



DEPARTMENT OF PHILOSOPHY

PH.D. IN PHILOSOPHY M.LITT. IN PHILOSOPHY

STUDENT HANDBOOK

2023–2024

IMPORTANT: Please read this Handbook carefully as it contains important information about philosophy modules and their assessment for Research students. Students are required to familiarise themselves with the content of the handbook prior to commencing their studies.

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WELCOME TO THE DEPARTMENT OF PHILOSOPHY



'It is important to say that philosophy welcomes all reasoned and reasonable points of view. It welcomes all arguments, all of the reasonable points of view on all subjects. It questions, it investigates, it evaluates and sometimes concludes that there are no answers only questions. For this reason, there is no party line in philosophy.'

Prof. Michael W. Dunne, Head of Department

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SOME PRACTICAL INFORMATION

Co-ordinators

Postgraduate Co-ordinator:

Prof. Michael W. Dunne

International Students' Co-ordinator:

Dr Amos Edelheit

Mature Students/ Access Advisor:

Dr Cyril McDonnell

Notice Boards, Moodle, and Website

The Department's notice boards, Moodle, and the website are important methods of communicating with students. Important information (such as tutorial times and lists, changes in the timetable or in lecture times) will be posted there from time to time. Please consult these notice boards, Moodle, and the website regularly.

Communication: Student Emails

Likewise, please check your university email account regularly, as this is an important means of communication with the university. You will have received your personal student email account at registration.

Staff-Student Committee

Students from each year elect two representatives for this committee, whose purpose is to allow students to provide feedback to the Department about their educational experience. Students interested in representing their student cohort should contact the Departmental Office.

M.LITT./PH.D. PROGRAMME IN PHILOSOPHY
M.LITT. IN PHILOSOPHY (TWO YEAR FULL-TIME, THREE YEAR PART-TIME) /
PH.D. IN PHILOSOPHY (FOUR YEARS FULL-TIME, SIX YEARS PART-TIME)

General information

These programmes will provide the students with a professional training in academic research in Philosophy, and thus enable them to contribute to national and international scholarship and to interdisciplinary co-operation. **Topics must be chosen from a research area of a member of the Department and must be approved by the Head of the Department.**

For full information on Research degrees at Maynooth University, including policies, key dates, and available support please click on [Maynooth University Research Student Handbook 2023-2024](#).

The following list provides an overview of our staff's main research interests. Expertise evidenced by a proven record of peer reviewed publications in the relevant area and necessary language skills. Please refer to each colleague's profile for further information and more complete bibliographies.

Staff research interests

Prof. Michael W. Dunne (Head of Department) graduated with a BA in English and Philosophy, followed by an MA with a specialization in metaphysics (both from UCD). He then went to Italy, where he specialized in computational linguistics and graduated from the Gregorian University, Rome, with a licentiate in metaphysics and philosophy of science. He defended his doctoral thesis at the Gregorian University on Peter of Ireland, an Irish medieval philosopher who taught at the University of Naples in the thirteenth century. Thereafter, Prof. Dunne made the Irish philosophers of the medieval and early modern periods his particular research interest, becoming an internationally recognised scholar in the field. In addition, he has published on philosophy of religion, politics, toleration and rights, friendship theory, and many other philosophical questions.

Dr Amos Edelheit obtained his Ph.D. in History and Philosophy of Science and Ideas at Tel Aviv University. He came to Maynooth after spending some time as a postdoctoral fellow at the Katholieke Universiteit Leuven. His research is focused on Renaissance philosophy, that is, the philosophy which was produced in the Latin West roughly between the fourteenth and the seventeenth centuries. His research includes the study of the reception and rediscovery of the ancient Greek and Roman philosophical schools in the early modern era, on the one hand, and of the new theories in natural philosophy, metaphysics, moral

psychology, ethics, and politics on the other. 'How did we become moderns?' is one of the questions he tries to address by identifying the two dominant discursive forms in that period: Renaissance scholasticism(s) and Renaissance humanism(s). Dr Edelheit is also interested in a critical assessment of the anti-scholastic rhetoric used by some canonical figures such as Descartes, Hobbes, and Spinoza; in Machiavelli's new concept of politics; in Spinoza's metaphysics and political theory; and in the empiricist tradition from Bacon to Mill and in their concepts of nature and science and their influence on Brentano and the early phenomenologists.

