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Overview

This document describes regulations that apply to postgraduate research students registered to the School of Psychology during the academic year 2019/2020. The Postgraduate Handbook is intended to introduce new students to the School of Psychology and provide an ongoing guide on postgraduate issues for research students and their academic supervisors. The information provided in this handbook is accurate at the time of preparation. Students will be emailed regarding any revisions, and amended versions will be made available to you on the School’s website. Please note that, in the event of any inconsistency between the General Regulations published in the University Calendar Part III Graduate Studies (http://www.tcd.ie/calendar/) and information contained in the handbook, the provisions of the General Regulations will prevail. It is important that this handbook is read in conjunction with the Calendar Part III.

Introduction to the School of Psychology

Our Postgraduate Programme develops high calibre psychologists who advance psychological science and practice. Leading international experts provide excellent training in research methodology and foster academic excellence in a range of research areas on our M.Sc. and structured Ph.D. programmes. The School encourages active participation in national and international collaborations, and attracts many visiting academics and international graduate students.

The School has a variety of research activities spanning a diverse range of areas. The School is prominently associated with six research groups in the College: The Trinity College Institute of Neuroscience, the Global Brain Health Institute, TRiSS (Trinity Research in Social Science), Trinity Research in Childhood Centre (TRiCC), the Centre for Global Health, the Research Centre for Psychological Health and the Centre for Innovative Human Systems. The School is well equipped with a student computer laboratory, multi-media facilities, EEG and behavioural neuroscience laboratories, video-observation suites and sound attenuated experimental testing suites and fMRI analysis capability. There are excellent contacts with hospitals and medical services.
Members of the School receive significant research funding from national and international sources.

**Research Facilities and General Resources**

**School of Psychology website**

The School’s web page may be accessed via the address: [http://psychology.tcd.ie](http://psychology.tcd.ie). In addition, the School’s local web pages ([https://psychology.tcd.ie/local/](https://psychology.tcd.ie/local/)) contain important information for registered postgraduate students and require a username and password.

**Email**

You will automatically be given an email account, user name and password when you register with the College. As official University and School correspondence is sent to your TCD email address you must check your email regularly. Email will not be sent to a non-TCD account.

We suggest that you allow time for a reply to mail; it is often not possible to respond immediately but most staff members will try to respond promptly, where possible. If your enquiry is urgent and you do not get a response within a reasonable timeframe, you may check with one of the School’s Executive Officers as the relevant staff member may not be available to respond.

**School of Psychology computers**

The School has two computer laboratories: one (room 1.34) that contains 40 iMacs and a scanner (text and graphics) and the other (room 1.32) contains 14 iMacs. You will need a specific user name and password (these are different to the ones you use for general computer access in the College) to use these computers – please contact Mark Jordan in room AP1.30. The laboratories are booked for undergraduate and postgraduate Psychology classes at regular times during term. At other times they will be available for individual use; consult the notice boards and the “Rules and
Regulations” file in the shared folder on each computer for information on the facility, such as opening hours, booking conventions, availability for testing participants, and printing arrangements. A monochrome laser printer (PSYLAB) is located outside the laboratories and a colour laser printer (PSYFIRST) is located outside room 1.19. The printers are operated by a card system, and the cards may be purchased from the card dispenser located outside the laboratories. The cards may also be used in the photocopiers on the ground floor and outside room 1.19. Advice about the use of the computers and printers should be sought from Mark Jordan (room 1.30).

**Psychometrics Tests**

All test materials in the School are listed in a database file on the School of Psychology Local web pages ([https://psychology.tcd.ie/local/](https://psychology.tcd.ie/local/)). Further details are available from the Chief Technical Officer, Lisa Gilroy (lisa.gilroy@tcd.ie). To borrow material, you should obtain permission from your academic supervisor, and ensure that Lisa Gilroy is informed of the permission. No test manuals may be taken out of the School. No testing procedures or distribution of questionnaires should be undertaken without prior permission from your academic supervisor. Testing material is usually copyrighted and should not be duplicated. You will need to let Lisa Gilroy know well in advance if you require additional test materials to be ordered from the suppliers – this process can take several months. You are advised to restrict your research requirements to tests currently available in the School as, apart from supply delays, new tests can be very expensive to purchase.

**PsycTESTS®**

The School is delighted to announce that, together with TCD Library, we have purchased a subscription to PsycTESTS® which is now available for use by all staff and students for their research and scholarly work. PsycTESTS® is a research database produced by the American Psychological Association (APA) that provides access to psychological tests, measures, scales, surveys, and other assessments as
well as descriptive information about the test and its development and administration, mostly drawn from articles in peer-reviewed journals or books, with downloadable tests. This is a bibliographic database, including descriptive summaries of the test and its development and administration, which also contains full text and multimedia (76% of test records contain the actual test or test items):

- Focuses primarily on unpublished tests, those developed by researchers but not made commercially available
- Most records link to a variety of materials describing the test in peer-reviewed literature, technical reports, or dissertations as well as links to related peer-reviewed literature describing test development, review, or use
- Each record includes data on the scope of the test, test implementation, a high-level overview of the test's development, and reliability and validity data (when available)
- Tests include those compiled from a systematic review of peer-reviewed journals published by APA, Hogrefe Publishing Group, and other large publishers; technical reports from PsycEXTRA®; contributions from individual test authors; collections from the Archives of the History of American Psychology; and more
- Commercially available tests indexed by APA are also included, with links to purchase the instrument from the publisher

Subject Coverage
A diverse array of subject areas and types of tests:

- Developmental Measures
- Scales for Beliefs, Relationships, or Expectancies
- Aggression, Coping, or Functional Status Questionnaires
- Racial and Ethnic Identity Scales
- Resilience, Anger Response, or Substance Abuse Inventories
- Physical Health Related Assessments
• Personality Assessments
• Educational Measures
• Neuropsychological Assessments
• Aptitude and Achievement Measures
• Competency Measures
• Occupational Measures
• Intelligence Tests
• Military Tests

Access is via the Library homepage under Databases and E-Books

Laboratory space

If you require laboratory space for carrying out experiments, interviews, tests or using equipment, arrangements are to be made through your academic supervisor.

