, referred to as centres or groups. In general, centres have more researchers involved and a greater level of autonomy, based on external funding, than groups. One of the most important aspects of organising research in this way, is that postgraduate students experience a more varied, stimulating and supportive research environment. In the centres, postgraduates are represented on the management committee.

5.2 Managerial Responsibilities for Postgraduate Study

The main responsibility for academic aspects of postgraduate studies resides within the academic schools and departments. The offices of the registrar, The head of Development, The head of Research and Innovation and the secretary / financial controller provide the central framework of support required.

5.2.1 It is the Responsibility of the Institute to Provide:

- 1) A nurturing and stimulating intellectual and social environment for researcher staff and postgraduates with potential for interdisciplinary projects;
- 2) An opportunity to develop critical, analytical and synthetic skills;
- 3) Training in research methods, supervision methods and emerging technologies as they relate to research and research dissemination;
- 4) Adequate facilities;
- 5) Professional supervision;
- 6) Efficient administration;

- 7) Fair treatment for researchers;
- 8) Understandable regulations;
- 9) Effective grievance, complaints and appeal procedures;
- 10) Nationally and internationally accepted qualifications.

5.2.2 It is the Responsibility of the Schools to:

- 1) Determine the strategically important research areas for the school;
- 2) Promote an equal opportunities research culture;
- 3) Determine the balance between research and teaching in each department and plan the provision of and approval to use school resources for research / consultancy;
- 4) Determine the number of postgraduate students who can be accommodated;
- 5) Facilitate staff undertaking higher degrees by research in terms of resource provision;
- 6) Ensure continuity of supervision is provided for in the event of staff changes;
- 7) Ensure that general institute policies are adhered to by researchers, research assistants and postgraduate students.

5.2.3 It is the Responsibility of the Academic Departments to:

- 1) Establish a departmental research committee to liaise with and support postgraduate students and researchers and to promote the rapid dissemination of research within the school/department;
- 2) Determine the workload of each staff member, including teaching, administration and research;
- 3) Arrange appropriate staff development for all academic staff in the department to promote best practice in research and supervision in the disciplines of the department;
- 4) Set up arrangements for the admission and supervision of postgraduate students within institute norms;
- 5) Ensure that there are satisfactory funding arrangements in place for the postgraduate student;
- 6) Ensure that proposed research topics are within the supervisor's field of competence;
- 7) Appoint co-supervisors and mentoring supervisors as appropriate, particularly in the cases of novice supervisors, external research partnerships and where the subject area is of a highly complex nature or falls between disciplines;
- 8) Set up technical and administrative support for researchers;
- 9) Provide each research student with adequate facilities to enable them to carry out their tasks;
- 10) Report on any breach of agreed procedures;
- 11) Monitor the progress of postgraduate students and take remedial action when problems arise;
- 12) Oversee the preparation of the final thesis and its submission and evaluation according to institute examinations and awards procedures.

5.2.4 It is the Responsibility of the Supervisor to:

- 1) Agree the research topic with their head of department and the research student and advise on its suitability for the level of postgraduate award sought;
- 2) Only agree to supervision that it is within their field of expertise;
- 3) Ensure that the proposed project is achievable within the department's resources;
- 4) Plan to be available for the full period of the project;
- 5) Liaise with the student, the head of department and other academic staff;

- 6) Arrange regular meetings and seminars / tutorials with the postgraduate research student(s) and agree these with the head of department;
- 7) Provide guidance about standards expected and about requisite techniques and methodologies;
- 8) Draw up and agree a list of targets and milestones with the postgraduate student. Use this as a yardstick against which to monitor progress;
- 9) Request written work as appropriate and return such work, with constructive criticism, in a reasonable time;
- 10) Arrange for the student to have practice in delivering oral presentations about their work within the departmental or school framework;
- 11) Ensure that the student is made aware as early as possible of any inadequacy in progress or of failure to reach an acceptable standard of work;
- 12) Agree alternative supervisory arrangements with the head of department if absent for a period;
- 13) Prepare such reports as required by wit management or by external funding bodies;
- 14) Be mindful of their duty of care towards the student;
- 15) Actively assist postgraduate students to publish, attend conferences, deliver papers, join professional associations, etc.;
- 16) Be fully conversant with the institute's and hetac's postgraduate regulations and procedures and with professional codes of practice in their discipline;
- 17) Assist the student in the preparation and submission of the final thesis and in preparing for the viva voce examination;
- 18) Advise the student on plagiarism and ensure that the work submitted is that of the student;
- 19) Advise the student on publishing and on the development potential of their work, intellectual property, patents, licences and copyright;
- 20) Present the student for the conferring of awards.

5.2.5 It is the Responsibility of each Research Student to:

- 1) Familiarise him/herself with the relevant rules and regulations governing postgraduate awards by research;
- 2) Agree in advance the programme of work, and the aims, objectives and timeframe for the proposed programme, including the nature and extent of the guidance expected, with the supervisor(s);
- 3) Agree a schedule of meetings with the supervisor(s) and arrangements for the evaluation of progress;
- 4) Carry out the work agreed in the plan;
- 5) Inform the supervisor(s), as early as possible, of any significant problems and difficulties encountered;
- 6) Understand that the research and writing up must be their own work and not the work of the supervisor or any other person;
- 7) Submit a thesis in accordance with the schedule of the institute and provide a minimum notice of two months of the intention to submit the thesis for examination to the supervisor(s) and other relevant personnel;
- 8) Not initiate formal contact with the external examiner(s);
- 9) Be responsible for ensuring that the thesis presentation format is in accordance with regulations.

5.2.6 It is the Responsibility of the Registrar to:

- 1) Oversee the implementation of the Institute / HETAC postgraduate regulations and procedures through Academic Council;
- 2) Co-ordinate the annual academic plan for teaching and research;
- 3) Administer selection, admission, registration and enrolment procedures for postgraduate students;
- 4) Arrange, in conjunction with the appropriate head of school or department, for the evaluation of all postgraduate research proposals, by the Academic Council;
- 5) Keep records of all administrative and financial arrangements for postgraduate students;
- 6) Make arrangements for external examiners and for viva voce and thesis examinations;
- 7) Deal with academic appeals;
- 8) Arrange the conferring of awards;
- 9) Lodge a copy of every successful Masters and Doctoral thesis in the Institute library.

5.2.7 It is the Responsibility of the Office of the Head of Development to:

- 1) Co-ordinate the development of WIT strategy for postgraduate degree provision and advising Executive Board on management and resource provision for postgraduates;
- 2) Chair Academic Council R & D Sub-Committee and its sub-groups;
- 3) Co-ordinate the marketing and promoting postgraduate opportunities at WIT;
- 4) Co-ordinating a general college induction for postgraduates;
- 5) Manage central facilities for postgraduates, including use of library spaces and the postgraduate training room;
- 6) Manage access to facilities and general maintenance through the estates office;
- 7) Manage prizes and awards e.g. The advanced scholars awards and the supervisor awards;
- 8) Liaise with postgraduates on day-to-day concerns about resources and facilities;
- 9) Co-ordinate Institute-wide training courses for postgraduates and supervisors;
- 10) Advertise and provide information about research opportunities to postgraduate applicants;
- 11) Provide guidance for prospective external applicants;
- 12) Prepare an annual report on research postgraduate studies for Academic Council and Governing Body;
- 13) Assist schools and departments in the dissemination of research results and ensure that successes in the field of research are acknowledged widely and publicly.

5.2.8 It is the Responsibility of the Head of Research and Innovation to:

- 1) Oversee the implementation of the WIT research policy (especially in relation to external collaboration, funding, resources and development activities) and the management of research in WIT;
- 2) Liaise with the head of Development and the Institute Executive Board regarding research strategy, management and resources;
- 3) Identify and provide information about sources of funding for research and potential partners for collaborative activities;
- 4) Liaise with external agencies, regional, national and international and through these external links to identify opportunities for sponsorship and consultancy;
- 5) Act as the authorised WIT signatory on applications for external funding and on all contracts resulting from successful bids;
- 6) Maintain a database of all the research, consultancy and development activities in WIT;
- 7) Monitor the progress of funded projects and assist in their financial management;

- 8) Advise on contracts, patents, copyrights, royalties, licences, confidentiality and intellectual property rights;
- 9) Assist and advise on the commercialisation of research results;
- 10) Assist schools in the dissemination of research results and ensure that successes in the field of research are acknowledged widely and publicly.

5.2.9 It is the Responsibility of the Secretary / Financial Controller to:

- 1) Liaise with the head of research and innovation and researchers to define the financial scope of research projects and to initiate financial procedures including project codes, reporting methodology, etc.;
- 2) Monitor the financial progress of funded projects;
- 3) Ensure compliance with approved financial procedures;
- 4) Monitor actual financial outcome against projected outcome;
- 5) Provide regular financial information on project performance;
- 6) Agree formal completion of projects, research work etc.;
- 7) Provide external management information to relevant bodies e.g. Department of education and science, c & ag;
- 8) Provide professional support, through the personnel office, for the recruitment, selection and employment of contract staff for projects and substitute lecturing staff, where required and for the implementation of grievance procedures;
- 9) Ensure that personnel policies of the institute are made clear to and implemented by contract staff;
- 10) Advise executive board on potential financial exposure or risks and on their management;
- 11) Encourage and assist researchers to commercialise research;
- 12) Provide access to professional advice on legal and contractual matters including the commercialisation of research outcomes.