Dr Susan Gottlöber studied philosophy as a major in Dresden and completed her degree with a Master's thesis on Simone Weil. She then went on to doctoral studies in Dresden, under the supervision of the Chair of Philosophy of Religions and Religious Studies. Her thesis was devoted to Nicholas of Cusa and the question of toleration. She has been a lecturer at Maynooth since 2009. Her main research interests are the philosophy of toleration and the relationship between toleration and rights from the Middle Ages until today, value theory, and philosophical anthropology (especially Max Scheler) with the focus on intersubjectivity, individuality, embodiment, and human nature in relation to other animals and technology. Recently, she has begun exploring the relevance of Scheler's philosophical anthropology for contemporary questions.

Dr Mette Lebech did her undergraduate work at the University of Copenhagen. Her MA and Ph.D. are from Belgium—from the Université catholique de Louvain and the Katholieke Universiteit Leuven, respectively. She works mainly on the philosophy of Edith Stein, spanning phenomenology, philosophical anthropology, and metaphysics. She also attempts to apply Stein's version of the phenomenological method to gain insight into various aspects of reality, such as values and human dignity. Her interest in phenomenology extends to all those phenomenologists who regard phenomenology as a method to found the sciences, and also to the compatibility of this method with other traditions in philosophy. Supporting interests include the history of human dignity and of women philosophers.

Dr Cyril McDonnell studied at Maynooth for his Bachelor's, Master's, and doctoral degrees. He has two main areas of research: (1.) the development of both 'hermeneutic' and 'scientific' strands in the unfolding of late nineteenth- and early twentieth-century phenomenology (especially, Brentano, Dilthey, Husserl, Heidegger, and Levinas); and (2) ethics, in particular the topics of: (i) law and morality; (ii) the concept and justification of punishment; (iii) the history and concept of rights.

More detailed information on the specific research interests of the individual members of staff can be found on the Departmental website under

Entry requirements

Candidates will normally be expected to have at least a Second-Class Honours Grade 1 primary degree in Philosophy, or a Second-Class Honours Grade 1 M.A. degree in philosophy or, in exceptional cases, in a cognate discipline (e.g., sociology, politics, theology, etc.). Students having no qualification in Philosophy are expected to do a qualifying year. Candidates should formulate a project and are accepted on the understanding that a member of the Department is able and willing to supervise them on this project.

For further details please see the sections 'Research Students and Supervisory Policies' and 'Stage 1: Admission' under 'Stages of Thesis Completion'.

Language requirements

Research students are expected to have some knowledge of the language of the author or authors, whose work they intend to research in order to be able to engage with the original sources. It is strongly recommended that they build up such knowledge to proficiency level early during their studies. Students who do not have acquired an acceptable proficiency in the required language will not be deemed to have obtained progression.

Minimum English language requirements

IELTS: 6.5 minimum overall score; TOEFL (paper based test): 585; TOEFL (internet based text): 95; PTE (Pearson): 62. MU's TOEFL code is 8850.

Credit requirements

Students aiming at an **M.Litt.** will be expected to take **a minimum** of 10 ECTS credits in Taught Modules (at least 5 in Subject Specific or Advanced Specialist modules and at least 5 in Generic Skills or Transferable Skills modules and as appropriate).

Students aiming at a **Ph.D. who already have a Master-level qualification** and competence in Philosophy at degree level will be expected to take **a minimum of** 15 ECTS credits which will be made up of Subject Specific or Advanced Specialist modules as appropriate and 15 ECTS credits in Generic Skills or Transferable Skills modules.

