



NUI Galway
OÉ Gaillimh

Version 5.0

College of Medicine, Nursing & Health Sciences

Research Masters Handbook

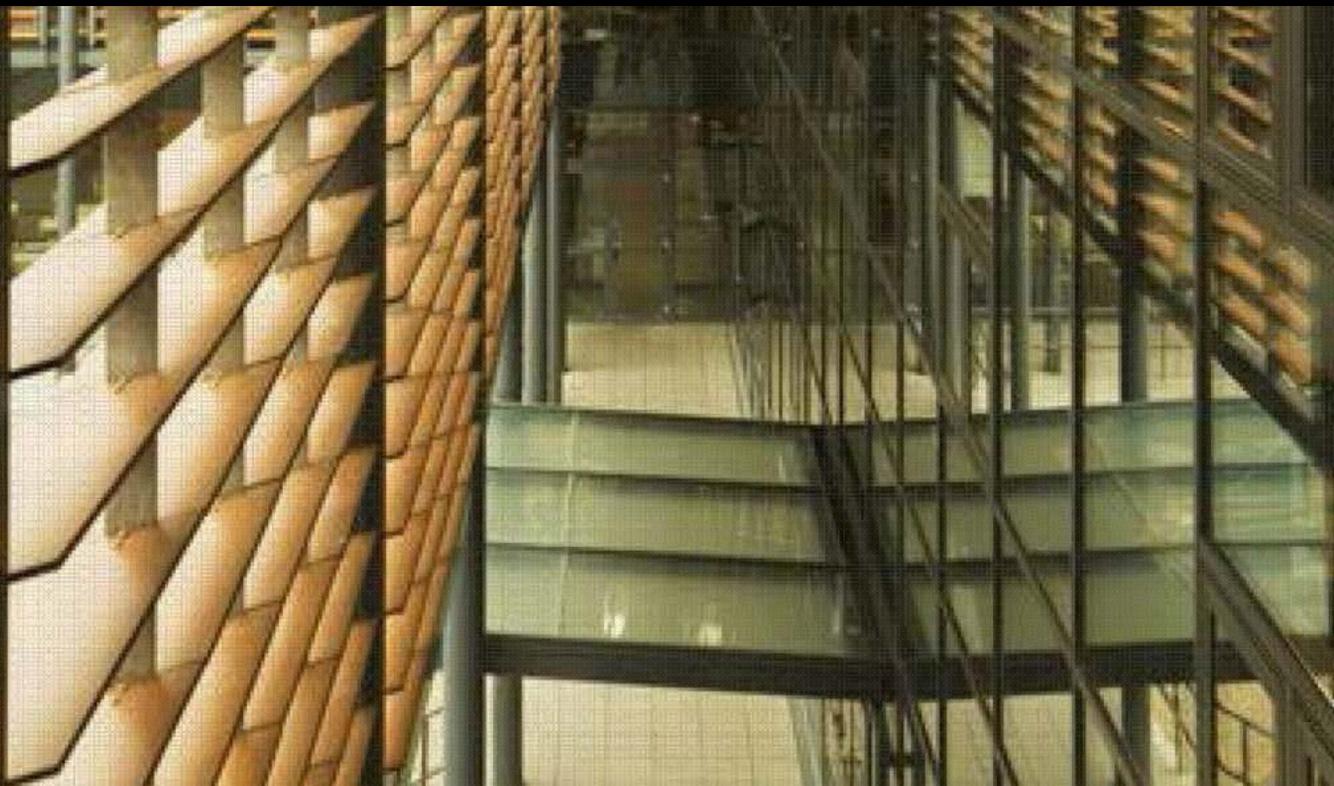


TABLE OF CONTENTS

INTRODUCTION & OVERVIEW	4
1. INTRODUCTION	5
1.1. OVERVIEW & CONTEXT	5
1.2. PURPOSE OF THE HANDBOOK	5
1.3. ATTACHED DOCUMENTS	5
1.4. UPDATES AND DOCUMENT VERSIONS	5
2. ROLES OF UNIVERSITY BODIES AND OFFICES.....	6
2.1. ACADEMIC COUNCIL.....	6
2.2. GRADUATE STUDIES	6
2.3. THE COLLEGE.....	6
2.4. THE SCHOOL OFFICE.....	6
2.5. THE DISCIPLINE / RESEARCH CENTRE / RESEARCH GROUP	6
3. RESEARCH MASTERS OVERVIEW	7
3.1. SUITE OF PROGRAMMES.....	7
3.1.1. MASTER OF HEALTH SCIENCES (PRIMARY CARE).....	7
3.1.2. MASTER OF PHILOSOPHY (MPHIL).....	7
3.1.3. MASTER OF SURGERY (MCH) BY RESEARCH.....	8
3.1.4. MASTER OF SCIENCE (M.SC.) BY RESEARCH	9
3.2. APPLICATION PROCESS	10
3.3. SUPERVISOR(S)	10
3.4. REGISTRATION.....	10
3.5. FEES	10
3.6. INDUCTION	10
3.7. GRADUATE RESEARCH COMMITTEE.....	10
3.8. ANNUAL GRC MEETINGS.....	11
4. SUPERVISOR & CO-SUPERVISOR REQUIREMENTS	11
4.1. PRIMARY SUPERVISOR.....	11
4.2. CO-SUPERVISORS.....	12
4.3. SENIOR RESEARCHERS.....	12
4.4. RESEARCHER STAFF.....	12
4.5. HONORARY CLINICAL STAFF.....	12
5. GRADUATE RESEARCH COMMITTEE (GRC)	12
5.1. MEMBERSHIP.....	12
5.2. ROLE OF THE GRC	13
6. STUDENT RESPONSIBILITIES & ENTITLEMENTS.....	13
6.1. UNIVERSITY AND LOCAL GUIDELINES	13
6.2. PLAGIARISM, EMBARGOS & THIRD PARTY COPYRIGHT	13
6.3. TAUGHT/GENERIC MODULES.....	13
6.4. EXTERNAL STUDENTS.....	14
ADMINISTRATIVE PROCEDURES.....	15
7. APPLICATION ONTO A RESEARCH MASTERS PROGRAMME PROCESS.....	16
7.1. APPLICATION PROCEDURAL STEPS	17
7.1.1. CANDIDATE APPLIES FOR ADVERTISED RESEARCH MASTERS OPPORTUNITY OR CONTACTS POTENTIAL SUPERVISOR	17

7.1.2.	CANDIDATE FORMALLY APPLIES VIA THE POSTGRADUATE APPLICATION CENTRE (PAC) WEBSITE WWW.PAC.IE	17
7.1.3.	PAC SYSTEM SENDS 'NEW APPLICATION' EMAIL	17
7.1.4.	SUPERVISOR COMPLETES A 'RECOMMEND ADMISSION ONTO RESEARCH DEGREE' (RARD) FORM	17
7.1.5.	APPLICATION IS CONSIDERED BY THE RELEVANT SCHOOL BOARD(S)	18
7.1.6.	COLLEGE OFFICE CONSIDERS APPLICATION AND SUBMITS RECOMMENDATION	18
7.1.7.	THE STUDENT IS INFORMED OF APPLICATION OUTCOME VIA EMAIL FROM PAC	18
7.1.8.	STUDENT REGISTERS WITH THE UNIVERSITY ON THEIR RESEARCH MASTERS PROGRAMME	18
7.1.9.	COLLEGE CONFIRMS OFFER OF PLACE TO SCHOOL OFFICE	19
8.	REGISTRATION	21
8.1.	NEW ENTRANTS	21
8.1.1.	SETUP YOUR CAMPUS ACCOUNT	21
8.1.2.	ACTIVATE STUDENT MAIL	21
8.2.	ZERO-REGISTERED STUDENTS	21
8.3.	NON-EU STUDENTS	22
8.4.	LATE REGISTRATION	22
8.5.	CURRENT STUDENTS CONTINUING TO THE NEXT ACADEMIC YEAR	22
8.5.1.	CONTINUING TO THE NEXT ACADEMIC YEAR OF YOUR DEGREE	22
8.5.2.	RETURNING TO YOUR DEGREE AFTER A LEAVE OF ABSENCE	22
8.5.3.	RETURNING AFTER PERIOD OF DE-REGISTRATION	22
9.	FEES	23
9.1.	PAYMENT OF FEES	23
9.1.1.	PAYMENT VIA RESEARCH/DISCIPLINE ACCOUNT	23
9.1.2.	STAFF FURTHER EDUCATION POLICY (FEP) SCHEME	23
9.1.3.	STUDENT LEVY	23
9.1.4.	SCHOLARSHIP FORMS	23
10.	LEAVE OF ABSENCE	25
10.1.	APPLICATION PROCEDURAL STEPS	25
10.2.	DURATION	25
10.3.	RETURN FROM A LEAVE OF ABSENCE	26
10.4.	EXTENDING A LEAVE OF ABSENCE	26
10.5.	RETROSPECTIVE APPROVAL OF LEAVE OF ABSENCE	26
10.6.	ADMINISTRATION RESPONSIBILITIES	26
11.	TRANSFERS	27
11.1.	APPLICATION PROCEDURAL STEPS	27
11.2.	ADMINISTRATION RESPONSIBILITIES	28
12.	WITHDRAWING FROM A RESEARCH MASTERS PROGRAMME	29
12.1.	APPLICATION PROCEDURAL STEPS	29
12.2.	ADMINISTRATION RESPONSIBILITIES	30
13.	ANNUAL GRADUATE RESEARCH COMMITTEE MEETINGS	31
13.1.	GRC MEETING AND PROGRESS REPORT OVERVIEW	31
13.2.	GRC ANNUAL PROGRESS MEETINGS PROCEDURAL STEPS	32
13.3.	ADMINISTRATION RESPONSIBILITIES	34
14.	THESIS SUBMISSION & CONFERRING	35
APPENDIX A	: CONTACT DETAILS & USEFUL LINKS	36
APPENDIX B	: RESEARCH PROGRAMMES PAC CODES	38



APPENDIX C : COMMITTEES 39

APPENDIX D : ATTACHED EXAMPLE FORMS AND TEMPLATES 40

APPENDIX E : ONLINE REGISTRATION PORTAL 41

APPENDIX F : OCCASIONALLY ASKED QUESTIONS..... 42

List of Figures

FIGURE 7-1 APPLICATION PROCESS: OVERVIEW16

FIGURE 7-2 APPLICATION PROCESS: RESPONSIBILITIES.....20

FIGURE 10-1 LEAVE OF ABSENCE: APPLICATION PROCESS OVERVIEW.....25

FIGURE 10-2 LEAVE OF ABSENCE: RESPONSIBILITIES.....26

FIGURE 11-1 TRANSFER REQUEST: APPLICATION PROCESS OVERVIEW27

FIGURE 11-2 TRANSFER REQUESTS: RESPONSIBILITIES.....28

FIGURE 12-1 WITHDRAWAL FROM RESEARCH MASTERS PROGRAMME: PROCESS OVERVIEW.....29

FIGURE 12-2 WITHDRAWAL FROM RESEARCH MASTERS PROGRAMME: ADMINISTRATIVE RESPONSIBILITIES.....30

FIGURE 13-1 GRC ANNUAL REVIEW: PROCESS OVERVIEW AND TIMELINE31

FIGURE 13-2 ADMINISTRATIVE RESPONSIBILITIES.....34



INTRODUCTION & OVERVIEW

1. INTRODUCTION

1.1. Overview & context

The College of Medicine, Nursing and Health Sciences offers a number of postgraduate research masters degrees [Level 9; ref. www.nfq.ie] in its three Schools. These programmes aim to prepare graduates to develop, improve and enhance knowledge and understanding in their chosen area of research. In the School of Medicine, the Master of Health Science (Primary Care), Master of Surgery (MCh) by research and Master of Science by research are available. The Masters in Philosophy (MPhil) is offered in the School of Health Sciences and School of Nursing and Midwifery.

1.2. Purpose of the Handbook

The purpose of this document is to provide research masters degree students, supervisors and College staff with the necessary information to ensure best practice in the administration of the research degree process within the College of Medicine, Nursing and Health Sciences (CMNHS). Individual handbooks for PhD students and Doctor of Medicine (MD) students are available from the College website ([click here](#)).

