

# Maynooth University

National University  
of Ireland Maynooth

## Maynooth University Graduate Research Academy



# Phd Student Welcome and Induction

Prof Rachel Msetfi Vice President Research and Innovation



# Plan for the Day

Time:	Topic:	Speaker:
11.00am	<i>Tea/Coffee</i>	<i>All</i>
11.15am	<b>Introduction and welcome</b>	Professor Rachel Msetfi Vice President Research and Innovation
11.30am	<b>The Department, Faculty, Graduate Research Academy, the University</b>  <b>The shape of your PhD and your journey</b>	Dr Robert Elmes Associate Dean of Research Faculty of Science and Engineering  Dr Anne O'Brien Associate Dean of Research Faculty of Arts, Celtic Studies and philosophy
12:00pm	<b>Your PhD experience:</b> - Common Challenges and how to overcome them. - Enhancing your PhD experience at MU - Insights from PhD directors/coordinators	Professor Audra Mockaitis Associate Dean of Research Faculty of Social Sciences  Dr Ciara Bradley PhD Student FSS Department of Applied Social Studies
12.40pm	<b>Representation of doctoral students at MU</b>	Sian Cowman Doctoral Postgraduate Representative

12.45pm	<i>Lunch</i>	<i>All</i>
1.15pm	<b>Key skills and knowledge:</b>  Ethics & Integrity  Research Skills Development Programme  Library - Research Support Librarian	Dr Noreen Lacey, Research Development Officer  Dr Carol Barrett, Director of Research Development  Ciarán Quinn, Research Support Librarian
2pm	<i>Tea/Coffee</i>	<i>All</i>
2.15pm	<b>Funding your PhD</b> (IRC and other external funders)  <b>Postgraduate Travel Fund</b>	Dr Martin O'Donoghue Research Development Officer  Lorraine Kane, Postgraduate Research Development Officer
2.35pm	<b>General supports for students</b> <b>Student Services</b>  <b>International students support</b>	Ciaran Coughlan Student Support Officer  Alison Cooke International Officer
2:55pm	<i>Questions &amp; Answers</i>	<i>All</i>
3.30pm	<b>Social event with returning PhD students and Supervisors</b>	<b>First floor, Mezzanine area, TSI</b>



# Graduate Research Student Handbook

- Important information
  - What to expect
  - Academic processes
- Key contacts

[director.graduate.research@mu.ie](mailto:director.graduate.research@mu.ie)

[research@mu.ie](mailto:research@mu.ie)

Lorraine Kane

Marie Murphy

# Introduction

- Supervisor and supervisory team
  - What to expect
  - How it works
- Department
  - PG coordinator
  - Head of Department
- Faculty
  - Associate Deans for Research

# The Department, Faculty, Graduate Research Academy, the University

Dr Rob Elmes

Associate Dean of Research and Innovation  
Faculty of Science and Engineering

[robert.elmes@mu.ie](mailto:robert.elmes@mu.ie)



# The University



Tracing its origins to the foundation of the Royal College of St Patrick in 1795, Maynooth University was formally established as an autonomous university in 1997.

One of four constituent universities of the National University of Ireland

# The University

Ranked # 1 in Ireland (85th in the world) in the latest Times Higher Education (THE) Best Young University Rankings.



Diverse student population

Fastest growing University in Ireland

Programmes at undergraduate, Master's and PhD level in the humanities, science and engineering, and social sciences.





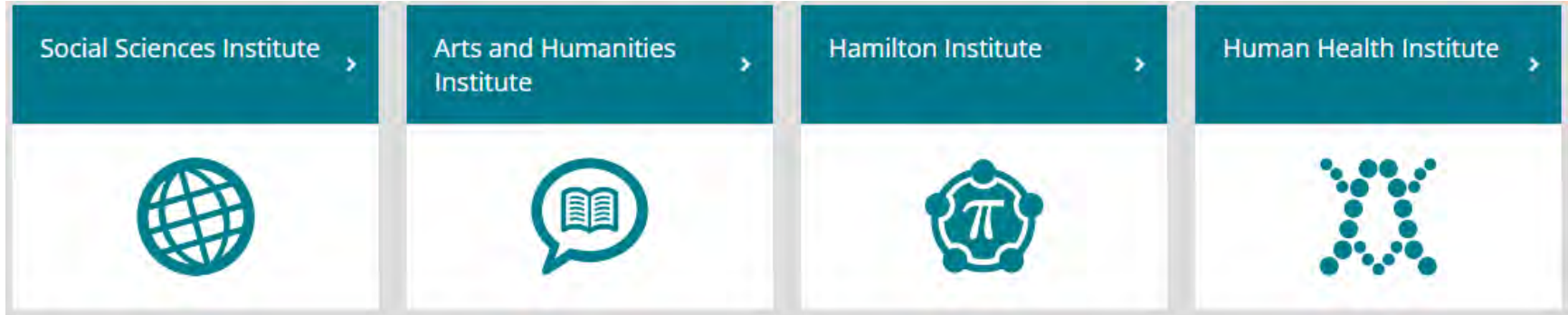
# The Faculties

There are three Faculties within which there are several Departments/Schools

Maynooth University Faculty of Arts, Celtic Studies & Philosophy	Maynooth University Faculty of Social Sciences	Maynooth University Faculty of Science & Engineering
Ancient Classics	Adult and Community Education	Biology
English	Anthropology	Chemistry
History	Applied Social Studies	Computer Science
Media Studies	Design Innovation	Electronic Engineering
Music	Economics	Experimental Physics
Philosophy	Education	Mathematics and Statistics
School of Celtic Studies <ul style="list-style-type: none"> <li>• School of Celtic Studies</li> <li>• Early Irish (Sean-Ghaeilge)</li> <li>• Lárionad na Gaeilge</li> <li>• Nua-Ghaeilge (Modern Irish)</li> <li>• Irish Cultural Heritage</li> </ul>	Froebel Department of Primary and Early Childhood Education	Maynooth International Engineering College
School of Modern Languages, Literatures and Cultures <ul style="list-style-type: none"> <li>• School of Modern Languages</li> <li>• Chinese</li> <li>• French Studies</li> <li>• German Studies</li> <li>• Spanish &amp; Latin American Studies</li> </ul>	Geography	Psychology
	International Development	Sport Science and Nutrition
	School of Law and Criminology	Theoretical Physics
	School of Business	
	Sociology	

# The Faculties

There are also a range of interdisciplinary research institutes and centres of which many of you are members

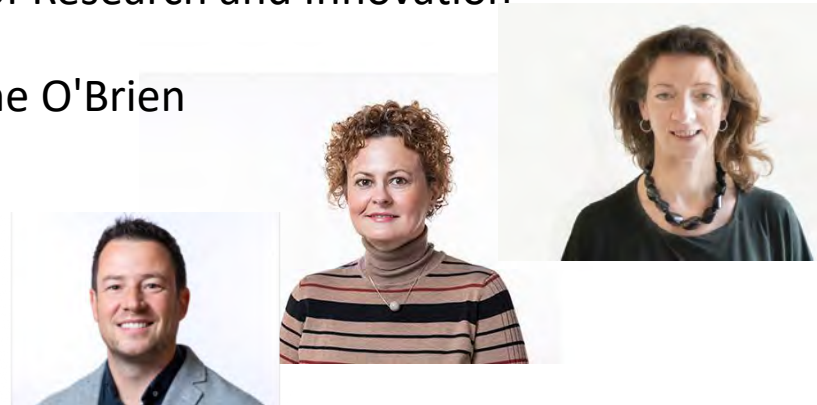


Each Faculty is represented by an Associate Dean of Research and Innovation

Faculty of Arts, Celtic Studies & Philosophy: Dr Anne O'Brien

Faculty of Social Sciences: Prof. Audra Mockaitis

Faculty of Science & Engineering: Dr Rob Elmes



# The Graduate Research Academy

The Graduate Research Academy administers a range of support services and performs a developmental role in the expansion of postgraduate education and research at MU.

Provides a centralised source of information for prospective and current postgraduate research students.

Organisation of events aimed at fostering an inclusive, fun and successful postgraduate community

Provide overarching support to prospective and current research students for a range of development opportunities and mentoring.

A one-stop shop for advice and guidance on postgraduate research degrees, regulations and funding advice



# The Graduate Research Academy

## Research development skills programmes (RDSP)

Draws on the expertise of the Graduate School and Research Development Office, in conjunction with faculties, departments and professional units within the university, to support MU researchers in acquiring the skills and experience necessary to become independent academic researchers and to develop their careers in multiple settings beyond academia.

- Professional Development & Employability - GST1 & GST2; GST11
- Grants/Funding - GST13 & GST8
- Research Skills & Awareness - GST1 & GST2
- Innovation & Entrepreneurship - GST10; GST5 & GST6
- Academic Writing Skills - GST3
- Teaching & Supervision - CTL1
- Ethics & Integrity - GST15
- Additional Supports: Events, Training and Workshops

More from Dr Carol Barrett later



# The Graduate Research Academy



Overseeing the research student journey from application through to award and supporting and developing supervisors and examiners.

For more information, please visit [www.maynoothuniversity.ie/graduate-research-academy](http://www.maynoothuniversity.ie/graduate-research-academy)

Or contact [research@mu.ie](mailto:research@mu.ie)



# The Department

This is where you will spend most of your time

The bulk of your research work will be carried out here and many of you will also gain some teaching experience (lectures, labs, tutorials)

Each Department will have a Postgraduate handbook with specific information relating to that Department – equipment, safety, procedures

There will be a Postgraduate/Research Coordinator who will be your first point of contact if you need further info.

Many of you will also have a Departmental Induction Day(s) that will cover much of the info related to your journey in the Department



# The Department

## **Postgraduate Student Record of Activity (PSRA):**

A detailed record of the work you have carried out during your programme. Provides a verified record of your progress throughout your training and must be maintained by you and monitored by your supervisor and supervisory committee. The upkeep of the PSRA is your responsibility.

## **Your Supervisor:**

Your supervisor is a key figure in your research. Every supervisor will have their own style but most will propose research topics, oversee your progress, and direct your study. Your supervisor's role is not to dictate in detail but rather to advise, guide, and oversee your research.

## **External Funding**



# The Department

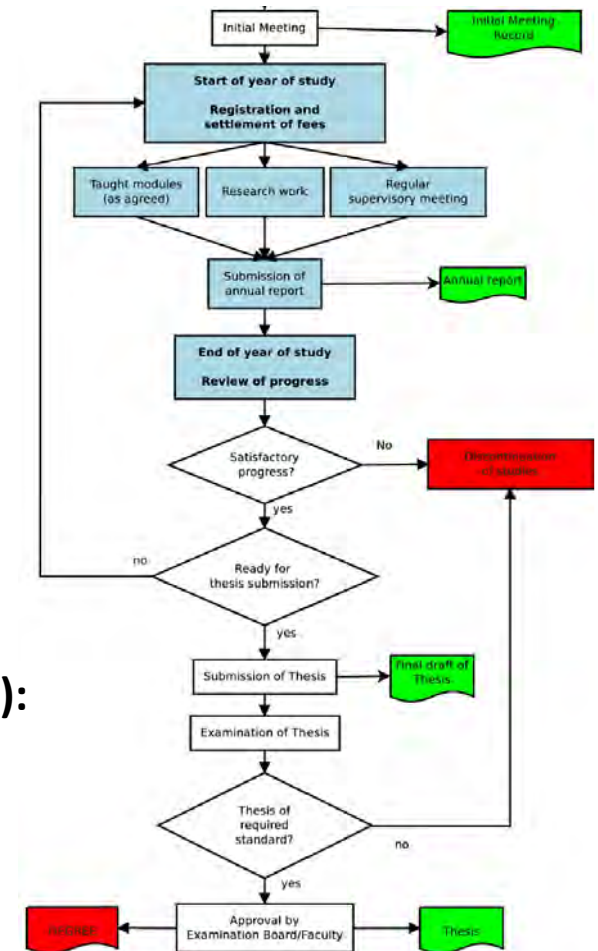
## GSF1: Initial Meeting Record Form

## GSF2: Annual Progress form

Progression within the PhD programme is subject to annual review (Annual Progression form – GF2) , with a substantive review occurring before the end of year two for full-time students and year three for part-time students.

## Departmental Research Student Progress Committee (DRSPC):

Review your progress at annual meetings and recommend progression through the programme



# Questions?

**Contact:** [robert.elmes@mu.ie](mailto:robert.elmes@mu.ie)

# The Shape of your PhD and PhD journey

**Dr Anne O' Brien**  
**Associate Dean Research**  
**FACSP**  
**[anne.obrien@mu.ie](mailto:anne.obrien@mu.ie)**



# First steps on the PhD journey

- **Already begun** – proposal, admissions, registration and induction.
- **Initial meeting with your supervisor-** taught modules, from proposal to plan.
- **Getting started** - work practices, feedback, frequency of meetings.
- **Building your support community** – Department, Faculty or Institute events.

# What to expect en route- Year 1

- **Developing your research design** – research question, literature and methodology.
- **Literature review** - searching, finding, reading, writing and critically engaging.
- **Research methods** - what methodology, why and how.
- **Progression** - yearly process evaluating your work.
- **Funding** - research design as a basis for an IRC application.