- i. Students aiming at a **Ph.D. who have no relevant Master-level qualification** will be expected to take **a minimum of** 45 ECTS credits which will be made up of Subject Specific or Advanced Specialist modules

as appropriate and 15 ECTS credits in Generic Skills or Transferable Skills modules.

Thesis requirements

In addition to taking taught modules, an essential component in completing the **M.Litt. Programme** in philosophy is the successful writing and presentation of a major thesis in philosophy. See below for further details on 'Stages of Thesis Completion' regarding M.Litt. Theses.

In addition to taking some taught modules, an essential and major component in completing the **Ph.D. Programme** in philosophy is the successful writing, presentation and defence (*viva voce*) of a doctoral thesis in philosophy. See below for further details on 'Stages of Thesis Completion' regarding Ph.D. theses.

Taught programme component

Please note that the Department is not offering any taught modules in 2023/24. Please consult with your supervisor about any modules available to you.

For transferable or generic skills modules please consult with your supervisor and visit

http://apps.maynoothuniversity.ie/courses/?TARGET=QS&MODE=VIEW&TARGET_SOURCE=QUALIFICATION&QUALIFICATION_CODE=PHDA

If you are interested in completing any modules that will require accommodation from the Department, please make sure that you or your supervisor informs the office at the beginning of the Academic Year.

MODULES AT OTHER UNIVERSITIES

Students may be able to take modules from other universities relevant to their research topic. To do this they should consult their supervisor and HoD. Unless there is an agreement between the university in question and NUIM, students may have to pay for attending the module.

WORKING TOWARDS A RESEARCH DEGREE

The Department recommends the following guide:

Patrick Dunleavy, *Authoring a PhD. How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation* (Basingstoke: Palgrave Macmillan, 2003)

A copy of the book can be consulted at the Departmental Office. **It is important to also consult and to comply with the Major Thesis Regulations, which can be obtained from the Maynooth University Examinations Office, or downloaded from its web site:**

<https://www.maynoothuniversity.ie/exams/postgraduate-information>

The various policies relating to the completion of research degrees can be found on the Graduate Studies Website:

<https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies>

THESIS PRESENTATION

The thesis must include:

1. Title page
2. Table of Contents
3. Author's Declaration:

'I hereby declare that this project represents my own work and has not been submitted, in whole or in part, by me or by another person, for the purpose of obtaining any credit/grade. I agree that this project may be made available to future students of the College.' (The declaration should be signed and dated.)

4. Bibliography
5. Abstract (500 words)

The title page must give the following information:

1. Student's Name
2. Title of Work
3. Supervisor's Name
4. A Statement that the Thesis is 'Submitted with a view to obtain the degree of M.A./M.Litt./Ph.D.'
5. Name of Faculty and University
6. Year of Submission

Proof reading:

- Spell checking facilities must be used where available, but cannot be fully relied upon for proof reading. It is advisable to contact a professional proof-reader. Look out for:
- Consistency of layout

- Spelling
- Punctuation
- Grammar

Referencing:

There are basically two types of referencing, each including a number of variations: The Harvard system (also called the author-date system), and the MHRA system (the foot-note system). Each is valid, and therefore CONSISTENCY is the most important thing. Stick to one way of referencing. The Department recommends the MHRA system, or a variation thereof. Copies of the MHRA Style Book can be purchased or consulted at the Departmental Office, where copies are kept. It can also be downloaded for free at: <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>, where copies also can be purchased.

In both systems it is customary to refer, when dealing with texts of which there exist many editions to page numbers in a standard edition. These you will find in the margin of good editions. If you do not find these in the edition you are using, you should enquire as to which is the standard edition of the author you work on, and find a better edition, that refers to these. This is necessary, in order for the reader to use his or her own edition of the text, which also refers to the standard edition.

Bibliography

Your bibliography must list all the sources you have consulted for the material in your thesis. A bibliography should contain all works, such as articles, books, articles in journals or anthologies, web-sites and electronic resources that are cited directly in your thesis, or that were consulted by you (and found relevant to the particular topic you have chosen) but which you did not cited directly. A bibliography, therefore, is more than an enumeration of works cited or consulted because it tells the reader the story of your research.

