



# ORIENTATION FOR POSTGRADUATE STUDENTS

**NICHOLAS DEVANEY**

VICE DEAN FOR GRADUATE STUDIES,  
COLLEGE OF SCIENCE AND ENGINEERING



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January 2024



# FÁILTE – WELCOME !

This is Stage 3 of your Orientation

**WELCOME TO THE COLLEGE OF  
SCIENCE AND ENGINEERING !**



January 2024



# COLLEGE OFFICE CONTACT

- **CORA COSTELLO**

ADMINISTRATIVE ASSISTANT (POSTGRADUATE AFFAIRS)

PHONE: 091 493630

EMAIL: [CORA.COSTELLO@NUIGALWAY.IE](mailto:CORA.COSTELLO@NUIGALWAY.IE)

January 2024

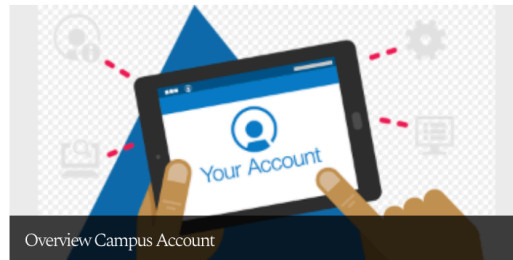


# CAMPUS IT ACCOUNT

HOME > INFORMATION SOLUTIONS AND SERVICES > SERVICES FOR STUDENTS > CAMPUS ACCOUNT

## Campus Account

Overview
About Us
Services for Students
IT Advice for Students taking Online Exams
Blackboard
<b>Campus Account</b>
Change Details
Overview
Activate
Password
FAQ
Graduating Students
Self Service Password Reset (SSPR)
Email and Microsoft 365



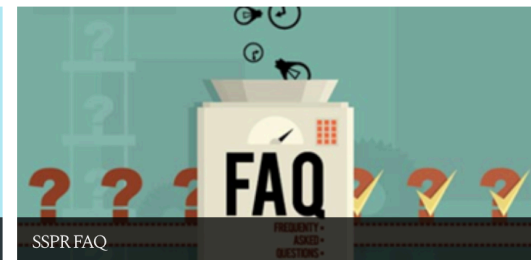
Overview Campus Account



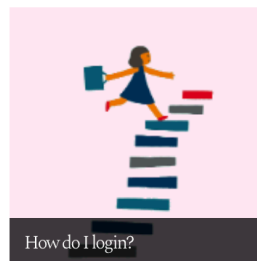
Activate Your Campus Account



Password



SSPR FAQ



How do I login?



Change My Student Account



Graduating Students

- <https://www.universityofgalway.ie/information-solutions-services/services-for-students/campusaccount/>



# SCHOLARSHIPS

- If you are in receipt of a Scholarship you must fill out a **Scholarship Exemption Declaration form**
- Complete before the 7<sup>th</sup> to obtain scholarship payment by end of month
- You need to have a PPS number (or proof of having applied for one) and SEPA Bank Account (help from International Office)

<https://www.universityofgalway.ie/research-accounting/scholarships.html>

- Read the guide !  
(<https://www.universityofgalway.ie/media/researchaccounts/files/Scholarship-Application-Process--Students-.pdf>)

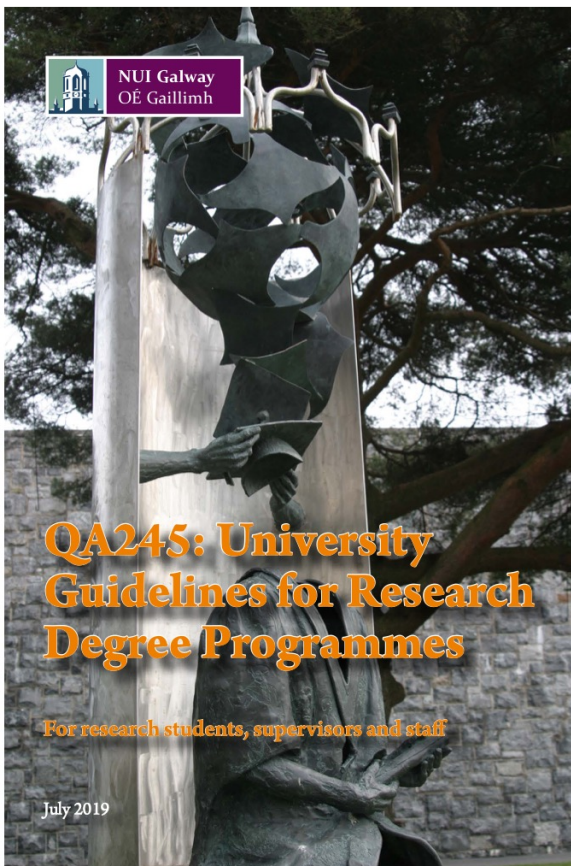
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# UNIVERSITY OF GALWAY POSTGRADUATE GUIDELINES

