Ollscoil Mhá Nuad
Maynooth University

Maynooth University
National University
of Ireland Maynooth

Maynooth University Research Student Handbook 2024-2025

Contents

Welcome to the Graduate Research Academy

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Maynooth University Graduate Research Academy

We are delighted that you have chosen to embark on a graduate research programme at Maynooth University.

During your programme, you will interact with many members of the Maynooth community including your supervisor(s), members of staff and students in your academic department, colleagues and students from the research institutes, and staff from across the University.

Your supervisor(s) will play a very important role in your programme and will be your first point of contact for most day-to-day queries. Your departmental postgraduate research coordinator/director of studies is also well placed to advise you. In addition, the Graduate Research Academy is here to support your admission and induction, provide training programmes to support your development, and manage processes related to your progression and the completion of your programme.

We encourage you to participate fully in all Maynooth University has to offer, including research seminars, training programmes, conferences, workshops and social events. You will find that your fellow research students will provide an invaluable support system and learning environment for you, so do engage.

We, at the Graduate Research Academy, are here to answer your queries, provide support and can point you in the direction of relevant services or units.

E: gra@mu.ie
W: www.maynoothuniversity.ie/graduate-research-academy

Our priority is your success and your well-being, and we are here to help!

Our commitment to excellence

At Maynooth University, we are committed to excellence and a process of continual improvement. This means that we engage in quality assurance processes and reviews, to ensure that your graduate research programme is of the highest standard. We welcome feedback from our graduates and students.

One important feedback mechanism is the Postgraduate Feedback Council. This comprises of student departmental representatives from both taught and research postgraduate programmes within the University, and representatives of the Graduate Research Academy, Faculty Deans and the Director of Graduate Research.

We encourage research students to volunteer to represent their cohort and to ensure that the concerns of students are raised through departmental representatives.

The Council meets twice each semester. The student representatives sit on the Council for one academic year.

Further details
www.maynoothuniversity.ie/graduate-research-academy/postgraduate-feedback-council
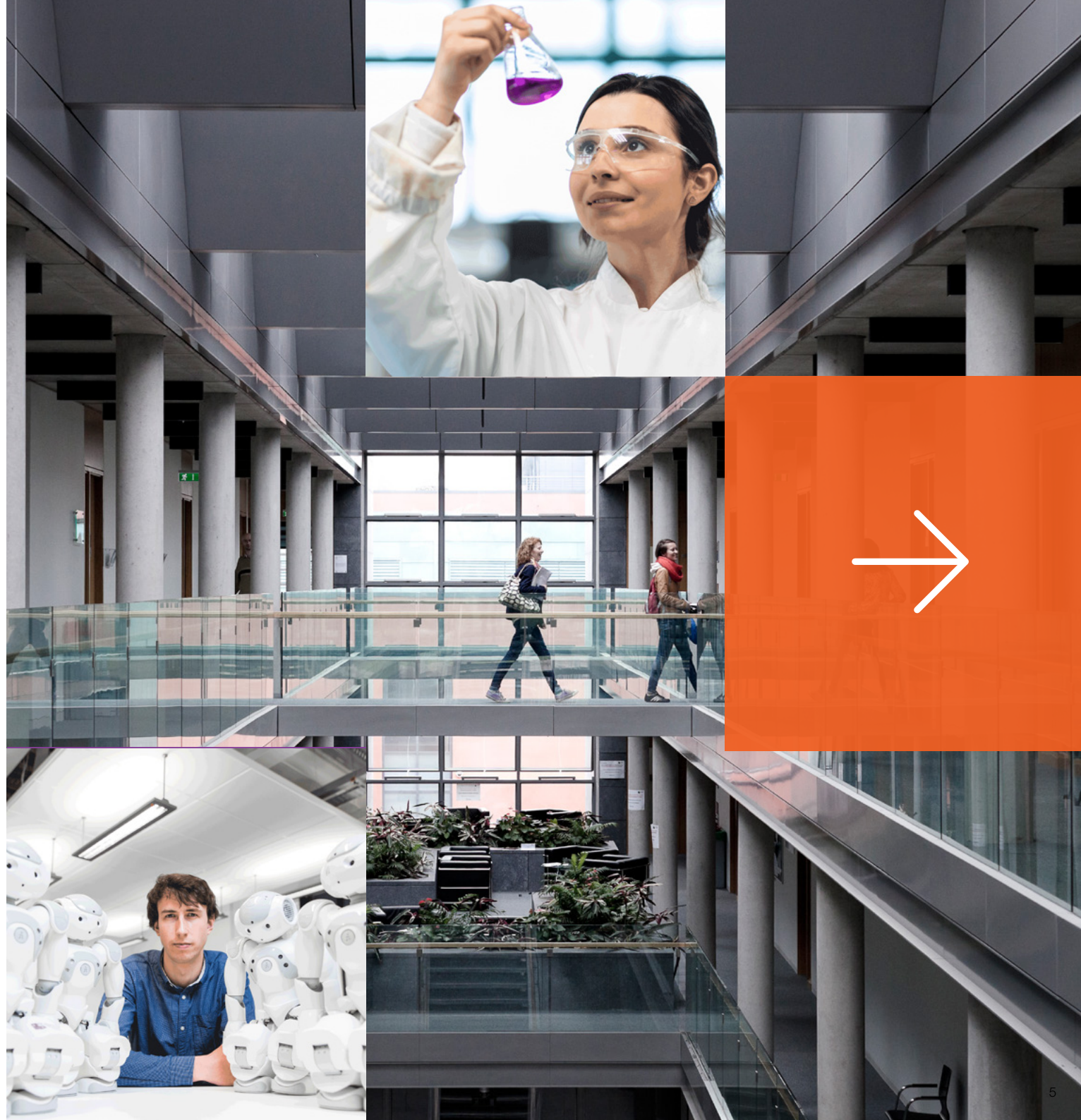
Our Values

Our Maynooth University values define how we work, study, learn, conduct research and interact with each other.

Responsibility
We are a community where we are empowered to take agency and responsibility for our individual and collective actions within an open and transparent environment.

Integrity
We act with integrity in the best interests of our University.

Freedom of Expression
We enquire and express ideas freely, with civility and responsibility.

Collegiality
We are a collegial community with a shared purpose which we pursue with empathy, respect and an ethos of care.

Ambition
We have an ambitious, flexible and innovative mindset when seeking opportunities and responding to challenges.

