

CHAPTER 6

Changes in the Research Programme

6.1 Changes in the Registration Status

At any time during the period of the research, changes may need to be made to the status of the student's registration. For example, students may need a leave of absence due to illness. The following changes to the research programme may be made by completion of Form PGR 5B [*Changes in Registration Status*]. This form should be signed by the student and co-signed by the supervisor(s), Head of School and Faculty Head of Research. The completed form should be submitted to the Graduate Research School Office, who will process the proposed change in registration. The Graduate Research School Office should be informed immediately of any problem with the registration status. Only in very exceptional circumstances will changes in registration be processed retrospectively.

Changes to the research programme include:

- Leave of absence
- Change from full-time to part-time and *vice versa*
- Change in residency
- Withdrawal
- Transfer to a lower register
- Change of contact details

6.1.1 Leave of Absence

It may be necessary for a student to take a leave of absence, e.g. due to illness or maternity leave. For periods of leave in excess of 1 month, students will not receive any scholarship. Students should complete PGR 5B and should attach any supporting documentation e.g. medical certificates. A leave of absence may only be taken for the reasons shown in table 1 and the maximum duration of leave in each case is also shown. No other reasons for leave or extension of leave in excess of the maximum allowed will be considered. An explanation of each leave type is given below.

Table 1 Type and Duration of Leave of Absence

Type of Leave	Objective	Maximum Duration
Adoptive	For any student adopting a child.	6 months
Carer	For the purpose of the provision of full-time care and attention to a person requiring it certified by a qualified medical doctor.	12 months
Compassionate	Necessitated by the serious illness or death of an immediate family.	2 week (Ireland-based family) 4 weeks (Europe-based family) 8 weeks (all other regions)
Family Emergency	For urgent family reasons, owing to the illness or injury of a close family member. Routine minor and predictable illnesses to children, or other family members which invariably occur are not covered. A close relative is defined as one of the following; children or adopted children; spouses or partners/civil partners; siblings; parents; grandparents;	2 week (Ireland-based family) 4 weeks (Europe-based family) 6 weeks (all other regions)
Marriage or Civil Partnership	For students getting married or entering a civil partnership	2 weeks (Ireland-based family) 3 weeks (Europe-based family) 4 weeks (all other regions)
Maternity	For all pregnant students	6 months
Parental	To enable students to take care of young children	4 months
Health and Welfare	For certified medical reasons and convalescence,	>3 consecutive weeks to a maximum of 12 months over 4 years
Work Commitments	For part-time students to allow for work commitments	Maximum of 6 months in a given year

6.1.2 Study Mode Change from Part-Time to Full-Time or Vice Versa

Students may apply to change their mode of study from part-time to full-time or vice versa. Such cases are not new registrations. Students will be expected to submit their thesis on time and the change in registration status will not be back-dated. Students should complete PGR 5B.

6.1.3 Withdrawal from the Research Programme

At any time during the period of their research, students may choose to withdraw from their research programme and should complete PGR 5B in order to do so.

6.1.4 Transfer to a Lower Register

At any time during the period of their research, students may choose to transfer to a lower register and should complete PGR 5B in order to do so. Students will be expected to submit their thesis on time and the change in registration status will not be back-dated.

6.2 Changes to Supervision

At any time during the period of the research, changes may need to be made to the supervision. The need for such changes may arise for a number of reasons, such as retirement. In most cases the student and original supervisor will be expected to work together to agree a suitable substitution.

It is the responsibility of all Heads of School to ensure that graduate students in their school are supervised, as per section 1.7 above.

Changes to supervision include:

- New additional supervisor
- Change of school
- Withdrawal of supervision
- Replacement supervision

6.2.1 New additional supervisor

For any number of reasons, new additional supervisors may need to be appointed, e.g. a new supervisor may be needed to provide additional expertise. The student and the original lead supervisor should complete the PGR 5C form and submit to the relevant Head of School for approval.

6.2.2 Change of school

At any time during the period of the research, the student may need to change their school of registration e.g. their lead supervisor may change school and the student follows. The student and the original lead supervisor should complete PGR 5C and in such cases the heads of both schools will need to approve the change.

6.2.3 Withdrawal of supervision

The relevant Academic Board can withdraw the right to supervision in the case of a student who neglects his/her obligations or who does not follow consistently and effectively the advice of their supervisor(s). Such issues should be addressed through the annual monitoring process and the assessment panel includes the lead supervisor, Head of relevant School (or nominee) and relevant Head of Research. Having found that student has neglected his/her obligations or has not followed consistently and effectively the advice of their supervisor, the panel should recommend discontinuation of the student on the programme. The panel will convey its decision using form PGR 2D [Assessment of Annual Progress], returning it to the Graduate Research School Office, and should make the following recommendation 'Research and progress unsatisfactory, discontinue.'

6.2.4 Replacement supervision

At any time during the period of the research, the original supervisor(s) may need to be replaced. This may be necessitated for any number of reasons, which include, but are not limited to, the following:

- The original supervisor may no longer be available due to retirement, illness or death
- The original supervisor may leave TU Dublin and the student does not follow
- There may be a breakdown in communication and the student and supervisor may not be in a position to work together
- The Head of School determines that the original supervisor has neglected his/her obligations

At any time during the period of the research, the student and/or the original supervisor may request replacement supervision by application to the Head of School using the PGR 5C form. The relevant Head of School proposes replacement supervision and should complete form PGR 5C. All completed PGR 5C form should be forwarded to the relevant Head of Research for Academic Board approval.

Circumstances may arise where neither the student nor the original supervisor complete form PGR 5C, but changes in supervision are considered necessary by the Head of School and/or the Head of the Graduate Research School. In such cases, the Head of School and/or the Head of the Graduate Research School may appoint such new supervisors as s/he considers necessary, having regard to all the circumstances. All completed PGR 5C form should be forwarded to the relevant Head of Research for Academic Board approval.

6.3 Duration of Study

The maximum duration of study for a PhD graduate research student is 4 years full-time or 6 years part-time.

The maximum duration of study for a DMus graduate research student is 4 years full-time or 6 years part-time.

The maximum duration of study for a Professional Doctorate graduate research student is normally 4 years part-time.

The maximum duration of study for a MPhil graduate research student is 2 years full-time or 3 years part-time.

The maximum duration of study for a PgDip(Res) graduate research student is 1 year full-time or 2 years part-time.

The maximum duration of study starts from the date of first registration and the official date of submission of a thesis is the date the thesis is received by the Graduate Research School Office. The student must be properly registered and all fees paid at the time of submission.

All students are given a grace period of 6 months, during which their thesis must be submitted to the Graduate Research School Office.

If a student cannot submit their thesis before or within 6 months of their finish date they can withdraw from their programme and re-register when they are in a position to submit their thesis. In this case the student can proceed to examination on payment of the re-registration fee. During the withdrawal period, the student will not have access to facilities and resources including supervision.

Alternatively, if a student cannot submit their thesis before or within 6 months of their finish date, they can continue as a registered student for 1 year only, on payment of the supervision fee.

In both cases, there will be no additional scholarship funding. Students should inform the Graduate Research School Office of their decision by completion of form PGR 5B.