[https://www.universityofgalway.ie/media/graduatestudies/files/university\\_guidelines\\_for\\_research\\_degree\\_programmes.pdf](https://www.universityofgalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf)

- Contents
- 1. Purpose of the Research Degree Guidelines
- 2. Role of University Bodies and Officers
- 3. The Supervisor
- 4. The Graduate Research Committee (GRC)
- 5. The Student
- 6. The PhD Examination Process
- 7. The MD Degree
- 8. Research Master's Examination Process
- 9. Conflict of Interest
- 10. Joint Degrees
- 11. Revision of University Guidelines
- Appendices



## Using this publication

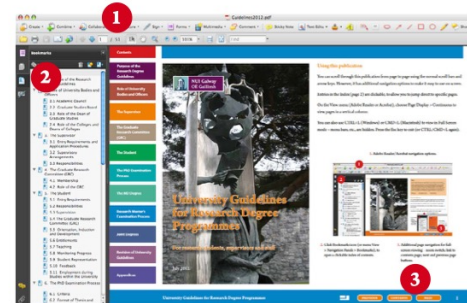
You can scroll through this publication from page to page using the normal scroll bars and arrow keys. However, it has additional navigation options to make it easy to use on screen.

Entries in the Index (page 2) are clickable, to allow you to jump direct to specific pages.

On the View menu (Adobe Reader or Acrobat), choose Page Display > Continuous to view pages in a vertical column.

You can also use CTRL+L (Windows) or CMD+L (Macintosh) to view in Full Screen mode – menu bars, etc., are hidden. Press the Esc key to exit (or CTRL/CMD+L again).

### 1. Adobe Reader/Acrobat navigation options.



2. Click Bookmarks icon (or menu View > Navigation Panels > Bookmarks), to open a clickable index of contents.

3. Additional page navigation for full-screen viewing – zoom switch; link to contents page; next and previous page buttons.

# POSTGRADUATE GUIDELINES

OLLSCOIL NA GAILLIMHE LIBRARY AA STUDENTS & STAFF



OLLSCOIL NA GAILLIMHE  
UNIVERSITY OF GALWAY

▶ Prospective Students

▶ Current Students

▶ Visitors

SEARCH

Courses

University Life

About  
University Of Galway

Colleges  
& Schools

Research &  
Innovation

Business  
& Industry

Alumni, Friends  
& Supporters

Community  
Engagement

HOME > COLLEGES & SCHOOLS > COLLEGE OF SCIENCE AND ENGINEERING > POSTGRADUATE PROGRAMMES > POSTGRADUATE STRUCTURED PROGRAMMES > STRUCTURED PHD GUIDELINES

## Structured PhD Guidelines

Overview
Information for Current Students
International Students

[College of Science and Engineering Guidelines for PhD Students](#)

[https://www.universityofgalway.ie/media/collegeofscienceandengineering/CSE-PhD-Guidelines\\_October\\_2022.pdf](https://www.universityofgalway.ie/media/collegeofscienceandengineering/CSE-PhD-Guidelines_October_2022.pdf)



# COLLEGE PGR GUIDELINES

- New guidelines applicable to all PGR (=PhD+MSc by Research) students in the College
  - Personal Development plan
  - GRC Procedures
  - Article-based thesis
  - PhD Timeline
  - Problem Resolution

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## AGENDA SUPERVISOR-PHD STUDENT MEETINGS

1. What I've done since the last meeting
2. Questions, issues
3. Feedback from Supervisor
4. Plan on what to do before next meeting
5. The Next Thing
6. The next meeting

Send email to supervisor summarising the meeting

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## Personal Development Plan



<https://www.universityofgalway.ie/rdc/>



## Researcher Development Centre

Private group 3 members

Home

Send to



For Learners

Search this view

SEP 5

Introduction to NVivo - Building your qualitative...