Key Contacts

General queries should be addressed to:

The Graduate Research Academy
Room 2.3.5, Block 2, Education House,
North Campus, Maynooth, Co. Kildare, Ireland

E: gra@mu.ie
W: www.maynoothuniversity.ie/graduate-research-academy

Queries specific to non-EU applicants should be addressed to:

International Office
Humanity House, South Campus

Office Hours:
Monday to Friday: 09.30am–12.30
Monday and Wednesday: 14.00–16.00

T: +353 1 708 3868
E: international.applications@mu.ie
W: www.maynoothuniversity.ie/international

Admission, Registration, Fees and Funding

Research Student Admission

Application

Prior to submitting a formal application for admission into a research programme, an applicant must consult with the appropriate department/research institute and ascertain whether the department/research institute would accept their application.

All applicants, including non-standard/recognition of prior learning (RPEL) entrants, must formally apply for admission online via the admissions platform, which is then used for ongoing communication with applicants. Formal offers are made via the online application system.

The Supervisor(s)

The prospective supervisor(s) should discuss with the applicant the nature of the research and the standards appropriate for the degree and should agree upon the research topic. The experience of the supervisor is essential to refining the research question. The supervisor should give guidance about the nature of the research degree and the proposed methodology, the planning of the research programme so as to complete within the expected time frame, and the development of the research proposal.

The Department

The department's selection and admission procedures must ensure that:

> The student is suitably qualified for admission to the proposed degree;

> The proposed research project is appropriate for the degree;

> The department offers an appropriate environment in which to conduct the proposed research;

> The proposed research project is feasible in terms of resources (supervisory staff, facilities etc.) for the expected duration of the research project.

Registration

Initial Registration

Once the formal offer of a place on the research programme has been accepted, the student will be invited (by email) to register by the Student Records Office. Click here to access the registration schedule.

If the student has met with their supervisor and agreed the modules to be taken in the academic year, they can register for the approved modules at this stage. However, if the student has not yet agreed the modules to be undertaken, they have up to the end of October to register for modules using the student web portal. Students can also register or deregister from modules during the first four weeks of the second semester using the student web portal. Click here to access the portal.

Contact
Student Records and Registration Office, Maynooth University

T: +353 1 708 3813
E: records.office@mu.ie
E: registration@mu.ie

Annual Re-Registration, Suspension and Withdrawal

Every year, the Student Records Office invites students to register at MU. All students are required to re-register on an annual basis in September. Students who register in January or outside of standard registration times must re-register in the following September. Deadlines for registration apply and students who fail to re-register by the relevant deadline will be subject to a late registration penalty.

Certain circumstances cause disruption to a student's planned course of study. Accordingly, the University may permit a student to suspend their studies for a single semester or for a full academic year. A student may also withdraw from their programme of study by cancelling their registration and returning their student identity card. In such cases, the relevant forms should be completed and returned to Registry in a timely manner. Students must make contact with their supervisor and department to apply to return to study.

Click here to access the suspension and withdrawal forms.

Fees

Students are expected to make their fee payment online as part of their registration process. When registering, the student will be directed to the online fee payment page. If the student is in receipt of Research Funding or SUSI, they should refer to the relevant section of the Fees & Grants Office website. Click here for further details and any additional requirements regarding the submission of forms required.

Funded research students will receive additional details in their Funded Research Student pack (please refer to the section on page 13) and may address any queries to researchstudent@mu.ie

Contact
Fees & Grants Office, Maynooth University

T: +353 1 708 4747
E: fees.office@mu.ie

Research Student Funding

Maynooth University Funding

Doctoral Scholarships

The MU Doctoral Scholarships provide up to 4 years funding for PhD researchers. The scholarship includes a stipend of €18,500 per annum plus fees. These opportunities are advertised through departments/institutes on a rolling call basis.

Further details
www.maynoothuniversity.ie/graduate-research-academy

Irish Research Council (IRC)

The Irish Research Council (IRC) runs several national programmes offering postgraduate funding and scholarship opportunities.

> Government of Ireland Postgraduate Scholarship Programme
> Click here to access more information.

> Enterprise Partnership Scheme Postgraduate Scholarship Programme
> Click here to access more information.

> Employment Based Postgraduate Programme
> Click here to access more information.

Maynooth University students have an excellent success rate in these programmes each year and we aim to encourage and support our students to apply for the IRC funding to continue to build on this success.

Funded Research Students

All funded research students who are funded under the MU Doctoral Scholarships, IRC, SFI, HRB, EU and any other external funding programme managed by the Maynooth University Research Development Office, should complete the Funded Postgraduate Research Student Pack and return to fundedresearchstudent@mu.ie

Funded students who formally suspend their PhD studies and had originally completed a funded research student pack will be required to complete the process again when they return to their studies and re-start their remaining funding support.

Funded Research Student Pack

The Funded Research Student Pack comprises four forms:

Form A: Research Agreement for Funded Research Students

In the case of funding through a personal scholarship such as the MU Doctoral Scholarships and IRC, the student and the supervisor must complete and sign Form A. In the case of funding through a research grant managed by the supervisor, the supervisor must complete Form A prior to the student signing.

Form B: Research Stipend Form for Funded Research Students

Form B: Research Stipend Form for Funded Research Students must be completed by the student. If the student is paid directly through a research grant managed by the supervisor, the student should speak to the supervisor regarding the funding process.

Further details
www.maynoothuniversity.ie/research/research-development-office/postgraduate-postdoctoral-funding

Form C: Section 193 Revenue Form (Scholarship Tax Exemption)

All students in receipt of a stipend must complete Form C. Stipend payments cannot be made otherwise. All students must have an Irish PPS number. Foreign social security numbers cannot be accepted. Please contact international.office@mu.ie for advice on applying for an Irish PPS number.

Form D: Researcher Undertaking

The undertaking ensures that MU complies with National IP Protocol as demonstrated by requirement 2 of the National IP Management Requirements.

Further details
www.knowledgetransferireland.com/ManagingIP/National-IP-Protocol

Scholarships with a Fees Component

For scholarships with a fee component (excluding those who have submitted a Funded Research Student Pack), the supervisor must complete the online Fees & Grants office Internal Fee Transfer Form and include the appropriate Business Unit and fee amount.

