



UNIVERSITY *of* LIMERICK

O L L S C O I L L U I M N I G H

**Handbook of
Academic Regulations and Procedures**

Approved by Academic Council on 17 May 2017

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Foreword

This Handbook of Academic Regulations and Procedures sets out the regulations and procedures governing student enrolment, registration, assessment, grading, progression and graduation at the University of Limerick. It is divided into six chapters: *Academic Regulations*, *Marks and Standards*, *Programme-Specific Regulations*, *Supporting Procedures*, *Research Postgraduate Academic Regulations* and *Code of Conduct*. Appendices relating to the supporting procedures (chapter 4) and the research postgraduate academic regulations (chapter 5) are included at the end of the respective chapters.

The Student Handbook is a separate document and is available on the Student Academic Administration website at <http://www.ul.ie/studentacademicadmin/>. The Student Handbook outlines all the academic requirements that must be met by students at the University of Limerick.

The *Academic Regulations*, *Marks and Standards*, *Programme-Specific Regulations*, *Supporting Procedures* and *Research Postgraduate Academic Regulations* are intended to provide effective mechanisms and structures to ensure that students are fairly and objectively assessed while at the same time maintaining the University of Limerick's high academic standards. Academic members of staff are required to comply with the provisions of these documents. The *Code of Conduct* is included for the information of academic staff.

Where relevant, items are cross-referenced with other items and other chapters through the use of hyperlinks. Some hyperlinks may include the following abbreviations: AR (Academic Regulations), MS (Marks & Standards), SP (Supporting Procedures) and CC (Code of Conduct). For example, a reference to section 4 of the *Academic Regulations* will appear as AR 1.4, while a reference to paragraph 1.4.1 of that section will appear as AR 1.4.1.

This handbook was compiled in the context of the University of Limerick's mission statement (see below) and is intended to be used for reference and action, as appropriate, by all members of staff.

The mission of the University of Limerick is to be a distinctive, pioneering and connected university that shapes the future through educating and empowering people to meet the real challenges of tomorrow.

The official version of this handbook is to be found on the Student Academic Administration website at <http://www.ul.ie/studentacademicadmin/>. Users are encouraged to reference the online version at all times. Given that the content of the handbook may be updated from time to time, a printed version will not be provided by the University to users.

1. Academic Regulations

1.1 Academic Governance at the University of Limerick

- 1.1.1 The Academic Council is responsible for academic policy and standards at the University of Limerick.
- 1.1.2 The Academic Council Grading Committee reviews and approves submitted grades.
- 1.1.3 The Academic Council Examination Board makes recommendations on final awards for ratification by the Academic Council.
- 1.1.4 Each faculty has a Faculty Board. Each Faculty Board, under the chair of its respective Dean, is responsible for the academic affairs of that faculty.
- 1.1.5 Faculty Boards are sub-committees of the Academic Council.
- 1.1.6 Each faculty has a Faculty Examination Board to review student performance.
- 1.1.7 Faculty Examination Boards shall make appropriate arrangements as are necessary for the processing of its students.

1.2 Enrolment and Deferral of a Place

- 1.2.1 An applicant who accepts a formal offer of a place at the University of Limerick and who pays the requisite fees may enrol on the relevant programme of study and year of study under the conditions specified in the offer. Such enrolment shall take place at the times and in the manner specified to the student by the University.
- 1.2.2 Each enrolled student shall continue to pay the requisite programme and other fees at the times and in the manner specified to the student from time to time by the University. A student may be denied permission to proceed to the next part of his/her programme of study if all fees have not been paid in full.
- 1.2.3 Failure to comply with the University's requirements at 1.2.1 and 1.2.2 at the times and in the manner specified to the student may result in the invalidation of the offer of a place and/or the termination of the student's enrolment.
- 1.2.4 A student shall be enrolled for one programme and year of study only in each semester. Exceptions may be approved by the Vice President Academic & Registrar.
- 1.2.5 A student who wishes to change his/her enrolment status ([SP 4.4.2.2](#)) may apply to do so at the times and in the manner specified from time to time by the University.
- 1.2.6 An applicant who is offered a place in Year 1 through the CAO can apply to defer their place for one year. Such applicants should not accept their place through the CAO but should apply in writing to the Admissions Office to request the deferral.
- 1.2.7 A first-year student who enrolls on a place but subsequently finds that they cannot continue with their studies can apply to the Admissions Office for a deferral up to the end of Week 3 of Semester 1, Year 1. Deferral requests cannot be considered after Week 3.

1.3 Registration

- 1.3.1 Each student shall register each semester for the modules in which s/he wishes to receive grades in that semester. Such registrations shall include all modules specified for that semester in the

student's programme of study. Registration must take place at the times and in the manner specified by the University. Payment of fees shall not constitute registration.

- 1.3.2 Failure to comply with the University's requirements at 1.3.1 at the times and in the manner specified to the student may result in the student's exclusion from assessments in the module(s) for which s/he fails to register. A student may also be personally liable for late registration fee and may be liable for academic fees in programmes for which s/he fails to register in the manner specified by the University.
- 1.3.3 A student may not register for a module that s/he is deemed to have passed except in accordance with these regulations. ([AR 1.1.4.17](#))

1.4 Assessment and Grading

- 1.4.1 The University of Limerick operates a modular credit continuous assessment system, which provides continuous feedback of information to students on their academic performance.
- 1.4.2 Students shall be assessed in the set of modules for which they are registered each semester. The University shall provide formal examinations at the end of each semester and at annual repeats. Supporting procedures shall be adopted in relation to the administration of such examinations. Under exceptional circumstances (i.e. those not covered by [regulations 4.2.3](#) – I Grades – in chapter 4, Supporting Procedures) and with the express permission of the Vice President Academic & Registrar, the student may be allowed to defer a formal examination until the next repeat opportunity. In Mary Immaculate College, permission for this will be granted by the Vice President Academic Affairs.
- 1.4.3 On starting to teach a module, the academic staff member(s) responsible for teaching the module shall outline to the students in handout or electronic form the learning outcomes of the module, indicative grade descriptors corresponding to each grade, the criteria on which assessment is to be based, the minimum performance standard and the weighting allocated to each assessment instrument associated with the module. The academic staff member shall also indicate the repeat assessment instrument(s) associated with the module. Re. non-repeatable modules, see 1.4.16 below.
- 1.4.4 The academic staff member responsible for teaching a module shall prepare the assessment instruments associated with the module and shall meet the requirements of external examiners at the times and in the manner approved from time to time by the Academic Council. ([MS 2.1](#) and [SP 4.1.2](#))
- 1.4.5 The academic staff member responsible for teaching a module shall administer or arrange for the administration of assessment instruments associated with the module in the manner prescribed from time to time by the Academic Council. ([SP 4.1.2](#))
- 1.4.6 A grade that is representative of the quality of a student's performance in a particular module shall be awarded at the end of each semester for that module ([MS 2.6.1](#) and [SP 4.2](#)). The grades that may be awarded shall be specified from time to time in the University's [Marks & Standards](#) document.
- 1.4.7 The academic staff member responsible for teaching a particular module shall be responsible for assessing ([MS 1](#)) and grading students on the module material ([SP 4.2](#)).
- 1.4.8 Each Faculty Board shall convene meeting(s) of its Faculty Examination Board to review student performance prior to the Academic Council Grading Committee meeting. There shall be an appropriate representation of academic staff members at such meetings.

- 1.4.9 There shall be a meeting of the Academic Council Grading Committee following the final grade submission deadline, at which all grades shall be reviewed.
- 1.4.10 In cases where the Academic Council Grading Committee is satisfied with proposed grades, these shall be approved. Notwithstanding the approval of the Academic Council Grading Committee, the final grade may be amended in accordance with section 6 of the Code of Conduct.
- 1.4.11 In cases where the Academic Council Grading Committee is not satisfied with proposed grades, it shall refer these to the Head of Department concerned, who shall be responsible for implementing the decisions of the Academic Council Grading Committee within a specified time and for informing the Vice President Academic & Registrar of the outcome within the specified time.
- 1.4.12 Only grades approved by the Academic Council Grading Committee shall be released to students. Individual staff who have access to grades prior to the Academic Council Grading Committee having approved them shall not release them or use them to make decisions regarding a student.
- 1.4.13 When the Academic Council Grading Committee has approved all grades for the semester, each student shall be provided with a transcript of his/her current academic performance.
- 1.4.14 It shall be each student's responsibility to use this transcript in order to monitor his/her own progress and to take such action as shall be necessary to ensure that s/he is complying with required standards of quality and performance.
- 1.4.15 Should a student consider that s/he may have been assigned an incorrect grade, s/he may request a recheck of the grade in accordance with the procedures laid down from time to time by the University. ([SP 4.2.9](#))
- 1.4.16 The University shall offer annual repeat assessments at a time to be decided by the Academic Council. Annual repeats will be available in all modules in all years of all academic programmes except in the following circumstances:
- a. Where a Head of Department makes a written submission to the Vice President Academic & Registrar not to offer a repeat in a module or part thereof in cases where:
 - i. It would not be feasible to offer a repeat assessment
 - ii. Specific required skills have not been demonstrated by the student
 - b. In the case of a PARE (professional accreditation related elements) module where restrictions apply to repeat opportunities as per section 3.7.1.
- Approval by the Vice President Academic & Registrar of non-repeatable modules will be granted on an exceptional basis only. A list of such approved modules will be posted by the end of Week 1 of the relevant semester by the Student Academic Administration Office on its website. In Mary Immaculate College, permission for this will be granted by the Vice President Academic Affairs.
- 1.4.17 Annual repeats are available to all students in the year in which they are currently registered other than graduands, both progressing and non-progressing, who have the following grades in individual modules after the Spring semester examinations: F, NG, D1, D2. I grades not previously cleared via alternative mechanisms must also be completed during the annual repeats.
- 1.4.18 It is the responsibility of students to make themselves available for the annual repeats.
- 1.4.19 The repeat assessment need not be identical in form to the original assessment but must be equivalent in standard.
- 1.4.20 The provision of annual repeats for a student who fails a professional placement module (for example: clinical placement, teaching practice, etc.) will be at the discretion of the relevant Faculty Examination Board.

1.5 Performance Standards

- 1.5.1 The quality and standard of a student's academic performance shall be expressed as a numerical average of that performance in the credited modules attempted ([SP 4.3](#)). This average shall be termed quality credit average (QCA) and shall be calculated on a semester and on a cumulative basis for each programme or for each part of a programme.
- 1.5.2 The Academic Council Grading Committee meeting held to review grades each semester shall confirm or amend all Faculty Examination Board recommendations on students' cumulative performances to date ([SP 4.3.2](#)). The Academic Council Grading Committee shall report to the next meeting of the Academic Council.
- 1.5.3 The minimum academic performance standard for each semester, unless otherwise specified by the Academic Council, shall be the achievement of a cumulative QCA of 2.00, with full credits awarded in all modules of the prescribed programme to date. ([SP 4.3.3](#))
- 1.5.4 Students who achieve the minimum performance standard at the end of each academic year proceed to the next year of their programme of study or to graduation.
- 1.5.5 The Academic Council Grading Committee may terminate a student's enrolment should his/her academic performance fail to reach the minimum standard. A student who considers that the Academic Council Grading Committee did not take exceptional extenuating circumstances into account in his/her case may appeal the termination of studies decision at the time and in the manner specified from time to time by the University.
- 1.5.6 The Academic Council may recognise the excellent academic performance of an individual student in a particular semester by placing the student's name on a list known as the President's List. Such students will receive a congratulatory letter from the President.

1.6 Academic Awards

- 1.6.1 Academic Council Examination Boards shall be convened to review student performance at the end of the final semester of the final year of a programme.
- 1.6.2 The Vice President Academic & Registrar shall be responsible for convening Academic Council Examination Board meetings at appropriate times to make recommendations to the Academic Council as to the awards to be made to students who have completed programmes of study and who have requested such consideration in the manner specified.
- 1.6.3 The Academic Council Examination Boards shall recommend to the Academic Council that a student who attains at least the minimum standard in accordance with the marks and standards specified from time to time by the University be conferred with the relevant academic award. ([MS 2.3](#))
- 1.6.4 The Academic Council Examination Boards shall recommend to the Academic Council the classification of the award to be conferred on each eligible student in accordance with the marks and standards specified from time to time by the University. ([MS 2.3](#)) Notwithstanding the approval of the Academic Council of the relevant award or final classification of the award, these may be amended in accordance with section 6 of the Code of Conduct.
- 1.6.5 Where the Academic Council determines that a student does not qualify for an award, the student shall be informed in writing of the extent of additional or outstanding work required from him/her ([MS 2.12](#)). Such a student may register to complete the specified requirements at the times and in the manner specified from time to time by the University. Further consideration by an Academic Council Examination Board shall be subject to application as at 1.6.1 above.

1.7 Implementation, Interpretation and Review

- 1.7.1 The Vice President Academic & Registrar shall ensure that all these regulations are implemented. It is the responsibility of students and staff to take all appropriate steps to comply with the relevant requirements specified in these academic regulations. To this end, student orientation will introduce students while staff induction programmes will introduce staff to the regulations and to sources of information and assistance in attempting to comply with them.
- 1.7.2 Marks and standards associated with these academic regulations are specified from time to time by the Academic Council. Programme-specific regulations that apply *only* to particular programmes of study are specified from time to time by the Academic Council. Supporting procedures designed to achieve compliance with the academic regulations and with the associated marks and standards are also specified from time to time by the Academic Council.
- 1.7.3 Where a dispute arises in interpreting the academic regulations, marks and standards or associated procedures, the Vice President Academic & Registrar or his/her nominee shall be the final arbiter.
- 1.7.4 The Vice President Academic & Registrar or his/her nominee shall, from time to time, convene the ARC for the purpose of reviewing the application and interpretation of the foregoing academic regulations and associated marks and standards and supporting procedures with a view to making recommendations, as appropriate, to the Academic Council.

2. Marks and Standards

The following Marks and Standards apply to the majority of University of Limerick programmes. Programme-specific regulations that fall outside the realm of these Marks and Standards are given in chapter 3 of this handbook.

2.1 Assessment

2.1.1 The term ‘assessment’ in these marks and standards refers to any form of prescribed work that is evaluated for the purpose of awarding a grade. In particular, it includes written, oral and practical examinations, coursework, project work, examination of theses, dissertations and similar work, and such other means of evaluating candidates’ performance as may have been approved or prescribed by the Academic Council in relation to any course of study or instruction.

2.1.2 The Vice President Academic & Registrar shall have overall responsibility for the conduct of assessments at the University of Limerick and shall, in particular, ensure:

- a. the proper conduct of assessments, including invigilation
- b. implementation of maximum security in all matters pertaining to assessments
- c. that assessment papers/materials are prepared by internal examiners, approved by external examiners and printed in good time for final assessments ([SP 4.1.2](#))
- d. that appropriate assessment arrangements are made for each candidate
- e. that scripts and other assessment materials are examined by internal examiners and that results for each candidate as approved by the external examiners are made available for meetings of Academic Council Examination Boards
- f. that accurate records in regard to continuous assessment, along with all associated materials, are maintained and made available as required and, in particular, to external examiners
- g. that proper arrangements are made for holding meetings of Academic Council and Faculty Examination Boards in accordance with the provisions of section 2.3 below
- h. timely transmission of the recommendations of meetings of Academic Council Examination Boards to the Academic Council

2.2 Examiners

2.2.1 Academic staff members who are responsible for assessment functions shall be deemed to be internal examiners.

2.2.2 In the case of a module in which the teaching is shared by a number of academic staff members, the appropriate Head of Department shall nominate an academic staff member as internal examiner for that module.

2.2.3 The role of internal examiners shall be as follows:

- a. To prepare, in consultation either directly or through course directors and/or Heads of Department, appropriate assessment instruments that accord with internationally established and accepted academic practice and reflect internationally acceptable academic standards
- b. To take due account of comments and amendments proposed by the external examiner(s)
- c. To submit the agreed assessment papers in good time and in sufficient quantities to the Student Academic Administration Office ([SP 4.1.2](#))
- d. To propose grades to be awarded to each candidate
- e. To attend and contribute to the deliberations of meetings of the appropriate Academic Council Examination Boards

- 2.2.4 On the recommendation of the Academic Council, external examiners are appointed by the Governing Authority so that internal examiners can properly and effectively discharge their duties set out in 2.2.3. The principle role of external examiners is to ensure adequacy of standards of the University assessments and maintenance of uniformity of standards as far as is practicable from year to year. In particular, external examiners should ensure that the appropriate standards with regard to academic grades of honours are applied. Comparability of standards between faculties should be achieved and maintained as far as is feasible.
- 2.2.5 External examiner(s) will be provided with drafts of examination papers, marking schemes and other relevant material. External examiners are entitled to make suggestions, criticisms, deletions, additions or amendments.
- 2.2.6 External examiners shall agree with the internal examiner(s) on the most appropriate ways in which they can best achieve compliance with the highest internationally accepted academic standards. To achieve this in regard to University assessments, Deans, Heads of Department and course directors shall ensure that external examiners are provided with information detailing the syllabuses, aims, objectives and structures of all programmes and modules at such time as to allow adequate opportunity for full assimilation of the information provided and to enable the external examiners to take into account the implications of individual assessment instruments on the overall academic curricula concerned.
- 2.2.7 External examiners will be provided with a representative sample of scripts and other material presented for assessment.
- 2.2.8 The sample of material, which should be drawn on a basis agreed between the internal and external examiner(s), should be sufficient to enable the external examiner(s) to form a judgement on the appropriateness of the marking at all levels of classification, in borderline cases and in proposed deferred and failed results.
- 2.2.9 External examiners are expected to visit the University each academic year. The visit takes place at the time of determination of final results, and it should conform to the arrangements made in this regard by the University. Should the external examiner(s) be unable to visit the University, full consultation shall take place between the external and internal examiner(s), a written record of which shall be available to the Examination Board.
- 2.2.10 Where oral examinations constitute a significant part of the assessment for a module, appropriate arrangements for the external examining of such assessment shall be made between the internal and external examiners.
- 2.2.11 When visiting the University, external examiners shall:
- a. Review the grades and, if deemed necessary, interview candidates as the external examiners see fit
 - b. Agree with the respective internal examiner(s) and confirm the list of candidates for awards at different classification levels for consideration by the appropriate Academic Council Examination Board
 - c. Attend appropriate meetings of the Academic Council Examination Boards
- 2.2.12 Not later than 30 September each year and on the form provided by the Vice President Academic & Registrar, external examiners are required to submit a full report on the assessments with which they are involved. One report for each subject examined will normally be sufficient. The report should be sent to the Vice President Academic & Registrar and copied to relevant individual members of academic staff and to the Academic Council.
- 2.2.13 External examiners and the University shall ensure that all communications in relation to examinations are secure and confidential.

2.2.14 In the event of an unresolved matter between the external and internal examiners, the Academic Council shall adjudicate on the matter in question, and its decision shall be final.

2.3 Examination Boards

2.3.1 An Examination Board shall be convened by each faculty. The Faculty Examination Board shall make recommendations to the Academic Council Examination Board.

2.3.2 Academic Council Examination Boards shall make recommendations to the Academic Council as to the awards to be made to students who have completed the University's programmes of study.

2.3.3 The dates of Academic Council Examination Board meetings shall be determined by the Vice President Academic & Registrar, who shall also convene such meetings at appropriate times.

2.3.4 The Academic Council Examination Board shall comprise the Vice President Academic & Registrar or his/her nominee as chairperson, all internal examiners who participated in the assessments for the award(s) for which candidates are to be considered at the Examination Board meeting and all external examiners relevant to the subjects and awards to be considered at the Examination Board meeting.

2.3.5 The external examiners are entitled to contribute fully to the deliberations and decisions of the Examination Board meetings.

2.3.6 On approval by Faculty Examination Boards, candidates' proposed awards shall be submitted to the Student Academic Administration Office in sufficient time for the office to prepare all documentation required for the Academic Council Examination Board meeting.

2.3.7 Meetings of Academic Council Examination Boards should allow for full and frank discussion of any individual cases before a final recommendation is made to the Academic Council.

2.3.8 Decisions of the Academic Council Examination Board shall be submitted as recommendations to the Academic Council, which shall consider and shall have the right to adopt, modify or reject such recommendations.

2.3.9 At the meeting of the Academic Council Examination Board, a final results record shall be presented and endorsed, which shall record the cumulative performance of each candidate and which, in relation to each candidate's overall result, shall indicate the level of award or that the student is not presenting, has been deferred or has failed or is being recommended for a postgraduate award by research and thesis. In the case of a candidate who is deferred or has failed, recommendations of exemptions, if any, should be indicated on the broadsheet of results.

2.3.10 Every effort shall be made by the internal and external examiners to agree final grades prior to the Examination Board meeting. In the event of a grading disagreement that remains unresolved between examiners prior to the Examination Board meeting, an examiner who continues to dissent at the meeting shall have the right to have his/her dissenting opinion appended to the final results record.

2.3.11 The final results record shall be signed by the chairperson and secretary of the meeting and by examiners (external and internal) present at the meeting. It shall be forwarded by the Vice President Academic & Registrar to the Academic Council at the earliest opportunity following the Examination Board meeting.

2.3.12 Any dissenting opinion by an examiner that shall have been appended to the final results record shall be brought to the attention of the Academic Council, whose decision in relation thereto shall be final, as provided for in 2.3.8 above.

2.3.13 The proceedings and deliberations of Academic Council Examination Boards are strictly confidential. Under no circumstances should any person attending a meeting of a board disclose to any other person a decision of the board or any document, information or opinion considered, conveyed or expressed at the meeting.

2.3.14 Notwithstanding 2.3.13, in the event that an Academic Council meeting is not pending and where unanimous agreement has been expressed by internal and external examiners, the Academic Council Examination Board may decide to allow publication of the decisions and awards being recommended to Academic Council. The awards recommended by the Academic Council Examination Board are provisional awards, and Academic Council retains the right to amend all such awards.

2.4 Academic Awards

2.4.1 The granting of a University award shall be on the basis of a candidate’s performance in assessments or other tests of the attainment of learning outcomes which have been duly set by the academic staff members of the University and approved and monitored by external examiner(s).

2.4.2 The Academic Council shall meet to consider the recommendations of a duly constituted meeting of an Academic Council Examination Board. The decisions of the Council in the case of each candidate considered shall be final, and appropriate awards shall be granted to the candidate by the University. This meeting of the Council shall occur as soon after the Examination Board meeting as is practicable. The meeting shall determine the award, including grade and classification (if applicable), to be conferred on each candidate considered.

2.4.3 The Vice President Academic & Registrar shall communicate the relevant decisions of the Academic Council to each candidate at the earliest possible opportunity. Where the candidate is to receive an award of the University, the Vice President Academic & Registrar shall invite the candidate to the next relevant conferring ceremony of the University, where s/he will be conferred with the award attained.

2.5 Grading

2.5.1 A grade that is representative of the quality of a student’s performance in a particular module shall be awarded at the end of each semester for each module for which a student is registered.

2.5.2 The table to follow lists the grades that can be awarded.

Table 2.1: Academic Grades

Grade	Grade Descriptors: Meta Level (Indicative grade descriptors at module level will be determined in accordance with regulation 1.4.3.)	QPV	Credits Awarded
A1	Outstanding Performance (<i>First honours</i>)	4.00	Yes
A2	Excellent Performance (<i>First honours</i>)	3.60	Yes
B1	Very Good Performance (<i>Honours 2.1</i>)	3.20	Yes
B2	Good Performance (<i>Honours 2.1</i>)	3.00	Yes
B3	Competent Performance (<i>Honours 2.2</i>)	2.80	Yes
C1	Satisfactory Performance (<i>Honours 2.2</i>)	2.60	Yes
C2	Acceptable Performance (<i>Third honours</i>)	2.40	Yes
C3	Minimally Acceptable Performance (<i>Third honours</i>)	2.00	Yes
D1	Weak Performance (<i>compensating fail</i>)	1.60	Yes
D2	Poor Performance (<i>compensating fail</i>)	1.20	Yes
F	Fail (<i>no compensation allowed</i>)	0.00	No
NG	Fail (<i>no compensation allowed</i>)	0.00	No

G	Audit	–	No
I	Certified illness/immediate family crisis	–	No
M	Awarded in cases of projects spanning multiple semesters or sequences of definitely linked modules	–	No
P	Pass in a module taken on a pass/fail basis	–	Yes
N	Failure in a module taken on a pass/fail basis	–	No

2.5.3 The following administrative grades can also apply and, if applicable, shall appear on students' transcripts.

Table 2.2: Administrative Grades

Grade	Meaning	QPV	Credits Awarded
EX	Student exempted from the requirements of the module because of previous equivalent study or work. Full credits awarded.	–	Yes
R	Student registered to repeat this module. Grade for repeat inserted in previous attempt at module. Uncapped repeat.	–	No
RE	Student's enrolment terminated. New enrolment contains uncapped repeat registrations for these modules.	–	No
X	An X grade will appear on the student's transcript when the student is registered to clear an I grade in a module.	–	No
Y	A Y grade will appear on the student's transcript when the student is registered to clear a grade in a deficient module.	–	No
W	Student formally withdrew from the University. A student exit form must be completed.	–	No
Q	Student registered for special capped grade clearance in these modules. Only refers to clearance of D1 and D2 grades. New grade is inserted in the previous registration for the module – Registration Type of Q.	–	No

2.6 Bachelor's Degrees, Diplomas and Certificates

2.6.1 The award of a bachelor's degree, diploma (either undergraduate or postgraduate) or certificate (either undergraduate or postgraduate) is made at honours levels. To qualify for the award of a bachelor's degree or diploma or certificate, a candidate must:

- a. satisfy all the assessment and other requirements set for the programme of study
- b. achieve a minimum final cumulative QCA of 2.00, with full credits in all prescribed modules of the programme of study
- c. satisfy any programme-specific regulations as specified for particular programmes

2.6.2 Awards will be at one of the following classifications:

Award Classification	Cumulative QCA
First class honours	3.40
Second class honours grade 1 (2.1)	3.00
Second class honours grade 2 (2.2)	2.60
Third class honours	2.00

- 2.6.3 Notwithstanding the provisions of 2.6.2 above, the Academic Council Examination Board may consider a candidate whose final cumulative QCA is not more than 0.10 less than the QCA required for a first class, 2.1 or 2.2 classification and who satisfies the other requirements for the proposed award.
- 2.6.4 In the case of programmes that consist of a part 1 and part 2 structure, the award and award classification shall be made on the basis of performance of candidates in part 2 only of such programmes. Where there are more than two years in part 2 of the programme, a relative weighting of 1:2:2 shall be assigned to years 1, 2 and 3 of part 2, respectively. In the case of all other programmes, the award of the degree shall be based on the candidate's full cumulative performance over the complete programme.
- 2.6.5 In the case of a student pursuing a University of Limerick qualification in both the University of Limerick and another institution, the student must spend the final year of study in the University of Limerick or complete the majority of his/her programme of study in the University of Limerick.