THESE GUIDELINES SHOULD BE USED IN CONJUNCTION WITH THE COLLEGE CALENDAR ([CLICK HERE](#)), THE UNIVERSITY GUIDELINES FOR RESEARCH DEGREE PROGRAMMES ([CLICK HERE](#)) AND THE UNIVERSITY GENERAL CALENDAR ([CLICK HERE](#)).

Where local guidelines and timelines are in place within Schools, disciplines or group, they should complement the requirements and processing guidelines outlined in this handbook and the University guidelines.

1.3. Attached Documents

Forms and example documents attached to this PDF are highlighted throughout the handbook in **BLUE CAPITALS**. A list of the forms, including all relevant Graduate Studies forms can also be found in [Appendix D](#). To view attachments within the PDF: On the menu bar of Adobe Acrobat, click on View → Navigating Panels → Attachments. The list of attached documents will be listed at the bottom of the page. Click on document to open.

1.4. Updates and Document Versions

Updates and changes in policy and procedures will be added to this document and the new version will be uploaded onto the College website ([click here](#)). Please ensure that you refer to the latest version of this document.

2. ROLES OF UNIVERSITY BODIES AND OFFICES

2.1. Academic Council

As the University body responsible for overseeing all matters relating to the operation of academic activities, Academic Council oversees the operation of postgraduate research programmes, including standards and procedures. Academic Council approves all major revisions of these guidelines and the relevant regulations. To find a list of the current members of Academic Council please [click here](#).

2.2. Graduate Studies

The Dean of Graduate Studies, acting with the Secretary for Academic Affairs and the Standing Committee of Academic Council, is responsible for the overall management of the operation of University postgraduate research programmes. For contact details please see [Appendix A](#).

2.3. The College

As the local body responsible for overseeing all matters relating to the operation of academic programmes, each College oversees the detailed operation of postgraduate research programmes, including local standards and procedures. The College approves all substantive revisions of local guidelines following consultation with the Dean of Graduate Studies and the Graduate Studies Board. The Dean of a College is responsible for the overall supervision of the operation of the College's postgraduate research programmes, but may delegate specific duties and responsibilities to a Vice Dean. In the context of postgraduate research degrees, in each College there is a Vice Dean who is responsible for:

- Working with the Dean of Graduate Studies and the postgraduate sections of Academic Affairs
- Ensuring that feedback from research students, supervisors, local graduate research committees and examiners is provided to the Graduate Studies Board.
- The Vice Dean of Graduate Studies chairs the College Graduate Studies Committee (for current membership and terms of reference please see [Appendix C](#) and for contact details see : [Contact Details & Useful Links](#))

2.4. The School Office

Each of the School Offices shall be responsible for a number of administrative processes central to the support of postgraduate research. The recording of outcomes / recommendations in relation to research masters students at School board meetings shall be a key component but all processes are outlined in the relevant sections.

2.5. The Discipline / Research Centre / Research Group

The disciplines/research centres are central to the support and administration of the research masters programmes. Each discipline / group shall identify a contact person(s) who will be responsible, with the relevant supervisor(s), for a number of administrative processes. These processes are outlined throughout the handbook.

3. RESEARCH MASTERS OVERVIEW

3.1. Suite of Programmes

The CMNHS offers research masters degrees across the three Schools. [Appendix B](#) lists the current research masters degree programmes available within the CMNHS and the relevant Postgraduate Application Centre (PAC) code. These codes are also used on the PAC website to select the programme which a potential student is applying for.

3.1.1. Master of Health Sciences (Primary Care)

Overview

The MHSc research degree is a masters research programme offered by the School of Medicine which will equip students to successfully develop and carry out a piece of research within the primary care setting, and in doing so develop relevant expertise in research methodology.

Entry requirements

Candidates should normally have an honours standard in a relevant academic discipline at primary degree level or equivalent. Entry to the Masters will usually follow successful completion of the Postgraduate Diploma in Primary Care or Clinical Primary Care. Applications may also be considered from candidates with relevant educational background and experience. Selection is based on academic record and congruence of the candidate's thesis proposal with expertise and capacity for supervision within the Discipline of General Practice. The staff member must be approved by the College to supervise the research in terms of its nature and scope. Candidates may be required to submit a research proposal for consideration by the School as part of their application.

Duration

Normal duration of the MHSc programme is one calendar year, starting in September. If candidates do not complete the degree within the due period from the date of registration they must re-apply to the College, presenting justification for an extension.

Assessment

Assessment is by examination of a written thesis. To be awarded a MHSc, a candidate must demonstrate that, in pursuance of an agreed project, he/she has met all of the following criteria:

- Has made a contribution to knowledge and scholarship
- Can display an appropriate depth and breadth of knowledge and understanding of the relevant field(s) of study
- Has gained a corresponding level of expertise with respect to relevant methodologies and techniques
- Has presented a thesis with the appropriate structure and written style

Evidence as to whether or not these criteria are met will be found in the thesis. An oral examination may be required.

For instructions regarding formatting and submission of thesis for examination see '[University Guidelines for Research Degree Programmes](#)'

3.1.2. Master of Philosophy (MPhil)

Overview

The MPhil degree is a masters research programme which will prepare graduates to develop, improve and enhance knowledge and understanding in their chosen area of research. The School of Health Sciences offers MPhil degrees in Health Science, Occupational Therapy, Podiatry, and Speech and Language Therapy. The School of Nursing and Midwifery offers MPhil degrees in Midwifery and Nursing,

Entry requirements

Candidates should normally have a honours standard in a relevant academic discipline at primary degree level or equivalent together with the support of an academic staff member who is approved by the College to supervise the research in terms of its nature and scope. Candidates may be required to submit a research proposal for consideration by the School as part of their application.

Duration

The MPhil programme can commence at anytime in the academic year. Normal duration is 12 months full time or 24 months part time. If candidates do not complete the degree within the due period from the date of registration they must re-apply to the College, presenting justification for an extension.

Assessment

Assessment is by examination of a written thesis. To be awarded a MPhil, a candidate must demonstrate that, in pursuance of an agreed project, he/she has met all of the following criteria:

- Has made a contribution to knowledge and scholarship
- Can display an appropriate depth and breadth of knowledge and understanding of the relevant field(s) of study
- Has gained a corresponding level of expertise with respect to relevant methodologies and techniques
- Has presented a thesis with the appropriate structure and written style

Evidence as to whether or not these criteria are met will be found in the thesis. An oral examination may be required. For instructions regarding formatting and submission of thesis for examination see [‘University Guidelines for Research Degree Programmes’](#)

3.1.3. Master of Surgery (MCh) by research

Overview

The MCh research degree is a masters research programme offered in the School of Medicine for Surgeons which will prepare graduates to develop, improve and enhance knowledge and understanding in their chosen area of research.

Entry requirements

Candidates should normally have a honours standard in Medicine from NUI Galway or possess qualifications deemed by the University to be equivalent. Candidates shall be eligible to register onto the MCh programme under the following conditions:

- The candidate must pass a preliminary clinical examination in general surgery. Exemption from this examination may be granted if the College considers that the candidate holds a suitable senior surgical qualification acquired by examination.
- The application will also require the support of an academic staff member who is approved by the College to supervise the research in terms of its nature and scope.

Candidates for Higher Medical Degrees will not be examined in the Clinical or Practical Part of the Examination in hospitals in which they, at the time, hold appointments. Candidates may be required to submit a research proposal for consideration by the School as part of their application.

Duration

The MCh programme can commence at anytime in the academic year. Normal duration is 12 months full time or 24 months part time. If candidates do not complete the degree within the due period from the date of registration they must re-apply to the College, presenting justification for an extension.

Assessment

Assessment is by examination of a written thesis. To be awarded a MCh, a candidate must demonstrate that, in pursuance of an agreed project, he/she has met all of the following criteria:

- Has made a contribution to knowledge and scholarship
- Can display an appropriate depth and breadth of knowledge and understanding of the relevant field(s) of study
- Has gained a corresponding level of expertise with respect to relevant methodologies and techniques
- Has presented a thesis with the appropriate structure and written style

Evidence as to whether or not these criteria are met will be found in the thesis. An oral examination may be required. For instructions regarding formatting and submission of thesis for examination see [‘University Guidelines for Research Degree Programmes’](#)

3.1.4. Master of Science (M.Sc.) by research

Overview

The M.Sc. (by Research) degree is a masters research programme offered by the School of Medicine which will equip students to successfully develop and carry out a piece of research in their chosen area of research.

Entry requirements

Candidates should normally have a honours standard in a relevant academic discipline at primary degree level or equivalent together with the support of an academic staff member who is approved by the College to supervise the research in terms of its nature and scope. Candidates may be required to submit a research proposal for consideration by the School as part of their application.

Duration

The M.Sc. programme can commence at anytime in the academic year. Normal duration is up to 24 months full time or 36 months part time. If candidates do not complete the degree within the due period from the date of registration they must re-apply to the College, presenting justification for an extension.

Assessment

Assessment is by examination of a written thesis. To be awarded a MSc, a candidate must demonstrate that, in pursuance of an agreed project, he/she has met all of the following criteria:

- Has made a contribution to knowledge and scholarship
- Can display an appropriate depth and breadth of knowledge and understanding of the relevant field(s) of study
- Has gained a corresponding level of expertise with respect to relevant methodologies and techniques
- Has presented a thesis with the appropriate structure and written style

Evidence as to whether or not these criteria are met will be found in the thesis. An oral examination may be required. For instructions regarding formatting and submission of thesis for examination see [‘University Guidelines for Research Degree Programmes’](#)

3.2. Application process

All applications must be processed via the CRM Recruit System. Candidates should begin the application process well in advance of an expected start date to ensure that they have completed all the necessary steps. Candidates should not begin their research prior to completion of the application and registration process.

For full details on the process please see Section 7 [Application onto a Research Masters Programme](#) Process

3.3. Supervisor(s)

The primary supervisor(s) is responsible for the overall management of the student's training and research project. The supervisor(s) must adhere to the responsibilities set out in the University Guidelines ([click here](#)).

For eligibility criteria and responsibilities please see Section 4 [Supervisor & Co-supervisor Requirements](#).

3.4. Registration

Registration involves the collection and maintenance of student data and all information is stored centrally in the University on the Student Record System (Quercus). All students at NUI Galway must register at the start of every academic year irrespective of the date they first register.

This is obligatory and it is the responsibility of the student to ensure they are registered correctly for each year of their degree

For full details on the process please see Section 8 [Registration](#)

3.5. Fees

A list of current fees for research masters programmes can be found on the [fees website](#). It is the responsibility of the student to ensure that their fees are paid every academic year. Where the fees are being paid from a research grant or scholarship, both the supervisor and student must ensure all the necessary documents have been submitted to the Research Accounts office. Students are advised to contact the fees office directly to establish what fee amount they are liable for. This is of particular importance for students starting in the middle/end of the academic year or returning from a leave of absence.

Fees can be paid online at the time of registration via the [registration portal](#). Once online registration has closed, students must contact the fees office directly to organise payment of fees. Please note that late fee charges may be charged

For full details on the process please see Section 9 [Fees](#)

3.6. Induction

An induction session is held in the CMNHS at the start of each academic year. All postgraduate research students are invited to attend but it is compulsory for ALL students on a structured PhD programme. If necessary, a second session will be held at the start of the second semester.

Details will be circulated to all first year students via their NUIG email address

3.7. Graduate Research Committee

All postgraduate research students are required to have a Graduate Research Committee (GRC), whose role is to ensure quality of research, compliance with best practice, offer mediation if required and to support and provide advice to the research student and supervisor(s).

For eligibility criteria and responsibilities please see Section 5 [Graduate Research Committee](#).

3.8. Annual GRC meetings

The GRC meets formally to consider student performance at an Annual Review, which normally takes place before the end of June. A GRC report must be submitted for every student unless the student has been on an approved leave of absence of the entire academic year.