Further details
www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents/postgraduate-fee-internal-transfer-form

Engagement of Graduate Teaching Assistants

Postgraduate research students who are engaged by the University to provide teaching support are subject to the Terms of the Policy on the Engagement of Graduate Teaching Assistants. Postgraduate research students who wish to engage in paid employment should ensure that they are aware of all obligations and responsibilities under this policy. Funded research students should also be aware of any restrictions associated with their particular funding arrangement/scholarship.

Further details
www.maynoothuniversity.ie/human-resources/policies

The Postgraduate Research Student Travel Fund

The Postgraduate Research Travel Fund is designed to support 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.

There is no closing date, and applications are reviewed on a rolling basis. Some limitations apply to students who are in receipt of funding.

Anyone travelling on University business is required to complete the Travel Insurance Form in advance of their travel, and to familarise themselves with the information on the travel insurance page. Click here to access the travel insurance page.

Further details
www.maynoothuniversity.ie/research/research-development-office/postgraduate-postdoctoral-funding

Research Programme

Duration of the Research Programme

Duration of the PhD

The PhD is typically completed over 4 years full-time or 6 years part-time. Progression within the PhD programme is subject to annual review, with a substantive review occurring before the end of Year 2 for full-time students or Year 3 for part-time students. The thesis is typically submitted for examination in Year 4 (full-time) or Year 6 (part-time).

Year 1 Registered to PhD	Year 2 Registered to PhD	Year 3 Registered to PhD	Year 4 Registered to PhD

Substantive Review

Thesis Submission

*Subject to Annual Review

Duration of the Research Masters

Progression within the Research Masters programme is subject to annual review.

Year 1 Registered to Research Masters	Year 2 Registered to Research Masters

Thesis Submission
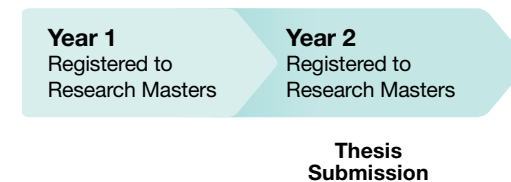
*Subject to Annual Review

The Masters programmes are typically completed over 2 years full-time or 3 years part-time. Progression within the research Masters programmes is subject to annual review. A student who is registered for and pursuing a research Masters degree may petition to transfer to the PhD register. The student must submit a transfer request signed by the supervisor and the Departmental Research Student Progress Committee for approval by the Director of Graduate Research. The relevant forms are linked below.

Click here to access all forms.

Period of time for completion

The normal, minimum and maximum duration in years of study for a PhD programmes are given in table 1.

	Normal duration	Minimum duration with approval from Head of Dept.	Minimum duration with approval from Academic Council	Maximum duration
PhD full-time	4	3	2	6
PhD part-time	6	4.5	3	9

Table 1: Normal, minimum and maximum duration in years of study for a PhD programmes

The normal, minimum and maximum duration in years of study for a Research Masters programme are given in table 2.

	Normal duration	Minimum duration with approval from Head of Dept.	Minimum duration with approval from Academic Council	Maximum duration
Research Masters full-time	2	1	1	3
Research Masters part-time	3	2	2	5

Table 2: Normal, minimum and maximum duration in years of study for a Research Masters programme

Click here for the regulations for postgraduate research degrees.

Structured Research Programmes

Departments and research institutes develop unique research programmes with a portfolio of taught modules and a minimum number of credits to be earned.

Click here for full details on each programme.

Credits Required

The minimum/maximum number of credits required are given in table 3.

	Minimum credits	Maximum credits
PhD	30 (15 Transferable & 15 Subject Specific)	90 Credits
Masters	10 (5 Transferable & 5 Subject Specific)	15 Credits

Table 3: Minimum and maximum credits required for a PhD programme

Graduate Skills Modules

The **MU Research Skills Development Programme (RSDP)** seeks to address the core components of doctoral education as outlined in the **IUA Doctoral Skills Statement**. In doing so, the RSDP provides opportunities for research students to develop the following research and transferable skills:

1. Research Skills

2. Ethics and Social Understanding

3. Personal Effectiveness and Transferable Skills

4. Team Working and Leadership Skills

5. Communication Skills

6. Entrepreneurship and Innovation Skills

The MU Research Skills Development Programme offers a suite of graduate skills (GST) modules which research students may undertake as part of their structured research programme. GST modules have been designed to provide research students with the opportunity to acquire the necessary skills and experience to become independent researchers and to prepare for careers within and outside of academia.

The following is a list of graduate skills modules:

> GST1: Professional Development and Employability

> GST2: Finding Information for your Research

> GST3: Academic Writing Skills

> GST4: Research Practice and Integrity

> GST5: Creative Thinking and Problem Solving

> GST8: Grant Management and Compliance

> GST10: Innovation and Research Commercialisation

> GST11: Thesis Completion and Career Development

> GST13: Research Funding Application

> GST15: Ethics and Academic Practice for Research Students

> CTL1/CTL1X: Professional Certificate in Teaching and Learning for Tutors and Demonstrators

Full details
www.maynoothuniversity.ie/graduate-research-academy/research-students

Contact
E: rsdp@mu.ie

Subject Specific Modules

Subject specific modules are provided to students by their department or research institute. Research students should refer to their specific departmental research programme for information on the subject specific modules available to them.

Flexibly Defined Modules

Flexibly defined modules are provided to students by their department or research institute. Research students should refer to their specific departmental research programme for information on the flexibly defined modules available to them. A full list of flexibly defined modules is as follows:

> FM801: Conference Organisation
> FM802: Work Based Placement
> FM803: Research Placement
> FM804: Engaging with the community: Research, Practice and Reflection
> FM805: Outreach and Communication
> FM806: Advanced Communication Skills (Conference Presentation)
> FM807: External Short Course
> FM808: Seminar Series
> FM809: Advanced Communication Skills (Publication)

Transferable Modules

Students who wish to register for a module outside of their specific subject area must have the support of their supervisor(s). Students must complete the GSF3 form and forward it to the Records Office. Click here to access the GSF3 form.

Inter-University and External Modules

Students who wish to register for an inter-university or external module must have the support of their supervisor(s) and from the module/programme co-ordinator. In the case where the module is not listed as part of the departmental structured programme, candidates should complete the GSF4 form and return this form to the Records Office. Click here to access the GSF4 form.

Research Integrity

All research students are encouraged to complete the online Epigeum course in Research Integrity, which supports students to develop good research conduct. This course is compulsory for all funded students.