Accommodation in the School

The school is usually able to provide shared office space for full-time research postgraduates, whose work is based in the school, for two (in the case of M.Sc.) or four (in the case of Ph.D.) years maximum.

School Telephones

Postgraduates may make internal calls on the PG telephones. External calls are limited to those that are necessary and related to research. Personal calls are not permitted from the office telephones. Consult your academic supervisor if you need to make long distance calls. Postgraduates may not use the telephone in the School office. The office cannot accept calls for postgraduates (except in obvious emergencies) and you should inform potential callers of this fact.
Post

You may receive post to the school. Any post received will be available from the Research student post-boxes in the Staff Room (AP1.43).

Photocopying

The photocopiers located in the corridor outside the School’s seminar room (AP0.26) and outside room AP1.19 are operated by a card system.

All registered postgraduate students receive 3,000 credits every year. Postgraduates can also get Lisa Gilroy to top up their card and if you buy more than €5 worth of credits you get 10% extra. Additional photocopying may only be undertaken with the permission of your academic supervisor.

The School is not in a position to provide secretarial services to postgraduates. The Students' Union offers a range of services at reasonable cost. If you have special needs of this kind, you should consult your academic supervisor.

Safety and Security

You should familiarise yourself with the School Health and Safety Regulations (see notice-boards) and get to know the layout of the entire School as soon as possible, taking note of the various points of exit, which you might use in the event of a fire. Fire drills are held regularly. Lisa Gilroy is the School's Safety Officer, and Anne-Marie Duffy is our Fire Warden. Please inform any of them of any potential sources of danger or problems of safety that you notice.

We have had a number of security problems in the past, from full-scale burglaries to daytime theft of personal effects. From the 6th March 2019, Trinity College is a Smoke-Free Campus. Please note that it is against the law to smoke in a public building such as the School. Eating and drinking are also not allowed in the School (excepting designated areas and at official receptions).
Data Protection for Student Data and General Data Protection Regulation

Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws and we have prepared this short guide to ensure you understand how we obtain, use and disclose student data in the course of performing University functions and services.

Please ensure you read the full policy on this

The EU-GDPR policy is available at https://www.tcd.ie/info_compliance/data-protection/policy/

All research carried out must comply with GDPR regulations. See
http://www.tcd.ie/info_compliance/data-protection/ and

Please ensure you complete the compulsory online training available at
http://www.tcd.ie/info_compliance/data-protection/training/ within one month of your registration.

Postgraduate Representative

A postgraduate representative attends the School’s Research Committee and PG Studies Committee meetings.

Student Complaints Procedure

The formal student complaints procedure can be accessed at:
https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf
Dignity & Respect Policy

Trinity is committed to supporting a collegiate environment in which staff, students and other community members are treated with dignity and respect. Bullying and harassment (including sexual and racial harassment) are not tolerated in Trinity. The policy in full is available at https://www.tcd.ie/equality/policy/dignity-respect-policy/

Student Evaluation and Feedback

Postgraduate research student online survey twice over a four-year period - managed by the Faculty Offices.

College Resources

Academic Registry Service Desk

The Service Desk is the public face of the Academic Registry. The team provides an integrated service for prospective students, current students and graduates of Trinity College. The Service Desk can assist with queries concerning application and admissions, registration and record management, student finance, postgraduate studies and examinations.

College Libraries

It takes time to come to grips with a library system as extensive as that of Trinity College and you should not feel embarrassed in seeking help. There are a number of very useful pamphlets dealing with various aspects of the library system, including two specifically for research students: Research Students and the Library and Research Student Loans.

If you are new to the College, we recommend that you go on a conducted tour of the library (ask for information on tours in the Berkeley library). Above all, do not hesitate to ask the library staff for assistance - they are well used to confused students (and staff) and are very helpful.
It is imperative that you guard carefully any borrowing privileges that you obtain. Return books promptly when due or when requested to do so, or your borrowing privileges may be withdrawn.

For a charge, the Library will obtain copies of journals, books and theses from other libraries. For a small fee it is possible to obtain photocopies of journal articles and sections of books. The legally permitted amount is stated in one of the Library pamphlets.

TCD also has an extensive on-line database of Psychology journals. Electronic journals can be accessed by the College Library website at www.tcd.ie/Library/collections

**College Computers**


**Postgraduate Supports**

**The Graduate Studies Office**

The Graduate Studies Office is responsible for postgraduate study and their website (www.tcd.ie/Graduate_Studies) contains the regulations and guidelines on the following: Fees and registration; Change of personal details; Thesis regulations; Academic appeals; Regulations for permission to go "off-books"; Notification of withdrawal; Links to Best Practice Guidelines; and Information on internal and external funding opportunities

**Graduate Students’ Union**

All postgraduate students of the College are automatically members of the Graduate Students’ Union (GSU), which is recognized by College as being the postgraduate representative body. It provides advice on academic and welfare issues faced by
postgraduates (see http://tcdgsu.ie/).

Postgraduate Common Room
The Common room is located in House 7, in Front Square. It is open from 7am to midnight seven days a week. Call into the office to obtain a Common Room key. This room is exclusively for postgraduates and they provide free tea, coffee, magazines and newspapers.