# Moving along... Years 2 & 3

- **Research activity** - data gathering, analysis and thesis structure.
- **Research process depends on subject area:**
  - **Arts and Humanities** analysing texts or transcripts.
  - **Social Science** gathering and analysing quantitative and/or qualitative data
  - **Science, Technology, Engineering and Mathematics** experiments, or assembling complex datasets –collaboration in a laboratory.
- **Supervision** – increased autonomy & expertise, ongoing...
- **Progression** – yearly process of evaluating your work

# The Final leg... Year 4

- **Research activity-** Writing up
- **Dissemination of research** -seminars, research events and national or international conferences.
- **Publications** – during the process or after depends on discipline
- **The viva voce** - the final assessment for a PhD, original research that you've generated, contribution to knowledge.
- **Graduation** – another journey begins

**Ollscoil Mhá Nuad**  
**Maynooth University**

Roinn (Department Name)  
Department Name



**Maynooth**  
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of Ireland Maynooth

# YOUR PHD EXPERIENCE

**Professor Audra I Mockaitis**

Associate Dean of Research  
Faculty of Social Sciences









# Expectations

- Initial meeting
- Significant milestones:
  - Coursework
  - Annual progress reviews
    - Year 1 ...
    - Year 2 ...
    - Year 3....
- Procedures explained in the Graduate Research and Department handbooks

# Guidance



-  The GRA Handbook – your source for all policies and processes.
-  Your department Handbook – key to navigating department expectations and research culture.
-  Your department PhD coordinator – your source for department expectations, opportunities and guidance.
-  Your supervisor(s) – your first source of support and guidance in your PhD research, writing, and professional development journey.

# Key challenges of a PhD



- Time management (3-to-4-year PhD)
  - Manage expectations (e.g., initial meeting record)
  - Set manageable deadlines and stick to them
  - Start writing early on (coursework and other requirements can be distracting)



# Key challenges of a PhD

- The supervisory relationship
  - Keep records of all meetings (brief reports to supervisor)
  - Managing expectations
  - Communicate often (keep them in the loop)
  - Manage timelines and deadlines (don't expect quick turnaround)
  - Supervisor is a source of opportunity

# Key challenges of a PhD

- Personal challenges
  - Feeling isolated
  - Adjustment
  - Time management
  - Work-life balance





# Key challenges of a PhD

- Academic challenges
  - Numerous demands
  - Productivity - deadlines
  - Steep learning curve
  - Developing a thick skin



# Overcoming self-doubt

- Impostor syndrome
- (We all go through it.)



What You Know vs How much you know about it



JORGE CHAM © 2008

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

# The 2<sup>nd</sup> year slump



- Isolation
- Lack of motivation
- Procrastination
- Anxiety and burnout
- Feeling the pressure while still being lost in the weeds
- Reality sets in

It happens to  
most PhD  
students...



# Supports at MU



- Student **support officer**, Ciarán Coughlan. Email: [student.support@mu.ie](mailto:student.support@mu.ie), ph (01) 474 7627. In the Student Services Centre
- Student **Helpdesk**: [studenthelp@mu.ie](mailto:studenthelp@mu.ie). Livechat on webpage, in-person in the TSI building ground floor.
- **Counselling** service – free of charge, available in the Student Services Centre. Open daily by appointment.
- **MU to 50808** for free text support, available 24 hours. [www.textaboutit.ie](http://www.textaboutit.ie)
- Financial support and advice: [student.budget@mu.ie](mailto:student.budget@mu.ie)
- Sports and clubs. There are 32 clubs and societies, sports teams and facilities.
  - Fitness centre, weights room, racquetball court, snooker hall, tennis courts and sports pitches.

# The rewards

- Field-specific knowledge/ expertise
- Research skills
- Communication/presentation skills
- Teaching experience
- Time management
- Career development
- Grant writing
- Networking and collaboration

# Opportunities at MU

- Opportunities to make the most of your PhD experience:
- Workshops, seminars and courses (RDO, Institutes, Departments)
- Inter-university courses, lectures, seminars
- Enhancing your presentations skills (e.g., 3-minute thesis competition)
- Travel funding (conference attendance)
- Your home department and the PhD community



# My PhD Experience

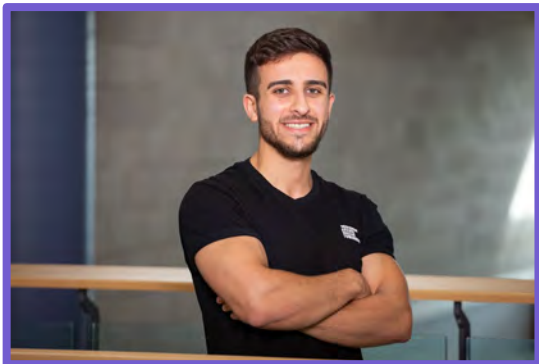
**Farhad Mohammed**  
**3<sup>rd</sup> Year PhD Student**  
**Chemistry Department Maynooth University**







# About Myself



Farhad Mohammed



## Education

**Sept 2012 – Jun 2017**  
St. Finians College

**Sept 2017 – Jun 2021**  
BSc. General Science

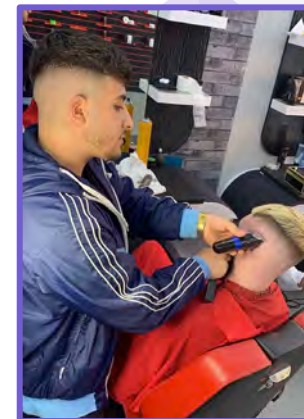
**Sept 2021 – Present**  
PhD. Organic  
Chemistry

## Interests

- Travelling
- Music
- Fitness
- Sports

## Fun Fact

Barber  
(7 years experience)





# My Journey towards a PhD



Hated Chemistry!  
(Almost failed LC exam)



No Growth spurt  
(Still waiting) ☹️



Love Chemistry  
Graduated (1.1)  
Chemistry PhD Student



Still waiting...





# My Journey towards a PhD

Year 1

1



2

Year 2

Year 3

3

The Rev. Michael Casey Prize  
SPUR Program

Graduated



John Hume  
Scholarship  
Start of PhD

The Kathleen Lonsdale Prize

4

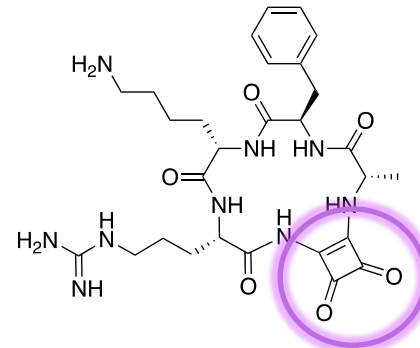
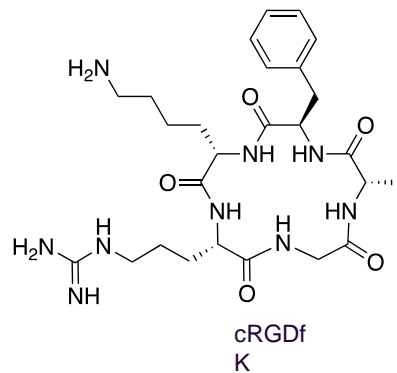
Year 4





# My Research - Peptidomimetics

- Peptidomimetics are like “molecular cousins” of peptides, and are designed to mimic the functions and overcome any limitations or disadvantages associated with peptide-based drugs

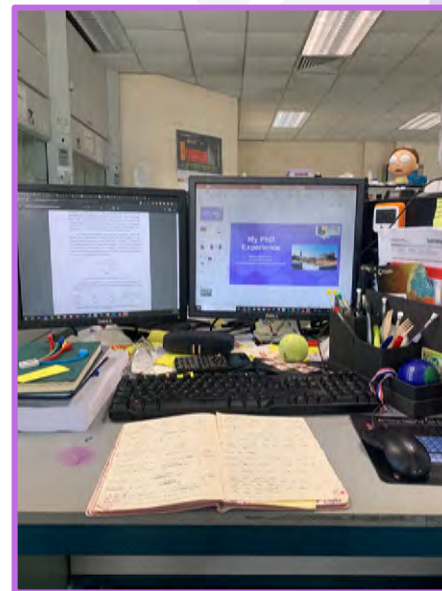


They can do some of the same job, but they have certain advantages e.g., more stable and last longer in the body

- We're trying to create new peptidomimetics as a basis for new medicines, helping to treat diseases or conditions more effectively.



# My Second Home – The Lab





# Perks of a pHD

- I have attended and presented at 7 conferences throughout my PhD so far
- Reykjavik – Iceland June 2023







# Why I chose Maynooth University



- **Research Excellence**
- **Research Facilities**
- **Strong academic community/  
Cross-disciplinary collaborations**
- **Supportive Environment**
- **Location/Campus**





# Starting your PhD journey at Maynooth



**Passion:** Your deep love for your research topic and the subject matter should be a constant source of motivation.

**Purpose:** Remind yourself of the meaningful contribution your research can make to your field or society.

**Resilience:** Develop the ability to bounce back from setbacks and challenges, which are a natural part of research.

**Persistence:** Embrace a never-give-up attitude and persevere through challenges.

**Progress:** Celebrate small achievements and milestones to maintain a sense of progress.

**Legacy:** Consider how your research can contribute to the advancement of knowledge and inspire future generations.



# Starting your PhD journey at Maynooth



## Prioritize a Work-Life Balance

**Create a Schedule:** Develop a structured weekly schedule that allocates time for research, coursework, personal activities, and relaxation.

**Set Clear Boundaries:** Establish distinct boundaries between work and personal life. Define specific work hours and stick to them.

**Take Breaks:** Regular breaks during your workday can improve focus and prevent burnout. Step away from your desk, stretch, or go for a short walk.

**Celebrate Achievements:** Acknowledge and celebrate both small and significant accomplishments to boost motivation and morale.

**Stay Socially Connected:** Maintain relationships with friends and family to ensure a strong support system outside of academia.

**Stay Healthy:** Prioritize physical health by maintaining a balanced diet, staying active, and getting enough sleep.

Orwell Hill Road  
Maynooth University


# POSTGRADUATE MAYNOOTH

Discover over 100 postgraduate courses across numerous departments, from environmental psychology to business analytics and anthropology

Maynooth University  
POSTGRADUATE



# ***Day in the Life of a Ph.D Chemistry Student at Maynooth University***

  
TikTok  
@farhad\_mo





# Thanks For Listening!



**Maynooth University**  
National University  
of Ireland Maynooth



**I hope you enjoy your Postgraduate studies at Maynooth University!**



**Ollscoil Mhá Nuad**  
**Maynooth University**

Roinn (Department Name)  
Department Name



**Maynooth**  
**University**  
National University  
of Ireland Maynooth

# Research Degrees in Department of Applied Social Studies

**PhD in Applied Social Studies**  
**Doctor of Social Science**  
**Dr Ciara Bradley**



# Department Mission Statement

The Department of Applied Social Studies mission is

*“to contribute to human rights, social justice and equality nationally and internationally through excellence in education for and development of the applied social professions, through innovative academic education and research in the social sciences and associated public contributions.”*

Key features of the ethos which the Department seeks to create are:

- a friendly, learning supportive environment and Department;
- active links with practitioners in community and youth work, social policy, social justice, equality and human rights;
- a strong focus on social justice issues.

# Doctoral level Study

- Commitment, sustained motivation/persistence, clarity of motivation
- Self directed abilities and ability to manage multiple demands of work, life and study
- Higher level academic reading, writing and referencing
- Critical analysis and engagement with programme learning
- Attendance at classes and participation/engagement in class
- Submission of assessments to a doctoral standard

# Doctor of Social Science

- Doctor of Social Science – innovative 4 year ‘practitioner led’ doctorate
- Level 10 – National Framework of Qualifications
- Combines - taught plus research elements
- The programme is designed to provide advanced professional and research skills to qualified, experienced practitioners in lead roles in youth work, community work, social work, rights and social change focused organisations.
- Collegial, small group-based programme

# Doctor of Social Science: Programme Aim

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*demonstrate critical analysis and understanding of complex issues in theory, policy and practice*

---

*synthesise theory and practice in a unity of praxis*

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*demonstrate advanced professional research and evaluation skills*

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*take leadership in working towards realising rights in a variety of organisational and policy contexts*

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*undertake, present and defend a rigorous doctoral thesis that contributes to the development of their discipline.*

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# Doctor of Social Science

## YEAR 1

- Critical Debates in Practice
- Social science, the social professions and the foundations of social research
- Social Research Debates & Processes
- Governance, Organisations, Leadership and Change

## YEAR 2

- Realising Rights: Social Policy Debates & Issues
- Participatory and Feminist Analysis and Research
- Research Design
- Professional Practice: Perspectives on Education, Development, Gender, Diversity and Conflict & Mediation Studies

One assessment per module appx 5,000 words or equivalent – e.g. essay, presentation, critical review

Assessment – successful/not successful, all assessment passed to proceed

# Years 3 & 4: Research & Thesis

- Year 3

- Research proposal
- Literature Review
- Research Design
- Ethics application
- Data Collection
- Progression presentation

- Year 4

- Data Collection
- Data Analysis
- Writing
- Final Thesis (appx 50,000 words)
- Viva Voce

Supervision for individual students every 4 – 6 weeks. Self directed focus.

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# What are the areas of practice/research focus?