Further details
www.maynoothuniversity.ie/graduate-research-academy/research-students

Additional supports and events

Throughout the academic year a range of information sessions, workshops and seminars are scheduled for research students. Click here to access the full schedule of upcoming events.
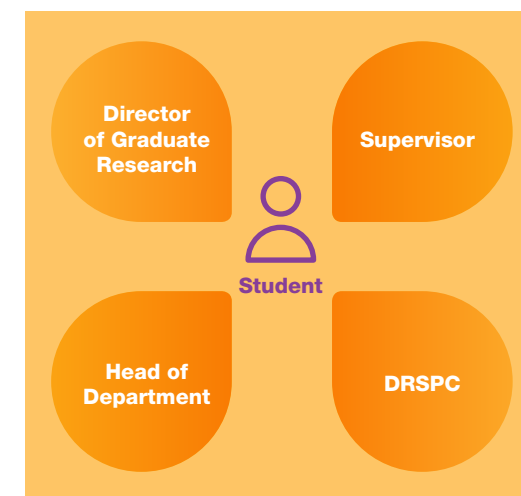
Supporting Progress

Academic Support for Research Students

All research students are registered to an academic department and will have a suitably qualified supervisor(s).

In addition, they are supported by the Departmental Research Student Progress Committee (DRSPC), the Head of Department and the Director of Graduate Research.

Further academic supports are provided through the Research Skills Development Programme (RSDP), the Library, the Centre for Teaching and Learning and Mathematics Support Centre. Students are welcome to contact their department or the Graduate Research Academy for advice on available supports.

Roles and Responsibilities

The Student

Research students' rights and responsibilities are governed by MU policies. Specific responsibilities of research students include the following:

> To advance the progress of and complete their research;

> To maintain a collegial relationship at all times with the supervising academic members and other university staff;

> To follow the plan of study and research as agreed with their supervisor, and to maintain regular contact with their supervisor;

> To document the progress of work as agreed with the supervisor and present written or other material as requested and on time;

> To inform the supervisor of any proposal to publish or make a presentation in connection with the work;

> To inform the supervisor promptly of any impediment to their work;

> To notify the supervisor of their intention to submit at least three months prior to the proposed date of submission; and

> To take the initiative in identifying problems and seeking solutions to them.

Each research student should have a suitably qualified lead supervisor whose responsibility will be to supervise the student and meet on a regular and frequent basis. The supervisor should be familiar with, and seek to ensure that the student is familiar with, the relevant university policies.

The Supervisor

Supervisory arrangements with a department include:

> Sole supervision;

> Co-supervision;

> Supervision by a primary and secondary supervisor;

> Supervision by a supervisory team;

> Joint supervision across departments in Maynooth University;

> External supervisors.

Supervision should be available to students during normal office hours. Through the course of the research, the supervisor should:

> Maintain contact through regular supervisory meetings with the student; request regular written work or results of research to date and provide constructive evaluation and feedback in a reasonable time;

> Ensure that progress of the student is formally evaluated as applicable;

> Seek to ensure that the work reported in the dissertation is the student's own;

> Bring to the student's attention perceived lack of progress and any issues without delay and encourage the student to rectify deficiencies/solve issues in a timely manner. If the supervisor feels obliged to recommend a student's studies be discontinued because of unsatisfactory progress, they must make this recommendation to the head of department and DRSPC who will inform the student accordingly;

> Encourage the publication of the results of the research where appropriate, provided that any relevant published work is coherently incorporated into the thesis;

> Assist and advise on career path and professional opportunities;

> Facilitate the student in meeting other researchers and encourage attendance at research seminars, meetings and/or conferences as appropriate;

> Seek to ensure that the student is aware of all relevant funding opportunities open to them and actively encourage the student to apply;

> Complete the annual progress review and participate in formal annual progression reviews undertaken by the Departmental Research Student Progress Committee;

> At the beginning of each academic year, ensure that the student has either registered for the current academic year, has submitted their thesis for examination, has agreed suspension of registration, or has formally withdrawn from studies.

Where a change in research direction occurs during the course of the programme, the supervisor should recommend appropriate research supervisory adjustments to the head of department and Departmental Research Student Progress Committee. The supervisor should ensure that accurate information regarding their own research and professional/administrative leave, any retirement plans and contract duration throughout the period of the student's study is given to the student. If a supervisor plans to be on leave for a period greater than one month, the supervisor, in consultation with the head of department, should seek to ensure that adequate supervisory arrangements are made, and that the student is given advanced notice.

The Departmental Research Student Progress Committee

A key role of the Departmental Research Student Progress Committee (DRSPC) is to monitor the student's academic progress and to provide a mechanism for identification and resolution of any problems that may arise. The DRSPC's decisions regarding progression of research students are ratified by the annual examination board.

A DRSPC will normally comprise three members of academic staff of the university. Where a research programme spans multiple departments and/or institutions, the DRSPC may include academic staff from participating departments/institutions. In the case of larger/smaller departments, alternative arrangements may be made. Departments may choose to adopt the same committee membership for all students within the department or to individualise the committee for each student. Any member of the committee whose student(s) are under consideration, should not take part in the progress discussions involving the student, except to provide the formal input requested of supervisors within the Annual Progress Review Form.

The Head of Department

The head of department has overall responsibility for the supervision of research, from student acceptance, to supervisory arrangements and confirmation of thesis for examination.

Induction

The purpose of induction is to welcome incoming research students and to equip you with the tools needed to commence the programme.

Students are informed about systems of support at MU as well as students' rights and responsibilities, rights and responsibilities of supervisors, performance monitoring, research integrity, plagiarism, ethical considerations, and potential intellectual property issues. Research students are required to attend the induction programme in the first year of their registration. In addition to the induction day hosted by the Graduate Research Academy, individual departments may also host an induction for incoming students.

Research Induction will take place in September of each academic year

> The Induction Progreammes provides an overview of the research programmes, structures and supports and provides an opportunity to meet other incoming research students and to visit key locations in a campus tour.

In addition, online presentations will include:

> Presentations from core University services about the many supports that are available to you, such as the Library, and the Research Development Office and others.

For further information, please contact: gra@mu.ie

Initial Meeting Record & Professional Development Plan

The Initial Meeting Record (IMR) – form GSF1 formally sets out the student's individual research programme. As soon as possible after registration, the student should hold the initial meeting with their supervisor(s)/supervisory team. Click here to access the GSF1 form.