ACADEMIC MISCONDUCT AND ACADEMIC INTEGRITY

Where a student is required to produce work for assessment, it is expected that the work is the student's own work and is produced in a fair and honest manner. Students are required to be aware of and comply with the subject-specific requirements set by the individual Departments or module leaders on different assessments and need to be aware that these may differ not only by subject but also by assessment.

Academic misconduct includes plagiarism (for example, the use of unacknowledged sources in essays, assignments, or any other form of

assessment), cases of personation, or of procurement or purchase of essays or other material written by others. Academic misconduct also includes unauthorised uses of Artificial Intelligence (AI) tools or other computer-generated material (i.e., outside the terms of Departmental policies).

(From the Maynooth University Policy on Academic Misconduct and Academic Integrity)

For more details on Academic Misconduct see the Maynooth University Policy on Academic Misconduct and Academic Integrity @

<https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures>

A note on AI:

Using **Artificial Intelligence (AI) tools** or other computer-generated material to complete all or part of an assessment without acknowledgement and outside the terms of Departmental policies or requirements for individual assignments is considered to be a breach of Academic Integrity and will be treated as such. In the Department it will be clearly signalled if the use of AI tools is permitted for a particular assignment and AI tools may be used **only** for those assignments. If you do so you will need to specify according to the specific guidelines what you have used, why and how you have used it, and how you verified the produced content.

Any breach of Academic Integrity will not be tolerated and may have serious consequences. If in doubt what is permitted, please speak to your supervisor or lecturer.

ACADEMIC WRITING SUPPORT

The Academic Writing Support offers free, friendly, non-judgemental writing help to any student, undergraduate or postgraduate, regardless of course, degree or level. Their support is primarily through one-to-one appointments, where students can discuss their writing with peer/expert tutors. In addition, the academic writing support team offer writing workshops, support writing groups, engage in discipline-specific work, and research in academic writing and related fields.

They offer appointments face-to-face and online; where you have a face-to-face appointment that will take place in in the Arts Building when the 23/24 semester commences.

For more information please visit

<https://www.maynoothuniversity.ie/student-success/your-academic-journey/writing-support>

RESEARCH STUDENTS AND SUPERVISORY POLICIES

The role of the supervisor is an advisory one, with the aim of helping you to plan your own research and to present it. It is the responsibility of the student to maintain regular contact with the supervisor and to make satisfactory progress in their research and writing of the dissertation.

The following are the guidelines of the Department:

Students are taken on on the understanding that: their research project falls into the areas of expertise of at least one member of the Department so that the scholarly support is guaranteed at all times. The Department will not accept research projects that fall outside of the areas of expertise of a member of the Department. Furthermore, the student will be accepted on the basis that they are willing to acquire the necessary additional skills (e.g., language skills); that the student is willing to work independently and is realistic about the progress and problems, is willing to follow the supervisor's advice and to engage in critical discussion of their work.

The student can expect from the supervisor to be supervised, i.e., that work is read on time, to be available during agreed times during the semesters, to have sufficient knowledge in the research area as evidenced by a proven record of peer reviewed publications in the relevant area and necessary language skills, to facilitate support and to encourage the student to work independently.

Detailed information regarding the supervisory policy of the University, e.g., the responsibilities, roles, and duties of the Supervisor, Student and Department etc. can also be found on the Graduate Studies Office's website. Student and supervisor should discuss mutual expectations and agree on rules of conduct, including a schedule on frequency of meetings, submission of written work, etc. in advance.

Further information is also available on the Examination Office Website:

<https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures>

Candidates should familiarise themselves with these documents.

STAGES OF THESIS COMPLETION

The completion of the Thesis falls into four stages for the M.Litt. and five stages for the Ph.D. The progress of will be assessed in an annual

progression meeting which usually takes place during the second part of the second semester. Students and supervisors will be informed of the progression with a detailed report after each progression meeting which will include comments and suggestions by the progression committee.

