



**Postgraduate Research
Student Handbook**
2024/2025

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President's Welcome

Welcome to the prospectus of the TUS Graduate School – not just a new university, but a new type of university.

TUS is a vibrant, supportive and welcoming research environment. TUS fuses practical and workplace-based learning with applied research, while remaining student-centred and focused on you.

Those of you who join us will benefit from a new and innovative approach to Higher Education which makes our graduates the most employable in the country.

Our next-generation research opportunities across a range of disciplines and in interdisciplinary and transdisciplinary research will future-proof your career. Our research benefits you and the communities, regions and societies that we all live in. It is focused on fixing problems, getting results and making life better. Many of our PhD and Masters by Research students are working in conjunction with industry to maximise their employability, whilst allowing them to be creative and to drive innovation regionally, nationally and internationally.

Each of our six campuses is diverse, and this diversity unites us as a university community, transcending geographical

boundaries. When doing research with TUS, you are more than just a number, while being part of a new university opens novel and interesting doors for you. You have opportunities to study abroad through our European University status with RUN-EU PLUS and join a network of researchers across the EU and beyond.

Scientists, engineers, artists, medical and caring professionals, educators, designers, sportspeople and businesspeople all over the world have begun their journeys with us on our campuses. TUS is the latest incarnation of this ever-changing educational heritage, one that is oriented towards the needs of new and future generations.

TUS is the university for you, for your community, for now and for the future.

Come on your research journey with us.

TUS is yours.

Professor Vincent Cunnane
President, TUS



Welcome from the Vice President of Research

Welcome to TUS. You have joined a brilliant University with a great team that delivers impactful applied research, development and innovation by engaging in next-generation thinking and addressing societal, economic, cultural and environmental challenges. As an innovation-hub, we nurture ideas and enable the bright minds of our research ecosystem to flourish. Our partnerships enable us to share our knowledge with the world, widen research impact and embed a research culture. Our strategy focuses on extending our reach and driving more impactful research, development and innovation regionally, nationally and globally. Our support teams in the Graduate School and Research Office are always there to help.

I would like to wish you the very best of luck as you embark on your exciting research journey and I have no doubt but that your contributions will be significant and make a meaningful difference. I'm hoping to meet you many times over that journey.

With my kindest regards,

Dr Liam Brown
Vice President Research, Development & Innovation

Welcome from the Dean of Graduate Studies

On behalf of the Graduate School, welcome to TUS. We are delighted that you are joining us for your research journey, a sojourn which is imaginative, creative and personally enriching. We aim to provide you with a world-class educational experience; our supervisors are highly experienced scholars in their respective fields. Our research is internationally renowned in areas like engineering, science and health, humanities, the arts and creative industries, business, hospitality and tourism. We are extremely proud of our postgraduate students' achievements, which is strengthened by extensive training and development in innovation and commercialisation, and student mobility and knowledge-exchange opportunities that are embedded in RUN-EU 2.0, as well as global teaching and research networks. In TUS, we see each student as an individual with enormous creative power and potential and we look forward to facilitating you to develop and harness this in the coming years.

Dr Lisa Moran
Dean of Graduate Studies and Head of the Graduate School



TUS Graduate School: Our Research Mission

The research mission of the TUS Graduate School is to provide a world-class, educational experience for graduate-level research students that is creative, collaborative and life-enhancing. Research programmes delivered across TUS provide career-focused education and training that is grounded in applied research across a diversity of disciplines including business, humanities, the arts, social sciences, entrepreneurship, science, technology and engineering. TUS is committed to continued engagements with global and local enterprises to maximise impact across global, national and local contexts. The development of high-quality, interdisciplinary and transdisciplinary research programmes and delivering impactful applied research lies at the heart of the TUS Strategic Plan strategic priorities one and two. Graduate level research programmes can be completed on a full-time or a part-time basis.

The research goal of the TUS Graduate School is aligned with the Research, Development and Innovation (RDI) function of the University: to facilitate research candidates to become world-class, globally-renowned researchers in their chosen fields. This is achieved by competing for and winning research funding, publishing, developing spin outs and spin ins, engaging in national and international conferences, the development of intellectual property, artistic performances and exhibitions (amongst other activities).

While the role and function of the TUS Graduate School is both wide-ranging and multidimensional in relation to research supports in areas like funding and the provision of information, it also has oversight of the implementation of the TUS Postgraduate Research Regulations 2023-2026, in conjunction with the research committees at faculty level, the Postgraduate Studies and Research Subcommittee (PGSRS) and Academic Council itself. The TUS Graduate School supports the implementation the following principles from the National Framework for Doctoral Education (QQI, 2023, p.4) in the design and delivery of research degrees:

- Original contribution to knowledge
- Institutional responsibility
- Quality of learning environment
- Access to research and expertise
- Learning experience
- Discipline diversity



p.14 from the **TUS Postgraduate Research Regulations 2023-2026**. As per the QQI Framework for Good Practice for **Research Degree Programmes (2020)**, the following is essential for Master's degrees:

Learning outcomes at this level relate to the demonstration of knowledge and understanding which is the forefront of a field of learning. The outcomes relate to the application of knowledge, understanding and problem-solving abilities in new or unfamiliar contexts related to a field of study. The outcomes are associated with an ability to integrate knowledge, handle complexity and formulate judgements. Outcomes associated with level 9 would link with employment as a senior professional or manager with responsibility for the work outputs of teams.

On page 16 of the **TUS Postgraduate Research Regulations 2023-2026**, the table provided outlines the TUS Adopted Award Standard for PhD degrees. Learning outcomes at this level:

Relate to the discovery and development of new knowledge and skills and delivering findings at the frontiers of knowledge and application. Further outcomes at this level relate to specialist skills and transferable skills required for managing such as the abilities to critique and develop organisational structures and initiate change.

Postgraduate Research Degrees at TUS

TUS offers Master's and PhD research awards in line with Quality and Qualifications (QQI) Ireland specifications at NFQ Levels 9 and 10. Both awards require the investigation of fact, its communication, and a thesis based on independent research. More information on QQI is available here **National Framework of Qualifications | Quality and Qualifications Ireland (qqi.ie)**

As per the TUS Postgraduate Research Regulations 2023-2026, the range of Master's degrees by research on offer in TUS is as follows:

- Master of Arts (MA)
- Master of Science (MSc)
- Master of Business (MBus)
- Master of Engineering (MEng)
- Master of Law (LLM)

Presently, Doctoral degrees on offer in TUS encapsulate Structured Doctorates which are defined and discussed on pp. 11-12 of the **TUS Postgraduate Research Regulations 2023-2026** and **Article-Based PhD programmes/PhDs by publication**.

The core of the research degree award is for the candidate to develop advanced skills in carrying out independent research with the guidance of a supervisory panel. The thesis demonstrates a critical application of specialist knowledge and makes an independent contribution to scholarship in the defined research area. Whilst both Master's and PhD awards encompass similar attributes, a Masters award is the application of existing knowledge, whilst the PhD is the creation of new and original knowledge.

The submitted master's thesis in the required format should be deemed of a satisfactory standard in line with the table on

Admission and Application Process

Prior to applying for entry to a research degree programme at TUS, candidates should familiarize themselves with:

- The minimum academic requirements for entry
- The application process
- Supervisory capacity and expertise
- Facilities (e.g. laboratories, research institutes, centres and/or groups)
- Available research projects
- Available funding to carry out the research, and the specific terms of the relevant funding scheme
- Eligibility to carry out research in Ireland (visas etc.)
- Fees
- The original research proposal (if available)
- Research Ethics
- Health and Safety
- Intellectual Property (IP)
- Supports on offer in TUS
- Applying for a freeze
- Specific training needs
- Withdrawal from a programme

Entry Requirements

The entry requirements for Masters and PhD level degrees are outlined on pp. 19-20 of the **TUS Postgraduate Research Regulations 2023-2026**. As per the regulations, the minimum entry requirements to the Masters by Research degree are as follows:

The minimum entry requirement to Masters by Research degrees normally require the student (candidate? check Lisa) to have achieved a 2.1 grade in the relevant disciplines in a Level 8 Honours Bachelor Degree award.

Other access routes to this programme include:

- a) Primary degree together with three years business/ industrial experience in a cognate discipline field.
- b) Primary Degree together with three years community/ voluntary service or activism in a cognate field.
- c) International students with a 2:1 grade in their primary degree and has a Level 6 in the IELTS or equivalent.