Tue, 5 Sep 2023 09:00 - 16:30  
Online - link will be sent to those ...

SEP 6

Introduction to the RDC and Personal...

Wed, 6 Sep 2023 10:00 - 12:00  
RDC room 118, ground floor Resea...

SEP 13

Journalology: understanding the...

Wed, 13 Sep 2023 10:00 - 12:00  
RDC, Room 118, ground floor rese...

SEP 19  
SEP 20

Project Management (CAPM) by PMI - Staff...

Tue, 19 Sep 2023 09:30 - Wed, 20 ...  
Online - link will be sent to those ...

SEP 20

Staying well during your PhD

Wed, 20 Sep 2023 09:30 - 12:30  
The Aula Maxima (Ground Floor), ...



# WHAT TO DO NEXT

- Initial Consultation with your supervisor about:
  - Your Personal career development plan.
  - What modules you should take over the next 2-3 Years
  - Timelines for your research plan.
  - Who is on your Graduate Research Committee
  - Frequency and timing of Meetings.

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# MODULES (STRUCTURED PHD)

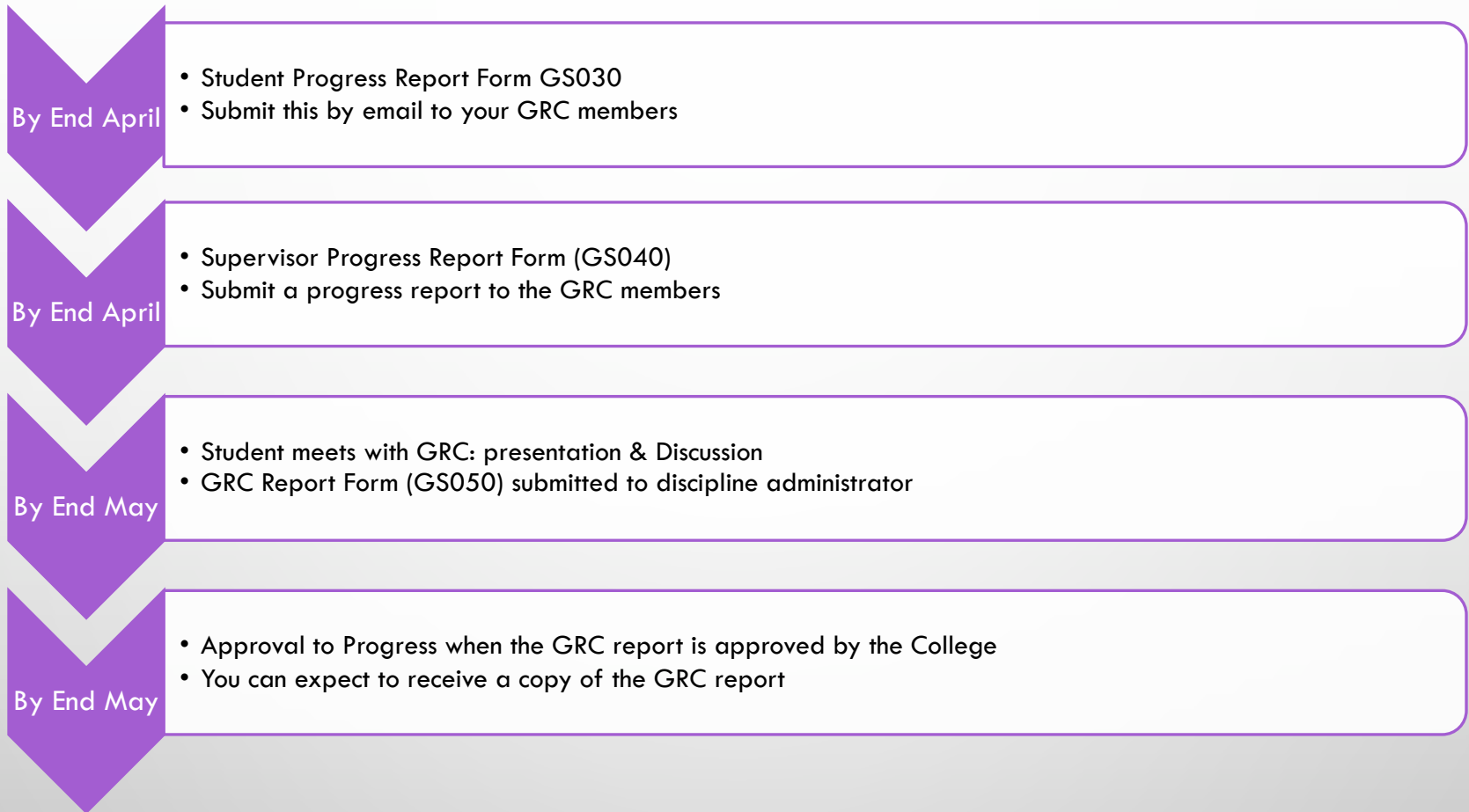
PICK MODULES CAREFULLY

- CORE MODULES SPECIFIC TO YOUR SUBJECT AREA
- GS MODULES [HTTP://WWW.NUIGALWAY.IE/GRADUATE-STUDIES/CURRENTSTUDENTS/GSMODULES/](http://www.nuigalway.ie/graduate-studies/currentstudents/gsmodes/)
- DISCIPLINE SPECIFIC MODULES – EG. PH506, CH508

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# GRC PROCESS



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# THE MINI-VIVA

- All PhD students are required to submit a written Mini-Viva Report to their GRC within 2 years of registration. Individual schools may decide on when the mini-viva is held within the first two years
- The Mini-Viva Report typically comprises 5,000 words, plus Appendices, and describes the work completed to date and a detailed PhD research proposal.
- The purpose of this oral Mini-Viva Examination is to confirm that the student:
  - (i) understands the research problem
  - (ii) is aware of the associated literature
  - (iii) has demonstrated capability to conduct independent research
  - (iv) has a realistic research plan and schedule
  - (v) remains capable of completing the PhD
- The PhD student makes a detailed presentation to the GRC, followed by a mini-viva examination (questions from the GRC).

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# RESEARCH INTEGRITY TRAINING

- It is **required** that all Research students and staff undertake basic training in Research Integrity – this is provided online and free of charge.
- Research students may obtain 5 ECTS credits for this training by registering for GS5110 and, in addition to the online material, attend an interactive workshop and complete a Research Student Supervisor Agreement - NOT AVAILABLE AT THE MOMENT

Details at <https://www.universityofgalway.ie/researchcommunityportal/researchintegrity/>