2.7 Master's Degree (by Coursework and Dissertation)

- 2.7.1 A master's degree by coursework and dissertation may be awarded at honours classification (first class, second class or third class honours). To be eligible for the award of a master's degree by coursework and dissertation at honours classification, a candidate must:
- satisfy all the assessment and other requirements set for the programme of study
 - have achieved a minimum grade of C3 in the dissertation component of the programme
 - achieve a minimum final cumulative QCA of 2.00, with full credits in all prescribed elements of the programme of study
- 2.7.2 In the case of a linked graduate diploma/master's degree programme of which the taught element, in whole or in part, constitutes a graduate diploma programme, a student shall be required to attain a minimum honours 2.2 standard in the taught component to be eligible for progression to the master's component of the programme.
- 2.7.3 All cases referred to and provided for in item 2.7.2 shall require the approval of the appropriate faculty postgraduate studies committee for progression to the master's component of the programme in question.
- 2.7.4 The classification of honours awards shall be determined as follows:
- | Award Classification | Cumulative QCA |
|------------------------------------|-----------------------|
| First class honours | 3.40 |
| Second class honours grade 1 (2.1) | 3.00 |
| Second class honours grade 2 (2.2) | 2.60 |
| Third class honours | 2.00 |
- 2.7.5 Notwithstanding the provisions of 2.7.1 above, the Academic Council Examination Board may consider a candidate whose final cumulative QCA is not more than 0.10 less than the QCA required for a first class, 2.1 or 2.2 classification and who satisfies the other requirements for an honours award for the award of a master's degree at the appropriate honours classification.

2.8 Master's Degree (by Research and Thesis)

- 2.8.1 A master's degree by research and thesis is of honours standard and is awarded without classification. Subject to its successful completion, the thesis has a nominal value of 180 ECTS credits.

2.8.2 In the case of successful candidates, the broadsheet of results presented to the Academic Council Examination Board should be annotated 'Recommended' and signed by the internal supervisor(s). The external examiner concerned should either endorse the broadsheet of results or, prior to the Examination Board meeting, have conveyed in his/her report to the Vice President Academic & Registrar his/her recommendation for the award of the relevant master's degree to the candidate concerned.

2.9 Professional Doctorate

2.9.1 The professional doctorate is awarded to a candidate on the basis of his/her having followed a prescribed programme of study and research. The programme may also include an experiential and/or professional placement element.

2.9.2 The degree of professional doctorate is awarded without classification. Subject to its successful completion, the professional doctorate has a nominal value of 270 ECTS credits.

2.9.3 Students must satisfactorily complete all elements of the taught programme and have achieved a cumulative QCA of 3.00 or higher to be considered for the award of the professional doctorate.

2.9.4 In the case of successful candidates, the broadsheet of results should be annotated 'Recommended' and signed by the internal supervisor(s). The external examiner concerned should either endorse the broadsheet of results or, prior to the Examination Board meeting, have conveyed in his/her report to the Vice President Academic & Registrar his/her recommendation for the award of the degree of professional doctorate to the candidate concerned.

2.10 Doctor of Philosophy – Traditional Model

2.10.1 The degree of Doctor of Philosophy (PhD) is the highest academic qualification awarded by the University and is awarded to successful candidates on the strength of a body of original work of scholarship prepared and presented in accordance with internationally accepted academic standards and in the form of a doctoral thesis.

2.10.2 The degree of PhD is awarded without classification. Subject to its successful completion, the thesis has a nominal value of 270 ECTS credits.

2.10.3 In the case of successful candidates, the broadsheet of results should be annotated 'Recommended' and signed by the internal supervisor(s). The external examiner concerned should either endorse the broadsheet of results or, prior to the Examination Board meeting, have conveyed in his/her report to the Vice President Academic & Registrar his/her recommendation for the award of the degree of PhD to the candidate concerned.

2.11 Doctor of Philosophy – Structured PhD

2.11.1 Candidates who wish to pursue a Structured PhD programme will:

- i. have a primary supervisor (or supervisors) and a Supervisory Panel, which will be involved in the annual progression assessment
- ii. undertake a training needs analysis and maintain a Personal Development Plan (PDP)
- iii. undertake discipline-specific modules, research skills, and generic and transferable skills courses as agreed in their PDP, to the value of at least 30 ECTS credits.

2.11.2 The total credits from a combination of the taught and research elements of a Structured PhD will not be fewer than 300 and not more than 360 ECTS credits. Within these overall limits, the credits for the Structured PhD are made up as follows:

- i. A research thesis equivalent to 270 ECTS credits

- ii. Technical/discipline-specific courses of a minimum of 20 and up to a maximum of 80 ECTS credits
- iii. Research skills, transferable and generic skills courses of a minimum of 10 and up to a maximum of 50 ECTS credits (pass/fail)

See [Appendix 4](#) of chapter 5 for further details on the Structured PhD.

2.12 Aegrotat Awards

- 2.12.1 An aegrotat award may be awarded to a student who has died or is unable to complete their programme of study due to very serious illness or other grave circumstances. An award made on an aegrotat basis is unclassified and does not entitle the student to the benefits of an award of the university, including meeting the entry requirements of a programme of further study, exemptions or recognition by professional bodies or the right to practise in a profession. In the event that a student who has received an aegrotat award makes a significant recovery from an illness, the student may be permitted to re-enter the programme of study.
- 2.12.2 Students eligible for consideration are those who:
- i. Are on a taught programme of study of minimum 60 ECTS credits and have completed at least two thirds of the programme of study; or
 - ii. Are on a research master's programme of study (180 ECTS credits) for at least one full calendar year and have successfully progressed following all annual review; or
 - iii. Are on a professional doctorate or PhD programme of study or other research programme of study of minimum 270 ECTS credits for a least two full calendar years and have successfully progressed following all annual reviews
- 2.12.3 The award title will reflect the title of the degree programme (reference to Professional Qualification, where applicable, will be removed).
- 2.12.4 The award level will not be classified (in terms of first-class honours, etc.).
- 2.12.5 The award is not aligned with the National Framework of Qualifications.
- 2.12.6 The recommendation by a Faculty Examination Board to award an aegrotat award will be considered at the next scheduled meeting of the University Examination Board and then at the next scheduled meeting of the Academic Council. In exceptional circumstances, the Dean of Faculty or VPAA (MIC) may request the Vice President Academic & Registrar to convene an exceptional University Examination Board meeting to consider a Faculty Examination Board aegrotat award recommendation. The exceptional University Examination Board has delegated power from Academic Council to approve an aegrotat award. Aegrotat awards will be conferred at the next conferring ceremony or, in exception circumstances, at another appropriate ceremony.

2.13 Posthumous Awards

- 2.13.1 A posthumous award may be awarded to a student who has died without having met the eligibility criteria for an aegrotat award. To be eligible for a posthumous award, the deceased student must have completed at least 30 ECTS credits on a taught programme or successfully passed at least one annual progression review on a research programme.
- 2.13.2 The award title will reflect the title of the degree programme (reference to Professional Qualification, where applicable, will be removed).
- 2.13.3 The award level will not be classified (in terms of first-class honours, etc.).
- 2.13.4 The award is not aligned with the National Framework of Qualifications.

2.13.5 A Faculty Examination Board's recommendation to confer a posthumous award will be considered at the next scheduled meeting of the University Examination Board and then at the next scheduled meeting of the Academic Council. The parchment may be presented to the next of kin at a future conferring ceremony.

2.14 Deferral of Examination Results

2.14.1 A board of examiners may recommend that a final decision on a candidate's result be deferred to enable the candidate to complete specific outstanding requirements of the programme of study that the candidate has pursued.

2.14.2 Any deferral of a decision in relation to a candidate's result shall be for a limited period, normally not exceeding one academic year.

2.15 Applicability of Marks and Standards

2.15.1 These general marks and standards and all associated procedures shall apply to all assessments and examinations leading to University of Limerick awards unless and until amended by the Academic Council. These marks and standards shall be read and interpreted in conjunction with the academic regulations determined from time to time by the Academic Council and shall apply to all programmes of study that stand approved by the Academic Council and that lead to University of Limerick awards. Course approval documentation adopted by the Academic Council shall stipulate compliance with the provisions of these marks and standards.

2.15.2 In the case of MIC students, the processing of examination results and awards shall be conducted within MIC and recommendations for awards from Bord Acadúil in MIC shall be submitted to Academic Council for ratification in accordance with the Memorandum of Understanding between UL and MIC (2007).

3. Programme-Specific Regulations

3.1 Introduction

- 3.1.1 Notwithstanding the general applicability of the academic regulations and marks and standards stipulated in the foregoing sections of this Handbook of Academic Regulations and Procedures, there are regulations approved by Academic Council that apply *only* to particular programmes of study, which are detailed in this chapter.
- 3.1.2 Each such academic programme is specified, and its programme-specific regulations are detailed below.
- 3.1.3 In instances where there is potential for conflicting or contradictory interpretation between the University's general regulations and any such programme-specific regulations, the general regulations shall take precedence. In the event that this method of interpretation does not provide a clear resolution or unequivocal outcome, the final arbiter in the matter shall be the Vice President Academic & Registrar. The decision of the Vice President Academic & Registrar shall be final and binding.

3.2 Cyclical Programme Progression

- 3.2.1 Students on part-time cyclical programmes may, on an exceptional basis, be allowed to progress to the next year with a maximum of one deficient grade. This grade must be cleared by the end of the following academic year.

3.3 Partner Institutions and Study Abroad Progression

- 3.3.1 Students who undertake placement in partner institutions may, on the recommendation of the Faculty Examination Board, progress to the next year with deficient grades from their placement in the partner institution. The deficient grade must be cleared during the next academic year and prior to graduation. Where the deficient grade is cleared following a repeat assessment instrument, then in accordance with section 4.2.6, the repeat grade is capped. Where the deficient grade is cleared following submission of a grade from the partner institution, the grade is uncapped.

3.4 Master's Degree (Coursework & Dissertation) Offered on a Flexible Part-time Basis

- 3.4.1 Students undertaking a master's degree offered on a flexible part-time basis may select the number of modules they register for each semester. Students must meet the normal registration deadlines in accordance with academic regulation 1.3. Students are required to complete all modules in the master's degree within three years.
- 3.4.2 Students undertaking a master's degree offered on a flexible part-time basis are not required to undergo critical review until they have attempted 90 ECTS credits or have been registered on the master's degree for three years.
- 3.4.3 Students who have completed 90 ECTS credits and have achieved the minimum standard for the award shall be considered for the award using the Academic Council examination process in accordance with academic regulation 2.7.
- 3.4.4 Students subject to critical review who have not achieved the minimum standard for the award outlined in academic regulation 2.7 will, at the discretion of the relevant Faculty Examination Board, be required to do one of the following:
- Take annual repeats for a maximum of four modules in any two-semester academic year ([AR 1.4.20](#))
 - Register for an additional year on the master's programme. The student is subject to critical review at the end of the extension period.

- c. For programmes with an exit award option, register for the appropriate exit award in accordance with programme-specific regulations
- d. Have their enrolment terminated

3.4.5 Masters programmes offered on a flexible part-time basis are listed on the SAA website at: http://www2.ul.ie/web/WWW/Services/Student_Affairs/Student_Administration/Student_Academic_Administration/Student%20Information/Flexible_Part-time_Masters_Progs

3.5 Faculty of Arts, Humanities and Social Sciences

3.5.1 *PhD in Applied Languages Studies (Department of Languages and Cultural Studies)*

Entry Qualifications

3.5.1.1 An undergraduate degree as per 5.4.1 b, or taught postgraduate degree at 2.1 level or higher, or equivalent, from a recognised third-level institution in a relevant field, or an interdisciplinary degree with a substantial language studies component, plus the submission of a research proposal.

3.5.1.2 As per the UL regulations for Structured PhD programmes, degrees from the programme will be awarded on completion of the taught programme and a research component. Semesters 1, 2, 3 and 4 of the programme will comprise Stage 1 of the programme. At the end of Semester 4, student progress will be evaluated by the Assessment Panel established by the Doctoral Course Board, which will determine whether or not students can progress to the PhD register. The Assessment Panel will base its judgement at the end of Stage 1 on a written statement of progress and a research plan from the candidate, and a written progress report from the principal supervisor, and satisfactory completion of the modules in Stage 1. Students will be deemed to have satisfactorily completed the modules in Stage 1 if they have a cumulative QCA of 3.0, but the Assessment Panel may decide to permit progression where there is evidence of significant research potential and progression in Stage 1.

3.5.1.3 Students in possession of suitable qualifications or research experience equivalent to the work done in Semesters 1, 2, 3 and 4 of the programme and who wish to enter the PhD programme directly may only be admitted with the agreement of the course board and may be asked to provide evidence of their suitability in the form of written work, through interview or both. ECTS credits acquired as part of a prior qualification cannot be counted as part of the ECTS credits towards the taught/generic components of the Structured PhD.

3.5.2 *MA in English Language Teaching (Department of Languages and Cultural Studies)*

3.5.2.1 Teaching practice modules TP5921 and TP5912 are N-graded modules but are designated as non-repeatable modules (within the provision of normal annual repeats).

3.5.2.2 A repeat of the modules is provided on a link-in basis in the relevant semester of the next academic year.

3.5.3 *Languages Studies (Department of Languages and Cultural Studies)*

3.5.3.1 Students studying a language to degree level who receive an F for the oral examination component of the language module in Semester 8 receive an F for the overall module. The repeat examination will include an oral examination component.

Relevant programmes:

BA in Arts (Joint Hons)	BA in Law and European Studies
BA in Applied Languages	BA in Law Plus
BA in European Studies	BA sa Ghaeilge agus sna Meáin Úra
BA in International Insurance and European Studies	BA (Education) in Languages
BA in Journalism and New Media	BBS with French
BA in Language and Cultural Studies	BBS with German
BA in Languages, Literature and Film	BBS with Japanese

3.5.3.2 The above regulation applies to the following modules: FR4148, FR4248, FR4928, GA4148, GA4248, GE4148, GE4248, GE4928, JA4918, JA4248, SP4128, SP4248.

BA Irish Music and Dance (Irish World Academy of Music and Dance)

3.5.4.1 Students who receive an F grade for any of the components listed below receive an F for the overall module.

Musicians

- Keyboard skills
- Ear/Notation/Theory

Dancers

- Yoga
- Movement awareness

3.5.4.2 The above regulation applies to the following modules: MD4001, MD4002, MD4003, MD4004, MD4006, MD4017, MD4018.

MA Music Therapy (Irish World Academy of Music and Dance)

MU5004 Music Therapy Fieldwork Practice 3

3.5.5.1 The case presentation will only be presented if the mark given in the final supervisor report is 50%, i.e., C1 or higher. If the mark for the supervisor report is lower than 50%, the module in total will receive a fail grade and the presentation to the external examiner will not take place. A fail grade can only be given in consultation with the Director of the Irish World Academy of Music and Dance and the external examiner. Students will then be advised of their options for continuation on the programme, i.e., clear the fail grade or leave the programme.

3.5.5.2 If a student does not receive a mark of at least 50% for the case presentation from the external examiner, they fail the module in its entirety and must repeat it, including ten weeks of clinical placement two days per week.

Structured PhD in Politics (Department of Politics and Public Administration)

3.5.6.1 To be considered for progression in the Structured PhD in Politics, student must have achieved a cumulative QCA of 2.90 at the end of the academic year.

3.6 Faculty of Business

3.6.1 All first year students of French are required to take an oral examination in French at the end of Semester 2. The oral examination will take place during Week 12 of Semester 2. Successful completion of the oral examination will ensure continuation into Year 2 provided that the overall QCA is at an acceptable level.

3.7 Faculty of Education and Health Sciences

3.7.1 Professional Accreditation Related Elements

On the basis of submissions from heads of department, the Vice President Academic & Registrar may designate specific modules as PARE (professional accreditation related elements) modules.¹ The following regulations apply to PARE modules.

- 3.7.1.1 A student who fails a PARE module shall be awarded an F grade or, in the case of pass/fail registration, an N grade.
- 3.7.1.2 The compensating fail grades D1 and D2 will not be awarded for PARE modules.
- 3.7.1.3 The provision of repeat opportunities for students who fail a PARE module will be at the discretion of the relevant Examination Board.
- 3.7.1.4 Where a PARE module is designated as non-repeatable, a repeat of the module is normally provided, subject to the provision in 3.7.1.3 above, on a link-in basis in the next academic year.
- 3.7.1.5 A student who fails two PARE modules (i.e. who fails the first attempt and retake or who passes the retake but fails a subsequent module) will normally have their enrolment on their current programme of study terminated.
- 3.7.1.6 A student who fails two PARE modules (i.e. who fails the first attempt and retake or who passes the retake but fails a subsequent module) in years 2, 3 or 4 will be eligible for consideration, at the discretion of the relevant Examination Board, for an exit award or for transfer to an appropriate exit programme².

Affected programmes:

BSc Physiotherapy

BSc Nursing (Mental Health)

BSc Nursing (Intellectual Disability)

BSc Nursing (General)

BSc Midwifery

BSc Physical Education

BA Psychology and Sociology

BSc Psychology

BSc (Ed) Biological Sciences with Physics or Chemistry

BTech (Ed) Materials and Architectural Technology

BTech (Ed) Materials and Engineering Technology

BSc (Ed) Physics and Chemistry

MSc Speech and Language Therapy (Professional Qualification)

MSc Occupational Therapy (Professional Qualification)

MSc Physiotherapy (Professional Qualification)

Professional Master in Education (Business)

Professional Master in Education (Languages)

Professional Master in Education (Mathematics)

Professional Master in Education (Music)

Professional Master in Education (Physical Education)

Professional Master in Education (Technological Education)

¹ A list of EHS PARE modules approved by the Vice President Academic & Registrar under section 1.4.16 (b) is given on the SAA website at

http://www2.ul.ie/web/WWW/Services/Student_Affairs/Student_Administration/Student_Academic_Administration/Student%20Information/PARE%20Modules%20%26%20Exit%20Awards

² A list of the relevant exit programmes and awards is given on the above web page (scroll down).

3.7.2 ***Graduate Diploma in Guidance and Counselling (Department of Education and Professional Studies)***

Grading of Practice and Process Modules

3.7.2.1 The following modules have programme-specific grading requirements:

- EN5311 Counselling Theory & Practice 1
- EN5312 Theory and Skills of Experiential Group Processes
- EN5313 Counselling Theory & Practice II

3.7.2.2 Students who fail one or more of these modules will be awarded an F grade.

3.7.2.3 The compensating fail grades D1 and D2 should not be awarded for the above modules.

Repeat of Practice and Process Modules

3.7.2.4 Provision of annual repeats for students who fail one or more of these modules will be at the discretion of the relevant Examination Board.

3.7.3 ***Graduate Diploma in Integrative Psychotherapy (Department of Education and Professional Studies)***

Progression following Autumn Semester

3.7.3.1 All students in Year 1 are subject to critical review in the Autumn semester. Students who fail EN5161 Therapeutic Group Process 1 cannot progress to the Spring semester.

Repeating the Therapeutic Group Process Modules

3.7.3.2 Students who fail EN5161 Therapeutic Group Process 1 may, subject to the approval of the course board, repeat it once only at its next offering and cannot progress on the course until that F is cleared. Students who successfully repeat this module must subsequently pass EN5192 Therapeutic Group Process 2 on the first attempt (no repeat of EN5192 Therapeutic Group Process 2 will be possible for these students).

3.7.3.3 Students who pass EN5161 Therapeutic Group Process 1 at the first attempt but fail EN5192 Therapeutic Group Process 2 may repeat it once only at its next offering, subject to the approval of the course board, and may not progress on the course until the F is cleared.

3.7.4 ***MA in Humanistic and Integrative Psychotherapy (Department of Education and Professional Studies)***

Progression following Autumn Semester

3.7.4.1 All students in years 2 and 3 are subject to critical review in the Autumn semester. A student who fails EN5513 (Group Therapy 2) cannot progress to Spring semester Year 2. A student who fails EN5515 (Professional Placement 1) cannot progress to Spring semester Year 3.

Passing the Professional Placement Modules

3.7.4.2 In the case of EN5515 Professional Placement 1 and EN5516 Professional Placement 2, a student must achieve a minimum grade of C3. D1 and D2 grades are not awardable for these modules.

Repeating the Group Therapy Modules

3.7.4.3 Students who fail EN5512 Group Therapy 1 may, subject to the approval of the course board, repeat it once only at its next offering and cannot progress to the next year of the programme until the F is cleared. Students who successfully repeat EN5512 must subsequently pass EN5513 Group Therapy 2 on the first attempt (no repeat of EN5513 will be possible for these students).

3.7.4.4 Students who pass EN5512 Group Therapy 1 on the first attempt but fail EN5513 Group Therapy 2 may repeat EN5513 once only at its next offering, subject to the approval of the course board. Students who fail EN5513 cannot progress to the next semester of the programme (Spring semester) until the F is cleared.

Repeating the Professional Placement Modules

- 3.7.4.5 Students who fail EN5515 Professional Placement 1 may, subject to the approval of the course board, repeat it once only at its next offering. The student cannot progress to the next semester of the programme (Spring semester) until the F is cleared. These students must pass EN5516 Professional Placement 2 on the first attempt (no repeat of EN5516 will be possible for these students).
- 3.7.4.6 Students who pass EN5515 Professional Placement 1 at the first attempt but fail EN5516 Professional Placement 2 may, subject to the approval of the course board, repeat EN5516 once only at its next offering.

3.7.5 *Doctoral Programme in Clinical Psychology (Department of Education and Professional Studies)*

- 3.7.5.1 Requirements of the Professional Doctorate are specified in chapter 2, Marks and Standards ([MS 2.9](#)). The following programme-specific academic regulations apply to the Doctoral Programme in Clinical Psychology.

Award

- 3.7.5.2 To be considered for the award of the professional doctorate, students must have achieved a cumulative QCA of 3.00 or higher.

Grading

- 3.7.5.3 The research component is graded on a pass/fail basis. The research component includes thesis proposal, thesis and journal article.
- 3.7.5.4 The Personal Development Module is M-graded over years 1, 2 and 3. Students will have achieved a pass grade, at minimum, in order to progress to the next year of the programme and to be eligible for the doctoral award.
- 3.7.5.5 Grading of modules, other than those specified above, is illustrated in [Table 2.1](#) of chapter 2, Marks and Standards ([MS 2.6](#)).

Repeats

- 3.7.5.6 One opportunity is provided to repeat one clinical placement module. A fail grade on a repeat or subsequent clinical placement will result in immediate termination of the student's enrolment, irrespective of performance on any other component of the programme.
- 3.7.5.7 Permission to repeat a clinical placement module is at the discretion of the course board, which will make its decision with due regard to the student's rights and the University's duty of care to the public.
- 3.7.5.8 Students who are awarded a fail grade in a professional placement module will normally repeat the entire module. In exceptional cases, the course board may vary the requirement to repeat the entire module.
- 3.7.5.9 The three clinical placements are non-repeatable modules, i.e. there will not be an opportunity to repeat one immediately in the event of failing. This fail grade must be cleared before the student can be presented to the final exam board.
- 3.7.5.10 Two pieces of academic work (case studies, essays, journals, small research reports, etc.) may be repeated once during the course of the programme, following the award of a fail grade (F) or compensating fail grade (D1/D2).

Note: A clinical placement is defined as a period of time devoted primarily to supervised clinical practice which ends at the point of being graded by the programme staff, i.e. it is not defined by geographic location.

- 3.7.6 ***MSc in Occupational Therapy (Professional Qualification) (Department of Clinical Therapies)***
- 3.7.6.1 There is no compensatory grade on OT modules in the MSc Occupational Therapy (Professional Qualification). Students must achieve a C3 to pass all academic modules and a B3 to pass all practice placement modules. For specific information, please refer to the course documentation handbook.
- 3.7.6.2 Students (pre-2015 entry only) who fail two practice placements (i.e. a first attempt and a retake, or who pass a retake but fail a subsequent placement) will normally be asked to withdraw from the MSc Occupational Therapy (Professional Qualification).
- 3.7.6.3 Students cannot progress to the next semester if they have a deficient grade on any PARE module.
- 3.7.7 ***MSc in Speech and Language Therapy (Professional Qualification) (Department of Clinical Therapies)***
- 3.7.7.1 Applies to pre-2015 entry only: A minimum of C3 must be achieved in clinical placement modules, and each item of assessment must be passed for the module to be passed.
- 3.7.7.2 Applies to pre-2015 entry only: Students who fail two clinical placements (i.e. first attempt and retake placement, or who pass the retake but fail a subsequent placement) will, subject to agreement from the Course Board, be asked to withdraw from the Speech and Language Therapy programme. This applies only to students who fail placements – students who are unable to complete sufficient hours within a placement for medical or other mitigating circumstances are entitled to repeat the placement as if it were their first attempt.
- 3.7.7.3 Applies to pre-2015 entry only: Clinical Practice 1 (SL6043) is an observation placement only and is not included within these regulations.
- 3.7.7.4 Students cannot progress to the next semester if they have a deficient grade on any PARE module.
- 3.7.8 ***BSc in Physiotherapy and MSc in Physiotherapy (Professional Qualification) (Department of Clinical Therapies)***
- 3.7.8.1 Students cannot progress to the next semester if they have a deficient grade on any PARE module.
- 3.7.9 ***Higher Diploma in Midwifery (18 month programme) (Department of Nursing & Midwifery)***
- 3.7.9.1 Students who fail competency assessments on practice placements will be given one opportunity to repeat each competency assessment over a period of two to four weeks, depending on the year of the programme. Students who fail a repeat competency assessment may be requested to exit the programme.
- 3.7.10 ***BM BS Bachelor of Medicine Bachelor of Surgery (Graduate Entry Medical School)***
- Progression following Annual Repeats of Year 1 and Year 2 Modules
- 3.7.10.1 The BM BS Bachelor of Medicine Bachelor of Surgery (Graduate Entry Medical School) is a year-based programme across all four years of the programme. Students who do not achieve the minimum standard of a P grade in all modules following annual repeats will be required to repeat the year in full. Students will not be permitted to repeat individual modules. One opportunity only is provided to repeat a year of study during the first two years of the programme. Therefore, students must complete the first two years of study within a maximum of three years.
- Year 3 and Year 4 Placement and Professional Competency Modules
- 3.7.10.2 The compensating fail grades D1 and D2 will not be awarded for any modules in Year 3 and Year 4.
- 3.7.10.3 Provision of annual repeats for students who fail a placement module (clinical placement) will be at the discretion of the relevant Examination Board.
- 3.7.10.4 Students who have deficient grades following annual repeats will be required to repeat all modules with deficient grades. One opportunity only is provided to repeat each year in Year 3 and Year 4, subject to the student completing their studies within six years. Therefore, students who

have repeated a year of their programme in Year 1 or Year 2 must complete Year 3 and Year 4 within a maximum of three years.