In preparation for the GRC meeting the student and supervisor must complete a number of forms and ensure that they are submitted to the GRC prior to the meeting. These forms include:

STUDENT ANNUAL REPORT FORM

SUPERVISOR PROGRESS REPORT FORM

Template forms can be found attached to this handbook. The deadline for submission of the report is usually the end of May but please be aware of and work to any earlier local (discipline, school, research group) deadlines which may be in place. Following the annual meeting, the GRC must submit their annual review report(s), the **GRC PROGRESS REPORT FORM**, via the disciplines to the College outlining their recommendation on the progression of the student to the next year of their research degree. The College Graduate Studies Committee shall submit the formal decision on progression. Decisions shall be ratified by the postgraduate examinations board in September annually.

For full details on the process please see Section 13 [Annual Graduate Research Committee Meetings](#)

4. SUPERVISOR & CO-SUPERVISOR REQUIREMENTS

The supervisor(s) is responsible for providing guidance on the research carried out by the student. Responsibilities include (but are not limited to):

- Ensuring that the student has been introduced to the members of their Graduate Research Committee at the beginning of his or her studies
- Providing advice and guidance about the direction of the research project and the strategies that might be used to achieve the research goals
- Advising the student on his/her specific, transferrable and generic training needs and the regulations governing the research masters programmes within their College
- Providing guidance on the standard of work expected for a research masters degree and communicating clearly to the student how s/he is performing, particularly when the required standards are not being met
- Monitoring student progress
- Providing the student with opportunities to meet other researchers in the field by facilitating his/her attendance at conferences as appropriate and as permitted by resources
- Providing encouragement, advice and assistance with the presentation of conference papers and the publication of scholarly papers emanating from the research project, while ensuring that the student gets appropriate recognition for his/her efforts (e.g., authorship on papers and acknowledgements at seminars)
- Ensuring that the research is conducted in a safe manner and to high ethical standards

4.1. Primary Supervisor

The primary supervisor is responsible for the overall management of the student's training and research project. The supervisor(s) must adhere to the responsibilities set out in the [University Guidelines](#) and fulfil the following criteria:

- be an active scholar and researcher with good records of achievement and publication
- have a PhD in a suitable academic area or an equivalent record of achievement
- In the case of supervisors who have not yet supervised a Masters by Research to successful completion, it is recommended that the supervisory team should include an experienced supervisor.
- All research supervisor's, are recommended to attend supervisor training as part of their professional development eg relevant modules provided by CELT or workshops provided by Graduate Studies Office.

4.2. Co-Supervisors

The College may allow for co-supervision of the thesis but in such cases the primary supervisor (who fulfil the eligibility criteria for primary supervisors) must be identifiable. There may be co-supervisors for interdisciplinary or co-operative projects. Also, in the case of co-supervision, one of the supervisors may be drawn from the academic staff of other Universities. Co-supervisory arrangements can also ensure that qualified and promising potential supervisors are facilitated in getting experience of supervision.

4.3. Senior Researchers

Senior researchers may undertake graduate student supervision following approval of their application as Honorary Research Lecturers. Persons appointed to Honorary Research Lectureships shall, if requested to do so by the relevant University authority, carry out appropriate student supervision. For further details on the approval process please see **Error! Reference source not found.**

4.4. Researcher Staff

The College may assign a member of the University's research staff as primary supervisor of a candidate's research, with a permanent member of the University's academic staff as co-supervisor, where the research being undertaken by the candidate is funded from a research project on which the member of research staff is the Principal Investigator.

4.5. Honorary Clinical Staff

Honorary clinical staff are considered eligible to be primary supervisors for research masters students. Eligibility would apply in the case of research degrees within their area of clinical specialization and on condition that a permanent member of NUI Galway academic staff is appointed co-supervisor.

Honorary clinical staff who act as primary supervisors must adhere to the responsibilities set out in the [University Guidelines](#) and fulfill the following criteria:

- be an active scholar and researcher with good records of achievement and publication
- have a PhD in a suitable academic area, or an equivalent record of achievement
- know and abide by the University Guidelines for Research Degree Programmes and Regulations for Higher Research Degrees

5. GRADUATE RESEARCH COMMITTEE (GRC)

All postgraduate research students within the College of Medicine, Nursing and Health Sciences are required to have a Graduate Research Committee, whose role is to ensure quality of research, compliance with best practice, offer mediation if required and to support and provide advice to the research student and supervisor(s).

5.1. Membership

A GRC will normally comprise 3 members of academic staff, and can have an external member from another University. At least two permanent members of academic staff in NUI, Galway must be on the GRC. Research staff must be appointed as adjunct lecturers before they can be members of a GRC. It is a matter of local policy whether a GRC will be unique for each student, or if a GRC is common to all students in a discipline. Under University guidelines, a supervisor may not be a member of the GRC for students starting research degrees after September 2013. For longer registered students whose supervisor is a member of their GRC, should it be necessary, the other members of the GRC can meet with the student in the absence of the supervisor(s), and can make formal recommendations. Membership of a GRC does not preclude an academic who is not the student's supervisor from acting as internal examiner.

5.2. Role of the GRC

The committee supports both the student and supervisor and the role of the GRC is outlined in the [University Guidelines](#) and includes, but is not limited to, the following:

- Acting in an advisory capacity and as an additional source of encouragement
- Formally monitoring student progress through an annual review process involving a meeting with the student
- Making recommendations to the College on student progression, re-registration for another degree or exit
- Recommending internal and external examiners

6. STUDENT RESPONSIBILITIES & ENTITLEMENTS

All students who register as a student of NUI Galway do so understanding that they agree to abide by all the rules and regulations of the University.

Success in graduate research requires commitment, dedication and a willingness to accept constructive criticism and expert supervision. In particular, you must accept full responsibility for all the contributions that you are expected to make, for example:

- Becoming familiar with the University and local guidelines pertaining to graduate degrees
- Acquiring the special and generic skills necessary for the project and for preparation of the thesis
- Fulfilling all the requirements if you are registered for a research masters in your College
- Working efficiently on the project
- Becoming familiar with norms and guidelines on issues of direct relevance to the communication of research findings such as plagiarism and the correct usage of quotations, and the importance of the explicit acknowledgement of the work of others
- Communicating progress, and difficulties should they arise, regularly with your supervisor and your GRC
- Recording accurately and carefully in the required formats all relevant tasks being carried out, and producing timely progress reports as required
- Participating in relevant academic tutoring, demonstrating and other teaching assignments
- Disseminating results of your research at conferences and in print

6.1. University and local guidelines

Students who are registered on a PhD programme in the CMNHS, NUI Galway do so on the understanding that they have reviewed the University guidelines and the CMNHS handbook regulations prior to starting their research masters programme within the College and will abide by these rules and regulations throughout the duration of their programme. For further details please refer to the University Guidelines for Research Degrees ([click here](#)) and general University regulations ([click here](#)).

6.2. Plagiarism, embargos & third party copyright

Students registered at the University are obliged to make themselves aware of and abide by the current plagiarism, embargo and third party copyright regulations. Students and supervisors should consider any potential embargo and third party copyright issues well in advance of the writing and submission of the research Masters thesis.

6.3. Taught/Generic Modules

Research masters students may undertake taught/generic modules including those listed on the Structured PhD programme. However, they must seek approval from their supervisor and the module coordinator to attend these modules and be aware that they may not receive the ECT allocated to that module.

6.4. External Students

If off-campus for more than 3 months in any academic year, the student must complete the form [GS 090](#) (Off Campus Research Student Form). Completed forms should be submitted to the College Office for approval by the Dean/Vice-Dean of Graduate Studies and the decision will be noted at the next Graduate Studies Board meeting of the University



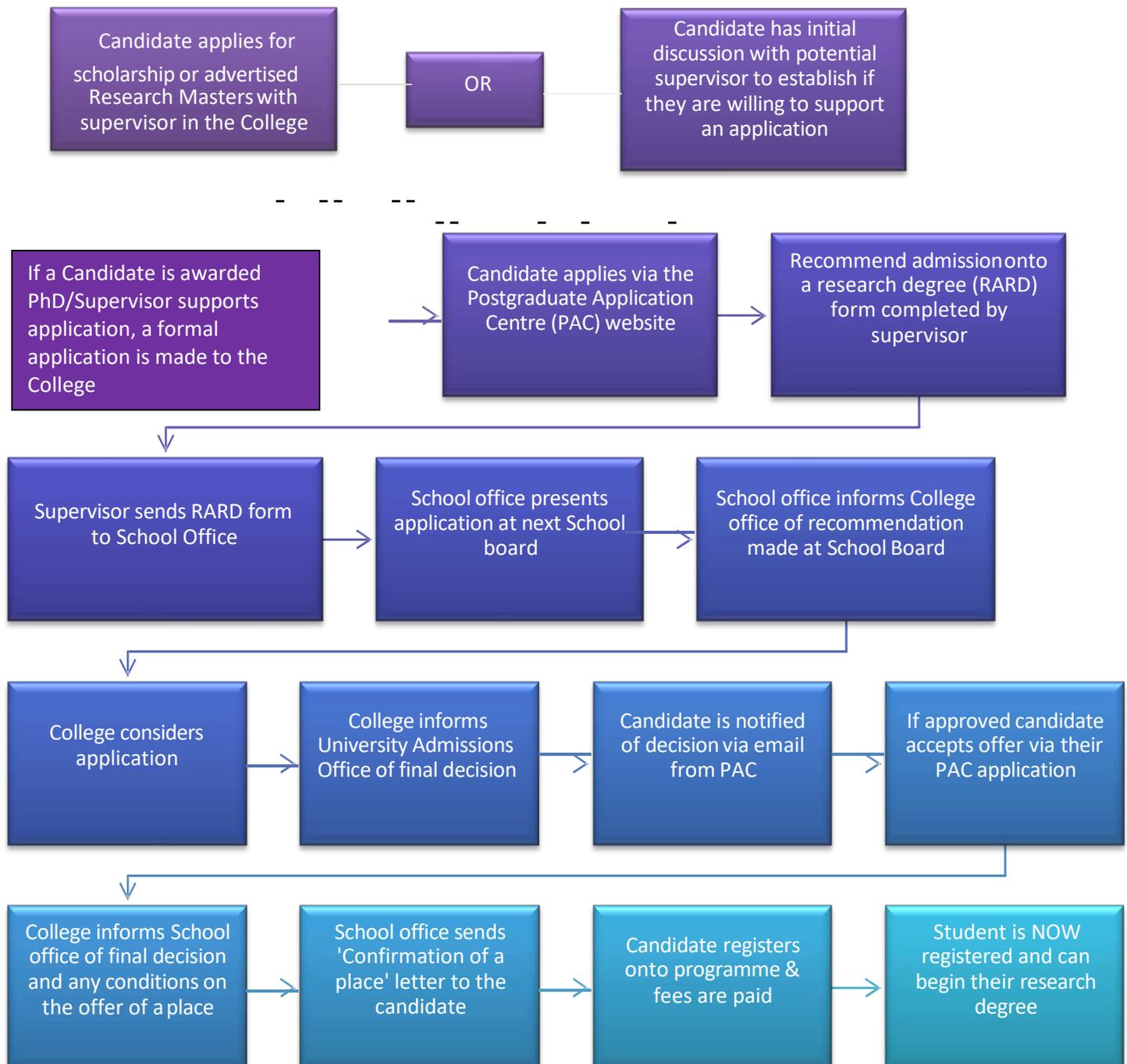
ADMINISTRATIVE PROCEDURES

7. APPLICATION ONTO A RESEARCH MASTERS PROGRAMME PROCESS

There are a number of steps to applying for admission onto a research masters programme and these may vary slightly depending on when in the academic year a candidate applies. Therefore, it is important that this section is reviewed in its entirety by all students, supervisors and staff.

[Figure 7.1](#) provides an overview of the sequence of steps and [Figure 7.2](#) outlines who is responsible for each of these steps. [Section 7.1](#) should be read carefully to ensure that all the necessary steps are carried out.

Figure 7-1 Application process: Overview



7.1. Application procedural steps

7.1.1. Candidate applies for advertised Research Masters opportunity or contacts potential supervisor

There are a number of routes by which a candidate can apply for entry onto a research masters programme. Candidates who apply for an advertised research masters opportunity directly with a supervisor or via a scholarship funding call will be required to submit an application of some format. If successful, these candidates should follow the application process outlined below (including step 7.1.2) as these steps are required by ALL incoming students.