6. Training for Postgraduate Researchers and Supervisors

6.1 Postgraduates

6.1.1 Policy Statement

WIT will ensure that all research students have the opportunity and support to develop the research, subject specific, communication and other skills they require to become effective researchers, to enhance their employability and to assist them to develop good career pathways when they complete their degree.

These skills may be present on commencement, explicitly taught or developed during the research programme.

Because of the diversity of postgraduates needs, training plans will be individualised and based on a skills audit. This must be presented and approved at the point of registration.

A wide range of mechanisms will be used to support learning. These will be sufficiently flexible to address individual needs.

The timing of the delivery of training will be flexible and related to the student's needs.

Mature students and part-time learners may be exempted from some of the training if they can demonstrate that they have attained these skills through a record of prior training and a reflective journal.

An outline of the skills required of all WIT postgraduates before they achieve their award is given in Appendix 6.

Postgraduate training will be monitored as part of the annual monitoring cycle.

6.1.2 Skills Audit

During his/her first two months, each postgraduate student will undertake a skills audit with their supervisor. This will identify their training needs and, based on these, each student and supervisor will prepare a written learning agreement.

A list of core skills for all research postgraduates at Masters and Doctoral levels is provided in Appendix 6.

The training requirements will also take into account the general and discipline-specific standards for Levels 9 and 10 set out by HETAC document.

The discipline and project specific skills will be determined within departments and by supervisors.

Each student must submit a copy of their learning agreement to the postgraduate registration committee with the postgraduates' registration application form.

6.1.3 Provision and Monitoring of Postgraduate Training

Each full-time student should attend at least 35 hours (or the equivalent of five credits) of formal documented training each year.

Part-time students should attend a number of hours related to their personal timeline (normally half the recommended annual hours) unless they are exempted on the basis of their prior learning.

The training agreement must be approved by the postgraduate registration committee as part of the registration process.

The plan will be reviewed annually and may be modified as needs may vary as the work progresses and new or alternative opportunities may arise.

In order to ensure flexibility, the training needs of postgraduates will be provided in a variety of ways. Examples of how these skills may be acquired include the following.

- 1) Attendance at WIT's postgraduate induction programme (outline in Appendix 6). This is mandatory.
- 2) Attendance at formal WIT training courses, seminars and masterclasses (offered by the WIT postgraduate support unit, the library, the WIT research support unit, departments)
- 3) Attendance at externally provided seminars, conferences and training courses.
- 4) Training and feedback provided by supervisors and research groups.
- 5) Opportunities provided by research partners in other universities and in industry.
- 6) WIT research reporting framework.
- 7) Involvement in committees, editorial boards, etc.
- 8) Visits to external research groups and facilities.
- 9) Making presentation with the department and at external events and conferences.
- 10) Research students who undertake some teaching, may be required to attend a teaching methods course.

6.1.4 Assessment of Postgraduate Training

The assessment of postgraduate training will be by means of a log book and a reflective diary.

Students completing the equivalent of 10 credits study at Level 9, will be awarded a WIT Postgraduate Single Module award in addition to their Masters degree.

Any student failing to comply with their agreed training plan will not be permitted to graduate with the Masters or PhD award.

6.2 Supervisor Training and Support

WIT will ensure that, through appropriate training, all supervisors are aware of and implement best practice in research supervision.

The Institute is responsible for ensuring that staff who are engaged in the supervision of postgraduate research candidates are provided, where necessary, with appropriate training in

order to ensure that, in addition to their academic requirements *vis a vis* research and supervision. WIT training for supervisors aims to ensure that they are:

- 1) Able to advise on how to make effective use of the learning and research resources available both within and outside the institution;
- 2) Competent to advise the student on the ethical codes for wit and for their discipline;
- 3) Conversant with relevant regulations governing the award of higher degrees;
- 4) Aware of the support available to postgraduate candidates through the institution's student welfare and counselling services;
- 5) Aware of individual responsibilities and duties under health and safety legislation;
- 6) Able to advise candidates on professional and career development.

If the Institute is unable to provide appropriate training internally, it will make the resources available for staff to attend appropriate external courses.

6.2.1 Research Supervision Credit Module

All new supervisors are required to attend the module in research supervision, which is part of the WIT MA in Teaching and Learning. This will involve 30 contact hours and each participant will keep a reflective journal, on which assessment will be based.

6.2.2 Research Supervision Workshop

An annual workshop on best practice in research supervision will be run in WIT. This will be attended by both experienced and new supervisors and is intended to encourage dialogue between current and new supervisors. It will be facilitated by the manager of the WIT Educational Development Centre.

6.2.3 Mentoring

A scheme of mentoring operates for new or inexperienced supervisors in WIT. 'Experienced' is defined as having successfully brought two postgraduate students through to the award stage.

A mentoring supervisor will have brought at least three postgraduates through to the award stage and will come from the same general discipline as the inexperienced supervisor.

In the case of PhD students, the mentor should have experience at this level of supervision and award.

The mentor's role is to support and advise the new supervisor; they need not have direct contact with the student. They provide this support by:

- 1) At least one face-to-face meeting per semester. A formal record of this meeting should be kept and presented to the head of department;
- 2) Being available to answer questions and advise on concerns informally between meetings;
- 3) Reviewing and signing off on the student and supervisor semester reports.

6.2.4 Excellence in Supervision Award

WIT recognises excellence in research supervision through its annual award scheme. Postgraduate students make nominations and a selection group interviews all the nominees.

7. Quality Assurance, Monitoring and Reporting Postgraduate Progress

7.1 Quality Assurance Framework

In order to promote excellence of quality in its research activities and postgraduate studies WIT applies the following code of practice.

- 1) Clear information about postgraduate opportunities and guidance for all applicants is provided to interested candidates.
- 2) The selection and admissions process is fair and transparent and in accordance with WIT's Equal Opportunities Policy.
- 3) Responsibilities for research management and activities at central, school and departmental levels are clearly agreed and published.
- 4) Clear regulations and procedures are developed by Academic Council and displayed on the Academic Council website. These are regularly reviewed to ensure they are aligned with HETAC regulations and procedures and international best practice.
- 5) Procedures are included for obtaining regular feedback from both postgraduates and supervisors.
- 6) There are clear appeals and grievance procedures.
- 7) WIT Research Support Unit maintains an official database of all research and postgraduate projects, including the following research performance indicators:
 - 1) publications and citations;
 - 2) conference presentations;
 - 3) patents;
 - 4) research contracts;
 - 5) membership of editorial boards;
 - 6) external links, including networks of excellence.
- 8) All proposals for Institute sponsored research, consultancy and development projects and postgraduate research must have the support of the department from which they emanate. Only projects for which the Institute has adequate resources will be implemented.
- 9) All research projects will be expected to have strong academic merit and will normally complement the teaching activities of the Institute.
- 10) Postgraduates are provided with appropriate induction and research training and are supported to attend and present papers at national and international conferences.
- 11) Training and mentoring is provided for new supervisors. Supervisors are encouraged to join networks of excellence in their research area.
- 12) Postgraduates have full access to WIT's student support and welfare services.
- 13) Academic Council must approve all applications for postgraduate degrees by research, having due regard to the academic merit of the project, the qualifications of the applicant and the suitability of the supervisory arrangements.
- 14) An annual research plan which will include all postgraduate research proposals, together with details of the human and physical resource requirements, will be submitted by each department to the Academic Executive Committee in parallel with the teaching plan.
- 15) At the end of each academic year each school / departmental research committee will present a report on its research and postgraduate activities to Academic Council.

7.2 Research Postgraduate Monitoring and Reporting

This section focuses on the following aspects of monitoring and reporting:

- 1) Research project monitoring;
- 2) Monitoring student progress;
- 3) Postgraduate satisfaction surveys;
- 4) Departmental reviews.

7.2.1 Research Project Monitoring

The majority of research postgraduates at WIT are associated with externally funded or commissioned research projects. The Research Support Unit monitors the progress of projects, and the students on them, through:

- 1) Progress reports to funding agencies;
- 2) Interim and final project reports;
- 3) Progress reports for external partners;
- 4) Financial reports.

These reports are submitted through departmental research committees to the head of Research and Innovation. He/she provides an annual report to Academic Council and Governing Body.

7.2.2 Monitoring Student Progress

7.2.2.1 Written Reports

Each postgraduate will submit an annual written report plus a brief one-page interim report at the end of each intervening semester.

The annual written report will include the student's view of:

- 1) The progress of the work to date and plans for the next 12 months;
- 2) Centralised and department-based training and other events attended and external visits.
A copy of the individual training log will be attached;
- 3) Seminar and conference presentations made and publication record;
- 4) Teaching, demonstrating and other academic duties undertaken;
- 5) Resources and support services;
- 6) Issues and concerns.

If the postgraduate has had to report to a funding agency, this report may be used in lieu of some or all of the above report. The progress report will be signed off by the supervisor as factually correct and will be accompanied by a report from the supervisor setting out his/her view of the student's progress.

The reports will be reviewed by departmental research committees or a sub-committee of the group and any issues or concerns will be addressed.

A summary of these feedback reports and the actions resulting will be included in the annual report of the departmental research committee.

7.2.2.2 Oral Reporting

Each PhD student will have at least one monitoring meeting per academic year.

This shall be conducted within the departments or research groups. The interview team will comprise:

- 1) The head of department or nominee;
- 2) The supervisory team;
- 3) One researcher external to the department;
- 4) Other postgraduates working in the same area.
- 5) The transfer or confirmation interview may be replace one of these meetings.
- 6) The meeting will normally last 20-30 minutes and shall comprise:
- 7) A short presentation by the student on the progress of his/her research;
- 8) Research skills he/she has developed;
- 9) Detailed plans for the forthcoming year and timetable for completion;
- 10) Questions from the panel.

