



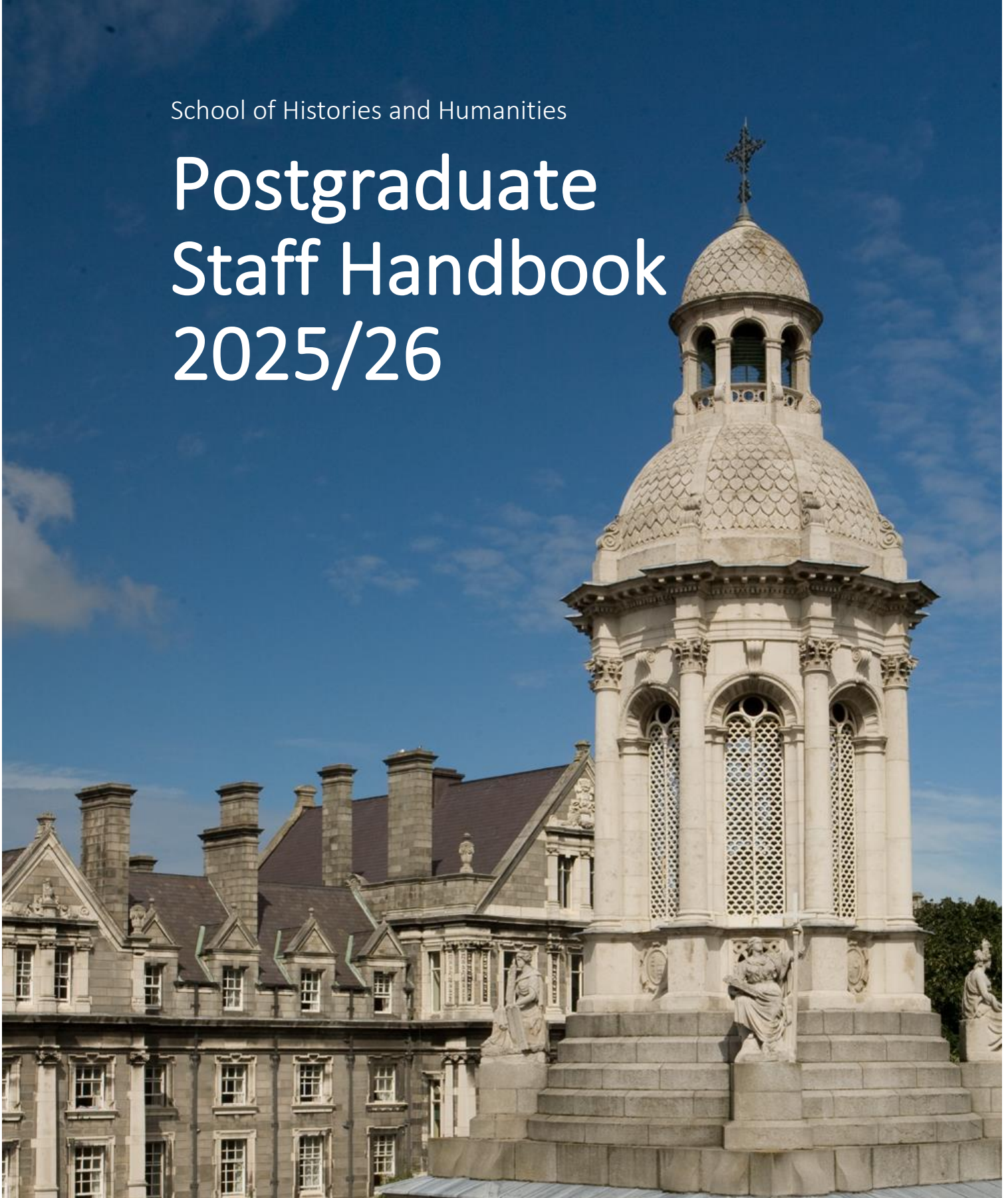
Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Histories and Humanities

Postgraduate Staff Handbook 2025/26



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Section I: Introduction

Welcome to Staff Postgraduate Handbook of the School of Histories and Humanities, Trinity College Dublin. This handbook collects key policies, procedures and guidelines relating to the School's nine postgraduate taught courses (M.Phil.) and four research degree programmes (Ph.D./M.Litt.). It is updated annually and made available to staff in the School at the start of each academic year.