Candidates who are interested in pursuing a research master but who have not applied for an advertised research masters opportunity should, in the first instance, make contact with the relevant academic staff member/potential supervisor. In the event that the potential supervisor is willing to recommend that the applicant be considered, the procedure that must be followed is detailed below.

7.1.2. Candidate formally applies via the CRM Recruit System

<https://www.nuigalway.ie/postgrad-admissions/>

The candidate registers on PAC, selecting the research programme(s) they wish to be considered for. Some programmes, e.g. M.Sc. in Anatomy, are offered via more than one College and therefore candidates must ensure they select the PAC code relevant to the CMNHS. A list of all programmes and corresponding PAC codes for the CMNHS can be found in [Appendix B](#). All required documentation and information for the application must be uploaded onto or posted to PAC (See [: Contact Details & Useful Links](#) for contact details). Do not send documents to the University unless specifically requested

Additional application requirements & documentation

- English Language requirements: International accreditation must be from within two years. For current level requirements please [click here](#)
- References: The names and contact details must be provided by ALL applicants
- Transcripts: Certified originals must be provided (posted to PAC) by applicants who are NOT NUI Galway graduates
- Birth certificate and/or passport: Certified originals must be provided by applicants who are NOT NUI Galway graduates
- Candidates can select up to three courses on PAC but they should ensure that they select the correct PAC code for the programmes they wish to be considered for e.g. structured v non-structured or full-time v part-time

The PAC application does not represent approval of application or registration onto the programme.

7.1.3. PAC system sends 'new application' email

Once a new application is created on PAC, an email alert will be automatically sent to the selected supervisor and discipline contact. The discipline contact(s) shall monitor PAC applications ensuring consideration of applications on a timely manner.

7.1.4. Supervisor completes a 'Recommend Admission onto Research Degree' (RARD) form

The **RECOMMEND ADMISSION ONTO RESEARCH DEGREE FORM (RARD FORM)** should contain all the information necessary for the School and College to make an informed decision on whether to offer an applicant a place on the research programme they have selected. It should also contain information needed by central University offices (admissions and registration) to allow them to directly offer the correct type of programme and register the student to the correct discipline.

The following shall be checked:

- start date (it cannot be prior to the date of the PAC application)
- the correct PAC code/programme has been selected
- the discipline selected is appropriate
- all the necessary documents have been uploaded to PAC
- what if any additional criteria are being required and whether an offer will need to be conditional

Please see [Appendix D : Attached example forms and templates](#) and attached EXAMPLE_Recommendation onto a research degree (RARD) form for a copy of the form with explanation and advice on how to complete the form. Once completed the supervisor emails a copy of the form to the relevant School office.

NOTE: If applications need to be processed as a priority, the supervisor should seek approval of the application from the Head of School prior to the next School board. The recommendation (signed form) is emailed to the School and College Office with a request to the School office to have the recommendation noted at the next appropriate School Board.

7.1.5. Application is considered by the relevant School Board(s)

The Head of School, with their School Board should assess the following when considering an application: is the candidate eligible to apply and do the fulfil the entry requirements

- has a suitable and eligible supervisor(s) endorsed the application
- has a suitable and eligible GRC been selected

The School Office shall send the recommendation to the College Office within one week of the meeting. Approval by School board is not final approval nor an offer of a place on the programme.

7.1.6. College Office considers application and submits recommendation

If the College approves the application, the office submits the final decision / recommendation to the postgraduate admissions office. If the offer is conditional, e.g. the student is awaiting final year results, the College office will liaise with admissions to inform them when / if the conditions of the offer have been met.

7.1.7. The student is informed of application outcome via email from PAC

If approved, the email confirmation the candidate receives from PAC will include details of how to register and pay fees. This stage represents the formal **OFFER** of a place on the research programme stage, **NOT REGISTRATION** onto the programme in the University. A candidate must receive this email before they will be able to register onto the research programme.

7.1.8. Student registers with the University on their research masters programme

The student must formally register with the University before they will be considered to have started their research masters degree. For details of how to register please see [Section 8.1](#)

As part of this process the appropriate fees must be paid. If a student is self funded, they must ensure that they pay their fees within the time permitted or late fees may be incurred. For details of how to pay your fees please see [Section 9.1](#). Where a student's fees will be paid from a research account (e.g. from a scholarship or grant belonging to the supervisor) a scholarship form must be completed. Students should liaise with their supervisor to ensure this

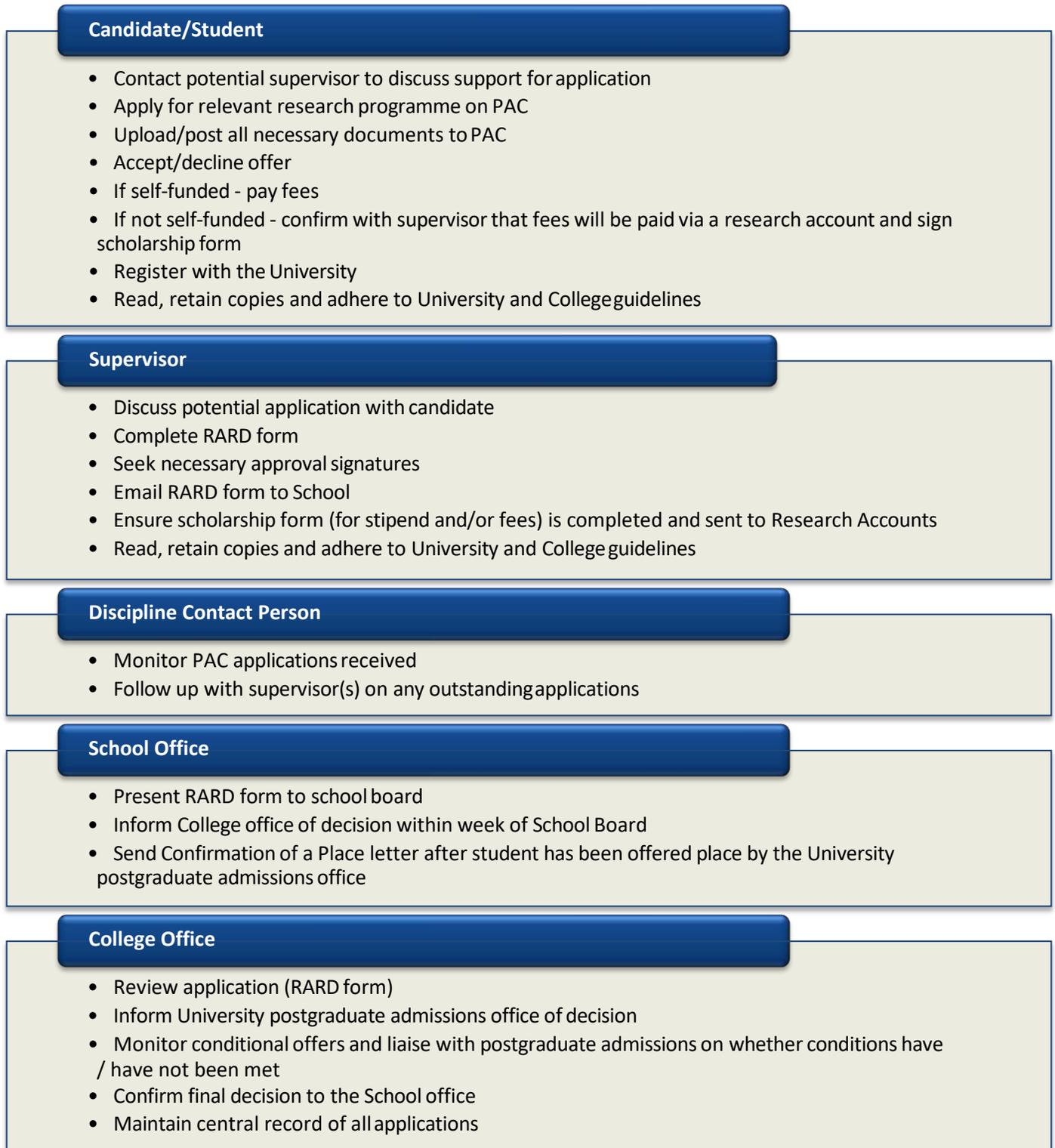
process is completed and they will also be required to sign the scholarship form. If a student will be in receipt of a stipend this information will also be submitted as part of the scholarship form. For details on completing scholarship forms please see Section 9.1.4 [Scholarship form](#)

7.1.9. College confirms offer of place to School Office

Once an offer has been made to the student via PAC, the College Office will inform the School Office. At that time, the School Office shall send the student (cc'd to the supervisor(s) and College) the **CONFIRMATION OF A PLACE** letter as a PDF via email. This letter serves to welcome and provide information to the student but is not confirmation that they registered and/or paid their fees for the programme. The letter and the referenced documents/information therein should be read by the student prior to commencing their research.

Please see [Appendix D : Attached example forms and templates](#) and attached **EXAMPLE_ CONFIRMATION OF A PLACE** form for a copy of the letter with explanation and advice on how to complete the letter.

Figure 7-2 Application process: Responsibilities



8. REGISTRATION

Registration is the collection and maintenance of student data and all information is stored in the University centrally on the Student Record System (Quercus). All students at NUI Galway must register at the start of every academic year irrespective of the date they first register. If students do not register at the start of an academic year, they must request a leave of absence or confirm that they are withdrawing from the programme : See Sections 10 [Leave of absence](#) or Section 12 [Withdrawing from a Research Masters](#) programme

Registration is obligatory and it is the responsibility of the student to ensure they are registered correctly for each year of their degree

8.1. New entrants

When an applicant accepts the offer of a place on a research degree, their details are added to the University Student record System. Students will not be able to register until this is done and there may be a delay at peak times of the year. If you encounter an extended delay, please contact reghelp@nuigalway.ie

New students should review the latest procedures on the relevant registration [website](#). Below are general guidelines.

8.1.1. Setup your campus account

The student Campus Account provides access to online Registration, Library Services, Blackboard, Results and My Campus. You must activate your Campus Account using a temporary activation password. For new students, your temporary activation password is [galwayDDMM](#) (the word galway followed by the date and month from your Date of Birth). For further information please [click here](#).

When you have activated your campus account you can proceed to register, pay fees and select modules via the [registration portal](#) and subsequently pick up your student ID card.

- pay fees* (see Section 9.1 [Payment of fees](#))

*students who have their fees paid from a research grant/scholarship should not have to do this step every year but it is advised that students / supervisors ensure that fee payments correctly leave the research account/scholarship each year to ensure there is no over or under payment. For further details please refer to Section 9.1.4 [Scholarship form](#)

8.1.2. Activate student mail

Please be advised that all University and College email correspondence will use this email address. It is important, and your responsibility, that you check this email account throughout your degree.

8.2. Zero-registered students

Research students who register between the 1st March and 31st August of the academic will be put in year '0' of their programme. At this time, students should follow the instructions outlined in Section 8.1 but should note that they must first pay the student levy and then proceed to register in person or via reghelp@nuigalway.ie as online registration will not be open. They must register and pay fees for Year 1 at the start of the next academic year (September of that calendar year), irrespective of when they first registered. Therefore, students who register on e.g. 25th August must register again in September when registration opens for the new academic year. At this time, students should follow the registration guidelines outlined in Section 8.5.1

8.3. Non-EU students

Non-EU Postgraduate Students, i.e. full time students from outside the European Union must first go to the fees Office on the 1st Floor of [Áras Uí Chathail](#) to confirm that their tuition fee has been paid. Once this is completed, the student can proceed to the Registration Desk in [Áras Uí Chathail](#) to complete registration.

8.4. Late registration

Research students who accept an offer of a place after the close of online registration in that academic year, must first pay fees at the fees office in Áras Uí Chathail and then proceed to register in person or via reghelp@nuigalway.ie as online registration will not be open.

8.5. Current students continuing to the next academic year

Returning students should review the latest procedures on the relevant registration [website](#).