Postgraduate Reading Room
The Postgraduate Reading Room is located in Front Square beside the Exam hall. It is open from 8am to 12am year-round and requires swipe card access by postgraduate students. The Reading Room offers a quiet place to study while postgraduate students can avail of computer and web access, photocopying and low-cost printing.

Postgraduate Advisory Service
The Postgraduate Advisory Service is a unique and confidential service available to all registered postgraduate students in Trinity College. It offers a comprehensive range of academic, pastoral and professional supports dedicated to enhancing your student experience.

The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all Postgraduate students in Trinity. The Postgrad Support Officer will act as your first point of contact and a source of support and guidance regardless of what stage of your postgraduate experience you’re at. In addition each Faculty has three members of Academic staff appointed as Postgraduate Advisors who you can be referred to by the Postgrad Support Officer for extra assistance if needed.

Contact details of the Postgrad Support Officer and the Advisory Panel are available on the website: http://www.tcd.ie/Senior_Tutor/postgraduate/

The PAS is located on the second floor of House 27 and is open from 8.30am –
4.30pm, Monday to Friday. Appointments are available from 9am to 4pm by calling 8961417 or emailing pg supp@tcd.ie

The PAS exists to ensure that all Postgrad students have a contact point who they can turn to for support and information on college services and academic issues arising. Representation assistance to Postgrad students is offered in the area of discipline and/or academic appeals arising out of examinations or thesis submissions, academic supervisory issues, general information on Postgrad student life and many others. All queries are treated with confidentiality. For more information please visit the website.

Disability Service

Reasonable accommodations are routinely made for students with documented disabilities and students are encouraged to register with the College Disability Service (www.tcd.ie/disability) for further information.

Careers Advisory Service

The Trinity Careers Advisory Service website features advice and information to help students and graduates plan their future. Vacancies, presentations and seminar listings are posted regularly at www.tcd.ie/Careers

Student Counselling Service

The service is staffed by qualified psychologists and social workers who are available if you are experiencing either personal and/or academic/study concerns. The services are free and confidential to registered Trinity college students. Contact details are listed at www.tcd.ie/Student_Counselling

General Student Services

A full list of academic services and student support services may be viewed at www.tcd.ie/students
Postgraduate Funding Opportunities

College awards

Postgraduate Research Studentships

Studentships are available to new entrants as well as continuing students on the full-time Ph.D. register for entry in September and/or the following March of the same academic year. The Studentships aim to support and develop gifted research students and are awarded competitively on academic merit. The studentship fully covers EU or non-EU fee and an annual stipend of €6,500 usually for three years.

The holder of a studentship is required to engage in teaching-related activities, as advised by the appropriate Director of Teaching and Learning (PG) or his/her nominee, to a maximum of 6 hours per week in teaching term.

Continuing students who wish to apply for this Award should submit their application after the announcement of the awards is circulated. The programme executive officer will email students inviting applications.

Further Research Award regulations may be accessed on the Graduate Studies website at [www.tcd.ie/Graduate_Studies](http://www.tcd.ie/Graduate_Studies).

When funds allow, the School provides additional opportunities for postgraduates, usually after their first year, to act as teaching assistants: to do demonstrations in practical classes, to take seminars and to mark essays and laboratory reports. This work is paid at agreed College rates (details available in the school office or in the Graduate Studies Office). Those interested in such work should make their availability known to the postgraduate representative or the Director of Teaching and Learning (Undergraduate). It is not always possible to accommodate everyone for practical reasons - including the scarcity of funds available - and preference is generally given to more senior postgraduates. The modules taught by members of staff are listed in the School’s undergraduate handbook, a copy of which may be obtained in the School office or at [www.psychology.tcd.ie/local/undergraduate](http://www.psychology.tcd.ie/local/undergraduate).
External Funding

The Irish Research Council (IRC)

The IRC promotes and supports world-class research in Ireland within and across all disciplines; it is a common source of funding for psychology postgraduates. Applications are assessed on the basis on their excellence and potential by expert panels. Candidates must have the qualifications to register for and complete a masters or doctoral degree by major thesis (i.e., a first or upper second class honours degree). Applicants must be registered by 31st October of the year in question at a third level institute in Ireland for a masters or doctoral degree by major thesis. Scholarships will include fees as well as a maintenance grant.

For more information visit the IRC website at http://research.ie/funding/

Student Universal Support Ireland (SUSI)

Irish research students who meet the qualifying social welfare payment and (strict) income conditions may be eligible for a grant under the SUSI Student Grant Scheme. Grants may cover up to the full cost of tuition. They do not include maintenance. For further information https://susi.ie/eligibility/postgraduate-student/

Trinity Trust Travel Grant

The Executive Committee of the Trinity Trust makes funds available to the Graduate Studies Committee for allocation to graduate research students for attendance at conferences related to their research or for students who wish to carry out research abroad to supplement research already undertaken in Dublin. It is up to the student to submit their supporting documentation completed to the Office of the Dean of Graduate Studies.

http://www.tcd.ie/Graduate_Studies/students/funding/travel-grants/
School of Psychology Contacts

Director of Teaching and Learning (Postgraduate) – Dr. Ladislav Timulak (timulakl@tcd.ie)

The Director of Teaching and Learning (PG) is a member of the School Executive Committee and reports to this committee, the Head of School and Graduate Studies Office.

The Director of Teaching and Learning (PG) chairs the School Postgraduate Studies Committee, which has overall responsibility for the management of postgraduate affairs in the School. The membership of this Committee also includes the Head of School and the Directors of the taught postgraduate courses. The Director of Teaching and Learning (PG) deals with matters relating to students undertaking research for an MSc or Ph.D. qualification.

The Director of Teaching and Learning (PG) has a pastoral role, where a student should feel free to contact him/her for advice or assistance, in confidence, in any area of difficulty as a postgraduate student. Postgraduates may also contact the postgraduate representatives with any issues pertaining to postgraduate welfare.

