

CHAPTER 1

Recruitment, Application and Registration Procedures

1.1 Introduction

Technological University Dublin (TU Dublin) was established as a unified autonomous university in January 2019, although it has academic traditions going back to 1887. TU Dublin has the statutory authority to confer academic awards at all levels up to doctoral degrees. This document details the academic guidelines and regulations in relation to graduate research awards. It should be read in conjunction with the current editions of the:

- Code of Conduct for Research Integrity at TU Dublin
<https://www.tudublin.ie/research-innovation/research/postgraduate-research/current-students-supervisors/>

and other rules and regulations governing student activity at TU Dublin.

The guiding principle in these regulations is to maintain the high quality of TU Dublin's research degrees. While these regulations are particularly directed towards informing and supporting the graduate research student through all stages of the research project, they are also supportive of staff engaged in supervision of graduate research students, through the provision of standardized monitoring, evaluating and examining processes.

The Graduate Research School Office is responsible for the administration of all quality assurance issues related to graduate research students and the Head of the Graduate Research School is the person responsible for driving this quality assurance to the highest standard. Contact details for the Graduate Research School Office are available at <https://www.tudublin.ie/research-innovation/research/postgraduate-research/meet-the-team/>.

These regulations have been developed to govern the conduct of TU Dublin's graduate research programmes. While it is TU Dublin's intention that these regulations will be followed by TU Dublin in all cases and all graduate research students are required to abide by and adhere to these regulations, from time to time, circumstances may dictate that the processes described in these regulations be modified to address specific issues that arise. In such circumstances, the Head of the Graduate Research School (or nominee) shall advise of the processes to be followed and their decision in this regard shall be final. The forms used to administer these regulations are available at <https://www.tudublin.ie/research-innovation/research/postgraduate-research/current-students-supervisors/>

1.2 TU Dublin's Graduate Research Awards

TU Dublin confers research-based postgraduate awards, upon the recommendation of Academic Council. Candidates can register for one of four research degrees in TU Dublin:

- Postgraduate Diploma by Research (PgDip (Res));
- Master of Philosophy (MPhil);
- Doctor of Philosophy (PhD);
- Doctor of Music (Performance) (DMus)

TU Dublin also confers Professional Doctorates and the details for the award of each Professional Doctorate are contained within its student handbook.

1.3 Admission Requirements

The entry requirements for the PhD programme are as follows:

Minimum of a 2.1 honours degree (level 8) in a relevant discipline
or
Transfer from the research Master's degree (level 9)

The entry requirements for the DMus (Performance) programme are as follows:

Outstanding level of music performance demonstrated by audition.
and
Minimum of a 2.1 honours degree (level 8) in a relevant discipline
or
Transfer from the research Master's degree (level 9)

The entry requirements for the Professional Doctorate programme are as follows:

Significant experience as a professional working in the field or in a related field demonstrated through submission of a professional portfolio
and
Minimum of a 2.1 honours degree (level 8) in a relevant discipline
or
Transfer from the research Master's degree (level 9)

The level of professional experience is benchmarked against international norms in the discipline area of the professional doctorate and are detailed in the relevant Student Handbook.

The entry requirements for a research Master's programme are as follows:

Minimum of a 2.2 honours degree (level 8) in a relevant discipline
or
Transfer from the Postgraduate Diploma by Research (PgDip(Res))
or
Transfer from a taught Master's programme of TU Dublin

The entry requirements for a PgDip(Res) programme are:

Minimum of a pass degree (level 8) in a relevant discipline

The Graduate Research School Office will verify the equivalency of non-Irish qualifications.

An applicant, whose native language is not English, must display an adequate proficiency in English in four categories; speaking, listening (comprehension), listening and writing. The recognised English language tests are listed at <https://www.tudublin.ie/study/international/how-to-apply/entry-requirements/english-language-requirements/>. The minimum level required for research programmes is International English Language Testing System (IELTS) 6.0, or equivalent, for the overall average score and a score not lower than 5.5 in each category. Any applicant who has successfully completed an honours degree (level 8) or a Master's degree (level 9), through the medium of English is exempt from this criterion. In making an application to pursue graduate research studies, a candidate is required to provide a transcript of the examination results, from a test taken within the previous 2 years, indicating proficiency in English.