Oral reporting is desirable for all research postgraduates and this opportunity may be extended to the Research Master's students, at the discretion of the departmental research committee. At present it is not mandatory for Masters students.

7.2.2.3 Outcomes and Actions

Only students whose progress is deemed satisfactory will be permitted to progress to the next stage of their research and to re-enrol at WIT.

Where progress is deemed to be unsatisfactory, the student will be issued with a formal written warning by the head of department. A copy of this letter will be lodged in the postgraduate's file in registry and the Research and Postgraduate Committee of Academic Council will be alerted.

A plan to redeem the situation must be agreed by the postgraduate and the supervisor and submitted to the head of department. He/she must monitor the implementation of the plan and report again to Academic Council within six weeks.

A postgraduate is entitled to appeal to Academic Council about any adverse reports and recommendations resulting, if he/she believes they have been treated unfairly.

7.2.2.4 Postgraduate Satisfaction Survey

Each year, the Postgraduate Support Unit in the Development Office will co-ordinate an institute wide postgraduate student satisfaction survey.

The contents of the survey will be agreed by the Research, Development and Postgraduate Studies Committee of Academic Council.

A summary of the results will be considered by both Academic Council and the Executive Board.

An action plan to address any issues and concerns will be developed.

This will be published on the postgraduate section of the WIT intranet.

7.2.3 Exit Survey

Each year, the postgraduate support unit in the Development Office, in partnership with the WIT Careers Office, will carry out an institute wide postgraduate exit survey. This will seek information on the experience of the postgraduate during their time in WIT and information about their current employment and career plans.

7.2.4 Departmental Reviews

In addition to feedback from postgraduate students and supervisors, each department will review annual feedback from:

- 1) Internal and external examiners;
- 2) Viva panel chairs;
- 3) Recent graduates;
- 4) Research administrators;
- 5) External research partners and funding agencies.

Based on this feedback and on an analysis of research postgraduate performance indicators, each school and its constituent departments will produce a section on postgraduates in their annual report for Academic Council / Governing Body.

This will cover, *inter alia*:

- 1) Number of applicants for postgraduate research;
- 2) Recruitment profile;
- 3) Number of offers and acceptances;
- 4) Details of funding provided for postgraduates;
- 5) Outputs – list of theses, publications, patents or licences, papers at conferences etc;
- 6) Submission and completion rates;
- 7) Postgraduate training provided;
- 8) Pass, transfer and fail rates;
- 9) Withdrawal rates;
- 10) The number of appeals and complaints;
- 11) The reasons for appeals and complaints and the results;
- 12) Analysis of comments from examiners and viva chairs;
- 13) Analysis of employment destinations and career paths of former students;
- 14) Analysis of feedback from administrators;
- 15) Analysis of feedback from external research partners and funding agencies;
- 16) Issues and concerns;

8. Learner Assessment

8.1 Presentation of Candidate's Work

The form and method of presentation of the candidate's work shall be proposed to Academic Council by the supervisor at the time of the student's registration and shall be appropriate to the nature of the work. The normal range of assessment methods include:

- 1) Presentation of a thesis;
- 2) An exhibition or a performance;
- 3) A viva voce examination.

8.1.1 Presentation of Thesis

For the initial submission, the candidate must prepare copies of the thesis for distribution to the internal examiner and the external examiner(s). Initially, the candidate should present the thesis in soft binding to facilitate any subsequent revisions that may be required.

On receipt of feedback in respect of the initial, soft-bound submission and the completion of required amendments, if any, the candidate must submit three or four copies (depending on the number of external examiners) of the thesis to the Institute. The thesis must be typed and hard bound in a fixed binding so that leaves cannot be removed or replaced at this point.

In the case of a thesis, which is accompanied by an exhibit or artifact produced or developed by the candidate, which forms a significant part of the submission, it shall be the Institute's responsibility to arrange appropriate and convenient access to the exhibit or artifact for the purpose of assessment by the external examiner(s).

8.1.2 Presentation of Performed/Exhibited Element(s) and of Composition

Each application for registration for a higher degree should describe the form in which the practitioner element is to be presented and the proposed arrangements for making it available for assessment by the examiners. It is the responsibility of the Institute to ensure that adequate disclosures and arrangements have been made in this regard.

Academic Council may, at the time of registration of the candidate, or subsequently, specify the form in which the practitioner element is to be presented, and any special arrangements to be made by the candidate in relation to presentation.

Where performance or exhibition, whether on the part of the candidate or of another person or persons, comprise the practitioner element, it is the institution's responsibility to arrange appropriate and convenient access by the external examiner(s) to any necessary performance(s) or exhibition(s) and to such facilities as are required for full and proper assessment.

Requirements for submissions, of which performance, practice or exhibition forms a significant part for the purposes of postgraduate research awards, are as follows:

- 1) The work must have been undertaken as part of a registered postgraduate research programme;

- 2) The final submission must be accompanied by a permanent record of the creative work(s);
- 3) The creative work(s) must be set in its relevant theoretical, historical, critical or visual context;
- 4) There must be a written dissertation;
- 5) The work will constitute an independent and original contribution to knowledge;
- 6) The submission will demonstrate an understanding of appropriate methodology;
- 7) There will be a viva voce examination.

8.1.3 *Viva Voce* Examination

This is mandatory for PhD candidates and may be required for a Masters award, at the discretion of the examiners.

Procedures for the *viva voce* examination are given later in this section.

8.2 Date of Submission

The thesis should be submitted for examination at least three months in advance of the summer/autumn examination board meeting of the final year of the candidate's approved research programme.

The decision about readiness to submit is made by the candidate.

A statement, signed by the candidate and the supervisor(s), indicating that the thesis represents the candidate's own work, or, in the case of a thesis based on a group project, indicating the extent of the candidate's individual contribution and making reference to any other theses submitted or material published by each collaborator in the project, should also be submitted at this time.

8.3 Assessment

Postgraduate research assessment must be conducted rigorously, fairly and reliably and should only be undertaken by those individuals with relevant qualifications and experience and with a clear understanding of the task.

The candidate's research must be examined by two examiners: an external examiner and an internal examiner, who is not the candidate's supervisor or had involvement in the work.

The arrangements for the candidate's examination shall be made by the registrar of the Institute.

8.4 Criteria for the Appointment of External Examiners

The external examiner will be substantially independent of the Institute and of the co-operating off-campus organisation, if any, and shall not have acted as the candidate's internal or off-campus supervisor.

The external examiner will be a specialist in the subject area, be known for his/her contribution to, and be currently active in research in the area of the candidate's research.

The external examiner will have academic qualifications to at least the level of the award to be examined.

The external examiner will have experience of the examination process for a research degree.

External examiners should not be:

- 1) Acquainted directly with the candidate or have had any specific previous communication with them regarding the research;
- 2) A former member of staff at wit, unless five years have elapsed since their retirement / resignation;
- 3) A former research degree student of the department concerned, unless five years have elapsed since the date of their graduation;
- 4) Invited on a regular basis to examine research degrees in the same department. It is recommended that an examiner who has assessed three candidates within a department should not be re-appointed for at least three years.

8.5 Criteria for the Appointment of Internal Examiners

The candidate's work must be examined by at least one internal examiner in addition to the external examiner.

The internal examiner must not be the candidate's supervisor and should have had little or no involvement in the work of the candidate.

The internal examiner must be active in the general area of research of the degree being undertaken by the candidate and, where practicable, should have experience as a specialist in the topic(s) to be examined.

Where there is no suitably qualified internal examiner, a specialist may be appointed from another institute or university.

Where the candidate and supervisor are both members of staff of the Institute, an examiner will not be appointed from within WIT. Instead, a further examiner must be appointed from outside the Institute to fulfil the duties normally assigned to the internal examiner.

8.6 Appointment Procedures for Examiners

The external examiner(s) and internal examiner will be appointed prior to submission of the thesis. The responsible academic department should send nominations to the registrar's office at the time of a candidate's intention to submit the thesis for examination.

The head of department and the supervisor should recommend external examiners to Academic Council using the appropriate form to which a full CV has been appended.

They should have regard to the proposed examiner's:

- 1) Knowledge and standing in the field of study of the thesis;
- 2) Reputation and experience in thesis examination;
- 3) Commitment to the delivery of a clear, complete and timely report on the work.

The candidate should be invited to name up to two people he/she would find unacceptable as examiners.

The ability and willingness of the proposed external examiner to serve should be ascertained by the head of department prior to the formal nomination.

The nomination must be ratified by Academic Council.

The candidate will be informed of the name of the external examiner at the time of thesis submission. The examiner should be made aware of this practice.

8.7 Examination Procedures

The administrative tasks of arranging the examination will be carried out by the registrar and head of department.

Having received the notification of intention to submit from the candidate at least three months prior to the examination board, the registrar will commence the process of appointing and approving examiners.

Two soft-bound copies of the thesis and any other work leading to a postgraduate research degree will be submitted to the registrar who will refer it to the examiners.

A *viva voce* examination is a mandatory requirement for the Degree of Doctor of Philosophy.

In the case of candidates for Masters degrees, the examiners may, if they consider it necessary, conduct an interview with the candidate on the programme of work and on the field of study concerned.

The external examiner(s) and the internal examiner will review the work independently and prepare reports and recommendations which they will present to the registrar of the Institute. Normally eight weeks will be permitted for this process.