Staff in the School of Psychology

Please access staff contact details via the TCD Peoplefinder at http://people.tcd.ie/ or at http://psychology.tcd.ie/staff/

The School’s reception number is 00353 1 8961886

School of Psychology Staff and Student Research Interests

Research interests of all academic staff members, research fellows and current PhD students can be viewed on the research section of the School’s webpages at http://psychology.tcd.ie/research/Research-people.php
M.Sc. and General Structure Ph.D. Programme Overview and Regulations

Masters Degree (Level 9 National Framework of Qualifications)

The standard criteria for a masters’ thesis in this University:

- The candidate must show evidence that he or she is able to conduct investigation with rigor and discrimination.
- The candidate must show that he or she appreciates the relationship of the subject to a wider field of knowledge (including scholarship).
- The thesis should include some contribution to knowledge, but it is not necessary that it be worthy of publication.
- The thesis must be clear, concise, well written and orderly. Its presentation, general arrangement and style should be satisfactory.
- A thesis must be a candidate’s own work.

Research Doctorates (Level 10 National Framework of Qualifications)

The standard criteria for a doctoral thesis in this University:

- It must show evidence of rigor and discrimination, appreciation of the relationship of the subject to a wider field of knowledge/scholarship
- Make an appreciable, original contribution to knowledge; it should show originality in the methods used and/or conclusions drawn
- Must be clear, concise, well written and orderly and must be a candidate’s own work.

The use of paid professional copy editing services for the preparation of a Masters or Doctoral thesis is not permitted and will be considered a breach of the examination regulations. In certain exceptional cases, students registered with the College Disability Service may, following consultation with the Dean, be permitted to avail of paid professional copy editing services.
Registration

College registration for all students is carried out online via the web portal https://my.tcd.ie. You will receive your portal login details via email. Once you have successfully completed online registration, you will be able to collect your TCD student ID card in person from the Academic Registry, Watts Building.

Supervision

Please consult the College Calendar Part III, paragraphs 2.8: Role of Academic supervisors and 2.9: Eligibility to Supervise Research Students to learn more about the role of the research academic supervisor. Contact with your academic supervisor should be arranged at least on a monthly basis during statutory term. If circumstances dictate that a academic supervisor is unavailable for a significant amount of time, an alternative academic supervisor may be appointed for this time period.

Academic staff members on contract may be appointed as principal academic supervisor but in such cases, a permanent staff member must also be nominated as co-academic supervisor.

Please refer also to the Best Practice Guidelines on Research Supervision for Academic Staff and Students available on the Graduate Studies web-pages.
Required elements

Academic Requirements for Obtaining a Ph.D.

In this School it is usual for research to involve the collection of data, whether qualitative or quantitative. If you plan to carry out a purely theoretical thesis, permission should be sought from the Director of Teaching and Learning (PG). In the case of Masters’ theses the normal degree awarded is an M.Sc.

Full-time postgraduate students are expected to work a calendar year and to occupy the office space allotted to them. However, the pursuit of research will obviously lead to periods when these requirements cannot be met. Discuss the matter with your academic supervisor if you will not be in the School for some time.

Completion of Prescribed Taught Elements

All incoming PhD students must complete the 5 ECTS Module CA7000: Research Integrity and Impact in an Open Scholarship Era. The module is delivered online and may be taken at any stage prior to the student undertaking his or her confirmation/transfer process (within the first 18 months on the register).

Rationale

The concept of open scholarship has radically altered the way in which academic research operates in Europe, providing as it does both opportunities and challenges for research students. In addition, funders are increasingly demanding that researchers, including research students, must, as a pre-requisite to securing grant funding, have undertaken some training in research ethics. Finally, there are increasing pressures on students, as they conduct research, to be aware of and comply with obligations under intellectual property and data protection law and indeed to ensure the proper management of their research data. This course seeks to provide all Trinity PhD students with the tools necessary to navigate these issues as they proceed with their research.
The module comprises a suite of workshops focusing on the challenges and opportunities referenced above. As part of the module students are be required to undertake a research integrity course provided by Epigeum as a licensed ready-made package. The Office of the Dean of Research will contact students with their individual tokens to access the Epigeum Research Integrity course. Students are required to upload their Certificate of completion of the Epigeum course to Module CA7000 on Blackboard. Integrated with this, and delivered alongside it via Blackboard, are the bespoke elements of the course which will be provided by Niamh Brennan (College Library), Dr Geoff Bradley (IT Services) and Professor Eoin O’Dell (Law School). Thus alongside the Epigeum component mentioned above students will undertake online workshops dealing with (a) Intellectual Property and Data Protection concerns (b) Research Data Management and the Construction and Application of Data Management Plans and (c) Research Communication and Impact in an Open Scholarship era. In order to accrue the 5 ECTS, participants will be expected to complete the various online components of the course and the prescribed assessments.

**Assessment**

Students’ performance on the module is evaluated on the basis of undertaking the workshops and a successful pass on the assigned assessments. The assignment on the first section of the module must be passed before students can proceed to the next section (and so on). An assignment may be repeated until a pass is attained.

Postgraduate research students are also required to complete a structured 10 ECTS module and any transferable or discipline-specific modules as prescribed by either the Director of Teaching and Learning (PG) or the academic supervisor (up a maximum of 30 ECTS). To meet the requirement for the 10 ECTS module, the School provides an annual module on ‘Conducting Research in Psychology’.
Conducting Research in Psychology (PS7130)

Module Coordinator: Dr. Ladislav Timulak

Lecturers: School of Psychology Academic Staff

Contact Hours: 12/13 seminar hours; 200 hours of independent study

ECTS Value: 10 ECTS

Rationale and Aims

This module will feature a series of master classes on the application of a variety of research methodologies to research questions in a variety of fields of psychological enquiry. The module assumes a good grounding in standard research methods and will concentrate on how these methods are adapted and applied to tackle real research questions. The module is an example of research-led teaching and will feature presentations/workshops/seminars from Principal Investigators, and other research staff located in the Research Centres and Institutes within the School of Psychology. It is also situated within the strategic perspectives of both College and the School in terms of providing an overview of the potential for consolidating research capacity for knowledge transfer and innovation.