## Practitioners

Youth Work	Community Work
Social Work	Early Childhood Practice
Human Rights work	Policy & Advocacy Work

## Research focus

- DSocSc students have undertaken original research in the areas of youth work policy, radical community work, participatory governance, LGBTI youth policy, community work with older men, Traveller activism
- Rights based approaches
- Social justice and equality focus
- Critical and feminist perspectives
- Methodologies: feminist, narrative, poststructural, participatory, qualitative, mixed methods, policy analysis

# PhD Programme

- Course Duration: 4 years full-time, 6 years part-time
- The final thesis of approx. 80,000 words is the only form of assessment for the award of the PhD.
- Specific research proposal/ focus
- Supervisor or two co- supervisors

# PhD Programme

- Students must also accumulate a minimum of 30 and maximum of 90 taught credits as agreed with their Supervisor and Department.
- Students can choose from Departmental run modules, modules from a cognate discipline (Sociology, Geography) and Graduate Studies Modules as well as the Professional Certificate in Postgraduate Teaching & Learning.

# Differences: Entry

## DSoc

- Schedule for application every two years
- at **least an MA or equivalent level 9** academic qualification, ideally in a social science discipline.
- Professional Practice: a minimum of **five years post-qualifying professional experience** in for example - youth work, community work, social work, social policy or rights and social change work, social professions practitioners working in Higher Education - a professional qualification in one of the social professions
- Interview

## PhD

- Masters Level 9 2.1 or above
- High Quality Proposal
- Supervisor / topic match
- Interview

# Differences: Programme

## Dsoc

- Group based learning
- Course work 120 ECTS
- Practice/ Professional Focus
- Thesis approx. 50,000
- Viva voce

## PhD

- Individual study path
- Some course work  
30 ECTS – 90 ECTS
- Thesis approx. 80,000
- Viva voce

# Advice .....

- Think about strategies to find your learning community
  - Take a module
  - Connects with other PhDs in your dept/ faculty
  - Go to seminars
  - Join a society
- Set up a structured work environment **for yourself**

# Advice .....

- Read and Write
- Take opportunities to present, contribute, teach
- Communicate...especially when things are not going well



# Advice...use the supports available



Programme  
Coordinator/Supervisor



Writing Centre



Student Centre



Health Services



Graduate Research  
Academy



Library

# Contact

Doctor of Social Science  
Programme Co-ordinators

- Dr. Sinead McMahon
- Dr. Ciara Bradley

Email [DSocSc@mu.ie](mailto:DSocSc@mu.ie)

PhD Programme Co-ordinator

- Dr. Ciara Bradley

Email

[Ciara.Bradley@mu.ie](mailto:Ciara.Bradley@mu.ie)

**MSU Doctoral**

**Postgraduate**

**Representative**



**Ollscoil Mhá Nuad**  
**Maynooth University**

Roinn (Department Name)  
Department Name





- ❖ Sian Cowman; [doctoralrep@msu.ie](mailto:doctoralrep@msu.ie)
- ❖ Sit on MSU Executive, report to Student Senate; and within MU sit on various committees & councils
- ❖ Regular meet-ups with PhD researchers in collaboration with Postgraduate Workers' Organisation
- ❖ Instagram: [@Maynooth\\_SU](#) / [@PWO\\_Maynooth](#)

lunch

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Maynooth  
University



# Ethics and Integrity

**Noreen Lacey BSc PhD**  
**CAPM®**

Research Development Officer

Research Development Office

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# Good Research Practice

*duties and obligations* that researchers are expected to fulfil when conducting research

## Research Ethics and Integrity Policies

### MU Research Integrity Policy (26 April 2021)

### Research Ethics Policy (Updated March 2020)

- Our responsibility

- To you

- To the participants in your research

- Your responsibilities

- Best practice

- Ethical approval

- Legal obligations under data protection laws

- Rights of participants

Research is performed with the highest research integrity and highest ethical standards are adhered to

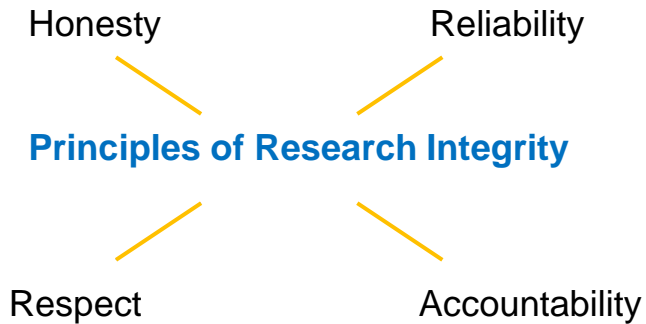


# Research Integrity



*'relates to the performance of research to the highest standards of professionalism and rigour, and to the accuracy and integrity of the research record in publications and elsewhere'*

Trust and confidence in the research results



## ○ Plan ahead

- Experimental design
  - Duty of care
  - Conflict of interest
- Discuss with your peers

## ○ Publications

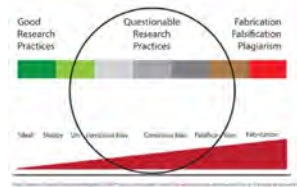
- Select appropriate sources
- Authorship - Ask permission
- Cite and quote correctly

## ○ Integrity of data - proof

- Numbers/Statistics/Images
- 10 years storage
- Confidentiality

# Research Misconduct

- **Fabrication of data** i.e. making up results and recording or reporting them.
- **Falsification of data** i.e. manipulating research, materials, equipment or processes.
- **Plagiarism** i.e. the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.



## Who is checking you are following the rules.....

- 500-600 papers retracted annually



### Retraction Watch

#### The Data Vigilante

Students aren't the only ones cheating—some professors are, too. Uri Simonsohn is out to bust them.

By Christopher Shea



Elisabeth Bik

@MicrobiomDigest

- **Publishers checks**

- 'Turnitin'
- Background checks – all authors/institutions/email addresses
- Data analysis/image analysis
- Database checks



- **Funding Agencies**

- Mandatory training
- Integrity audits
- Data provenance reviews



Research misconduct does not include **honest error** or honest difference in the design, execution, interpretation or judgement in evaluating research methods or results or misconduct unrelated to the research process.

# Legal Obligations



**General Data Protection Regulation 2018**

**Data Protection Act 1988, 2003**

**Freedom of Information Act, 1997**

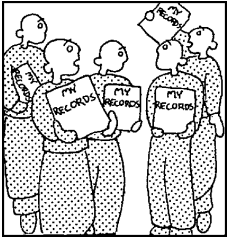
## Check Laws in a Territory

- Information technology rules (India)
- The Privacy Law (Australia)
- Personal data ordinance (Hong Kong)

# Prosecution

# General Data Protection Regulation 2018 (GDPR)

Data Protection Act 1988, 2003



- Collect **personalised** data for a **SPECIFIC** purpose only
- Inform participants of how the data will be managed
- Inform participants of the limits to confidentiality
- Know what action to take if data is stolen
- Know what kind of data falls outside of the Data Protection Act?

<https://www.maynoothuniversity.ie/data-protection>

*To assist staff in understanding the implications of GDPR an online training module is available.*  
If you wish to access this training module please contact the Data Protection Officer: [dataprotection@mu.ie](mailto:dataprotection@mu.ie)

Under the **GDPR**, organisations in **breach** of the Regulation can be **fined** up to **2% of their annual global turnover or €10 million**, whichever is greater, for lesser **breaches**

# Data Protection Advice



# Importance of Research Integrity

*Science Europe*<sup>1</sup> lists seven reasons as to why research integrity is important:

1. Safeguards the foundations of science and scholarship
2. Maintains public confidence in research and research evidence
3. Underpins continued public investment in research
4. Protects the reputation and careers of researchers
5. Prevents adverse impact on patients and the public
6. Promotes economic advancement
7. Prevents avoidable waste of resources

<sup>1</sup> <https://www.scienceeurope.org/our-resources/seven-reasons-to-care-about-integrity-in-research/?fromprevious=1310>

# Research Integrity training

OXFORD  
UNIVERSITY PRESS

epigeum

Master your professional responsibilities as a researcher in Ireland

Ideal for researchers across all major disciplines

[Noreen.lacey@mu.ie](mailto:Noreen.lacey@mu.ie) for access

## Core Modules

Good Research Conduct
Irresponsible Research Practices
Planning Your Research
Managing and Recording Your Research
Data Selection, Analysis and Presentation
Scholarly Publication
Professional Responsibilities
Communication, Social Responsibility and Impact

## Specialist Modules

Conflicts of Interest
Research Involving Human Participants
The Care and Use of Animals in Research
Intellectual Property
Export Controls



# Research Ethics

- Wider context
- Effects of your research on others
  - Human participants
  - Animals

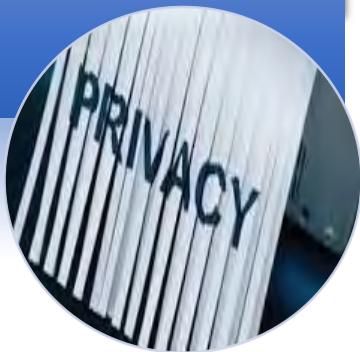
& you



# The rights of your participants

- **Respect**
- **Dignity**
- **Privacy**

## Rights



- **Welfare**
- **Minimise harm**
- **Cultural sensitivities**

## Protect



- **Fully briefed**
- **Manner of consent**
- **Autonomy**

## Consent



# The rights of animals

- Health Products Regulatory Authority
- Animal Welfare Body

Regulation



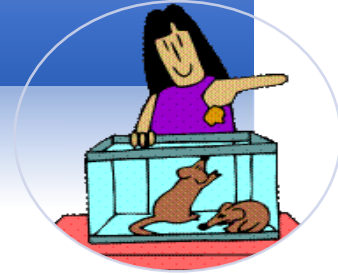
- Replace animals
- Reduce number
- Refine practices

3R's



- Individual
- Project authorisations

Authorisation



[Bioresources@mu.ie](mailto:Bioresources@mu.ie)



## Inform

### What are the risks associated with the research/outputs?

- Are there any risks to the participants
- To the wider community/society
- To you

### Participant Selection

- Are you working with vulnerable participants?
- Conflict of interest
- What specific circumstances affect vulnerability?

# Best Rule of Thumb



### Mitigation against risk

- Detail potential routes to mitigate against each risk
- If you can't mitigate against a particular risk to suitable level – what are the benefits, do they make it worth taking such a risk?
- If there are no benefits you have to question why?



## Consent

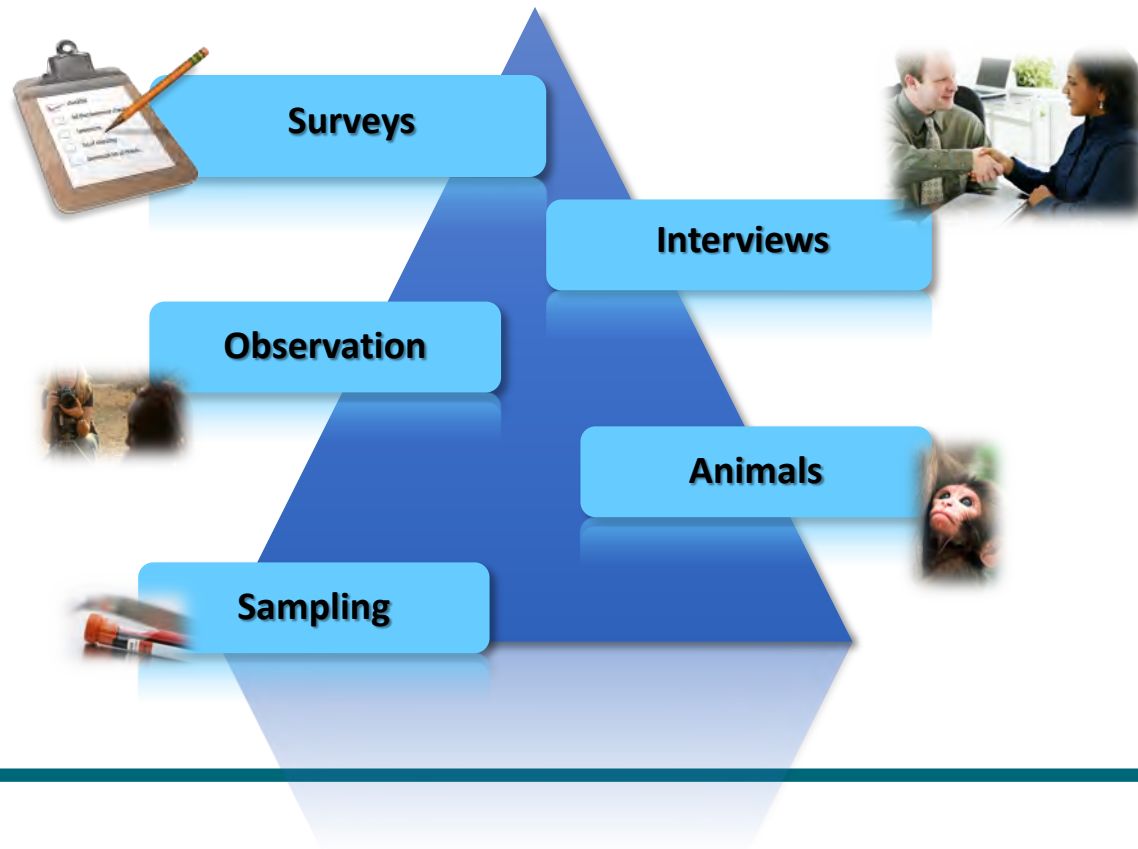
### What are the benefits of the research?