Should the recommendations of the internal and external examiners differ substantially, this will be relayed to the head of department who will either convene a meeting to attempt to reach a consensus or, in the case of an impasse, nominate another expert to arbitrate.

Examiners are normally expected to carry out their duties within six weeks of referral to them of the work in question.

8.8 Examination of Written Element(s) Thesis

8.8.1 Degree of Master (Research)

Examiners should assess and may recommend the award of Degree of Master (Research) in accordance with the following criteria:

- 1) The thesis should show evidence of independent thought and research, and must demonstrate a mastery of their chosen subject;

- 2) The candidate should demonstrate an understanding of methodologies appropriate to the chosen field and show adequate knowledge of the literature of the subject and of the work of other scholars in the field;
- 3) The candidate should be capable of relating knowledge of particular topics to the broader field of study involved and of presenting such knowledge in a critical and scholarly way.

They should meet the national standards for Level 9, published by HETAC (note references in Appendix 5).

8.8.2 Degree of Doctor of Philosophy

Examiners should assess and may recommend the award of Doctor of Philosophy in accordance with the following criteria.

The candidate shall have demonstrated the capacity of pursuing original independent research in the field of study and of exercising critical judgement.

The thesis must make a substantial and original contribution to scholarship and provide evidence of originality by the exercise of independent critical powers.

The thesis must contain an acceptable amount of original work by the candidate, which is considered by the examiners to be of publishable standard in the form *inter alia* of:

- 1) Articles in appropriate refereed journals;
- 2) A book or other scholarly publication;
- 3) A research/creative or self-expressive work monograph which meets the standard of refereed academic publications.

The candidate must present and successfully defend the body of work at a *viva voce* examination.

They should meet the standards for Level 10, published by HETAC.

8.9 Examination of Performed/Exhibited Elements and of Composition

Save as provided for in the next section entitled *viva voce* examination, the examination shall consist of either (a) or (b) below:

(a) a portfolio of works, none of which has been previously submitted to another awarding body and which, depending on its nature and scale, shall be agreed between the relevant academic department and the Institute. The portfolio would normally comprise a variety of works but may, exceptionally, comprise a single large-scale work

and

a dissertation conforming to the normal scholarly requirements, placing the candidate's work in the relevant theoretical, historical, critical, artistic or design context and demonstrating an understanding of that context.

or

(b) a public performance/exhibition of the work including, in the case of performance, the presentation of a programme of appropriate duration and content, to be approved by the head of department of the sponsoring institution in consultation with the internal supervisor

and

a dissertation conforming to the normal scholarly requirements, placing the candidate's work in the relevant theoretical, historical, critical, artistic or design context and demonstrating an understanding of that context.

Note;

A performance or exhibition shall be recorded (e.g. video, notebooks, diary, photographs, CD, CD-ROM, score, diagrams, etc.) and shall be accompanied by notes appropriately presented.

A bound dissertation should be presented, together with the other records (e.g. notebook, journal, video, CD, CD-ROM, and exhibition catalogue) in appropriate form (e.g. album, specially designed box, etc).

8.10 Viva voce Examination

A *viva voce* examination is a mandatory requirement for the award of PhD. The requirement for such an examination at Masters degree (Research) level is at the discretion of the examiners.

The *viva voce* examination will normally take place as soon as possible, or, at the latest, within six weeks of submission of the work presented.

The examiner(s) for the *viva voce* examination should consist of the examiners, internal and external, chaired by an individual appointed by the institution, who has not previously been involved with the candidacy or the examination process. The supervisor(s) will normally be in attendance but cannot take part in the examination of the candidate's work.

The purpose of a *viva voce* examination is to assess the work submitted by the candidate. It gives the candidate the opportunity to present and defend the work through high-level debate with experts in the subject. It enables the examiners to confirm that the candidate has a thorough understanding of the practical and theoretical aspects and methods involved in the work and to contextualise their work in the general field of learning.

8.11 Conduct of Viva Voce Examination

The arrangements for the examination will be confirmed in writing to the examiners and the candidate at least ten working days before the examination.

The candidate's supervisor may be invited to attend the *viva voce*, with the student's agreement, as an observer. He/she may offer clarification to the examiners, only if called upon to do so.

It is the responsibility of the chairperson to ensure that the examination is conducted according to the WIT / HETAC guidelines. The chairperson's primary duty is to ensure that the examiners and the candidate have adequate time for discussion of issues arising from the work submitted.

As a matter of practicality, the chairperson should assume responsibility for the organisation of the examination on the day. This includes determining whether the

candidate has any special requirements for the examination such as booking a *neutral* room in WIT (not the supervisor's, chairperson's or candidate's office).

Immediately before the oral examination, the examiners should arrange to confer with one another, in the presence of the chairperson, in order to:

- 1) exchange copies of their reports;
- 2) identify the issues to be raised at the examination. It is particularly important to identify problematic areas in advance, in order to ensure that these are adequately explored in the dialogue between candidate and examiners;
- 3) agree a plan for the viva voce – who will ask questions and in what order.

The chairperson should introduce the examiners to the candidate, briefly explain the purpose of the examination and the procedures to be followed, and advise the candidate to deal with questions as fully as he/she thinks necessary. The chairperson's overall aim should be to ensure a fair and constructive dialogue between the examiners and the candidate.

8.12 Reports of External Examiners

Following examination of the body of work and the *viva voce*, the external and internal examiners should return a copy of the submitted work together with comments and observations to the registrar.

Particular reference should be paid to the national standards for Levels 9 and 10 of the national framework, published on the website www.hetac.ie. See Appendix 5.

The report should indicate clearly one of the following recommendations:

- a) Recommended without modification;
- b) Recommended with minor corrections;
- c) Referred for amendment without full re-examination;
- d) Referred for substantial amendment and re-examination;
- e) Not recommended.

In the case of (a) above, the definitive record of the work, hard-bound thesis, CD-ROM, video, music score etc. will be submitted to the office of the registrar together with the external examiner(s) report.

In the case of (b) above the external examiner(s) may indicate that, subject to confirmation by the internal examiner(s) or supervisor(s) that the corrections have been made, a definitive record of the work can be submitted to the office of the registrar.

In the case of (c) above a candidate who fails to satisfy the examiner and whose thesis is referred for amendment must satisfy the external examiner that all required amendments have been carried out in accordance with the recommendations. This may, at the discretion of the external examiner, require a written statement from the internal supervisor or a re-submission of the amended thesis to the external examiner.

In the case of (d) above, a candidate who fails to satisfy the examiners at first examination and whose thesis is referred for re-examination, may, on the recommendation of the examiners, be allowed to revise the thesis and be re-examined (normally within six months) but not more than once, for the degree sought, or for another award.

It should be noted that in the case of both (c) and (d) and re-examination or further supplementary examining will be regarded by the Institute as forming part of a single process.

In the case of (e) above, the award is not recommended and resubmission is not recommended.

The external examiner(s) are required, in addition to making a recommendation as set out above, to give a report, which outlines clearly the precise grounds upon which their decision was based.

The student will be informed of the outcome at this point by their head of department or by their supervisor and will be given an opportunity to make any changes required under (b) or (c) before the examination board meeting.

In the case of outcome (d) or (e) the postgraduate has the right to appeal the result.

8.13 Examination Board Meeting

Following receipt of the examiner(s)' report(s), a broadsheet will be issued for results.

The examination board meeting should then take place.

The board should be attended by the head of school or his/her nominee, the registrar or his / her nominee, a member of Academic Council who has no connection with the award, the internal and / or external examiners and the supervisor.

The roles of the board are to:

- 1) Ensure that the examination process for each candidate has been carried out in accordance with WIT / HETAC regulations;
- 2) Provide feedback to Academic Council on any matters highlighted by the examiners;
- 3) Consider issues arising from outcomes (d) and (e) and to recommend an appropriate course of action to Academic Council;
- 4) Formally recorded the outcome on a broadsheet.

The results will be submitted for ratification at the next meeting of Academic Council and will then be conveyed formally to the candidate by the registrar.

8.14 Postgraduate Awards for Research

8.14.1 Degree of Master (Research)

The Degree of Master (Research) is of honours standard and is awarded without classification. In the case of successful candidates, the broadsheet of results should be annotated 'Recommended' and signed by the examiner(s) concerned.

8.14.2 Doctor of Philosophy

The Degree of Doctor of Philosophy is awarded without classification. In the case of successful candidates, the broadsheet of results should be annotated 'Recommended' and signed by the examiner(s) concerned.

8.15 Copyright and Intellectual Property Rights

Copyright of the thesis, and any other work in which copyright may subsist, ownership of the intellectual property arising in the course of the preparation of same, including renewal rights of every nature, and patent rights in respect of any relevant product or process, are matters for agreement between the candidate and the Institute. It shall be the responsibility of the Institute to ensure, before a candidate is proposed for registration, that adequate provisions have been made in this regard.

In undertaking some postgraduate projects, it is possible that results will be generated and conclusions reached, which have exploitable consequences and/or commercial significance. At the outset of the postgraduate project, candidate(s) and their supervisor(s) should be made aware of possible intellectual property rights and of the Institute's provisions in this regard.

8.16 Access to Postgraduate Research

The Institute will retain a copy of the thesis and any other work for record purposes.

All theses will be preserved in a locked cupboard under the supervision of the Institute librarian.

Theses may be consulted unless there are very clearly stated reasons why this should not be permitted. This must be agreed with the head of school. Any thesis that is not freely available should be clearly marked on the inside cover and stored in a separate section.

With the written agreement of the author and the supervisor(s), an electronic version of the thesis may be made available on the library web site. In this case the author and the supervisor(s) may limit access to certain library users.

