



Waterford Institute *of* Technology  
INSTITIÚID TEICNEOLAÍOCHTA PHORT LAIRGE

# Research Postgraduate Induction

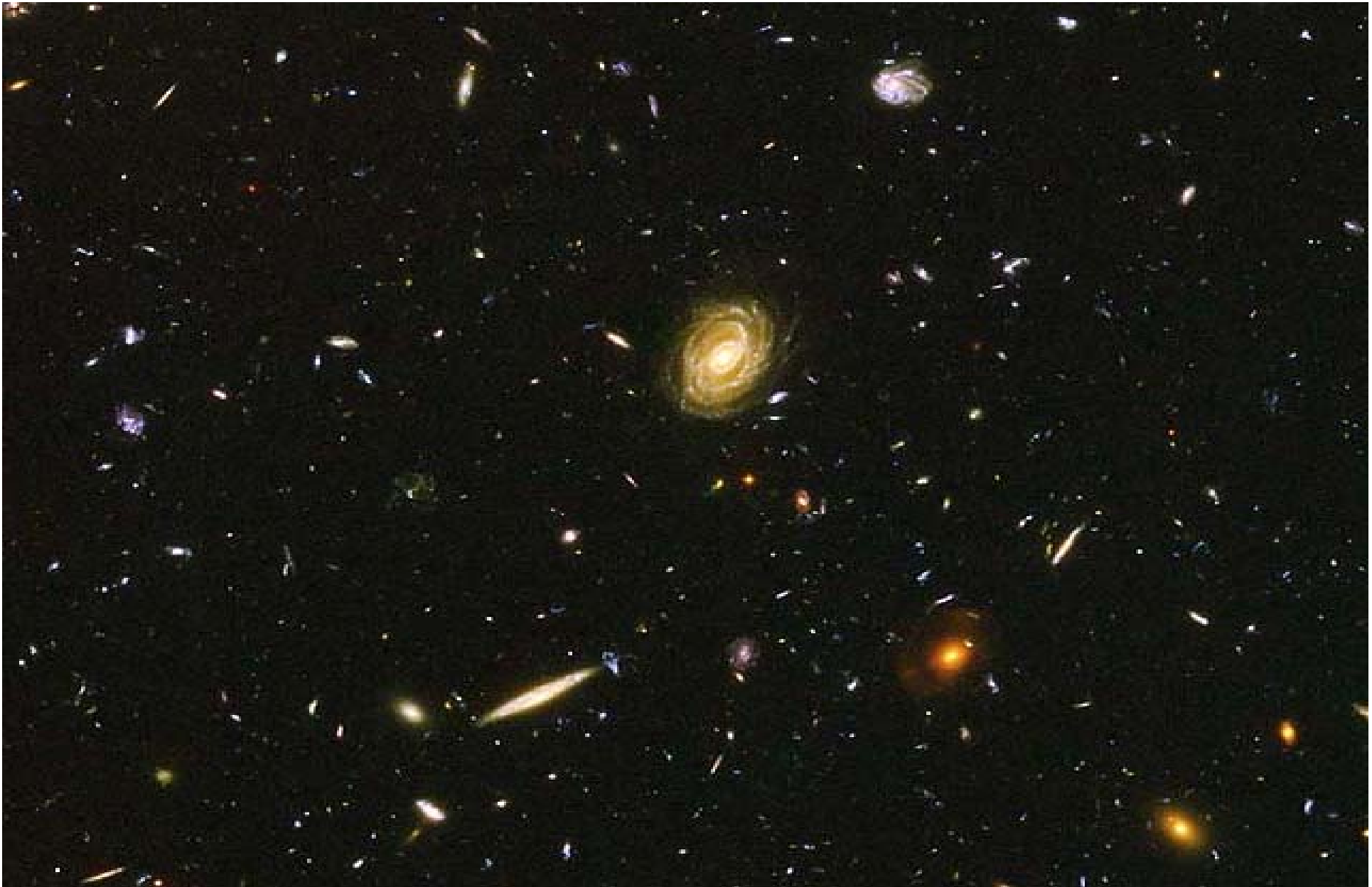


**Tuesday, 4<sup>th</sup> October, 2011.**

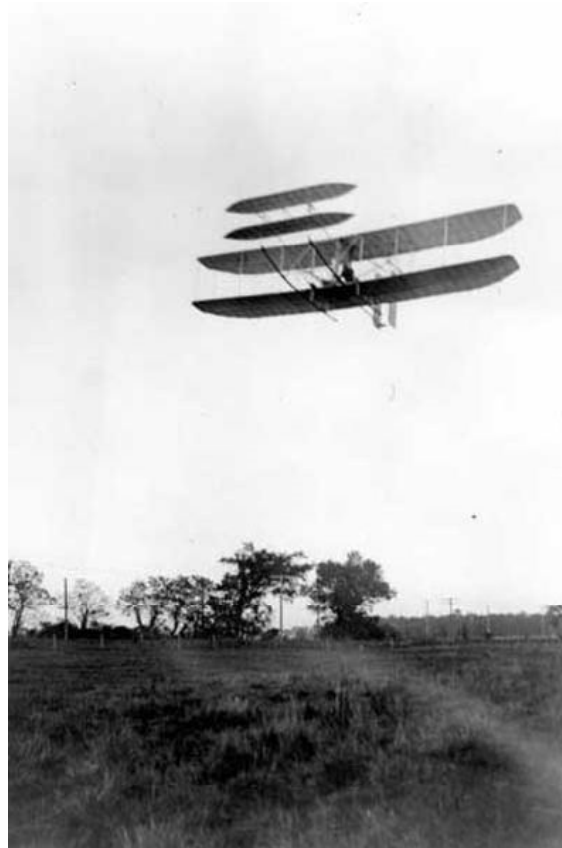
# Welcome

- **Dr. Willie Donnelly – Head of Research**
- **Dr. Richard Hayes – Assistant Registrar**
- **Ms. Angela Power – Postgraduate Coordinator, PSU**
- **Ms. Susie Cullinane – Projects Manager, RSU**
- **Ms. Siobhan Harkin – Strategic Projects Alliance Officer, RSU**
- **Ms. Nora Hegarty – Library Postgraduate Liaison**
- **Ms. Angela Collins – WIT Careers Advisor**
- **Ms. Ann-Marie Quigley – Student Counsellor, SLL**





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# Induction: Structure

- **Administrative and Support Framework**
- **Library**
- **Research Support Unit**
- **Student Life and Learning**
- **Careers Office**



## WIT Support Framework for Postgraduates

- **Registry (Academic Council - HETAC)**
  - Admissions and Enrolment
  - Postgraduate Register – Registration and Transfer to PhD
- **Postgraduate Support Unit**
  - Induction
  - Resource Allocation
  - Generic Skills Training
- **Research Support Unit**
- **Library**



# Role of Registrar's Office

Location: Cork Road Campus  
(Admin Procedures page 9)

- **Application/Admissions**
- **Enrolment and Giros**
- **Academic Registration – Postgraduate Register**
- **Official academic records**
- **Examinations – submission of Thesis**



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# Two Important Processes

- **Enrolment (Administrative process)**
  - Ensuring you are on the ‘student records system’ of WIT, that you are insured and that your finances are in order
- **Academic Registration of your Programme**
  - A quality assurance process of Academic Council to ensure your project and support arrangements are appropriate (Form PG1)



# Enrolment Process

(Administrative Registration – Admin Procedures page 9)

- **To be a research postgraduate student at WIT you must be recorded on the Student Records System (Banner) and the following must be in your file in Registry:-**
  - PG Application Form
  - Formal Letter of Offer
  - Acceptance Slip
  - Details of Fee payment
  - Return Completed Enrolment Form in order to become enrolled
- **You must re-enrol each year (there are significant financial penalties for those not re-enrolling when required)**



# Paying your fees

(Admin Procedures Pages 11 & 12)

- **Invoice and payment are part of enrolment**
- **Arrangements**
  - Self, local authority, research grant or sponsorship by employer.
  - Both full time and part-time pay two fees for Masters and three for PhD.
  - Penalties for not re-enrolling and paying annually
  - Continuation fees (€500 full-time or €250 part-time Irish/EU )