- Are the benefits to you
- To your participants
- To the wider community/society

Do you have access?

on the

# When do I need approval?



# Maynooth University Committees



**Biomedical and Life  
Sciences Ethics Sub  
Committee**

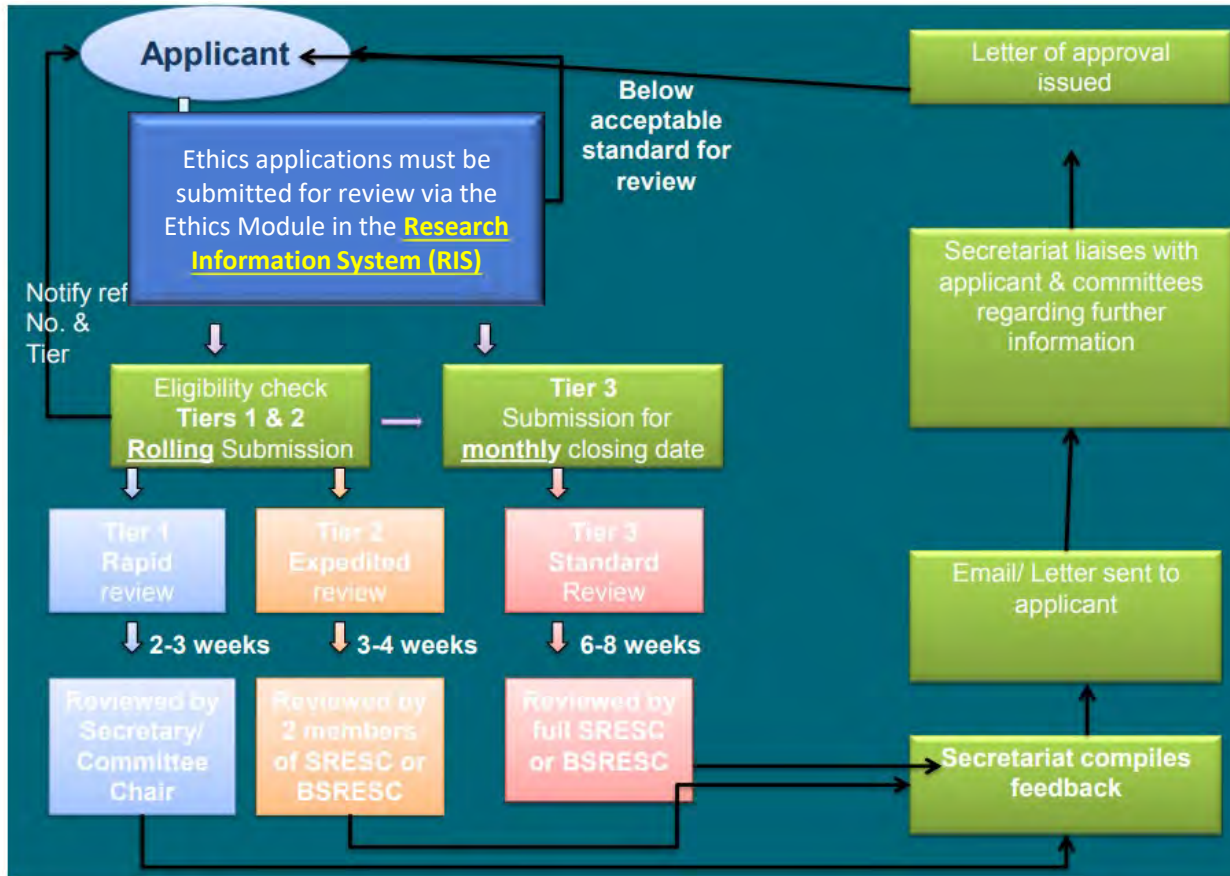


**MU Ethics  
Committee**



**Social Research  
Ethics Sub  
Committee**

Rolling & Monthly reviews



# Common Issues



**Not trained for certain situations**



**Consent forms insufficient**



**Supplementary documentation**



- Previous committee members
- Other members of staff
- Get a friend in a different field
- [research.ethics@mu.ie](mailto:research.ethics@mu.ie)



*Thanks for your attention*



*Best of luck with your research*



# Research Skills Development Programme



# Structured Research Programme

- As part of the Structured Research Programme, education and training is provided through a variety of transferable skills modules along with subject specific modules & research project.

## Suite of modules

1. Generic Skills modules – GST
2. Flexible (or subject specific) modules – FM
3. Transferrable modules outside of your department

### Credits Required

For PhD students, the minimum/maximum number of credits required are given in table 3.

	Minimum Credits	Maximum Credits
If a student has completed a four-year undergraduate programme	30 (15 Transferable & 15 Subject Specific)	90 Credits
If a student has completed a three-year undergraduate programme and Taught Masters	30 (15 Transferable & 15 Subject Specific)	90 Credits
If a student has completed a three-year undergraduate programme	60 (at least 15 Transferable & 15 Subject Specific)	90 Credits

Table 3: Normal, minimum and maximum credits required for a PhD programme

For Research Masters students, the minimum/maximum number of credits required are given in the table below:

	Minimum Credits	Maximum Credits
If a student has completed a four-year undergraduate programme	10 (5 Transferable & 5 Subject Specific)	15 Credits

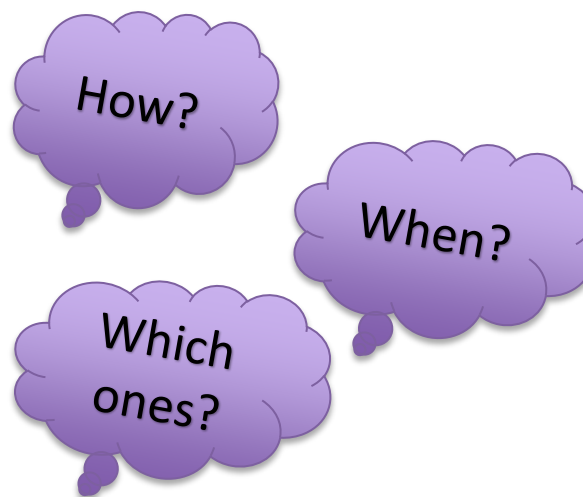
*Pages 16/17 of Handbook*

**Email: [RSDP@mu.ie](mailto:RSDP@mu.ie)**



# Research Skills Development Programme

From the classroom to the workplace, supporting the development of the early career researcher



## Initial Meeting Record

Email: [RSDP@mu.ie](mailto:RSDP@mu.ie)





# Research Skills Development Programme

From the classroom to the workplace, supporting the development of the early career researcher



**Maynooth University**  
National University of Ireland Maynooth

COVID-19 Information

Menu

Research Undergraduate Postgraduate International



## For Current Students

Home / For Current Students

Timetable	Library	Clubs & Societies	Student Web	Student Help	Students' Union
Moodle	Term Calendar	Examinations	Campus Maps	Course Finder	Registration Information



Undecided on which Postgraduate Course to study?

**BOOK A 1:1 MEETING**  
with an expert who will answer all your questions

Book your session now!



Maynooth University has over 100 postgraduate courses on offer, let us help you choose the best one for you.

Mondays & Fridays

Book a 1:1 meeting

Email: [RSDP@mu.ie](mailto:RSDP@mu.ie)



**Maynooth University**  
National University of Ireland Maynooth



# Research Skills Development Programme

From the classroom to the workplace, supporting the development of the early career researcher

## Things to note:

- What is the best time to take the modules?
- Each module is 5 credits
- Some modules have more than 1 session
- Some sessions run in each semester other only run once a year
- Modules can consist of workshops, lectures, reflective journals, grant/ethics applications
- Complete all aspect of a particular module in one academic year – or amend your registration on student web

**Email: [RSDP@mu.ie](mailto:RSDP@mu.ie)**





# Research Skills Development Programme

From the classroom to the workplace, supporting the development of the early career researcher



COVID-19 Information

Menu

Research Undergraduate Postgraduate International



## Postgraduate Studies

Postgraduate studies at Maynooth University is renowned for its rigorous programmes, supportive campus environment and welcoming academic community.

[Learn more](#)

Taught Master's, Diplomas and Certificates

Research Programmes

[Graduate Research Academy](#)

Micro-credentials

Springboard Courses

Fees, Funding & Scholarships

How to Apply for a Postgraduate Programme

Email: [RSDP@mu.ie](mailto:RSDP@mu.ie)



Ollscoil Mhá Nuad  
Maynooth University  
Department Name  
Library



# Research Students Library Induction

Ciarán Quinn  
Research Support Librarian

Footnote 3 to go here

# Research Students Library Induction

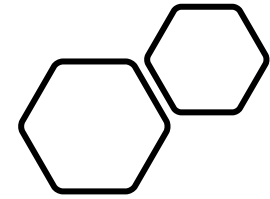
- Ciarán Quinn
- Research Support Librarian
- [ciaran.quinn@mu.ie](mailto:ciaran.quinn@mu.ie)



**Maynooth  
University**  
National University  
of Ireland Maynooth







## Maynooth University Library

Home / Library



### Supporting Online Teaching & Learning

Library supports and services for staff and students

### LibrarySearch



Search the library for books articles and more

Search

#### Using the Library

Find out about all the services and resources available for students and

#### Collections

Explore the full range of our collections, from manuscript and print

#### Guides & Tutorials

Guides for each subject, research help, LIST information skills classes in the

#### Events & Exhibitions

Browse the variety of our exhibitions, from the physical display to virtual and

- <https://www.maynoothuniversity.ie/library>



# Physical Library

---

Access using your Student Card

---

Self-Issue/Return (+Returns box outside) or go to the Library desk

---

Print Books/Journals/Maps & DVD's/Microfiche

---

Group Study Rooms (Flat screen & Whiteboard) Level 2, Bookable online <https://nuim.libcal.com/spaces?lid=3102>

---

Quiet Study area (Top Floor)

---

PG Researcher Room (Includes seminar Room) Access rights need to be added to your student card. Top floor.

---

Flexible Learning Space (Whiteboard Room) Level 1

---

Training Rooms available when not in use

---

PC's to use/Laptops to borrow and Wireless

---

Printing/Photocopying/Scanning on each floor. 3D printing on request (maker space on level 1) Scanning is free if you have credit on your Student Card! (<https://mycard.maynoothuniversity.ie/>)

---

Information Services Desk & Computer Help Desk on Ground Floor

---

Coffee shop !

---

Student Book Purchase Order Form <https://www.maynoothuniversity.ie/library/using-library/student-book-purchase-order-form>

---

Click & Collect Book Retrieval Contact <https://www.maynoothuniversity.ie/library/using-library/book-request-form>

---

Digital on Demand: Useful for Items that can't be borrowed & for Staff / PG's that can't get to the Library  
<https://www.maynoothuniversity.ie/library/digital-demand-request>

---

Inter Library Loans for material the Library doesn't have <https://www.maynoothuniversity.ie/library/using-library/inter-library-loans>

# Borrowing

Most items are available for loan for a three-week period, known as a standard loan. More heavily used items are restricted to one-week loans, two-day loans or one-day loans. Week and day loans are identified by labels while standard loans have no label. The table below lists how many items can be borrowed from each loan type, by category of student.

## Undergraduates & Higher Diploma

	Standard Loan	AV Items	Week Loan	2 Day Loan	1 Day Loan
Number	6	3	4	1	1
Duration	3 weeks	3 weeks	1 week	48 hours	24 hours

## Postgraduate Diploma & Taught Postgraduates

	Standard Loan	AV Items	Week Loans	2 Day Loan	1 Day Loan
Number	8	6	4	1	1
Duration	3 weeks	3 weeks	1 week	48 hours	24 hours

## Research Postgraduates & Staff

	Standard Loan	AV Items	Week Loans	2 Day Loan	1 Day Loan
Number	20	10	4	1	1
Duration	Semester	3 weeks	1 week	48 hours	24 hours

\*Please note theses and store items borrowed from the desk are for 3 hour loan and are only for use within the library. Self-service laptops are a 3 hour loan (for use within the library) and will accrue a fine of €1 per hour over the borrowing period.

Taught and research postgraduates can also borrow print journals to a maximum of five bound volumes at any one time for a three-week period. Unbound volumes or journals published before 1900 may not be borrowed.

All library material on loan may be recalled at any time which may require the return of an item sooner than the original due date. See also Recalls, Overdues and Fines in the section below.

# Library Resources Physical & Online

---

JPII Library (General Collection) Print Books & Journals & Thesis & Audio  
Visual Manuscript & Archival Collections on Microfilm

---

MU Library Special Collections (post 1851) Includes the College Collection & Digital  
Collections

OPW MU Archive & Research Centre at Castletown House

---

Russell Library (Pre 1851) Early Printed Books & Manuscripts. Located in SPCM.