At any time, disagreements between supervisor and student or supervisor and support supervisor should be brought, if necessary, to the attention of the HoD and/or the progression committee.

Stage 1: Admission

A research student must contact the Department and a prospective Supervisor before registration and satisfy them that they fulfil the entry requirements. Candidates should formulate a project and are accepted on the understanding that a member of the Department is able and willing to supervise them on this project. Once the topic is agreed by the Supervisor and Head of the Department, it cannot be changed without the agreement of the Head of the Department. Candidates will be accepted following a successful interview by a board made up of members of the Department. The Head of the Department has primary responsibility for accepting or declining applications.

An agreement must be reached immediately after registration between the Head of Department, Supervisor(s) and Student about a series of courses/seminars that the student may be required to complete, in view of the research undertaken. Research students may be offered the possibility of tutoring in the Department.

Stage 2: Induction and Programme Agreement

Further to acceptance on a research programme, all research students will be invited to attend a structured programme of induction overseen by the Dean of Graduate Studies.

Stage 3: Progress Evaluation

Each year, a report by the student and supervisor on the research project must be presented to a Departmental Progression Supervisory Committee in order to examine the student's progress, to ensure that the research project is viable, that the student has gained or is gaining sufficient knowledge of the topic and is following a clear plan of research. The progress will be documented by the following forms:

- i. Initial Meeting Record Form
- ii. Annual Progress Review Record Form

These can be downloaded from the Examination Office Website and the Postgraduate Studies Office website.

The requirements for the progression meetings depend on the year of the student's research. The meetings will take place during the second semester. If progression is not granted, there will be a repeat progression meeting at the end of the second semester. **Each year, the student should list the modules undertaken as part of the structured programme and indicate which were completed successfully.** In addition, the student needs to indicate which modules he or she wishes to take in the upcoming year. The student needs to agree with their supervisor on these modules. The student should also agree with the supervisor by which year the language modules (if required) will need to be completed. Concerning the thesis progression, normally, the following requirements have to be met:

Year 1: The student should have drawn up a plan of research and laid out and explained the structure of his or her intended thesis. They must also be able to argue that the specific angle chosen will allow the student to contribute originally to scholarship. Two pages must be presented to explain the main argument of the thesis. A draft bibliography must also be provided.

Year 2: By the end of year two the student should have presented a first full draft to his/her supervisor. The documents for the progression meeting should include a table of contents, a two page statement explaining the contents and the progress made since last progress evaluation, an outline of each individual projected chapter and an updated bibliography.

Year 3: By the end of year three the student should have presented a full draft. The documents for the progression meeting should include an updated table of contents, a two page statement explaining the contents and the progress made since last progress evaluation, an outline of each individual chapter and an updated bibliography.

Year 4: The last year is dedicated to the completion of the thesis. The student should have presented a final draft to his/her supervisor. The documents for the progression meeting should include an updated table of contents, a two page statement explaining the progress made since last progress evaluation, an outline of each individual chapter and an updated bibliography.

The described stages are guidelines but may be adapted to the situation of a particular student or research project. This will be made clear in advance of the progression meeting to the particular student.

If the requirements are not met (including completion of taught modules or language requirements if necessary) the student might be denied progression. The student should make sure to discuss his/her progression beforehand with the supervisor(s) who will also provide a written and signed statement containing their opinion on the progression of the student. Problems and difficulties that might occur during the year should also be indicated by both supervisor and student.

Stage 4: Thesis submission

The thesis is to be finished and submitted under the Supervisor(s)'s supervision. It may not be submitted before the supervisor has given his or her consent that the thesis, as submitted, has been carried out and prepared for examination under his or her supervision.