There are two direct entry routes for PhD degrees:

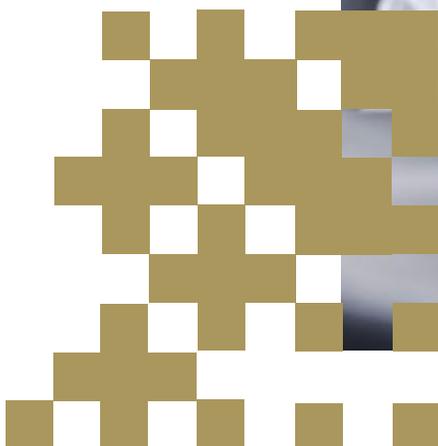
- a) Undergraduate award direct entry.
- b) Masters award direct entry.

All students with at least a 2.1 Honours undergraduate degree in a relevant discipline are eligible to apply for direct entry to a PhD programme. Similarly, all students with a Masters by Research in a relevant discipline are eligible to apply for direct entry to a PhD programme. Students who have completed a taught Masters programme may apply for PhD admittance if they have achieved at least a second class honours award in the Masters programme. While all research students will be admitted through the relevant Department, approval for admission will be subject to consideration by the relevant research committees at faculty level, which will make recommendations for acceptance or otherwise to the Graduate School for approval by Academic Council.

Entry Routes

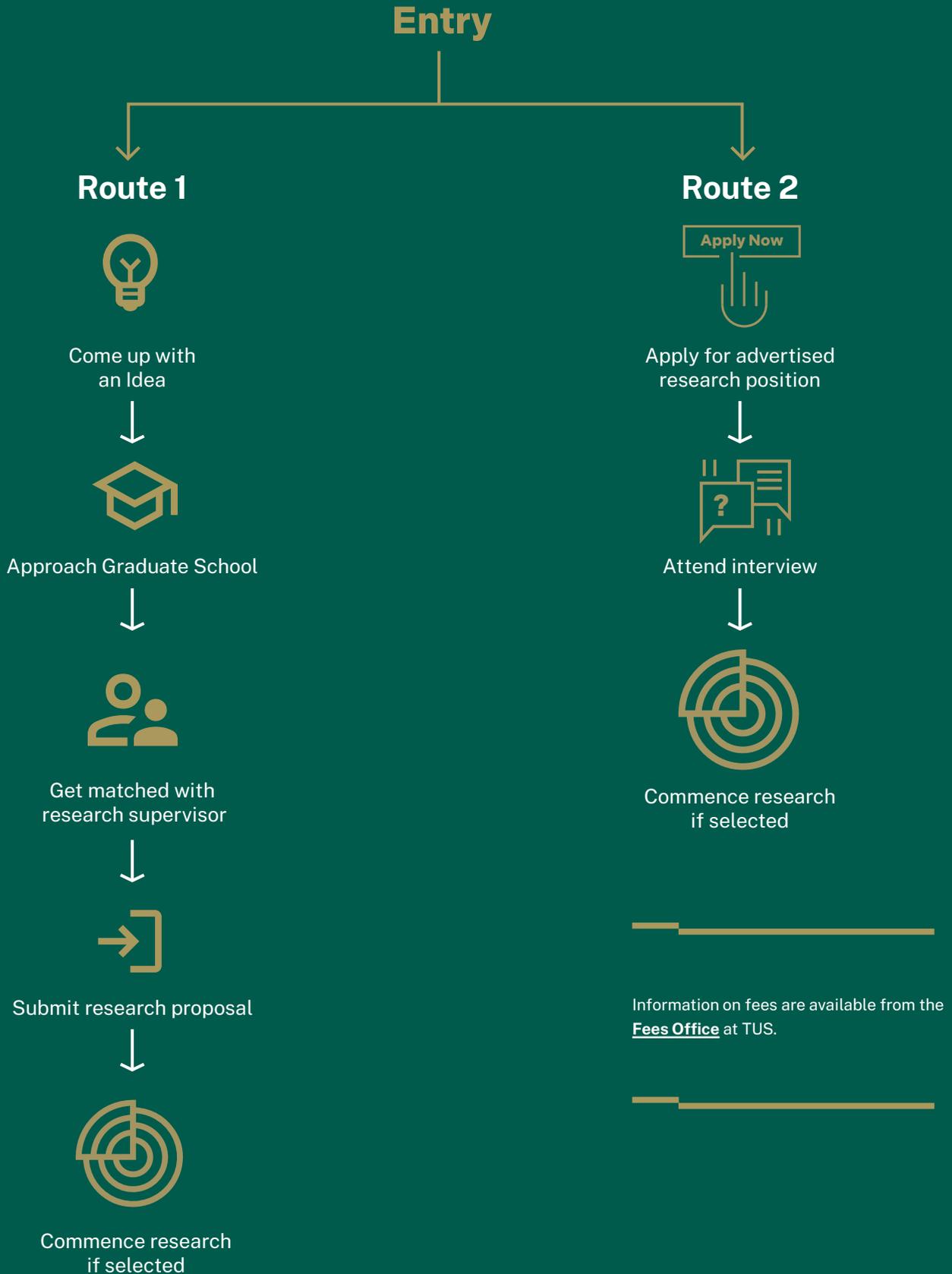
There are essentially two entry routes to Masters and PhD programmes at TUS. As outlined in Figure 1 overleaf. Route 1 encompasses a pathway where students create their own research idea, approach the Graduate School, get matched with a supervisor, develop and submit a proposal and if successful, are subsequently admitted to the PhD register. This is more often the case for students who are self-funding or who are developing applications for funding from an external body (e.g. **Taighde Eireann**). Links to relevant funding bodies are available via the Graduate School and the Research Office.

For Route 2, applicants apply for funded research opportunities that are advertised by staff in TUS who have already secured funding for their research. Funded opportunities are often listed on the **Research Office** or **Graduate School** websites and normally require a written application and an interview process. This is a competitive process. Please keep an eye out for TUS **Funded Postgraduate Research Opportunities** that may arise throughout the year.





Postgraduate Application Process





Your application should include/address the following:

Abstract: Summarise the aims and objectives of the proposed research, the expected originality and the research methodology to be used. Please include a summary of the key findings.

Research Context and Contribution to the Research Field: Critically discuss the broad context of the research and the overall contribution which will be made to the subject area of research; include a description of the topic (with suggested title), indicating the general aims of the research and how these differ from previous published work in the field.

Aims and Objectives and Research Question: Summarise the key objectives of the research and the research question. List the main questions or hypotheses to be addressed by your research, and indicate practical applications that the research might have.

Review of the state of the art/current literature/current practice in the field of research: Review the state of the art/current literature/current practice and critically appraise the topic of the proposed research with references to the scholarly literature as appropriate, and include as an appendix a short bibliography, citing the main works of reference.

Research methodology: critically evaluate the methodology to be used in the proposed research and why it is appropriate to the research objectives.

Work Plan: Present the research work plan; critically review the main research tasks and timing. Include a Gantt chart or timeline of milestones.

Ethical issues: All postgraduate projects should be considered in line with relevant **Research Ethics** Policies and Procedures of the TUS.

Research contributions: Critically discuss how the proposed research shall meet the minimum requirements for a Masters/ PhD award.

When developing and writing proposals for Masters and PhD research studies, please refer to tables 1 and table 2 of the **TUS Postgraduate Research Regulations 2023-2026** on pages 14 and 16 of the regulations respectively.

Modules

The Masters and PhD Research programmes also encompasses modular requirements. PhD students are required to complete a maximum of 30 ECTS from combining ECTS from modules on research methods with a combination of credits from disciplinary skills and transferable skills modules. More information is available on pp. 11-12 of the **TUS Postgraduate Research Regulations 2023-2026**.

Students completing Masters by Research programmes must complete a total of 15 ECTS modules as per pp. 10-11 of the **TUS Postgraduate Research Regulations 2023-2026**.

Writing your research proposal

Research students must prepare a short research proposal in conjunction with their supervisory team. The research proposal is intended as a basis for further discussion of your thesis topic before you start your work. The aim of this preliminary activity is to ensure that you enter your first year as a research student with a clear sense of your topic area and purpose of your research. It therefore should be a topic in which you are interested, and which will maintain your interest over the duration of your studies. As per pages 18-19 of the **TUS Postgraduate Research Regulations 2023-2026**, the proposal should encompass:

- Application form;
- Name of principal supervisors and co-supervisors;
- Confirmation of the availability of the requisite suite of taught modules in the core disciplinary area and non-core transferable skills modules;
- Confirmation of the necessary financial and infrastructure supports e.g. labs present in the Faculty or wider TU to support the planned programme of research.