---

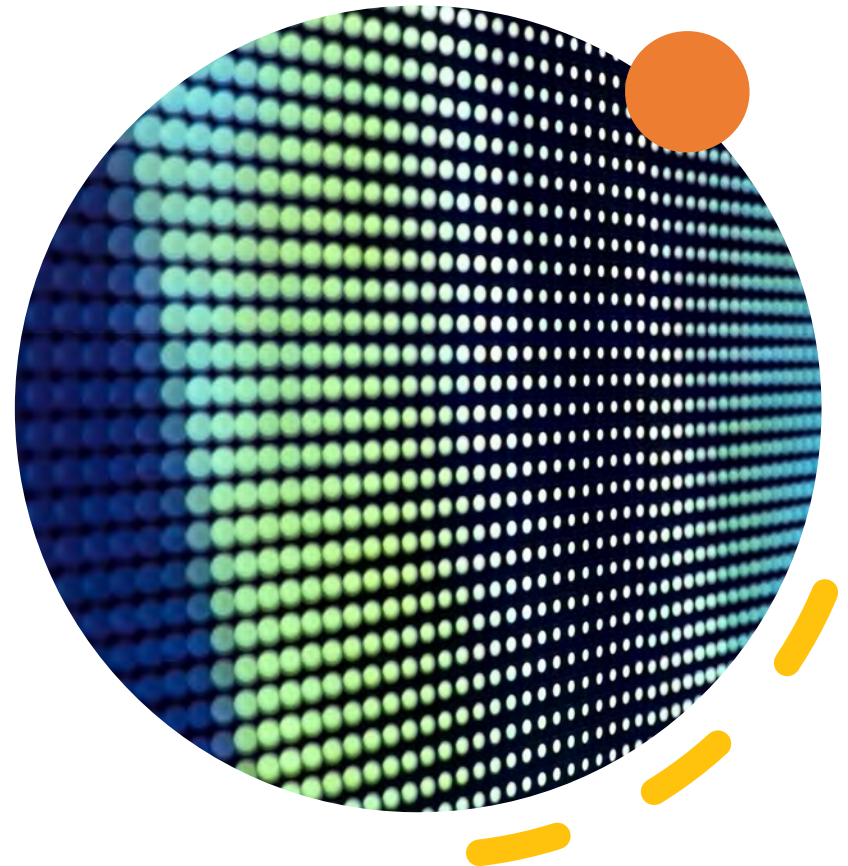
Databases/e-Journals/e-Books. Includes Subject, Primary Source & Citation Databases,  
Journal Collections, Newspapers, Reference collections, Dissertations . Full A-Z on the  
Library Homepage

---

MURAL Institutional Repository (e-Prints & e-Theses) Institutional Mandate since  
2011

---

Access to other Libraries ALCID & SCONUL & Letters of Introduction to other Libraries



Opening Hours  
Check out the Library  
homepage. Times vary  
through the year.  
12pm from W/B 25th  
Sept.



## Opening Hours

« **September** »

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	<b>22</b>	23
24	25	26	27	28	29	30

### **John Paul II Library**

Opening Hours 08:00 – 17:00

Service Hours 08:45 – 16:45

### **Russell Library**

Opening Hours 10:00 - 17:00


Service Hours 10:00 - 16:30

(Appointment only)

Closed for lunch 13:00 - 14:00



## Guides & Tutorials

Share 



# Guides & Tutorials

Useful online guides & tutorials to help you use Maynooth University Library resources effectively. Contact us for further help.

[Library Services](#)


[Learning Resources](#)

[Research Support](#)

[All Guides A-Z](#)





Guides to MU Library Services & Resources

Library Services  
Guides:  
Supporting  
Online  
Teaching &  
Learning



[Library Services](#)
[Learning Resources](#)
[Research Support](#)
[All Guides A-Z](#)

---

Share    

[Home](#)
[Support for Students](#)
[Support for Researchers](#)
[Support for Staff](#)
[Library Collections Supporting You](#)

**Contents**

- Supporting your Research
- Training Events
- Research Support Guides
- Research Skills Development Programme (RSDP)
- Online Resources available via MU Library
- SAGE Research Methods Core


**Supporting your Research**

Ciarán Quinn the Research Support Librarian is here to support researchers at all stages of the research journey.

Support is offered in a broad range of areas including; *searching for information, planning your search strategies, doing Literature & Systematic reviews, reference management, developing data management plans, depositing your research in open access repositories, identifying the best journals to publish in, improving your research visibility and measuring your research impact.*

For queries or to book an individual **online consultation** contact the Research Support Librarian [ciarán.quinn@mu.ie](mailto:ciarán.quinn@mu.ie)

**Research Support Librarian**





**Ciarán Quinn**

**Email Me**


Schedule Appointment

Maynooth University Library  
01 7086151

**Research Skills training for Postgrad Researchers & Academics**

Would you like to upskill? Contact our **Research Support Librarian Ciarán Quinn**, to request a bespoke training session tailored to your research needs.



RESEARCH TRAINING SESSIONS

**Altmetrics Explorer**

Are you a Postgraduate/Researcher and want to know how Altmetrics can help you? These are metrics and qualitative data that tracks all your Research Output thus enhancing your Researcher profile. This suite of 4 videos offers an excellent overview of Altmetrics and

**Meet with your Research Support Librarian**

**Contact** the Research Support Librarian with your

# Using the Library

The screenshot displays the Maynooth University Library website. At the top left is the Maynooth University logo, featuring a shield with a cross and the text 'Maynooth University National University of Ireland Maynooth'. To its right is the word 'LIBRARY' in a large, blue, sans-serif font. The top navigation bar includes links for 'Library Services', 'Learning Resources', 'Research Support', and 'All Guides A-Z', along with a search icon. Below this is a dark blue header with the title 'Using the Library' and social media sharing icons for 'Share', 'f', 't', 'G+', and a mail icon. A secondary navigation bar contains tabs for 'Library Services', 'PCs and Laptops', 'Self-Service in the Library', 'Photocopying & Printing', 'PC Availability', and '3D Printing'. The main content area has a large heading 'Using the Library' and a paragraph: 'Here in the library, we are dedicated to helping you with your research and studies during your time in University. Our services reflect this dedication as we aim to provide you with an appropriate and comfortable environment which combines study and social spaces for both individual and group study.' Below this are several content cards. The first card, titled 'Information on the Library's PCs and Laptops', includes an image of a library workstation and a link to 'PC and Laptops'. The second card, titled 'Information on photocopying and printing services in the Library', includes an image of a photocopier and a link to 'Photocopying & Printing'. The third card, titled 'Learn about the self-services machines that are available in the Library', includes a link to 'Self-Service Facilities'. The fourth card, titled 'See what PCs are available to use. (This is only available on campus.)', includes a link to 'PC Availability'. A fifth card on the right shows a stack of books.



# Learning Resources



**LIBRARY**

[Library Services](#)

[Learning Resources](#)

[Research Support](#)

[All Guides A-Z](#)



## Learning Resources

Share



ALL GUIDES

Search:

Showing 5 Guides

Display Alphabetically

[Academic Writing](#) ⓘ

[LIST Online](#) ⓘ

[Subject Guides](#) ⓘ

[Successful Searching](#) ⓘ

[Teaching & Research Development Team](#) ⓘ

# Successful Searching

**Maynooth University LIBRARY**

Library Services | Learning Resources | Research Support | All Guides A-Z

## Successful Searching

Search Strategy | Identifying Keywords | Starting your Search | Managing your Search Results | Evaluating Information | Referencing or | Further Help

### 6 Steps to Successful Searching

6 steps to successful searching

1. Understand the topic
2. Identify your goal and question
3. Search for relevant information
4. Search for relevant sources
5. Plan how to evaluate and use the information you find
6. Evaluate and use the information

### From Topic to Research Question

**Understand your topic:**

1. Understand the terms being used
2. Depth of information required
3. Are limits needed?

**Write your topic as a question:**

### What's a Search Strategy?

Before beginning to find sources to use in your assignment, essay, project or thesis, **you need to have some idea what it is you're looking for.** Information on this page will help you to develop a strategy for searching.

A search strategy is an organised structure of key terms used to search a database. The search strategy combines the key concepts of your search question in order to retrieve accurate results. (Leeds Uni)

### The Research Cycle

Define your research question

Evaluate results

Identify key concepts

Topic

### Concept Mapping

**Concept mapping** is a form of brainstorming. It uses a cluster diagram that illustrates how ideas are related. This type of graphical tool typically uses circles or boxes to represent concepts and connecting lines to map relationships. It can help organize your thoughts.

# Subject Guides

The screenshot shows the Maynooth University Library website with a navigation bar at the top containing 'Library Services', 'Learning Resources', 'Research Support', and 'All Guides A-Z'. Below the navigation bar is a dark blue header with the text 'Subject Guides A - Z'. The main content area is a grid of subject categories, each with a light blue background and a dark blue border. The categories are arranged in three columns:

Adult & Community Education	Economics, Finance & Accounting	Media Studies
Ancient Classics	Education	Music
Anthropology	Electronic Engineering	Philosophy
Applied Social Studies	English	Politics
Biology	Experimental Physics	Primary and Early Childhood Education
Business	French	Psychology
Celtic Studies	Geography	Sociology
Chemistry	German	Spanish
Chinese	History	Theology
Computer Science	International Development	Theoretical Physics
Criminology	Law	
Design Innovation	Mathematics and Statistics	

The screenshot shows the Maynooth University Library website with a navigation bar at the top containing 'Library Services', 'Learning Resources', 'Research Support', and 'All Guides A-Z'. Below the navigation bar is a dark blue header with the text 'Education'. The main content area is a grid of subject categories, each with a light blue background and a dark blue border. The categories are arranged in three columns:

Submit a Query	Welcome to the Education Subject Guide	Contact Us
----------------	--	------------

The 'Submit a Query' section contains a form with the following fields:

- I am a (Required):
- My Department is (Required):
- My module/course details are (Required):
- Please include your module code and course title if known:
- I need help with:

The 'Welcome to the Education Subject Guide' section contains the following text:

In this online guide for **Education**, we have gathered together important information on:

- **Books & eBooks** provided by Maynooth University Library for your studies.
- Our most recommended **Journals & Databases** for studying Education.
- Some useful **Online Resources** related to Education that the Library has selected for you.
- Short **Tutorials & Quizzes** designed by the Library to help you practice key skills.
- **Top Tips** for studying Education from the Library.
- The **Referencing Style** for the Department of Education.

Use our contact form on the left if you have difficulty finding the information you need.

Make sure you also view our **Successful Searching Guide** for help finding what you need.

If you are a postgraduate researcher or academic, our dedicated **Research Support Librarian** can help you to maximise the impact of your research.

The 'Contact Us' section contains a photograph of the Maynooth University building and the following text:

Our Teaching Librarians are here to assist you with assignments and essays. To arrange a consultation with one of our team, please email [library.learning@mu.ie](mailto:library.learning@mu.ie)

Throughout the year we run many events and workshops both in-person and online that will help with your studies. We also offer supports coming up to exams. To learn more, follow us on social media where we will keep you updated with all the information you need.

[library\\_MU](https://twitter.com/library_MU)

# Research Support Guides

**Maynooth University LIBRARY** National University of Ireland Maynooth

Library Services Learning Resources Research Support All Guides A-Z

## Research Guides

Share

**ALL GUIDES**

Search: Search this Group Search

Showing 18 Guides

Display Alphabetically Go

- Academic Integrity
- Academic Journal Publishing
- Early Career Researchers: a link to the resources you need to enhance your career in research
- Finding/Searching for Information for your Research
- Measuring Research Impact
- MURAL Institutional Repository Guide
- Open Access Publishing Agreements
- Open Access Publishing, Platforms and Community
- Open Access: a guide for researchers
- ORCID ID's and your Online Researcher Identity
- Reference Management Software
- Referencing & Avoiding Plagiarism
- Research Data Management
- Research Support Services Guide
- Scholarly Communication
- Special Collections & Archives
- Supporting the Research Institutes
- Writing your Thesis

**Research Support Librarian**

**Ciarán Quinn**

**My Guides:**

- Research Guides

**My Expertise:**

Research Support, Data Management, Research Impact

**Email Me**

E-mail: ciaran.quinn@mu.ie

Phone: (01) 7086151

**A-Z Database List**

Full list of Databases the library subscribes to, including trial access.

**Go to A-Z List**

# Library Search Discovery Tool

The screenshot shows the LibrarySearch website interface. At the top, there is a dark grey header with the text "LibrarySearch". Below this is a teal banner containing a magnifying glass icon over a globe, followed by the text "Search the library for books articles and more" and a search input field with the placeholder text "Type your search here". Below the banner, there are four colored boxes with text and descriptions:

- Using the Library** (blue box): Find out about all the services and resources available for students and academics in our library including borrowing, printing, PCs and study spaces.
- Collections** (yellow box): Explore the full range of our collections, from manuscript and print to electronic and digital.
- Guides & Tutorials** (teal box): Guides for each subject, research help, LIST information skills classes in the library, supports for students and staff.
- Events & E** (red box): Browse the varie from the physica online highlights

# Advanced Search

LibrarySearch Back to basic search 1

All Fields		AND
All Fields		AND
All Fields		AND
All Fields		<a href="#">Add a row</a>

Publication date range: from  to

Show content type: Any Type

Language:

Show only:

- Items with full text online
- Scholarly materials, including peer-reviewed
- Items in the library catalog (includes mostly print and physical material)

Exclude from results:

- Newspaper articles
- Book reviews
- Dissertations/Theses

Expand your results:  Include results from outside your library's collection

[Clear Form](#) Back to basic search

Library Search Results: Refine by Full Text, Peer Review, Type of resource, Publication Data, Discipline etc.