3.7.11 ***MA in Psychology (Department of Psychology)***

3.7.11.1 The following modules have programme-specific grading requirements:

- PS6111 Biological Psychology
- PS6101 Personality and Individual Differences
- PS4901 Empirical Psychology
- PS6102 Developmental and Lifespan Psychology
- PS6122 Cognition
- PS6112 Research Methods in Psychology
- PS6022 Advanced Empirical Psychology

3.7.11.2 Students who fail to achieve a C2 grade or higher in these modules will be awarded an F grade.

3.7.11.3 The compensating fail grades D1 and D2 and the C3 grade shall not be awarded for the above modules.

3.7.11.4 Students who are repeating any of the above modules will have their grade capped at C2.

3.7.11.5 Students cannot progress to the next semester and register for the Major Research Project PS6003 if they have a deficient grade in PS6022 Advanced Empirical Psychology.

3.7.12 ***Undergraduate Programmes with Year 2 Teaching Practice Elements***

3.7.12.1 The minimum requirement for progression to the Spring semester in Year 2 of the following programmes, all of which include a teaching practice placement, is a minimum residual QCA of 2.00 with no more than two F grades.

- BSc Physical Education
- BSc (Ed) Biological Sciences with Physics or Chemistry
- BTech (Ed) Materials and Architectural Technology
- BTech (Ed) Materials and Engineering Technology
- BSc (Ed) Physics and Chemistry

The relevant Examination Board decisions will be in accordance with section 4.3.5 (Progression Following Autumn Semester).

3.8 **Faculty of Science and Engineering**

3.8.1 ***Bachelor of Architecture (School of Architecture)***

Grading of Design Studio or Thesis Modules

3.8.1.1 Students who fail Design Studio or Thesis modules shall be awarded an F grade. The compensating fail grades D1 and D2 should not be awarded for Design Studio or Thesis modules.

3.8.2 ***Professional Diploma in Mathematics for Teaching (EPI•STEM, National Centre for STEM Education)***

3.8.2.1 Students undertaking this programme are not required to undergo critical review until they have attempted 75 ECTS credits or have been registered on the programme for two years.

3.8.3 ***BSc in Aircraft Maintenance and Airworthiness Engineering (Department of Mechanical, Aeronautical and Biomedical Engineering)***

3.8.3.1 This programme has a part 1 structure only. The final award shall be based on the student's cumulative performance over the four years of the programme.

3.8.3.2 Grade C3 or higher is required to pass an EASA-linked module (currently 75% in EASA (European Aviation Safety Agency) regulations).

- 3.8.3.3 Students who fail to achieve a C3 grade or higher in an EASA-linked module will be awarded an F grade for that module.
- 3.8.3.4 The compensating fail grades D1 and D2 shall not be awarded for an EASA-linked module.
- 3.8.3.5 The above regulations apply to the following EASA-linked modules:
- ME4085 Physics
 - ME4074 Basic Aerodynamics
 - ME4067 Electrical Fundamentals
 - ME4077 Human Factors
 - ME4069 Digital Techniques for Electronic Instrument Systems
 - ME4072 Materials and Hardware
 - ME4073 Maintenance Practices 1
 - ME4075 Turbine Aeroplane Aerodynamics, Structures and Systems 1
 - ME4076 Gas Turbine Engines 1
 - ME4068 Electronic Fundamentals
 - ME4078 Aviation Legislation
 - ME4080 Turbine Aeroplane Aerodynamics, Structures and Systems 2
 - ME4081 Gas Turbine Engines 2
 - ME4079 Maintenance Practices 2
 - ME4082 Propellers

3.9 Mary Immaculate College

- 3.9.1 *Bachelor of Education and Bachelor of Education in Education and Psychology*
- 3.9.1.1 A student who fails a school placement module shall be awarded an F grade or, in the case of Pass/Fail registration, an N grade.
- 3.9.1.2 The compensating fail grades D1 and D2 shall not be awarded for school placement modules.
- 3.9.1.3.1 Save in exceptional circumstances, where a student fails a school placement, s/he shall be afforded only one further opportunity to repeat that placement.
- 3.9.1.3.2 A student who fails a school placement module (i.e. who fails the first attempt and also fails the repeat attempt) will normally have their enrolment on their current programme of study terminated.
- 3.9.1.3.3 A student who fails a school placement module (i.e. who fails the first attempt and also fails the repeat attempt) in years 1, 2, 3 or 4 will be eligible for consideration, at the discretion of the relevant Examination Board, for an exit award or transfer to an appropriate exit programme, as listed below. The award type will depend on the number of credits accumulated by the student.
- Certificate in Education Studies (Minor Award (Level 7) [$\geq 60 + < 120$ ECTS])
 - Diploma in Education Studies (Minor Award (Level 7) [$\geq 120 + < 180$ ECTS])
 - BA Education Studies (Major Award (Level 7) [$\geq 180 + < 240$ ECTS])
 - BA Hons. Education Studies (Major Award (Level 8) [≥ 240 ECTS. The ECTS requirements for students registered on the three-year Level 8 Bachelor of Education programme is ≥ 180 ECTS.]
- 3.9.1.3.4 A student who is eligible for an exit award may take the appropriate award based on accumulated credits or may link in to approved modules in an attempt to fulfil the requirements for the next higher award. The approved modules will be determined following consultation between the student, the relevant Dean(s) and the Vice President Academic Affairs.
- 3.9.1.4 Students who are due to start professional placement in the Spring semester of years 1, 2 and 3 of the programmes are subject to critical review. A student who has failed more than four modules or whose residual QCA following the Autumn semester is less than 2.00 will not be allowed to progress to the Spring semester and will be required to repeat the Autumn semester prior to progressing to the Spring semester.
- 3.9.1.5.1 Students who receive an F grade in the oral Irish component of the following modules shall be awarded an F grade both in that component of the module and in the overall module:

- *An Ghaeilge agus Múineadh na Gaeilge 2*
 - Language and Literacy 5
- 3.9.1.5.2 Where the student has passed the other elements of the module, s/he repeats the oral Irish component only. The student is capped on the repeat of the module at grade C3.
- 3.9.1.5.3 The compensating fail grades D1 and D2 shall not be awarded for the oral Irish component of the module.
- 3.9.1.6.1 Students who receive an F grade in the *Scríobh na Gaeilge* component of the following modules shall be awarded an F grade both in that component of the module and in the overall module:
- *An Ghaeilge agus Múineadh na Gaeilge 2*
 - Language and Literacy 5
- 3.9.1.6.2 Where the student has passed the other element(s) of the module, s/he repeats the *Scríobh na Gaeilge* component only. The student is capped on the repeat of the module at grade C3.
- 3.9.1.7.1 Students who receive an F grade in the *Múineadh na Gaeilge* component of the following modules shall be awarded an F grade both in that component of the module and in the overall module:
- *An Ghaeilge agus Múineadh na Gaeilge 3*
 - Language and Literacy 4
- 3.9.1.7.2 Where the student has passed the other element(s) of the module, s/he repeats the *Múineadh na Gaeilge* component only. The student is capped on the repeat of the module at grade C3.
- 3.9.1.8.1 Students who receive an F grade in the *Teanga Scríofa na Gaeilge* component of the following module shall be awarded an F grade both in that component of the module and in the overall module:
- *An Ghaeilge agus Múineadh na Gaeilge 3*
- 3.9.1.8.2 Where the student has passed the other elements of the module, s/he repeats the *Teanga Scríofa na Gaeilge* component only. The student is capped on the repeat of the module at grade C3.
- 3.9.1.9.1 Students who receive an F grade in the English component of the following modules shall be awarded an F grade both in that component of the module and in the overall module:
- Language and Literacy 4
 - Language and Literacy 5
- 3.9.1.9.2 Where the student has passed the other element(s) of the module, s/he repeats the English component only. The student is capped on the repeat of the module at grade C3.
- 3.9.1.10.1 To progress into the final year of their programme, students are required by the end of Year 3 of the programme to obtain an average quality point value (QPV) of at least 2.00 in the areas of English, *Gaeilge* and Mathematics in each of the three module groupings listed below:
1. Language and Literacy 1; Language and Literacy 2; Language and Literacy 3; Language and Literacy 4; Language and Literacy 5
 2. *An Ghaeilge agus Muineadh na Gaeilge 1; An Ghaeilge agus Muineadh na Gaeilge 2; An Ghaeilge agus Muineadh na Gaeilge 3; Language and Literacy 4; Language and Literacy 5*
 3. STEM 1; STEM 2; STEM 4; STEM 5
- 3.9.1.10.2 A student who does not obtain the minimum average QPV required in Mathematics following annual repeats in Year 2 but who is otherwise eligible to progress may do so and may link in on a capped basis to relevant modules in the following academic year to obtain the average minimum QPV of 2.00 in that module grouping.
- 3.9.1.10.3 A student who is not eligible to progress following the annual repeats in Year 3 on account of not having attained the minimum average QPV required in one or more of the English, *Gaeilge* or Mathematics groupings but who otherwise satisfies the general progression regulations may link in to relevant module/s in the following academic year subject to the current academic regulations whereby a maximum of two modules can be taken on a link-in basis in each semester.

- 3.9.1.11.1 The award and award classification shall be made on the basis of performance of candidates in part 2 only, commencing with Semester 3. For the BEd programme only, semesters 3 to 5 shall be assigned a relative weighting of 1 and semesters 6 to 8 shall be assigned a relative weighting of 2.
- 3.9.1.11.2 An absolute QPV of 2.60 across school placement modules SP4, SP5, SP6 and SP7 is required for the award of a first or second class honours degree.
- 3.9.2 ***Graduate Diploma in Education (Primary Teaching)***
- 3.9.2.1 Students who fail teaching practice shall be awarded an F grade.
- 3.9.2.2 The compensating fail grades D1 and D2 should not be awarded for teaching practice modules.
- 3.9.2.3 An absolute minimum quality point value (QPV) of 2.60 across teaching practice modules 2, 3 and 4 is required for the award of a first or second class honours diploma.
- 3.9.3 ***Professional Master of Education (Primary Teaching)***
- 3.9.3.1 A student who fails a school placement module shall be awarded an F grade or, in the case of Pass/Fail registration, an N grade.
- 3.9.3.2 The compensating fail grades D1 and D2 shall not be awarded for school placement modules.
- 3.9.3.3 Save in exceptional circumstances, where a student fails a school placement, s/he shall be afforded only one further opportunity to repeat that placement.
- 3.9.3.4 A student who fails a school placement module (i.e. who fails the first attempt and also fails the repeat attempt) will normally have their enrolment on their current programme of study terminated. Students who are due to start professional placement in the Spring semester of years 1 and 2 of the programme are subject to critical review. A student who has failed more than three modules or whose residual QCA following the Autumn semester is less than 2.00 will not be allowed to progress to the Spring semester and will be required to repeat the Autumn semester prior to progressing to the Spring semester.
- 3.9.3.5 An absolute minimum quality point value (QPV) of 2.60 across school placement modules SP2, SP3, SP4 and SP5 is required for the award of a first or second class honours master's degree.
- 3.9.3.6.1 To obtain the master's degree award, students are required by the end of the programme to obtain an average QPV of at least 2.00 in the areas of English, *Gaeilge* and Mathematics in each of the three module groupings listed below:
- Language and Literacy 1; Language and Literacy 2
 - *An Ghaeilge & Múineadh na Gaeilge* 1; *An Ghaeilge & Múineadh na Gaeilge* 2
 - Maths Education 1; Maths Education 2
- 3.9.3.6.2 A student who does not obtain the minimum average QPV required in one or more of the English, *Gaeilge* or Mathematics groupings following the annual repeats in Year 2 may link in to the relevant module/s in the following academic year subject to the programme running and subject to the current academic regulations whereby a maximum of two modules can be taken on a link-in basis in each semester.
- 3.9.3.7.1 Students who receive an F grade in the oral Irish component of the module *An Ghaeilge agus Múineadh na Gaeilge* 2 shall be awarded an F grade both in that component of the module and in the overall module.
- 3.9.3.7.2 The compensating fail grades D1 and D2 shall not be awarded for the oral Irish component of the module.
- 3.9.3.7.3 Where the student has passed the other element(s) of the module, s/he repeats the Oral Irish component only. The student is capped on the repeat of the module at grade C3.
- 3.9.3.7.4 Students who receive an F grade in the *Scríobh na Gaeilge (Múineadh na Gaeilge and Teanga Scríofa na Gaeilge)* component of the module *An Ghaeilge agus Múineadh na Gaeilge* 2 shall be awarded an F grade both in that component of the module and in the overall module.
- 3.9.3.7.5 Where the student has passed the other element(s) of the module, s/he repeats the *Scríobh na Gaeilge* component only. The student is capped on the repeat of the module at grade C3.

3.9.4 ***BA in Liberal Arts***

Language Subjects

3.9.4.1 Students who fail the oral component of the modules listed in 3.9.4.2 below shall be awarded an F grade both in that component of the module and in the overall module.

3.9.4.2 The above regulation applies to the following modules:

- FR4732 French Language and Culture
- FR4742 French for Beginners II
- GA4712 Teanga agus Litríocht na Gaeilge 2
- LD4720 Na Mná i Litríocht na Gaeilge
- GA4728 Prós na Nua-Ghaeilge
- GE4702 German Ab Initio 2
- GE4712 German Language, Culture and Society 2
- GE4714 German Language and Linguistics 2
- GE4718 German Language and Linguistics 4

3.9.4.3 The compensating fail grades D1 and D2 shall not be awarded for oral components of the above modules.

3.9.4.4 Where the student has passed the other elements of the module, (s)he repeats the oral component only. The student is capped on the repeat of the module at grade C3.

Psychology

3.9.4.5 For students taking the subject Psychology to degree level, semesters 3 to 5 shall be assigned a relative weighting of 1 and semesters 6 to 8 shall be assigned a relative weighting of 2.

3.9.4.6 The compensating fail grades D1 and D2 shall not be awarded for the following modules:

- PS4003 Research, Design and Methodology I
- PS4024 Information Technology in Psychology
- PS4005 Research, Design and Methodology II

3.9.5 ***BA in Education***

3.9.5.1 A student who fails a school placement module shall be awarded an F grade.

3.9.5.2 The compensating fail grades D1 and D2 shall not be awarded for school placement modules.

3.9.5.3.1 Save in exceptional circumstances, where a student fails a school placement, s/he shall be afforded only one further opportunity to repeat that placement.

3.9.5.3.2 A student who fails a school placement module (i.e. who fails the first attempt and also fails the repeat attempt) will normally have their enrolment on their current programme of study terminated.

3.9.5.3.3 A student who fails a school placement module (i.e. who fails the first attempt and also fails the repeat attempt) in years 2 or 4 will be eligible for consideration, at the discretion of the relevant Examination Board, for an exit award or transfer to an appropriate exit programme, as listed below. The award type will depend on the number of credits accumulated by the student.

- Certificate in Education Studies (Minor Award (Level 7) [$\geq 60 + < 120$ ECTS])
- Diploma in Education Studies (Minor Award (Level 7) [$\geq 120 + < 180$ ECTS])
- BA Education Studies (Major Award (Level 7) [$\geq 180 + < 240$ ECTS])
- BA Education Studies (Major Award (Level 8) [≥ 240 ECTS])

3.9.5.3.4 A student who is eligible for an exit award may take the appropriate award based on accumulated credits or may link in to approved modules in an attempt to fulfil the requirements for the next higher award. The approved modules will be determined following consultation between the student, the relevant Dean(s) and the Vice President Academic Affairs.

3.9.5.4 Students who are due to start professional placement in the Spring semester of Year 2 of the programme are subject to critical review. A student who, following the Autumn semester of Year 2, has deficient grades in three or more modules or whose residual QCA is less than 2.00 will not

be allowed to progress to the Spring semester and will be required to repeat the Autumn semester prior to progressing to the Spring semester.

- 3.9.5.5 An absolute minimum QPV of 2.60 across school placement modules SP1 and SP2 is required for the award of a first or second class honours degree.

Gaeilge Subjects

- 3.9.5.6.1 Students who receive an F grade in the oral Irish component of the following modules shall be awarded an F grade both in that component of the module and in the overall module:

- GA4712 Teanga agus Litríocht na Gaeilge 2
- GA4736 Na Mná i Litríocht na Gaeilge

- 3.9.5.6.2 Where the student has passed the other elements of the module, s/he repeats the oral Irish component only. The student is capped on the repeat of the module at grade C3.

- 3.9.5.6.3 The compensating fail grades D1 and D2 shall not be awarded for the oral component of the module.

4. Supporting Procedures

4.1 Assessment

4.1.1 *End-of-Semester Assessment Scheduling*

- 4.1.1.1 End-of-semester assessments ([MS 2.1](#)), where required, may be held in the two-week period following the end of student reading time in the semester in which the module is taught. The academic staff member responsible for a module that requires such an assessment slot shall enter these requirements online in the Module Exam Requirements Collection System (MERCs) by end of Week 3 of that semester. A request to provide this information will issue from the Student Academic Administration Office.
- 4.1.1.2 The Student Academic Administration Office shall schedule and administer an assessment period, of maximum duration 2.5 hours, for each such module. (Special exemption for an examination of longer duration may be requested from the Academic Council by application to the office of the Vice President Academic & Registrar.)
- 4.1.1.3 The provisional schedule of end-of-semester assessments shall be published by Student Academic Administration to the campus community by Monday of Week 9 of each semester. The schedule will be displayed on www.timetable.ul.ie and on the notice board outside the Student Academic Administration Office. The class representatives shall immediately notify the academic staff member responsible for the module of any genuine difficulty student(s) may have with the provisional schedule. The academic staff member shall notify the Student Academic Administration Office of any such difficulties before 15:00 on Thursday of Week 9.
- 4.1.1.4 In as far as is feasible, the Student Academic Administration Office will adjust the provisional schedule to resolve such notified difficulties, taking account of any alternative solutions proposed by the academic staff member/s concerned. The phrase 'genuine difficulty' shall include cases where three assessments for a student are provisionally scheduled on the same day and where a student is provisionally scheduled to take more than one assessment in the same assessment period.
- 4.1.1.5 The final schedule of end-of-semester assessments shall be displayed on the Student Academic Administration notice board and on www.timetable.ul.ie. Academic staff will be notified of this by Monday Week 11.
- 4.1.1.6 End-of-semester assessments shall be conducted in accordance with the regulations specified in [Appendix 1](#).

4.1.2 *Preparing/Printing Assessment Materials*

- 4.1.2.1 Faculty members shall comply with any procedures and deadlines their academic department has in place regarding the typing, preparing and printing of assessment materials ([AR 1.4.4](#) and [MS 2.1](#)). In the case of end-of-semester assessments, these procedures and deadlines shall be designed to comply with the requirements at 4.1.2.2, 4.1.2.3 and 4.1.2.4 below.
- 4.1.2.2 Sufficient copies of the question paper (and any special answer sheet/cards/attachments) shall be delivered to the Student Academic Administration Office in the completed official envelope available from the office by 12:00 on Tuesday Week 13 of that semester. Where the volume of materials is too large, the materials may be delivered in sealed or bound packages/boxes, provided each such package/box has a completed official envelope secured on top.
- 4.1.2.3 In all cases, the official envelope shall be completed fully. In particular, where the materials are delivered in separate packages/boxes or more than one item is to be distributed to each student, a clear written instruction as to the timing and order of distribution/collection of items during the assessment shall be included in the special instructions section of the envelope.

4.1.2.4 All assessment papers shall contain the standard header information listed in [Appendix 2](#).

4.1.3 *Academic Staff Attendance at End-of-Semester Assessments*

4.1.3.1 The academic staff member responsible for a module or his/her nominee shall be present at the scheduled venue of the end-of-semester module assessment for the first 30 minutes of the scheduled assessment time to respond to queries. Where the final schedule lists more than one venue for the module assessment, the academic staff member or his/her nominee shall attend at the first venue listed on the final examination schedule. The academic staff member or his/her nominee is required to present UL staff identification to invigilation staff prior to entering the exam venue.

4.1.3.2 Where the academic staff member makes a general announcement about the assessment, s/he shall write out the announcement and give it to the invigilator responsible for the examination centre. The invigilator will ensure that the announcement is made as soon as possible in all centres in which the assessment is being held. The invigilator will take note of the announcement and will retain this note with the other invigilator records of the assessment.

4.1.3.3 The academic staff member responsible for the module or her/his nominee may return to the assessment venue at the scheduled completion time of the assessment to sign for and take possession of the students' completed assessment materials. Alternatively, the academic staff member responsible for the module or her/his nominee may, following presentation of UL staff identification, collect the completed assessment material from the Student Academic Administration Office.

4.1.4 *Academic Cheating*

4.1.4.1 Academic cheating is defined as a major offence in the University's code of conduct. ([CC 6.1.5](#))

4.1.4.2 Anyone who believes that s/he sees a student attempting to cheat or cheating during a scheduled end-of-semester assessment shall immediately inform an invigilator in the assessment venue of the time and nature of the allegation and shall indicate to the invigilator where the student concerned is seated. The invigilator is then required to follow the procedure specified in the forms used to record such an allegation (attached as appendices [3](#) and [4](#) of the supporting procedures). The procedure permits the student concerned to continue with the assessment. The Student Academic Administration Officer shall refer all such allegations to the Office of the Vice President Academic & Registrar immediately following the assessment concerned. All allegations and complaints are considered by the University Advocate under the University's code of conduct.

4.1.4.3 Anyone who believes s/he sees a student attempting to cheat or cheating during an assessment other than a scheduled end-of-semester assessment shall immediately inform the academic staff member responsible for the module. The academic staff member shall inform the student concerned of the allegation. (If it is the academic staff member who believes an incident of cheating has occurred, s/he shall similarly inform the student concerned.) Where possible, the academic staff member shall mark the student's assessment answer material or otherwise indicate in writing at what stage of the assessment the allegation was made. In all cases the student shall then be permitted to continue with the assessment.

Immediately following the assessment, the academic staff member shall send written details of the allegation to the Office of the Vice President Academic & Registrar. This shall include the student's name and ID number and the name of any witness(es). All allegations and complaints are considered by the University Advocate under the University's code of conduct.

4.1.4.4 An academic staff member who believes that a student has cheated based on an examination of the student's assessment answer materials (from a scheduled end-of-semester assessment or any other type of assessment) shall immediately write out a detailed allegation, including the student's

name and ID number, and send it to the Office of the Vice President Academic & Registrar. All allegations and complaints are considered by the University Advocate under the University's code of conduct.

4.2 Grading

4.2.1 Grading Lists

4.2.1.1 A grading list, listing each student registered in a module in the current semester, shall be sent by the Student Academic Administration Office to the academic staff member responsible for the module by the end of Week 13 of the semester. ([AR 1.4.7](#))

4.2.1.2 The academic staff member responsible for the module shall ensure that:

- a. the final grade each student has achieved in the module is submitted on the grading list
- b. the name, ID number and grade of any student who is not included on the list but who has been assessed in the module in the current semester is submitted using the Module Grade Entry Additional Students document

4.2.2 Submission of Grades

4.2.2.1 The academic staff member responsible for the module shall review the completed grading list and shall submit final grades to the SI records system. After the grades for a module have been submitted, an email confirmation detailing the grade distribution and average QPV for the module will be sent to the module leader, Head of Department and Department Coordinator.

4.2.2.2 The Head of Department or his/her nominee shall review the grades submitted by the academic staff member and may, within a period of three days from the date of notice of grade submission, request Student Academic Administration to return the grading list to the academic staff member.

4.2.2.3 Academic staff members are encouraged to submit grades at the earliest opportunity following the completion of assessments in a module. Heads of department shall make every effort to support academic staff in so doing.

4.2.2.4 The precise dates and deadlines in each semester will be confirmed by memo to all members of academic staff from the Student Academic Administration Office.

4.2.2.5 The grades that may be awarded are listed in the *Marks and Standards* document ([MS 2.6.2](#)). Academic staff members should refer to their Head of Department for more detailed guidance on the standard of performance required for the award of each grade. The student registration type listed on the class and grading lists issued by the Student Academic Administration Office has the following implications for the type of grade for which the student is eligible.