The Application Process

The flow chart in Figure 2 summarises the stages of the application process.

Stage 1

A Candidate wishing to carry out research at TUS must be able to fund their research by:

- Applying for research grant funded projects
- Securing external funding or
- Self-funding the project.

In any of the above cases, a supervisory team is assigned to the candidate, and the research proposal developed. Where necessary the proposal may be reviewed externally.

Stage 2

The completed registration document (**GS1**) is submitted to the TUS Graduate School, to be reviewed for completeness and oversight. If all is in order, it is then passed to the Faculty Research Committee (FRC) for review. If not, the TUS Graduate School will go back to the candidate and supervisory team.

Stage 3

The FRC review the application. If complete, it is signed by the Chairperson. If it is not complete or there are further queries and questions, it may be passed back to the candidate and supervisory team.

Stage 4

If complete, details of the application pass to the Postgraduate Studies and research committees at faculty level for review. If the application is approved, it then passes to Academic Council for final oversight and approval. The candidate is informed of the outcome.

Candidate is registered successfully on the PhD/Masters register. Candidate and supervisory team are informed of the outcome via the Graduate School.



Research Ethics

All research activity at TUS is carried out to the highest ethical standards. It is essential that researchers adhere to the ethics principles detailed in the TUS Research Ethics Policy (NOTE: no link currently available to the policy) to protect the dignity, rights, safety and well-being of all actual or potential research participants.

Summary of Research Ethics Principles

These principles aim to protect the dignity, rights, safety and well-being of all actual or potential research participants. A summary of these research ethics principles is set out below. Detailed information on research ethics is provided [here](#).

- Respect for the dignity, worth and self-determination of all participants.
- Having sensitivity to the dynamics of perceived authority or influence over participants.
- Preserving participants' privacy and confidentiality.
- Obtaining informed consent before participation.
- Protecting participants' rights to self-determination by allowing and facilitating withdrawal from the research process.
- Considering all research from the participants' standpoint.
- Considering the range of stakeholders who may be affected by the research.
- Identifying and minimizing risks to physical, psychological and social wellbeing.
- Providing detailed debriefing to participants as to the outcomes and consequences of the research.

Competence of the Researcher:

- Demonstrate the capacity to carry out the research, or to avail of appropriate supervision to support the development of this capacity.
- Demonstrate that the research is sound methodologically;
- Demonstrate the capacity to identify ethics issues and to avoid them arising where possible, through appropriate research design.
- Demonstrate the skill/ training to deal with sensitivities that may arise in the course of the research, or to put in place appropriate supports for participants.

Student Supports

TUS offers a comprehensive range of supports to all students to assist them throughout their studies. This includes:

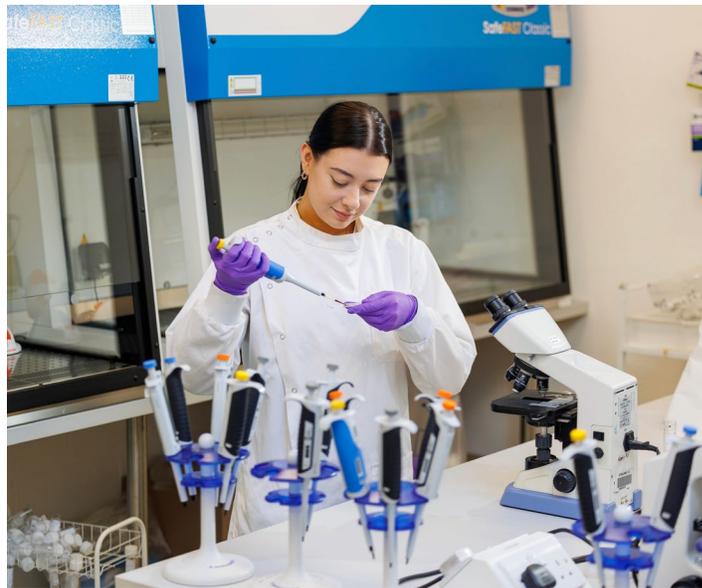
- Chaplaincy and pastoral care
- Counselling
- Access – for students who may need financial and/or disability supports
- Accommodation
- Learning supports
- Student Health Unit
- Careers supports
- Academic writing

For detailed information on the range of supports available and for staff profiles, please click [here](#).

Health and Safety

TUS has well established procedures to ensure the health and safety of students and staff alike. Students should review the current Health and Safety policies by clicking [here](#)

Students completing laboratory-based research should also familiarise themselves with the complete range of safety protocols that are relevant to their research.



Intellectual Property

Intellectual Property (IP) is an area of substantial importance in our academic environment. TUS recognises and encourages the principle that IP should be used for the greatest public benefit.

Commercialisation is often the most efficient means of promoting the widest possible dissemination and use of IP. In such circumstances it is appropriate and desirable for TUS and the researcher to benefit from the commercial exploitation of IP produced at the University.

To this end, TUS has developed a policy on [IP policy](#) which sets out the rules that govern the creation, ownership and commercialisation of IP developed by TUS staff, students and others participating in programmes carried out using TUS facilities, know how, expertise, confidential information or intellectual property.

Postgraduate research students are required to reference this document for guidance in this area.

Freeze on Registration

In special circumstances (for example, medically certified leave, financial difficulty), a student may apply for a freeze on their registration. Application for a freeze is made on the **GSB form** via the Graduate School, subsequently reviewed by research committees at faculty level and, and if all is in order, then sent to the Postgraduate Studies and Research Subcommittee.

Students should be aware of the financial implications of freezing their registration with regards to research funding etc. Please see page 30 of the **TUS Postgraduate Research Regulations 2023-2026** for more information on this.

Prior to readmission to the Doctoral or Masters register, as applicable, the student must review in detail the work to date with their supervisor(s). Once the GS1b has been completed and signed by the student, supervisor and Head of Department, it should be presented for approval by the research committees at faculty level and the Graduate School. This is outlined on pp. 30-31 of the **TUS Postgraduate Research Regulations 2023-2026**.

Complaints and Problem Resolution Procedures

TUS is committed to fully supporting postgraduate research candidates at all stages from entry through to assessment. Research students should acquaint themselves with the **TUS Student Complaints and Problem Resolution Procedure 2022 – 2025** (Approved June 2022), which applies for students registered on Research Degree Programmes.

Publications

One of the major elements of research is the development of the ability to present the results of research in publishable quality. Peer-reviewed publication is important as it is substantiated as relevant and correct to a wide audience, a factor that is taken account in the final examination of a thesis. It is important that published work is in the correct format required by the publisher, that references to other peoples' work within the publication are correctly cited and that TUS ethical processes and procedures are upheld. In producing the paper, it is necessary to include those who had a major input to the work as authors (with the person who carried out most of the work generally being placed first in the list of authors and the primary supervisor last), and to acknowledge those who either funded the research or who aided the research at the end of the paper.



What Do Master's and PhD Theses Look Like?

There is no simple answer to this question as research disciplines and areas of study differ. There are also differences between continental European universities, American institutions and Irish and British universities. The distinction between a Master's and a PhD thesis can sometimes be difficult to define. A PhD thesis seeks to make an original contribution to the field of study by generating new knowledge, involves more in-depth research than a master's thesis and should be of publishable standard. The maximum length permitted for a Master's thesis is 60,000 words, whereas the limit for a PhD thesis is 100,000 words. In cases where a student is making good progress on a Master's thesis, they may be encouraged by a supervisor to upgrade, by means of a transfer examination, to the PhD register. Please see the [TUS Postgraduate Research Regulations 2023-2026](#) on same.

Stages of the Research

A research programme, whether a Master's, traditional or structured PhD is not the same as the primary degree programme that has led you to this point. Whilst primary degrees have given you grounding in the subject area, they tend to direct the way of learning, the subject matter and the deadlines. Research is a unique and individual task based around the person carrying it out. As such the subject matter is greatly influenced by the researcher, as are the deadlines and learning styles, with of course direction from your supervisor or supervisory team. Varun Grover (2007) indicated 4 stages of doctoral [study](#). The stages have been set out as follows:

The Stage of Exploration (Year 1)

This is the start of the journey, and as such is a very important period. Whilst a general outline of the project has been developed, it is important to develop a full literature review that will lead to the research question, that is, the reason why the research needs to be carried out. The literature review and research question will influence the methodology and direction that the research will take. The whole point of the research and thus the final thesis will be to answer the research question. Initially this period is where the student is the most motivated and strives to gain as much information on the topic as is available, which often leads to a period of despair deciding "what am I actually doing?" It is here that a number of mistakes often occur:

- As there are no defined deadlines (exams) for research, things slip and the supervisor is not contacted, as often as they should.
- The material investigated is not logged adequately and is difficult to cite at later dates or is forgotten about.
- Work outside TUS, laboratory duties, clubs and societies act as a distraction.