# Academic Registration of your Programme

- You cannot be academically registered if you are not enrolled
- You must register academically within 3 months of admission
- Complete Form PG1
  - Personal Details
  - Project and Training Plan
  - Supervision
  - Resources
- Reviewed by PG Registration Group and if satisfactory it is sent to Academic Council or HETAC



# Ethics Policy

(Admin Procedures Appendix 5 )

- **Read carefully and discuss with your supervisor**
- **Be aware of additional codes of ethical practice in your discipline**
- **Who needs ethical clearance?**
- **How do you get ethical clearance?**
- **Generic Skills Lecture on 16<sup>th</sup> November by Dr. Michael Harrison**



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# Supervision

- **Principal Supervisor, co-supervisor, mentoring supervisor**
- **Schedule of meetings, holidays and working hours**
- **Read PG Regulations for role of supervisor – manage, guide, advise , support.**
- **Rights and responsibilities**
- **Issues and concerns.**



# Meetings with your Supervisor

- Regular Schedule of formal meetings agreed at the start of each year. Frequency and duration varies from area to area depending on type of work.
- Reviewing your project and training
- Preparation for the meeting
- Feedback from the Supervisor
- Plan for next period
- Keeping Records



# Grievance and Complaints

- See PG Regulations – Section 9 page 51
- Formal and informal modes
- Always work up through a hierarchy
- Academic matters
  - Supervisor
  - Head of Department
  - Head of School
  - Registrar/Academic Council
- Central Resource Matters
  - Postgraduate Support Unit
- Project Finances and Administration
  - Research Support Unit



# Postgraduate Support Unit

Presentation by  
Ms. Angela Power



**Support.**

*Sometimes you need some help  
to sort things out.*



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# Development Office

## Role of Postgraduate Support Unit

Postgraduate Coordinator: Ms. Angela Power

- **Marketing and promotion of postgraduate opportunities – Prospectus and Flyers**
- **Attend Postgraduate Fairs**
- **Co-ordination of postgraduate activities**
- **Organise Induction & Generic Skills Training**
- **Allocation of postgraduate library workspaces**
- **Surveys – Postgrad Experience in WIT and Exit**
- **Reports to Governing Body and Academic Council**
- **Co-ordination of Advanced Scholars scheme**



# Postgraduate space in the Library

## (Appendix 4)

- **Category A – Full-time users**
- **Category B – share basis**
- **Application - (Form Lib/PG – Appendix 4)**
- **Regulations**
- **Meeting Room – (Bookings at the library circulation desk)**



## Other Institute Resources for Postgraduate Students

- **Computer Services/Technical Support & E-mail – General Helpdesk Ext: 5524**  
**Library Technician – Mr. John Murphy Ext: 2480**
- **Generic Skills Training – Wednesday evenings and Thursday lunch-times (Induction Pack Appendix 1)**
- **Library: Staff Lending entitlements for research postgraduates. Library Details (Induction Pack Appendix 3)**  
**Presentation by Ms. Nora Hegarty**



# Generic and Transferable Skills Administration

- **Skills needs analysis (required as part of PG1).  
Supervisor and Student to prepare**
- **Record of training received and your reflections.  
Use Record Forms (Form TR1). File in a learning  
logbook (ring binder)**
- **Discuss training at meetings with Supervisor**
- **A Learning Logbook should be submitted with the  
thesis for examination**



# Generic and Transferable Skills Training

## (Appendix 1)

- **Central Programmes**
  - Wednesday Evenings – 5.30 to 7.30 pm
  - Thursday Lunchtime – 1.15 to 2.15
- **Departmental / Research Group Offerings**
  - Short Courses
  - Masterclasses & Visiting Speakers
  - External – study visits, conferences etc.
  - On Line programmes