The purpose of the initial meeting is to:

> Develop a clear research and professional development plan;

> Identify modules that will enhance the student's research programme and professional development;

> Identify modules that students will take in Year 1;

> Agree a calendar of meetings and attendance requirements;

> Ensure the student has attended the induction programme;

> Ensure that the student is aware of and agrees to the University regulations and policies.

Details of the agreed programme are recorded in the IMR and signed by the student and the supervisor and then approved by the DRSPC. A copy should be kept by the student and supervisor and stored in the department.

The IMR is an important document and informs the Annual Progress Review subsequently carried out by the student's DRSPC.

Annual Progress Reviews and Assessment

Annual Progress Review

The purpose of the Annual Progress Review (APR) is to:

> Provide feedback to the student on their progress, in synergy and conjunction with the supervisor;

> Grant permission to the student to progress to the next year of study based on an overall assessment of the quality of research output to date in light of the supervisor's recommendations;

> Give the student the opportunity to provide feedback on their supervisory arrangements;

> Discuss and record any changes to the student's research and professional development plan;

> Ensure that the student has completed their required modules before thesis submission and, where appropriate, that waivers have been ratified by the DRSPC.

> Provide the basis for a formal examination result that will either allow the student to progress to the next year and will prevent them from doing so.

Substantive Review for PhD Students

> The purpose of the Substantive Review is to confirm transfer from the initial phase of the PhD programme to the latter phase.

> The substantive review is ordinarily conducted by the DRSPC and normally takes place by the end of Year 2 for full-time students, and by the end of Year 3 for part-time students. It is possible to delay the substantive review once for a further year and to repeat the review once if unsuccessful on the first occasion.

> Following this further year, the student should progress to the latter stages of the PhD programme, transfer to a research Masters degree or exit the programme.

> Prior to the substantive review, the result code "Progress on PhD Track" is used by the DRSPC at the annual review to indicate the successful progression of the student

> The award of the result code "Progress on PhD" following the substantive review marks the transfer of the student to the latter phase of the PhD programme and indicates that the DRSPC deems that progress is satisfactory and the project is of sufficient quality and scope for continuation on the PhD programme. The result code of 'Progress on PhD' is used following all subsequent substantive reviews where the student is deemed to have progressed satisfactorily to the next year of the programme.

Annual Progress Review Form

The Annual Progress Review Form comprises Part A and Part B. Click here to access the form.

Part A deals with the student's research activities, outputs, and progress, as well as supervisor's comments. The student should complete this part of the form in consultation with their supervisor. The supervisor completes their part and the student submits Part A of the form to the DRSPC.

Part B of the form requests feedback from the student on supervisory and departmental support and should be completed separately and submitted directly by the student to the DRSPC.

Mode of assessment

The mode of assessment for the annual and substantive review will be determined at departmental level to ensure that academic diversity and different types of research undertaken within doctoral programmes are accommodated as appropriate. At the same time, it is essential that a standard of quality is maintained to ensure that the student is making satisfactory progress in pursuit of the aims and objectives of their research as agreed in the IMR.

Assessment for Masters students

Departments should clearly communicate appropriate milestones to Masters students in advance of annual progression meetings. Students complete the review process annually.

Assessment for PhD students

Departments should clearly communicate appropriate milestones to PhD students in advance of annual progression meetings.

First Year Annual Progress Review

The first-year annual progress review (which takes place in March/April after initial registration) allows the DRSPC to monitor the student's initial progress and provides a mechanism for identifying and resolving problems early in the process.

Second Year Annual Progress Review

The second-year annual review allows the DRSPC to conduct a substantive review and assess the viability of the research project. Progression to the PhD register is contingent on the student demonstrating progress according to disciplinary and departmental norms.

Third Year and Subsequent Annual Progress Review(s)

The third year and subsequent annual review(s) afford the DRSPC further opportunities to support and monitor the progress of the PhD student. The fourth-year progress review provides an opportunity to confirm that the student is on track to submit the thesis for examination and that departmental actions have been taken to facilitate submission and examination.

The following will form the basis of the decision of the DRSPC:

> Annual progress review form Part A

> Annual progress review form Part B

> Interview (optional), which can be requested by the DRSPC or the student.

Assessment outcomes for PhD students

There is a clear set of potential outcomes of the annual student progression review, with associated result codes.

Result	Meaning
Progress on PhD Track	The Progression Board is of the view that adequate progress is being made for this point in the research degree (early years).
Progress on PhD	The Progression Board is of the view that adequate progress is being made for this point in the research degree, having completed the substantive review process.
Progress with conditions	The progress made to date is not what is expected for this stage in the degree. The student may register and continue, but a change in performance is needed. Normally, the conditions set will be revisited by the DRSPC at the subsequent year's annual progression review.
Not progress	The University will not permit further registration as (a) the work produced is not of the required standard; and/or (b) the project is no longer viable.
Transfer to research Masters Degree	The student can complete the thesis and have it assessed as a research Masters degree.

Assessment outcomes for Research Masters Students

Research Masters outcomes are:

> Progress

> Not Progress.

Recording of DRSPC's Recommendations

The DRSPC's recommendations are recorded in the Annual Progress Review Form and stored in the department. Students, their supervisors and the Graduate Research Academy will be informed of DRSPC recommendations by the DRSPC in May/June annually.

Students and supervisors may discuss the case with the DRSPC at that point and submit any further evidence that might impact on the recommendations.

Where a student has been requested to submit supplemental work over the summer period, the DRSPC must re-evaluate the progress of the student prior to the University Research Student Progression Examination Board (RPEB), which is held in August.

The outcomes of the RPEB are recorded as the formal examination result and will determine whether a student can register for the subsequent academic year.

Overview of Thesis Submission and Awarding of Research Degrees

PhD Awards

1. Establishment of Examination Board

In consultation with the supervisor(s), the Head of Department (HOD) forwards the completed the Appointment of Examiners Form to Faculty for approval. Click here to access the form.

The Registrar nominates the Independent Chair, after the thesis has been submitted.

2. Approval to Submit

The HOD and supervisor(s) confirms approval of the final draft of the PhD thesis for examination.

3. Thesis Submission

The student must submit a password protected electronic copy of the PhD thesis (electronic) to research.theses@mu.ie

The student should email the completed Thesis Submission Forms to the Student Records Office at registration@mu.ie. The Student Records Office confirms registration is in order, credits are completed and emails confirmation to the Fees Office. The Fees Office confirms that fees are in order by forwarding the e-mail to the Examinations Office.