School staff contact information and roles

- Address: School of Histories & Humanities, Trinity College, Dublin, D02 PN40
- Telephone: 01 896 1791
- Web: <http://histories-humanities.tcd.ie/>
- Email: pghishum@tcd.ie

Prof. Rachel Moss is the Director of Postgraduate Teaching & Learning for the School in 2025-26 and has overall responsibility for all postgraduate matters, including admissions, progression, examinations and appeals. Prof. Moss is available by appointment and to consult by email at rmoss@tcd.ie.

	Name	Room	Email address	Phone number
School of Histories and Humanities				
Head of School	Prof. Micheál Ó Siochrú	3150	m.osiochru@tcd.ie	+353 (0) 1 896 2626
Director of Postgraduate Teaching and Learning	Prof. Rachel Moss	5074	rmoss@tcd.ie	+353 (0) 1 896 2055
Director of Research	Prof. Lindsey Earner-Byrne	A6007	lindsey.earner@tcd.ie	+353 (0) 1 896 3473
School Manager	Dr Debra Birch	B6007	dbirch@tcd.ie	+353 (0) 1 896 2625
School Postgraduate Administrator	Mr Stephen Galvin	B6007	pghishum@tcd.ie	+353 (0) 1 896 1791
IT Coordinator	Mr Pat Carty	B6013	pcarty@tcd.ie	+353 (0) 1 896 2525
Department of History				
Head of Department	Dr Joseph Clarke	3153	joseph.clarke@tcd.ie	+353 (0) 1 896 2378
Executive Officer	Ms Joanne Lynch	C3133	histhum@tcd.ie	+353 (0) 1 896 1020
Executive Officer	Dr Alberto Santos Cancelas	C3133	histhum@tcd.ie	+353 (0) 1 896 2042
Department of Classics				
Head of Department	Dr Ashley Clements	B6013	Clementa@tcd.ie	+353 (0) 1 896 4014
Executive Officer	Ms Winifred Ryan	B6004	ryanw1@tcd.ie	+353 (0) 1 896 1208
Department of History of Art and Architecture				
Head of Department	Dr Timothy Stott	Prov. stables	stottt@tcd.ie	+353 (0) 1 896 2480
Executive Officer	Ms Aoife Jennings	5082	Arthist@tcd.ie	+353 (0) 1 896 1995
Centre for Women's, Gender and Sexuality Studies				
Director	Dr Gillian Frank		frankg@tcd.ie	+353 (0) 1 896

Contacting the Graduate Studies Office

The Dean of Graduate Studies, Prof. Martine Smith, has final responsibility for the admission, progression and examination of all postgraduate students in Trinity.

The website of the Graduate Studies Office is a key source of information on all matters relevant to postgraduate research students alongside this handbook and the College Calendar.

- www.tcd.ie/Graduate_Studies
- West Theatre, Front Square
- <https://www.tcd.ie/graduatestudies/students/research/>
- T +353 (0)1 896 2722 / E deansec@tcd.ie
- Further contact details - https://www.tcd.ie/Graduate_Studies/contact/

For many queries, the Dean does not need to be contacted directly. Guidance on how to get the best answer most quickly is provided below. Any that require the approval of the Dean will be brought to her directly.