# The Future of Generic and Transferable Skills Training - Structured PhD Programme

Presentation by  
Ms. Siobhan Harkin



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# Library Presentation

**Presentation by  
Ms. Nora Hegarty**



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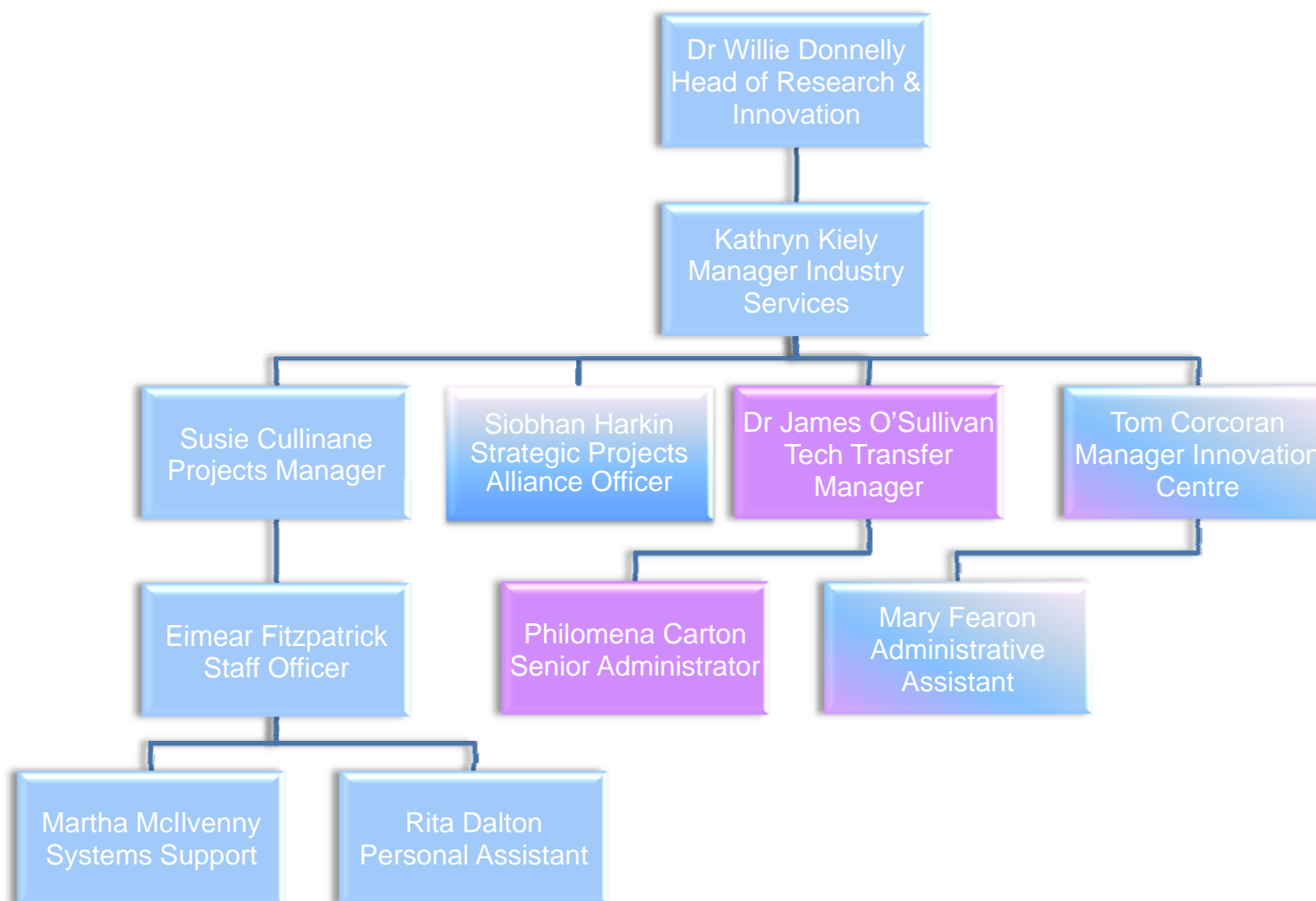
# Research Support Unit Presentation

**Presentation by  
Ms. Susie Cullinane**



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# Research & Commercialisation Support Structure