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# SUSTAINABILITY TRAINING

- NUI, Galway has committed to embedding the UN Sustainable Development Goals (SDGs)
- PhD supervisors and students should identify the SDGs with which the PhD research is aligned.
- Sustainable practices should be used in Research activities.
- students are encouraged to consider relevant postgraduate modules in sustainability;
  - BI5108 Green Labs Principles and Practice,
  - BSS2103 Introduction to Sustainability
  - PAB5128 Data Analysis for Sustainability Research

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# SUSTAINABLE DEVELOPMENT GOALS





# Researcher Development Centre

Supporting the continuing professional development of Researchers at  
NUI Galway



<https://www.universityofgalway.ie/rdc/>

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# Research Seminar Series

College of Science & Engineering  
(CSE)

Research Career Support and Professional  
Development Series - 2022



## Upcoming Seminars

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Research careers  
Grant writing skills  
Intellectual Property  
Galway Green Labs  
Preparing for a job beyond  
academia  
Open science / Open  
scholarship  
Entrepreneurship  
Media writing  
Developing Leadership Skills

## Welcome to the College of Science & Engineering Research Career Support and Professional Development Series!

We are delighted to launch our Researcher Career Support and Professional Development seminar series - 2022. We have devised this series based on a training needs analysis and feedback from early career/postgraduate researchers and with support from the Researcher Development Centre (RDC).

We have some great presenters and topics delivered by experienced scientists, engineers and researchers who have navigated the system and input also from your peers. The aim is to cover essential skills which are necessary for good career management.

The seminars are informal, and we encourage engagement as this is an opportunity for you to ask questions from those who have been through the career processes you are currently discovering.

# PhD Timeline:

## Year 1

Research topic selected.

Modules selected for first year.

Background Literature review.

Planning, Experimental design and setup.

Preparation for Data Analysis (e.g. familiarization with software tools).

Modules corresponding to 10-15 credits accumulated by end of year (Structured PhD).

# PhD Timeline:

## Year 2

Experimental work in progress.

Data analysis commenced.

Preliminary results.

Mini-viva complete.

15-20 credits accumulated in year 2 bringing the total in combination with year 1 to 30 credits

# PhD Timeline:

## Year 3

Experimental work.