The major element here is to keep in contact with your supervisor so that the direction of the research is not lost, your performance is monitored and that the annual progression review is passed with no hassle. The best way to ensure that your supervisor is up to speed with your work is to produce a report that highlights your work to date, and moves towards

the end game of a literature review and research question. For most students the literature review is an integral part of the first year. One important role of the literature review is to find out the main lines of current thinking on your chosen subject by identifying and studying what has already been written on it. A literature review may be defined in terms of process and product.

"The process involves the researcher in exploring the literature to explore the status quo, formulate a problem or research enquiry, to defend the value of pursuing the line of enquiry established and compare the findings and ideas of others with his or her own. The product involves the synthesis of the work of others in a form that demonstrates the accomplishment of the exploratory process." (Cited in Murray 2002: 102.)

As has been indicated earlier, it is important to keep a careful written record summarizing and, where possible, placing into critical context what you have read, together with the correct citation. This will be useful later, as a reminder or as material to be incorporated into the thesis.

Stage of Engagement (Year 2)

The engagement stage is the further development of the research question and the methods that will help you move towards the solution of it. The understanding of quantitative and qualitative research methods and ethics of research is paramount. To increase your understanding of these methods there are numerous research methods programmes offered by the Graduate School, along with other generic and transferable skills training that will help develop your ability to carry out research. In developing your research, you will need to be able to communicate your findings in research seminars and learned papers. This will move the research from the lab and the office of your supervisor to a wider audience. As such your standing in the Department/Faculty will increase. A necessary evil that haunts most postgraduates is the need to carry out tutorial and/or lab-based supervision. Whilst this is seen as a chore, it provides communication skills and a realisation that by conveying your research to the undergraduate population, you understand the subject matter of your research. Most importantly, you will interact with technical staff/lecturers that you will often rely on in the development of your project.

It is important to develop your research together with generic and transferable skills and balance this with the workload allocated to you and your social and personal life which could include working to sustain yourself. Whilst you may be a competent researcher, prioritizing individual elements is difficult and a balance must be maintained. Learn to say no, whether it is socially, or extra outside work, or extra teaching hours/training programmes. However, weigh up the benefits before doing so.

Stage of Consolidation (Year 3)

At this point, you have developed substantial experience and expertise on the topic, and you are starting to bring it all together. You will have become more independent in your thinking, started to develop your own network and discern the key arguments. It is important that the research takes priority,

and expectations are kept realistic so that you can achieve your goal of submitting on time.

Stage of Entry (Year 4)

The entry stage is the movement from the academic life into the “profession”. It is the most difficult time, as it is often the time when the career decisions have to be made as to where to work, what sort of employment you will get and when you will finish. If you have been writing as you go along then there should be a number of chapters ready, your literature review, the research methods, your results etc. There may be publications that will back up your hypothesis. As the end is in sight, there is a tendency to put effort into finding the job, rather than writing up (the most difficult thing), and often the mistake at this point is leaving too early. Many research theses have never been completed for the sake of an extra few months to complete the write up.

Whilst you may be accepted onto a programme, this does not give you the right to an award at the end. The award is earned by examination by an external peer. As such you must work towards this goal as indicated above. If it is felt that you are not proceeding in a satisfactory way then it is possible that your registration will be halted. To ensure that this doesn't occur, your work will be reviewed on a yearly basis.

Plagiarism

Plagiarism – using someone else's work without acknowledgement or worse still, passing it off as your own – is among the most serious breaches of academic integrity. The penalties in cases where plagiarism and/or collusion or other forms of academic cheating have been found to have taken place are severe.

Problems with Writing

Many research students face problems when it comes to writing; at times these problems may appear insurmountable. Research suggests that the most common problems include a slowness in formulating what to write, difficulty with bringing ideas into a coherent shape, not having the skills to write, not knowing the sub-routines of writing, behaviours and practices, a lack of instruction on writing skills and a lack of support (isolation from peers). Even the most established academics have encountered some of these problems during their careers and may well understand the difficulties students face. Issues of this nature need to be addressed at an early stage to prevent them from developing into serious difficulties. There are some practicable solutions that can be tried. It is advisable to do more writing tasks, not just chapters, at an early stage. The types of tasks may vary, such as reviews of literature (or a critique of a particular article) and notes on research findings, but all aim to increase confidence and writing skills. Supervisors can help by outlining guidelines on writing tasks, including the length, scope, content, structure and aims of each task. In relation to the research plan, it is important to be able to visualise each stage of the research and to plan out the writing tasks. It is important to give meaningful feedback on what has been written. There are different strategies for encouraging and improving academic writing, such as free

writing and generative writing, all of which help get us to get into the routine of writing.



Research Training and Professional Development

As part of the postgraduate experience, students are encouraged to acquire and develop work skills in the course of their research. You should discuss your training needs with your supervisors using the Personal Development Planning toolkit provided at Induction and to identify relevant and available courses. to enhance:

- Specific research skills and techniques
- Research management
- Skills associated with personal effectiveness and communication
- Networking and team working
- Career management including employability beyond the world of academia

Generic and Transferable Skills Training

All research students are required to attend an 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 to strengthen transferable skills for employability. Please consult with your supervisors on any training needs you may have identified yourself or which they may have identified as important for your training and development.

Eligibility to carry out research in Ireland

For non-EEA/non-Swiss citizens there may be a requirement to gain a visa. Please note the [Department of Justice](#) contains useful information on using the visa application system and study visas.

Please also consult the TUS International Office [website](#) for more details about international admissions, fees and scholarships etc.

Research Fees

The schedule of fees is available from this [link](#) which also contains information on how to pay your fees.

Fees fall into two categories: EU candidates and non-EU candidates. The TUS Admissions Office determine the criteria for EU Fee Status and can be contacted by email at admissions.midlands@tus.ie or admissions.midwest@tus.ie

Students admitted under the non-EU student classification category shall not be permitted to change their status to that of an EU student following programme admission.

Postgraduate research students are required to have paid all fees and/or charges, prior to submission of their Notice of Intention to Present Form. Failure to maintain good financial standing and to discharge fees/charges owing to the University will negatively impact the student's ability to pursue a course of study/research, to sit examinations and/or be issued with their examination results.

Note the Irish Immigration [policy](#) of duration of stay.

Supervision

Each candidate for a postgraduate research degree shall be assigned a Principal Supervisor and Co-Supervisor(s) who have been approved by the relevant research committees at faculty level and the Graduate School. Where the research is interdisciplinary, the supervisory arrangements will reflect this. The TUS Postgraduate Research Regulations 2023-2026 makes specific reference to the qualifications of research supervisors on pp. 21-22.

- For Doctoral Degrees, the Principal Supervisor shall be the holder of a Doctoral Degree.
- For PhD Degrees specifically, the Principal Supervisor shall be the holder of a PhD Degree .
- For Master's Degrees, the Principal Supervisor shall be the holder of a Master's Degree or higher.

Co-supervisor(s) who are specialists in the research area may be TUS academic staff members, or may be employed by another institution, or be industry based. More information on supervision requirements are encompassed in the TUS pPostgraduate Research Regulations 2023-26.

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 reasonable assistance regarding access to the material, equipment and other resources essential to the research.

Role and Responsibilities of Supervisor(s)

The Supervisor has an important role in providing academic guidance, authority and leadership within the subject area of the research programme. This includes the following:

- Supervision of the conduct and management of the project.
- Provision of written advice to the candidate in relation to: the suitability of the research proposal to the award being sought.
-

- the nature of the work undertaken, the formulation of the research proposal and the standard expected.
- the planning of the research and the specific direction of the research being undertaken.
- the appropriate literature and sources.
- attendance at appropriate research seminars and/or conferences.
- the proper acknowledgement and citation of sources.
- the requirement to monitor the work and performance of the student and to report this performance to the appropriate committees.
- Supporting the induction of the postgraduate research student into the research institute/school/department, by covering such topics as;
 - identifying the learning support infrastructure and student services.
 - performing introductions to relevant personnel, other research students, etc.
 - informing the research student of TUS policies and procedures re: their responsibilities in terms of health and safety legislation.
 - informing the research student of policies and procedures.
 - briefing the research student on the responsibilities of the supervisor and research student, and explaining the process to be followed if communication difficulties arise.
- In consultation with the student drafting a framework with indicative deadlines for the completion of distinct stages of the research programme and the completion of written work, to include such reports as may be required as part of the annual review.
- Responsibility to maintain regular and frequent contact with the research student.
- To ensure that the research student is permitted to remain focused on their relevant project activities when/if based in a partnership organization.
- Careful and regular monitoring of the progress of the research student's work on a formal basis by setting appropriate academic standards and milestones to be attained by the candidate, reading written work produced by the student and providing constructive criticism within a reasonable specified time.
- Providing regular (and formal) feedback to the research student on whether progress and standards of work, including written or oral presentations, are meeting expected levels.
- Recommendation on transfer between registers, where appropriate.
- Identification, at an early stage if possible, of the student's/ project's insufficient progress, in order to allow adequate time for re-orientation and correction.
- Communication and/or co-operation with other supervisor(s) where appropriate.
- Taking an active role in introducing the student to other researchers and experts in the field and the appropriate academic bodies and societies.
- Advising as to the attendance at appropriate research seminars and/or conferences.
- Ensuring adequate supervision and support of the student and agreeing their activities over the normal academic vacation periods of the University.