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# *Research Support Unit*

-  Identify funding opportunities & notify staff
-  Manage relationship with Funding Agencies
-  Organise and Provide Information Sessions and funding workshops
-  Assist in the preparation of funding proposals & quality review
-  Manage funded research projects
-  Maintenance of funding opportunities database
-  Manage research website including Step-by-Step Guide
-  Dealing with queries regarding funding calls



# *National Funding for Postgraduate Students*

-  The Arts Council
-  Coford
-  Combat Poverty Agency
-  Department of Education & Science
-  DAAD-German Academic Exchange Services
-  Fáilte Ireland
-  Fulbright Commission
-  IRCHSS
-  IRCSET
-  Ireland Canada University Foundation
-  Ireland Newfoundland Partnership
-  Irish Cancer Society
-  National Disability Authority
-  Office of the Minister for Children
-  O'Reilly Foundation
-  Royal Irish Academy
-  Teagasc
-  Tyndall



# *Example of National Funding*

Irish Research Council for Humanities Social Sciences ([www.irchss.ie](http://www.irchss.ie)) is a very real opportunity for postgraduate students in Humanities, Business or Social Sciences areas (including Law)

-  Very competitive - open to Universities & Institutes of Technology
-  Open to Irish Citizens (First class honours students)
-  Total Grant €16,000 p.a. for 3 years (plus postgraduate fees)
-  Student makes the application and can apply at any stage of their postgraduate studies

*Expected Closing Date Mid January 2012*



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# *Examples of Travel Grants for Postgraduate Students*

Fulbright Postgraduate Awards [www.fulbright.ie](http://www.fulbright.ie)

- The Irish Fulbright Commission provides student awards in all disciplines
- Maximum €20,000 plus insurance
- 6 – 12 months of postgraduate study or research in the US

*Closing Date: 18<sup>th</sup> November 2011*



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# *Step-by-Step Guide*

If you are one of the lucky few postgraduate students on a funded research project you will need to familiarise yourself with a lot of forms

The RSU have developed a web based Step-by-Step Guide giving all information from finding a funding opportunity to managing a research project

[www.wit.ie/Research/Support/Step-by-Step-Guide](http://www.wit.ie/Research/Support/Step-by-Step-Guide)





Research Home

Research at WIT

Industry Services &  
Technology Transfer

Research Support Unit

*Step-by-Step Guide*

Research Presentations

Current Funding  
Opportunities

Postgraduate Funding

FP7

Contact Us

Annual Report on  
Research Activity

Research Groups & Centres

## Step-by-Step Guide: Research Proposal to Project

The Research Support Unit has prepared this Step-by-Step guide. This is a support tool for researchers that details the funding process from beginning to end. It offers advice, from finding a funding source, to managing your research project. It also includes all forms and procedures necessary to get you on your way.

### Planning Your Research Project

- 1 [Finding a Funding Source](#)
- 2 [Preparing a Proposal](#)
- 3 [Preparing the Budget](#)
- 4 [Ethical Approval](#)
- 5 [Submitting your Proposal \(internal procedure\)](#)
- 6 [Submitting your Proposal \(external procedures\)](#)



# *Training for Postgraduate Students*

## *Identifying Grants and Funding Sources for Postgraduate Students*

**Date:** 10th November @ 1:15pm - Room E04

**Speaker:** Susie Cullinane, Projects Manager, RSU

**Additional Training Programmes will be organised throughout the year, including Core ESS Training and Agresso Training.**



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# *Industry Services Office*

-  **Promoting WIT research expertise and facilities to Industry/Business and Government**
-  **To promote the institute as a knowledge resource**
-  **To form alliances with industry and other external bodies**
-  **To manage the ongoing development of the Innovation Centre**
-  **To oversee the ongoing development of the Research Support Unit**







# *Technology Transfer Office*

-  **To strengthen the intellectual property and technology transfer capabilities within the Institute**
-  **To maximise existing opportunities and to effectively market and commercialise the Institute's technologies**
-  **To enable WIT to more rapidly deliver technology transfer to industry and broaden the routes to commercialisation**
-  **Training and support for the research and entrepreneurial communities**