Table 4.1: Student Registration Type

Reg. Type	Meaning	Associated Grades
N	Normal registration	Award any grade except G, EX, R, RE, W, X, S, Y
P	Pass/Fail registration	Award grade P (Pass) or N (Fail) only
G	Audit registration	Award G or NG only
No cap	Repeat registration	Award appropriate academic grade
Cap	Repeat registration type where the grade is capped	Award appropriate academic grade. The system will cap to a maximum of C3 while maintaining an audit record of the actual grade awarded.
I clear	Registration to clear I grade	Award appropriate academic grade

4.2.3 I Grades

- 4.2.3.1 The University supports students who find themselves in an immediate crisis and, where relevant, takes actions to avert recurrence.
- 4.2.3.2 An I grade shall only be awarded in cases where the student has not completed all of the requirements for the module and has submitted certifiable evidence of medical and/or psychological illness or immediate family crisis where the presence of the student is indispensable. I grades shall not be assigned in response to pleas of pressure of work.
- 4.2.3.3 Students must submit satisfactory evidence to support the request for an I grade, and such certification is valid only when it comes via the Student Health Centre, Counselling or Chaplaincy services. The doctors in the Student Health Centre determine what constitutes satisfactory medical evidence and may request additional clarification and/or certification if they deem it necessary. Where a certificate originates outside the University, the student concerned is required to submit the certificate in person to the Student Health Centre, Counselling or Chaplaincy services unless the certificate clearly states the student is bed-bound. To meet grade deadlines, certificates must be presented within five working days of the relevant end-of-semester examinations. Certificates received by post will not be accepted unless the student is bed-bound and this is clearly stated on the certificate. Properly completed certificates must be dated, must include reference to the period of illness/incapacity and the nature of the illness, and must state that the student is not fit to sit examinations.
- 4.2.3.4 Students are required to bring the relevant module codes and date and time of their exams when presenting to the Student Health Centre, Counselling or Chaplaincy services. Failure to bring this information will require a second appointment.
- 4.2.3.5 The health services will forward properly completed certificates to the Student Academic Administration Officer. Provision of certification will be a necessary but not automatic basis for the award of I grades. Certification on the grounds of family bereavement must come via the chaplaincy/health services and be forwarded to the Student Academic Administration Officer within five working days of the relevant end-of-semester examinations in order to meet grading deadlines.
- 4.2.3.6 The University I grade committee will determine the award of I grades. The committee comprises the Student Academic Administration Officer; Director, Medical Centre; Head of Counselling; Assistant Deans Academic Affairs; and Chaplain. The committee will meet within seven working days of the relevant end-of-semester examinations. On receipt of an I grade certificate from the health services/chaplaincy, the Student Academic Administration Office will insert, with the approval of the I grade committee, an I grade on the student's record.
- 4.2.3.7 Students shall clear all I grades no later than the annual special repeat period following the award of the I grade. A student who receives an I grade shall contact the academic staff member responsible for the module immediately following the publication of the grade to determine how the outstanding requirements are to be completed. The academic staff member responsible for the module shall determine how best the student can satisfy the outstanding requirements. If the academic staff member is unavailable, the student should contact the appropriate Head of Department for a decision.
- 4.2.3.8 An I grade in a module that is a required part of a student's programme must be replaced by an appropriate academic grade prior to progression to the next year of study or graduation.
- 4.2.3.9 The following range of assessment instruments is available to members of academic staff in facilitating clearance of I grades.
- a. An evaluation of the work submitted by the student to date together with his/her general performance in the module to date

- b. An adequately documented *viva voce* examination
- c. Performance in sequential or linked modules
- d. Evidence of mastery of concepts or skills that can be obtained from performance in modules related to that in which the I grade has been awarded. The academic staff member, as part of the grade review process, may require the student to submit additional work by way of, for example, the submission of an essay.
- e. Formal examination

4.2.3.10 Where a formal examination is the chosen mechanism, this is to be administered by the Student Academic Administration Office during the annual repeats.

4.2.3.11 I grades will not be counted in the maximum permissible number of modules that a student is allowed to repeat.

4.2.3.12 a. All clearance grades will be processed following the annual repeats only.

- b. In the case of prospective graduating students, clearance of I grades awarded from the Autumn semester only will be processed either before the Summer Exam Board or after the annual repeats.

4.2.3.13 Students who receive a second I grade for the same module(s) in the annual repeats (up to a maximum of two modules in any one semester) will be permitted to clear the module(s) on a link-in and uncapped basis during the following academic year.

4.2.3.14 Students who receive an I grade for the first time in a module during the annual repeats will retain their original grade.

4.2.4 *M Grades*

4.2.4.1 An M grade shall be awarded only in the case of sequential modules approved for such grading by the Vice President Academic & Registrar prior to the commencement of the sequence and satisfying the following conditions.

- a. Normally, there shall be no more than two modules in an M-graded sequence.
- b. The Vice President Academic & Registrar will need to be satisfied that there is a sound pedagogic reason for assessing over two modules.
- c. The Vice President Academic & Registrar will need to be satisfied that students on whose programmes the module sequence is a requirement do not have an excessive number of M-graded modules in the relevant semesters.
- d. Both modules in the sequence shall be offered in consecutive semesters of the same academic year.
- e. To provide feedback to students, an interim assessment shall take place by the end of the first semester of the M-graded sequence, which shall be worth at least 20% of the total grade in the module.
- f. Normally, both modules shall be taught and co-ordinated by the same academic staff member(s).
- g. Credits shall be awarded only at the end of the sequence.
- h. The final grade awarded shall be the same in each semester in which the M-graded sequence occurred. In exceptional circumstances, e.g. the case of the major project module, the award of different grades in each of the semesters may be permitted.

4.2.5 *NG Grades*

4.2.5.1 NG grades (non-submission of assessment material) should be awarded only in cases where a student has submitted no assessment material for a module and no certification has been received to support the award of an I grade.

4.2.6 ***Repeat Grades***

- 4.2.6.1 Grades awarded at the annual repeats will be capped at C3. In such cases, the higher of the original grade and repeat grade will stand.
- 4.2.6.2 Grades awarded to students repeating a maximum of two modules per semester on a link-in basis will not be capped. In such cases, the higher of the original grade and the repeat grade will stand. For the avoidance of doubt, where a module that is repeated on a link-in basis is further repeated at the annual repeats, the grade awarded for the latter will be capped at C3, provided that in such circumstances the higher of the original grade and the repeat grade will stand.

4.2.7 ***Grading of Modules Taken in Partner Institutions***

- 4.2.7.1 The University encourages students to participate in placements in other academic institutions, both nationally and internationally. To this end, the University may recognise grades awarded by the partner institution and award credits accordingly.
- 4.2.7.2 An institutional agreement shall be in place prior to participation by University of Limerick students in placements in other institutions. Such agreements shall be executed only in the case of University of Limerick compatible institutions.
- 4.2.7.3 A learning agreement and grade translation agreement shall be in place in advance of student exchange/placement. Learning agreements shall be executed only in the case of University of Limerick compatible courses.
- 4.2.7.4 Up to 50% of part 2 of an academic programme can be taken in partner institutions, i.e. a total of three of the six semesters in part 2, including Cooperative Education placement. This would be an upper limit. Placement on programmes such as ERASMUS is limited to a total of one academic year.
- 4.2.7.5 A more restrictive policy may operate at individual programme level.
- 4.2.7.6 Course directors of academic programmes that require students to undertake a compulsory placement in a partner institution shall ensure that the precise parameters are specified in the programme documentation approved by Academic Council. Course directors of academic programmes that offer students the option of a placement in a partner institution shall, following consultation with the International Office or Exchange Coordinator, as appropriate, seek relevant course board approval of the proposed placement.
- 4.2.7.7 The International Education Division shall be consulted in relation to the proposed parameters for studying abroad in new courses or during the revision of existing courses prior to approval being sought in accordance with item 4.2.7.6.
- 4.2.7.8 The exchange co-ordinator or equivalent shall approve individual student participation in a placement in another institution.
- 4.2.7.9 In advance of the study abroad placement, the exchange co-ordinator or equivalent shall advise students registered on University of Limerick academic programmes incorporating modules exempted by professional bodies of any implications for exemptions, postgraduate study, etc.
- 4.2.7.10 Students are expected to spend their final year at the University of Limerick. Exceptions must be approved in advance by the course director and exchange co-ordinators.
- 4.2.7.11 Unless otherwise approved by Academic Council, the following arrangements shall apply in relation to the grading of students undertaking placements in partner institutions.
- a. Final year modules taken in a partner institution, including any final year modules taken in lieu of Cooperative Education placement or professional placement, should be quality graded.

- b. Students undertaking a compulsory placement shall be graded on a pass/fail basis in all years prior to their final year of study.
- c. Students undertaking an elective placement in all years prior to their final year of study shall be graded on either a pass/fail or quality-graded basis. The grading type for the placement will be determined in advance of the placement following consultation between the course director and the student and subsequent approval by the course board.
- d. With the exception of final year modules (which should be graded in accordance with item a. above), modules taken abroad in lieu of Cooperative Education placement should be graded Pass/Fail.

4.2.7.12 All assessments should be completed before the University of Limerick student leaves the host university. In addition, the onus is on individual students, in consultation with their exchange co-ordinators, to ensure that arrangements are in place for the transmission of grades from their host university to the appropriate office in the University of Limerick.

4.2.7.13 The exchange co-ordinator shall advise Student Academic Administration and the International Education Division of individual student study abroad arrangements.

4.2.8 *Grade Changes*

4.2.8.1 In exceptional cases, a grade may be changed after the original grade has been approved by the Academic Council Grading Committee. Such grade alteration may occur when an academic staff member:

- a. Discovers an error in the grade
- b. Reviews overall or individual performance in a module on the advice of the external examiner
- c. Reviews an individual grade in response to a grade recheck request in accordance with section 4.2.9
- d. Reviews an individual grade in response to a grade appeal request in accordance with section 4.2.10
- e. Reviews an individual grade in response to a request from the Head of Department

4.2.8.2 In cases where the grade change places the student in another final award classification category, the course director and/or Head of Department should ensure that the external examiner(s) is consulted.

4.2.8.3 The academic staff member shall complete and sign the appropriate grade alteration form. The reason for the alteration shall be stated on the form. The signature of the Head of Department or his/her nominee is required prior to submitting the form for processing to the Student Academic Administration Office.

4.2.9 *Grade Recheck*

4.2.9.1 Should a student consider that s/he may have been assigned an incorrect grade, s/he may request a recheck of the grade within two weeks of the relevant semester results becoming available.

4.2.9.2 To request a recheck, the student must complete the appropriate form (available from the Student Academic Administration Office) and pay a fee, the amount of which shall be decided by the Vice President Academic & Registrar.

4.2.9.3 A grade recheck cannot be carried out on those parts of an assessment where a sufficient and intact record of the original assessment is not available. This includes assessments where the original submission by the student does not remain under the control of the University or where sufficient records are not available to permit regrading.

- 4.2.9.4 The following procedure should be followed by the academic staff member responsible for the relevant module:
- i. Review the exam script and the original assignment submission(s), where available. Regrade the exam script and assignment to establish whether the original mark/grade awarded was correct. Where a sufficient and intact record of the original assignment is not available, the original mark/grade assigned to that element of the assessment remains.
 - ii. Check to ensure that marks given to individual elements of the assessment are included in the total marks.
 - iii. Check that the original total mark, where applicable, is accurate and that the grade awarded is correct.
- 4.2.9.5 Where the decision is to change the grade, the academic staff member shall pass the form to the Head of Department for his/her authorisation and the Head of Department shall return the signed form to the academic staff member.
- 4.2.9.6 The academic staff member shall return the recheck request form to the Student Academic Administration Office, with his/her decision noted on it, within three weeks of the publication of results for the semester in which the request is lodged.
- 4.2.9.7 It should be noted that, should the grade recheck so determine, grades may be changed to lower or higher grades.
- 4.2.10 *Grade Appeal***
- 4.2.10.1 Should the student not be satisfied with the outcome of the grade recheck, s/he may appeal the matter to the Head of Department responsible for the module. The appeal must be made within two weeks of the publication of the grade recheck result.
- 4.2.10.2 To appeal a grade recheck, the student must complete the appropriate form (available from the Student Academic Administration Office) and pay a fee, the amount of which shall be decided by the Vice President Academic & Registrar. The appeal must be on stated grounds and should include a full and complete statement on why the student believes the grade awarded is incorrect.
- 4.2.10.3 A grade appeal cannot be carried out on those parts of an assessment where a satisfactory record of the original assessment is not available. This includes assessments where the original submission by the student does not remain under the control of the University or where sufficient records are not available to permit regrading.
- 4.2.10.4 The following procedure should be followed by the Head of Department or his/her nominee(s) when dealing with grade appeals:
- i. Review the stated grounds on the grade appeal request.
 - ii. Regrade the relevant script or other assessment work with reference to the stated grounds of appeal. Where sufficient record of the original assignment is not available, the original mark/grade assigned to that element of the assessment remains.
 - iii. Check to ensure that marks given to individual elements of the examination are included in the total marks.
 - iv. Check that the original total mark is accurate and that the grade awarded is correct.
- 4.2.10.5 The Head of Department shall return the appeal request form to the Student Academic Administration Office, with his/her decision noted on it, within three weeks of receipt of the grade appeal request.
- 4.2.10.6 It should be noted that, should the grade appeal so determine, grades may be changed to lower or higher grades.

4.3 Student Progression

4.3.1 *Quality Credit Average (QCA)*

4.3.1.1 The semester quality credit average (QCA) represents the average quality of a student's performance in all modules taken in one semester. The cumulative QCA represents the average quality of a student's performance in all modules taken to date in a particular programme of study.

4.3.1.2 Semester QCA is calculated using the following formula (where QCS = quality credit score, Att Hrs = attempted hours and Non-Q hours = non-quality hours).

$$\frac{\text{Sum of QCS}}{(\text{Sum of Att Hrs}) - (\text{Sum of Non-Q hours})}$$

Note 1: The QCS score for a particular module is the quality point value (QPV) score for that module multiplied by the module credit value (e.g. 3). The QPV score is a numerical value assigned to grades A1 to NG on a scale from 4 to 0.

Note 2: Each year of study of a programme is given a factor weighting. For programmes that include a three-year part 2, Year 2 carries a factor weighting of 1 while years 3 and 4 each carry a factor of 2.

Refer to the Calculating QCA section of the Student Handbook (accessible on the Student Academic Administration website <http://www.ul.ie/studentacademicadmin/>) for a detailed explanation of how cumulative and semester QCA are calculated.

4.3.2 **Faculty Examination Boards**

4.3.2.1 Each Faculty Board shall appoint a Faculty Examination Board/Boards to review, each semester, the grades awarded to each student in the programme(s) assigned to that board for consideration.

4.3.2.2 Where a programme is managed by a sole department, the relevant Faculty Examination Board shall be convened and chaired by the Head of that department or his/her nominee. Where a programme is managed by a number of departments within a faculty, the Dean or his/her nominee shall convene and chair the relevant Faculty Examination Board.

4.3.2.3 Where a programme is managed by a number of departments across a number of faculties, the relevant Deans' nominee shall convene and chair the relevant Faculty Examination Board.

4.3.2.4 In all cases, the Faculty Examination Board shall comprise the relevant heads of department, course directors, specialist academic staff and appropriate academic staff responsible for teaching the modules graded in the semester under consideration.

4.3.2.5 Faculty Examination Boards shall decide on the progress of students within the marginal performance limits specified in sections 4.3.5, 4.3.6 and 4.3.7.

4.3.2.6 Faculty Examination Boards shall make recommendations to the Academic Council Grading Committee as to the progress of students whose academic performance falls below the marginal performances specified in sections 4.3.5, 4.3.6 and 4.3.7.

4.3.2.7 Faculty Examination Boards shall convene each semester in advance of the meeting of the Academic Council Grading Committee. ([AR 1.5.2](#))

4.3.3 *Minimum Performance Standards*

4.3.3.1 Minimum performance standards are specified in academic regulation [1.5.3](#). The Academic Council Grading Committee normally allows a student to complete one full academic year of a programme before formally reviewing his/her progress with a view to determining whether or not s/he should proceed. The Academic Council Grading Committee formally reviews the progress of

students at the end of each academic year of a programme, at the end of the final academic semester of a part of a programme, prior to placement on Cooperative Education or other professional placement (for example, teaching practice and clinical placement) and following the annual repeats. These students' progress is reviewed initially by the relevant Faculty Examination Board.

4.3.3.2 Students whose academic performance conforms to the minimum standards are required to proceed.

4.3.3.3 The Student Academic Administration Office produces reports at the end of each semester that summarise the performance of each student. Items [4.3.5.1](#), [4.3.6.1](#) and [4.3.7.1](#) below state the critical categories of students about whose progression Examination Boards are required to make recommendations.

4.3.4 *Progression*

4.3.4.1 At least one hour before the scheduled meeting of the Academic Council Grading Committee is due to begin, each Faculty Examination Board chairperson shall return to the Student Academic Administration Officer the originals of the special reports issued to the Faculty Examination Boards. The reports shall be annotated to show the Faculty Examination Board's decision in each case. The annotations used shall be those communicated by Student Academic Administration before each Faculty Examination Board meeting to each department head and covering the various letter types that the Vice President Academic & Registrar may need to issue to convey the Academic Council Grading Committee's decisions to students.

4.3.4.2 No additional provisions will be made for visiting students.

4.3.5 *Progression Following Autumn Semester*

4.3.5.1 Only students due to start Cooperative Education placement or other professional placement in the Spring semester are subject to critical review. Once a student has progressed into the year in which the Cooperative Education or other professional placement takes place, progression to such placement is automatic except in those cases where students who are required to repeat the year or part thereof would be prevented from doing so by the timing of the placement.

4.3.5.2 Students who have not met the minimum standards will, on the recommendation of the relevant Examination Board, be required to do one of the following:

- a. Take annual repeats for a maximum of two modules (excluding I grades) from the Autumn semester ([AR 1.4.20](#))
- b. Repeat a full semester
- c. Repeat the full year
- d. Have their enrolment terminated

4.3.5.3 Faculty Examination Boards may specify modules to be repeated by non-progressing students.

4.3.5.4 Eligibility for access to the annual repeats is based on a residual QCA of at least 2.00.

4.3.6 *Progression Following Spring Semester*

4.3.6.1 All students are subject to critical review in the Spring semester. Progression to Cooperative Education placement is automatic except in those cases where students who are required to repeat the year or part thereof would be prevented from doing so by the timing of the placement. However, prospective graduates are dealt with via the Academic Council Examination Board process.

4.3.6.2 Students who do not achieve the minimum standard outlined in academic regulation [1.5.3](#) shall, at the discretion of the relevant Faculty Examination Board, be permitted to do one of the following:

- a. Take annual repeats for a maximum of four modules in any two-semester academic year ([AR 1.4.20](#))
- b. Repeat a full semester
- c. Repeat the full year
- d. Have their enrolment terminated

4.3.6.3 Faculty Examination Boards may specify modules to be repeated by non-progressing students.

4.3.6.4 Eligibility for access to the annual repeats is based on a residual QCA of at least 2.00.

4.3.7 *Progression Following Annual Repeats*

4.3.7.1 All students who registered for annual repeats are subject to critical review following the annual repeats. With the exception of students on Cooperative Education placement who are not required to repeat any Autumn semester modules under 4.3.7.2 below and provided the Examination Board has not required their enrolment to be terminated, students who have not achieved the minimum standard cannot proceed to the next year of study.

4.3.7.2 Students who do not achieve the minimum standard outlined in academic regulation [1.5.3](#) shall, at the discretion of the relevant Faculty Examination Board, be permitted to do one of the following:

- a. Repeat a maximum of two modules with deficient or compensating fail grades in any one semester on a link-in basis ([AR 1.4.20](#))
- b. Repeat a full semester
- c. Repeat the full year
- d. Have their enrolment terminated

4.4 Student Status Committees

4.4.1 *Composition*

4.4.1.1 In the case of departments who run programmes fully, each department head shall appoint at least three members of academic staff to the Student Status Committee of the department to review applications from students on that programme(s) (one of whom shall be appointed as chairperson).

4.4.1.2 In the case of programmes run jointly by a number of departments within a faculty, the Dean of Faculty shall appoint an appropriate Student Status Committee.

4.4.1.3 In the case of programmes run jointly by a number of faculties, the relevant Deans shall appoint an appropriate Student Status Committee.

4.4.1.4 In the case of a faculty whose Dean appoints course boards on the recommendation of the Faculty Board, the relevant course board shall appoint sub-committees of their members as Student Status Committees.

4.4.2 *Functions*

4.4.2.1 The Student Status Committee must operate within the parameters laid down in the *Academic Regulations* and *Marks & Standards*.

4.4.2.2 Student status matters included in the brief of these committees include ([AR 1.2.5](#)):

- a. Application for readmission
- b. Application for leave of absence
- c. Application for internal transfer
- d. Application for exemptions

- 4.4.2.3 The decision of the Student Status Committees in relation to such applications shall be final.
- 4.4.2.4 All academic status appeals against decisions of the Academic Council Grading Committee shall be considered in the first instance by the Student Status Committees. The Student Status Committees will operate as Examination Board sub-committees when considering such appeals.

4.4.3 *Schedule*

- 4.4.3.1 The committees shall convene not later than:
- a. Autumn semester business: Wednesday Week 2, Spring semester
 - b. Spring semester business: Wednesday, six weeks after grade submission deadline
 - c. Annual repeats business: Wednesday of orientation week

and at other times as deemed necessary following discussion between the Student Academic Administration Officer and committee chairs(s).

- 4.4.3.2 The chairs of all Student Status Committees shall meet together within two working days following each scheduled meeting of the committees. The Student Academic Administration Officer shall convene and chair this meeting. The meeting is designed to (i) ensure that decisions of the Student Status Committees are in compliance with the academic regulations and associated procedures, (ii) facilitate the exchange of information, (iii) provide an opportunity for a review of the norms being applied by the Student Status Committees and (iv) elicit, for the information of the Academic Status Appeals Committee, the views of the chairs on any individual case being referred to it.

4.4.4 *Procedures*

- 4.4.4.1 Application forms and advice on eligibility for consideration of all student requests for a review of their status are available from the Student Academic Administration Office. Students whose status has been changed by the Academic Council Grading Committee are informed of this in a letter from the Vice President Academic & Registrar and are given the right to appeal and full information on how to do so.
- 4.4.4.2 All applications must be lodged by the relevant deadline set by the Student Academic Administration Office.
- 4.4.4.3 All applications shall be considered at the first available sitting of the relevant Student Status Committee.
- 4.4.4.4 In certain circumstances, it may be necessary to obtain a decision on an application before the next available sitting of the relevant Student Status Committee. Where this occurs, the Student Academic Administration Officer shall be responsible for obtaining a decision from the relevant chairperson. The chairperson may decide to seek the views of other members of his/her committee before making a decision.
- 4.4.4.5 Normally, the student under consideration is required to attend the relevant Student Status Committee meeting. The adviser, head adviser or a nominee of the Head of Department may accompany the student.
- 4.4.4.6 Where the Vice President Academic & Registrar has written to a student on behalf of the Academic Council Grading Committee informing him/her of a change in his/her student status, the student's adviser receives a copy of the letter. The adviser may attend the Student Status Committee meeting with the student if the student so desires.
- 4.4.4.7 The Student Status Committee shall have due regard to the following factors in deciding on appeals that request a transfer, readmission or repeat of a year/semester:

- a. Points requirement in the year of entry/re-entry for the programme of study sought
- b. Quotas applying in the year of entry/re-entry to that programme
- c. The Central Applications Office (CAO) policy and Admissions Office procedures for the filling of vacant places in first year
- d. The timing of the request for transfer and its implications for the student's ability to complete the programme in the normal way
- e. The views of the Student Status Committee in the department from which the student is requesting a transfer

4.4.4.8 In granting a transfer, readmission or permission to repeat a year/semester, the Student Status Committee may attach special conditions and/or require satisfactory completion of additional prescribed work.

4.4.4.9 Status decisions affecting individual students are notified to the student by letter from the Vice President Academic & Registrar. An appeal form and notification of the date, time and venue of the Student Status Committee that will hear such an appeal will be included with the letter.

4.4.4.10 Should the student concerned decide to appeal the decision notified in the letter referred to in 4.4.4.9 above, s/he should comply with the instructions in the letter and the accompanying form(s).

4.4.4.11 An appeal against the decision of an Academic Council Grading Committee/University Examination Board shall be considered on the following grounds only:

- a. On grounds of severity (in academic terms only) of the method of repeat specified by the Faculty Examination Board. The Student Status Committee shall be entitled to modify the decision on the method of repeat.
- b. If there is information relating to a grade recheck or grade change that was not known to the Faculty Examination Board.
- c. If there is information that was not known to the Faculty Examination Board that would result in the award of an I grade. Such cases shall be referred by the Student Status Committee to the University's I grade committee for a decision in relation to the awarding of an I grade. The Student Status Committee will review the status of the student following the decision of the I grade committee.
- d. If there is evidence of substantive irregularity in the conduct of the examination or its assessment. The chair of the relevant Student Status Committee shall refer such cases to the Academic Status Appeals Committee following consideration of the case by the chairs committee. The chair of the relevant Student Status Committee shall present the case to the Academic Status Appeals Committee.

4.4.5 *Applications for Readmission*

4.4.5.1 Students seeking readmission to the University after at least one semester's absence are required to make their application to the Student Academic Administration Office at least three weeks prior to the commencement of the relevant semester.

4.4.6 *Applications for Leave of Absence*

4.4.6.1 Normally, students should lodge leave of absence applications with the Student Academic Administration Office before the end of the semester (or the year for year-based programmes) preceding that in which they intend to take leave.

4.4.6.2 Normally, the student will be expected to fulfil the following conditions before being granted leave of absence:

- a. Completion of one semester (or the year for year-based programmes) at the University on the programme for which s/he is currently enrolled
 - b. Be in good academic standing
 - c. Where the chairs' meeting is satisfied that the student's academic standing was directly affected by the factors cited in support of the student's application for leave, the 'good standing' condition may be waived
- 4.4.6.3 The following circumstances shall be considered to be acceptable reasons for granting leave of absence:
- a. Certified illness
 - b. Financial hardship
 - c. Family bereavement
 - d. Psychological, emotional or social problems that can be verified by confidential report from one or more of the following people:
 - o Medical officer
 - o Family doctor
 - o Counsellor
 - o Chaplain
- 4.4.6.4 Verification of vocational uncertainty will be required from the student's adviser and the counsellor. The student will be expected to submit evidence of a plan to deal constructively with the vocational uncertainty during the leave of absence.
- 4.4.6.5 The information required by the administration of the University shall not be such as to breach any code of ethics or professional practice of those persons supplying the information.
- 4.4.6.6 The leave of absence form shall be completed by the student and signed by the chairperson of the relevant Student Status Committee.
- 4.4.7 *Applications for Internal Transfer***
- 4.4.7.1 Normally, students should lodge internal transfer applications with the Student Academic Administration Office before the end of the semester preceding that in which they intend to enter a new programme of study.
- 4.4.8 *Application for Exemption***
- 4.4.8.1 The question of exemption from a full semester or year(s) of a programme of study is handled as part of the student's admission. Application for exemption from an individual module not covered in the admission process shall be made to the Student Academic Administration Office before the commencement of the semester in which the module is due to be taken. To be eligible for exemption, students are expected to have achieved a minimum pass standard in any equivalent module.
- 4.4.8.2 Upon consultation with the relevant course directors, the Student Status Committee may decide to award an exemption or carry forward the previous grade, as appropriate.
- 4.4.8.3 Students required to repeat a year or a full semester under the progression policy are not eligible for exemption in individual modules in that year or semester.
- 4.4.9 *Academic Status Appeals Committee***
- 4.4.9.1 The committee will consider cases brought on grounds of substantial irregularity in the conduct of examination or assessment.