<p>Contact Eszter Bodnar at Academic.registry@tcd.ie for queries about</p> <ul style="list-style-type: none"> • PGT admissions • Student registration • Fees and sponsorship • Examinations <p>Contact Eszter at research.admissions@tcd.ie about</p> <ul style="list-style-type: none"> • PGR admissions • PGR stipends and awards* <p>*TRDA stipend queries should be directed to pgrenewal@tcd.ie</p>	<p>Contact kuciebaa@tcd.ie or dgsappointments@tcd.ie for</p> <ul style="list-style-type: none"> • Appointments with the Dean <p>For information or queries about PG Renewal Programme (including in relation to Trinity Research Doctorate Awards) contact pgrenewal@tcd.ie.</p> <p>Information about the PG Renewal programme can be found at https://www.tcd.ie/graduatestudies/postgraduate-renewal/</p>	<p>Contact Frances Leogue at genadgso@tcd.ie for general queries about postgraduate matters including questions about</p> <ul style="list-style-type: none"> • Co-supervision • Adjunct supervisor nominations • Change of supervisor requests • Extensions on major revisions • Stay of deposition of theses <p>Forms for all the above are available at www.tcd.ie/graduatestudies/staff/research/</p>
<p>Contact Joe Faulkner at pgcases@tcd.ie for</p> <ul style="list-style-type: none"> • Off books requests • Readmission requests • Transfer to PhD register • Extensions on submission of PGT dissertations • Extensions for submission of PhD transfer/confirmation reports • Continuation year queries • <i>Covid-related extensions</i> 	<p>For information about graduation, contact graduation@tcd.ie</p>	<p>Contact gsothese@tcd.ie in relation to</p> <ul style="list-style-type: none"> • General queries about thesis • Submission of pre-/post-viva reports • Thesis submission (eThesis@tcd.ie); see https://www.tcd.ie/graduatestudies/students/research/thesis-submission/ • Reports on annual progression and the outcome of the confirmation process should be submitted to researchprogression@tcd.ie • If in doubt, contact gsothese@tcd.ie

Postgraduate student cases (research and taught students)

Permission for a research student to go off books, register on an extension free of fees, or register for a continuation year paying fees should normally be sought by the supervisor(s) through the Director of Postgraduate Teaching and Learning, who is best placed to decide the parameters, motivation and wording of the request in light of the College and School regulations and the student's situation and prospects. Students seeking an extension or permission to go off books will be asked to complete a form, which can be accessed from. The email address for postgraduate student cases is PGCASES@tcd.ie. Further information can be found in the [Calendar Pt III](#), section II. 32-35.

In the case of M.Phil. students, case requests should be submitted to PGCASES@tcd.ie by the Course Director, copied to Director of Postgraduate Teaching and Learning and the postgraduate administrator at pghishum@tcd.ie for School records. In the case of non-standard requests, prior consultation with Director of Postgraduate Teaching and Learning is recommended.

See also the guidance provided to students in the School's [Postgraduate Research Handbook](#) under "Progress, issues and obstacles" (p.31 ff).

Appeals (research and taught students)

Appeals regulations can be found in [Calendar Pt III](#), section II.56-74.

Key section:

60 It should be noted that neither an appeals committee nor the Dean of Graduate Studies can overturn the examiners' academic verdict on the work as presented. Only changes of a procedural nature (such as repetition of an assessment) can be recommended. An appeal other than an ad misericordiam appeal cannot be made against the normal application of College academic regulations provided by the University Council.

In other words, **it is not possible to appeal a mark**. The grounds for appeal are set out as follows:

57 An Appellant must specify the grounds on which their case is being made. An Academic Appeal will only be heard where the student's case: i.) is not adequately covered by the ordinary regulations of the College, or ii), is based on a claim that the regulations of the College were not properly applied in the applicant's case, or iii. Represents an ad misericordiam appeal.

Appeals need to be submitted within 10 working days (2 weeks after publication of results), in the first instance to the DTLP for consideration by the School Appeals Committee (which is constituted *ad hoc* from members of the School Graduate Studies Committee who have no direct involvement with the student). Decisions of the School Appeals Committee can be appealed by writing to the Dean (as chair of the Sub-committee of GSC responsible for College-level appeals). If the student has further questions, please refer them to Martin McAndrew in the Postgraduate Advisory Service (<https://www.tcd.ie/seniortutor/students/postgraduate/>).

Section II: Postgraduate Research Programmes (PhD and MLitt)

Recruitment and admission of PhD students

Prospective research students should identify and meet with a prospective supervisor who can advise on [admission requirements](#) and the [research proposal](#) in advance of online application. Students wishing to apply for a part-time PhD should be advised of calendar regulation [Calendar III section II 30](#).

30 The minimum period of time on the part-time register is three years. If a student on the part-time register leaves before they have completed six years on the register, they will be required to pay the difference in fees between the total part-time fees they have already paid and the equivalent full-time fees that they would have been charged during that time on the register, up to a maximum of the four years fulltime fee.