Data analysis.

Publication (conference/Journal).

Thesis outline to GRC.

# PhD Timeline:

## Year 4

Finalise Data Analysis.

Chapter drafts to supervisor.

External and Internal Examiners identified.

Submission of Softbound thesis.

Publication.

Viva examination.

NB: The University (your supervisor/school) **cannot** pay or waive your fees for you after year 4



Being accepted  
to grad school

Bring in grad school



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## WHO CAN HELP ?

- SUPERVISOR
- GRADUATE RESEARCH COMMITTEE
- HEAD OF SCHOOL
- COLLEGE OF SCIENCE AND ENGINEERING
  - VICE DEAN FOR GRADUATE STUDIES
  - COLLEGE GRADUATE STUDIES COMMITTEE
- STUDENT'S UNION
  - [SU.PGRESEARCH@NUIGALWAY.IE](mailto:SU.PGRESEARCH@NUIGALWAY.IE)
- SCHOOL & COLLEGE ADMINISTRATORS
- GRADUATE STUDIES BOARD
- DEAN OF GRADUATE STUDIES

<https://www.universityofgalway.ie/student-life/student-support/>

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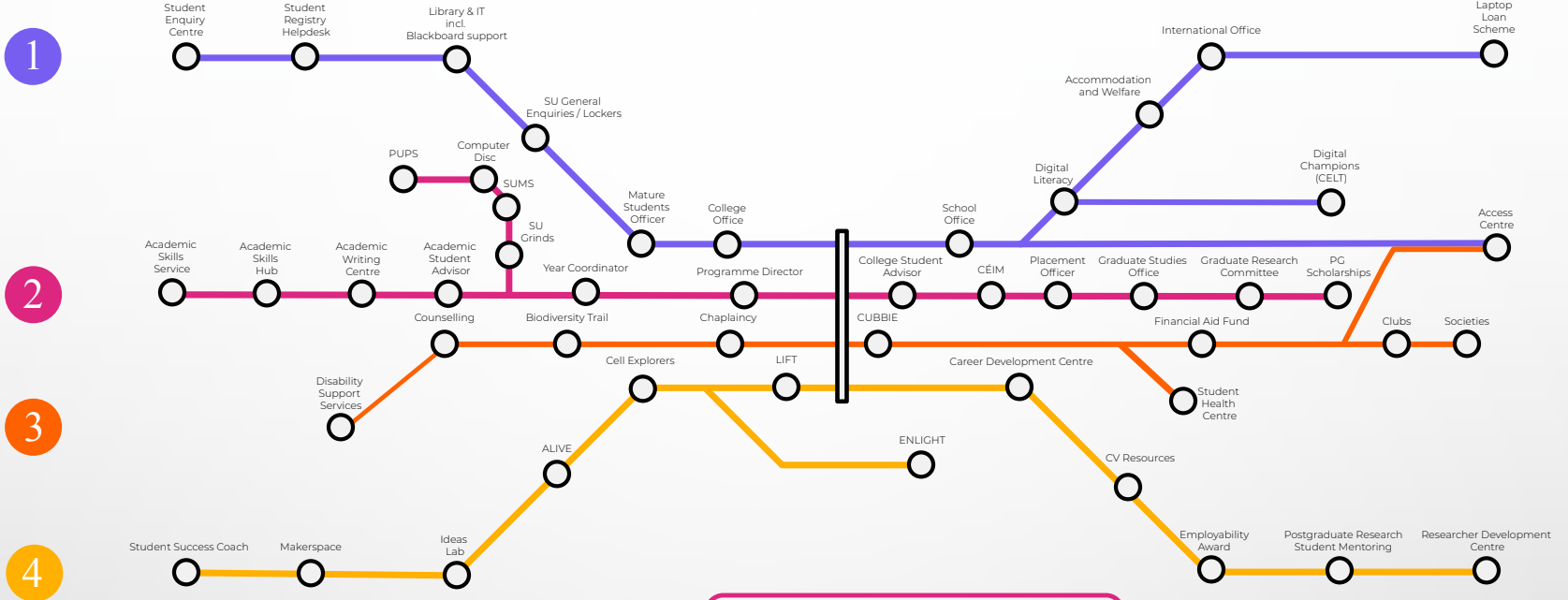
# WHO CAN HELP ?