Access to a WIT postgraduate thesis will be given for reference only on the following conditions that:

- 1) Photocopying will not take place without permission of either the author or the head of department.
- 2) Acknowledgement of the thesis as a source is presented in any resulting publications.
- 3) A copy of any publication citing the thesis be supplied to wit librarian.

9. Complaints, Grievances and Appeals

This section covers:

- 1) Complaints and grievances – informal route;
- 2) Complaints and grievances – formal route;
- 3) Academic appeals.

The section acknowledges that difficulties can arise for any of the stakeholders involved in the research postgraduate programme. The Institute is committed to dealing with all grievances, complaints and appeals in a timely, fair and equitable manner.

9.1 Informal Complaints

Whenever possible students, supervisors and any other stakeholders in the programme should attempt to resolve problems informally. There are several options open to them.

- 1) Postgraduates who have concerns about academic matters such as their rate of progress, research training, personal or professional development are asked to attempt to resolve them through a discussion with their supervisor(s). The supervisor may advise the student how to resolve the problem, may refer the student to some support service of the institute or may act as their advocate, if the issue concerns another section of the institute.
- 2) Postgraduates may also approach the Postgraduate Support Unit in Development regarding such issues as library resources, facilities, and central training.
- 3) Postgraduates may contact the Research Support Unit regarding issues around project funding and relationships with external research partners.
- 4) Postgraduates, supervisors or other associates of the research programme who are experiencing harassment or bullying should approach a WIT equality support person who will advise on their options.

If the problem has not been resolved by any of these methods, or if it is a problem concerning the quality of supervision, the postgraduate student or the supervisor should request a meeting with the head of department. The head of department will meet the parties and attempt to find a solution.

9.2 Formal Complaints

Postgraduates and supervisors who have been unable to resolve a complaint informally or who deem the complaint to be extremely serious may lodge a formal written complaint with their head of school.

This will then be taken up and dealt with in accordance with the Institutes complaints and grievance procedures, which are available from the HR Office.

9.3 Academic Appeals

9.3.1 Right to appeal

Students have the right to appeal if they are dissatisfied with the conduct or results of their:

- 1) Transfer or confirmation application;
- 2) Thesis examination;
- 3) Oral examination.

9.3.2 Grounds for Appeal

Appeals may be made on the following ground only:

- 1) Procedural irregularities in the conduct of examinations or transfers;
- 2) Extenuating circumstances affecting the candidate's performance, of which the examiners were not aware;
- 3) Evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners;
- 4) Inadequacy of supervision, in which case there must be reasons presented as to why the candidate did not report his prior to the examination taking place.

Appeals which question the academic judgement of the examiners are not permissible.

9.3.3 Appeal Procedure

Appeals should be made in writing to the registrar, within one month of receipt of the result.

The formal appeals process will involve the establishment of an appeals panel by the registrar. This panel will comprise:

- 1) The registrar;
- 2) The chairperson of the research and postgraduate studies committee;
- 3) An external expert on the subject of the research, who was not involved in the supervision or examination process.

All documentation relating to the appeal will be reviewed and the postgraduate will be interviewed.

The appeals panel will produce a report which may:

- 1) Uphold the appeal;
- 2) Dismiss the appeal;
- 3) Seek further information.

The results of the appeal hearing will be conveyed in writing to the postgraduate, the supervisor, the examiners, the head of school and head of department and Academic Council.

In the case of an appeal which is upheld, a plan will be developed by the head of department and the postgraduate to address his /her concerns and to permit re-examination of his/her work within an agreed period.

10. The Legal and Ethical Framework for Research at WIT

10.1 Introduction

The broad principles that guide research have been long established. Central to these are the maintenance of high ethical standards, and validity and accuracy in the collection and reporting of data. The responsibility of the research community to the public and to itself is acknowledged.

The processes of research protect the truth. Communications between collaborators; maintenance and reference to records; presentation and discussion of work at scholarly meetings; publication of results, including the important element of peer refereeing; and the possibility that investigations will be repeated or extended by other researchers, all contribute to the intrinsically self-correcting nature of research.

Competition in research can have a strong and positive influence, enhancing the quality of immediacy of the work produced. However, competitive pressures can act to distort sound research practice, if they encourage:

- 1) Too-hasty preparation and submission of papers;
- 2) The division of reports on substantial bodies of work into multiple small reports to enhance the 'publication count' of the author(s); and
- 3) An undue emphasis on 'logical-next-step' research at the expense of more creative and more innovative lines of study. Accordingly each institution should set up codes of conduct which are seen as a framework for sound research procedures and for the protection of individual research workers from possible misunderstandings.
- 4) This section is in two parts:
- 5) Part one sets out a code of conduct for the responsible practice of research;
- 6) Part two outlines the procedures which should be used to deal with any allegations of misconduct in research against a staff member.

The Appendix provides guidelines for the application for ethical clearance.

10.2 Part One: Code of Conduct for the Responsible Practice of Research

10.2.1 Integrity

Researchers must not breach the specific trust held in them by their associates in research, peers, the Institute, their profession, or society at large. Observance of accepted norms of honesty and integrity must underlie all decisions and actions related to research.

10.2.2 The Good Image of WIT and the Academic Community

Researchers must refrain from any conduct or action in their role as a researcher employed by WIT which would unjustifiably detract from the good name of the institution and the relevant professional body to which they may belong.

10.2.3 Right to Knowledge and its Obligations

Seeking knowledge and imparting this knowledge is a fundamental function of a university or institute of technology. It follows from the right to pursue knowledge that researchers have a

moral obligation to society as well as an obligation to the Institute to perform proper (ethically conducted) research that is communicated to their peers and, as appropriate, to the wider general community.

10.2.4 Competence and Due Care

Researchers must strive continually to improve their scholarship and to ensure that their knowledge is current. Above all, they must bring due care and diligence to bear upon the discharge of their academic duties in relation to research. Researchers must refrain from participating in or initiating work which they are not competent to perform. They should be willing, when in doubt, to obtain such advice and assistance as will enable them to execute their research competently.

All experimentation which involves one of the following should obtain clearance from WIT's ethics advisory committee. If necessary, this committee should obtain expert advice before clearance is given:

- 1) Human experimentation;
- 2) Animal experimentation;
- 3) Genetic manipulation;
- 4) Use of teratogens, carcinogens and cytotoxic substances;
- 5) Ionising radiation.

10.2.5 General Principles of Sound Research Design

In seeking new knowledge, it is imperative that good methodology (ie: sound research design) be employed. This will ensure trust in the accuracy of the data that are collected and facilitate correct interpretation of the data.

10.2.5.1 Ethical Consideration

The norm for sound research design in human experimentation derives from three underlying ethical principles, these being:

- 1) The requirement to do good;
- 2) The duty to avoid causing harm; and
- 3) Respect for the person (the requirement that one subject not be used as a means to attain another's ends).

The Institute and its researchers have a responsibility to the participants in research to ensure the safety of volunteers and staff taking part in research programmes, and it is an accepted norm in the pursuit of this goal that research design be of the highest scientific quality. This includes using the minimum number of humans and animals needed to achieve valid results and using animals in the most humane way possible, for the overall benefit of society.

Staff working with human subjects and/or animals should apprise themselves of these principles. Current Irish regulations are available from the Development Office.

10.2.5.2 Confidentiality in Research

Data of a confidential nature derived from a research programme (patient records, subject questionnaires, etc.), should not be disclosed except where consent has been obtained or where

there is a legal or professional duty to disclose. Researchers must not use such information for their own personal advantage or that of a third party.

10.2.5.3 Intellectual Property

Researchers should endeavour to safeguard their interests in relation to intellectual property, and the interest of WIT. Reference should be made to the draft intellectual property policy of the Institute.

10.2.5.4 Conflict of Interest

Researchers should refrain from unethical work which is in conflict with the duties and loyalties owed to WIT, collaborators, the profession, members of their own discipline, and society in general and its laws. These would include benefits in kind such as the provision of materials or facilities for the research, and the support of individuals through the provision of benefits (for example, travel and accommodation expenses to attend conferences).

10.2.5.5 Dissemination of Ethical Principles

Researchers should impart to students under their supervision the basic ethical principles that are detailed in this code and the code for their profession as it bears on the proper conduct of research. This will provide positive reinforcement of those values which society can expect of graduates from WIT.

10.2.5.6 Retention of Data

Data must be recorded in a durable and appropriately referenced form.

Sound research procedures entail the discussion of data and research methods with colleagues. Discussion may also occur well after the research is complete, often because of interest following publication. If at all possible, it is in the interest of all research workers to ensure that original data are safely held for periods of at least five years.

Wherever possible, a copy of the original data should be retained in the department or research unit in which they were generated. Data obtained from limited access databases or in a contracted project may not be able to be retained. In such cases, a written indication of the location of the original data or key information regarding the limited-access database from which it was extracted must be kept in the department or research unit. Individual researchers should be able to hold copies of the data for their own use. Nevertheless, it should be understood that retention solely by the individual research worker provides little protection to the research worker or the institution in the event of an allegation of falsification of data.

10.2.5.7 Publication and Authorship

Where there is more than one author of a publication, one author (by agreement among the authors) should formally accept overall responsibility for the entire publication. Such formal acceptance must be in writing and kept on file in the department or unit of that author together with the names of all other authors.

The minimum requirement for authorship of a publication should be participation in conceiving, executing or interpreting at least part of the research reported. 'Honorary authorship' is unacceptable. 'Honorary authorship' occurs when a person is listed as an author of a publication

when they have not participated in any substantial way in the conception, execution or interpretation of at least part of the work described in the publication.