The screenshot displays a library search interface with the following elements:

- Search Bar:** Contains the text "primary education Ireland" and a search icon.
- Results Count:** "264,821 results sorted by relevance".
- Refinement Panel (Left):**
  - REFINE YOUR SEARCH:** Includes links for Full Text Online, Scholarly & Peer-Review, Open Access, Library Catalogue, Physical Books in Library Catalogue, and eBook Full Text Online.
  - CONTENT TYPE:** Lists categories such as Journal Article (148,003), Newspaper Article (78,166), Book Chapter (9,903), Magazine Article (6,774), and Book / eBook (1,581).
  - PUBLICATION DATE:** Features a date range slider and input fields for "from" and "to".
  - DISCIPLINE:** Lists "medicine (14,078)" and "education (24,858)".
- Search Results (Right):**
  - Result 1:** "Primary education in Ireland: 1897 - 1990. Curriculum and context" by Walsh, Thomas. Includes a book cover thumbnail, a description, and a "Full Text Online" link.
  - Result 2:** "New educational horizons in contemporary Ireland: trends and challenges" by O'Shea, Thomas G. and Keenan, Patricia. Includes a book cover thumbnail and a "Map it" button.
  - Result 3:** "Post-primary education in Ireland, 1957-1970" by Bantock, Eileen. Includes a book cover thumbnail and a "Map it" button.
  - Result 4:** "Primary Education in Ireland 1897-1990: Curriculum and Context 2014" by Thomas Walsh. Includes a book cover thumbnail and a "Full Text Online" link.



# Access to Electronic Resources: Login when prompted



**Maynooth  
University**  
National University  
of Ireland Maynooth


## Access to Electronic Resources

[Maynooth University](#), and [St. Patrick's Pontifical University](#) staff and students.

Visitors to the [Maynooth University Library](#) can also request access.

### Login

Please click the appropriate button to log in. Staff and students will be asked to authenticate with their Office 365 account, visitors will be asked to enter the username and password they were supplied with.

 Staff & Students

Visitors ...

Library  
Databases  
A-Z:  
Filter by  
Subject or  
Browse

A-Z Databases

Maynooth University Library / LibGuides / A-Z Databases

All Subjects All Database Types All Vendors / Providers Search for Databases Go

Find the best library databases for your research.

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

356 Databases found

A

Academic Search Complete

Multidisciplinary database covering a large range of material in the social sciences and humanities. It includes over 21,000 journals and other publications. Approximately 40% of the journals are full text. How to Search JSTOR

Academic Video Online (AVON)

AVON makes video material available with curricular relevance: documentaries, interviews, performances, news programmes and newsreels.

ACLS Humanities E-Book

ACLS Humanities E-Book (HEB) is a digital collection of over 5,400 books in the humanities and related social sciences. These titles are presented in collaboration with more than 120 publishers and Michigan Publishing. Books in the HEB collection have been recommended and reviewed by scholars and constituent learned societies of the American Council of Learned Societies.

ACM Digital Library

ACM Digital Library is a collection of citations and full-text from ACM journals and newsletters and conference proceedings.

Advertising America: J Walter Thompson

Alternative Name(s) & Keywords: Advertising America

The online version of the J. Walter Thompson Company archive - the single most complete and informative corporate record of the history of modern advertising. It includes the account files of some of the world's biggest brands, such as Kraft, Kodak, Oscar Mayer and Pan Am.

Popular Databases

We haven't yet identified any Popular databases. Check back soon!

New / Trial Databases

The following databases are newly acquired or being evaluated for a future subscription.

Country Life Archive

An archive (1897 to 2005) of the weekly British culture and lifestyle magazine, Country Life, focusing on fine art and architecture, the great country houses, and rural living. It will be of particular interest to students and researchers in the Centre for the Study of Historic Irish Houses and Estates.

Lexis+ UK

The Lexis+ UK platform combines LexisLibrary - Legal Content Sets and LexisLibrary - Legal Content Sets - International. This comprehensive legal resource provides access to legislation, cases, practical guidance, forms and precedents, example and regulation se

Brought to you by [Maynooth University Library](#)



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## Start exploring

Discover the most reliable, relevant, up-to-date research. All in one place.

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New

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Article title, Abstract, Keywords

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In the continuing effort to provide all users with a fully accessible experience, Ebook Central has achieved a 100% Gold rating from ASPIRE. To learn more, read our [Accessibility Statement](#).

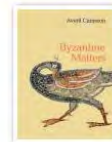
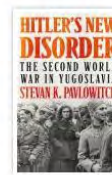
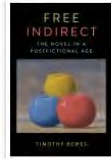


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## Project Planner

Find step-by-step guidance to complete your research project.

[Home](#) > Project Planner

## Project Planner

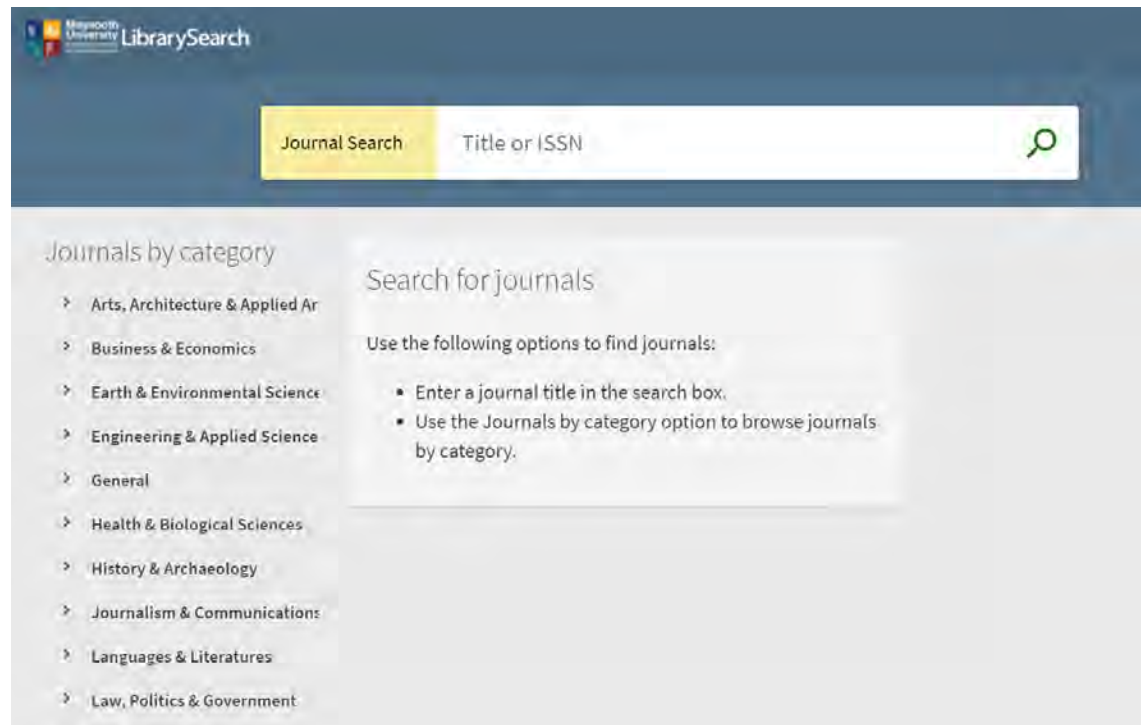
- [Overview](#)
- [Philosophy of Research](#)
- [Defining a Topic](#)
- [Reviewing the Literature](#)
- [Developing a Researchable Question](#)

## Overview

This tool is designed to guide you through your research project. First, think about what stage you're at in your research. If you've already gotten started, click on the stage below that best describes where you are. If you're just starting out, it might be helpful to read more about why we do research before getting started.

Project Planner  
<http://methods.sagepub.com/project-planner>  
Planning your Topic,  
Literature Reviews,  
Developing Research  
Questions, Research  
Design, Data Collection  
etc.

Journal Search  
via Quick Links  
or the  
Collections Tab



The screenshot displays the Maynooth University LibrarySearch website. At the top left is the Maynooth University logo. The main header is a dark blue bar containing a search bar with the text "Journal Search" and "Title or ISSN" and a magnifying glass icon. Below the header, the page is divided into two columns. The left column is titled "Journals by category" and lists various academic fields with expandable arrows. The right column is titled "Search for journals" and provides instructions on how to use the search options.

Maynooth University LibrarySearch

Journal Search Title or ISSN

### Journals by category

- > Arts, Architecture & Applied Ar
- > Business & Economics
- > Earth & Environmental Science
- > Engineering & Applied Science
- > General
- > Health & Biological Sciences
- > History & Archaeology
- > Journalism & Communications
- > Languages & Literatures
- > Law, Politics & Government

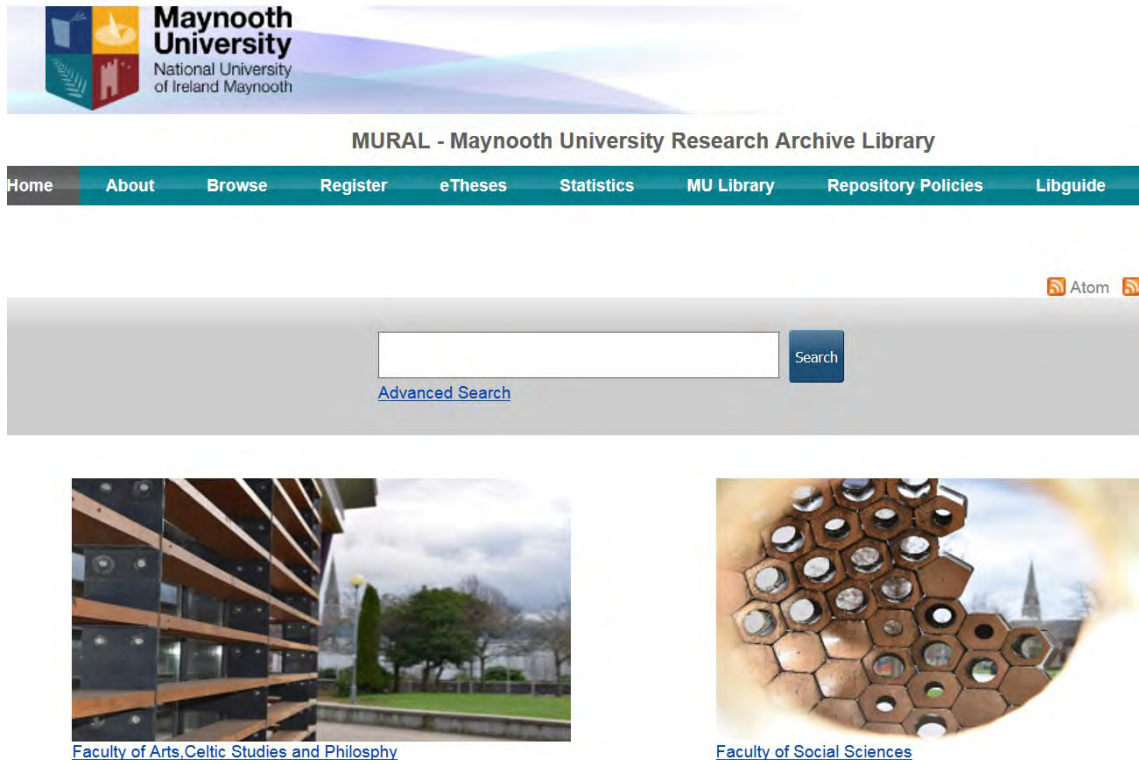
### Search for journals

Use the following options to find journals:

- Enter a journal title in the search box.
- Use the Journals by category option to browse journals by category.



[MURAL](#)  
MU: PhD's,  
Research Masters  
& Academic  
Publications



The screenshot shows the MURAL website interface. At the top left is the Maynooth University logo, which consists of a shield divided into four quadrants (blue, yellow, red, green) with a white cross, and the text "Maynooth University National University of Ireland Maynooth" to its right. Below the logo is a horizontal navigation bar with a teal background and white text for the following links: Home, About, Browse, Register, eTheses, Statistics, MU Library, Repository Policies, and Libguide. Below the navigation bar is a search area with a white input field, a blue "Search" button, and a link for "Advanced Search". In the top right corner of the search area, there are two small orange icons: one for "Atom" and another for RSS. Below the search area are two square images. The left image shows a modern building with a facade of dark panels and horizontal wooden slats, with a caption below it: "Faculty of Arts, Celtic Studies and Philosophy". The right image shows a close-up of a circular object with a honeycomb pattern of hexagonal holes, with a caption below it: "Faculty of Social Sciences".