1.4 Recognition of Prior learning

Recognition of Prior Learning (RPL) is a process which acknowledges, and gives value to, learning achieved prior to registering for a programme or prior to seeking an award. Prior learning may be a result of successful participation in a formal learning programme for which certification has been awarded. In this case, the process is called Accreditation of Prior Certificated Learning (APCL). Prior learning may also be an outcome of non-formal or informal learning achieved through workplace training, voluntary sector activities or private study, which are not certified. The process of using this type of learning for higher education purposes is called Accreditation of Prior Experiential Learning (APEL).

Recognition of Prior Learning can be used

- in relation to the taught elements of the research programme
- to a maximum cumulative total of 10 credits on the European Credit Transfer System (ECTS)
- within the first 3 months of registration.
- once and cannot be used for any additional subsequent credit.

Only in exceptional cases can RPL be used for entry to a research programme for which applicants have not formally achieved the minimum entry requirements, given in section 1.3. In such cases, the applicant must provide evidence of significant appropriate learning achieved following their undergraduate qualification. All applications for entry to a research programme based on RPL, will be considered by a panel comprised of the Head of the Graduate Research School, the Faculty Head of Research, the Head of the Academic School, and the supervisor(s). RPL cannot be used for exemption from the English language requirement.

For RPL, a portfolio of evidence of prior learning together with a completed application form [PGR 1C Application for RPL] should be submitted to the Graduate Research School Office, within the first 3 months following registration. An Evaluation Panel, comprised of the lead supervisor, relevant Head of School, relevant Head of Research or equivalent and chaired by the Head of the Graduate Research School, will assess whether the applicant is eligible for recognition of prior learning. Additional experts may be appointed to the panel to provide specialist advice. Details of the portfolio of evidence, application and evaluation are available at <https://www.tudublin.ie/media/website/research/postgraduate-research/graduate-research-school/documents/Portfolio-for-Recognition-of-Prior-Learning.pdf>

1.5 Visa Requirements

Applicants who are not a national of a European Union country may require a valid permit to study in the Republic of Ireland. It is the responsibility of the applicant to ensure that they have a valid visa and comply with the terms of any visa granted.

1.6 Recruitment of Students

Recruitment of graduate students for funded programmes is through public advertisement. All vacancies are posted on the TU Dublin web pages at <https://www.tudublin.ie/research-innovation/research/postgraduate-research/prospective-students/find-a-project/>

For the recruitment and selection of graduate research students, the following principles apply:

1. Recruitment of graduate research students must be open and transparent.
2. Graduate research students must be supervised by at least one experienced supervisor.
3. Graduate research students should only be recruited for approved programmes of research.
4. Graduate research students must meet the entry requirements for the relevant programme, prior to admission.
5. Supervisors should select the most suitable student for a funded project, following interview of all

shortlisted candidates, that express interest in the project.

6. The Graduate Research School Office will issue the offer letter to the successful candidate and following acceptance by the candidate, the student will be registered for the appropriate award on payment of the appropriate fee.

1.7 Arrangements for Supervision

All graduate research students must register in an academic school and are also members of the Graduate Research School. The supervision of each research student is the collective responsibility of the supervisor(s), the academic unit and the university.

Academic supervision is central to the successful completion of graduate research work. Supervisors play a key role in designing the research project, mentoring the graduate student in their work, maintaining the general direction of the research, setting appropriate academic targets and standards to be attained by the student and assessing when they have achieved them. Although more than one supervisor may be appointed, one is designated as the lead supervisor, who must be a current full-time or pro-rata member of staff of TU Dublin.

One of the supervisors must

- Have a contract of employment with TU Dublin that extends beyond the thesis submission date of the student.
- Hold a qualification equivalent to, or higher than, the award being sought by the graduate student to be supervised;
- Have previously supervised a student to completion for a qualification equivalent to or higher than the award being sought.