- COUNSELLING
  - [HTTPS://WWW.UNIVERSITYOFGALWAY.IE/COUNSELLORS/](https://www.universityofgalway.ie/counsellors/)
- [HTTPS://WWW.UNIVERSITYOFGALWAY.IE/CHAPLAINS/](https://www.universityofgalway.ie/chaplains/)

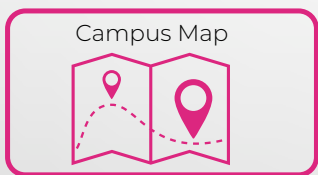
## Emergency Contacts

Outside of our opening hours or in an acute emergency please contact the following:

- Your own GP
- Accident & Emergency Galway: 091 544544
- Student Health Unit: 091 492604
- The Samaritans: 116123
- Pieta House: 1800 247247
- Text 'Galway' to 50808 to access 24/7 crisis text support



- 1
- 2
- 3
- 4



- ### Acronyms
- CÉIM - Peer Support for First Years
  - PUPS - Physics Undergraduate Problem Solving Sessions
  - SUMS - Support for Undergraduate Mathematics and Statistics
  - ALIVE - Student Volunteering Programme
  - DISC - Computer Programming Drop-in Support
  - CUBBIE - Wheelchair Accessible, Multi-Sensory, Safe Space
  - LIFT - Leading Ireland's Future Together Leadership Programme

- ### Key to Lines
- 1 Line 1 - Info & Digital Supports
  - 2 Line 2 - Academic Supports
  - 3 Line 3 - Health & Wellbeing
  - 4 Line 4 - Lifelong Supports



# Prof Ciara Meehan BA, PhD, SFHEA



Prof Ciara Meehan is Dean of Students at University of Galway.

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## Postgrad Research Society

A social society. We provide a space for postgrads to hang out outside of academia. Think coffee mornings, board games, theatre trips, quiz nights....



Email [postgrad@socs.nuigalway.ie](mailto:postgrad@socs.nuigalway.ie)

All our posters

» [Join Postgrad Research Society](#)

### Committee Members

<b>Information officer:</b>	Maria Cullen
<b>Ordinary Committee Member:</b>	Emily O'Dowd
<b>Welfare officer:</b>	Sarah Carter
<b>Events Manager:</b>	David O'Leary
<b>Treasurer:</b>	Filippo Martinelli
<b>Ordinary Committee Member:</b>	Muhammad Ali Farooq
<b>Vice-Auditor:</b>	Divya Ravikumar
<b>3rd Year OCM:</b>	Aislaigh Cahillane
<b>Public Relations Officer:</b>	Ilham Zaki Shah Rizal
<b>1st Year OCM:</b>	Ruchika Mathur
<b>Auditor:</b>	Sarah Porcenaluk
<b>Ordinary Committee Member:</b>	Mohamed Moustafa

## Postgrad Research Society



A social society. We provide a space for postgrads to hang out outside of academia. Think coffee mornings, board games, theatre trips, quiz nights....

Postgraduate study can be really fulfilling, but it can also be isolating. It's important to get away from the desk and find like-minded people. This society runs regular events which bring together postgraduate students from all the colleges in the university. We promote a friendly and relaxed atmosphere. Our events are non-

Sexual Violence & Harassment  
Prevention and Response



OLLSCOIL NA GAILLIMHE  
UNIVERSITY OF GALWAY

**WE HEAR YOU  
WE BELIEVE YOU  
WE WILL SUPPORT YOU**

SERVICES AVAILABLE TO YOU:

**Ending Sexual Violence & Harassment  
Policy for Staff & Students**

**CONSENTHUB.IE**

**Anonymous Report & Support:  
unigalway.speakout.ie**

**Free Student Counselling:  
counselling@universityofgalway.ie**

**Galway Rape Crisis Centre  
1800 355 355**

**Sexual Assault Treatment Unit  
091 765751**

If you would like more information or guidance on the supports available in incidences of sexual violence and harassment, please email **rebecca.connolly@universityofgalway.ie** in confidence

ALSO  
REMEMBER...

#STAYWELLINRESEARCH  
@ITHINKWELLHUGH

THINKWELL

# 52 WAYS TO STAY WELL

During your PhD, Post-doc  
or Research Career

Hugh Kearns



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<https://nuigalwayie.sharepoint.com/sites/rdc/SitePages/Online-Resources-and-Training.aspx>



Go n-eirí an t-adh libh !

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