8.5.1. Continuing to the next academic year of your degree

Students must register online each year (in August – September), for the next academic year irrespective of what month in the year they first registered/started their research degree. Students must:

- register online via the [registration portal](#)
- pay fees* (see Section 9.1 [Payment of fees](#))

*students who have their fees paid from a research grant/scholarship should not have to do this step every year but it is advised that students / supervisors ensure that fee payments correctly leave the research account/scholarship each year to ensure there is no over or under payment. For further details please refer to Section 9.1.4 [Scholarship form](#)

8.5.2. Returning to your degree after a leave of absence

When a leave of absence is approved, a return date is noted. For full details on the process and steps necessary when returning to your studies, please see Section 10.3 [Return from a leave of absence](#)

8.5.3. Returning after period of de-registration

Students who have not been registered in the previous academic year must seek permission from their supervisor and the College to return to their degree. Failure to register during your degree should not be considered an alternative option to a leave of absence.

9. FEES

A list of current fees for research masters programmes can be found on the [fees website](#). It is the responsibility of the student to ensure that their fees are paid for every year/part year they are registered.

NOTE: Fee calculation is a complex matter and a number of variables (e.g. leave of absence, change of programme type) will be considered by the fees office in the determination of fees due. The information below is for general information only and students are advised that they should contact the [fees office directly](#) to establish what fees/fee amount they are liable for.

9.1. Payment of fees

Fees can be paid online at the time of registration via the [registration portal](#). Once online registration has closed, students must contact the fees office directly to organise payment of fees. Please note that late fee charges may be charged

9.1.1. Payment via research/discipline account

Where students will have their fees paid via a research or discipline account, it is the responsibility of the supervisor and/or nominated person in that discipline to ensure that this section of the scholarship form is completed and returned to research accounts. Please refer to the fee section of the scholarship form in [Section 9.1.4](#)

9.1.2. Staff Further Education Policy (FEP) scheme

NUI Galway staff members may apply via the FEP scheme for support of payment of fees. Please see the [HR website](#) for further details.

9.1.3. Student Levy

The student levy is payable by all students, regardless of whether they are entitled to free fees or are in receipt of a grant/scholarship. It is a fixed amount, due in full if a student is registered for all or for part of an academic year. Some grants/scholarships will cover the student levy but it is the responsibility of the student to ensure that the levy is paid.

9.1.4. Scholarship forms

A Scholarship form must be completed for students who will have their fees and / or a stipend paid from either a R/ or D/ account within the College.

Please note that that information below is for general information and students/supervisors/staff should refer to the latest guidelines and payment run timelines on the [Research Accounts](#) website.

Supervisor

- The scholarship form must be completed in full and signed (page 1) by the budget holder of the account the funds will be paid from. It is not sufficient for a staff member with access to and / or purchasing rights to sign the form
- One scholarship form should be submitted to cover the entire scholarship even if it extends over a number of years
- Research accounts will continue to pay fees and / or stipend payments as dictated on the scholarship form until the end date on the form i.e. the instructions roll over from one academic year to the next
- It is the responsibility of the supervisor to inform the budget holder and research accounts if payments need to cease prior to the date indicated on the scholarship form, including the situation where a student completes their degree before the originally agreed end date

Students

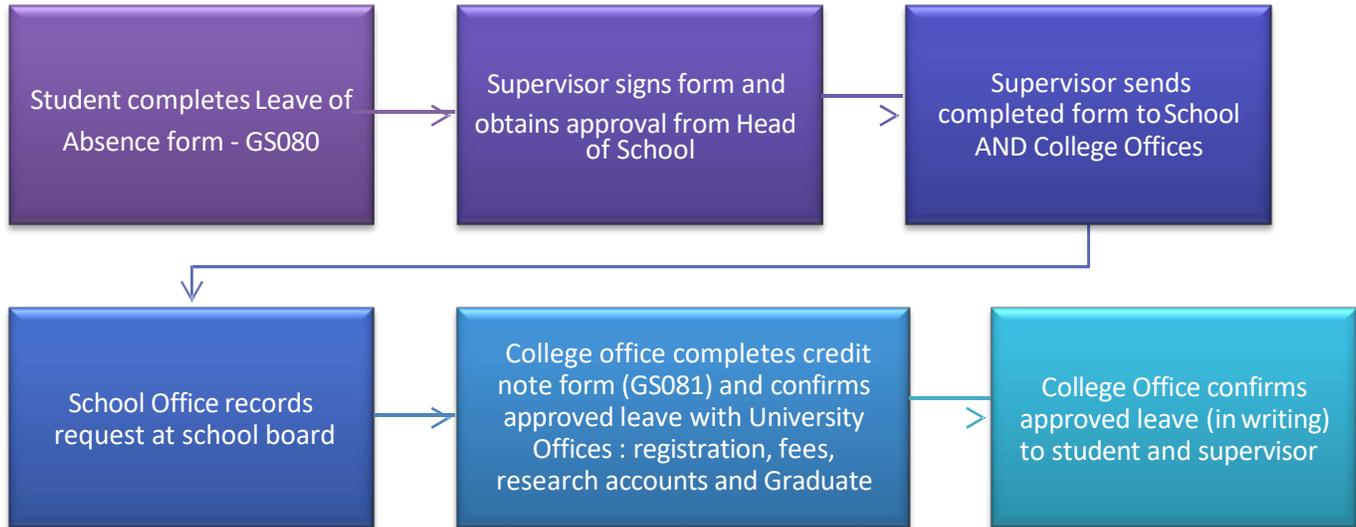
- Full time International students should contact the International Office for letters to obtain a PPS number and an Irish Bank Account
 - Forms cannot be submitted without a PPS number and / or an Irish Bank Account.
 - The student signature required for page 2 of the Scholarship Form, the Tax Exemption Declaration Form which will be returned to the Revenue Office. To fulfil this requirement, students must provide their signature by either
 - (1) import scanned signature to the electronic form (typing name within the form will not suffice)
- OR -
- (2) print out page 2 of the form which has been completed except for signature, sign by hand, and scan the form, saving as a PDF
 - Students on leave from their research programme should not be in receipt of a Scholarship

NOTE: Scholarship forms cannot be set up for part time students from either R/ or D/ accounts

10. LEAVE OF ABSENCE

For the scope and principles covering leave of absence please refer to the [University Guidelines](#). A student must be registered for the duration of their research programme. If a student is not registered, they must either have an approved leave of absence or withdraw from the research degree. Failing to register during the research degree should not be considered an alternative option to an approved leave of absence.

Figure 10-1 Leave of absence: Application process overview



10.1. Application procedural steps

1. Complete leave of absence form

The [GS 080 - Leave of Absence for Research Students](#) should be completed by the student signed by both the student and primary supervisor. The form must be completed in full and provide the reason for and duration of leave. Supervisor seeks approval and signature from head of School.

2. Approved Applications

Completed application forms, signed by the head of school, are sent to the College office AND a copy is sent to the School Office by the supervisor. The School Office records the request at the next appropriate School Board meeting.

When applicable the GS081 (Credit Note) form is completed by the College. The College Office will inform University Offices; fees, registration, research accounts and graduate studies, of approved leave of absences. The College Office will also confirm, in writing, the final decision to the student and supervisor. While the College office will inform research accounts of the approved leave, the responsibility to confirm that stipend payments should cease lies with the supervisor. If the supervisor is not the budget holder, they must discuss this with the relevant person.

Where the Primary Supervisor or Head of School does not support the student's application, the student may appeal to the Dean of College, supplying all relevant documentation.

10.2. Duration

Leave of absence will not normally be granted for any period longer than one year or shorter than one month.

10.3. Return from a leave of absence

It is the responsibility of the postgraduate research student to contact the fees office, registration and research accounts (if applicable) to notify them of their return to formal studies in the University and to update their registration status following the end of their approved leave of absence. For contacting research accounts, confirmation from the budget holder may also be required and students are advised to discuss this matter with their supervisor(s).

10.4. Extending a leave of absence

If a student needs to extend their leave of absence they are required to re-apply for another period of leave following the same procedure as for the initial application. This process should commence prior to the end of the first leave of absence to ensure that there is no break in approved leave.

10.5. Retrospective approval of leave of absence

Only in exceptional circumstances will approval of retrospective leave of absence be considered. This should not be considered the default option for failing to apply or informing the School/College of a period of leave.

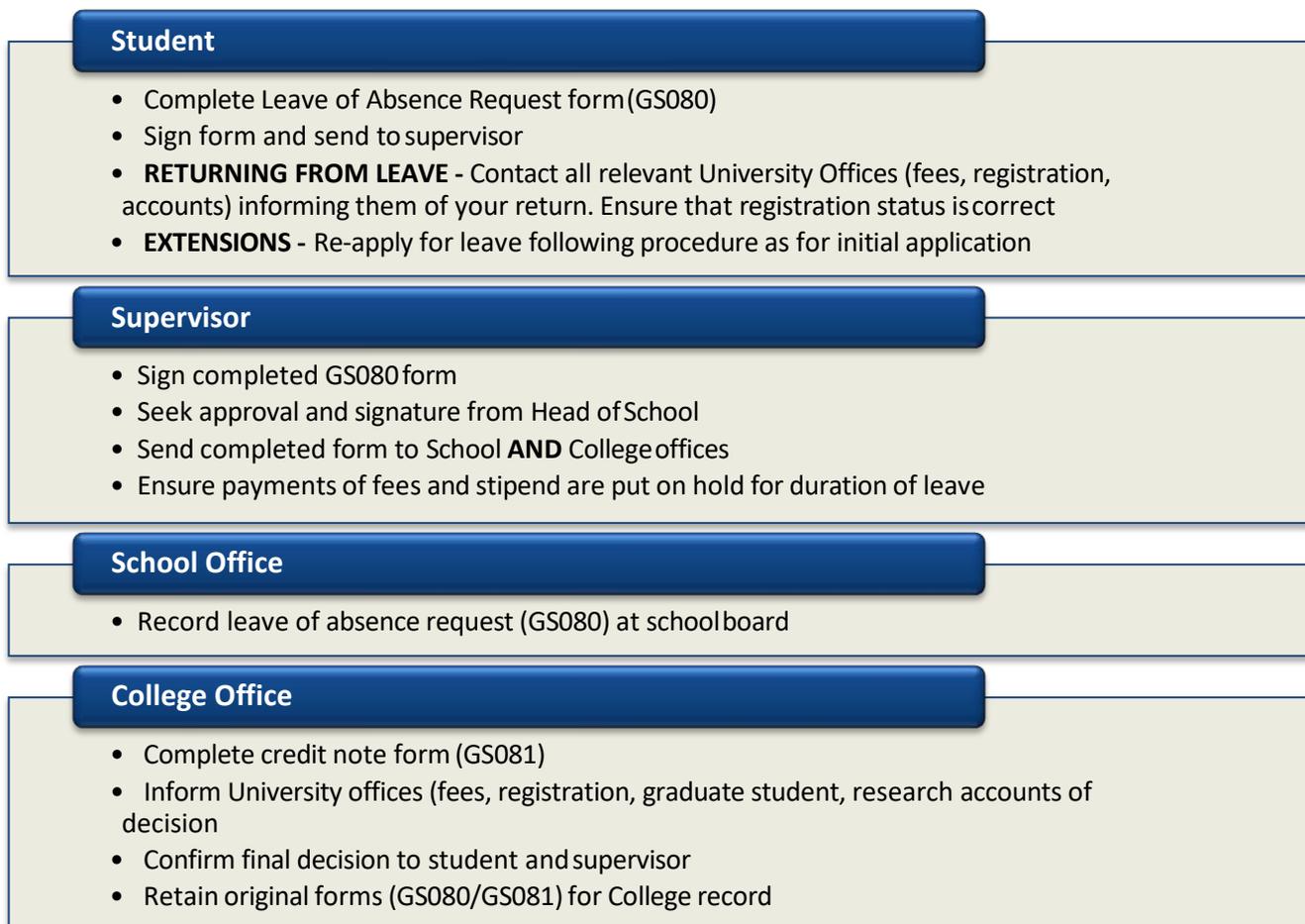
10.6. Administration Responsibilities

Please refer to Figure 10-2 for a summary of individual and offices' responsibilities for administration of leave of absence requests.

Leave of Absence Medical (illness, disability, maternity leave etc.)