- 4.4.9.2 The Academic Status Appeals Committee shall comprise the Vice President Academic & Registrar, who shall be chair and convenor, the Deans of Faculty and a person from outside the University of Limerick appointed by the Academic Council.
- 4.4.9.3 The Associate Registrar and the Assistant Deans Academic Affairs shall be alternate members and shall deputise in the event of unavoidable absence of one or more members.
- 4.4.9.4 The Dean (or alternate) of the faculty affected by the appeal shall withdraw from the Academic Status Appeals Committee while such an appeal is being considered.
- 4.4.9.5 The Academic Status Appeals Committee will, in accordance with the principles of natural justice, consider an appeal on the grounds on which it is based and consult with all appropriate stakeholders, including internal examiner(s) and, where it considers it necessary, external examiner(s).
- 4.4.9.6 The Academic Status Appeals Committee will make such recommendations as it deems necessary but on a basis that will not undermine the University's regulations. The committee shall present to the Academic Council a report summarising the case and incorporating recommendations for consideration by the Academic Council
- 4.4.9.7 The decision of the Academic Council shall be final.

4.5 Supporting Procedures Appendices

Appendix 1

ASSESSMENT REGULATIONS

1.1 Attendance at Examination Centres

- 1.1.1 Students shall not be permitted to enter the examination centre after the first 20 minutes of the scheduled assessment time has elapsed.
- 1.1.2 It is a breach of assessment regulations for students to leave the examination centre before the first 30 minutes of the assessment time has elapsed.
- 1.1.3 It is a breach of assessment regulations for students to leave the examination centre during the last 10 minutes of the assessment time. Students present during the last 10 minutes of the assessment time must remain in their seats until all scripts have been collected.

1.2 Authorised and Unauthorised Material

- 1.2.1 Students may bring only authorised material into the examination centre. Authorised material comprises writing instruments, non-programmable calculators, drawing instruments and material provided by the invigilator, such as mathematical tables and handouts. Additional materials, such as dictionaries, textbooks, lecture notes, programmable devices and computers/laptops, are permitted only with the express permission of the relevant academic staff member. It is a breach of the assessment regulations for a student to have in their possession authorised material that includes or has attached to it unauthorised material, such as written notes or inserts.
- 1.2.2 Students shall not bring unauthorised material into the examination centre. Unauthorised material includes calculator covers, pencil cases, mobile phones, smart watches, electronic devices not explicitly approved by the relevant academic staff member, outdoor clothing and bags.
- 1.2.3 If a student is in doubt as to whether material is authorised or unauthorised, he/she should ask an invigilator before the examination begins.
- 1.2.4 Writing of any kind on clothing or any part of the body may be considered to be unauthorised material.
- 1.2.5 All authorised material, such as paper, answer books, graph paper, electronic file storage devices, etc., will be provided by invigilators. In the examination centre, students can write only on authorised paper and/or create and store data using only authorised electronic devices, and only such authorised material will be submitted to the examiner(s) for correction. Students shall not remove any of these items from the examination centre.

1.3 During the Assessment

- 1.3.1 Students shall comply with all directions from the invigilators.
- 1.3.2 Students shall display their student identity card on their desk or assigned work areas.
- 1.3.3 A clean desk policy is in operation for all examinations: only authorised stationery and material and the student's ID card will be allowed on the desk.
- 1.3.4 Students shall not engage in unauthorised collaboration or attempted collaboration, copying or attempted copying.

- 1.3.5 Students shall not have in their possession, use or attempt to use a mobile phone, smart watch or other unauthorised material.
- 1.3.6 Each student is responsible for ensuring that his or her examination script and associated materials are in the possession of an invigilator before leaving the examination area. Students shall write their ID number clearly on all materials submitted to the invigilator.

1.4 Breach of Assessment Regulations

- 1.4.1 It is a major offence under the Code of Conduct to breach the assessment regulations. Alleged breaches will be dealt with under the Code of Conduct.
- 1.4.2 A student who is considered to have breached or attempted to breach the assessment regulations shall be informed at the earliest opportunity by an invigilator, in the presence of a witness (viz., another invigilator, an academic staff member or a student), that a report of the incident will be forwarded to the Office of the Vice President Academic & Registrar. The invigilator completes an incident report form and marks the student's answer book. The student is then allowed to finish the examination. Subsequent procedures are outlined in the Code of Conduct.
- 1.4.3 **Normally the penalty for breach of the assessment regulations is suspension for 12 months. A repeat of such conduct shall warrant expulsion.**

Appendix 2
Header for Examination Papers

UNIVERSITY OF LIMERICK
Ollscoil Luimnigh

FACULTY OF <>

END-OF-SEMESTER ASSESSMENT PAPER

MODULE CODE:<> SEMESTER:<>

MODULE TITLE:<> DURATION OF EXAMINATION:<>

LECTURER:<> PERCENTAGE OF TOTAL MARKS:<>

EXTERNAL EXAMINER:<>

INSTRUCTIONS TO CANDIDATES:<>

Appendix 3

UNIVERSITY of LIMERICK

OLLSCOIL LUIMNIGH

Alleged Breach of Assessment Regulations Report

Date: Time: Venue:

Name and Code of Module:

Student Name(s): I.D. No(s):

Description of Alleged Offence:

Signatures* Invigilator

Invigilator

Witness

* At least two signatures required. If a second invigilator is not available, the witness may be a student or an academic staff member. **Please print names and add signature.**

A student witness shall write his or her I.D. number next to her or his signature.

SPECIAL INSTRUCTIONS TO INVIGILATORS:

1. Mark the student(s) script(s) at the point where the alleged offence was noted.
2. Allow the student(s) to finish the exam.
3. Submit this form in a sealed envelope to the Student Academic Administration Office immediately after the examination together with any unauthorised materials relating to the alleged offence.

Appendix 4

UNIVERSITY of LIMERICK

OLLSCOIL LUIMNIGH

Alleged Breach of Assessment Regulations Report/Evidence

Examination Session

Autumn Spring Repeat

Date: _____ Time: _____ Venue: _____

Name and Code of Module: _____

Student Name(s):	I.D. No(s):

Detail of Contents
(e.g. book, notes, calculator etc.) _____

Signatures: (Please print your name in block capitals and sign)

Invigilator _____

Invigilator _____

Witness _____

SPECIAL INSTRUCTIONS TO INVIGILATORS:

- 1. Please ensure that the Alleged Breach of Assessment Regulations Form and all unauthorized material is enclosed in the envelope.**
- 2. This envelope should be sealed by the invigilator and submitted to the Student Academic Administration Office immediately after the exam.**

FOR STUDENT ACADEMIC ADMINISTRATION USE ONLY:

Received by: _____
(Print name and sign)

Date: _____

5. Research Postgraduate Academic Regulations

5.1 Introduction

- 5.1.1 In addition to this chapter of the handbook, research postgraduate students and their supervisors are referred to the general academic regulations, marks and standards, programme-specific regulations, supporting procedures and code of conduct contained in chapters 1, 2, 3, 4, and 6 of this handbook. Furthermore, the Graduate School website (www.graduateschool.ul.ie) contains codes of practice which support the research postgraduate process.
- 5.1.2 For the purpose of these regulations, the Vice President Research nominees are the Assistant Deans Research. The Vice President Research may also delegate some or all of his/her functions to the Dean Graduate School.
- 5.1.3 The academic regulations detailed hereunder shall apply to all postgraduate studies undertaken by a research and thesis mode at the University of Limerick. The regulations apply in each faculty and department of the University. In cases of any differences between these regulations and other documents, these regulations will supersede any other documents. The regulations concerning taught masters programmes are covered in chapter 2, Marks and Standards.
- 5.1.4 The Academic Council may approve changes to these regulations from time to time. The updated regulations will apply from the date of their approval and are available in electronic format on the [Student Academic Administration website](#).
- 5.1.5 An individual faculty of the University may stipulate specific regulatory requirements over and above those specified herewith. Insofar as such proposed additional requirements do not in any way conflict with or compromise the University regulations detailed below, such additional requirements may be implemented by the faculty concerned provided such requirement(s) are approved by the Academic Council.
- 5.1.6 Any such additional requirements approved by the Academic Council shall be implemented, in conjunction with the University's academic regulations, by the faculty that has presented them to the Academic Council. The requirements may only be rescinded by a decision of the Academic Council.
- 5.1.7 A number of references are made throughout these regulations to the completion of Postgraduate Research (PGR) forms. The PGR forms underpin the postgraduate process from admission to graduation. The forms are available on the [Postgraduate Research Forms](#) page of the Graduate School website.
- 5.1.8 Research postgraduate students will be expected to develop and maintain a personal development plan which sets goals and time lines for delivery of targets. The plan will also include a record of generic and transferable skills programmes completed. It will be agreed and signed by both the student and supervisor(s).

5.2 Higher Degrees

- 5.2.1 The University of Limerick provides opportunities for the study and submission of research postgraduate degrees in the following ways:
- Master's and PhD degrees by research and thesis
 - Professional doctorates – see chapter 2, Marks and Standards, regulation 2.9 and [Appendix 5](#)
 - Structured PhD programmes – see [Appendix 4](#)
 - Monograph or article-based theses – see [Appendix 2](#)
 - Joint Research awards – see [Appendix 6](#)

- 5.2.2 To qualify for a higher degree by research, students must be registered with the University of Limerick for the minimum lengths of time specified by the regulations in section 5.8 below. Students pay continuation fees to remain on the research postgraduate register.
- 5.2.3 The University of Limerick currently offers the research degrees LLM, MA, MArch, MBS, MChir, MD, MEd, MEng, MSc, MTech at research master's level and the PhD at doctoral level.
- 5.2.4 All higher degrees by research in the University of Limerick are deemed to be honours awards without classification.
- 5.2.5 Candidates for higher degrees must meet the requirements and hold the academic qualifications outlined below. These qualifications must have been obtained from the University of Limerick or from another institution or awarding body that is acceptable to the University of Limerick for this purpose.

5.3 Applications

- 5.3.1 Candidates should, in the first instance, identify a suitable project and supervisor(s). Candidates are encouraged to use personal contacts, the literature and the websites of the University to help them achieve this. The Graduate School will also provide an expression of interest form, which will be forwarded to the appropriate Assistant Dean Research to facilitate this process. Once a suitable project and supervisor(s) have been identified and funding issues have been resolved, applicants should complete the Research Postgraduate Studies application form, available from the [Graduate School website](#), in consultation with the proposed internal supervisor(s).
- 5.3.2 Once the form has been signed by the appropriate Head of Department, it should be forwarded to the Graduate School by the applicant. Any candidate who is to receive fees remission and/or stipend, from any source administered by the University of Limerick, must complete a Financial Aid form. Candidates who will be in receipt of fees and/or stipend are required to sign the Postgraduate Agreement form (see also Copyright and Intellectual Property regulations in section 5.13). Copies of these documents should be downloaded from the Graduate School website. Completed Financial Aid forms and Postgraduate Agreement forms must accompany the application forms. Otherwise the application will be considered to be incomplete and returned to the applicant.
- 5.3.3 Candidates for registration for higher degrees may be required to participate in an interview in order to determine their ability to carry out the proposed postgraduate research and the suitability of the proposed topic.
- 5.3.4 Candidates may be required to demonstrate their competence in the English language by interview (see 5.3.3 above and [Appendix 1](#)). In addition, candidates must either provide certified confirmation that they have completed a primary or a master's degree through the medium of English or submit the official results of English proficiency tests as per the requirements specified in the table below. The University may consider English proficiency tests other than those listed in the table as meeting the English language requirements for pursuing a higher degree at UL.

Table 5.1: English Language Entry Requirements

Proficiency Test	Requirement
IELTS (International English Language Testing System)	Overall score of 6.5 or above, with no less than 6.0 in any one component
TOEFL (Test of English as a Foreign Language)	Minimum score of 580 (paper-based) or 90 (internet-based)
ESOL (English for Speakers of Other Languages) Examination, University of Cambridge	Grade C or higher on a Certificate of Proficiency in English (CPE)/Grade A on a Certificate of Advanced English (CAE)

5.3.5 Candidates who seek to undertake a Joint Research Award should apply to the coordinating institution for admission to that research award. Candidates who successfully register at the coordinating institutions will be deemed to be students of the University of Limerick and added to the postgraduate research register.

5.3.6 The Postgraduate Research Committee will consider recommendations from the Faculty Research Committee on all applications for entry to the masters and PhD registers.

5.4 Admission: Entry Requirements for Research Degrees (Including Professional Doctorates)

5.4.1 The primary degrees referred to in this section are Level 8 or equivalent honours degrees as defined by the National Framework of Qualifications. The usual minimum requirements for entry to a research master's, professional doctorate or PhD degree are:

a. An appropriate master's or equivalent qualification that has been obtained from a university or other institution recognised by the University of Limerick following a period of study similar to that required in the University of Limerick. (A candidate who holds a master's degree in a discipline other than that in which the doctoral research is intended to be pursued shall be considered for entry under 5.4.1b.)

or

b. An honours primary bachelor's degree with a minimum classification of 2.1 honours or equivalent qualification

or

c. An honours primary bachelor's degree with a classification of 2.2 honours or equivalent qualification. (Students who enrol with a 2.2 honours degree or equivalent will be required to undergo a progression review after the first six months of their programme of study.)

or

d. A degree, or equivalent qualification, other than that specified in 5.4.1a, 5.4.1b or 5.4.1c and a minimum of four years' acceptable professional experience at an appropriate and relevant level may be considered for entry to the masters register. Candidates within this category without a minimum of four years' acceptable professional experience will be considered for entry under regulation 5.4.4.

5.4.2 Additional programme-specific requirements may apply to candidates for professional doctorate or Structured PhD programmes. These will be specified in the appropriate documentation for each programme. Entry to professional doctorate programmes requires qualifications that satisfy 5.4.1a or 5.4.1b above.

5.4.3 Applications for entry to the Doctor of Medicine (MD) and Master of Surgery (MChir) degrees will be considered from medical graduates of the University of Limerick (BM BS) and those with equivalent medical qualifications. Applicants must have three years' relevant post-qualification experience. Ideally, applicants will be working at a hospital or clinical site affiliated to the University of Limerick or working in the University itself. Other applicants may be accepted with the endorsement of the Head or Director of Research of the Graduate Entry Medical School.

5.4.4 Persons who do not possess a primary bachelor's degree may be considered for entry to the masters register as follows:

5.4.4.1 Persons whose prior experiential learning equips them adequately for entry to a master's programme by research, including persons who have made a significant contribution in a field of study that falls within the ambit of disciplines catered for by the University of Limerick and whose contribution in their chosen field is evidenced by patents, publications, books, compositions, works of art, inventions or any other scholarly endeavours that may be deemed by the University of Limerick to be appropriate contributions to the particular field of study.

- 5.4.4.2 Persons who have a qualification other than a degree and who possess a substantial portfolio of industrial, artistic, commercial, laboratory, professional, teaching or research experience, usually developed over a period of not less than eight years, by virtue of which they could be deemed to be suitable entrants to a master's research programme.
- 5.4.4.3 Applicants who fall into any one of the categories listed under 5.4.4 shall be considered in the first instance at the Postgraduate Research Committee and then a recommendation would be made by the appropriate Faculty Research Board, on the advice of senior University of Limerick academic staff member¹ in the relevant discipline and with the support of the Assistant Dean Research, to the Graduate School. The Vice President Academic & Registrar, the Vice President Research and the Dean Graduate School will adjudicate on each of these cases individually.
- 5.4.4.4 Candidates approved under the process described in regulation 5.4.4.3 will be required to register for, and complete successfully, the master's qualifying module MQ5000 prior to formal progression to research master's studies. The procedure for the MQ5000 module is described in section 5.4.5.
- 5.4.5 The MQ5000 Module**
- 5.4.5.1 The requirements listed in 5.4.5.2 to 5.4.5.5 shall apply to applicants approved for entry under regulation 5.4.4.
- 5.4.5.2 An applicant shall be required to register for and complete successfully the master's qualifying module MQ5000 prior to formal progression to the masters register. This shall include, *inter alia*, the submission of a detailed research proposal that outlines the aims and objectives of the proposed research, the methodologies to be used, the broad outcomes expected and a comprehensive literature review of the relevant field.
- 5.4.5.3 Applicants may be required to complete not more than six relevant modules (which may be taught or project-based), selected by the proposed supervisor and approved by the relevant Assistant Dean(s) Research in the faculty in which the research is to be undertaken. Any such modules shall, if possible, be taken over two semesters and shall be evenly distributed over the two semesters. The minimum cumulative quality credit average (QCA) to be attained in the prescribed taught and project-based modules shall be 3.00.
- 5.4.5.4 In the case of a candidate who does not possess a degree and who is proposed for master's studies in accordance with the procedures set out above, the approval of an external examiner in the relevant field of study shall be required. The external examiner shall take into account in his/her assessment of the applicant's proposal the applicant's performance in the taught and project-based modules and in the master's qualifying module MQ5000. Additionally, if the external examiner so wishes, a *viva voce* examination of the applicant may be arranged and taken into account in the external examiner's evaluation and recommendation.
- 5.4.5.5 In appropriate cases, use should be made of current the University of Limerick undergraduate project modules as a means of assessing an applicant's ability or potential to undertake research leading to a higher degree.
- 5.4.5.6 On successful completion of the provisions specified in 5.4.5.2 to 5.4.5.5, the Postgraduate Research Committee shall approve the enrolment of the applicant for a master's degree at the University of Limerick.

¹ An academic staff member who is a member of a Faculty Board

- 5.4.5.7 Should any ambiguity arise with regard to these regulations, the regulations shall be subject to interpretation by the Vice President Academic & Registrar in consultation with the relevant executive dean(s).

5.5 Supervisory Panel and Supervision

- 5.5.1 Each candidate for a postgraduate research degree shall be assigned a primary supervisor and, where appropriate, joint supervisor(s) who have been approved by the Head of Department and the Postgraduate Research Committee. Where the research is interdisciplinary, the supervisory arrangements must reflect this. Where a Joint Research Award is proposed, the supervisors will be appointed in accordance with the requirements of the coordinating institution and terms of the Memorandum of Understanding. When supervisors are being nominated, due cognisance should be taken of any potential conflicts of interest, including those of a personal, research or professional nature.
- 5.5.2 The primary supervisor shall be an academic staff member of the University of Limerick faculty in which the research student is registered. The joint supervisor(s) may be a University of Limerick academic staff member or may be employed by another institution.
- 5.5.3 For PhD degrees, the primary supervisor shall be one or more of the following: (i) a professor; (ii) the holder of a PhD degree; (iii) an academic staff member who has already supervised a doctoral degree to completion. The Postgraduate Research Committee may require an additional joint supervisor in the case of supervisors whose employment contracts end prior to the anticipated completion of the research programme.
- 5.5.4 For master's degrees, the primary supervisor shall be one or more of the following: (i) a professor; (ii) the holder of a master's degree or higher; (iii) an academic staff member who has already supervised a master's degree to completion.
- 5.5.5 Notwithstanding the provisions of 5.5.3 and 5.5.4, the Postgraduate Research Committee may, in exceptional circumstances, permit the appointment of a primary supervisor not meeting the requirements specified in 5.5.3 and 5.5.4.
- 5.5.6 Joint supervisors shall hold at least the qualification equivalent to that for which the supervised candidate is studying.
- 5.5.7 Notwithstanding the provision of 5.5.6, the Postgraduate Research Committee may approve the appointment of a joint supervisor not meeting the requirement of 5.5.6.
- 5.5.8 Where a supervisor retires or resigns from the staff of the University or for any other reason is unable to continue to supervise the research, the Head of Department and the Assistant Dean Research, using the appropriate Alteration of Supervisor(s) PGR form, shall propose to the Postgraduate Research Committee the revised arrangements for the supervision of the student for ratification.
- 5.5.9 Supervisors must be accessible to the student for consultation, advice and assistance and should meet the student on a regular basis during the academic year. They should also give the student all reasonable assistance regarding access to the material, equipment and other resources essential to the research.
- 5.5.10 Where applicable, the primary supervisor will inform the candidate of the taught modules that require attendance and/or examination and will outline a programme of generic and transferable skills to be completed before the annual review. The supervisor(s) will be responsible for the assessment of the generic and transferable skills portfolio prior to the annual review. The candidate will be responsible for registering for the taught modules with Student Academic Administration.

- 5.5.11 A student should make a complaint about the adequacy of supervision to the primary supervisor and the Head of Department in the first instance. If the matter remains unresolved, the student may make a formal written complaint to the supervisor and the Head of Department (or Dean, if the Head of Department is the supervisor), which must be copied to the Assistant Dean Research. The Head of Department will, normally within 10 working days, investigate the complaint, make a recommendation for action and inform the student and supervisor of the outcome in writing. If the matter remains unresolved, the student may make a complaint in writing to the Dean of Faculty, who, in conjunction with the relevant Assistant Dean Research and the Dean Graduate School, will consider the complaint and will usually respond in writing to the student within 10 working days. In the case of an unresolved dispute between a student and their supervisor and the Head of Department, the Vice President Research may, on the advice of the Assistant Dean Research and the Dean of Faculty, appoint one or more additional or alternative supervisor(s) as appropriate and make any necessary arrangements.
- 5.5.12 Complaints about the adequacy of supervision will not be considered once the thesis has been presented for examination.
- 5.5.13 Students have the right to appeal to the Vice President Research if they consider that the regulations have been unfairly applied.

5.6 Research Student Progression

- 5.6.1 Research Review Panels will be formed in each department to review on an annual basis the progress of all research candidates within the department. Where the Research Review Panel is not satisfied that the student is making satisfactory progress, the panel can refer the student to the Research Confirmation Panel, where the student will be required to present and defend their work. Students have the right to appeal the decision of the Research Confirmation Panel to the Research Progression Appeal Panel. Candidates who undertake a Joint Research Award shall follow the research progression requirements of the coordinating institution. Candidates who successfully complete progression at the coordinating institution will be deemed to have satisfactorily progressed at the University of Limerick.
- 5.6.2 In the case of research students registered on a part-time basis, the Research Review Panel will take cognisance of the student's part-time registration in determining whether or not satisfactory progress has been made.
- 5.6.3 The annual review process does not need to be undertaken by research students who have submitted a copy of their thesis for examination by the internal and external examiner. All other research students must undergo a review.
- 5.6.4 Candidates entering postgraduate studies on the basis of regulations 5.4.1c or 5.4.1d shall undergo two reviews during their first year of study. In the event that completion of their first semester of study does not coincide with the end of the academic year, the department will convene a special meeting of the Research Review Panel.
- 5.6.5 Candidates on the research masters register who wish to transfer to the PhD register must undertake the masters transfer process prior to month 18. The Research Confirmation Panel will be convened to enable students to meet this requirement.
- 5.6.6 Candidates on the PhD register may, with the written agreement of their supervisor(s), request that their registration be changed to the masters register.

5.6.7 Research Review Panel

- 5.6.7.1 Each department shall convene a meeting of its Research Review Panel(s) to review on an annual basis, or at the request of the student or supervisor, the performance of all research candidates. These panels will review the student submission and a progress report of each candidate's work in

a format to be agreed by each department. The format agreed by the department may require the research student to: (a) present a transcript of their results in the taught element of the programme, if applicable, and/or (b) make a written presentation of their research and/or (c) present their research to the Research Review Panel.

- 5.6.7.2 The Research Review Panel will consist of the supervisor(s), the Head of Department or his/her nominee, who will act as chairperson, and at least one independent panel member, nominated by the Head of Department, who satisfies the criteria of appointment of supervisor (as per section 5.5). Where the student undertakes a structured PhD programme, the programme director may act as the independent panel member. The supervisor cannot act as chairperson of the Research Review Panel. The chairperson of the Research Review Panel will act as the adviser to all research candidates presenting for review. The chairperson, independent panel member or programme director are not precluded from membership of the Research Confirmation Panel or from acting as an internal examiner at the examination stage.
- 5.6.7.3 Where the Head of Department is a supervisor of the research student, the Dean of Faculty or his/her nominee will assume the role of Head of Department in acting as chairperson and nominating the independent member to the panel.
- 5.6.7.4 The Research Review Panel's assessment of research candidates will take cognisance of the approved research programme, the duration on the research register and, where applicable, the programme structure approved by the University. Students on the masters register will state whether or not they wish to be considered for transfer to the PhD register.
- 5.6.7.5 The Research Review Panel will assess the candidate's performance to date and determine the appropriate recommendation. The Panel's recommendation shall be one of the following:
- a. The student's research progress is of a sufficiently high standard to warrant continuation on the masters or PhD register as applicable. (G)
 - b. The student's progress is not satisfactory and the student is required to undertake the Research Confirmation Process. (NG)
- 5.6.7.6 The PGR-9 form should be used by the Research Review Panel(s) within each department to record the candidate's performance to date and determine the appropriate recommendation. A copy of the completed progression form should be held on file in the department office.

When the Research Review Panel(s) have been completed, the grades for all the research postgraduate students in each department must be entered by each Head of Department via the online Student Academic Administration grading system prior to the January Academic Council Grading Committee meeting. Please note that only one of two status grades can be entered on the online system:

- G: Research to continue
NG: Research not progressing satisfactorily

- 5.6.7.7 Successful completion of the Research Review Process is not a guarantee that the candidate will be awarded the appropriate research award.

5.6.8 Research Confirmation Panel

- 5.6.8.1 Each department shall convene a meeting of its Research Confirmation Panel(s) to review research student performance following referral from the Research Review Panel. The Research Confirmation Panel will also convene to consider applications from research students who wish to transfer from the masters to the PhD register. The confirmation panel will consider: (a) the report from the Research Review Panel; (b) a transcript of the student's results in the taught element of the programme, where applicable; (c) a written presentation of the research; and (d) a *viva voce* examination following presentation by the student of their research. The final date for submission

by the panel of the outcome of the review will be in accordance with the grading deadline of the following Academic Council Grading Committee meeting.