Depositing your Thesis

[Depositing your Phd into the Institutional Repository - Open Access: a guide for researchers - LibGuides at National University of Ireland, Maynooth](#)

## Regulations for Postgraduate Research Degrees Maynooth University Graduate Studies Office

### Deposit of thesis and eThesis

"A copy of the thesis plus an electronic copy (on CD/DVD) of one PDF file mirroring the hardbound thesis will be lodged in the university library and in the institutional eTheses archive and made available to readers." ..... "Should the student 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. " (Page 24)

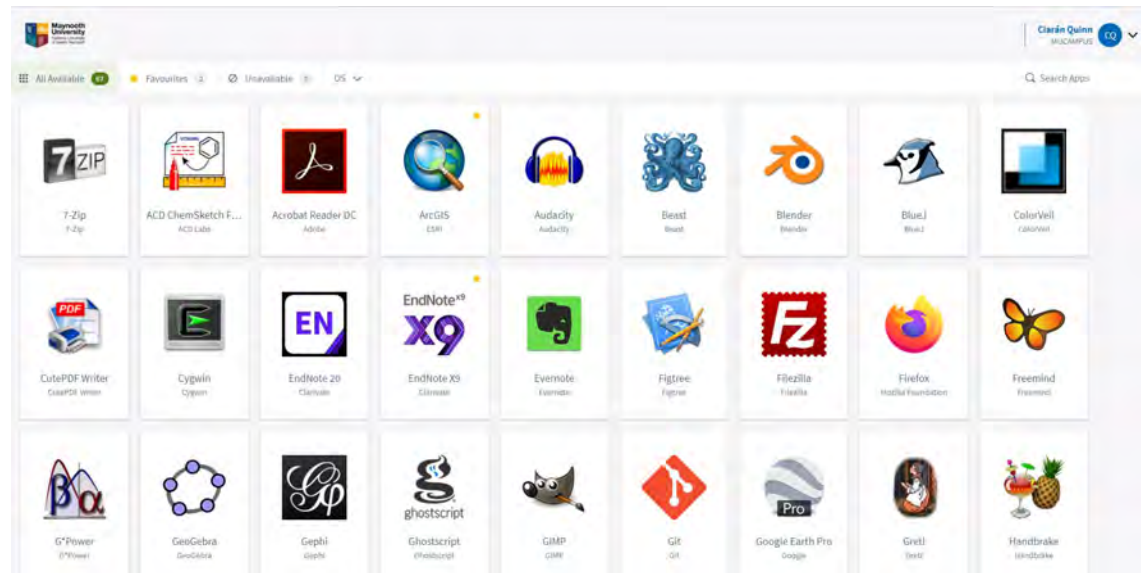
# Reference Management Software

The screenshot shows the Maynooth University Library website. The main heading is "Reference Management Software". Below this, there are tabs for "Overview", "EndNote DesktopX9", "EndNoteX20", "EndNote Online", "Ref Works", "Mendeley", "Zotero", and "LaTeX". The "Overview" tab is selected. The main content area is titled "Purpose of this guide" and contains the text: "This guide is designed to help you create a library for your references, manage them and use them to create bibliographies and in-text citations/footnotes for your papers and research articles using reference management software." Below this, there are three columns of content. The first column is titled "Using Reference Management Tools to enhance your Research Output" and features a video thumbnail with a red play button. The second column is titled "What is Reference Management Software?" and contains text explaining that the software allows users to collect references into their own library, add notes, and create bibliographies. The third column is titled "Research Support Librarian" and features a circular profile picture of Claran Quinn, with buttons for "Email Me" and "Schedule Appointment".

MU subscribes to EndNote (Desktop & Online Versions) which can be downloaded from [AppsAnywhere](#)

Save References, create bibliographies & in text citations/footnotes in your papers

[AppsAnywhere](#)  
via MU IT  
Website



# Research Skills Development Programme

From the classroom to the workplace, supporting the development of the early career researcher

The aim of the **MU Research Skills Development Programme (RSDP)** is to draw on the expertise of the Graduate School and Research Development Office, in conjunction with faculties, departments and professional units within the university, to support MU researchers in acquiring the skills and experience necessary to become independent academic researchers and to develop their careers in multiple settings beyond academia. The programme is broken down into seven thematic areas. Depending on the nature of the training, sessions are open to research students, post-doctoral researchers and academic staff.

Click on the tabs below to browse training opportunities for:

- [Research Students](#)
- [Academic staff and Post-Doctoral Researchers](#)

Timetabling information can be found in the links below. Please email [research@mu.ie](mailto:research@mu.ie) for further information on the programme.

## Research Students - Semester 1 Dates - On campus/Online blended

Title of Course/Training	Associated Module	Workshop Dates	Times	Location
<b>Session 1:</b> Reflective Writing & Appraisal of Skills	<b>GST1 &amp; GST2</b>	Wednesday 1st November 2023	11.30am- 1pm	Training Room D, MU Library First Floor
<b>Session 2:</b> Finding Information for your Research	<b>GST2</b>	Wednesday 8th November 2023	10am-1pm	Training Room D, MU Library First Floor
<b>Session 3:</b> Reference Management Software & Avoiding Plagiarism	<b>GST2</b>	Thursday 9th November 2023	10am-1pm	Training Room D, MU Library First Floor
<b>Session 4:</b> Doing Literature Reviews: What You Need To Know	<b>GST2</b>	Wednesday 15th November 2023	10am-1pm	Training Room D, MU Library First Floor
<b>Session 5:</b> Research Data Management	<b>GST2</b>	Wednesday 22nd November 2023	10am-1pm	Training Room D, MU Library First Floor
<b>Session 6:</b> Publishing in Academic Journals: Finding the Right Journal for your Research	<b>GST2</b>	Wednesday 29th November 2023	10am-1pm	Training Room D, MU Library First Floor

# Research Skills (GST2)

Research Skills &  
ResourcesToolbox LibraryNUIM  
YouTube

Maynooth University Library

**The Thesis Toolbox Series: Unlocking Skills & Strategies for Thesis Success**  
Supporting Taught Masters Research

Topic: The Core Sections of your Thesis

## Research Skills & Resources Toolbox

Maynooth University Library  
16 videos • 214 views • Last updated on 3 Jul 2023

⋮ ⏪ ⏩ ⏴ ⏵

▶ Play all ⌘ Shuffle

Our Research Skills and Resources toolbox is a new space where you will find new and useful tutorials on a variety of research skills and research-related resources.

This playlist is designed to help and support undergraduate, postgraduate students and academics who want to upskill and enhance their research skills. You will also find new tools and resources promoted here.

Watch this space!

- 1 **The Thesis Toolbox: The Literature Review Process**  
Maynooth University Library • 51 views • 1 month ago
- 2 **The Thesis Toolbox Series: EndNote - the Essentials**  
Maynooth University Library • 11 views • 1 month ago
- 3 **The Thesis Toolbox Series: Advanced Academic Database Searching**  
Maynooth University Library • 10 views • 1 month ago
- 4 **The Thesis Toolbox Series: Utilising Academic databases**  
Maynooth University Library • 13 views • 1 month ago
- 5 **The Thesis Toolbox: Search Strategies & the Research Cycle**  
Maynooth University Library • 18 views • 1 month ago
- 6 **The Thesis Toolbox Series: Core Sections of your Thesis**  
Maynooth University Library • 33 views • 1 month ago
- 7 **The Thesis Toolbox Series: Utilising Different Sources Information**  
Maynooth University Library • 20 views • 1 month ago
- 8 **Getting Started with EndNote Desktop [EndNoteX20]**  
Maynooth University Library • 59 views • 1 year ago



# Library Information Skills Tutorials

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The screenshot displays the Maynooth University LIBRARY LIST Online website. At the top left is the Maynooth University logo and the word "LIBRARY". To the right are navigation links for "Library Services", "Learning Resources", "Research Support", and "All Guides A-Z", along with a search icon. Below this is a dark blue header with "LIST Online" and social media icons for "Share", "f", "t", "G+", and "m". A secondary navigation bar contains links for "Home", "Finding Items on your reading list", "How to find information on a topic using Library Search", "Avoiding Plagiarism", "What is research?", and "Framing your research question". Below this is another row of links: "Sourcing and Evaluating Information", "Exam Papers", "Using eBooks", "Self-Service in the Library", "Library Videos", and "LibrarySearch". The main content area features a grid of tutorial cards. The first card on the left is titled "Email Us" and includes the text: "LIST Online tutorials are online. interactive tutorials which support student learning". The other cards in the grid include: "Finding Items on your reading list" (with a night sky and searchlight image), "How to find information on a topic using Library Search" (with a person using binoculars), "Avoiding plagiarism" (with a DNA helix image), a close-up of a human eye, a stack of colorful chairs, and a glowing lightbulb.



Research Week  
W/B 23rd [Oct](#) 2023  
Details Soon

## Research Week 2022

Maynooth researchers are taking on some of the most pressing challenges facing society today. From **24-27 October 2022**, the University invites the public in to hear about and engage with the rich body of multi-disciplinary research being undertaken right here in Maynooth, and the impact those discoveries are having across the globe.




This week-long series of events is a chance to be enlightened and inspired by MU's captivating and thought-provoking academics (and their students!) across our three faculties: [Science and Engineering](#); [Arts, Philosophy and Celtic Studies](#); and [Social Sciences](#) - as they open up their world to the public and to colleagues across the campus.

View the full [Research Week 2022 schedule here](#) or download the [brochure](#)

### Seachtain Taighde 2022

Tá aghaidh á thabhairt ag taighdeoirí Mhá Nuad ar chuid de na dúshláin is práinní inár tsochaí inniu. Ó 24-27 Deireadh Fómhair 2022, tugann an Ollscoil cuireadh don phobal chun teacht isteach – chun cloisint agus chun teacht ar thuiscint faoin saibhreas de thaighde ilhdhisciplíneach atá ag dul ar aghaidh anseo ar champus Mhá Nuad agus faoin tionchar atá ag an taighde céanna timpeall na cruinne. S'éard atá i gceist leis an tsraith imeachtaí seo a mhairfidh seachtain iomlán ná deis iontach léargas agus inspioráid a bhaint amach duit féin trí bheith ag éisteacht lenár n-acadóirí (agus a gcuid mac léinn) a chuirfidh faoi dhraíocht agus ar an eolas thú, chomh maith le lón machnaimh a thabhairt duit. Is lenár ndámha ar fad a bhaineann na hacadóirí agus na mic léinn seo: Eolaíocht agus Innealtóireacht; Ealaíona, Fealsúnacht agus an Léann Ceilteach; agus na hEolaíochtaí Sóisialta, agus a dtaighde á chur faoi bhráid an phobail agus a gcomhgleacaithe acu go léir.



## Lunchtime Research Seminars in October/November 13:15-13:45

---

- **19<sup>th</sup> Oct:** Searching MU Library Resources: A quick guide for new researchers
- **26<sup>th</sup> Oct:** Advanced Academic Database Searching
- **2<sup>nd</sup> November :** Using Reference Management Tools (EndNote) to save your references, create in text citations/footnotes and generate bibliographies in your referencing style of choice.
- **9<sup>th</sup> November:** Creating Research Data Management Plans: The tools available to help you
- **16<sup>th</sup> November:** Academic Publishing: identifying the best journal to publish your research output in
- **23<sup>rd</sup> November:** Measuring your Research Impact using citations & Altmetrics: A quick guide
- **30<sup>th</sup> November :** Open Access Publishing: The Options

# What Next?



Book a consultation with the Research Support Librarian !



Familiarize yourself with the Library



Arrange a Library tour!



[ciaran.quinn@mu.ie](mailto:ciaran.quinn@mu.ie) or [library.information@mu.ie](mailto:library.information@mu.ie)



Contact us using Chat or Submit a query via the Subject Guides



Follow us on Twitter, Facebook, Instagram for news & updates

# Research Support Librarian

Search:

Display

- [Referencing & Avoiding Plagiarism](#) ⓘ
- [Research Data Management](#) ⓘ
- Guide**
- [Research Impact & Metrics](#) ⓘ
- [Research Institutes](#) ⓘ
- [Research Support Services Guide](#) ⓘ
- [Scholarly Communication](#) ⓘ

## Research Support Librarian



**Ciarán Quinn**

**My Guides:**

[Research Guides](#)

**My Expertise:**

Research Support, Data Management, Research Impact

[Email Me](#)

E-mail: [ciaran.quinn@mu.ie](mailto:ciaran.quinn@mu.ie)

Phone: (01) 7086151



Questions?



Ollscoil Mhá Nuad  
Maynooth University

Roinn (Department Name)  
Department Name



**Maynooth  
University**  
National University  
of Ireland Maynooth



# Funding your PhD (IRC and other external funders)

Martin O'Donoghue

# Funding options

- IRC GOI Postgraduate Scholarship
- IUA
- Travel grants
- After PhD



# IRC GOI Postgraduate Scholarship

Why apply?

1. Funding in your name.
2. Funds any discipline and any nationality.
3. Prestigious.
4. Can apply even if you have already started your PhD/Research Masters
5. Those who have already started PhD have an advantage.