The 'Policy on Supports for Students Experiencing Pregnancy, Maternity and Paternity', and Policies for Students is available at <http://www.nuigalway.ie/student-services/policies/>

Figure 10-2 Leave of absence: Responsibilities



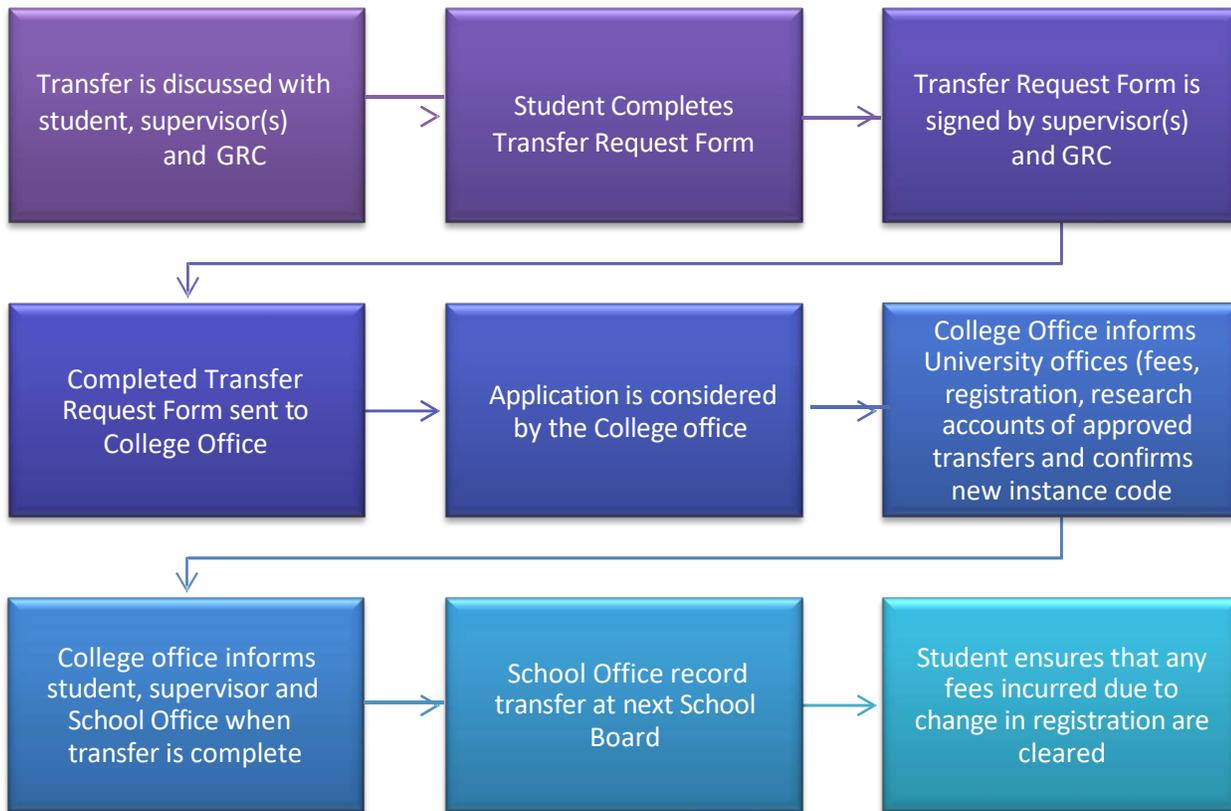
11. TRANSFERS

Current research students wishing to transfer from research Masters to PhD or MD are not required to complete a new PAC application but must apply to the College.

A student registered for a research Masters degree may apply to transfer to a PhD or MD at any time during their studies. The student can, if they fulfil the entry requirements of the new programme, request to be considered for transfer to a MD (Doctor of Medicine) or PhD.

A recommendation from the supervisor and GRC is required before the College can consider a transfer application by any student.

Figure 11-1 Transfer Request: Application process overview



11.1. Application procedural steps

1. Complete transfer request form

The decision to transfer to a PhD or MD should be discussed with the supervisor(s) and GRC. The **TRANSFER REQUEST FORM** should be completed by the student and signed by the student, primary supervisor and a GRC member. The supervisor sends the completed form to the College Office.

Please see [Appendix D : Attached example forms and templates](#) and attached EXAMPLE_ TRANSFER REQUEST FORM for a copy of the form with explanation and advice on how to complete the form.

NOTE: If a transfer is being discussed / considered at the start of an academic year, the student should proceed to register and pay fees for the existing programme they were completing. If the transfer is approved, the student can then liaise with the fees office regarding and under / over payment of fees.

2. Approved applications

The College considers the application and if approved, informs the registration, fees and research accounts of the change in registration status and confirms what programme code and year the student should be transferred into.

While the College office will inform research accounts of the approve transfer, the responsibility to confirm any changes in stipend and/or fee payments from a research account lies with the supervisor. If the supervisor is not the budget holder, they must discuss this with the relevant person.

3. Confirmation of transfer

The College Office will confirm completion of transfer via email to the student, supervisor and school office. The School Office must record the approved transfer at the next appropriate School Board. It is the responsibility of the student to ensure that any fees incurred due to the change in registration are cleared.

11.2. Administration Responsibilities

Please refer to Figure 11-2 for a summary of responsibilities for administration of transfer requests.

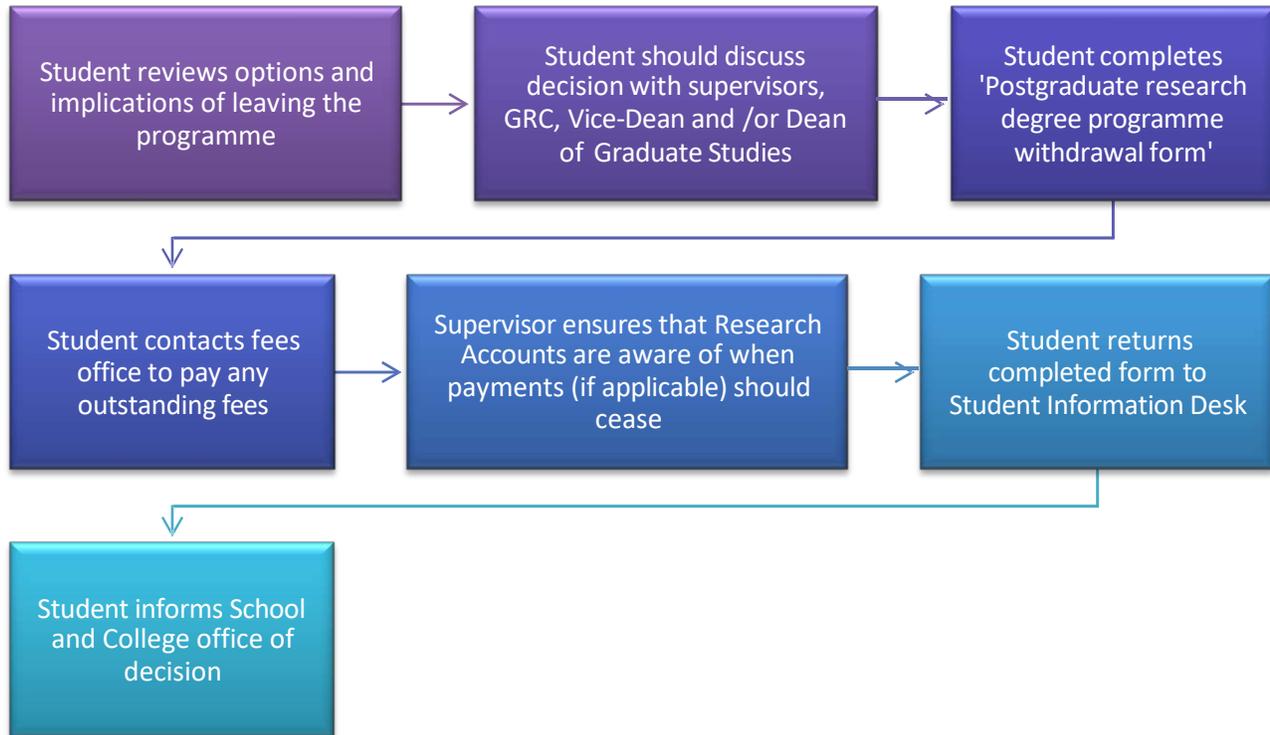
Figure 11-2 Transfer Requests: Responsibilities

Student	<ul style="list-style-type: none"> Discuss transfer with supervisor/GRC Complete transfer request form Sign form and send to supervisor Ensure that fees covering that required for the new programme are paid
Supervisor	<ul style="list-style-type: none"> Discuss transfer with student/GRC member Sign completed transfer request form Email completed form to College office Ensure any changes to payments (stipend/fees) from a research account are followed up and confirmed with the Research Accounts office
GRC Member	<ul style="list-style-type: none"> Discusses transfer request with student/supervisor Sign completed transfer request form
School Office	<ul style="list-style-type: none"> Note approved transfers at School board
College Office	<ul style="list-style-type: none"> Considers transfer request Informs University offices (fees, registration, research accounts) of decision Confirms decision to student, supervisor and School Office

12. WITHDRAWING FROM A RESEARCH MASTERS PROGRAMME

A student who is considering withdrawing from their research programme should discuss the matter with their supervisor and/or GRC. A [Leave of absence](#) or [Transfers](#) to a different research programme may be appropriate and suitable alternative options which could be discussed.

Figure 12-1 Withdrawal from research masters programme : Process overview



12.1. Application Procedural Steps

1. Consider implication of withdrawing from research programme

Student should review the options available (e.g. leave of absence, transfer) and implications of withdrawing from the research programme.

2. Discuss decision

Students may also seek advice from the CMNHS Vice Dean of Graduate Studies and/or the Dean of Graduate Studies prior to taking this option and consult the additional information at the [Student Information Desk](#).

3. Review steps required to formally withdrawn from research programme

If a student has decided that withdrawing from a course at this point is the right thing to do then they should complete the [checklist of things to do](#). Student completes POSTGRADUATE RESEARCH DEGREE PROGRAMME WITHDRAWAL FORM which can be found under the downloadable form section on the [Student Information Desk](#) website

4. Pay fees

Student should contact the fees office to ensure they have paid any outstanding fees

5. Cessation of scholarship payments

Supervisors should ensure that Research Accounts are aware of the date scholarship payments to the student should cease.

6. Complete withdrawal form

Student returns completed form to the Student Information Desk. Once a signed and fully completed withdrawal form has been submitted to the staff of the Student Information Desk in Áras Uí Chathail, de-registration procedures will immediately begin and relevant authorities within and outside the University will be informed.

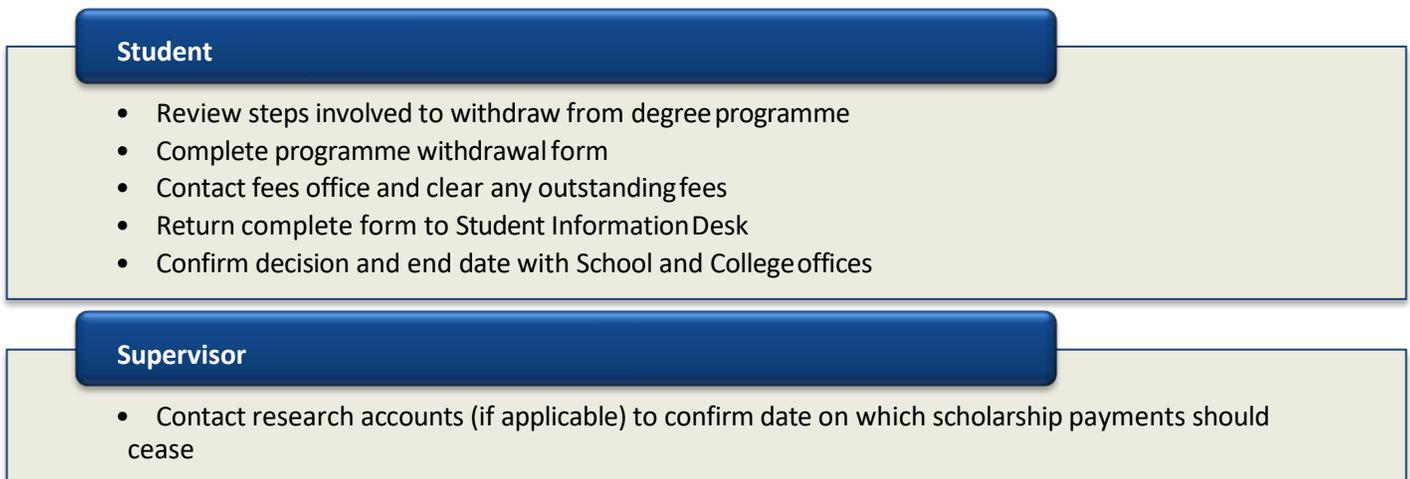
7. Inform School/College

Student should inform their School and the College office of their decision to withdraw from the research programme including confirmation of the date they will leave

12.2. Administration Responsibilities

Please refer to Figure 12-2 for a summary of responsibilities for withdrawing from a PhD programme.