The basis of the module is that students will gain a broad understanding of, and draw upon the wealth of knowledge, skills and experience of those engaged in internationally recognized, high quality research.

For whom is the module intended?

Ph.D. students (to be undertaken within the first 18 months of registration).

Is it mandatory or optional?

Mandatory unless an alternative and appropriate module carrying 10 ECTS has been agreed by the student’s academic supervisor and the Director of Teaching and Learning (PG). Additionally students must attend at least 90% of the School’s research seminars. Attendance will be taken at each one. You must be registered
on the College timetabling system to attend this module. Please contact the Academic Programmes Administrator, Luisa Byrne (byrnelu@tcd.ie) to register.

Learning Outcomes

On successful completion of this module, students should be able to:

1. Describe and evaluate the key research programmes in psychology;
2. Explain what is meant by leading edge research in terms of its design, implementation and dissemination;
3. Discuss the professional and social contexts in which research programmes are developed, implemented and disseminated;
4. Evaluate the relevance of some of the methods described to their own field of enquiry.

Assessment Method

Each master class will have a set assignment. Students will choose one assignment to complete and this will constitute 100% of the assessment of this module. The assignment will be graded either on a pass/fail basis and must be passed for successful completion of the module.

Evaluation

This module will be evaluated by students by means of a CAPSL survey, which will be requested by the School. All feedback will be noted and incorporated in module design where appropriate for delivery of the module in subsequent years.
An additional module that may be of interest is **Digital Scholarship and Skills 2019-2020 (HH7025)**

The Digital Scholarship Skills workshop series will provide a welcoming environment for faculty, staff and students to learn and ask questions about new research methodologies utilizing digital research tools. It is an initiative of the Trinity Centre for Digital Humanities. The workshop series is open to faculty, staff, researchers and postgraduate students and may be attended as either ‘a la carte’ (where participants have a particular interest in a single or multiple sessions), or as an ECTS module to be applied to the taught course requirements in a structured PhD.

**Objective:** To introduce participants from a diverse range of backgrounds to digital research-related skills and tools with a specific focus on developing a greater understanding and appreciation of how the digital is shaping and influencing scholarship.

**Description:**

The module comprises a suite of workshops to support the development of the critical understanding and practical skills needed to make best use of digital research tools in the context of humanities research. The content will focus each term on five skill-building tracks, some more theoretical, others focusing on key competencies and environments for digital research. Topics will be different each term, to reflect both demand and capacity in the Trinity Centre for Digital Humanities.

**Duration:**

The workshops will run in both Michaelmas and Hilary terms and can be taken for 5 credits per term (details of Hilary workshops tbc). In Michaelmas 2019 there will be 5 four-hour workshops placed throughout the term, registration is available on our website: https://dh.tcd.ie/dh/workshops
Assessment:

In order to accrue the 5 ECTS, participants will be expected to attend each of the five workshops and to complete the course assessments. Workshop participation will be assessed as a module in the following manner:

a) Participation in all five workshops: 18 contact hours (40% contribution to final mark).

b) Literature review (up to 1500 words) of one of the topics covered in the workshop series (15% contribution to final mark).

c) Individual 7 min lightning presentation detailing how one of the workshop topics could be applied to your research (20% contribution to final mark).

d) A series of short reflective pieces (up to 500 words each) on each of the workshops. This assessment requires writing up to a maximum of 2500 words (25% contribution to final mark).

Plagiarism

Throughout your studies in Trinity College Dublin you will develop and write assignments that require research. You will be expected to understand and build upon the work of others. This requires acknowledging correctly and fully the contributions of others to your own scholarship. You are expected at all times to take responsibility for the integrity of your work as you advance knowledge in your field of study.

It is your responsibility to ensure that you do not commit plagiarism.

You must read the University of Dublin Calendar Part III, section 1.32 on plagiarism. The University of Dublin Calendar refers to various levels of plagiarism. What constitutes plagiarism at a particular level, and the consequences of being found to have committed plagiarism at that level, are detailed here: http://tcd-ie.libguides.com/plagiarism/levels-and-consequences
1. General

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement.

Plagiarism is the act of presenting the work or ideas of others as one’s own, without due acknowledgement. Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.

Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

2. Examples of Plagiarism

Plagiarism can arise from actions such as:

a) copying another student’s work;

b) enlisting another person or persons to complete an assignment on the student’s behalf;

c) procuring, whether with payment or otherwise, the work or ideas of another;

d) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;
e) paraphrasing, without acknowledgement, the writings of other authors.

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:

i) fail to distinguish between their own ideas and those of others;

ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;

iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;

iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

3. Plagiarism in the context of group work

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collusion with other students may be considered to be plagiarism.

When work is submitted as the result of a Group Project, it is the responsibility of all students in the Group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

4. Self-Plagiarism

No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism.
5. Avoiding Plagiarism

Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or academic supervisor on avoiding plagiarism. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding plagiarism is available at http://tcd-ie.libguides.com/plagiarism.

6. If plagiarism as referred to in paragraph (1) above is suspected, the Director of Teaching and Learning (Postgraduate) will arrange an informal meeting with the student, the student’s academic supervisor and/or the academic staff member concerned, to put their suspicions to the student and give the student the opportunity to respond. Students may nominate a Graduate Students’ Union representative or PG advisor to accompany them to the meeting.