# *IP Training for Postgraduate Students*

-  **2 hour training programme**
-  **Presented by Dr James O’Sullivan, Technology Transfer Manager**
-  **Included as part of the Generic Skills Training Programme**
-  **Semester 2 – Wednesday evening February 2012 – date to be confirmed**



# Careers Presentation

**Presentation by  
Ms. Angela Collins**



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# Student Life and Learning

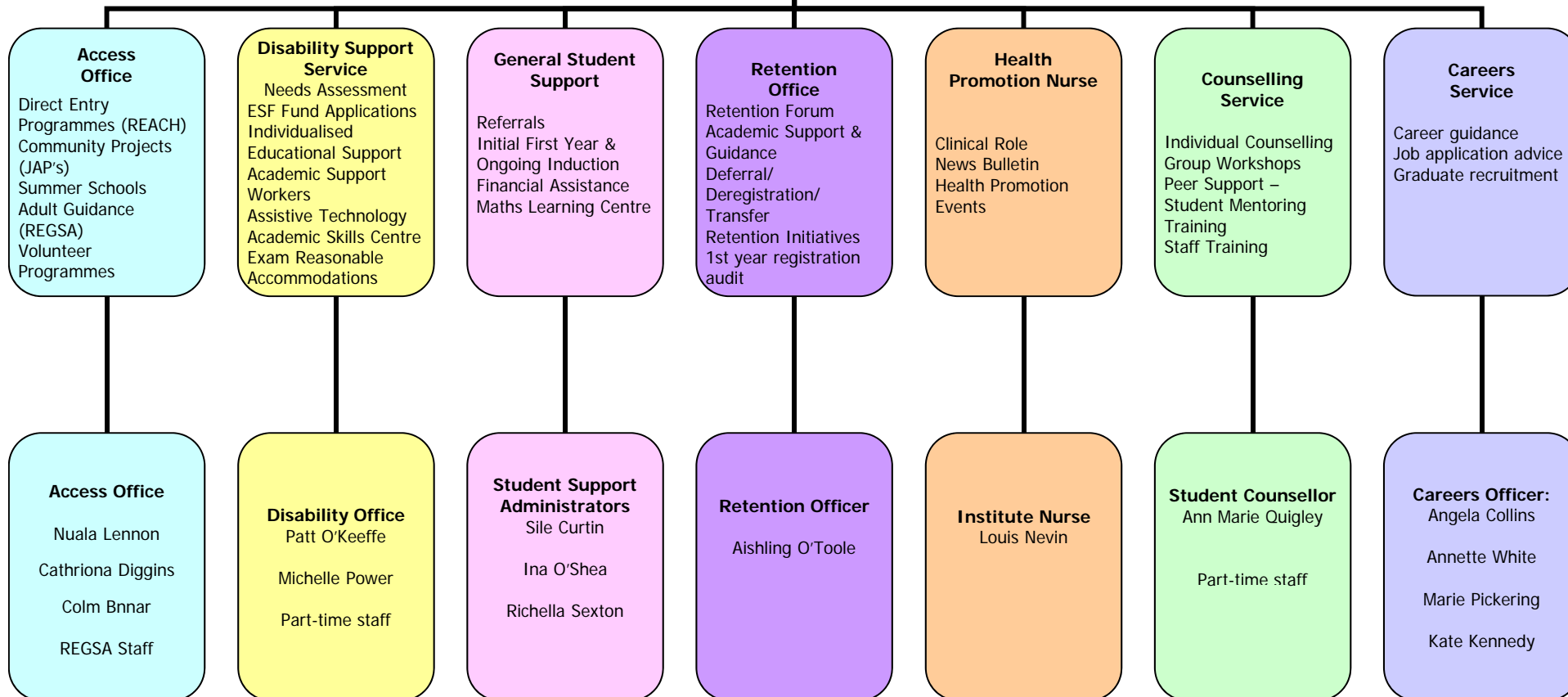
**Presentation by  
Ms. Ann-Marie Quigley**



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**Student Life and Learning**  
**Martina Harte**  
Head of SLL



*Over to you....*

*Any questions,*

*Comments,*

*Suggestions*



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