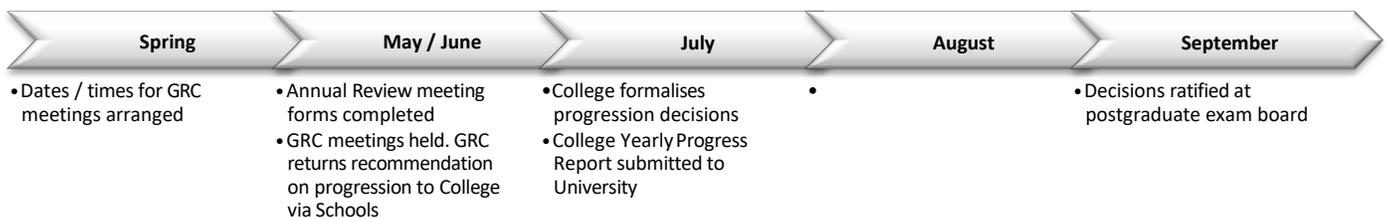
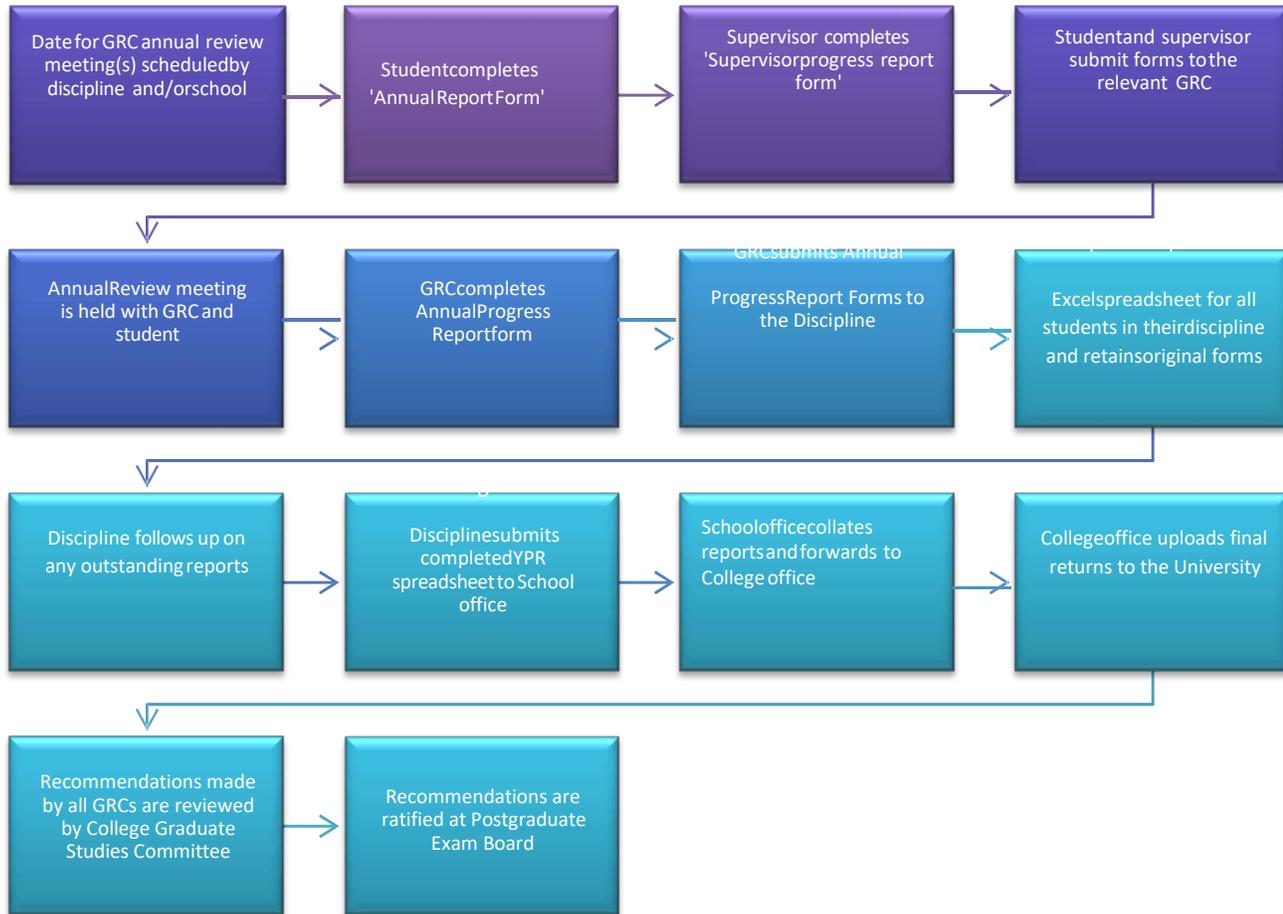
Figure 12-2 Withdrawal from research masters programme : Administrative Responsibilities:



13. ANNUAL GRADUATE RESEARCH COMMITTEE MEETINGS

The College is responsible for ensuring that an Annual Progress Report is received for each research student who is registered in the College in that academic year including any student who has discontinued their studies.

Figure 13-1 GRC Annual Review: Process overview and timeline



13.1. GRC Meeting and Progress Report Overview

The GRC meets formally to consider student performance at an Annual Review meeting, which normally takes place before the end of June. A GRC must make a recommendation, via the GRC Annual Progress Report, to the College for every student unless the student has been on an approved leave of absence of the entire academic year. If a student

was present for part of the academic year or is on sabbatical and conducting research, a GRC progress report must be submitted. The time which is covered by the GRC report is noted on the final report and will be taken into consideration by the supervisor and GRC when assessing the student's progress. If it is not possible to hold a meeting in person, the meeting may take place by video conference or Skype. The GRC may request that the research student make a presentation to them.

NOTE 1: The recommendations returned to the College Office as part of this process constitute the final details which will be sent to the exam board in September and what will be recorded on the student's transcript for that academic year. As such, it is imperative that all the details are complete and accurate.

NOTE 2: The forms to be completed as part of the annual review process are attached to this document. These forms are specific to the CMNHS in that they mirror the form templates provided by Graduate Studies but have additional sections requesting information specific to the College. The College has annual reporting responsibilities to the University and the intention is to collect the necessary information required in conjunction with GRC review process to minimise the number of documents which supervisors, students and staff are asked to complete.

NOTE 3: The supervisor / co-supervisor details returned as part of this process directly feed into that person's IRIS profile and therefore it is important that these details are correct

13.2. GRC annual progress meetings procedural steps

1. Student completes Annual Report

The research student is required to submit a completed **ANNUAL REPORT FORM** to their GRC. The format, content and length of this report will be agreed locally but should report progress and outline a work plan for the following year. Only students who are on an approved leave of absence for the entire academic year are exempt from the GRC review process for that year.

The deadline for submission of documentation to the GRC is the 31st May annually, unless an earlier date is stipulated within the discipline or group.

2. Supervisors' completes Supervisor Progress Report Form

The supervisor(s) will submit a report on the performance of the research student to the GRC using the **SUPERVISOR PROGRESS REPORT FORM**.

The deadline for submission of documentation to the GRC is the 31st May annually, unless an earlier date is stipulated within the discipline or group.

3. GRC Annual Progress Meeting

The GRC will formally meet with the student at the Annual Progress Review meeting to consider the student's performance. These meetings will normally take place prior to the end of June annually. The GRC makes a recommendation on the students progression, completing the **GRC PROGRESS REPORT FORM** and returning this to the discipline contact person.

4. Graduate Studies Yearly Progress Report (YPR) spreadsheets

The administrative responsibility for the Graduate Studies Yearly Progress Report (YPR) spreadsheet completion will be with the discipline administrator. Disciplines will be sent the YPR excel spreadsheet(s) for their discipline by the School Office in June annually and informed of the date which completed sheets must be returned. For all students, unless pre-populated, details outlined below must be completed. If pre-populated, disciplines are asked to check

that the information is correct. Please see [EXAMPLE_Yearly Progress Report \(YPR\) Process Notes](#) for example spreadsheet and notes on how / what should be completed.

Excel sheet, Tab 1: Student, supervisor, GRC and meeting details

The recommendation provided by the GRC must be inputted into the spreadsheet for each student. If a GRC Progress Report and / or results have not been returned, it is the responsibility of the discipline to follow up with the supervisor and student to ensure a recommendation is given for all students listed on the YPR for their discipline/group. If no report and recommendation is returned, a result of non-completion of the year will be returned to the exam board.

5. College upload outcomes to the University

The College Office will collate the completed and returned YPR spreadsheets from all the Schools. The final version of the YPR spreadsheets will be uploaded to Graduate Studies in August.

6. College Reviews Recommendations

The College Graduate Studies Committee will review all recommendations made by the GRCs and formalise decision prior to submission of approved recommendations and results to the exams office.

7. Recommendations and results are ratified at exam board

The recommendations returned within the YPR will constitute the outcomes considered and ratified by the postgraduate exam board which will be held in September annually.

13.3. Administration Responsibilities

Please refer to Figure 13-2 for a summary of responsibilities for annual GRC progress meetings

Figure 13-2 Administrative Responsibilities

<p>Student</p> <ul style="list-style-type: none"> • Completes Annual Report Form • Submit Annual Report Form to GRC • Attends Annual Review meeting
<p>Supervisor</p> <ul style="list-style-type: none"> • Complete Supervisor Progress Review Form • Send Progress Review Form to GRC
<p>GRC (All members)</p> <ul style="list-style-type: none"> • Review reports submitted by student and supervisor • Meet formally with the student • Complete Annual Progress Report and make recommendation on progression of student • Send signed Annual Progress Report(s) to discipline administrator
<p>Discipline</p> <ul style="list-style-type: none"> • Input all required data into YPR • Follow up on any missing reports • Return completed YPR sheets, copy of GRC reports and any other relevant information to the School Office
<p>School Office</p> <ul style="list-style-type: none"> • Disseminate YPR sheets for completion to disciplines/ research centres • Collate YPR returns from disciplines • Submit collated YPR returns to College office
<p>College Office</p> <ul style="list-style-type: none"> • Send YPR sheets to Schools and indicates return date deadline • Collate returned YPR sheets from Schools • Provide YPR report to College Graduate Studies Committee • Submit final report to University

14. THESIS SUBMISSION & CONFERRING

The examination of an applicant for a research Master's degree is focused on the learning and achievements of a student working on a unique project.

To be awarded a research Master's degree, a candidate must demonstrate that, in pursuance of an agreed project, s/he has met each of the following criteria:

- Has made a contribution to understanding or knowledge
- Can display an appropriate depth and breadth of understanding of the relevant field(s) of study
- Has gained a corresponding level of expertise with respect to relevant methodologies and techniques.

Evidence as to whether or not these criteria are met will be found in the thesis and an oral examination is not normally required.

Students and supervisor should review and follow the guidelines for examiner selection, thesis submission and examination process outline in Section 8 of the [University Guidelines](#).

Appendices

Appendix A : CONTACT DETAILS & USEFUL LINKS*Fees Office*

The Fees Office is located on the 1st Floor of Áras Uí Chathail, which is located beside Áras na Mac Léinn, and is open 10:00-12:30 hrs & 14:00 - 16:00 hrs Monday to Friday.