There are two fee deadlines for submission without incurring additional fees:
September registration: 31 October and January registration: 28 February.

4. Viva Voce and Recommendations of the Examiners

Following the viva voce, the chair submits the Report on the Recommendation of the Examiners to the Examinations Office, Head of Department and Supervisor. The categories of award are set out in the Regulations for Postgraduate Research Degrees. If corrections or amendments are required, the student should complete these within the timeline set out by the Examination Board.

5. Approval by Faculty

The thesis result will be not be considered by Faculty until one hardbound copy of the thesis, the Report on the Recommendation of the Examiners and sign off on corrections by internal (external) examiners have been submitted to the Examinations Office. An electronic copy mirroring the hardbound copy must also be submitted.

If a student wishes to restrict access to their thesis in the Library Institutional Repository (MURAL), they must submit the Thesis Withhold Request Form, which must have the support of their supervisor, to the Graduate Research Academy for approval by the Director of Graduate Research.

6. Conferring

Following Faculty approval, the award is ratified by Academic Council and the Conferring Office informs the National University of Ireland. Conferring takes place.

PhD Thesis Submission Kit

> PhD Theses Submission Forms

> PhD Thesis Layout Recommendations

> Code of Practice for Viva Voce Examinations

Overview of Thesis Submission and Awarding of Research Degrees

Research Masters

1. Establishment of Examination Board
In consultation with the supervisor(s), the Head of Department (HOD) forwards the completed the Appointment of Examiners Form to Faculty for approval. Click here to access the form.

2. Approval to Submit
The HOD and supervisor(s) confirms approval of the final draft of the Research Master's thesis for examination.

3. Thesis Submission
The student must submit a password protected electronic copy of the PhD thesis (electronic) to research.theses@mu.ie

The student should email the completed Thesis Submission Forms to the Student Records Office at registration@mu.ie. The Student Records Office confirms registration is in order, credits are completed and emails confirmation to the Fees Office. The Fees Office confirms that fees are in order by forwarding the e-mail to the Examinations Office.

There are two fee deadlines for submission without incurring additional fees:
September registration: 31 October and January registration: 28 February.

4. Report of Examiners
Further to the examination of the thesis by the internal and external examiner, the internal examiner submits the Report on the Recommendations of the Examiners to the Examinations Office, Head of Department and Supervisor. The categories of award are set out in the Regulations for Postgraduate Research Degrees. If corrections or amendments are required, the student should complete these within the timeline set out by the Examination Board.

5. Approval by Faculty
The thesis result will be not be considered by Faculty until one hardbound copy of the thesis, the Report on the Recommendation of the Examiners and sign off on corrections by internal (external) examiners have been submitted to the Examinations Office. An electronic copy mirroring the hardbound copy must also be submitted.

If a student wishes to restrict access to their thesis in the Library Institutional Repository (MURAL), they must submit the Thesis Withhold Request Form, which must have the support of their supervisor, to the Graduate Research Academy for approval by the Director of Graduate Research.

6. Conferring
Following Faculty approval, the award is ratified by Academic Council and the Conferring Office informs the National University of Ireland. Conferring takes place.
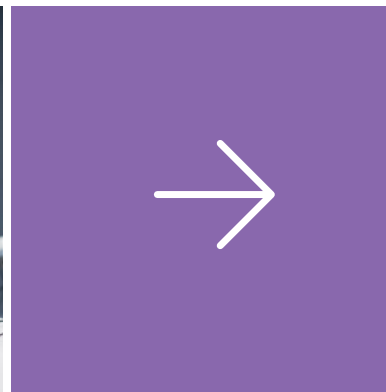
Research Masters Thesis Submission Kit

> Theses Submission Forms   > Appointment of Examiner for Research Masters

Click here to access all details relating to Examinations Thesis Submission and Viva Voce.

University Facilities

Research Development Office
The function of the Research Development Office (RDO) is to strengthen and continue to develop the research culture in the University through supporting faculty members with their research.

In particular, the Office is responsible to the research community for:

> Assisting faculty in locating and securing funding for research
The RDO also co-ordinates submission of funded research student packs for funded research students. Click here to access more information.

> Managing the Research Information System (RIS)
The Research Information System tracks all of our research projects, academic profiles and our ethical approval process. Click here to access more information.

> Developing and implementing research-related policies
The Research Ethics Policy and the Research Integrity Policy are two key documents that will guide all researchers to ensure they meet best practice in carrying out their research. Other related polices to consider are the Conflict of Interest Policy and the Intellectual Property Management and Exploitation Policy. Click here to access more information.

> Providing research-related information, communications/publicity
Check out the Maynooth University Research and Innovation Reports to see the scale and international standard of our research. Click here to access more information.

> Coordinating and submitting institutional bids for large-scale funding.

> Coordinating University Research Ethics Committees
All research that involves human participants or their data and animals require ethical approval before the research commences and protocols are submitted via RIS. For information and help in preparing your protocol please go to the Research Ethics website here.

> Developing and promoting research culture.

> Miscellaneous research-related activities and projects.

Further details
www.maynoothuniversity.ie/research/
research-development-office

Contact
research@mu.ie

MaynoothWorks
MaynoothWorks is focused on commercialising the research at Maynooth University.

MaynoothWorks remit includes developing links with industry, protecting and exploiting MU generated Intellectual Property via licensing, creating spin-out companies and promoting a culture of research commercialisation within the University. MaynoothWorks Business Innovation Centre is a state-of-the-art incubation facility supporting both spin-in and spin-out companies and entrepreneurs.

MaynoothWorks also engages with the undergraduate and postgraduate community to promote a culture of research commercialisation. The MaynoothWorks team delivers a generic skills module GST10: Innovation and Research Commercialisation for research students.

The module aims to provide early career researchers/students with the skills required to identify the impact of their research, commercialise a research outcome, effectively interact within a team, engage with industry and improve their ability to innovate and act with an entrepreneurial mindset.

Further details
www.maynoothuniversity.ie/research/maynoothworks

Contact
maynoothworks@mu.ie

International Office
The Maynooth University International Office supports over 1,000 students of different nationalities and cultures.

The Maynooth University International Office facilitates the applications of international undergraduate and postgraduate students from outside of the European Union to study at the University.