# IRC GOI Postgraduate Scholarship

## Value of award:

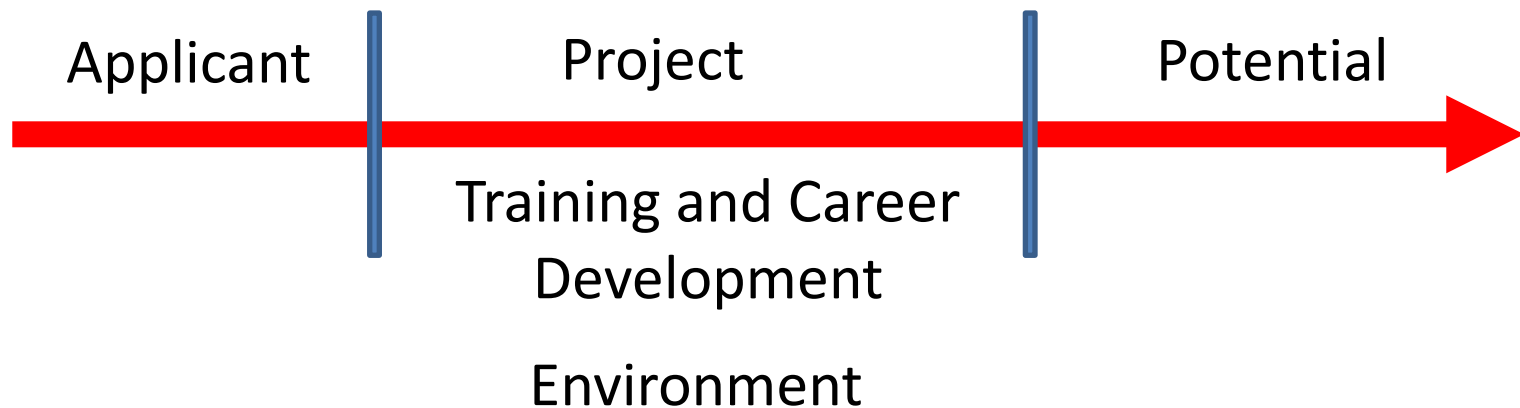
€19,000 stipend

€5,750 towards fees (remainder waived)

€3,250 towards research costs

# IRC GOI Postgraduate Scholarship

‘Our vision is for a connected, agile Irish Research Council that invests in the people, skills and ideas, across all disciplines, that will deliver new possibilities for the future, within Ireland and beyond.’



# IRC GOI Postgraduate Scholarship

Occurs annually with a deadline usually in October (Oct 12<sup>th</sup> 2023).

Supervisor form due 19<sup>th</sup> Oct 2023.

Call outcome in April 2024.

You would start 1<sup>st</sup> September the following year.

# IRC GOI Postgraduate Scholarship

Evaluation criteria and detail	Maximum marks
PROJECT, including:	
TRAINING AND CAREER DEVELOPMENT ASPECTS OF THE PROPOSAL, including:	
<b>ENVIRONMENT, including:</b> <ul style="list-style-type: none"> <li>• Suitability and ability of the supervisor(s) to provide adequate supervision</li> <li>• Quality of infrastructure and facilities provided by the host institution</li> <li>• Match between the applicant, supervisor(s) and the host institution</li> </ul>	10

# NUI scholarships

More intermittent

Examples include:

- NUI traveling doctoral fellowship (€18,500 in stipend and €8,000 for fees) (must be NUI illumni).
- NUI Scholarship (€2,000) and prize (€1,000) for education to do a professional masters in education – must be done in NUI.



# Travel grant

Grants beget grants.

These can be used to travel:

- to a conference.
- to visit another lab to gain new experience.

Often offered by societies or in small calls – talk to you supervisor

Research Professional

# Beyond PhD

It can take up to a year to apply for a grant, so need to think about it before the end of your PhD.

The IRC GOI Postdoctoral Fellowship.

Marie Curie Postdoctoral Fellowship.

# Postgraduate Travel Fund

**Graduate Research Academy**

**Lorraine Kane**

**Postgraduate Research Development Officer**

## Postgraduate Research Travel Fund

The Postgraduate Research Travel Fund is designed to support Maynooth University research students, who wish to travel outside of the Republic of Ireland, to present a paper or poster at a conference, or take a module in another University as part of their research programme.

- **How to Apply**
- **Terms and Conditions**

<https://www.maynoothuniversity.ie/research/research-development-office/postgraduate-postdoctoral-funding>

Queries to: [fundedresearchstudent@mu.ie](mailto:fundedresearchstudent@mu.ie)

## Summary of PG Travel Fund Supports

### Presenting a Paper outside of the Republic of Ireland

UK	€300
Mainland Europe	€400
USA / Other	€600

### Presenting a Poster outside of the Republic of Ireland

UK	€150
Mainland Europe	€200
USA / Other	€300

### Taking a Module in a University outside of the Republic of Ireland

UK	€300
Mainland Europe	€400
USA / Other	€600

Ollscoil Mhá Nuad  
Maynooth University

Roinn (Department Name)  
Department Name



**Maynooth  
University**  
National University  
of Ireland Maynooth

```
p = 1;  
while (r >= d+d)  
  r = r-(d+d);  
  d = d+d;  
  p = p+p+1;  
  }  
  q+p;  
  )  
  ((N = (q * D) + r) ^ (r < D))
```

Lecture: Primary Member

# Maynooth University Student Services

[maynoothuniversity.ie/student-services](http://maynoothuniversity.ie/student-services)

**Ollscoil Mhá Nuad**  
**Maynooth University**

Roinn (Department Name)  
Department Name



**Maynooth**  
**University**  
National University  
of Ireland Maynooth

# Student Services

Support Available to you as a registered student

Ciarán Coughlan – Student Support Officer



# Locations

## Student Services Centre

- Student Health Centre
- Counselling Service
- Student Support Officer
- Student Advisory
- Student Budgeting Advisor
- Student Support Hub
- [maynoothstudentpad.ie](http://maynoothstudentpad.ie)

## Arts Building

- Healthy Campus
- Student Helpdesk

## TSI Building

- Student Helpdesk

## Crèche

- Rye Hall



Counselling

Student Helpdesk

Student Support  
Division

Student Health Centre

Healthy Campus

Crèche

One-stop-shop for all your questions. Two on campus and one virtual desk.

Student Advisory services including Budgeting, practical guidance and support and off-campus accommodation information.

Doctor, nurse and mental health nurse advisor led-clinics, open to all students during office hours.



Purpose build childcare facility catering for children from 1 year to school going age.

Creating an environment and culture that enhances the health and wellbeing of the campus community.

Provides one-to-one support, wellbeing workshops, self help resources.

# Speak Out Reporting Tool

Speak Out is an online **anonymous** reporting tool available to staff and students to disclose incidents of bullying, cyberbullying, harassment, discrimination, hate crime, coercive behaviour/control, stalking, assault, sexual harassment, sexual assault, and rape.

It is important to remember that as the Speak Out reporting tool is completely **anonymous**, there is no way of identifying or contacting any member of the university community who uses the tool.



**SPEAK OUT!**

mu.speako

# How to reach us



**Ollscoil Mhá Nuad**  
**Maynooth University**

Roinn (Department Name)  
Department Name



**Maynooth**  
**University**  
National University  
of Ireland Maynooth

# International Office

Alison Cooke



# A very warm Céad Míle Fáilte to Maynooth University!



Ollscoil Mhá Nuad  
Maynooth University

Roinn (Department Name)  
Department Name

# International Office

We are currently an office of 12 staff members and 2 student interns. We look after various tasks in relation to full degree UG & PG students from outside Europe, Erasmus & Study Abroad (incoming & outgoing) students, Summer Schools, and more!



## Where?

Front Office, Top floor, Humanity House, South Campus





- Registering with Immigration Services
- Opening an Irish Bank Account
- Getting a Personal Public Services Number (PPSN)



# Making your Immigration appointment

**You must register with Immigration even if you do not require an entry visa**

- Students living in **Maynooth, Celbridge, Kilcock or Leixlip** will attend the MU organised Immigration appointments in Leixlip Garda (police) Station
- Appointments will be offered on Moodle in late September / early October
- Students living in **Dublin city & county** will attend Dublin City Centre Office  
<https://www.irishimmigration.ie/burgh-quay-appointments/>
- or their nearest Garda (police) Station  
<https://www.garda.ie/en/contact-us/station-directory/>

# Location – Leixlip

**Leixlip Garda Station** is approximately **10-15 minutes** from Maynooth by bus or train. Please allow additional time to walk to the bus stop or train station from your accommodation.

**BUS** No C3 from Main Street Maynooth. Buses are every 30 minutes.

Timetable [HERE](#)

**TRAIN** from Maynooth to Leixlip Louisa Bridge (one stop). Trains are every 30 minutes. Timetable [HERE](#)

Once you are fully registered with the university, you can get your Student Leap Card (travel card) in the Students Union on the North Campus: <https://www.msu.ie/studentcentre/studentleapcard/>  
Your Leap Card gives you discounted student fares on public transport.

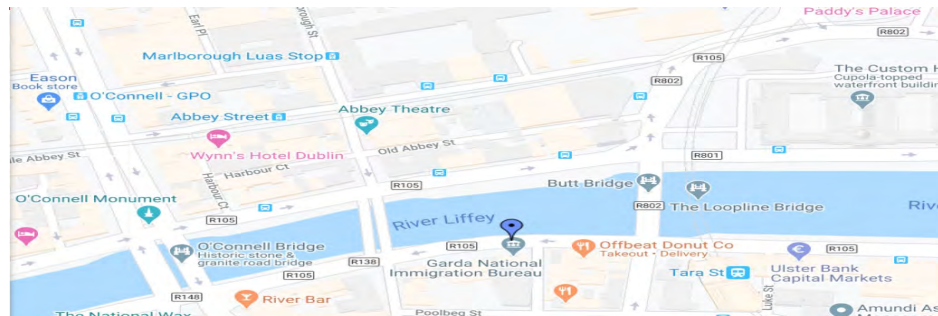


# Location – Dublin

If you are **living in Dublin city or county**, you must attend the **Irish Immigration Service** offices located at 13-14 **Burgh Quay**, Dublin 2, D02 XK70. You can make your appointment on this website:

<https://www.irishimmigration.ie/>

Burgh Quay is located in Dublin City Centre, close to O'Connell Bridge. Same bus/train connections as for Leixlip



# Required Documentation

- The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.
- Proof of your enrolment on a full-time higher education course listed on the ILEP. **Note: Document delivered directly to Leixlip Garda Station on your behalf. All other students request it by emailing: [international.office@mu.ie](mailto:international.office@mu.ie)**
- Proof that you have paid college/university fees.  
**Note: Document delivered directly to Leixlip Garda Station on your behalf. All other students request it by emailing: [international.office@mu.ie](mailto:international.office@mu.ie)**
- Private Medical Insurance or Travel Insurance with medical cover for accidents and medical incidents including hospital stays in Ireland, valid for 12 months, or if less than 12 months for the duration of your stay.

# Financial Documents Required

- You must show evidence that you have immediate access to at least €10,000.
- You must also demonstrate that you and/or your sponsor(s) have ready access to at least €10,000 for each subsequent year of your studies in addition to course fees for each of those years.
- Proof of your scholarship funding (if applicable).
- You must show you have sufficient funds to support your stay in Ireland without recourse to public funds, or the reliance on casual employment.
- **PLEASE ENSURE YOU READ THE ADDITIONAL FINANCES INFORMATION [HERE:](https://www.irishimmigration.ie/coming-to-study-in-ireland/what-are-my-study-options/a-fee-paying-private-primary-or-secondary-school/information-on-student-finances/)**  
<https://www.irishimmigration.ie/coming-to-study-in-ireland/what-are-my-study-options/a-fee-paying-private-primary-or-secondary-school/information-on-student-finances/>





# Irish Residence Permit Card

The IRP card is your proof of registration with the Irish Immigration services - it is **an offence** not to carry it on your person at all times.

If you lose your IRP card or if it is stolen, you should report the loss or theft to the nearest Garda (Police) station. You will be given an incident number. Please bring this incident number to the immigration officer and they will provide you with a free replacement IRP. If you are abroad, you should report it to the nearest police station and get a similar report. You should then go to your local immigration registration office with the lost/stolen report and your passport to get a replacement IRP card.

# Opening an Irish Bank Account

- Allied Irish Bank [www.aib.ie](http://www.aib.ie)
- Bank of Ireland [www.bankofireland.com](http://www.bankofireland.com)
- Permanent TSB [www.permanenttsb.ie](http://www.permanenttsb.ie)

In addition, there is An Post (Irish Postal service) which offers banking services in conjunction with AIB - [www.anpost.ie](http://www.anpost.ie).

**Banks are usually open Monday to Friday from 10am until 4pm. An Post (the Post Office) is open 9 am to 5.30 pm Monday to Friday and from 9 am to 1 pm on Saturdays.**



# Opening an Irish Bank Account

It is not possible to open an Irish bank account without proof of residency in Ireland. You will usually need to bring the following with you to the bank:

- **Passport or Identity card**
- **Study address in Ireland**
- **Letter from the International Office stating your Irish address**
- **Student card**

Check with your chosen bank if additional documents or information will be required in order to open an account.

# PPS Number (PPSN)



Your Personal Public Service Number (PPSN) is a unique reference number that is needed for all dealings with public service agencies, including Revenue.

Employers will ask you for this number.

Applications can be made online:

<https://www.gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number/>

More information: <https://www.citizensinformation.ie/en/social-welfare/irish-social-welfare-system/personal-public-service-number/>

# Eligibility to Work

Non-EU/EEA citizens registered as full-time students at an Irish university/college are eligible to work part-time (up to 20 hours per week) in semester.

- Full-time work (up to 40 hours per week) is permitted from Dec 15<sup>th</sup> – Jan 15<sup>th</sup> and from June to September.
- Part-time work is an additional income, it is not sufficient to cover all living & personal costs
- Part-time jobs are advertised on notice boards in the Students' Union, in newspapers and online. On-campus job opportunities are advertised on <https://www.maynoothuniversity.ie/campus-life/campus-job-opportunities>





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