- 5.6.8.2 The Research Confirmation Panel will consist of the Head of Department or his/her nominee, who will act as chairperson, and two independent panel members, one nominated by the Head of Department and the other nominated by the Assistant Dean Research. To be appointed, the independent panel members must satisfy the criteria of appointment of supervisor (as per section 5.5). Where the student undertakes a structured PhD programme, the programme director may act as the independent panel member. The chairperson of the Research Progression Panel will act as the adviser to all research candidates presenting for review. The chairperson, independent panel member or programme director are not precluded from acting as an internal examiner at the examination stage.
- 5.6.8.3 Where the Head of Department is a supervisor of the research student, the Dean of Faculty or his/her nominee will assume the role of Head of Department in acting as chairperson and nominating the independent member to the panel.
- 5.6.8.4 The Research Confirmation Panel will assess the candidate's performance to date and determine the appropriate recommendation. The Panel's recommendation shall be one of the following:
- The student's research progress is of a sufficiently high standard to warrant continuation on the masters or PhD register as applicable. (G)
 - The student's research progress on the masters register is of a sufficiently high standard to warrant transfer to the PhD register. (G)
 - The student's research progress on the PhD register is unsatisfactory and the student is transferred to the masters register. (T)
 - The student's research progress is unsatisfactory and the student's enrolment on the masters or PhD register, as applicable, should be discontinued. (W)
- 5.6.8.5 In relation to recommendation d. above, the Research Confirmation Panel will determine, in consultation with the course director, whether or not the student meets the requirements for entry to an appropriate taught postgraduate programme.
- 5.6.8.6 In addition, the Research Confirmation Panel may recommend to the Postgraduate Research Committee a change in the supervisory arrangements for the student.
- 5.6.8.7 The outcome of the Research Confirmation Panel must be submitted on a completed and signed PGR-3a form to Student Academic Administration. The status grades are defined as follows:
- G: Research to continue
 - NG: Research not progressing satisfactorily
 - T: Transfer to masters register
 - W: Withdraw/Discontinue studies
- 5.6.8.8 Should the student not be satisfied with the outcome of the Research Confirmation Panel review, s/he may appeal the matter to the Head of Department. The appeal must be made within two weeks of the publication of the research review grade.

5.6.9 Research Progression Appeal Panel

- 5.6.9.1 The Research Progression Appeal Panel will consist of the Dean Graduate School or his/her nominee, who will act as chairperson, and two independent panel members, one nominated by the Head of Department and the other nominated by the Dean Graduate School. All members of the panel should satisfy the criteria for appointment as a supervisor (as per section 5.5). The chairperson or independent panel members are not precluded from acting as an internal examiner at the examination stage.

- 5.6.9.2 The Research Progression Appeal Panel will assess the candidate's performance to date and determine the appropriate recommendation. The Panel's recommendation shall be one of the following:
- The student's research progress is of a sufficiently high standard to warrant continuation on the masters or PhD register as applicable. (G)
 - The student's research progress on the masters register is of a sufficiently high standard to warrant transfer to the PhD register. (G)
 - The student's research progress on the PhD register is unsatisfactory and the student is transferred to the masters register. (T)
 - The student's research progress is unsatisfactory and the student's enrolment on the masters or PhD register is discontinued. (W)
- 5.6.9.3 In relation to recommendation d. above, the Research Progression Appeal Panel will determine, in consultation with the course director, whether or not the student meets the requirements for entry to an appropriate taught postgraduate programme.
- 5.6.9.4 In addition, the Research Progression Appeal Panel may recommend to the Postgraduate Research Committee a change in the supervisory arrangements for the student.
- 5.6.9.5 The outcome of the Research Progression Appeal Panel must be submitted on a completed and signed PGR-3b form to Student Academic Administration. The status grades are defined as follows:
- G: Research to continue
 - NG: Research not progressing satisfactorily
 - T: Transfer to masters register
 - W: Withdraw/Discontinue studies

5.7 Location of Research

- 5.7.1 To qualify for a higher degree by research, students must be registered with the University of Limerick. The research may be carried out at the University of Limerick or at another location with the approval of the Postgraduate Research Committee or the Vice President Research or his/her nominee.
- 5.7.2 The Vice President Research or his/her nominee must be satisfied that the candidate can attend the University of Limerick for such periods as are necessary for the adequate supervision of the research or that satisfactory arrangements are in place.

5.8 Periods of Registration

- 5.8.1 The minimum period of registration for a master's degree by research is one year and for a PhD degree by research is three years. Where a student has been registered for research postgraduate studies at universities or institutions other than the University of Limerick, the Postgraduate Research Committee shall determine the year of study the student enters the master's or PhD programme subject to a minimum period of registration of one year at the University of Limerick.
- 5.8.2 The minimum period of registration for a professional doctorate programme is three years.
- 5.8.3 Registration for part-time research may be permitted by the University of Limerick provided that candidates can attend the University for such periods as are necessary for adequate supervision. Permission for such part-time registration, setting out all the circumstances, must be made at the time of registration. Research students on the full-time register who obtain other full-time employment after two years on the master's degree register or three years on the PhD register may apply in writing to the Vice President Research for transfer to the part-time register for the remainder of their registration. Such applications must have the written support of the supervisor.

Where transfer is effected, the new time limits apply from the original date of full-time registration.

5.9 Leave of Absence

- 5.9.1 In special circumstances (e.g. financial, medical or personal reasons), a student may be granted up to a period of one year's leave of absence off the register. Application should be made to the Vice President Research or his/her nominee. Supervisors should indicate any academic, contractual or financial implications to the student when leave of absence is requested. In exceptional circumstances and with the agreement of the Vice President Research or his/her nominee, this period may be extended up to one year.
- 5.9.2 Prior to readmission to the PhD or masters register, as applicable, the candidate must review in detail his/her work to date with his/her supervisor(s). Once the Research Postgraduate Readmission Form has been completed and signed by the student, supervisor and Head of Department, it should be forwarded to the Student Academic Administration Office.
- 5.9.3 In instances where the candidate's research or data has been superseded or any required facilities/resources are no longer available, the supervisor(s) and Head of Department will review any revised research proposal. The candidate may be required to present to a Research Confirmation Panel as per section 5.6.8. Once the revised research proposal has been agreed and the Research Postgraduate Readmission Form has been completed and signed by the candidate, supervisor(s) and the Head of Department, it should be forwarded to the Student Academic Administration Office.
- 5.9.4 In instances where the supervisory expertise in the original or new research area is unavailable, the Head of Department will recommend appropriate supervision arrangements to the Assistant Dean Research on the relevant PGR form (Alteration to Research Degree Supervisor(s) form). The recommendation will be approved by the Assistant Dean Research and forwarded to the Student Academic Administration Office.
- 5.9.5 On resumption of his/her studies, a candidate who has completed the minimum registration period for their research degree must re-register and pay the appropriate fee for a minimum of one year.

5.10 Generic and Transferable Skills Training

- 5.10.1 All research students are required to attend the annual induction programme for postgraduate researchers provided by the Graduate School. Additional to this, some faculties or departments may require students registered in their departments to attend short subject-specific induction courses.
- 5.10.2 All research students shall undertake to develop a personal development plan in consultation with their supervisor(s).
- 5.10.3 The training requirements of students on Structured PhD programmes will be determined in accordance with the requirements of the individual programmes.

5.11 Research Ethics

- 5.11.1 All research will be conducted in accordance with the policy of the University of Limerick Ethics Committee. See www.ul.ie/researchethics/.

5.12 Thesis Specifications

- 5.12.1 The thesis must be presented and produced in accordance with the University of Limerick *Procedures for the Preparation and Submission of Masters and Doctoral Theses* (see [Appendix](#)

[2](#)). Candidates who enrol on Joint Research awards will comply with the requirements of the coordinating institution and terms of the Memorandum of understanding.

- 5.12.2 The maximum permitted length for a master's degree thesis is 60,000 words and for a PhD thesis is 100,000 words.
- 5.12.3 The thesis shall be written in English, Irish or another language subject to the provisions set out in [Appendix 1](#), *Presentation of Masters and Doctoral Theses in a Language Other Than English*.
- 5.12.4 The practice of engaging professional editorial services is not permitted.
- 5.12.5 The University of Limerick recognises the importance of peer-reviewed publications and welcomes monograph-based or article-based theses for its research degrees. See [Appendix 2](#).

5.13 Copyright and Intellectual Property

- 5.13.1 Copyright in the thesis resides with the candidate. All other intellectual property (including inventions, discoveries, copyright in computer software (including source and object codes) and other kinds of copyright, semiconductor maskworks, trade secrets, know how, research data, tangible research property and similar property/rights) conceived, invented or reduced to practice by the candidate during, or as a result of, research undertaken at the University shall be the property of the University.
- 5.13.2 University policy with respect to ownership and exploitation of intellectual property is set out in the current University Intellectual Property policy (to which the attention of the candidate is drawn generally), copies of which are available from the Research Office. Benefits accruing to the University from the subsequent commercialisation of the intellectual property referred shall be allocated in accordance with such policy.

5.14 Examination Procedures

- 5.14.1 A thesis submitted for a master's degree must show evidence of independent enquiry and/or originality in either conclusions or method. A thesis submitted for a PhD degree must show evidence of independent enquiry, originality in the methods used and/or in the conclusions drawn and must make an appreciable new contribution to knowledge or thinking in the candidate's field.
- 5.14.2 By using the relevant PGR form, the candidate must obtain the agreement of his/her supervisor to submit the thesis for examination. The supervisor's agreement that the thesis be submitted may not be taken by the candidate as an *a priori* judgement that the candidate will be successful in his/her examination.
- 5.14.3 In the event that his/her supervisor does not agree to the submission of the thesis for examination, the candidate shall have the right to appeal to the relevant Head of Department. If the thesis is not to be submitted, the supervisor should give reasons in writing to both the candidate and Head of Department (or the Assistant Dean Research if the Head of Department is the supervisor). Following consultation with the relevant Assistant Dean Research, the Head of Department may ask an independent arbitration panel, which shall comprise two members of academic staff, one from the department and one external to the department, to consider whether or not the thesis is worthy of external examination. The recommendation shall be final.
- 5.14.4 The candidate shall submit the prescribed number of copies of the thesis to the Graduate School for examination.
- 5.14.5 The thesis must be accompanied by a statement, signed by the candidate, that the thesis represents the candidate's own work or, in the case of a thesis based on a group project, that indicates the extent of the individual's contribution and makes reference to any other thesis submitted or material published by each collaborator in the project.

- 5.14.6 The candidate's thesis shall be examined by an examination panel. Using the relevant PGR form, the supervisor, in conjunction with the relevant Head(s) of Department or Dean, shall nominate members of the Examination Panel to the Postgraduate Research Committee for its approval. When nominating members of the Examination Panel, due cognisance should be taken of any potential conflicts of interest, including those of a personal, research or professional nature.
- 5.14.7 The Examination Panel for a master's thesis will comprise an internal examiner and an external examiner. Where the candidate is a UL staff member, the internal examiner is replaced with a second external examiner. In the event that the external or internal examiner requests that a *viva voce* examination form part of the examination process or the examiners fail to agree, the Dean Graduate School will request the Head of Department or Faculty Dean to nominate a chairperson to the Examination Panel subject to approval by the Postgraduate Research Committee. For examination panels that include a chairperson, the chairperson shall not have been involved in the research and shall fulfil the supervisory requirements set out in section 5.5.
- 5.14.8 The Examination Panel for a PhD thesis will comprise an internal examiner, an external examiner and the Head of Department or Faculty Dean, or his/her nominee, who will act as chairperson. Where the candidate is a UL staff member, the internal examiner is replaced with a second external examiner.
- 5.14.9 The external examiner shall have a formal academic and/or professional qualification as well as expertise in the subject area and knowledge of the academic standards required for a PhD degree in the research area of the thesis being examined. Evidence of these requirements should be included in the external examiner's curriculum vitae, which accompanies the nomination of examiners for research degrees form. The external examiner shall not be a member of or affiliated to the University of Limerick, Mary Immaculate College, NUI Galway or St Patrick's College Thurles.
- 5.14.10 For PhD degrees, the internal examiner shall be an academic staff member of the University of Limerick, Mary Immaculate College, NUI Galway or St Patrick's College Thurles and shall be either a professor or the holder of a PhD degree.
- 5.14.11 For master's degrees, the internal examiner shall be an academic staff member of the University of Limerick, Mary Immaculate College, NUI Galway or St Patrick's College Thurles and shall be either a professor or the holder of a master's degree or higher.
- 5.14.12 Notwithstanding the provisions of 5.14.10 and 5.14.11, the Postgraduate Research Committee may, in exceptional circumstances, approve the appointment of an internal examiner not meeting the requirements specified above.
- 5.14.13 Following Postgraduate Research Committee approval, members of the Examination Panel shall be deemed appointed by the Academic Council.
- 5.14.14 An external examiner cannot examine more than two theses in any five-year period for the University of Limerick. This does not affect his/her role as external examiner on taught programmes or on the taught element of professional/structured PhDs. In exceptional circumstances, an appeal to allow the same external examiner to examine within the exclusion period can be made to the Vice President Research.
- 5.14.15 A *viva voce* examination is a required element of the PhD examination process and may be a required element of the master's examination process. Subject to the approval of the Postgraduate Research Committee and in exceptional circumstances only, an alternative assessment instrument to the *viva voce* may be utilised. The format of the examination is the responsibility of the examiners. Taking the wishes of the candidate into account, the supervisor(s) may attend the *viva voce* examination with the agreement of the Examination Panel. When the supervisor(s) is not in

attendance at the *viva voce* examination, s/he should be available for consultation, if required, with the Examination Panel. A code of practice for the *viva voce* examination is available at www.graduateschool.ul.ie.

- 5.14.16 When the examination of the thesis and, where applicable, the *viva voce* have been concluded, the examiners shall submit to the Graduate School the relevant (typed) PGR examiners' report form. Where both examiners are in agreement on the content of the report, a single report signed by both will fulfil this requirement. If a disagreement arises between the examiners, the chairperson is required to clarify and, where possible, reconcile differing viewpoints. If this is not possible, the examiners should submit separate reports to the Graduate School, and the matter will be referred to the Vice President Research. In exceptional circumstances, an additional external examiner may be asked to adjudicate.
- 5.14.17 The examiners' report must comment on the following areas:
- The overall standard and quality of research in the thesis
 - The original contribution the thesis makes to knowledge and scholarship
 - The writing style and overall presentation of the thesis
 - The ability of the student to defend the research in the oral examination
 - The nature of the amendments and/or corrections required
 - Conclusion and award recommendation
- 5.14.18 Where the examiners' report is completed in a language other than Irish or English, the examiners must include in the report a summary paragraph written in English that specifies the overall conclusion and award recommendation.
- 5.14.19 In the case of a master's degree, the examiners must make one of the following recommendations on the examiners' report form:
- a. The degree of Master of _____ be awarded
 - b. The degree of Master of _____ be awarded subject to the correction of any minor errors within a period of three months for reconsideration by the internal examiner
 - c. The degree of Master of _____ be awarded subject to the completion of any prescribed amendments within a period of six months for reconsideration by the internal and/or external examiner
 - d. No degree be awarded and the candidate continue on the masters register
 - e. No degree be awarded
- 5.14.20 In the case of a PhD degree, the examiners must make one of the following recommendations on the examiners' report form:
- a. The degree of Doctor of Philosophy be awarded
 - b. The candidate be awarded the degree of Doctor of Philosophy subject to the correction of any minor errors within a period of three months for reconsideration by the internal examiner
 - c. The candidate be awarded the degree of Doctor of Philosophy subject to the completion of any prescribed amendments within a period of six months for reconsideration by the internal and/or external examiner
 - d. No degree be awarded and the candidate continue on the PhD register
 - e. The candidate be awarded the degree of Master of _____ subject to the completion of any prescribed amendments within a period of six months for reconsideration by the internal examiner
 - f. No degree be awarded
- 5.14.21 In relation to the examiners' recommendations 5.14.19c and 5.14.20c above, the external examiner must indicate on the relevant PGR examiners' report form whether or not s/he wishes to review the thesis following the completion of the prescribed amendments. The candidate must

undertake these amendments in conjunction with his/her supervisor(s) in the timelines recommended by the examiners.

- 5.14.22 In relation to the examiners' recommendation 5.14.19b, 5.14.19c, 5.14.20b and 5.14.20c above, the candidate must be informed, by means of an annotated copy of the thesis, a typed list or both, of the corrections and/or amendments that need to be made to attain the relevant degree. The candidate must undertake these corrections and/or amendments in conjunction with his/her supervisor(s) in the timelines recommended by the examiners.
- 5.14.23 In relation to the examiners' recommendation 5.14.20e above, the candidate must be informed, by means of an annotated copy of the thesis, a typed list or both, of the amendments that need to be made to attain the master's degree and of the reasons why a PhD degree shall not be awarded. The candidate must undertake these amendments in conjunction with his/her supervisor(s) in the timelines recommended by the examiners.
- 5.14.24 In relation to the examiners' recommendations 5.14.19b and 5.14.20b above, the internal examiner or, in the case of the candidate being a University of Limerick staff member, the external examiner must confirm in writing to the Graduate School that the required corrections have been made to a satisfactory standard.
- 5.14.25 In relation to the examiners' recommendations 5.14.19c and 5.14.20c above, the internal examiner and, if applicable in accordance with regulation 5.14.21, the external examiner must confirm in writing to the Graduate School that the required amendments have been made to a satisfactory standard.
- 5.14.26 In relation to the examiners' recommendations 5.14.19c and 5.14.20c above in the case of the candidate being a University of Limerick staff member, one of the external examiners must confirm in writing to the Graduate School that the required amendments have been made to a satisfactory standard.
- 5.14.27 In relation to the examiners' recommendation 5.14.20e above, the internal examiner must confirm in writing to the Graduate School that the required amendments have been made to a satisfactory standard.
- 5.14.28 In relation to the examiners' recommendations 5.14.19b, 5.14.19c, 5.14.20b and 5.14.20c above, if a candidate does not resubmit the revised version of his/her thesis to the Graduate School within the prescribed time period, the examination process will be deemed to be concluded. Thus, the candidate's enrolment will continue on the relevant register.
- 5.14.29 In relation to the examiners' recommendations 5.14.19d and 5.14.20d above, where the candidate continues on the relevant register, the examination process will be deemed to be concluded. In due course and with the supervisor's agreement, the candidate will be required to commence a new examination process as per section 5.14. In this case, in so far as is possible, the same examination panel will be used.
- 5.14.30 In relation to the examiners' recommendation 5.14.20e above, if the candidate does not resubmit the revised version of his/her thesis to the Graduate School within the prescribed period, the examination process will be deemed to be concluded and the candidate's enrolment will continue on the masters register.
- 5.14.31 In relation to the examiners' recommendations 5.14.19e and 5.14.20f above, following the submission to the Graduate School of the examiners' report, which should provide a detailed review of the areas in which the thesis is deficient and a clear explanation as to why no degree shall be awarded, the examination process will be deemed to be concluded. The candidate's enrolment will continue on the relevant register and the candidate will need to be reviewed by a Research Confirmation Panel as set out in section 5.6.8.

- 5.14.32 In exceptional circumstances (certified medical or personal reasons), a candidate may, prior to the expiration of the prescribed time periods specified in 5.14.19 and 5.14.20, apply in writing to the Dean of Graduate School for an extension to the aforementioned time periods. An extension may be granted for a maximum of three months. If the candidate does not resubmit within the extended time period, the examination process will be deemed to be concluded. Thus, the candidate's enrolment will continue on the relevant register.
- 5.14.33 A candidate cannot submit his/her master's or PhD thesis for examination on more than two occasions.
- 5.14.34 The final outcome of the examination process shall be communicated formally to the candidate by the Graduate School. Neither an examiner nor any other person is empowered to communicate the result formally to a candidate before the official notification of the result to the candidate by the Graduate School. Where an examiner chooses to give the candidate an informal indication of the recommendation that will be submitted to the Graduate School, the examiner concerned must stress that the recommendation is subject to ratification by the Academic Council.
- 5.14.35 For candidates who have submitted the final hard-bound copy of their thesis in fulfilment of the requirement(s) specified in the examiners' report, a recommendation for the award of the relevant degree shall be presented to the next relevant University Examination Board for ratification by the Academic Council.
- 5.14.36 Following ratification of the degree award by the Academic Council, one copy of the thesis shall be forwarded by the Graduate School to the University of Limerick Glucksman Library.
- 5.14.37 Candidates who pursue Joint Research awards will comply with the examination requirements of the coordinating institution and terms of the Memorandum of Understanding.

5.15 Appeals

- 5.15.1 An appeal cannot be made against the examiners' decision. If the candidate wishes to appeal on the grounds of substantial irregularity in the process, the appeal will be considered as per the regulations in section 4.4.9. If the candidate wishes to appeal, the Vice President Research, in consultation with the Vice President Academic & Registrar, shall seek the Academic Council's permission to withhold the name of the candidate and the examiners' reports until after the hearing of the appeal.
- 5.15.2 The result of the appeal, whether upholding the examiners' recommendations or the candidate's appeal, will then be submitted, together with the examiners' report, to the Academic Council by the Vice President Research.
- 5.15.3 If the Academic Council upholds the student's appeal, the Vice President Research, in consultation with the Vice President Academic & Registrar and the Dean of Faculty and/or Head of Department concerned, shall invite two further examiners to read the thesis as it stood at the first examination.
- 5.15.4 If the examiners recommend revision and if the registration has lapsed, the candidate must reregister and pay the prescribed fee. The thesis must be revised and resubmitted for examination within a period of registration.

5.16 Review and Interpretation

- 5.16.1 The Vice President Academic & Registrar shall ensure that all these regulations are implemented. In the event of any disagreement or conflict with regard to the implementation or interpretation of any or all of the regulations, the matter shall be referred to the Academic Council, and its ruling shall be final.
- 5.16.2 The foregoing regulations are subject to review as required by the Academic Council.

5.17 Research Postgraduate Academic Regulations Appendices

Appendix 1

Presentation of Master's and Doctoral Theses in a Language Other Than English

1. Theses that constitute all or part of the requirement for the purposes of the award of a master's or doctoral degree of the University of Limerick may be presented in English, Irish or another language.
2. Use of a language other than English for thesis preparation shall be subject to the availability of academic staff who are competent in the language concerned.
3. The Assistant Dean Research of the faculty/faculties in which the postgraduate research is to be carried out shall be notified by the postgraduate student's supervisor(s) of the intention to present the thesis in a language other than English, and the language concerned shall be specified prior to the commencement of the postgraduate studies.
4. The Assistant Dean Research shall accordingly notify the Vice President Research of the postgraduate student's intention to present the thesis in a language other than English.
5. Where a postgraduate student, with the approval of his/her supervisor, proposes to present a thesis in a language other than English, the University must be satisfied that there are members of academic staff competent in the relevant language within the University who are capable of examining the thesis.
6. The Vice President Research shall ensure that the academic staff member being proposed as the internal supervisor/examiner is fully competent in the language in question.
7. As well as having appropriate expertise in the relevant field of study, the external examiner to be appointed shall be competent in the language in which the thesis is to be written.
8. In cases where the language of presentation is other than English, the choice of language for thesis presentation shall be determined by the postgraduate student's supervisor(s) in consultation with the relevant Head(s) of Department and the relevant Assistant Dean(s) Research.
9. An abstract in English or Irish shall accompany each of the three copies of the thesis that are lodged in the office of the Vice President Research for examination.
10. The library copy of the thesis shall be accompanied by a copy of the abstract in English or Irish.

Appendix 2

Requirements for the Preparation and Submission of Master's and Doctoral Theses

A master's thesis must be submitted as a monograph. A doctoral thesis can be submitted in either monograph or article-based format. Section 1 of this appendix presents the general requirements for the preparation and submission of a thesis. Section 2 presents the specific requirements for the preparation and submission of a monograph thesis (applicable to master's and PhD theses). Section 3 presents the specific requirements for the preparation and submission of an article-based thesis (applicable to PhD theses only).

Only theses prepared in accordance with the requirements specified below are acceptable for the award of higher degrees by research at the University of Limerick. It is the responsibility of the internal and external examiners to ensure that theses are prepared in accordance with the specified requirements.

1. General Requirements

1.1 Number of Copies

- 1.1.1 The candidate is required to prepare three soft-bound copies of the thesis, which s/he must submit to the Graduate School. The Graduate School will forward one copy each to the internal examiner, external examiner and supervisor.
- 1.1.2 At the conclusion of the examination process and when amendments and/or minor textual modifications (if required) have been made and signed-off as completed by the relevant examiner(s), the candidate must submit two hard-bound copies and one electronic copy of the final version of the thesis to the Graduate School. The Graduate School will deposit one hard-bound copy and one electronic copy of the thesis in the University of Limerick Glucksman Library and will send the other one hard-bound copy to the supervisor.

1.2 Language

- 1.2.1 The thesis shall be written in English, Irish or another language subject to the provisions set out in Appendix 1 of the research postgraduate academic regulations.

1.3 Format for presentation

- 1.3.1 The thesis must be submitted on A4 white 80g/m² paper. The thesis must be printed on both sides of the page, and a 12-point, serif typeface must be used (e.g. Times New Roman).
- 1.3.2 Double or one-and-a-half line spacing must be used in the body of the text. Single spacing may be used for footnotes and indented quotations.
- 1.3.3 Margins at the binding edge must be not less than 40mm and the other margins not less than 20mm.

1.4 Pagination

- 1.4.1 Pages should be numbered consecutively throughout the text, including whole pages of photographs or diagrams. Where the thesis consists of more than one volume, the pagination should indicate the Arabic number of the volume as well as the page number of the particular volume.
- 1.4.2 Page numbers should be inserted at the bottom of the page and approximately 20mm above the edge of the page.
- 1.4.3 Appendix titles should be preceded by Appendix A or 1, Appendix B or 2 etc, as follows:
 - Appendix A/1 Title of Appendix A/1
 - Appendix B/2 Title of Appendix B/2
 - Appendix C/3 Title of Appendix C/3

1.5 Title Page

- 1.5.1 The title page of each volume of the thesis should contain the following information:
 - a. The full title of the thesis and the sub-title (if any)

- b. If there is more than one volume, the total number of volumes and the number of the particular volume
- c. The full name of the author (as recorded on his/her birth certificate) with, if desired, any qualifications or distinctions
- d. The award for which the thesis is submitted to the University.
- e. The name of the university. Where the University of Limerick logo is used at the top of the title page, it must conform to the UL [corporate specifications](http://www.ul.ie/graduateschool/research-thesis-submission) (<http://www.ul.ie/graduateschool/research-thesis-submission>).
- f. The name(s) of the supervisor(s) of the research
- g. As the last line on the page, the statement 'Submitted to the University of Limerick, (Month) (Year)'

1.6 Abstract of Thesis

- 1.6.1 An abstract in English or Irish, not exceeding 300 words or one page in length, should be bound as an integral part of the thesis and should precede the main text.
- 1.6.2 The abstract should be printed in single spacing and should indicate the author and title of the thesis in the form of a heading.
- 1.6.3 A separate copy of the abstract should accompany the electronic copy of the submitted thesis.