Supervisors who have not previously supervised a research student to successful completion at the level of the award being sought must, within 12 months of the student's first registration, undertake the Licence to Supervise course, including training in Research Integrity, offered by the Graduate Research School Office. In such cases, a suitably experienced advisory supervisor must also be appointed. In the conduct and management of the project, the lead supervisor normally provides the day-to-day supervision of the graduate student's work.

Where research work is interdisciplinary, involving possibly more than one school and/or collaboration with an external organisation, a second (or third) supervisor, may be appointed.

An associate supervisor, not necessarily possessing the requisite qualifications, may also be appointed to the supervision team if they are experts in the required discipline.

Each graduate student must be supervised by at least one qualified and experienced supervisor. However, supervisory teams are encouraged that comprise of all relevant supervisors (lead, advisory, associate, external from industry or another HEI) who play an active role in the graduate student's research project. The research team includes all supervisors and the graduate student.

It is recommended that supervisors assign a graduate student mentor to each new student in their first year.

All roles and responsibilities are described in Appendix 1. Processes relating to changes in supervision are described in detail in Chapter 6 of this document. Through the annual monitoring process, the relevant Academic Board may withdraw the student from the programme should s/he neglect his/her obligations

towards the project or should s/he fail to follow consistently and effectively the advice of his/her supervisor(s). Similarly, at any time during the period of the research, the original supervisor(s) may need to be replaced, for any number of reasons, such as, they may be no longer available due to retirement, illness or death or it is found that the original supervisor neglects his/her obligations. The relevant Head of School proposes the replacement supervision, for approval by their Academic Board.

1.8 Fees

Fees are set by TU Dublin for the various programmes of graduate study by research. Such fees are payable annually and a listing of the current scale of fees is available at <https://www.tudublin.ie/research-innovation/research/postgraduate-research/prospective-students/fees-scholarships/>

In order to fulfil registration requirements, the appropriate fee must be paid each academic year. These fees may be paid from research or school funds or the student may self-fund and pay their own fees.

1.9 Residency

While short term visits or internships, at home or abroad, in industry or at another higher education institution, are strongly encouraged, both full-time and part-time research students registered at TU Dublin will normally reside within Ireland for the duration of their studies. Full-time graduate research students should maintain an actual presence within their respective schools throughout their studies and reside within a reasonable travelling distance of their TU Dublin campus.

Research students, in consultation with their supervisor(s), must send the appropriate completed form to the Head of the Graduate Research School if they wish to reside and undertake research outside Ireland for a period of three months or more in any given calendar year. New students should complete the PGR 1A [Registration] form. Existing students should complete the PGR 5B [Change in Registration Status] form. The rationale and details for residency outside Ireland, and arrangements for health and safety, supervisor oversight of the field, experimental or other work and completion of modules must be provided. The information should be submitted at least 3 weeks prior to making arrangements to leave the country. The Head of the Graduate Research School will assess the information provided on the advice of the supervisor, and will ensure that the student is informed of any decision within 7 working days following application. The Graduate Research School Office will ensure that all research students approved for residency outside Ireland are correctly registered. All submissions will be noted at the Graduate Research School Board. Research Students must inform the Graduate Research School Office of the date of departure and their address while resident abroad. Research Students must also notify the Graduate Research School Office of their return. Research students cannot travel until all conditions have been satisfied. An appeal against a decision in respect of residency, withdrawal, transfer, annual evaluation or confirmation of PhD registration shall be made in accordance with the appeal procedure set out in Appendix 2.

1.10 Expressions of Interest and Interview Process

Prospective students are encouraged to make informal contact with potential supervisors prior to registration. This contact will permit assessment of the feasibility of carrying out a research programme at the level sought, as well as allowing a thorough discussion of the proposed research project with the supervisor(s). It will facilitate discussion of funding arrangements, the availability of laboratory accommodation and other requirements. Expressions of interest in postgraduate research at TU Dublin can be submitted at <https://www.tudublin.ie/research-innovation/research/postgraduate-research/prospective-students/how-to-apply/>

All applicants for the DMus programme will be requested to attend an audition interview in person, organized by the lead supervisor. The audition panel will consist of

- All supervisor(s) involved in the project;
- The relevant Head of School or their nominee;

- The relevant Head of Research or their nominee who will act as Chairperson;
- Any others as deemed appropriate by the Graduate Research School Board.