Please ensure that applicants submit their applications at least one month in advance of the respective registration dates of 1 September and 1 March. The DTLP is the primary assessor of all PhD applications in the School. Academic Registry is unable to issue offers unless the DTLP has entered a positive recommendation in SITS (indicating also by whom the applicant is to be supervised if they accept a place on the research register).

Supervision

The Principal Supervisor must be a Professor, Associate Professor, Senior Lecturer, Lecturer or Senior Research Fellow. Members of the academic staff on contract may be a Principal Supervisor, but in such cases a co-Supervisor must also be appointed from among the permanent academic staff; a Co-Supervisor is not required for members of staff on contracts of indefinite duration or contracts which extend beyond the maximum period of the student's registration (i.e., 2 years for a Masters, 4 for a PhD). Staff normally do not supervise more than 5-6 students. The supervisor's role is to give advice, encouragement and constructive criticism to research students. The supervisor should normally:

- Be familiar with, and ensure that the student is familiar with, College and School regulations, in particular those pertaining to programme requirements, the annual progress review process, the timeframe for completion and examination, any ethical issues arising from their research, and academic honesty (plagiarism). More information on this is available in the [PGR Student handbook](#).
- Offer guidance in clarifying the student's research topic and research schedule.
- Maintain regular contact with the student. College regulations recommend that supervisors and students should meet at least once a month during statutory term. This will not always be possible, especially when students are abroad for archival research or fieldwork, but in such cases students and supervisors should maintain regular contact by e-mail or other means.
- Respond promptly and professionally to the submission of written work. Supervisors and students should work together to devise a reasonable timetable for the regular submission of written work and supervisors should normally aim to return feedback to students within 20 working days of receiving chapter-length submissions. At certain times of the year, particularly during the examination period and outside of statutory term, returning comments within

this timeframe will not always be possible and students should schedule the submission of their work accordingly.

- Discuss the student's research in person and offer clear, constructive written comments on the student's written work.
- Monitor the student's progress according to an agreed plan of work and milestones and complete required progress reports required by the School or funding bodies.
- Advise on specific research, language or IT skills that the student may require for their research and ensure that the student is aware of available training programmes.
- Ensure that the student is familiar with the scholarly conventions within their discipline.
- Ensure that the student is aware of the range of departmental and other seminars where relevant research topics are discussed.
- As the student moves towards completion, supervisors should discuss options for the presentation and publication of their research and other appropriate steps in engaging in academic discourse and in career development.
- Make arrangements for replacement, in consultation with the relevant Head of Department and the Director of Teaching and Learning, in the event of the supervisor being unavailable for a period exceeding 4 weeks during term-time (due, for example, to illness or maternity leave).
- Provide guidance on preparation of the thesis for submission and the *viva voce*

For further guidance please consult the [Research Supervision policy](#) and [Research Supervision Best Practice Guide](#). Further training and supports for Supervisors can be found here: [Supervisor Development - Graduate Studies | Trinity College Dublin](#)

Co-supervision

If a student is co-supervised by two members of staff, one member is registered as the student's Principal Supervisor. The Principal Supervisor carries final responsibility for all formal matters relating to the student, such as annual reporting, communication with the School, etc., even if some or all of these matters are *de facto* delegated to the co-supervisor.

Co-supervision needs to be formalised on SITS at the start of registration or by completing a [Co-Supervisor Request Form \(DOCX 234.4 KB\)](#), to be signed by the DTLP and submitted for approval to the Dena of Graduate Studies. If co-supervision has not been formalised, it will not be taken into account in calculating staff workloads or FTSE transfers to other departments/Schools.

The max FTSE to be transferred for a student registered on a HisHum research degree to another School is 0.4. This figure is based on the assumption that HisHum carries the administrative burden for this student (calculated at 0.2) and the principal supervisor should not deliver less than 50% of the overall supervision input (0.4 of the remaining 0.8). If the input of co-supervisors based outside the School/department is less than 50%, the FTSE transfer can be calculated as 0.3 or 0.2.

In the case of joint supervision, clear arrangements should be made and recorded in writing regarding the *de facto* role of each supervisor: primary point of contact for academic and pastoral queries, who provides feedback on written work, who drafts annual reports, etc.