- Provision of written advice to the candidate in relation to;
 - the completion of the research process and the writing of the thesis.
 - the format and layout of the thesis and subsequent examination.
 - further work following receipt of first draft prior to external moderation of the thesis.
 - attendance at an oral examination (viva voce) where appropriate.
- Arrangements with the examiner(s) and the candidate for an oral examination, where appropriate.
- Providing guidance and encouragement regarding the future career plans of the research student in collaboration with the **TUS Careers and Employability Service**.

- Accepting ultimate responsibility for:
 - Their own research activity and candidacy for a postgraduate degree.
 - Ensuring familiarisation with **TUS Postgraduate Research Regulations 2023 - 2026**.
 - Engaging with, and completion of, the postgraduate research student Induction process, agreeing a schedule of meetings with the supervisor(s).
 - Agreeing the aims, objectives and timeframe of the programme of work with the Supervisor(s) including the nature and extend of the guidance expected from them.
 - Agreeing a schedule of meetings with the Supervisor(s)
 - Maintaining regular and frequent contact with Supervisor(s).
- Ensuring that satisfactory progress is made with respect to the research project and any programme of work agreed with the Supervisor(s).
- Being responsible for developing the direction and innovation of the research project as it progresses and collaborating with Supervisor(s) as appropriate.
- Submitting written work in a specified time and format as agreed with the Supervisor(s).
- Ensuring that any problems regarding the project are drawn to the attention of Supervisor(s) and providing adequate explanation of any failure to attend meetings or to meet other commitments, so that appropriate guidance may be offered.
- Becoming familiar with relevant aspects of the health and safety framework and academic rules and regulations of TUS.
- Making appropriate use of teaching and learning facilities made available by TUS.
- Successfully completing the annual progression process.
- Successfully completing modules associated with the programme of study.
- Ensuring that any circumstances that might require their mode of study to be modified or his/her registration to be extended, suspended or withdrawn, are brought to the attention of Supervisor(s).
- Undertake a (requested) limited number of hours of laboratory practical's to undergraduates and/or tutorial supervision, as directed by the Dean of Faculty/Head of Department in conjunction with the Supervisor.
- Submitting a thesis in accordance with the TUS schedule of exams in the correct format and in accordance with the **TUS Postgraduate Research Regulations 2023 - 2026**.
- Not initiating formal contact with the External Examiner(s).
- Maintaining current contact details with TUS and notifying the Graduate School and Supervisor(s) of a change of address or otherwise to ensure contact can be maintained.
- Being available for discussion and progress review as required.



Submission of Thesis

The submission of a final thesis for Examination for Masters and Doctoral degree follow the same format. However, graduating with a Doctoral degree requires a *Viva voce* examination, where a Master's by Research may not.

Stage 1

The Notice of Intention to Present for Examination form is completed by the student, supervisor and Head of Department. The form and current Curriculum Vitae for the proposed examiners are submitted to the Graduate School which forwards the documentation to the relevant FRC for review and initial approval.

Stage 2

Student submits their thesis for examination in password protected pdf format to the Graduate School via email. The Graduate School forward the thesis to the examiners with relevant information regarding the role of the examiner, expense forms etc. This system may be undergoing change in 2024/2025. Please consult the Graduate School if you have any questions.

Stage 3

Doctoral candidates are advised of the date and format of the *viva voce*. The *viva voce* takes place, and the PhD student is informed of the provisional outcome. If there is no *viva voce* as is the case for master's students, then the student will be informed of the provisional decision of the examiner(s) by email from the Graduate School.

Stage 4

Following the *viva voce* examination for Doctoral candidates and examination of thesis for Master's candidates the examiners and chairperson submit their reports to the Graduate School.

Stage 5

Candidates make the changes prescribed by the examiners in the defined time period for reconsideration and agreement by the internal and or external examiner. Failure to do so will result in the examination process being deemed incomplete. There are a number of option that examiners can choose when assessing thesis. Please consult the TUS Postgraduate Research Regulations 2023-26 (p.41-42).

Stage 6

The required number of corrected copies of the thesis and PDF electronic copy are submitted to the Graduate School. The Graduate School informs the Dean of Graduate Studies of the candidates to be presented to the examination board.

Stage 7

The student submits the corrected thesis to the Graduate School who forward to the examiner(s) to confirm that the required amendments have been completed to the standard required for the award of the Master's or Doctoral degree as appropriate. The final corrected (signed off) version of the thesis is submitted in pdf format to the Graduate School who inform the Dean of Graduate Studies of the candidates to

be presented for recommendation of the award at the next research examination board.

Stage 8

The Exam Board convenes and subsequently the Graduate School forwards the requisite copies of the thesis to the library.

Presentation of Thesis

The presentation of your Master's by Research/Doctoral thesis is an important (and ongoing) decision. Students are strongly encouraged to publish the results of their research in peer-reviewed journals and other publications, and to present at relevant conferences during and after their research degree programme.

Candidates should carefully proofread their thesis for typographical errors. It is imperative that the thesis presented for examination and in its final amended format is produced to a high standard and is clearly legible.

Further to this no additions should be made to the thesis content after the examination (e.g. further publications, additional conclusions etc.) unless requested by the examiners at the *viva voce*.

General Requirements

The candidate is required to prepare one electronic PDF version of the thesis (or similar fixed format) which must be submitted to the Graduate School. The Graduate School will forward one copy to each of the internal examiner, external examiner and primary supervisor. 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 should submit their final versions to the Graduate School.

Language

The thesis will be written in English or Irish and in extenuating circumstances may be written in another language. Notification of intention to submit a thesis in a language other than English or Irish which specifies the language in question must be made to the Graduate School prior to the commencement of postgraduate studies. Approval is subject to the availability of faculty with competence in the language concerned. The examiners to be appointed must also be competent in the language in which the thesis is to be written. An abstract in English or Irish shall accompany the final copy of the thesis when it is being submitted to the Graduate School for examination.

Length of Thesis

A Master's thesis should not normally exceed 60,000 words. A Doctoral thesis should not normally exceed 100,000 words. The word-count limits apply to the abstract and numbered chapters only and excludes appendices, footnotes, tables and the bibliography.

Format of Thesis

The thesis should be typewritten. Students need only submit an electronic copy to the Graduate School but can, if they so wish,

submit soft-bound copies in lieu of an electronic copy. When using soft-bound copies, they should be submitted on A4 white 80g/m² paper, printed on both sides of the page. Such copies will be posted by the Graduate School to the examiners.

Double or one-and-a-half line spacing should be used in the body of the text. The preferred typeface is 12-point Times New Roman although others are acceptable (e.g. Calibri, Arial). Single spacing may be used for footnotes and indented quotations. Margins at the binding edge should be not less than 40mm and other margins not less than 20mm.

Title Page

The title should be an accurate and concise description of the contents of the thesis. The title page of each volume of the thesis should contain the following information:

- The full title of the thesis and the sub-title (if any).
- If there is more than one volume, the total number of volumes and the number of the volume.
- The full name of the author with, if desired, any qualifications.
- The full title of the award for which the thesis is submitted (for example, Master of Arts (by Research) or Doctor of Philosophy).
- The name of the university.
- The name(s) of the Supervisor(s) of the research.
- As the last line on the page, the statement 'Submitted to the Technological University of the Shannon (month) (year).'