Due recognition of all participants is a part of a proper research process. Authors should ensure that the work of research students/trainees, research assistants and technical officers is properly acknowledged.

The authors of the publication must read the final paper and sign a statement indicating that each of them has met the minimum requirements for authorship, and who is the author taking overall responsibility for the publication. Such statement must include an indication that there are no other 'authors' of the publication, according to this definition. If, for any reason, one or more co-authors are unable to sign the statement, the head of the research unit or department may sign on their behalf, noting the reason for their unavailability. This statement should accompany the work to the publishers and a copy should be retained in the department or unit. Where possible, it would be wise for papers submitted for publication to be read by a staff member outside the immediate group. This helps to ensure that the paper readily communicates its findings and major conclusions. It is, in any event, good practice to encourage discussion between members of different research groups.

Publication of multiple papers based on the same set(s), or sub-set(s) or data is improper unless there is full cross-referencing (for example, by reference to a preliminary publication at the time of publication of the complete work which grew from it). Simultaneous submission to more than one journal or publisher of material based on the same set(s) or sub-set(s) of data should be disclosed at the time of submission.

It is incumbent upon researchers in receipt of internal and/or external grant funds to meet the terms of the granting agency's reporting requirements. Failure to comply with such can prejudice future grant support and may tarnish the image of fellow researchers in receipt of funds from that same agency.

10.2.5.8 The Role of Research Supervisors

Supervision of each research student/trainee (including honours, masters and doctoral students, and junior postdoctoral staff) should be assigned to a specific, responsible and appropriately qualified senior research worker.

The ratio of research students/trainees to supervisors should be small enough to ensure effective interaction, as well as effective supervision of the research at all stages.

Research supervisors should advise each research student/trainee of applicable government and institutional guidelines for the conduct of research, including those covering ethical requirements for studies on human or animal subjects, and requirements for the use of potentially hazardous agents.

Research supervisors should be the primary source of guidance to research students/trainees in all matters of sound research practice.

As far as possible, research supervisors should ensure that the work submitted by research students/trainees is their own and that, where there are data, they are valid.

Where possible, the head of the research unit should be personally involved in active research supervision and observe the research activities of those for whom he or she is responsible. Professional relationships should be encouraged at all times. In particular, there should be wide discussion of the work of all individuals by their peers.

10.2.5.9 Special Needs in Different Disciplines

In some disciplines there will be special areas which require regulation, for example, animal and human experimentation, genetics, and the handling of hazardous materials. The rules for these activities should form part of the general code of ethics for each discipline. Researchers involved in such disciplines are obliged to familiarise themselves with these regulations.

10.2.5.10 Improper Conduct

Misconduct in research or the improper conduct of research should be distinguished from honest error or honest discrepancies in interpretations or judgments made of data. Practices that deviate significantly from those that are commonly agreed upon by the scientific community for conducting, reporting, or proposing research include occurrences of plagiarism, misuse of funds, and fabrication of data. All unethical conduct of research involving humans or animals should be reported. No claims of misconduct against other people should be made that are frivolous and based on

hearsay rather than fact. Management practices should be in place to process and respond to reports of improper conduct. Positive efforts should be made to restore the reputation of anyone alleged to have engaged in improper conduct of research when such allegations cannot be sustained.

The full procedure for handling suspected cases of research misconduct is available on the Academic Council website or in paper copy from the Development Office.

10.2.5.11 Research Ethics Advisory Committee

This committee was established by Academic Council at WIT.

Its terms of reference include:

- 1) Developing and upholding an ethical code of practice for research at WIT. This code will apply to academic and support staff, postgraduates, contract researchers and undergraduates;
- 2) Considering, from an ethical viewpoint, any research projects referred to it. The committee has the authority to approve or reject such projects;
- 3) Advising the director when there is a case of misconduct in research reported to it.
- 4) The membership of the group comprises:
 - 5) An executive committee member;
 - 6) A philosopher;
 - 7) A member of the public;
 - 8) Data protection officer;
 - 9) Four members of staff;
 - 10) Other experts (internal or external) may be called on as required.

10.2.6 Improper Conduct in Research

Misconduct in research or the improper conduct of research should be distinguished from honest error or honest discrepancies in interpretations or judgments made of data. Practices that deviate significantly from those that are commonly agreed upon by the scientific community for conducting, reporting, or proposing research include occurrences of plagiarism, misuse of funds, and fabrication of data.

All unethical conduct of research involving humans or animals should be reported.

No claims of misconduct against other people should be made that are frivolous and based on hearsay rather than fact.

A copy of the procedure for dealing with improper conduct in research is available from the head of development or the Human Resources Office.

Acknowledgement

This section has been adapted for WIT from the code of conduct developed by the Australian Vice Chancellors' Committee.

Original documents may be accessed at:

<http://www.admin.uq.edu.au>

<http://www.cowan.edu.au>

<http://www.cais.anu.edu.au>

Appendix 1: Presentation of Thesis

For the initial submission, the candidate must prepare copies of the thesis for distribution to the internal examiner and the external examiner(s). Initially, the candidate should present the thesis in soft binding to facilitate any subsequent revisions that may be required.

On receipt of feedback in respect of the initial, soft-bound submission and the completion of required amendments, if any, the candidate must submit three or four copies (depending on the number of external examiners) of the thesis to the Institute. The thesis must be typed and hard bound in a fixed binding so that leaves cannot be removed or replaced at this point.

In the case of a thesis, which is accompanied by an exhibit or artifact produced or developed by the candidate, which forms a significant part of the submission, it shall be the Institute's responsibility to arrange appropriate and convenient access to the exhibit or artifact for the purpose of assessment by the external examiner(s).

Abstract of Thesis

An abstract not exceeding 300 words should be provided as an integral part of the thesis, and should precede the main text. Each copy of the thesis submitted should include a copy of the abstract. The abstract should be printed or typed in single spacing and should indicate the author and title of the thesis in the form of a heading.

Print and Pagination

The thesis should be in typescript or print (12-point type) on A4-size paper single sided, with pages numbered consecutively. The main text should be typed or printed in one and one half or double spacing; footnotes and quotations should be typed or printed (10-point type) in single spacing. On each page there should be a left-hand margin of at least 40mm and a right hand margin of at least 20mm. Each such page should also have a page number.

Photographs or diagrams, if any, should, where feasible, be incorporated digitally within the text. Where this is not appropriate or practicable they should be fixed firmly in place. They should be provided with reference numbers and legends.

Where the thesis consists of more than one volume, the pagination should indicate the relevant volume number as well as the page-number on each page.

Appendices should be named alphabetically, and each appendix paginated consecutively but separately from the main text and from each other.

Page numbers should be located centrally at the bottom of the page and about 20mm above the edge of the page.

Front Board and Spine

The front board (cover) of the thesis shall be a single plain colour and contain the following information only in gold lettering:

- 1) The title of the thesis;
- 2) The initials and name of the candidate;
- 3) The award for which the thesis is submitted, the year of submission and the name of the awarding authority;
- 4) The volume number and the total number of volumes where the thesis consists of more than one volume.

The same information (excluding the title of the thesis) shall be printed along the spine of the cover in such a way as to be easily legible when the copy is lying flat with the front cover uppermost. All lettering on the cover and the spine shall be of plain graphic design.

Title Page

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

- 1) The full title of the thesis, with any subtitles, in 20 point type;
- 2) If there is more than one volume, the total number of volumes and the number of the particular volume;
- 3) The full name of the author with, if desired, any qualifications or distinctions;
- 4) The award for which the thesis is submitted;
- 5) The name of waterford institute of technology;
- 6) The names(s) of the supervisor(s) of the research;
- 7) As the last line on the page, the statement 'submitted to waterford institute of technology, (month) (year)'.

Footnotes and Quotations

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

Bibliography

The thesis must include a bibliography of the works consulted in its composition.

The referencing system must be consistent with the normal system used within that discipline.

Pre-publication

The candidate may publish material in advance of presentation of the thesis, but reference should be made to any such publication, including material submitted for publication or in press, in the thesis.

Appendix 2: Devolution of Ethical Approval for some Research Projects to Departmental Level

This amendment to WIT's research ethics policy was approved by Academic Council in November 2005.

Background

To date all staff and postgraduate researchers working on projects involving any of the following have been required to submit proposals to the ethics committee of Academic Council for formal approval.

- 1) Risks to the health or wellbeing of any person
- 2) Risks to the environment
- 3) Conflicts of interest
- 4) Animal subjects
- 5) Surveys
- 6) Informed consent
- 7) Privacy and confidentiality of data
- 8) Intellectual property rights
- 9) Publication rights

With the rapid growth of the research community it is becoming very onerous for the central committee to handle the volume of work submitted to it. In addition there is an increased level of knowledge and expertise within departments due to widespread involvement in the Academic Council's Research Ethics Committee and attendance at training programmes in research ethics organised by WIT attended by departmental representatives.

It is now proposed that certain categories of research work be ethically vetted within the department and only cases where there are uncertainties will be referred to the Ethics Committee. The process within departments should be formal and documented and reports of approvals granted should be submitted to the Academic Council's Research Ethics Committee for ratification.

Category of Research which may be given Ethical Approval at Departmental Level

Staff Researchers and Postgraduate Students

Standard surveys, interviews and focus groups involving the groups or topics listed may be submitted to the departmental process for ethical approval:

- 1) Normal, healthy, consenting adults;
- 2) Non-controversial subject matter.