Supervisor-Research Student Agreements

Trinity is currently piloting agreement which clarify the roles and responsibilities of supervisors, co-supervisors and research students, tailored to each individual student-supervisor relationship. For further information, see

<https://www.tcd.ie/graduatestudies/students/research/supervision/>.

Recruitment to PI-held postgraduate research awards

All postgraduate funding awards must be advertised in the appropriate fora and are awarded on the basis of merit after open competition and a transparent selection process conducted by the School.

Advertising venues

Minimum advertising expectations for advertising PI-held awards are:

- Departmental & project web pages (contact Pat Carty at pcarty@tcd.ie for assistance)
- Departmental, project and personal social media accounts (Facebook, X, etc.)
- Mailing lists and/or subject associations relevant to the discipline
- PI's personal networks

Applications and closing dates

Applications must comprise a personal statement, a cv with educational history, statement of research project (if applicable), transcripts of degree results, and two academic references. All components must be submitted electronically by the closing date to pghishum@tcd.ie, NOT via the Trinity application system. Applications will not be considered complete until referees have submitted their references. Where possible, closing dates must be set prior to the closing date(s) for College, Faculty and School awards, and well in advance of the Trinity application portal deadlines (at least one month prior to start date).

Formal process of selection

The formal process of application and selection is as follows:

- 1) In the advertisement, applications are invited for submission in the first instance not via the Trinity application system but directly to the School office via pghishum@tcd.ie. A gender-balanced selection committee comprised normally of the award holder/PI, the Head of Department or their nominee, and the DTLP or their nominee will convene to evaluate applicants under the guidance of the award holder, who as the relevant expert in the field retains final casting vote in the ranking of applicants.
- 2) Normally, the selection committee will meet to shortlist and rank candidates within a week of the closing date. Gender balance in shortlisting should be considered where possible.
- 3) The award holder will then invite the highest-ranking candidate on acceptance of the award to apply formally for their PhD place through the Trinity application system.

Successful candidates and additional awards

Postgraduate students cannot hold more than one award simultaneously. Where a successful candidate subsequently applies and wins alternative funding, such as an IRC/ Research Ireland scholarship, they forfeit the PI-based award.

Notification of applicants and application to the Ph.D. programme

All applicants will be notified of the outcome of their application. The successful candidate upon acceptance of the award will be invited by the PI to apply for their PhD place through the Trinity application system.

Reporting requirements

A report must be drawn up using the pro-forma copied below and submitted to the postgraduate administrator, DTLP, and Head of School. Anonymised data may be shared with the School's Equality, Diversity and Inclusion committee for reporting on the School's Athena SWAN action plan and similar purposes.

Recruitment report for a PI-held postgraduate research award

Project or award title	
PI and mentor	n/a
Funding source	
Award value	
Award period	Sep 2025 – Aug 2029
Call text	See Appendix 1
Call date	
Closing date	
Members of the Assessment panel	
Shortlisting date	
Shortlisting/ranking report	See Appendix 2
Applications by gender	N male, N female
Applications shortlisted	N male, N female
Interview date	n/a
Award offer date	
Award offer outcome	
Successful candidate	

[Version May 2024]

Appendix 1

Advertisement text

Appendix 2

Shortlisting report

Recruitment of Research Ireland-GOIPG funded students

Although this may change in the future, traditionally the application call for Government of Ireland post graduate awards opens in late August.

Applicants must submit their draft applications for a compulsory internal School check no later than a week before the candidate deadline. Supervisors working with postgraduate applicants who are not current research students in the School must alert them that they must additionally apply for admission to the relevant PhD programme in the School at <http://www.tcd.ie/courses/postgraduate/research/schools/historieshumanities> as soon as the portal for the following September start is open (typically early November). Successful applicants have traditionally been notified in April of the following year.

Setup of Research Ireland/ -GOIPG funded students

Payment of stipend

The student needs to complete the following three forms in order that their stipend can be paid. Please note in addition to the following instructions, the school/department/PG admin area should be informed about the new research award and sent a copy of the Graduate Student Proposal Form.