1.7 Length of Thesis

- 1.7.1 A master's thesis should not exceed 60,000 words. A PhD thesis should not exceed 100,000 words. The word-count limits apply to the abstract and numbered chapters only.
- 1.7.2 The word counts are maxima, and it is expected that the majority of theses will be considerably shorter.

1.8 Presentation of References

- 1.8.1 References must follow consistently:
 - a. The BS ISO 690:2010 standard. This gives guidelines on the name-date, numeric and running notes style. It forms the basis for the guidelines to the Harvard (Name-Date) referencing style specified by the Glucksman Library in the [Referencing Guide](http://libguides.ul.ie/referencing-citeitright) section of its website: <http://libguides.ul.ie/referencing-citeitright>.
or
 - b. A recognised standard appropriate to the discipline and agreed with the supervisor.

1.9 Binding and Cover

- 1.9.1 The final version of the thesis must be securely bound within boards in such a way that sheets cannot be removed or replaced. Any photograph or diagram that is not reproduced integrally with the text should be fixed firmly in place. The boards should have sufficient rigidity to enable the thesis to stand upright on a shelf without other support. The binding should be such as to enable the pages to lie flat when the thesis is placed lying down and opened at any page. The colour of the cover boards for the final version of the thesis shall be black for a master's thesis and burgundy for a doctoral thesis.
- 1.9.2 The front cover of the thesis must contain the following information only:
 - a. The title of the thesis in at least 24-point (8mm) print
 - b. The name of the candidate: one forename, other forenames initialised and the candidate's surname
 - c. The award for which the thesis is submitted and the year of submission
 - d. Where the thesis consists of more than one volume, the volume number and the total number of volumes

The same information (excluding the title of the thesis) must be printed in at least 24-point (8mm) print along the spine of the cover in such a way as to be easily legible when the copy is lying flat with its front cover uppermost. All lettering on the cover and spine must be clearly legible.

1.10 Electronic Copy

- 1.10.1 The electronic copy must be submitted as a single file in PDF format, or similar fixed format, to allow viewing and printing of the document exactly as it appears in the final hard-bound version.
- 1.10.2 The file must be submitted on a portable data storage device, i.e., CD, memory stick, etc., together with the hard-bound copies.

1.11 Other Requirements

- 1.11.1 The University of Limerick will arrange appropriate and convenient access by the internal and external examiner(s) to such facilities as are required for the full and proper assessment of the thesis.
- 1.11.2 In the case of a thesis in which the development of computer software is a primary objective, the candidate's supervisor, in consultation, as necessary, with the internal and external examiner(s), shall specify how such software is to be presented, and may specify any or all of the following forms:
- a. On an appropriate storage medium or other relevant electronic format, as specified
 - b. By a working demonstration
 - c. Appropriate printouts or report produced by the software
 - d. Appropriate flowcharts and other system documentation
 - e. Any other appropriate form prescribed
 - f. Printed listing of source or other code. Such listings may consist of:
 - (i) closely packed high-quality printed code, reduced and bound in with the thesis as an appendix on A4 paper
 - (ii) normal listing bound separately as an appendix in good-quality standard computer binding
 - (iii) such other form as may be specified
 - g. In the case of source code, the candidate may, with the prior approval of the supervisor and of the office of the Vice President Research, arrange that the code is listed and bound in such a way as to enable the confidentiality of the code to be preserved for a specified period following assessment of the programs by the examiners.
 - h. Where a full listing of source code is provided, the candidate must also provide sample test material to facilitate testing by another user.
- 1.11.3 In the case where a process or artefact (e.g., music composition or other work of fine art, machine, working model or prototype, sculpture, etc.) produced or developed by the candidate forms a significant part of the thesis or in the case of a research degree based on practice research, the University will arrange appropriate and convenient access to the process or artefact for the purposes of assessment by the internal and external examiner(s).
- 1.11.4 In all cases of presentation of theses under special arrangements as approved in accordance with paragraphs 1.11.2 and 1.11.3 above, the candidate must, in addition to whatever, if any, other documentary material forms part of the thesis, present a written account of the programme of work leading to the completion of the research. This account should be bound in with the other documentary material in accordance with the requirements specified above or, if there is no such material, should be presented separately in accordance with those requirements. Photographs, slides, films, tapes, disks or other permanent records relating to the thesis product should, where practicable, be similarly bound.

1.12 Pre-publication, Copyright and Intellectual Property

- 1.12.1 The candidate is encouraged to publish material before presenting the thesis. Reference to such published material should be listed in an appendix to the candidate's thesis.
- 1.12.2 Copyright and other intellectual property (IP) regulations are specified in chapter 5, section 5.13. It is important that issues relating to IP and publishers' copyright are resolved before the thesis is submitted. Accordingly, candidates are required to obtain from copyright holders (normally the publisher) permission to republish their already published work and to include in an appendix a declaration stating that permission has been granted.

- 1.12.3 Candidates must agree with their primary supervisor(s) the final content of the thesis, including the number of published papers and any externally funded contractual obligations, including IP and confidentiality issues that may pertain to the underpinning research.
- 1.12.4 The Glucksman Library will retain its copies of the thesis and will make these copies available for consultation, in the library and on the University of Limerick Institutional Repository (ULIR), in accordance with normal academic library practice and subject to 1.12.6 and 1.12.7 below.
- 1.12.5 The Glucksman Library will make provision for the inclusion of a description and abstract of the thesis in appropriate directories of abstracts for reference by the international academic community.
- 1.12.6 In cases where the material in the thesis is confidential or proprietary, the internal and external examiner(s) are required to sign a non-disclosure undertaking in respect of the material comprising the thesis.
- 1.12.7 The primary supervisor should advise the office of the Vice President Research with regard to the basis on which access to the thesis for purposes of research may be given to third parties.
- 1.12.8 In cases where the material in the thesis has been deemed to be confidential or proprietary by the Vice President Research, the Glucksman Library shall embargo access to both the hard-bound and electronic copies of the thesis for a specified time after they have been lodged in the library. This embargo will cease after five years but may be extended at the request of the Vice President Research.
- 1.12.9 Notwithstanding paragraph 1.12.7, a hard-bound and electronic copy of the final version of each thesis completed in the University of Limerick must be deposited in the Glucksman Library in the interest of academic and historical scholarship.

1.13 Submission and Presentation of Final Thesis to the Examination Board

- 1.13.1 The two copies of the final hard-bound thesis must be submitted to the Graduate School no fewer than five working days prior to the meeting of the University Examination Board that will recommend on the award to the candidate in question. The Vice President Research or his/her nominee will certify to the Examination Board that two hard-bound copies and one electronic copy of the thesis have been received.

2. Specific Requirements: Monograph Thesis

- 2.1 Monograph style is the conventional style in which theses are presented. The work is laid out in a series of chapters, typically following this structure: introduction, literature review, methodology, results, discussion and conclusions.
- 2.2 The following list shows a suggested structure for the presentation of material in a monograph thesis. Students are advised to check with their department for any specifications that may be stipulated by that department.

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Abstract

Declaration

Acknowledgement (optional)

Dedication (optional)

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3. Specific Requirements: Article-based PhD Thesis

3.1 Overview

- 3.1.1 An article-based thesis comprises a number of interrelated but independent research articles (at least three and usually four or five) that are produced by the PhD candidate while registered as a research student.
- 3.1.2 As there are various academic conventions associated with each discipline in terms of (i) authorship; (ii) the minimum number of articles required; and (iii) the appropriate word count within published articles, some faculties or departments may have specific guidelines that must be adhered to by candidates who choose the article-based thesis format. Articles that are in draft form are excluded.
- 3.1.3 The articles must be published, pending publication or accepted for publication in peer-reviewed academic journals.
- 3.1.4 An article that is ‘pending publication’ is defined as an article that has been verified by a letter from the journal editor stating that the article has been accepted in a final form and is awaiting publication in a specified forthcoming issue/volume. The signed letter of verification must be included as an appendix in the thesis.
- 3.1.5 An article that is ‘accepted for publication’ is defined as an article that has been reviewed by the journal editor and deemed to be suitable for publication at a future date subject to minor corrections. A signed letter confirming the status of the article must be included as an appendix in the thesis.
- 3.1.6 Conference papers cannot be included. Publications that essentially report the same data or findings to separate readerships are considered as a single publication.
- 3.1.7 It is expected that the articles presented shall deal with the same research question or set of questions. The publications included in the thesis may include jointly written papers, although the candidate must normally be the principal author of a major part of the work. Disciplinary differences regarding policy on authorship will be respected.
- 3.1.8 The number of articles required will depend on the scope of the work and on the candidate’s contribution to them. In cases of multi-authored articles, in addition to the statement at the start of each chapter, candidates are required to provide a signed statement in an appendix specifying their contribution to the work. The statement must be verified and signed by the primary supervisor(s) and principal co-authors.
- 3.1.9 Candidates should be the main author on at least 50% of the published work and should be able to demonstrate clearly in the thesis and examination that they are the primary investigator of the research findings. Joint and co-authorship is encouraged as a general principle. However, the publications should demonstrably be based on the candidate’s research and reflected through first authorship of at least half, and ideally the majority, of the publications.

3.2 Format and Presentation of the Article-based PhD

- 3.2.1 There should be a logical sequence to the thesis. While each chapter comprises a published article, the chapter must include a preamble and a statement of the contribution the candidate made to the publication (if there are more than one author – see no. 3.1.8 above). A concluding statement or discussion that leads the reader to the next article should be added to the end of the chapter.

- 3.2.2 The articles should be presented in manuscript format and not as journal-ready files, such as the PDF file with full journal formatting. Full citation details for the work must be provided, including a URL link to the journal and ISSN number, where appropriate. (The inclusion of copies of final-format PDFs of the published work in an appendix to the thesis is problematic because of the varying views of publishers on copyright issues.)
- 3.2.3 A concluding chapter must be included to summarise and discuss the results of the research. This final chapter should present a critical synthesis or analysis of the overall contribution of the work to the relevant discipline.
- 3.2.4 The published and thesis versions of an article do not have to match exactly, although generally it is expected that they will be very similar. While slight variations may exist between the two versions (introduced at the proof-reading stage, for example), the document included in the thesis will generally be the final accepted manuscript of the article.
- 3.2.5 The following list shows a suggested structure for the presentation of material in an article-based thesis. Students are advised to check with their department for any specifications that may be stipulated by that department.

Title Page

Abstract

Declaration

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3.3 Library Versions

- 3.3.1 In line with UL policy, PhD theses submitted in article-based format will be made available electronically in the UL Institutional Repository (ULIR) subject to agreed procedures with the library – see no. 1.12 above.
- 3.3.2 The electronic version should be exactly the same as the printed version. Prior to submission, candidates should check with the publisher or ULIR administration to determine the publisher's open access policy as it is possible that the candidate cannot include some published articles online in a particular form or before a specific period of time has passed. The ULIR administration will redact any embargoed material and link to the definitive published version from the ULIR record.

Appendix 3

Research Postgraduate Forms

Name of Form	Form Code
Nomination of Examiners for Master's and Doctoral Degrees by Research	PGR-1
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These forms are designed to ensure that each stage of the postgraduate student's progress is correctly administered in accordance with the research postgraduate academic regulations. The stage and/or process to which each form applies is referred to in the title of the relevant form.

The forms are available on the Postgraduate Research Forms page of the Current Students section of the [Graduate School website](#).

Appendix 4

Structured PhD Programmes

1. Doctor of Philosophy

As with all PhDs, the core component of a Structured PhD programme is the advancement of knowledge through a high-quality experience of original research which is integrated with professional development. The programme will develop the students' research skills and generic and transferable skills through a formalised and integrated programme of activities. Taught modules are integral to this programme of activities and may include both transferable skills development and discipline-specific modules. The choice of specific activities can be tailored to suit the requirements of individual students and to reflect the disciplinary requirements in each broad field.

A **Structured PhD programme** is created when a group of doctoral supervisors work together to create a coherent shared experience for their Structured PhD students. The programme comprises advanced education, training and research focused on an identified area of study. The Graduate School will establish and publish criteria by which the University will formally recognise, through Academic Council, Structured PhD programmes.

Structured PhD programmes will be managed by a **Doctoral Programme Board**, which may be inter-institutional, and will work under the direction of a **Programme Director**. The Doctoral Programme Board will review the operation of the PhD programme on a regular basis and will be required to ensure that students are acquainted with the regulations relating to their programme of study. A University of Limerick **Programme Director**, who is a member of the Doctoral Programme Board, will direct the operation of the programme within the University of Limerick. The Doctoral Programme Board may formulate local regulations that relate to their programme, thus ensuring that they do not conflict with University of Limerick academic regulations.

2. Entry Requirements, Application Procedures and Registration

An applicant applying for admission onto a Structured PhD programme should, in the first instance, contact the Doctoral Programme Board, which will advise on the applicant's suitability to make an application to a participating institution for a position on the programme.

All students applying to the University of Limerick must fulfil the University's admissions requirements and procedures, including those relating to specific programme requirements as outlined in chapter 5. Applicants will formally be considered for admission at the monthly meeting of the Postgraduate Research Committee and processed by the Postgraduate Admissions Office. The candidates will be registered on the PhD register in accordance with the regulations specified in chapter 5.

3. Research Supervision

The Graduate School will appoint a principal supervisor of the candidate's research and, where appropriate, may appoint a second and additional supervisor(s) on the recommendation of the University of Limerick Programme Director and with the approval of the relevant Head(s) of Department. In instances where the principal supervisor is not known at the commencement of the Structured PhD programme, the Graduate School will appoint a provisional supervisor on the recommendation of the Head(s) of Department and the University of Limerick Programme Director.

The principal supervisor must be a member of the academic staff of the University whose appointment has been approved by the Governing Authority. The principal supervisor will be an active researcher in the broad area of the student's research topic and will usually hold a doctoral degree.

Where a supervisor retires or resigns from the staff of the University or for any other reason is unable to continue to supervise the research, the Head of Department shall inform the Graduate School. On the recommendation of the Head of Department and the University of Limerick Programme Director, the

Doctoral Programme Board shall make appropriate arrangements for the supervision of the student, including, where required, the appointment of a new supervisor.

For Structured PhD programmes, the Doctoral Programme Board will formally constitute for each student a **Structured PhD Supervisory Panel**, with a minimum of three members, comprising the principal supervisor, an additional supervisor (or supervisors) and (optional) additional advisers (the advisers' role should not involve explicit supervision but shall focus on general issues). The Supervisory Panel will be formalised within six months of initial registration. The Structured PhD Supervisory Panel will support and advise the student and supervisor(s) throughout the structured programme. The Structured PhD Supervisory Panel is chaired by the principal supervisor. The panel may be formed on an inter-institutional basis. The Structured PhD Supervisory Panel will participate in the annual assessment of progression.

The members of the Structured PhD Supervisory Panel will normally have sufficient experience of supervising doctoral students and/or the relevant academic expertise required to support and enhance the supervisor-student relationship effectively. The panel members shall normally be members of the academic staff of the University, or adjunct, visiting or affiliated academics or professionals.

The duties and obligations of the principal supervisor, additional supervisors and advisers may not be delegated.

The research for the PhD degree shall largely be carried out under the direct supervision of the supervisor(s), which may include research visits to other institutions. However, if a substantial proportion or all of the research is to be carried out elsewhere under the general supervision of the supervisor(s), the prior approval of the Graduate School must be sought. The Doctoral Programme Board may permit research to be conducted elsewhere on a case-by-case basis or may establish formal mechanisms for inter-institutional mobility of research students in the context of inter-institutional graduate programmes. The arrangements for inter-institutional mobility of research students shall be subject to review by the Doctoral Programme Board and to any policy on credit transfer that the University may establish.

4. Structured PhD Programme

The PhD degree is awarded on successful completion of a Structured programme of research, study and personal and professional development, prescribed by the supervisor(s), with the advice of the the Structured PhD Supervisory Panel. Structured PhD programmes shall comply with the policies and regulations of the University and such guidelines as may be published by the Graduate School.

The University records work conducted in the pursuit of research degrees on a credit basis, so that one calendar year of full-time research is considered equivalent to 90 ECTS credits. Where research is conducted on a part-time basis or combined with taught activity, the credit value of the research activity must reflect the actual time devoted by the student to research.

The total credits from a combination of the taught and research elements of a Structured PhD will not be fewer than 300 and not more than 360 ECTS credits. Within these overall limits, the credits for the Structured PhD are made up as follows:

- A research thesis equivalent to 270 ECTS credits
- Discipline-specific modules, research skills and generic and transferable skills to a maximum of 90 credits

A Structured PhD programme will usually consist of two stages. Stage 1 will largely comprise technical/subject-specific courses and generic skills training alongside early stage research. Stage 2 will largely focus on the research leading to the completion of the thesis but may also include some further coursework and training.

Credit for taught modules is awarded after satisfactory completion of the modules and successful completion of any associated assessment.

Research and generic skills training, including experiential research training, may also be delivered as modules with credit volumes determined by the student effort involved, specified learning outcomes and appropriate assessments. The credit for such modules is awarded after satisfactory completion of the modules and successful completion of any associated assessment.

Credit for original PhD research activity shall only be awarded where the work conducted has been assessed on the basis of a submitted thesis in acceptable form and deemed to be of a satisfactory standard.

Students will be required to agree educational, training and personal and professional development needs with their Structured PhD Supervisory Panel, which, along with the proposed programme of research, will inform the development of a Personal Development Plan (PDP). The Structured PhD Supervisory Panel will monitor progress against the prescribed programme of research and study and the PDP on a regular basis but at least once per year. Where the Structured PhD Supervisory Panel considers that progress or the arrangements for supervision of the student are not adequate, and such inadequacies cannot be resolved, the Structured PhD Supervisory Panel will inform the Head of Department, the University of Limerick Programme Director and the Graduate School.

5. Progression for Students on Structured PhD Programmes

The Doctoral Programme Board will establish appropriate processes and procedures to monitor the progress of individual PhD students registered in the department or programme and to assess each student formally at the end of Stage 1 of the Structured PhD. These processes and procedures will comply with the regulations and policies of the University and such guidelines as may be agreed from time to time by the University or the Doctoral Programme Board, and should be reviewed at appropriate intervals by the Graduate School.

The Doctoral Programme Board will establish an Assessment Panel or Panels to assess the progress of the student and their competence and capacity to complete a doctorate at the end of Stage 1 and at any other suitable point in the programme. The Assessment Panel must have the experience and disciplinary expertise to conduct the assessment. The Assessment Panel will base its judgement at the end of Stage 1 on a written statement of progress and a research plan from the candidate, and a written progress report from the principal supervisor, and satisfactory completion of the modules in Stage 1. These may be integrated into the Personal Development Plan (PDP). The Assessment Panel may also require a presentation from the student and may interview the student and/or the principal supervisor. The assessment panel will, subject to review by the Head of Department and the University of Limerick Programme Director, make one of the following recommendations to the Graduate School:

- (i) That the student should progress to Stage 2 of the Structured PhD
- (ii) That the student should resubmit for further assessment after a prescribed period
- (iii) That the student should transfer to another graduate programme
- (iv) That the student should graduate with a graduate diploma or master's degree, subject to the regulations of the relevant Structured PhD programme
- (v) That the student's registration be terminated and that the student be awarded a certificate of credit for any modules for which credit has been awarded

The Assessment Panel or Graduate School may recommend a second formal assessment of progress and competence within Stage 2 of the Structured PhD, or such an assessment may be a normal element of a Structured PhD. This will most often occur where there are substantial taught and research training elements in Stage 1, and insufficient opportunity for the candidate to demonstrate capacity to pursue original doctoral research. The Structured PhD Supervisory Panel will recommend the nature and timing of any such assessment. The formal Confirmation Process for continuation on the PhD register will normally occur after this second formal assessment, or in programmes which do not implement a second formal assessment, after the assessment at the end of Stage 1.

6. Responsibilities of Candidates

Candidates are required to pursue the programme of research, study and personal and professional development prescribed by the supervisor(s) and to work with their supervisor(s) to meet the requirements articulated in the Personal Development Plan (PDP).

Candidates cannot register concurrently for another programme without the approval of the Graduate School.

When undertaking their research, candidates must comply with the University's research regulations, policies and guidelines, including guidelines on research ethics.

7. Preparation and Submission of the Thesis for Examination

The preparation of the thesis for submission should conform to the University's academic regulations and procedures as outlined in chapter 5, appendix 2.

8. Examination of the Thesis

Existing University of Limerick procedures, as outlined in chapter 5, will apply and will be supplemented by the following provisions:

- All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as the thesis has been deposited in the library and is publicly available.
- A printed and **electronic copy of each thesis** on the basis of which the degree of PhD has been awarded shall be submitted to the Graduate School for deposition in the library.
- All theses remain the property of the University of Limerick. All issues relating to intellectual property will be subject to the University's practices and policies.

9. Official Transcript

All taught courses, including technical/subject-specific courses and transferable skills training events, will be recorded on the student's final transcript. Technical/subject-specific courses will be graded as per the regulations in chapter 5. Transferable skills courses will be graded on a pass/fail basis. An "Audit" grade will be used to give formal recognition on the student's transcript of courses for which the student attended no less than 80% of the contact hours for the course but did not participate in the assessment instruments of the course.

Appendix 5

Professional Doctorate Programmes: (Doctor of ...)

1. Professional Doctorate

A professional doctorate is a practice-based (or practitioner work-based) level 10 specialist qualification that incorporates both a taught and research component. The qualification, which is designed to promote professional development in a specific academic discipline, is normally pursued on a part-time basis. For some professions, the qualification is an entry-level requirement. The general aim of these higher degrees is to develop novel approaches to integrating academic and professional knowledge. Professional practice is a key tenet for the experienced professionals undertaking the qualification because the candidate taking the professional doctorate programme is expected to make a contribution to both theory and practice in their field. The final award shall be determined in accordance with chapter 2, section 2.9 of this handbook.

Common to all professional doctorate qualifications and in keeping with the traditional PhD is the completion by the candidate of an original piece of research presented as a thesis and examined by an expert in the relevant field. The research project usually relates to 'real-life' issues in a professional practice context. Professional doctorates generally include taught elements, such as lectures, seminars, workshops and practice-based placement. Such elements are formally assessed through a combination of course work, examinations, practical demonstrations and a thesis.

While both a professional doctorate and traditional/structured PhD qualification confer a doctorate-level qualification on a successful candidate, the two qualifications are distinct in format and function. A PhD is a research-based doctoral programme of study of an academic nature where a total value of 270 ECTS credits is assigned to the thesis. While a professional doctorate programme is as challenging as a PhD and culminates in a qualification of equal status to a PhD, it is more appropriate for those wishing to pursue professional, industry-based rather than academic careers or those who are interested in gaining accreditation or reflecting on and adding to best practice.

2. Entry Requirements, Application Procedures and Registration

A person who wishes to apply to the University of Limerick for admission onto a professional doctorate programme should, in the first instance, contact the relevant programme course director, who will advise on the applicant's suitability to the programme.

Applicants must fulfil the University's academic regulations and procedures (chapter 5, section 5.4), including those relating to specific programme requirements as advised by the Doctoral Programme course director. Applicants apply for a place on a specific professional doctoral programme through UL's online taught postgraduate application system, which is accessible through UL's website. Applications for a professional doctorate programme are not processed by the Postgraduate Research Committee.

Registration for the programme must be completed prior to the end of Week 1 of the first semester during which the programme commences.

3. Research Supervision

The candidate will be assigned a principal supervisor in line with the academic regulations for supervisory panels and supervision (chapter 5, section 5.5). For particular professional doctorate programmes, an additional external supervisor may be appointed to support the candidate. However, this appointment should not conflict with the academic regulations that apply to supervision or to the appointment of external examiners.

4. Programme Structure

The taught and research elements of the programme are interdependent. Therefore, an un-denominated degree award with a nomenclature of Doctor of [Profession Name] is awarded on the successful completion of a programme of taught modules where a cumulative QCA of 3.00 or greater has been attained and a thesis has been examined and deemed to be satisfactory. Progression is based on the successful completion of a series of modules, one of which deals specifically with the candidate's research to date. Due to the nature of the

professional doctorate qualification, candidates must complete any amendments that are prescribed by the thesis examiners within the agreed timeframe as defined by the relevant professional doctorate programme board.

The professional doctorate carries a total value of 270 ECTS credits. The research thesis related to a particular professional doctorate programme should be worth no fewer than 135 and no more than 200 ECTS credits. Due to the nature of the professional doctorate programme, it is not usual to have an exit award. However, if an exit award is approved by the University for a professional doctorate programme, cognisance must be taken of the proportion of discipline-specific content completed within the taught element of the programme. In terms of the title of the exit award, it is important for the doctoral programme board to ensure that the title does not conflict with a full programme award title from another institution.

Because the professional doctorate is a discrete programme, candidates registered on a professional doctorate cannot transfer to a research master's or traditional/structured PhD programme.

5. Responsibilities of Candidates

Candidates are required to pursue the programme of research, study and personal and professional development defined within the programme and adhere to the deadlines specified within each specific module. As the programme follows the regulations for taught programmes, candidates will not be granted extensions beyond semester grading deadlines.

Candidates cannot register concurrently for another programme without the approval of the Graduate School.

When undertaking their research, candidates must comply with the University's research regulations, policies and guidelines, including guidelines on research ethics.

6. Preparation of the Thesis

The preparation of the thesis should conform to the University's academic regulations and procedures as outlined in chapter 5, appendix 2, section 2.2.

7. Examination of the Thesis

The relevant professional doctorate Doctoral Programme course director and/or Doctoral Programme course board is responsible for nominating examiners, administering the *viva voce* and submitting the final examination result to Student Academic Administration. In terms of the examination of the thesis, section 5.14 will apply to the selection of examiners and to the *viva voce* examination. In addition, cognisance should be taken for the following points:

- In some professional doctorate programmes, external examiners may be appointed to examine a cohort of candidates on a programme.
- All matters relating to the examination of the thesis must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a candidate's thesis until such time as the thesis has been deposited in the UL library. All theses remain the property of the University of Limerick. All matters pertaining to copyright and intellectual property shall be dealt with under section 5.13.
- Some external professional bodies operate within a regulatory framework that requires candidates who have been awarded a professional doctorate to comply and register with the body that oversees their profession.
- Any appeal of the thesis examination outcome will be dealt with under section 5.15.