Surveys involving minors or persons who could be considered 'disadvantaged' in terms of health, freedom, social or economic status must be sent to the Academic Council Research Ethics Committee.

Non-controversial subject matter is interpreted as research that does not involve:

- 1) Risks to the health or wellbeing of any person;
- 2) Risks to the environment;
- 3) Conflicts of interest;
- 4) Animal subjects.

When in doubt about either of these definitions, a project should be referred to the higher level committee.

Undergraduate Research Projects

To date all undergraduate research projects have been vetted within departments. In some cases this has been done simply by the course leader or project supervisor. In future undergraduate researchers should be formally advised on WIT's framework for ethical research as part of the research preparation, and are required to complete a research ethics form if the project involves potential:

- 1) risks to the health or well-being of any person or animal;
- 2) risks to the environment;
- 3) conflicts of interest.

The following procedure should then be followed.

Departmental Procedure

- 1) The researcher must submit a standard ethical approval form to the head of department. The decision about the use of the central or departmental route will be taken by the head of department.
- 2) The head of department will bring this to the departmental ethical approval group (this may be the entire departmental research committee or a sub-group established for this purpose). It should comprise at least three members of academic staff in the department. Students will not be represented.
- 3) Training will be provided for persons serving on these groups.
- 4) The group will meet the main researcher(s) and examine the issues raised, using the checklist below as a guideline.
- 5) If they identify no specific issues, they will send a brief report with a recommendation for approval to the Research Ethics Committee of Academic Council.
- 6) If they encounter any issues or have any concerns, they refer the researcher to the Academic Council's Ethics Committee.
- 7) The researcher also has the right to refer a proposal to the Academic Council's Ethics Committee should he/she be dissatisfied with either the departmental process or the outcome.

Checklist for Departmental Research Ethics Reviews

Ensure that the project complies with the following:

- 1) Fairly and sensitively identifies subjects or participants in the research;
- 2) Does not involve coercion of subjects;
- 3) Adequately informs the subjects about the nature and purpose of the research;

- 4) Allows for informed consent by the subjects (with suitable signed forms);
- 5) Allows subjects to withdraw from the research at any time without question or penalty;
- 6) Does not breach data protection, privacy and confidentiality requirements;
- 7) Does not allow the results to be influenced by the funding agency (conflict of interest);
- 8) Has considered and agreed on fair distribution of any potential intellectual property generated by the participants as a result of the research;
- 9) Protects the right to publish and disseminate the results of the research through a publication agreement involving potential industry partners and all researchers involved in the work.

Appendix 3: A Policy for the use of WIT Students or Staff as Subjects/Participants in Surveys or Focus Groups for Research Projects

This addition to WIT's research ethics policy was approved by Academic Council in June 2005.

Context

It has been reported to the ethics committee that issues have arisen in recent years about the number of researchers (both internal and external to the Institute) requesting access to some or all WIT students / staff for various research activities. In some cases the research project may have no value to WIT and involvement may create a nuisance for the intended participants or for WIT administration. This policy has been developed to address these concerns and to provide any WIT manager with a framework to refuse or accept involvement.

Who is covered by the Policy?

Participants – This policy covers all members of the WIT community - students and staff, full-time or part-time.

Researchers – This policy covers the following categories of researcher.

Internal to WIT

- 1) Undergraduates
- 2) Postgraduates
- 3) Staff researchers

External to WIT

- 1) Researchers must be affiliated to an organisation which is recognised by WIT e.g. a higher education college or university, professional association or a state or semi-state body.
- 2) Non-affiliated external researchers or those involved in a commercial project, will not normally be permitted to access members of the WIT community for research activities.

Procedure for obtaining WIT Consent

Stage 1 - For the project

Internal Projects

- 1) Approval should be sought from the WIT Ethics Committee; or
- 2) By a special committee set up for this purpose by a head of school, if the researcher and the participants are all internal to the school.

External Projects

Project approval must be given by the WIT Ethics Committee.

This approval will be based on:

- 1) Appropriateness and purpose of the research topic;
- 2) Ensuring that the research is meaningful and has some benefits to wit staff, students or the external community;
- 3) Credentials and experience of researcher;
- 4) Extent of time or other input demanded from participants and wit administration.

Stage 2

Approval must be granted for the involvement of WIT participants or the involvement of students. Such approval will only be granted within the framework outlined below. This framework given below will be applied by:

- 1) The registrar if the projects requires participants on a college-wide basis;
- 2) A head of department or function if the project is targeting specific groups.

Managers should note that personal details of WIT staff and students cannot be released to third parties without the student or staff member's knowledge and express agreement.

Framework for Participating in Research Projects as a Subject

Recruiting WIT Participants

No pressure to be put on anyone to be a subject or to participate in a research project. They must be true volunteers. This includes 'encouragement' by anyone in authority. In particular, lecturers should never recruit participants or distribute surveys.

In order to recruit participants for approved projects, it is acceptable to:

- 1) Put up notices in WIT seeking volunteers for approved projects;
- 2) Put notices on the website;
- 3) Use internal communication networks e.g. Newsletters.

The researcher may incentivise participation by offering some form of reward such as a prize draw.

There will be no penalty for those who refuse to participate in research projects as subjects

When applying for permission to undertake the research, the applicant must explain in detail how the volunteers will be recruited.

Getting Informed Consent from Participants in Research Projects

The researchers should:

- 1) Provide clear information sheets about the work. This should set out its purpose and benefits, the procedure / methodology, confidentiality, risks and the duration, effort and the time commitment required from participants;
- 2) Be available to answer any questions participants may have;
- 3) Provide consent forms for all participants. These should be available for viewing by the ethics committee if requested;
- 4) If students are under 18 years of age, consent should be obtained from their parents;
- 5) It must be explained to the participants that the consent form is not a contract and that they have the right to withdraw from the study, without penalty, at any time.

Anonymity and Confidentiality

For the participants

Assurance must be given that individual inputs to this work will not be accessible to:

- 1) Any staff involved in examining and measuring the academic performance of the participant;
- 2) Any other person whose knowledge might adversely affect the participant.

For WIT

Assurance must be given that inputs from WIT students or staff will not be directly identified as representing WIT, unless this is agreed in advance with the Institute director.

Sensitivity and Timing

WIT will not release, to any researchers, lists or personal details of students or staff in specific categories.

All requests for volunteers must be made to the general student or staff body and participants will be allowed to self-select.

The researcher must prove that they are competent to deal with sensitive issues such as health, disability, behaviour, personal finance, class, race, sexual orientation, social disadvantage. This competence can be displayed by a record of attendance at relevant training events or memberships of professional associations with relevant codes of conduct.

Requesting volunteers at certain times of the year e.g. examination and pre-examination times, should be avoided.

Researchers are not permitted to harass students or staff for inputs.

Resource Implications

In most cases WIT cannot be responsible for:

- 1) Promoting research participation;
- 2) Distribution or collection of surveys, whether paper-based or on-line.

Use of the Results

The researcher must state where the results will be published or presented

WIT cannot permit 'headlines' which might adversely affect the reputation of WIT, its staff, students or alumni.

The researcher may be asked not to identify WIT in any publications or presentations.

Six copies of all publications or reports from the research must be lodged with WIT, through the ethics committee.

Monitoring and Dealing with Breaches of this Policy

Breaches of this policy should be brought to the attention of the Research Ethics Committee.

The WIT procedure for the handling of misconduct in research will be applied to such allegations.

Appendix 4: Postgraduate Studies by Research

APL Policy and Procedure for Applicants

In WIT's Research Postgraduate Regulations, it is stated that, while candidates are normally required to hold an honours degree in a cognate discipline, certain cases alternative entry routes may be approved. The following is a statement from the regulations:

In some cases candidates may hold such other qualifications and experience as may be acceptable to Academic Council for the purposes of proceeding to a specific Masters degree. Evidence of this must be presented to the department in which the candidate wishes to be registered by means of a portfolio which will be assessed according to WIT's normal APL procedures.

Candidates will not be awarded credit for this work; it is simply to be used for admission to postgraduate studies.

The APL procedure applied in these cases must be demonstrably rigorous and fair.

An Outline of the APL Procedure for Applications for Admission to Research degrees at WIT

The first step is for candidates considering this admission route to seek an interview with the head of department to obtain advice on their potential for success. There is a significant workload involved in the process and it should not be attempted without this advice and support.

Each application must be submitted in a portfolio format.

The portfolio should have three sections:

An Extended Curriculum Vitae

- 1) Contact details,
- 2) Educational details about all relevant education, training and informal learning undertaken that relates to the research project proposed,
- 3) Relevant work experience.

Learning Claims

A simple statement of experience is not sufficient for an APL portfolio. The applicant should attempt to match their learning to specified Level 8 learning outcomes from the cognate WIT degree. These will be provided by the head of department. The learning claim normally takes the form of a reflective account or diary.

Evidence

Evidence for the learning claims can take many forms – these include certificates of achievements, professional membership certificates, references and testimonials, samples of

work. This can be organised into sub-sections, with each piece of evidence numbered and identified on the learning claim summary and the portfolio inventory. The same piece of evidence can be used to support more than one claim. The applicant should enclose copies of evidence rather than original documentation, though this should be available on request.

Applicants wishing to prepare portfolios may avail of the assistance of an APL advisor through the School of Education at WIT. There is a fee for this service.

The portfolio should be submitted with the postgraduate application form and the APL assessment fee to the WIT Postgraduate Applications Office.

Portfolio Review and Assessment

All reviews must be objective, clear and consistent.