The International Office provides information to students with regard to visas, immigration, study abroad programmes, on-campus services and much more.

The Office can also provide support and cultural information to help with integration to Irish society. The International Office team work together with academic departments and support services across the University to ensure that all students have an enjoyable and beneficial experience of studying at the university.

Further details
www.maynoothuniversity.ie/international

Contact
international.office@mu.ie

IT Services

IT Services supports the operation of the University by providing information technology and communications resources and services.

IT Services are based in the Eolas Building on the North Campus. IT Services supports the operation of the University by providing information technology and communications resources and services to students, lecturers, researchers, administrative/support staff and where appropriate, to the general public.

Click here for further information and instructions on how to connect to Maynooth University wireless network or for information on forthcoming IT clinics that can assist with any issues.

Usage Policy

As with any shared resource, usage of the University computing facilities is subject to some regulations. These services are provided to facilitate a person's work as a member of staff or as a student of Maynooth University or of the Pontifical University, Maynooth and may be used for educational, training or research purposes. All users of Maynooth University IT resources are expected to abide by the Code of Conduct for Users of Computing Facilities and the Policy for Responsible Computing. Click here to access the Code and the Policy.

Further details
www.maynoothuniversity.ie/it-services/contact-us

Library

MU Library is a popular place to meet, study and conduct research in.

MU Library is a popular place to meet, study and conduct research in with a variety of study spaces, meeting rooms and a Starbucks located on the ground floor. It provides bookable group study rooms for students (perfect for project work) as well as a dedicated postgraduate room, on Level 2.

Updates/changes to Library Services available are posted on the Library homepage in the updates section.

MU library is also a portal to a vast collection of resources in print and online through its searchable catalogue called LibrarySearch. The library homepage has a comprehensive range of information, training, supports and services that students can explore. There are also dedicated Subject (under the Learning Resources tab) and Research Support guides on the Library webpage (under Guides and Tutorials) which students are advised to use and bookmark. Click here to access the Library webpage.

LibrarySearch is a discovery tool which allows students to find and access many thousands of books and e-books, journal articles, e-journals and subject-databases. Students can access the content on or off-campus. There is also a live Chat-box on the library homepage to access assistance.

The Library runs LIST (Library Information Skills Tutorials) tutorials during the academic year. If a student has any queries about finding research material, they should contact the Research Support Librarian Ciarán Quinn (ciaran.quinn@mu.ie) for individual and group consultations/training.

Library continued

The Library facilitates an accredited Research Skills & Awareness module: GST2: Finding Information for your Research, which is part of the Research Skills Development Programme. These include information searching, doing literature reviews, using referencing software, measuring research impact and research data management. Click here to access GST2 information.

The student's Mycard (library card) entitles students to borrow material from the Library. A student can ascertain how many books they can borrow on the Using the Library webpage. Click here for more information.

Students can access (On and Off Campus) our extensive collection of electronic collections from the library homepage. Most of these resources are in full-text format and students can read the article on the screen or print/save/e-mail the article. As well as electronic journals we have electronic dictionaries, encyclopedias and e-books.

Students can browse the full list of our databases and e-books by selecting the Collections link on our website. Click here for more information.

Students are advised to explore Guides & Tutorials for a subject guide, containing suggestions and lots of subject-support. Click here for more information.

If a student requires an item that is not held in this Library, they can get the item either:

> Through an Inter Library Loan (ILL). This process allows students to borrow an item from another Library. Students can request an item from another library and it will be sent to the library to borrow. Students can make this request either online or in the Library. There is no charge for this service. Click here for more information.

> By visiting the Library that holds the item. This service is available to staff and postgraduates who hold an ALCID card. This card allows users to visit libraries in Ireland and consult their material. Click here for more information.

> By applying for a SCONUL card. The SCONUL Research Extra (SRX) scheme gives academic staff and research postgraduates borrowing facilities in most of the higher education libraries in Ireland and the UK. Click here for more information.

Students can borrow a laptop to use within the Library or log-on to one of our many PCs. The Library is wireless so students can use their own laptop here. We have a 3D printer available (ask as the Library desk) as well as a colour photocopier, in addition to numerous black and white photocopiers. Click here for more information.

Thesis Deposition

The University in support of the "National Principles for Open Access" (2012) and the "National Framework on the Transition to an Open Research Environment" (2019) provides access to PhDs and Research Masters as soon as possible following the award of the degree via the MU Research Archive Library (MURAL). Depositors wishing to withhold permission must apply in writing to the Graduate Research Academy (director.graduate.research@mu.ie) and provide written support from their Supervisor or Head of Department. Further details can be found here.

Open Access Publishing

MU Open Access Policy requires that all research and scholarly publications, which arise in whole or in part from research carried out at the University, and subject to the copyright and archiving policies of the publisher, be made available at the earliest possible date through the Maynooth University Research Archive Library (MURAL)

There are various routes into Open Access Publishing, most notably Green Open Access (self-archiving in an OA Repository) and Gold Open Access where an "Article Processing Charge" is paid to the publisher for the paper to be OA. A number of "Open Access Publishing Agreements" have been negotiated with Publishers to waive Article Processing Charges, full details of the Journals covered are in this Library guide. MU also supports Open Access Publishing in collaboration with MU Library.

Further Information can be found in MU Library's Research Support Guides or by contacting the Research Support Librarian ciaran.quinn@mu.ie

Further details
www.maynoothuniversity.ie/library

General and Wellbeing Supports

A number of resources in Maynooth University provide general support to the research student on their journey.

Student Services
Student Services offer a variety of health and wellbeing supports, such a counselling, health services and a student Helpdesk.

Please visit the Student Services website (www.maynoothuniversity.ie/student-services) to view their range of services or to make an appointment with a staff member.

The Student Support Hub
The Student Support Hub acts as the first point of contact for student queries in Student Services. Located on the Upper Ground Floor of Student Services Centre, the Student Support Hub is open from 9.30am to 5pm.

Further details
www.maynoothuniversity.ie/student-services/hub

Chaplaincy
Whether it is around campus, at events throughout the year or within the Chaplaincy Office, Chaplaincy offers a friendly, non-judgmental ear to anyone who wants it. Chaplaincy is here for those of all faiths and none. Chaplaincy is available Monday–Thursday 10am–4pm and Friday 10am–3pm.