Appendix 6

Joint Research Awards

The University of Limerick (UL) supports links and collaborations with other appropriate partners, including higher education institutions and industry partners. Where appropriate and in line with UL's strategic goals, the University will enter into agreement, on an individual-case basis, with such higher education partner institutions for accrediting and awarding joint research awards to students who undertake their higher research degree at UL *and* at partner institution(s). Joint research awards must be approved by the UL Vice President Academic & Registrar and his/her equivalent officer at the partner institution by way of a memorandum of understanding (MoU) between the partner institutions.

1. Definitions

Joint research award: An award at NFQ level 9 or 10 or equivalent jointly made by UL and one or more partner institutions to a student who has studied for his/her higher research degree at UL *and* at one or more of these partner institutions.

Lead institution: The institution of the primary supervisor and where the relevant administrative, examination and financial processes are undertaken and accepted as meeting the requirements of the partner institutions.

Memorandum of understanding (MoU): A document that outlines the duties and responsibilities of each institution.

2. University of Limerick Consent

- 2.1 For joint awards, permission to proceed with the development of an MoU must be obtained from the VPA&R using form JA1. Once approval is gained, an MoU must be developed.
- 2.2 An MoU will be drawn up for each approved joint research award proposal prior to the student's application to enrol in UL (Form JA2). The MoU from a lead institution other than UL will ensure that:
 - The research project title is identified and the aims, objectives, research methodology and project description is included.
 - The duties and responsibilities of the participating institutions are identified.
 - Supervisors are identified and supervision arrangements are consistent with UL's regulations.
 - The financial responsibilities of the partner institutions are identified.
 - A lead institution is identified from the participating institutions to manage student recruitment, progression, thesis examination and research project management. On request, the lead institution will provide these details to the participating institutions.
 - Approval from UL's Vice President Research or his/her nominee is required for the appointment of external examiners.
 - The intellectual property of the participating institutions is protected.
 - A time limit for the life of the MoU is specified.
 - A termination and dispute resolution process is specified.

If there is more than one institution involved in the collaboration, a single MoU – preferably that of the lead institution – should be agreed.

- 2.3 The MoU signed by the partner institution(s) will be considered by the VPA&R for approval and signature.
- 2.4 Where UL is not the lead institution, the student must spend a minimum of one fee-paying year at UL.
- 2.5 Where UL is the lead institution, the student can spend a maximum of two years at the partner institution(s).

3. Application/Enrolment

- 3.1 Whether or not UL is the lead institution, all applicants on joint award programmes will apply through the normal UL process (section 5.3).
- 3.2 The approved MoU agreement must be attached to the student's application. Where UL is not the lead institution, the application must be accompanied by confirmation that the applicant has enrolled at the lead institution. If UL is the lead institution, the Graduate School will supply a letter confirming enrolment to the partner institution.
- 3.3. In conjunction with 3.1 and 3.2 above, a change to joint award status for current students will be considered by review of an MoU at the UL Postgraduate Research Committee after submission by the Faculty Postgraduate Research Committee.

4. Yearly Progression

- 4.1 Where UL is the lead institution, the normal progression regulations apply (section 5.6). For research students who are researching at a partner institution (as a resident and not on a short visit) at the time of the progression panels, the supervisor must furnish a report to the progression panel, outlining the progress of the research to date and indicating the dates of the visit. The outcome of the progression process will be conveyed by the UL supervisor to the partner institution.
- 4.2 Where UL is not the lead institution, the progression regulations of the lead institution apply. The UL supervisor will be responsible for informing the relevant UL progression panel of the decision of the lead institution and, where necessary, the subsequent outcome of the lead institution's progression process.

5. Examination

- 5.1 Where UL is not the lead institution, the supervisor will arrange for the outcome of the final examination to be notified to the UL Graduate School by submission of a copy of the examiner's report. Recommendation of the award will be noted at the UL Academic Council Examination boards, with ratification taking place at the following Academic Council.
- 5.2 Where UL is the lead institution, the UL Graduate School will forward a copy of the external examiner's report to the relevant office of the partner institution.

6. Parchments

- 6.1 The design, position of crests and signatures on parchments must be approved by the office of the UL Vice President Academic & Registrar.

6. Code of Conduct

Section 1: General Principles and Types of Offence

- 1.1 This Code of Conduct and the matters contained therein shall govern the conduct of and apply to all persons studying, whether whole-time, part-time or otherwise, in the University of Limerick, and such persons shall thereafter be referred to as the Campus Community.

The University may have agreements in place for visiting students from other institutions, and in certain situations, the discipline process from that institution may apply to these students.

- 1.2 Members of the Campus Community shall:

- (a) Not engage in any conduct liable to or calculated to infringe the rights or lawful activities of others on the University Campus or otherwise engage in any activity calculated or likely to bring the University into disrepute, whether on the University property or otherwise.
- (b) Treat all property of or on the University Campus with respect and shall not cause any damage to any such property.
- (c) Not enter any property or facilities (including electronic access to computer facilities) on the University Campus where entry to such property or facilities is not authorised or is prohibited.

For the purpose of this Code of Conduct, the University of Limerick and the University Campus shall be deemed to mean all property occupied or under the control of the University of Limerick, including, but without prejudice to the generality of the foregoing, student villages.

- 1.3 It shall be an offence to engage in any act or conduct contrary to the matters set out above.
- 1.4 Without prejudice to the foregoing, this Code of Conduct shall also apply to a member of the Campus Community while on cooperative education placement, teaching practice, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the member's programme of study.
- 1.5 Without prejudice to the matters herein before set out, it shall be deemed to be a major offence for any member of the Campus Community to:
- (a) Assault or abuse physically or verbally any other member of the Campus Community or any other person on the University Campus.
 - (b) Bully or harass, sexually or otherwise, any other member of the Campus Community or any other person on the University Campus.
 - (c) Engage during one's programme of study in conduct that is harmful to others while on campus or cooperative education placement, teaching practice, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study.
 - (d) Engage during one's programme of study in the misuse of University property, the property of any other member of the Campus Community or the property of any other person or organisation to whom they are accountable while on cooperative education placement, teaching practice, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study.
 - (e) Forge, alter or misuse any University document, record, stamp, identification mark, seal or identification card (including documents/records stored on electronic media).
 - (f) Engage in conduct likely to bring the University into disrepute.
 - (g) Engage in any form of industrial espionage or improperly publish, use or misuse any University information, facility or system.
 - (h) Use or possess any offensive weapon.
 - (i) Furnish during one's programme of study any false or misleading information calculated to deceive or mislead the University or calculated to deceive or mislead any other person or organisation to whom they are accountable while on cooperative education placement, teaching practice, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study.

- (j) Breach the assessment regulations or engage in academic cheating in any form whatsoever.
- (k) Steal or remove or use without authority any item of property (including computer software/hardware).
- (l) Jeopardise the integrity of any computer equipment, systems, networks, programs or any other stored information, including the propagation of computer viruses.
- (m) Use computer facilities in such a way that interferes with or disrupts the use of such facilities by other users.
- (n) Contravene the Code of Conduct for users of the University of Limerick's computing resources.
- (o) Drive or park any vehicle in or on the University Campus in a manner that constitutes a danger to others.
- (p) Fail to comply with a penalty imposed by the Minor Offences Committee or Discipline Committee, as the case may be, within one month of notification of such penalty or such longer time as the notification may specify.
- (q) Cause damage to any property in excess of 10% of the annual fee for First Year Arts.
- (r) Abuse the use of alcohol so as to be incapable of exercising reasonable control over his/her behaviour.
- (s) Use or be in possession of or deal in any substance the use or possession of which is prohibited by law.
- (t) Fail to abide by the terms of an agreement entered into with the University Advocate.
- (u) Interfere with or attempt to exert improper influence at any stage of the disciplinary process or request a member of staff or others to do so.
- (v) Incite any person to commit an offence as defined under this Code.
- (w) Contravene the University's vetting policy or fitness to practise policy.

1.6 It shall be deemed to be a minor offence for any member of the Campus Community to:

- (a) Litter the University environment.
- (b) Engage in disorderly conduct on or off campus.
- (c) Smoke in any areas other than those designated as smoking areas.
- (d) Eat and/or drink in areas where eating and drinking are specifically prohibited.
- (e) Consume alcohol at any time in any area of the University Campus other than licensed premises or student accommodation, except for special circumstances approved in advance by the President of the University or his/her nominee.
- (f) Cause damage to any property less than or equal to 10% of the annual fee for First Year Arts replacement cost.
- (g) Be in or enter off-limit areas without authorisation.
- (h) Steal or remove or use without authority any item of property (including computer software/hardware) less than or equal in value to 10% of the annual fee for First Year Arts.
- (i) Fail to vacate any area or fail to go to any area when lawfully requested so to do in circumstances that endanger life or property.
- (j) Engage in driving on campus property in breach of regulations and posted signs, including, but not limited to, speed limits, zebra crossings, road markings, etc.
- (k) Fail to produce a valid University of Limerick student ID card when properly and lawfully requested to do so.
- (l) Carry out an offence listed under 1.5 that has been considered by the University Advocate to be a minor offence.

1.7 For the purposes of this Code, any University staff member or authorised person shall, subject to identifying him/herself, be entitled, where he/she has reasonable grounds for believing that a breach or an offence under this Code has been committed, to require any member of the Campus Community to identify him/herself and to require to be produced to him/her the said person's identification card, and

it shall be an offence for such member of the Campus Community to fail or refuse to furnish such identification.

- 1.8 It shall be an offence to fail to act in accordance with all Regulations and By-Laws or Rules of the University or those as shall be laid down by any body, committee or other institution within the University duly authorised to make regulations governing the University or any part thereof. Regulations made dealing with any specific unit, area or activity of the University and in respect of which a breach would constitute an offence shall be notified on the making thereof to the Minor Offences Committee. Such regulations governing a particular area shall be prominently displayed in that area.
- 1.9 This Code of Conduct and any Regulations made thereunder shall be enforced by the Minor Offences Committee and/or Discipline Committee of the University hereinafter defined, and the Minor Offences Committee or Discipline Committee shall deal with any alleged breach of the Code of Conduct and any offence alleged to have been committed thereunder in the manner set out in the Code of Conduct.
- 1.10 A copy of the Code of Conduct shall be included in the Student Handbook, which is accessible from the Student Academic Administration website.
- 1.11 The Office of the Registrar shall deal with all queries, requests and correspondence relating to discipline cases. Complaints should be forwarded in writing.
- 1.12 The University may, in certain circumstances and without the consent of any person, including the complainant, refer to the appropriate authorities a matter brought to its attention that may give rise to the commission of a criminal offence or may constitute a criminal offence.

Section 2: The University Advocate

- 2.1 The Vice President Academic & Registrar shall appoint a person who shall be known as the University Advocate.
- 2.2 All complaints shall, in the first instance, be referred to the University Advocate, who shall:
 - (i) Consider a complaint and decide if there is a case to answer.
 - (ii) Categorise a complaint as a major or minor offence.
 - (iii) Refer a minor offence to the Minor Offences Committee.
 - (iv) Refer a major offence to the Discipline Committee.
 - (v) Prosecute all cases in the disciplinary process.
- 2.3 The Advocate may, as part of the initial investigation of an alleged offence, meet with the student(s) concerned. Attendance by the student(s) at the meeting with the Advocate is voluntary. Prior to deciding whether to attend this meeting, students should familiarise themselves with the process followed by the Advocate and the possible outcomes. This information is available at <http://www.ulsites.ul.ie/executive/office-university-advocate>.
- 2.4 For the avoidance of doubt, nothing in these provisions shall prevent the University Advocate from initiating an investigation and pursuing the disciplinary process as a result of information that has come to his/her attention but that has not been the subject of a direct formal complaint.

Section 3: The Minor Offences Committee

- 3.1 The Minor Offences Committee shall consist of:
 - (a) A nominee of the Vice President Academic & Registrar
 - (b) A nominee of the UL Students' Union (ULSU)
- 3.2 The Minor Offences Committee shall hear all cases where referred by the University Advocate except as allowed for in 4.12 (b).

- 3.3 The Minor Offences Committee shall, within 10 working days of the conclusion of a hearing, send to the Office of the Registrar a written copy of its findings in relation to all cases dealt with and of any penalty imposed.
- 3.4 The complainant(s) will be notified of the outcome of the hearing.

Section 4: The Discipline Committee

- 4.1 A Discipline Committee shall deal with all breaches of discipline other than those that, pursuant to this Code, shall be dealt with by the Minor Offences Committee.
- 4.2 The Discipline Committee shall consist of:
- (a) A nominee of the President of the University, who will chair the Committee
 - (b) One academic staff member of the University to be nominated by the Academic Council
 - (c) The President of ULSU or his/her nominee
 - (d) A nominee of ULSU
- 4.3 An alternate member will be chosen for each nominee to the Discipline Committee.
- 4.4 The administrative support for the work of the Discipline Committee will be provided from the Office of the Registrar.
- 4.5 The Chairperson of the Discipline Committee shall, in the event of a tied vote in respect of a decision, have a casting vote.
- 4.6 The Chairperson of the Discipline Committee shall have a good working knowledge of all University Regulations and of this Code of Conduct.
- 4.7 The Discipline Committee shall be deemed quorate if there are three members present.
- 4.8 No member of the Discipline Committee may sit as a member of the Minor Offences Committee.
- 4.9 No member of the Discipline Committee may sit as a member of the Discipline Committee investigating a particular case (the "Case") if he/she is:
- (a) The complainant.
 - (b) A person who has consented to testify in the Case.
 - (c) A member of the Discipline Committee who, for any other reason, considers that he/she should not take part in the investigation of and decision on the Case. In this instance, the person who considers him/herself disqualified shall so notify the Chairperson of his/her decision.
 - (d) A person considered by the Discipline Committee, for some reason relevant to the Case, to be disqualified. If disputed, the decision on this matter shall be made by a majority of the Discipline Committee excluding the person whose disqualification is under consideration.
- 4.10 In the event that a member of the Discipline Committee withdraws during the course of a hearing, the Discipline Committee shall be entitled in its discretion to continue with the hearing or to convene a rehearing.
- 4.11 In the event that any of the persons or bodies referred to under 4.2 shall fail, refuse or be unwilling or unable to nominate members, that function shall be exercised by the President of the University.

General Procedure of the Discipline Committee

- 4.12 The Discipline Committee shall hear complaints that are:
- (a) Major offences, and
 - (b) Minor offences where
 - (i) the person charged does not admit responsibility to the Minor Offences Committee, or
 - (ii) the person charged does not consent to the complaint being dealt with by the Minor Offences Committee, or

- (iii) the Minor Offences Committee is of the opinion that it is not appropriate to deal with the complaint by summary procedure, or
- (iv) in the opinion of the Minor Offences Committee, the hearing is likely to be complex and/or lengthy.

The standard of proof in respect of any matter before the Minor Offences Committee, Discipline Committee or Appeals Committee shall be on the balance of probabilities.

- 4.13 In all cases under 4.12 (b), the Minor Offences Committee shall notify the Office of the Registrar in writing of the charge(s) against the person charged, such notification to issue within 14 working days from the date on which the Minor Offences Committee received original notification of the complaint in accordance with the procedures contained in the Code of Conduct.
- 4.14 If it is decided by the University Advocate in respect of a complaint that there is a *prima facie* case to answer, the person who is the subject of the complaint shall be notified of such by email to his/her UL email account and by registered post sent to the address notified to the University or by personal delivery by any employee or agent of the University. The notification will specify each charge and require him/her, on at least 10 working days' notice, to appear before the Discipline Committee. The notification shall be accompanied by a copy of the Code of Conduct and shall draw particular attention to the right of the person charged to representation, his/her right to submit written evidence and his/her right to call such witnesses in defence as he/she may think fit. The notification will also include the following:
- (a) A statement of the charges against the person charged
 - (b) A list of witnesses whom the University Advocate proposes to call
 - (c) A list of relevant material (if any)

Relevant material for the purpose of this Code means any material that may go before the Discipline Committee and any material in the possession of the Advocate that may assist the defence of the person charged.

- 4.15 At least five working days prior to the date of the Discipline Committee meeting referred to in 4.14, the person charged may request and the Chairperson of the Discipline Committee may grant a further period of time, not exceeding seven working days, to prepare his/her case.
- 4.16 The person charged shall have the right to inspect all relevant material, which will normally be available at the Office of the Registrar.
- 4.17 At any time, the University Advocate may, with the agreement of the Chairperson of the Discipline Committee, cause to be served on the person charged and furnished to the Discipline Committee further evidence or the names of additional witnesses whose names have not already been supplied to the person charged. The Chairperson shall grant such permission unless satisfied that it would be unfair to the person charged to accede to the University Advocate's request.
- 4.18 The person charged shall, at least three working days in advance of the hearing, notify the Office of the Registrar in writing of the name(s) and address(es) of the witness(es) he/she proposes to call and supply to the Office of the Registrar a copy of any document(s) and a list of any exhibit(s) that he/she proposes to submit at the hearing.
- 4.19 The evidence to be offered on behalf of the University at a hearing of the Discipline Committee shall be presented by the University Advocate. Evidence of the witnesses will be presented at the hearing in accordance with the terms of this Code of Conduct.
- 4.20 The Discipline Committee shall be entitled to have a legal adviser present at any of its meetings.
- 4.21 A person charged shall be entitled to be accompanied by a person of his/her choosing or to have a legal adviser present.
- 4.22 If a complainant decides not to pursue a complaint, the University Advocate may nevertheless pursue that complaint to conclusion.

- 4.23 If the person charged fails to appear before the Discipline Committee on the appointed day without making a valid excuse, the Discipline Committee, if satisfied that such person has had due notice of the hearing of his/her case, may proceed to deal with the case in his/her absence. No inference of culpability shall be drawn from the said person's non-appearance at the hearing of his/her case.
- 4.24 The Discipline Committee shall conduct all hearings with respect to the principles of natural justice and fair procedures. A person charged may be accompanied by the representative(s) of his/her choice. At the opening of the proceedings, if the complaint is denied in whole or in part by the person charged, the University Advocate shall present the case against him/her first. The person charged may question any witness. The person charged may then present the defending case and he/she may call any witness(es) or produce any document(s) he/she considers necessary to his/her case. The University Advocate may question witnesses called by the person charged. Members of the Discipline Committee may question the person charged and any witnesses called by either party.
- 4.25 The person charged at no time shall be compelled to give evidence or to answer any questions. If the Discipline Committee considers that the evidence given for the complainant would, in the absence of explanation by the person charged, establish the culpability of the person charged, the Discipline Committee may so inform the person charged and thereafter the Discipline Committee may draw such inference as it considers reasonable from the absence of any such explanation by the person charged.
- 4.26 In the event of an action carrying with it an immediate threat to life or the safety of any person or property, the Vice President Academic & Registrar or person duly authorised to act in his/her stead may exclude the person who is reasonably suspected of being responsible for such action from access to University facilities or property pending a formal hearing of any complaint made in that regard.
- 4.27 At any hearing, on the finding that the facts of the complaint have been proved, the person charged shall have the right to address the Discipline Committee before a penalty of any kind is imposed.
- 4.28 In the case of each investigation made by the Discipline Committee, a copy of the Discipline Committee's decision and reason(s) for its decision in such form and content as is determined appropriate by the Discipline Committee in the circumstances, together with the penalty (if any) determined, together with the reason(s) for the penalty in such form and content as is determined appropriate by the Discipline Committee in the circumstances, shall be sent within five working days after the hearing by email to the person's UL email account and by registered post sent to the address notified to the University or by personal delivery by any employee or agent of the University.
- 4.29 The complainant(s) will be notified of the outcome of the hearing.
- 4.30 A summary report of the activities of the Minor Offences Committee, Discipline Committee and Appeals Committee, outlining the investigations conducted, conclusions reached and findings and penalties imposed, shall be submitted annually by the Office of the Registrar to the Academic Council.

Section 5: The Appeals Process

- 5.1 Decisions of the Minor Offences Committee may be appealed by a person deemed culpable of an offence to the Discipline Committee, whose decision on the matter shall be final. Decisions of the Discipline Committee may be appealed by a person deemed culpable of an offence to the Appeals Committee.
- 5.2 The Appeals Committee shall consist of:
- (a) A nominee of the President of the University, who will chair the Committee
 - (b) Two members nominated by the Academic Council
 - (c) The President of ULSU or his/her nominee
- In the event that any of the persons or bodies referred to shall fail, refuse or be unable to nominate members, the President of the University will nominate members to the Committee.
- 5.3 An alternate member will be chosen for each nominee to the Appeals Committee.

- 5.4 Nominees shall not be members of the Minor Offences Committee or the Discipline Committee.
- 5.5 The Chairperson of the Appeals Committee shall, in the event of a tied vote in respect of a decision, have a casting vote.
- 5.6 The Chairperson of the Appeals Committee shall have a good working knowledge of all University regulations and of this Code of Conduct.
- 5.7 The Appeals Committee shall be deemed quorate if there are three members present.
- 5.8 Appeals may be made only on the grounds of one or more of the following:
- (a) That the conclusions reached by the Minor Offences Committee or the Discipline Committee, as the case may be, were not reasonable or were not supported by the evidence
 - (b) That the penalty imposed was excessive
 - (c) That the Minor Offences Committee or the Discipline Committee misinterpreted or misconstrued a provision of the Code of Conduct
- 5.9 Appeals must be lodged in writing with the Office of the Registrar within seven working days from the date of issue of notification by the relevant Committee of its decision. Appeals must specify the reasons for appeal in accordance with 5.8.
- 5.10 The Discipline Committee or the Appeals Committee, as the case may be, shall, as soon as possible after receipt of the note of appeal, be furnished with a written report incorporating the facts of the case and the reasons for the decision together with any relevant material that was presented.
- 5.11 A copy of the report shall be furnished to the Appellant at least three working days before the appeal hearing.
- 5.12 The Appellant shall be given at least seven working days' written notice of the date and place of the hearing. He/she shall at the same time be furnished with a copy of this Code of Conduct and be informed of his/her right to representation. At least five working days prior to the date of the Appeals Committee hearing, the person charged may request and the Chairperson of the Appeals Committee may grant a further period not exceeding seven working days to prepare his/her case.
- 5.13 The person charged shall, at least three working days in advance of the hearing, notify the Office of the Registrar in writing of the name(s) and address(es) of the witness(es) he/she proposes to call and supply to the Office of the Registrar a copy of any document(s) and a list of any exhibit(s) that he/she proposes to submit at the hearing.
- 5.14 In an appeal hearing, the Appellant shall be first to present his/her case, after which the University Advocate shall be entitled to present his/her case. The Appellant shall be entitled to be heard in reply.
- 5.15 The Discipline Committee or Appeals Committee, as the case may be, shall be entitled to examine such evidence as, in its discretion, it deems fit, including calling the complainant(s) to be in attendance. Members of the Discipline Committee or Appeals Committee shall be entitled to question the complainant(s).
- 5.16 The Discipline Committee or Appeals Committee, as the case may be, shall be entitled to have a legal adviser present at any of its meetings.
- 5.17 The appellant shall be entitled to be accompanied by a person of his/her choosing or to have a legal adviser present.
- 5.18 At the conclusion of the appeal hearing, the Discipline Committee or Appeals Committee, as the case may be, shall retire to consider its decision.
- 5.19 In the case of an appeal against penalty, the Discipline Committee or Appeals Committee, as the case may be, may uphold, set aside or vary the original penalty. If the offence is a Minor Offence, the revised penalty may exceed the maximum penalties that the Minor Offences Committee is entitled to impose in respect of Minor Offences in accordance with 6.2.
- 5.20 In the case of an appeal on the grounds specified in 5.8 (a) or (c), the Discipline Committee or Appeals Committee, as the case may be, shall pronounce its decision and proceed as it deems

appropriate and may, if it so considers it appropriate, direct a rehearing of the charge. If the Committee affirms the decision of the Minor Offences Committee or Discipline Committee, as the case may be, the decision of the Minor Offences/Discipline Committee stands.

- 5.21 The reasoned decision of the Appeals Committee shall be announced by the Chairperson in the presence of the parties.
- 5.22 The Office of the Registrar will confirm in writing the reasoned decision of the Appeals Committee within five working days of the hearing. A copy will be sent to the appellant(s).
- 5.23 The complainant(s) will be notified of the outcome of the hearing.

Section 6: Penalties

- 6.1 If, after investigation as hereinbefore set out, the Minor Offences Committee or the Discipline Committee, as the case may be, is satisfied that the complaint is well founded, such Committee shall impose the penalty it may deem appropriate. Such penalty may be monetary, academic or otherwise and, without prejudice to the generality hereof, may consist wholly or partly of the restitution or repair of property. The Committee, instead of or in addition to dealing with the offender in any other way, may order him/her to pay compensation, in whole or in part, to a person who has suffered such loss.
- 6.2 In the case of all Minor Offences as herein defined or where the Minor Offences Committee is of the opinion that the offence alleged can be so dealt with, any enquiry necessary or appropriate hereunder and the imposition of any penalty herein prescribed shall be conducted and imposed by the Minor Offences Committee.
- 6.3 In the case of a monetary penalty, the maximum penalty that the Minor Offences Committee shall be entitled to impose shall be 10% of the annual fee for First Year Arts.
- 6.4 The Discipline Committee shall be entitled to impose penalties including suspension or expulsion where, in its view, the gravity of the complaint or offence or the University disciplinary record of the offender shall so warrant.
- 6.5 It shall be a major offence for any person to fail to comply with a penalty imposed by the Minor Offences Committee or Discipline Committee, as the case may be, within one month of notification of such penalty or such longer time as the notification may specify.
- 6.6 The Office of the Registrar is responsible for the administration of penalties. Offenders are required to contact this office in order to receive instructions relating to the discharge of their penalties.
- 6.7 A student may not graduate from the University until he/she has fully complied with the terms of a sanction imposed by the Minor Offences Committee, Discipline Committee or Appeals Committee, as the case may be, or under a voluntary agreement with the University Advocate.
- 6.8 Where a complaint is made to the Minor Offences Committee and the Minor Offences Committee is of the view that the complaint would amount to a minor offence, the Minor Offences Committee shall be entitled to inform the person complained against that the said complaint shall be deemed disposed of and no investigation as set out herein shall be undertaken by the Minor Offences Committee on payment within seven days of such sum not exceeding 10% of the annual fee for First Year Arts as the Minor Offences Committee shall deem appropriate.