Fees Office staff can also be contacted via:

Tel: + 353 91 492386
Fax: + 353 91 495553
Email: fees@nuigalway.ie
website: <http://www.nuigalway.ie/student-fees/>

Registration Office

Student Information Desk is located on the ground floor of Áras Uí Chathail (right-hand side),

Email: reghelp@nuigalway.ie
website: <http://www.nuigalway.ie/registration/index.html>

Graduate Studies

Please contact Sandra Donohue in the first instance for general queries or if you wish to make an appointment with the Dean of Graduate Studies.

Website: [NUI Galway - Graduate Studies](#)

Sandra Donohue
Administrative Assistant
Tel: 353 91 495822 (Direct)
Email: sandra.donohue@nuigalway.ie

Anna Marie Leonard
Administrative Assistant
Tel: 353 91 495862 (Direct)
Email: aleonard@nuigalway.ie

Postgraduate Admissions Office (NUI Galway)

Tel: +353 91 495999
Email: postgradadmissions@nuigalway.ie
Website: <http://www.nuigalway.ie/postgrad/>

Postal address
Postgraduate Admissions Office,
University Road,
National University of Ireland, Galway,
Ireland.

Postgraduate Application Centre (PAC)

Tel: +353 91 549260
 Fax: +353 91 563056
 Website: www.pac.ie

Postal address
 Postgraduate Applications Centre Ltd.
 1 Courthouse Square, Galway, Ireland

Vice Dean of Postgraduate Studies

Dr Colette Kelly
 Tel: +353 91 493186
 email: colette.kelly@nuigalway.ie

Disciplines, Units and Centres

Disciplines	Website
ANAESTHESIA	NUIGAnaesthesia
ANATOMY	NUIGAnatomy
BACTERIOLOGY	NUIGBacteriology
GENERALPRACTICE	NUIG General Practice & Primary Care
HEALTHPROMOTION	NUIGHealth Promotion
MEDICAL INFORMATICS & EDUCATION MEDICINE	NUIGMedical Informatics
MIDWIFERY	NUIGMedicine
NURSINGSTUDIES	NUIG Nursing & Midwifery
OBSTETRICS& GYNAECOLOGY	NUIG Nursing & Midwifery
OCCUPATIONAL THERAPY	NUIG Obstetrics& Gynaecology
PAEDIATRICS	NUIG Occupational Therapy
PATHOLOGY	NUIGPaediatrics
PHARMACOLOGY& THERAPEUTICS	NUIGPathology
PHYSIOLOGY	NUIGPharmacology & Therapeutics
PODIATRIC MEDICINE	NUIGPhysiology
RADIOLOGYSPEECH & LANGUAGE THERAPY	NUIGPodiatry
SURGERY	NUIGRadiology
	NUIG Speech & Language Therapy
	NUIG Surgery
Centre/Institute	Website
Regenerative MedicineInstitute	REMED
Health Promotion Research Centre	HPRC / HPRC WHO Collaboration Centre
NCBES Galway Neuroscience Centre	GNC
Centre for Pain Research	Centre for Pain Research
Galway Diabetes Research Centre	GDRC
National Centre for Biomedical Engineering Science	NCBES
Centre for Neuroimaging and Cognitive Genomics	NICOG
Network of Excellence for Functional Biomaterials	NFB
HPRC WHO Collaboration Centre	HPRC
Galway Neuroscience Centre	GNC
CURAM	CURAM
The Lambe Institute for Translational Research	Clinicaltranslationalresearch

Appendix B : RESEARCH PROGRAMMES PACCODES
Non-Structured PhD programmes – Full time

PAC code	NUIG Instance Code	Programme Title
GYN87	1MPH1	MPhil (Health Sciences--Health Promotion)--full-time
GYN88	1MPH2	MPhil (Health Sciences--Health Promotion)--part-time
GYN89	1MPH1	MPhil (Health Sciences--Occupational Therapy)--full-time
GYN90	1MPH2	MPhil (Health Sciences--Occupational Therapy)--part-time
GYN85	1MPH1	MPhil (Health Sciences--Podiatry)--full-time
GYN86	1MPH2	MPhil (Health Sciences--Podiatry)--part-time
GYN96	1MPH1	MPhil (Health Sciences - Social Care)--full-time
GYN97	1MPH2	MPhil (Health Sciences - Social Care)--Part-time
GYN91	1MPH1	MPhil (Health Sciences--Speech and Language Therapy)--full-time
GYN92	1MPH2	MPhil (Health Sciences--Speech and Language Therapy)--part-time
GYN73	1MPN1	MPhil (Nursing) full-time
GYN74	1MPN2	MPhil (Nursing) part-time
GYN75	1MPM1	MPhil (Midwifery) full-time
GYN76	1MPM2	MPhil (Midwifery) part-time
GYN93	1MPR1	Master of Health Sciences (Primary Care)
GYN57	1CH1	MCh (Surgery) full-time
GYN58	1CH2	MCh (Surgery) part-time
GYU53	1MSD1	MSc Master by Research full-time
GYU54	1MSD2	MSc Master by Research part-time

Appendix C : COMMITTEES

College of Medicine, Nursing and Health Sciences: Graduate Studies Committee

Dr Colette Kelly (Chair)

Dr. Martina Ní Chúlain (College Office)

Committee members:-

Dr. Dara Cannon

Dr. Cynthia Coleman

Ms. Jackie Fox

Dr. Margaret Hodgins

Dr. Linda Howard

Dr. Andrew Hunter

Dr. Sinéad Hynes

Dr. Brian McDonagh

Dr. Micheál Newell

Dr. Martina Ní Chulain

Ms Fiona Quirke

Mr. Declan Byrnes

Ms Lauren Connell

Ms Sandra Calcat

Terms of Reference

- To maintain and enhance Postgraduate Education in the CMNHS with a focus on: quality, recruitment, student completion, infrastructure and resources
- To maintain and continue to develop the Structured PhD and MD programmes
- To maintain and continue to develop the Research Master's degree programmes
- To manage the Graduate Research Committee/ yearly progress reporting process of the College
- To manage the Postgraduate Research Examination Board process
- To organise and co-ordinate the Induction programme for new Research students
- To organise and co-ordinate a Postgraduate Research event annually
- To manage the Scholarship approval process and Scholarship awards in CMNHS
- Oversight of strategic development, recruitment and annual reporting of postgraduate taught programmes in the 3 Schools Oversight of strategic development, recruitment and annual reporting of postgraduate taught programmes in the 3 Schools
- To liaise and advise on all Graduate Studies matters between the office of the Dean of Graduate Studies and the three Schools - to be an information, training and advice conduit for the College

NUI Galway Graduate Studies Board

Dean of Graduate Studies

Prof. Donal Leech

Appendix D : ATTACHED EXAMPLE FORMS AND TEMPLATES

Instructions on how to complete forms / examples

EXAMPLE_ Recommendation onto a research degree (RARD) form
EXAMPLE_ CONFIRMATION OF A PLACE
EXAMPLE_ Yearly Progress Report (YPR) Process Notes

Instructions on the completion of the above forms are detailed within the example forms attached within this PDF. Please consult these examples when completing these forms. To view attachments within the PDF: On the menu bar of Adobe Acrobat, click on View → Navigating Panels → Attachments. The list of attached documents will be listed at the bottom of the page. Click on document to open.

Form Templates – Attached

Recommendation onto a research degree (RARD) form (ver4.0)
Student annual report form GS 030
Supervisor progress report form GS 040
GRC progress report form GS 050
Transfer request form (ver2.3)

The above forms are attached as templates within this handbook. To view attachments within the PDF: On the menu bar of Adobe Acrobat, click on View → Navigating Panels → Attachments. The list of attached documents will be listed at the bottom of the page. Click on document to open.

Graduate Studies Forms

	Form Number
Declaration by full-time Research Student Form for employment in the University during studies	GS 010
Declaration by part-time Research Student Form for employment in the University during studies	GS 020
Leave of Absence for Research Students	GS 080
Off Campus Research Student Form	GS 090
Research Masters - Approval of Examiners	EOG 020
Master's Degree by Research Report of the Examiners	EOG 040
Library Submission Form (from June 2012)	EOG 051

The above forms are available from the Graduate Studies website.

Link:
<http://www.nuigalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/relevantofficialformsforstudents/>

Appendix E : ONLINE REGISTRATION PORTAL

Instructions

- Navigate to www.nuigalway.ie/reg
- Click the Online Registration button on the top right hand side of the page
- Enter your NUIG ID Number and password on the next page where prompted
- On the next page, beneath the title of your course 1SPD1 - click on 'confirm place' for 2012 in the top right hand corner of the page
- Proceed through the links until you get to the module selection page.
- You then need to click on the '+' icon beside the subjects/modules, research component and discipline specific module that you would like to add.
- If you wish remove a module you click the remove icon (small bin) - this will delete the relevant module. You can then replace it with a new module of similar ECTS.
- The subject grouping in the top column show you those already added to your curriculum.
- The subject groupings in the bottom column show you those that have not. You will need to choose from the still available subjects by click the '+' icon beside it
- Once you are satisfied with your choices click the 'finish' or 'confirm selection'.
- Repeat this confirmation process on the subsequent pages until it will allow you to go no further.

Screenshots: Online registration portal

EXAMPLE_Degree programme and module Registration screenshots

The above documents are attached as templates within this handbook. To view attachments within the PDF: On the menu bar of Adobe Acrobat, click on View → Navigating Panels → Attachments. The list of attached documents will be listed at the bottom of the page. Click on document to open.

Appendix F : OCCASIONALLY ASKED QUESTIONS

What is time credit?

In the final year, time credit may be given for students who registered (for the first time) at other times of the year other than the start of the academic year or who were on an approved leave of absence for part of an academic year in which they paid full fees. The calculation and award of any time credit is determined by the fees office and is not always applicable.

What is the difference between a Scholarship and a Fellowship?

Students and supervisors should be aware that the terms Scholarship and Fellowship have different meanings in different organisations but that the type of funding held can affect taxation and employment requirements. They should make themselves aware of the current regulations covering this matter in the University, funding body and revenue. While the terms are sometimes used interchangeably, normally they are used to distinguish between two categories (1) a full time student who is NOT an employee and receives a stipend (2) a student or researcher who is an employee. Students and staff should ensure that the setup of funding abides the rules of NUI Galway, irrespective of what the funding body may call the award. For example, if a funding body calls an award a 'Fellowship' but pays a stipend (not a salary), then the funding should be setup as a 'Scholarship' at NUI Galway as the student will fall into category (1) above.

Under normal circumstances a Scholarship is paid to a full time student from a research account held at the University but who is not employed by the University. The student is exempt from paying income tax on the stipend they receive. A Fellowship is usually a personal award to an individual that includes their salary and possibly funds towards research costs. Fellowship holders in this format are considered employees of the University and therefore must pay tax and all other salary related costs on their income. It is very unusual for a PhD student to be a holder of this type of funding.

What is the difference between PAC, instance and discipline codes?

Each PhD course offered by the University has a corresponding PAC code. This code is selected by the candidate when they submit an application onto a PhD programme and it is a place on this specific course that the student is offered by the Admissions office. Once the student accepts this offer, the corresponding instance code to that PAC code is assigned to the student. From that point forward, the PAC code is no longer used by the University in relation to that student. Therefore,

- PAC codes are those used by the Postgraduate Application Centre to identify courses offered at NUIG
- Instance codes are those used by the University to identify courses run within Colleges
- Within the CMNHS there are 3 instance codes used for the structured PhD programmes
- PM = student in either the School of Medicine, Health Sciences OR Nursing & Midwifery who is registered on the Non-Structured PhD programme
- SPD = student is doing a structured PhD in a discipline in the School of Medicine
- SPL = student is doing a structured PhD in a discipline in the School of Health Sciences
- SPN = student is doing a structured PhD in a discipline in the School of Nursing & Midwifery

- The instance codes are also accompanied by a figure before and after the letters which signify the year and mode

- For example, XSPDX = [year of study]SPD[full time or part time] where full time = 1 and part time = 2

A discipline code is assigned to every student's record and is used to identify which discipline (or disciplines) the student is primarily working within. These codes have no ECTS assigned to them but the assignment of FTE(s) to the code enable the FTEs to track back to the discipline where they students are working. Caution should be used when selecting the discipline codes as the name of the code will not always reflect the FTE allocation(s). As such, these codes should not be changed on a student's record without prior approval from the Collegeoffice.