When the audition panel reaches an agreement on the selected candidate, the chairperson will forward the completed PGR 1A [Registration] form to the Graduate Research School Office.

Applicants for Professional Doctorate programmes will be requested to submit a professional portfolio to the relevant Faculty Head of Research or nominee and attend an interview arranged by the relevant Faculty or School. When the interview panel reaches an agreement on the selected candidate, the chairperson will forward the completed PGR 1A [Registration] form to the Graduate Research School Office.

Applicants for funded projects that have a defined recruitment process, such as the SFI-funded Collaborative Research Teams (CRTs), will enter the recruitment process defined for that project. All other applicants for funded projects will enter the selection process described below.

Student Interviews and Selection

Step 1:

After the closing date for receipt of EOIs for funded projects, the Graduate Research School Office will check that each candidate meets the entry requirements for the programme, including English language proficiency. The Graduate Research School Office will contact all ineligible candidates.

Step 2

The Graduate Research School Office will request curriculum vitae from all eligible candidates and will prepare the shortlist template and compile and send the following documentation to the lead supervisor.

1. EOIs and CVs received from all eligible candidates.
2. The shortlist template.
3. The selection report template.

Step 2:

The lead supervisor acts as chair and arranges the selection process and interviews, which may be conducted online. The supervisory team should consider each eligible candidate and shortlist for interview. Candidates should only be shortlisted if they meet all the essential and a minimum of ONE of the desirable criteria.

Eligible candidates will be requested to attend for interview in person or via MS Teams. The panel will be comprised of at least 3 members with at least one having experience of successful supervision of research students to completion and must consist of:

- Supervisor(s) involved in the project
- A person independent of the supervisory team
- An industry representative if the student is going to spend time in the industry
- Any others as deemed appropriate.

At least one member of the interview panel should have a license to recruit (provided by TU Dublin) to ensure that the best candidate is selected.

Step 3:

Following interview, the lead supervisor submits the following documentation to the Graduate Research School Office:

1. The completed and signed shortlist.
2. The completed and signed selection report.
3. The completed and signed PGR 1A for the successful candidate.
4. Copy of graduation certificate for highest degree received by the successful candidate.
5. If relevant, transcripts of English examination results, from a test taken within the previous 2 years, indicating proficiency in English, for the successful candidate.

Step 4:

The Graduate Research School Office will issue the offer letter to the successful candidate and following acceptance by the candidate, the student will be registered for the appropriate award on payment of the appropriate fee.

If the candidate does not accept the offer, the Graduate Research School Office will issue an offer letter to the reserve candidate, if any.

The Graduate Research School Office will also write to all unsuccessful candidates.

1.11 Assessment of Research Programmes

The proposed programme of research work must be appropriate for the research award for which the candidate is registering. The programme of research work may be approved:

- through the TU Dublin scholarship assessment process or
- by a recognised external funding agency (e.g. Science Foundation Ireland, Irish Research Council, Health Research Board) or
- by application to the relevant School.

For applications to the School the supervisor(s) forwards the description of the proposed programme of research under the following headings to the Head of School:

- Project Title:
- Name of Supervisor(s):
- School(s):
- Award Sought: PgDip or MPhil or PhD or DMus
- Mode of Study: Full-time or Part-time
- Project Abstract (max. 300 words)
- Project Details(max. 500 words)
 - Current literature and state-of-the-art
 - How project will advance state-of-the-art and contribute new knowledge
 - Aims, objectives and central research question.
- Detail research design and methodologies (max. 500 words)
- Schedule to include (max. 500 words)
 - work-package with time-plan, milestones and deliverables
 - risks that may prevent achieving deliverables
 - risk mitigation plan
- Data Management Plan (max. 300 words)
- Research Impact Statement (max. 300 words)
- Resources required

The Head of School assesses the application to determine that:

- The proposed programme of research work is appropriate for the research award;
- TU Dublin can provide the academic expertise, facilities and resources, including equipment, travel funding and consumables required for the proposed research programme;
- Provision can be made for adequate supervision of the proposed research.