Assessment criteria should include:

- 1) Nature and acceptability of claims and evidence;
- 2) Sufficiency of the evidence;
- 3) Currency of the evidence;
- 4) Authenticity of the evidence.

The APL review group will comprise the head of department or nominee, the course leader for the cognate degree and proposed supervisor.

The process of review will normally involve an interview with the applicant.

The review group will make an academic judgement about the equivalence of the applicants learning to learning gained by the more traditional honours Bachelors degree route. They will do their best to ensure the applicant has a sufficient academic background to cope with the proposed research award.

The APL review group will send their recommendation to the external examiner for the cognate course and this will be presented formally at an examination board.

Approval of the APL portfolio as equivalent to an honours degree in a cognate discipline will qualify the applicant for admission.

It does not automatically mean that a place will be awarded as there is competition for places and not all qualified applicants can be guaranteed a place.

The applicant will be notified of the outcome of their portfolio review and their postgraduate application by the Postgraduate Admissions Office.

Appendix 5: National Awards Standards

The Qualifications (Education & Training) Act 1999 requires HETAC to determine standards of knowledge, skill, or competence to be acquired by learners ‘before a higher education and training award may be made.’

In November 2003, the Council adopted the generic award-type descriptors of the National Framework of Qualifications (the Framework), as Interim Standards, for the development of programmes on the Framework.

In 2005, the Council adopted award standards for five fields of learning – Art and Design, Business, Computing, Engineering and Science.

WIT has delegated authority to apply these standards at all levels.

The Interim Standards will continue to be the standards for awards in all other areas.

It is vitally important that the following WIT staff be aware of these standards and ensure that they are achieved before any award is made at Level 9 or 10:

- 1) Heads of school and department;
- 2) Supervisors;
- 3) External examiners;
- 4) Members of level 9 or 10 examination boards;
- 5) Members of academic council.

Business - Award Standards

<http://www.hetac.ie/docs/Business%20-%20Award%20Standards.pdf>

Computing - Award Standards

<http://www.hetac.ie/docs/Computing%20-%20Award%20Standards.pdf>

Art and Design - Award Standards

<http://www.hetac.ie/docs/Design%20-%20Award%20Standards.pdf>

Engineering - Award Standards

<http://www.hetac.ie/docs/Engineering%20-%20Award%20Standards.pdf>

Science - Award Standards

<http://www.hetac.ie/docs/Science%20-%20Award%20Standards.pdf>

Appendix 6: Postgraduate Training

Generic Skills for Postgraduate Researchers

It is the responsibility of the supervisor and department to ensure that every postgraduate student at WIT has opportunities for training in the following areas.

Research Skills and Techniques

Postgraduates should be able to demonstrate:

- 1) The ability to recognize and validate problems;
- 2) Original, independent and critical thinking and the ability to develop theoretical concepts;
- 3) A knowledge of recent advances within their discipline and in related areas;
- 4) An understanding of relevant research methodologies and techniques and their appropriate application within their discipline;
- 5) An ability to summarise, document, report and reflect on progress;
- 6) An understanding of the ethical framework for research.

Research Environment

Postgraduates should be able to:

- 1) Show a broad understanding of the context, at the national and international level, in which research takes place;
- 2) Demonstrate awareness of issues relating to the rights of other researchers, research subjects and anyone else affected by the research;
- 3) Demonstrate an awareness of standards of good research practice;
- 4) Understand all relevant health, welfare and safety issues;
- 5) Understand the process for funding and evaluation of research;
- 6) Justify the principles and experimental techniques used in the research they are undertaking;
- 7) Understand the process of academic and commercial exploitation of research results;
- 8) Understand the concept of intellectual property rights as it relates to their own research;
- 9) Identify practices constituting plagiarism and means of its avoidance.

Research Management

Postgraduates should be able to:

- 1) Apply effective project management through the setting of research goals, milestones and priorities;
- 2) Design and execute systems for the acquisition and collation of information through the effective use of appropriate resources and equipment;
- 3) Identify and access appropriate bibliographical resources, archives and other sources of relevant information;
- 4) Use information technology appropriately for the management, collection, recording, analysis and presentation of information.

Personal Effectiveness

Postgraduates should be able to:

- 1) Demonstrate a willingness to learn and acquire knowledge;
- 2) Be creative, innovative and original in their approach to learning;
- 3) Demonstrate flexibility and open mindedness;
- 4) Demonstrate self-awareness and the ability to identify their own training needs;
- 5) Demonstrate self-discipline, motivation and thoroughness;
- 6) Show initiative, work independently and be self-reliant.

Communication Skills

Postgraduates should be able to:

- 1) Write clearly and in a style appropriate to purpose e.g. Progress reports, academic papers and presentations, press releases and thesis;
- 2) Construct coherent arguments and articulate ideas clearly;
- 3) Constructively defend research outcomes at seminars and viva voces;
- 4) Contribute to promoting the public understanding of their research field;
- 5) Effectively support the learning of others through involvement in teaching, mentoring or demonstrating.

Networking and Team working

Postgraduates should be able to:

- 1) Develop and maintain co-operative networks and working relationships with supervisors, external research partners, colleagues and peers;
- 2) Contribute to the success of formal and informal teams;
- 3) Listen, give and receive feedback and respond positively to others;
- 4) Utilise appropriate facilitation and negotiation skills;
- 5) Act as a mentor to more junior researchers.

Career Management

Postgraduates should be able to:

- 1) Appreciate the need for and show commitment to continued professional development;
- 2) Take ownership of a management of one's career progression, set realistic and achievable career goals and identify and develop ways to improve employability;
- 3) Demonstrate an insight into the transferable nature of research skills to other work environments and to the range of career opportunities within and outside academia;
- 4) Present their skills, personal attributes and experiences through effective cvs applications and interviews.

WIT Postgraduate Induction Programme

WIT provides an annual induction programme at the following levels:

- 1) Institutional;
- 2) Departmental; and
- 3) Supervisor / research group.

Special provision is made for part-time students, international students and late arrivals.

The information provided at induction includes:

- 1) General information about WIT and its programmes, especially the postgraduate programmes;
- 2) WIT's postgraduate regulations – focusing on those which are of immediate concern to new postgraduate;
- 3) Information about how postgraduate study by research works; roles and relationships;
- 4) Internal communications in WIT;
- 5) Importance of training and skills development;
- 6) Importance of research ethics;
- 7) Administration and management of research projects and student finances;
- 8) Supports available for postgraduates at WIT (personal and academic);
- 9) WIT learning support infrastructure – departmental, library, IT.

Acknowledgement

This postgraduate training framework draws on the following sources:

The NQAI / HETAC standards for postgraduate awards;

The Code of Practice for Postgraduate Programmes, UK Quality Assurance Agency for Higher Education;

Anglia Ruskin University Framework for Research Training.

Appendix 7: WIT Policy on Deposit of Printed Research Theses

Applicable from 1ST January 2006

General

Of all records of scholarship at WIT, theses are of greatest enduring value. Theses serve as the final reports of research conducted at the institution, by students of the institution, under the direction of the faculty of the institution. Therefore it is the policy of the Institute to preserve and make available research theses to scholars and the public by maintaining an archival thesis collection and a circulating thesis collection. WIT Library Services are responsible for processing and managing both collections.

Procedures

- Doctoral and Masters degree theses must be prepared according to the guidelines provided by Academic Council. The thesis, as the permanent scholarly statement of a student's research, must be error-free and appropriately prepared for binding (if in print medium).
- Three copies of each thesis should be submitted to the registrar's office prior to graduation. The registrar's office will then transfer two copies of the thesis to the library and one copy of the thesis to HETAC. For thesis submitted in part fulfilment of a research degree one printed copy is sufficient provided that an electronic copy is submitted to the Institute's electronic archive, under the supervision of the postgraduate liaison librarian.
- Of the two library copies, the original copy of the thesis becomes part of the WIT thesis archive; the second copy is normally available for public access and circulation as part of the Luke Wadding Library thesis collection.
- Each copy must include a signed statement of access and a declaration to the effect that the thesis is an original work.
- All theses should be free from all typographical errors and correct in every detail of style and format. Once the manuscript has been accepted by the office of the registrar, no changes to the text or substitution of pages may be made.
- All print theses and print portions of electronic theses must be on white bond paper and measuring 8 ½ x 11 inches (original and a copy, without perforations or staples). The original thesis will include the original declarations and statements of access. All copies of the thesis will have a photocopy of these declarations. Print material may contain no corrections made by liquid, powder, paste-on, or other impermanent methods. Insertions between lines, ink corrections, strikeovers, and use of chalk or white correction fluid are unacceptable on final deposit copies.

Policy on Digital Deposit of Research Theses

From 1st September 2006 Theses for Doctoral and Masters degrees must be deposited in the Institute's electronic archive, under the supervision of the postgraduate liaison librarian, in digital as well as print format. The print version remains the copy of record.

Statement of Access

Each thesis must include a signed statement of access.

Electronic Copy Declaration

It is the responsibility of the candidate to ensure that the electronic and print copies have the same content at the time of deposit. Candidates must sign a declaration to that effect and include it with the thesis.

Format

The electronic format for the deposit thesis is specified by the library's postgraduate liaison librarian and guidelines will be provided on the library service website.

Receipt of Thesis

On deposit of a thesis in electronic format, a letter of receipt will be issued to the office of the registrar.

Materials which cannot be submitted in Electronic Form

Where a Masters or PhD award is based partially on artifacts or performances, the precise details of these and their permanent record or location will be appended to the electronic version of the thesis. Any changes in these records should be notified to the librarian at WIT.