For the M.Litt.:

Submission Dates and Procedure: A student should lodge the Masters by Research Thesis approximately eight weeks in advance of the appropriate Examination Board. Examination Boards are normally held in June and September. In all Faculties, two soft bound copies of the Research Thesis, the Approval for Examination, Examination Entry and Thesis Depositor Declaration Form, are sent for examination to the Examinations Office. Each copy of the Thesis should be accompanied by an Abstract, not exceeding 300 words in length. The Supervisor confirms approval for examination of the final draft of the thesis to the Head of Department and the Head of Department confirms approval for examination of the final draft of the Thesis to the Registrar (Examinations Office). To be awarded a research master degree a student must demonstrate a critical application of specialist knowledge and make a substantial contribution to existing scholarship in the area of research.

The dissertation must be sent by the student in electronic format to Turnitin at www.turnitin.com, the anti-plagiarism website. The thesis **will not be marked** until the report from Turnitin is received in the Department (it should not go with the thesis to the Examinations Office). For the processing of M.Litt.s through the Autumn Examinations Board the thesis should be submitted by 1st July. In order that the student will not incur another year's fees the thesis should be submitted by 31st October. Beyond this date the student will incur another year's fees. If the thesis is submitted by 1st February of the following year, half of the fee will, however, be refunded.

*Candidates studying full-time should aim to **complete the M.Litt. within two years** from the date of acceptance. Candidates wishing to register for a third or subsequent year of the M. Litt. should apply in writing to the Registrar with the support of both supervisor and Head of Department, presenting justification for an extension.*

Marking Scheme for M.Litt.

For the M.Litt. there is no *viva voce*.

The Examiners may recommend that the student:

1. Be awarded without further examination or amendment.
2. Be awarded without further examination, subject to making the changes specified which must be subsequently carried out to the satisfaction of the Internal Examiner.
3. Not be awarded the degree, but be permitted to re-submit the thesis in a revised form for re-examination by the same Examiners. In this case areas requiring major amendments will be detailed by the Examiners in the examination report.
4. Not be awarded and not be permitted to submit for re-examination.

The Degree of M.Litt. is awarded as an Honours degree – there is no assignment of First or Second Class Honours.

Marking Scheme for the Ph.D.

Submission dates: There is no deadline for the submission of Ph.D. theses. However, one should submit 3 soft-bound copies to the Examinations Office at least three months in advance of the appropriate Academic Council meeting at which the reports of the examiners are intended to be considered. The last Academic Council meeting before September Graduation is mid-May and the last Academic Council meeting before the October graduation is early October. The dissertation must be sent by the student in electronic format to Turnitin, the anti-plagiarism website. The thesis **will not be processed** until the report from Turnitin is received in the Department (it should not go with the thesis to the Examinations Office).

While you may submit your thesis at any time, there are certain dates that you should need to bear in mind as fees are applicable at the beginning of each semester. Depending on the time of registration, in order that the student will not incur another year's fees the thesis should be submitted by 31st October/28th of February. Beyond this date the student will incur another year's fees.

Submission Process: A candidate should lodge the Ph.D. thesis (gum bound) at least three months in advance of the Faculty meeting at which the reports of the Examiners are intended to be considered. Faculty meetings are normally held in September, October, November, January, March and May. Three copies of the Ph.D. thesis (gum-bound) and an Examination Entry Form should be sent to the Examinations Office. Each copy of the thesis should be accompanied by a Summary of the contents, not exceeding 300 words in length.

Work for which a Degree in this University, or elsewhere, has already been obtained will not be accepted as the main work for a Ph.D. degree. A confirmatory statement to this effect must accompany the submission.

The supervisor confirms approval for examination of the final draft of the Ph.D. thesis to the Head of Department. The Head of Department confirms approval for examination of the final draft of the Ph.D. thesis to the Registrar (Examinations Office).