7. If the Director of Teaching and Learning (Postgraduate) forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties noted above must be in agreement. If the facts of the case are in dispute, or if the Director of Teaching and Learning (Postgraduate) feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement the procedures set out in Section 5 (Other General Regulations).

8. If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Postgraduate) will recommend one of the following penalties:
(a) Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;

(b) Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

(c) Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

9. Provided that the appropriate procedure has been followed and all parties in (6) above are in agreement with the proposed penalty, the Director of Teaching and Learning (Postgraduate) should in the case of a Level 1 offence, inform the Course Director and, where appropriate, the Course Office. In the case of a Level 2 or Level 3 offence, the Dean of Graduate Studies must be notified and requested to approve the recommended penalty. The Dean of Graduate Studies will inform the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as set out in Section 5 (Other General Regulations).

10. If the case cannot normally be dealt with under summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

How Plagiarism is Detected

Lecturers and examiners will be familiar with key sources and will notice when information has been used from them, as well as differences in style, terminology and accuracy in an essay.
In addition, many staff in Trinity now use software called Turnitin and SafeAssign to check written submissions for plagiarism. These compare submitted work to a database of websites, articles and previously submitted assignments. They then calculate how much of the work is original, and what needs to be examined to make sure you have used references to correctly cite others’ words and ideas.

**Postgraduate submissions**

During the course of your study, you will be required to submit written material that adheres to the APA 6th Edition reference style. Please consult the APA 6th Edition manual for guidance on the School of Psychology’s academic practice for referencing. All written submissions must be accompanied by a signed ‘plagiarism declaration form’ that can be obtained from the programme Executive Officer.

**Compulsory Tutorial**

All students must complete the **Ready Steady Write** plagiarism tutorial, a resource developed by the Centre for Academic Practice and eLearning (CAPSL) at Trinity College Dublin, to help you understand and avoid plagiarism and develop your academic writing skills and academic integrity. It is designed so that you can view it from beginning to end or in sections and topics. The tutorial is at: [http://tcd-ie.libguides.com/plagiarism/ready-steady-write](http://tcd-ie.libguides.com/plagiarism/ready-steady-write)

**Submission Guidelines**

Every coversheet that is attached to submitted work must have a completed declaration confirming that:

1) You have completed this tutorial;
2) You have read the College Calendar entry on plagiarism.

**Learning Agreement**

On or before registration the academic supervisor will complete a Learning Agreement Form stating what taught modules or training requirements the student
must successfully complete to ensure his/her academic progression. This form must be signed by both the academic supervisor and the student and will act as a contract upon which continuation on the masters/Ph.D. register will be based.

**Taught modules totaling a maximum of 30 ECTS may be prescribed by the academic supervisor over years 1 and 2 on the register.**

All required assessments, coursework or training requirements must be completed no later than the end of June annually to allow time for supplemental sittings/submissions in the case of failure at the first attempt or incomplete/failed coursework or project submissions. All required assessments must be successfully completed prior to registration in order for a student to be deemed eligible for progression to the next academic year.

**Probation and progress on the M.Sc./Ph.D. register**

Please read the guidelines below in conjunction with the Calendar, Part III paragraphs 2.7: Probation, Progress and Continuing Registration on the Research Register, 2.14: Confirmation of the continuation on the Ph.D. register and 2.15 Transfer to the Ph.D. register.

**The first year of registration is probationary for all students.** The progress of postgraduate students will be reviewed each year at mandatory progress meetings. The academic supervisor and/or the Director of Teaching and Learning (PG) may employ whatever form of assessment is deemed appropriate as part of this process. The student and academic supervisor must complete an annual progress report form, which is the basis for the progress meeting. If progress or contact is unsatisfactory, academic supervisors may make a recommendation to the Dean of Graduate Studies that a student’s registration be terminated.

**Attendance**

Registered students are required to attend College full-time, unless research activities require alternative location for testing/field-study. In special circumstances, students will be permitted to carry out research in another institution. Applications to carry out research outside College must be sought from
the Dean of Graduate Studies, supported by the academic supervisor/Director of Teaching and Learning (PG).

**Annual Progress Overview (Progress Meetings)**

This section should be read in the context of the Calendar Part III, in particular paragraph 2.14: Confirmation of the continuation on the Ph.D. register. The Calendar codifies the central role of academic supervisor in relation to supervision and progress, and also specifies the role and responsibilities of Head of School in relation to research students, which in the School of Psychology, is delegated to the Director of Teaching and Learning (PG). It should be noted that the first year of research is regarded as probationary and therefore progress review at the end of the first year is particularly important.

The objective of this model is to support the student-academic supervisor relationship and facilitate progress of the research.

**Thesis Committee**

Each postgraduate student will be assigned a thesis committee comprising two members of the School’s academic staff within 8 weeks of registration. The function of the thesis committee is to review student progress and to provide academic support to the thesis as it progresses. This should both maximise the opportunity for constructive advice and support to the student as well as help to foster a common idea of standards that are appropriate to different areas of research in the School.

In consultation with the student, the academic supervisor(s) nominates one academic to be a member of the thesis committee; it is recommended that you choose an academic who is working in an area reasonably close to your research topic. The Director of Teaching and Learning (PG) will nominate a second academic member of the committee, subject to the willingness of the academic(s) to act in this capacity. Academics are appointed for the duration of the student's time as a registered postgraduate but may be changed at the request of the student, the academic supervisor, or the academic him/herself. Thesis committee members may
also act as internal examiner for a thesis.

The role of the thesis committee is to:

- take part in the annual progress activities outlined below
- make recommendations about confirmation of registration status
- be available to the student for occasional advice additional to that provided by the academic supervisor on academic or other matters as appropriate

The role of the appraiser is not to replace the academic supervisor or to provide an alternate supervision route.