Professional Doctorate research students must submit a proposed programme of research normally by the end of Year 2 in consultation with supervisor(s).

When the resources required for the work are outside the School, confirmation of availability of those resources must be obtained in writing by the supervisor from the appropriate responsible person.

Within the first year of student registration, the lead supervisor must receive approval from the TU Dublin Research Integrity and Ethics Committee at researchethics@tudublin.ie. This is compulsory for all research projects in TU Dublin. Any significant change during the course of the project may require re-approval of the research programme by the Research Integrity and Ethics Committee.

1.12 Registration

1.12.1 Registration for Self-Funded Students.

Step 1:

A self-funded student should, with the help of the lead supervisor, submit the following documentation to the Graduate Research School Office:

1. The programme of research, approved according to the process described in detail in section 1.11.
2. The completed and signed PGR 1A.
3. Copy of graduation certificate for highest degree received.
4. If relevant, transcripts of English examination results, from a test taken within the previous 2 years, indicating proficiency in English.

Step 2:

The Graduate Research School Office will issue the offer letter and following acceptance by the candidate, the student will be registered for the appropriate award on payment of the appropriate fee. In accepting the offer, the candidate is agreeing to abide by the regulations of the University. The Graduate Research School Office will report on research student registrations to the Board of the Graduate Research School.

1.12.2 Registration for Funded Students.

Step 1:

As described in Section 1.10, the lead supervisor submits the following documentation to the Graduate Research School Office, following interview of eligible candidates:

1. The completed and signed shortlist.
2. The completed and signed selection report.
3. The completed and signed PGR 1A for the successful candidate.
4. Copy of graduation certificate for highest degree received by the successful candidate.
5. If relevant, transcripts of English examination results, from a test taken within the previous 2 years, indicating proficiency in English, for the successful candidate.

Step 2:

The Graduate Research School Office will issue the offer letter to the successful candidate and following acceptance by the candidate, the student will be registered for the appropriate award on payment of the appropriate fee. In accepting the offer, the candidate is agreeing to abide by the regulations of the University and places on funded graduate research programmes may also be governed by the terms and conditions of a funding agency, details of which are available from the Graduate Research School Office. The Graduate Research School Office will report on research student registrations to the Board of the Graduate Research School.

1.13 Non Standard Admission

Students registered on a research programme at another higher education institution, may apply to change registration to a research programme at TU Dublin.

In such cases, the student must:

- Meet the minimum admission criteria, including English language requirements, described in section 1.3 of these regulations.
- Have a proposed programme of research work approved as per section 1.11 of these regulations.
- Complete and submit the PGR 1A [Registration] form as per section 1.12 of these regulations.

- Submit a declaration from their supervisor at the other higher education institution, that
 - There are no intellectual property issues
 - The student is permitted to use the research carried out to date, in any thesis submitted for examination for an award at TU Dublin
- Submit a declaration from the Head of the Graduate School or equivalent, at the other higher education institution, that the student is permitted to change institutions and continue their work at TU Dublin under new supervision.

1.14 Induction Programme

During their first year, all research students should attend an induction event which will acquaint the students with the research process and regulations. This event is organised by the Graduate Research School Office, and the dates will be announced online and also given in the Student Handbook.

A typical Induction Programme is as follows:

- Research Ethos: What does a Postgraduate Research Degree involve?
- Introduction to Research Plans;
- Library Services;
- Student Services;
- International Student Services;
- Research Ethics
- Technology Transfer Processes
- Graduate Research Regulations;

1.15 Research Integrity Training

All new research students must complete training in research integrity, provided by the Graduate Research School Office within the first 6 months following registration. This event is organised by the Graduate Research School Office, and the dates will be announced online and also given in the Student Handbook.