*Candidates studying full-time should aim to **complete the Ph.D. degree within four years** from the date of acceptance. Candidates wishing to register for a fifth or subsequent year of PhD study should apply in writing to the Registrar with the support of both supervisor and Head of Department, presenting justification for an extension. It is advisable for Ph.D. students to collaborate closely with their supervisor in particular in the final stages before submission. The thesis should not be submitted without the supervisor's acceptance of the final version.*

Students should also consult the Ph.D. Regulations available at the Examination Office website

Stage 5: Viva Voce (for Ph.D. students)

The aim of the Viva Voce examination is to provide an opportunity for the Examiners to question the candidate on aspects of the thesis. It should be designed to assess the quality of the thesis and to elicit information on any or all of the following issues:

- Explanation of the structure of the Thesis
- Justification for the inclusion or exclusion of material
- Explanation for, and justification of, the use of particular research methods and techniques
- Defence of the originality of the Thesis
- Clarification of any points of ambiguity within the Thesis
- Justification of the conceptual approach taken in the Thesis
- The depth of knowledge of the contextual background to the subject of the Thesis.

The Examination Board shall normally consist of two Examiners, at least one of whom is Internal and one of whom is External, approved by the Faculty on the recommendation of the Head of Department in agreement with the Supervisor. In the case of a Thesis being presented by a full-time member of the Academic Staff of the University, the Internal Examiner shall be replaced by a second External Examiner. Two External Examiners may also be required in cases where there is no suitable Internal Examiner available. In all cases the Examination Board will be conducted by an Independent Chair. It is the function of the Chair to ensure fairness to all parties during the examination, and to ensure that a Joint Report on the recommendation of the Examiners is drawn up and sent to the Registrar.

Examination and awarding of the Ph.D. Thesis:

The responsibilities of the Examiners are to ensure:

1. The thesis is assessed by standards appropriate for the Ph.D. degree.
2. The student in his/her Viva Voce is assessed by standards appropriate for the Ph.D. degree.

Examination and Awarding of Ph.D.:

Viva Voce examinations should normally be held on Campus, but in exceptional circumstances, the examination may be held elsewhere, provided the candidate agrees to the arrangement. Video conferencing may be used in some circumstances. Care should be taken in choosing the location for the Viva to ensure that the examination can be conducted in an accessible, relaxed and comfortable atmosphere, without the risk of interruption and extraneous noise.

Prior to the examination the registrar (Examinations Office) forwards for examination to each of the examiners a copy of the Ph.D. Thesis, together with the 300-word summary, a report from and a copy of the Ph.D. regulations.

Each examiner should separately complete an individual written report on the thesis prior to the examination. A preparatory meeting should be held prior to the Viva and should allow sufficient time to (1) agree the approach of the Viva and (2) review the written reports. The Supervisor should normally be available for consultation with the examiners during this meeting.

With the agreement of the Examiners and the candidate, the supervisor may attend the examination, but does not examine or question the candidate, and should only provide clarification on any matters when

requested by the Board. The Supervisor does not participate in the final decision and should leave the examination room while such deliberations take place, unless asked to remain by the Chair.

Examiners' Report and Recommendation

The Degree of Ph.D. will not be awarded unless the Examiners report that the work is worthy of publication, in full or in part, as a work of serious scholarship.

The Examiners may recommend that the candidate (Amendment to policy approved October 2011):

1. Be awarded the degree of Doctor of Philosophy without further examination or amendment.
2. Be awarded the degree of Doctor of Philosophy without further examination, subject to making the minor changes specified which must be subsequently carried out to the satisfaction of the Internal Examiner. (This recommendation should be applied where examiners estimate up to six weeks further work is required).
3. Be awarded the degree of Doctor of Philosophy without further examination, subject to making the changes specified by the examiners which must be subsequently carried out to the satisfaction of the Internal Examiner and External Examiners. (This recommendation should be applied where examiners estimate that less than six months additional work is required).
4. Not be awarded the degree, but be permitted to re-submit the thesis in a revised form for re-examination by the same Examiners. In this case, areas requiring major amendments will be detailed by the Examiners in the examination report. (This recommendation should be applied where examiners estimate that there is more than six months additional work required).
5. Not be awarded the degree of Doctor of Philosophy and not be permitted to submit for re-examination for the degree of Doctor of Philosophy.