Abstract

An abstract in English or Irish, not exceeding 300 words or one page in length, is an integral part of the thesis and should precede the main text. It should be in single spacing and should indicate the author and title of the thesis in the form of a heading. A separate copy of the abstract should accompany the electronic copy of the submitted thesis. The abstract should provide a synopsis of the thesis and should state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the subject treated. It should also include a brief statement, where appropriate, of the method of investigation used, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

Declaration

When submitting a thesis, the student should indicate in a declaration signed by the student and Supervisor(s) of any material contained in the thesis that they have used before or have had published. If the thesis is based on joint research, the nature and extent of the author's individual contribution should be divulged in full relative to other authors/contributors. The declaration should immediately follow the abstract.

Acknowledgements

Acknowledgements are given on the page following the declaration and should be confined to persons, professional bodies or institutions that have contributed to the work.

Table of Contents

The table of contents follows the acknowledgements page and should clearly set out the chapters, headings and subheadings provided in the thesis.

Tables and Illustrated Material

Photographs, maps, graphs and other statistical tables should be added where appropriate. If using a bindery service, they should be advised when a thesis contains material of this kind. Maps or diagrams larger than A4 must be folded well inside the front edge of the thesis. The lists of tables and illustrations should follow the table of contents and should list all tables, photographs, diagrams etc. in the order in which they occur in the text.

Abbreviations

Abbreviations may be used at the discretion of the student and, when used, a key should be provided. In the case of an abbreviation not in common use, the term should be given in full at the first instance in the main body of the text, followed by the abbreviation in brackets.

Pre-publication, Copyright and Intellectual Property

Copyright and other IP regulations are important. 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. 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.

The Library will retain and make available a copy of the thesis for consultation in the Library and the Institutional Repository in accordance with normal academic library practice subject to the following:

- 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.
- The Primary Supervisor should advise the Graduate School regarding the basis on which access to the thesis for purposes of research may be given to third parties.

The 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. In cases where the material in the thesis has been deemed to be confidential or proprietary, the 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.

Bibliography

Theses submitted for any degree by research shall contain a full bibliography.

The Viva Voce Examination

The following outlines the composition and role of the examination board and the purpose, processes and procedures pertaining to the viva voce examination for PhD candidates at TUS. Cognisance should be made of the **TUS Postgraduate Research Regulations 2023 - 2026** as the definitive process.

Composition and Role of the Viva Voce Examination Board

The Viva Voce Examination Board (the Board) will normally consist of an independent chairperson and two examiners, one of whom will be internal to TUS and the other external. In instances where the candidate is a TUS staff member, a second external examiner replaces the internal examiner. The chairperson will normally be a TUS faculty member who holds a PhD and/or has supervised a PhD candidate to completion.

The independent chairperson and the examiners will have been nominated on the Intention to Present for Examination Form and approved by the Faculty Research Committee, the Postgraduate Studies and research committees at faculty level and Academic Council. When the independent chair and the examiners are being nominated, due cognisance should be taken of any potential conflicts of interest, including those of a personal, research or professional nature. The viva voce examinations are administered and organised by the Graduate School in conjunction with Supervisors, the student and examiners.

Role of the Independent Chairperson

The independent chairperson's role is to:

- Manage the viva voce examination
- Ensure that the candidate is treated fairly
- Provide guidance on the TUS Postgraduate Research Regulations 2023 - 2026 (insert hyperlink to <https://tus.ie/app/uploads/RDI/GradSchool/TUS-Postgraduate-Research-Regulations-2023-2026.pdf>) and ensure they are upheld
- Communicate the provisional outcome of the examination to the candidate and relevant parties.

The chairperson is required to submit their report to the Graduate School. The chairperson shall not have been involved in the research and will not question the candidate nor give opinion to the examiners on the research presented.

Role of the External Examiner

The External Examiner will be an expert in the field of study covered by the thesis. They will usually hold a position as a senior lecturer or professor, or an equivalent position in an appropriate education establishment, research institute or professional body. The examiner is required to be familiar with academic standards for Doctoral/Master's by Research within the area of the candidate's research. The external examiner will, together with the internal examiner, carry out a detailed oral examination of the candidate and provide a written academic assessment in accordance with the requirements of the **TUS Postgraduate Research Regulations 2023 - 2026**.

Role of the Internal Examiner

The Internal Examiner will have relevant expertise in the field of study covered by the thesis. They have an important role in the

examination process both as an examiner and, if required, after the examination as an advisor to the candidate on corrections or amendments. The Internal Examiner also plays a key role in liaising with the Graduate School on behalf of the External Examiner.

Role of the Supervisor(s) in the Viva Voce Examination Process

The Supervisor(s) may attend the examination, subject to the agreement of the candidate and approval of the examiners and chairperson, but may not examine or question the candidate and should only provide clarification of any matters when requested by the board. The supervisors do not participate in the final decision and should leave the examination while such deliberations take place, unless asked to remain by the chairperson.

Purpose of the viva voce examination

The main purposes of the viva voce examination are as follows:

- To determine the extent that the research fulfills the criteria for the award of Master's by Research or Doctoral degree in accordance with the **TUS Postgraduate Research Regulations 2023 - 2026**.
- To allow the candidate to defend the originality of the thesis.
- To establish that the research has been carried out independently.
- To test the authenticity of the research and writing.
- To establish that the work is publishable in whole or in part.
- To examine what was learnt and whether new knowledge was generated.
- To expand and clarify the candidate's ideas, depth of knowledge and understanding of the field of study by probing the key arguments, theoretical framework, knowledge of extant research, methodologies and techniques used in the thesis.
- To consider the candidate's ability to communicate and defend the research.
- To give advice on changes, future direction and publications.

Format of the viva voce examination

Doctoral candidates are required to defend their thesis in response to issues raised by the examiners. Prior to the examination, the chair in consultation with the examiners will determine the order of questions and the overall format of the examination. Candidates may be asked by the chairperson, and should be prepared to, summarise their main findings (usually a 20-minute presentation of the objectives, methods, main findings and conclusions of the work). At the end of the viva voce the candidate and the Supervisor will be asked to leave the room while the board deliberates on the provisional outcome of the examination. They will normally be called back and informed by the chairperson of the outcome of the examination. When the board has been constituted, all further communication by either the candidate or the Supervisor(s) with the external examiner(s) shall be made through the chairperson and/or the Graduate School.

Length

The Length of the Viva Voce Examination varies in accordance with different disciplinary practices and will depend on the examiners' requirements. As a guideline, it should normally be in the range of one hour and a maximum of three hours. The chairperson should be aware of the demeanour of the candidate and offer breaks in the proceedings as necessary.

Location of the Viva Voce Examination

The viva voce examination can take place online on video/web conferencing/MS Teams or in person.

Provisional Examination Outcome

At the conclusion of the viva voce, the board will decide on the provisional outcome and determine the final recommendations. Following the board's deliberations, the chairperson will normally ask the candidate and supervisor into the room and verbally inform the candidate of the provisional outcome of the examination and the recommendation of the board, subject to agreement by Academic Council. Candidates may be verbally advised of any required revisions and/or corrections, or additional work. They will be informed that any additional requirements will be communicated to them in writing by the internal examiner in consultation with the Supervisor(s) and the Graduate School. Following the viva voce examination, a joint written report should be prepared and agreed by the examiners and submitted by the chairperson to the Graduate School. This report should be sent to the Graduate School as soon as possible, but no later than one week after the examination. If requested, the Graduate School will forward a copy of the final report to the student, Supervisor(s), Head of Department and Dean of Faculty, together with a note of any additional requirements.

Disagreements among Examiner

If a disagreement arises among the examiners regarding the quality and level of the work, 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 research committees at faculty level for adjudication. In exceptional circumstances an additional external examiner may be asked to adjudicate.

Right of Appeal

An appeal against the examiners' decision cannot be made. If the candidate wishes to appeal on the grounds of process, please see the review the [TUS Student Complaints and Problem Resolution Procedure, 2022-2025](#).

Resources

Computing and Information Technology Resources

The Computer Services Department provides an extensive range of computing and audiovisual services to ensure both staff and students are empowered with the IT skills which will enhance their ability to work and learn in a university environment. Computer Services deliver the ICT service to TUS through teams who are committed to strategic planning and

upgrading of our IT facilities in line with emerging technologies in a constantly changing technological environment.

Professional Development

The Centre for Pedagogical Innovation and Development (CPID) comprises a cross disciplinary team with high quality skills sets, working as educational developers and learning technologists with representation from all Faculties in TUS. Since its establishment, the unit has been committed to providing opportunities for staff, researchers and external participants to engage in professional development. Significant progress has been made in professional development in learning, teaching and assessment particularly through the provision of a flexible pathway to a postgraduate award. The CPID provides formal and informal training for staff and students, assistance with programme design and review, in addition to supporting the flexible delivery of programmes.