**Progress Meetings**

Research applicants intending to complete a Ph.D. in the School are placed directly onto the Ph.D. register. In exceptional cases individuals may be allowed to enter on to the Masters’ register in the first instance but, where satisfactory progress is made, will be permitted to progress to the Ph.D. register.

A progress meeting for each research postgraduate, comprising the student and their thesis committee takes place at least once a year, prior to the continuing registration of the student in order to review progress and deal with any issues that may arise. The student’s academic supervisor may attend part of the meeting if he/she wishes. A short report on the meeting, drafted by the thesis committee and reviewed and signed by the Director of PG Teaching & Learning will be kept on the student’s file in the School and made available to the thesis committee at future meetings. The student and his/her academic supervisor will also be furnished with a copy of this report.

**New students: Year 1 full-time and part-time**

As the first year of registration is probationary, all students in their first year (including those who intend to exit with an M.Sc. award) must present their research
to members of academic staff, the appointed thesis committee and fellow students.

**September entrants:** the compulsory presentation and progress meeting will take place in revision week in **JUNE** annually. Students will be advised of a date and time for their presentation and should schedule their progress meeting for the same day. If this is not possible, the meeting must be scheduled as soon as possible thereafter.

**March entrants:** the compulsory presentation and progress meeting will take place in revision week in **DECEMBER** annually. Students will be advised of a date and time for their presentation and should schedule their progress meeting for the same day. If this is not possible, the meeting must be scheduled as soon as possible thereafter.

**Continuing students**

**September entrants:**

Progress meetings usually take place by the end of June of each academic year for continuing students. This committee can also meet at any other time if requested by any member or the Director of Teaching and Learning (PG). The thesis committee may be consulted by the student without requiring a committee meeting.

**March entrants:**

Progress meetings usually take place by the end of November of each academic year for continuing students. This committee can also meet at any other time if requested by any member or the Director of Teaching and Learning (PG). The thesis committee may be consulted by the student without requiring a committee meeting.

**Unsatisfactory progress:**

In the case where academic progress is deemed by the thesis committee or the academic supervisor to be unsatisfactory, a third panel member may be appointed by the Director of Teaching and Learning (PG) to review the student’s progress to date at a second interview. The findings of all three panel members will be
submitted for consideration by the Director of Teaching and Learning (PG) who will then call a meeting, attended by the student’s academic supervisor, the thesis committee members and such other members of staff as may be appropriate. The student will be given the opportunity to attend this meeting with representation and to address those present should they so wish. The Director of Teaching and Learning (PG) will then make a decision based on the findings at this meeting and proceed in line with guidelines set out in the Trinity College Calendar, Part 3, 2.7.

The progress evaluation system is a compulsory process that must be adhered to. Failure to do so could result in termination of registration. However, more importantly, this process is intended to provide additional support and structure to ensure the successful completion of the thesis in a timely fashion.

If stipulations have been made about specific reading, study or coursework to be undertaken by a new student, progress in fulfilling this requirement should be assessed in the annual review meeting.

Confirmation on the Ph.D. register – Year 2/PT 3 students

It is imperative that the first progress meeting should take place within the first 12 months of registration. This must be preceded by the presentation of research to date to the School. In the event of unsatisfactory progress at this point, all supplementary tasks/meetings must be concluded within 18 months of initial registration at which point a final decision about the registration status of the student will be made and communicated to the Dean of Graduate Studies.

Those registered to the Masters register in the first instance and who wish to transfer to the Ph.D. register should complete the transfer process within the first eighteen months of registration for full-time students and within a further twelve months allowed for part-time students. In addition to the completion of the annual progress evaluation process and submission of a transfer request form, students wishing to transfer must ensure they have presented their research to date including a proposal for Ph.D. level research to members of the School of Psychology. This presentation must precede the progress meeting. At least one of the appointed
members of the thesis committee must attend this presentation. Please consult paragraph 2.14 of the Calendar, Part 3 for further details.

Research Presentations

For year 1 and part-time year 2 students

As the first year of registration is probationary, all students in their first year (including those who intend to exit with an M.Sc. award) must present their research to members of academic staff, the appointed thesis committee and fellow students. A date will be scheduled annually and all first year students will present their research on that day. September entrants will present in June in Hilary term of that same academic year; March entrants will present in December in Michaelmas term of the following academic year.

For final year students completing their oral viva voce examination

Ph.D. students in their final year will present their completed research to the School on the day of their Viva Voce examination before the actual oral examination. This will be scheduled by your academic supervisor and attended by the School academics, postdoctoral fellows, research staff, UG and PG students and by the Internal and External Examiner of the candidate’s doctoral thesis. This is an opportunity to present your research to the examiners and to update the wider School community on your completed work.

Requests for Extensions

The maximum period before submission of a thesis for students on the full-time masters and Ph.D. register is two and four years respectively, with three and six years applying to part-time students. Request for extensions must be submitted before the allocated time allowed had lapsed.

In special circumstances, an academic supervisor may request that a student be permitted to go ‘off-books’ for up to one year. This request must be made by the
student’s academic supervisor to the Dean of Graduate Studies as outlined in paragraph 2.13 of the College Calendar, Part III.

**Dean’s Grace**

The normal deadline for thesis submission is the last day of August for September registrants, and the last day of February for March registrants. Dean’s Grace of one month free of fees to submit is granted by the Dean of Graduate Studies and is automatically applied to all research students registrations in their expected final year (this is end year 2 for fulltime Masters by research candidates; end year 4 for fulltime PhD candidates; end year 3 for part time Masters by research candidates and end year 6 for part time PhD candidates).

Dean’s Grace only applies for the following dates: 1 September to 30 September for September registrants, and 1 March to 31 March for our March registrants.