Further details
www.maynoothuniversity.ie/student-services/chaplaincy/what-we-do

Contact
T: 01 708 3469
E: Ciarán at chaplaincy@mu.ie

Crèche
The Crèche is available to the children of all Maynooth University students and employees. The Crèche is located in Rye Hall (the building nearest the Student Residences) in the North Campus.

Further details
www.maynoothuniversity.ie/student-services/creche-facilities

Contact
T: 01 708 3319

Health Centre
A Student Health Centre is available to all registered students. You must make an appointment prior to attending. The opening hours are 9:00am–13:00pm and 14:00pm–17:00pm Monday to Friday. Students with existing medical conditions are advised to register with the Student Health Centre.

Further details
www.maynoothuniversity.ie/student-services/student-health-centre

Contact
T: 01 708 3878

Maynooth Student Pad
Maynooth University Student Pad Service is a free service available to students and prospective students who require information on options for finding accommodation in the community for the duration of their academic programme. The Homefinder Service is located in the Student Services Centre, Upper Ground Floor, North Campus.

Further details
www.maynoothuniversity.ie/student-services/homefinder

Student Budgeting Advice Service
The Student Budgeting Advice Service offers support and advice to students with managing their money. The service is available to all registered students. Students can arrange a consultation with the Student Budgeting Advisor by booking an appointment online.

Further details
www.maynoothuniversity.ie/student-services/student-budgeting-advice-service

Student Services continued

Student Counselling

The Student Counselling Service is a professional, confidential counselling service provided to all registered students of Maynooth University. Counselling provides the opportunity for any student to discuss in private any concerns which may be impacting on academic performance or personal health and well-being. Counselling is generally offered on a one to one basis, is short-term in nature, strictly confidential and provided free of charge.

Self-referral to the Service is welcomed and encouraged.

Further details
www.maynoothuniversity.ie/campus-life/
student-wellbeing-support/counselling

Contact
T: 01 708 3554
or request a call back here:
www.maynoothuniversity.ie/node/394198

Other Support Units

Academic Advisory Office

The Academic Advisory Office has been established to assist students seeking information or advice concerning the progress of their University studies. This office functions as a convenient first point of contact for students who wish to seek advice on general issues that may arise from their relationship with the University. Information is also provided which will assist students in accessing information on regulations and progression routes to their degree.

Any student requiring help on their general experience of University life is encouraged to make contact with the Office. The Academic Advisory Office is situated on the north campus of the University.

Further details
www.maynoothuniversity.ie/student-success/
your-academic-journey/academic-advisory

Contact
T: 01 708 3368;
E: advisory.office@mu.ie.

Access Office

The Access Officer has responsibility for promoting university access for underrepresented groups in higher education. These include students with disabilities, school leavers from socio-economic disadvantaged backgrounds and mature students.

The Access Office endeavours to provide the appropriate learning supports identified for individual students. Part-time and international students with disabilities are invited to contact the Access Office if they require support.

Further details
www.maynoothuniversity.ie/access-office

Contact
T: 01 708 6025
E: access.office@mu.ie

Health and Safety Office

The Health and Safety Office provides assistance on all health and safety related matters to all departments and offices in the University. The office liaises closely with the accommodation office, the international office, the student health centre, the Registrar's office, the student services office, the Students' Union and security. Security staff on campus must be advised of any emergency.

While Security staff are the first point of contact, the Safety Officer can be alerted in an emergency.

Further details
www.maynoothuniversity.ie/health-safety

Security Service

The Security Team provide twenty-four hour service throughout the year with offices located at the Arts Building and the South Campus. The Security Team is committed to ensuring a safe and secure environment for all persons working, studying and visiting the University Campus.

Working in partnership their aim is to promote awareness of criminal and antisocial behaviour and strive to minimise its effects on the University Community.

Further details
www.maynoothuniversity.ie/campus-security

Contact
T: 01 708 3929
via the telephone/radio network

Students' Union

Every registered student of Maynooth University automatically becomes a member of Maynooth Students' Union (MSU). As a member, students can expect a high level of service, support, guidance, and engagement aimed to enhance their student experience. The Students' Union represents students at every level and ultimately makes their university experience as engaging and fun as possible.

Their mission is to provide students with a fantastic and varied range of events, entertaining and informative campaigns and student-centered services; MSU prides itself on the role it plays in enhancing student life in Maynooth.

Further details
www.msu.ie

Calendar for 2024–2025

Key Dates

Registration opens for new postgraduates	12 August 2024 (online)
Registration opens for existing postgraduates	13 September 2024
First Semester	23 September to 20 December 2024
Second Semester	4 February to 9 May 2025

First Semester

First-Year PG Research Orientation	24 September 2024
Lectures commence	23 to 27 September 2024
Research Week	21 to 25 October 2024
3-Minute Thesis Competition	22 October 2024
GRA Awards	24 October 2024
Study Week	28 October to 1 November 2024
Conclusion of First Semester Lectures	20 December 2024
Christmas Vacation	23 December 2024 to 3 January 2025
Study Period	6 to 11 January 2025

Second Semester

Lectures resume	4 February 2025
Study Week	17 to 21 March 2025
Easter Vacation	21 to 25 April 2025
Conclusion of Second Semester	9 May 2025
Study Period	12 to 15 May 2025

Conferrings

Summer Conferrings	From 1 September 2024
Spring Conferrings	17 to 21 March 2025

Policies Relating to Research Students

Policies Relating to Research Students

> MU Code of Practice for Viva Voce Examinations

> Route of Progression Research Masters

> PhD Regulations

> PhD by Publication

> Roles and Responsibilities

> Process for proposing joint or collaborative doctoral degree programmes with other universities

Click here for more information.

Other General Research Policies

> Conflict of Interest Policy

> Intellectual Property Management and Exploitation Policy

> Policy on Open Access to Research

> MU Research Integrity Policy

> MU Research Ethics Policy

Click here for more information.

Click here for general regulations in relation to matters such as Plagiarism, Extensions, Teaching and Learning.

National Policies

> National Framework for Doctoral Education
Click here for more information.

> Ireland's Framework of Good Practice for Research Degree Programmes
Click here for more information.

> Researcher Career's Development Framework
Click here for more information.

> IUA PhD Graduate Skills Statement
Click here for more information.

> Research Integrity in Ireland
Click here for more information.

Forms Specific to Research Students

Click here to access all forms.

Data Protection

> Data protection policy documents
Click here for more information.

> Data protection information for researchers
Click here for more information.