The CPID is committed to promoting active learning strategies to engage learners in addition to the use of appropriate authentic assessment strategies which allows students to receive timely feedback, improve the quality of learning and provide appropriate evidence of achievement.

Support Services

Student Services Department

TUS has a dynamic, interactive and supportive campus environment. The dedication and commitment of our staff and students is reflected in the energy and enthusiasm that extends to every aspect of our goal to support a positive student experience. We also recognise that college life can be challenging and to support students we provide a comprehensive range of student services.

Comprehensive details of the supports available to students can be found on the [TUS website](#) and are summarised below.

Access Services

This office works towards the goals of the TUS access plan which reflects and documents our continued commitment to widening participation at third level and to providing a supportive, equal opportunity learning environment for all our students on all our campuses.

Chaplaincy services

The Chaplaincy & Pastoral Care Service is available to students and staff of all religious denominations and none. We aim to help students and staff of TUS within our four main areas of support: Pastoral Care, Community, Spirituality and Personal Development.

Counselling service

Our counselling services at TUS allow students time and space in a confidential setting to explore any issues of concern to them. We provide a multi-campus service to Athlone, Moylish, Clare Street, Thurles and Clonmel. Our counsellors are specially trained to listen attentively and provide a supportive, non-judgmental environment where students can self-reflect and develop.

Health service

The TUS Student Health Service provides professional, confidential and courteous medical care to all registered students and apprentices of the University, Monday-Friday during the academic year. Research students based in the Midlands campus can call directly at 090 64 68063. Research students based in the Midwest campus should call 061 293106.

Careers and Employability Service

The role of the Careers' Service combines careers advisory work with students and facilities for employers to come into direct contact with students for recruitment purposes. The Careers and Employability Service can provide students with information on the following:

- Further study opportunities and transferring to other colleges, both within Ireland and overseas.
- Career counselling to facilitate students to know and evaluate the many possibilities available, such as:
 - Compiling CVs and cover letters
 - Interview techniques and mock interviews
 - Employer Graduate Recruitment Programme and annual Careers Fair
 - Job opportunities - mailshot circulation of job vacancies
 - Employer presentations and interviews
 - Career videos
 - Employers' information
 - Postgraduate opportunities
 - Information on scholarships
 - Information on recognised training courses
 - Work placements and summer work
 - Travelling and working abroad

Restaurant/Dining facilities

Restaurant/canteen facilities are available across campuses.

Sport and Recreation

Your time in TUS will introduce you to many new adventures and activities that you may not have tried previously and while we encourage you to get involved in campus life, it's also important to maintain a healthy balance between commitments to your research programme and sports and social activities! From our state-of-the-art indoor athletics arena in Athlone to our cutting-edge Sports Lab in Thurles, TUS boasts a wide array of sporting facilities that can be used by students and staff as well as external groups and teams.

Clubs

At TUS, we boast a vibrant clubs scene on all our campuses, ensuring that we cater for many sporting interests. Our sports clubs cater for all levels of activity. You can get involved at your own pace, whether you are an elite athlete, a beginner or just looking to get fit and have some fun! Clubs and activities include Hurling, Camogie, Men's & Ladies Gaelic Football, Men's and Ladies Rugby, Soccer, and Basketball, to name but a few.

Societies

In addition to sports clubs, there is a diverse range of Societies for students to join. Enrolling in TUS means more than just academic learning, join a society to give yourself the

opportunity to learn new skills and meet new people with whom to share your student experience. Some of the societies here at TUS include Drama Society, Animation Society, Academic Society, International Society, Chess Society, Cumann Gaelach, Dance Society, Nutrition Society and Postgrad Society.

For more information on Clubs & Societies at TUS visit [here](#).



International Office

Visas & Immigration

We realise that obtaining the correct visa and understanding immigration processes is crucial for international students. We have compiled important information to guide you through the visa application process and ensure a smooth transition to your academic journey in Ireland.

Visa-Exempt Countries for Ireland

As an international student, it is essential to check whether your country is visa-exempted for Ireland. If your country is listed as visa-exempted, you will not require a visa to enter Ireland for study purposes. For a complete list of visa-exempted countries, please visit the [Irish Naturalisation & Immigration Service website](#).

Study Visas for Different Countries

For students coming from countries that are not visa-exempted, you will need to apply for a study visa to enter Ireland. The application process and requirements may vary depending on your home country. To find specific details and guidelines on study visas for your country, please visit the [Irish Naturalisation & Immigration Service website](#).

Visa Application and Timing

Obtaining a study visa can take 6 to 12 weeks, so it is crucial to allow sufficient time when planning your admission date. We recommend initiating visa applications well in advance of the start of your course to avoid delays. Please note that it is the responsibility of students to arrange their visas.

It should be noted that these immigration requirements may be subject to change, and incoming students should consult the INIS website for up-to-date information.

Registration with the Garda National Immigration Bureau (GNIB)

If you are a citizen of a country outside the EU, EEA, Switzerland or the UK (whether or not you need a visa), you must report to Immigration when you arrive in Ireland and register with the GNIB in Limerick or Athlone after you arrive, even if you do not need a visa.

What do I need to do after arriving? – www.irishimmigration.ie/

Irish Graduate Permit Scheme

The Irish Graduate Permit Scheme allows eligible non-EU/EEA students who have completed their degree in Ireland to remain in the country and seek employment. This provides a valuable opportunity to gain work experience and further your career prospects. Students who study a Level 8 Bachelors programme can stay up to 12 months after study while students who complete a Master's degree can stay up to 24 months after study. This is called the Stamp 1G Visa. For more information about the Irish Graduate Permit Scheme, visit the Irish Naturalisation & Immigration Service [website](#).

Please note that you are only eligible to apply for the IG visa once you have received final and official results for your course.

For any specific inquiries or assistance regarding visas and immigration, please reach out to our [International Office](#).

Library

The Library is committed to the provision of innovative, insightful and relevant information services and resources to support learning, teaching and research activities at TUS.

The Library has different study spaces to meet students needs including silent zones and Bring Your Own Device (BYOD) areas. Wi-Fi is available to connect phones, tablets or laptops to the University network.

Resources

The library provides access to a variety of information resources to support your teaching, learning, and research. These include print and online resources comprising books & eBooks; journals & eJournals; and databases. Library databases are online collections allowing you to search quality journal, magazine, newspaper and other academic sources. There are many databases available because there is so much information; there is no one database that covers all the resources available. Some databases will be directly focused on your subject, while others cover a wider range of subjects so are useful for multi-disciplinary topics and topics that do not fit a specific subject. You can search all of the library's electronic collections through Discover.

There are several ways to seek help in the library,

- Face to face (at the library desk for general queries and loans).
- Online help via website at: <https://tus.ie/library/>.
- Generic library training sessions which occur on a regular basis (check [website](#) for details).

Researcher Support

Library staff are experienced in the areas of research data management, research support, grant applications and support for Academic writing. The TUS Institutional Repository is in initial development stage, and this will support all research activities of TUS. Advice is available for research promotion, dissemination and research profile management.

Student Union

The mission of the Student Union is to be the independent representative organisation for students of TUS to act in the best interests of its members, to advance and defend their rights primarily in relation to their education and welfare as students at the University, and as active participants in Irish society. The SU team is made up of a President with several Deputy Presidents, including one for Postgraduate Affairs. Vice Presidents are located on all TUS campuses.

Check out www.tussu.ie for more information of their services including accommodation.

Useful websites/links

TUS Website: www.tus.ie

Graduate School Webpage: [TUS Graduate School](#)

Meet the Graduate School Team



Dr Lisa Moran is Dean of Graduate Studies and Head of the Graduate School. An active researcher, Lisa has co-authored 4 books and several international and nationally recognised academic papers and reports. She is the President and former Vice President of the Sociological Association of Ireland (SAI) and has led several international research teams. Lisa is the recipient of many important research funding bids including a Fulbright Specialist Scheme Award, funding from the Irish Research Council and recently, The Irish Foster Care Association (IFCA). She is also the lead of the Immersive Research Institute (RUN-IRI).



Carmel McKenna is a Technical Officer with in the Graduate School, based in the Moylish Campus. She has worked in graduate studies since joining TUS in 2001. Carmel's key responsibilities are the development and monitoring of research quality assurance framework policies and processes and researcher skills development. She is also a member of the TUS Postgraduate Studies and Research sub-committee and the TUS (Midwest) Research Ethics Committee.