**Procedure for Examination of a Candidate**

Please read in conjunction with paragraph 2.16 of the College Calendar, Part III.

It is important to note that the submission of a thesis is at the discretion of the candidate. However, at least 6 weeks prior to submission an 'Intention to Submit' form must be completed by both the candidate and his/her academic supervisor.

The Director of Teaching and Learning (PG), in consultation with your academic supervisor, will nominate an external and an internal examiner who submit independent reports on your thesis. In the case of a Ph.D., an oral (*viva voce*) examination is usual. For a Master's examination a *viva* will only be arranged at the request of either examiner or the Director of Teaching and Learning (PG), typically there are no *viva voce* exams for Masters’ theses. The reports go to the Dean of Graduate Studies who communicates them to Council. It is the University Council that approves the award of the degree.

The School requires you to submit the thesis electronically. Theses are sometimes "referred back" to the student for correction or revision. In such cases the whole or
part of the examiners' reports are usually made available to the student so that the necessary improvements can be made.

Thesis word count
As per the Calendar, Part III, paragraph 1.34.4, a thesis must be written concisely. Normally a Ph.D. thesis should not exceed 100,000 words of text (exclusive of footnotes and bibliography) and an M.Litt. or M.Sc. (by research) thesis, 60,000 words of text (exclusive of footnotes and bibliography), and for scientific or technical subjects will normally be shorter. If a thesis is likely to exceed these limits, the Dean of Graduate Studies must be advised of its estimated length and her/his permission obtained at an early stage in the writing. Additional material, such as numerical appendices, listings of computer programs and textual footnotes, may be bound in a separate volume. Where the combined length of text, footnotes and appendices, etc., exceeds 400 pages the thesis must be bound in two volumes. However, depending on the subject nature of the thesis, word count guidelines as above may not apply. Please consult with your academic supervisor for advice on an acceptable length for your particular piece of work.

Dissemination of Results
It is vital to your research that you disseminate the results to the wider psychological community. The two primary ways to achieve this aim are through the presentation of your work at conferences, and through its publication in reputable journals.

The Trinity College Library also has a facility, which you are urged to avail of, called TARA (Trinity’s Access to Research Archive) for the publication of theses and dissertations. TARA is an open access repository, which means that the full text of the work deposited here is freely accessible to the world via the web. Access is restricted only in unavoidable instances, for example where publisher copyright restrictions prevail. However over 90% of scholarly publishers worldwide now allow some version of the documents they publish to be made available in a repository such as this. You may choose to deposit the work yourself or submit to a member of
Library staff who will make it available online on your behalf.

**Conferences**

You are encouraged to make every effort to attend conferences and to present your work at them. Conferences are an excellent means by which you can keep up with contemporary developments in your field (bear in mind that some published work has a two-year time-lag between the time it was carried out and the time it appears in print in a journal). Presenting the results of your work at a conference keeps the wider community appraised of its (and your) existence. You will gain valuable experience, and constructive feedback. For information on forthcoming conferences, consult the Conference notice-board in the reception area, the Irish Psychologist’s national and international diary columns, and your academic supervisor. Financial assistance such as the Trinity Trust Travel Grant is available towards part of the costs of travel in relation to your research, such as conference attendance, or the presentation of a paper at a conference. The Executive Committee of the Trinity Trust makes funds available to the Graduate Studies Committee for allocation to graduate research students for attendance at conferences related to their research or for students who wish to carry out research abroad to supplement research already undertaken in Dublin. Guidelines and the application form may be obtained directly from the Graduate Studies Office. Awards are made quarterly and applications must be made in advance of travel. Please visit [www.tcd.ie/Graduate_Studies/students/funding/travel-grants](http://www.tcd.ie/Graduate_Studies/students/funding/travel-grants) for more details.

**Publications**

You are urged to submit your research for publication in reputable journals in your field. You should consult your academic supervisor for advice on such matters as the components of your body of work, which can best be written-up for submission, the appropriate junctures in your postgraduate career to write-up and submit work, the most suitable journals to submit your work to, and so on. Be prepared for rejection
from journals initially - it is rare for a paper to be accepted in the best journals without revisions. Don’t be discouraged by the referees’ comments; they usually contain helpful criticisms. Recent publications by staff can be accessed on the School web page.

Be sure to clarify the authorship of the paper with your academic supervisor: a general principle is that the major contributor to the research and write-up is listed as the first author of the paper. There are different sorts of collaboration between postgraduates and academic supervisors, and so you will need to reach an agreement on authorship that is suitable to your arrangement. For example, the academic supervisor would be included as a co-author if he or she contributed to the research through his or her supervision. You will be aware, of course, that authors must not use the data or work of others without their permission and proper acknowledgement.

**Ethics Approval**

All research conducted in the School of Psychology involving human participants requires ethical approval from the School of Psychology Ethics Committee. It is now a requirement that records of approval for the research conducted for the thesis is submitted with the thesis in an appendix.

For guidelines and application forms please see the web site: https://psychology.tcd.ie/local/Ethics/index.php

All proposals for ethical approval must be discussed with your academic supervisor prior to application.

**Appeals Process**

Please consult section 1.24 of the Calendar Part III for details on the ‘Appeals Process for Graduate Students’.
Acceptance of Regulations

Section 1.20 of the College Calendar; https://www.tcd.ie/calendar/graduate-studies-higher-degrees/introduction-and-general-regulations.pdf

Please note that although every effort has been made to ensure the accuracy of the contents of this Handbook, it is not a legally binding document and the School of Psychology reserves the right to modify any element, subject to the normal regulations of the university. In the event of any conflict or inconsistency between the General Regulations of the Board and this Handbook, the provisions of the General Regulations shall prevail.

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