If the Examiners recommend that the Ph.D. Degree be awarded, the candidate must re-submit three hard bound copies of the Ph.D. thesis, embodying any changes prescribed by the Examiners, where recommended. The Examiners' report will not be considered by Faculty

until three hardbound copies of the revised thesis incorporating the recommended changes, and confirmed by the Internal Examiner, have been lodged with the Examinations Office of the University.

Where the opinions of the Examiners differ, each Examiner should submit a separate written report for consideration by the appropriate Faculty without the requirement for submission of hard-bound copies of the thesis.

Where the Examiners' recommendations are not unanimous, the Faculty may:

- Accept a majority recommendation (provided that the majority recommendation includes at least one External Examiner);
- Accept the recommendation of the External Examiner; or
- Require the appointment of an additional External Examiner.

In the case where the Examiners recommend that the Ph.D. not be awarded and that the candidate not be permitted to submit for re-examination, the Examiners may subsequently consider whether or not the work is sufficient for the award of a Masters level degree. If they agree that a Masters level award would be merited then a separate recommendation may be made in writing to that effect. Application of this option should be seen as exceptional, rather than as one of the usual possible outcomes of a Ph.D. examination.

The Deans' Office informs Maynooth University of the award of degree following the approval of the Academic Council.

MAYNOOTH UNIVERSITY E-THESES ARCHIVE

Unless candidates request otherwise, a copy of the Thesis plus an electronic copy (on CD/DVD) of one PDF file mirroring the hard bound copy, containing the approved final version will be lodged in the University Library and in the Institutional eTheses Archive. Candidates will be required to complete the Thesis Depositor Declaration Form when lodging hardbound copies of the Thesis for the Ph.D. Degree. All Theses shall remain the property of the University and may be made available in the University Library.

The author of a thesis is required to make a signed declaration at the time of submission of the thesis for examination to Maynooth University, regarding the use the University may make of this thesis. The declaration

will allow the University, at its discretion to lend or, in accordance with the Copyright and Related Rights Act 2000, copy from this thesis, upon request.

Should the author of a thesis wish to withhold permission for the use of her/his work, a written application must be made to the Dean of Graduate Studies at the time of submission of the thesis for examination. Such applications must have the written support of the author's Supervisor or Head of Department. This application must state the reasons for the request for a stay on access and must provide a contact address. If permission to withhold access is granted the Thesis Depositor Declaration Form must be signed by the Dean of Graduate Studies. The maximum length of a stay is one year. During this period of withheld permission the thesis will only be consulted, lent or copied with the written permission of the author who is under an obligation to reply to all requests within a reasonable time. These requests are processed through the Dean of Graduate Studies. Should the author wish to withhold access beyond that time frame, s/he must make a further application to the Dean of Graduate Studies.

A declaration form is signed by each reader to agree their compliance with the lending and copying regulations.

STUDYING ABOARD

The Department recommends study abroad, and where possible attempts to facilitate a period of such study.

TUTORING

The Department of Philosophy recognizes the valuable contributions that our Ph.D. students can make to the academic community. As part of our commitment to fostering a collaborative and supportive learning environment, we offer opportunities for Postgraduate students to work as First Year tutors for the department. Rates and hours will be agreed in advance. If you are interested in tutoring for the Philosophy Department, please get in touch with the Departmental office.

STUDENT SUPPORTS

Your first point of contact if you have difficulties should be your supervisor, your student representative, or your Head of Department.

You may also find it helpful to contact student services @ student.services@mu.ie.

As a Department we are committed to the Maynooth University vision of inclusion and equality. Please click on [EDI Policies](#) for further information.

Speak-out tool:

Speak Out is an online anonymous reporting tool available for students and staff, to disclose incidents of bullying, cyberbullying, harassment, discrimination, hate crime, coercive behaviour/control, stalking, assault, sexual harassment, sexual assault, and rape. For further information please click on [Speak-out tool](#).