Amanda Murray is a Senior Staff Officer in the Graduate School, based in the Research Hub Building on the Athlone Campus. She is responsible for the academic life-span of research Master's and Doctoral students and oversees the implementation and maintenance of academic arrangements for postgraduate research studies, including registration, progression and examination.



Tara Carty is an Assistant Staff Officer, within the Graduate School, based in the Research Hub Building on the Athlone Campus. She is also a TUS Disclosure Officer with the Ending Sexual Violence and Harassment Network. With four years of experience in education, Tara joined the TUS Graduate School in 2023. She enjoys working with students from the start to the end of their academic journey.



Niamh Murphy is an Assistant Staff Officer in the Graduate School, based in the Graduate Research Office (GRO) on the Moylish campus. Niamh joined TUS in 2024 and is responsible for daily administration within the Graduate School. She liaises with the various Faculties, Departments, and student services in TUS to achieve excellence in graduate level research.



Róisín Ní Chuimín Róisín is a new member of the Graduate Studies and Research Office joining in 2024. She has spent seven years in the education sector and is a graduate of Mary Immaculate College (MIC). In conjunction with other members of the GRO office she ensures that all staff and students have the resources they need to ensure a smooth Masters and PhD process.

Appendix 1: Criteria for Postgraduate Research Awards

Criteria for Award of Degree of Masters

Examiners are required to assess the candidate using the thesis as evidence and satisfy themselves that the candidate has attained the standard for the award of Master's (by Research). They are required to report under each of the eight learning outcome strands (knowledge, skill and competence) described in the standard. To recommend the award the examiners must be convinced that the candidate has attained all the learning outcomes. In cases of doubt, they may request a viva voce.

Criteria for Award of Doctor of Philosophy

The degree of Doctor of Philosophy at Level 10 in the National Framework of Qualifications is available to research students who successfully complete a Research Degree Programme (RDP). To be eligible for consideration for the award of a Level 10 (Doctoral) degree, the learner must accumulate the requisite credits as specified in the **TUS Postgraduate Research Regulations 2023 - 2026**.

The Doctor of Philosophy award is made based on knowledge, skill and competency normally gained through a validated supervised RDP resulting in the production of a thesis/exegesis and artistic/creative work/product (where appropriate). The Doctor of Philosophy award is conferred for advanced levels of achievement, in which the research student demonstrates outstanding scholarship and ability. The research student must demonstrate that they have conducted original, independent research, have a broad knowledge of a particular field of study, a comprehensive knowledge of the specialist area upon which their research is focused, and have made a novel contribution to knowledge in their field. Required taught modules must also be completed (see section on Modules earlier in this booklet). The overall standard at Level 10 of the **National Framework of Qualifications**, which states:

“Learning outcomes at this level relate to the discovery and development of new knowledge and skills and delivering findings at the frontiers of knowledge and application. Further outcomes at this level relate to specialist skills and transferable skills required for managing such as the abilities to critique and develop organisational structures and initiate change.”

Examiners are required to assess the student (viva voce) using the thesis as evidence and satisfy themselves that the student has attained the standard for the award.

Appendix 2: Guide for New & Existing Research Students at TUS

1. Before you commence/arrive

- You will receive correspondence by email prompting you to register on your research degree programme and to set up your student email account. All formal correspondence from TUS will be sent to your student email account. It is important to check it regularly.

- Familiarise yourself with the Graduate School Regulations **here**.
- You will receive various forms (IP agreement, Scholarship form, Data Protection form, Bank Details Form) from the Graduate School Office- for completion and return.
- Contact your Supervisor(s) to discuss and agree your arrival date.
- If required, apply for visa. Contact Midlands: gsr@tus.ie or Midwest: graduatestudies@tus.ie for statement of registration to support visa.
- Secure your accommodation – Select your campus **here**.
- If you are in receipt of a scholarship you will need a PPS number for payment - see **here**.
- For Learning Support Services visit **here**.
- For all other queries please email the Graduate School. Email: gsr@tus.ie (Midlands) or graduatestudies@tus.ie (Midwest).
- To log any IT issues, contact **IT Services**.

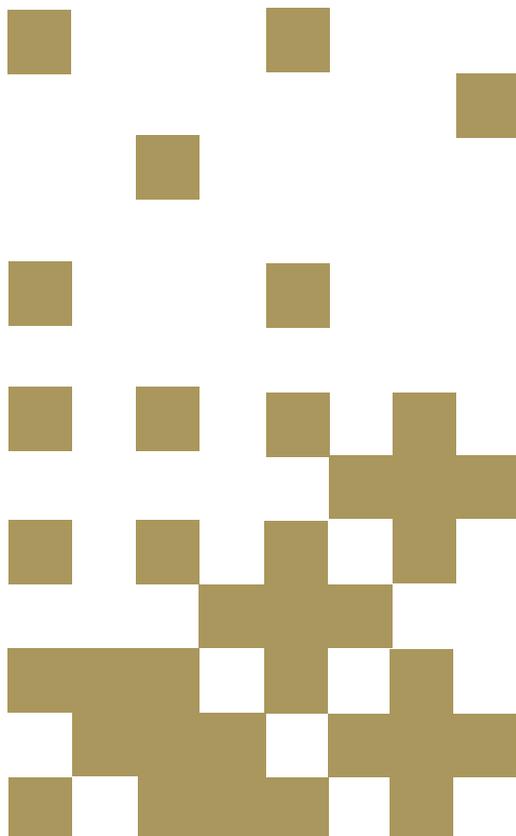
2. After you arrive

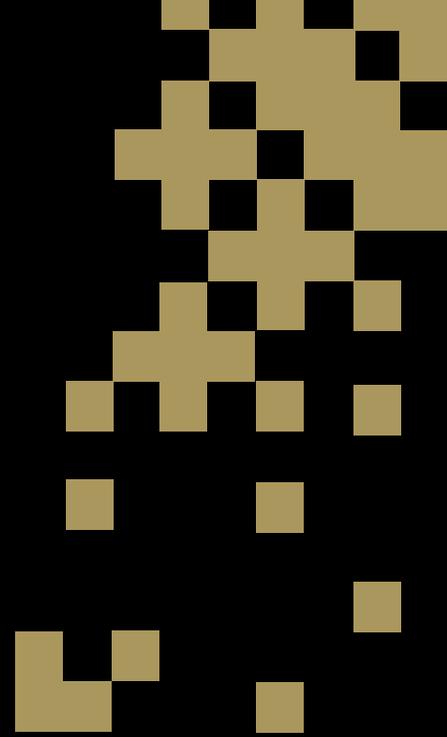
- Email Midlands: gsr@tus.ie or Midwest: graduatestudies@tus.ie to identify a desk space.
- Email Midlands: tuscards@tus.ie or Midwest: admissions.midwest@tus.ie to arrange to collect your student card. Your student card will also contain access to rooms/labs. Agree what rooms are needed in advance with your Supervisor(s)
- Plan out your discipline specific and core modules with your Supervisor(s).
- Start your Individual Study Plan (consult with Supervisor).
- Shortly after you register you will receive an email detailing an online module, Research Integrity, which you must complete.
- If in receipt of stipend, it will commence on or before the 17th of each month after you arrive/commence.
- Check out Campus Life at **tus.ie** for information on campus facilities, campus services, living in Athlone/Limerick, your Students' Union, clubs & societies, your health & wellbeing etc.
- Check out the **library services** available to you.
- For all other queries please email Midlands: gsr@tus.ie or Midwest: graduatestudies@tus.ie
- Any IT issues log them for **Midlands** or **Midwest**.

3. During your studies

- Check student email regularly for workshops, module information, funding opportunities etc.
- Visit **here** for Graduate School forms (GS1–GS33). GS Forms oversee transfer from masters to PhD, submission of thesis, intention to present, change to registration, leave of absence, bank details for stipend etc.
- Email Midlands: gsr@tus.ie or Midwest: graduatestudies@tus.ie for letters for e.g. medical card, visa, proof of address etc.
- Email Midlands: gsr@tus.ie to book meeting room in Research Hub (Midlands)
- If you require an update on your postgraduate funding email Midlands: gsr@tus.ie or Midwest: graduatestudies@tus.ie

- Research involving human subjects requires prior approval by the TUS Research Ethics Committee (REC). Applications to the TUS Research Ethics Committee (REC) must at all times be submitted on the designated Application Form. If you need to make a Research Ethics application, you can find application form & info [here](#).
- Any IT issues log them for [Midlands](#) or [Midwest](#).





Useful websites/links

TUS [Website](#)

TUS [Graduate School](#)

TUS [Research Office](#)