Graduate Student Proposal form: This should be completed in full by the student's department and must be signed by the Grant Holder and the Head of School. The required project and award codes are in the body of the email. Please return the completed form to HRPOSTGRADMONTHLYSTIPEND@TCD.IE

Scholarship Exemption Declaration Form: This form should be completed in full by the student so that the stipend can be paid tax free. Please return the completed form to HRPOSTGRADMONTHLYSTIPEND@TCD.IE

Pay Mandate form: This requests the student's bank details. Please return the completed form to payrollservice@tcd.ie

The forms can be found here <https://www.tcd.ie/hr/az/forms-az.php>

Please note: Employee services do not look after the administration of fees. The section on the Graduate Student Proposal form requesting information on fees is for audit purposes only.

Payment of academic fees

From September 2023 on a pilot basis, Trinity is waiving the fee differential (EU and non-EU fee bands) for postgraduate researchers recruited through the Irish Research Council who are new entrants i.e. max. total is IRC contribution €5,750 per year. Cover for the fee differential (but NOT the student contribution) can be applied for using this form <https://ask.tcd.ie/portal/service?btn=87&autolog=true&shownewticket=true&categoryid=18&id=13>

Awardees with a date of first registration before September 2023 are seen as continuing students – the IRC contributes max. €5,750 p.a. towards EU/non-EU fees and balance must be found elsewhere.

The Department/Research funding can now be applied to the students account by the School/Dept. In the first instance, please contact the administration area of your School/Dept to apply the funding. If a form is required, it can be found here and should be returned to ARfinanceforms@tcd.ie.

<https://www.tcd.ie/academicregistry/fees-and-payments/assets/Departmental%20Research%20Form.28052021.pdf>

Please contact resadmin@tcd.ie with any questions but note that none of the above forms should be returned to resadmin@tcd.ie.

Non-Resident (Distance) PhD

The option to study by distance is available to students who are interested in undertaking a structured Ph.D. programme under the supervision at TCD, but who are not in a position to be resident in Dublin for the duration of their studies.

As part of this programme, the individual will be a fully registered student of Trinity College Dublin with access to its libraries and services whether on or off campus.

Tuition fees for non-resident students are the same as those for students who attend the campus and a student who begins their studies on the Non-Resident register cannot transfer to the ordinary PhD register during their studies. Students on the Non-Resident register are not eligible for any university studentship awards and are not normally eligible for other funding schemes that require residency within Ireland.

In order to be admitted to the research register, candidates should normally have a minimum 2.1 honours degree or GPA of 3.2; other general Admissions requirements can be found on the Trinity Study website. Additionally, the Supervisor may establish further agreements in this regard.

Students must attend the Trinity campus in Dublin for two mandatory components of their PhD over the course of their studies. Students must attend for their Confirmation Interview approximately halfway through their studies and their *viva voce* examination at the end of their studies.

Our Ph.D. programme follows a structured model and those studying from a distance will need to achieve at least 20 ECTS of taught credits to meet those requirements. Five of these credits will be fulfilled by completing the Research Integrity and Impact in an Open Scholarship Era module, which all Ph.D. students must complete. Ten credits must be achieved by completing modules with the agreement of the Supervisor. Before selecting a module, students should check that the module can be taken online i.e., that lectures and assessment can be undertaken remotely. This currently excludes the option to take credits in the range of MPhil options offered by the School. Non-Resident PhD students are advised to consider the Planning and Managing Your Research Process (PMRP1001) module when agreeing module options with their Supervisor. The additional 10 credits will be fulfilled by the Schools mandatory modules HH7021 and HH7022 (see appendix).

There are opportunities to study for a Ph.D. full-time taking approximately 4 years or part-time taking 6 years. Students on the part-time register who submit after the minimum 4 years will be obliged to pay for the full six years of tuition before they can graduate. Normally, students can commence their programme of study from September or March each academic year. **Visa requirements for non-EU students should be carefully considered to ensure there are no barriers to attending campus as required for the three mandatory components** - the minimum requirements associated with the programme. These visa requirements are outside the control of the university and may affect non-EU students differently depending on their country of origin. For guidance on remote supervision please consult the [Remote supervision of postgraduate \(doctoral\) students policy](#)

Thesis committees and progress reviews

This section provides School-specific guidance supplementing the general information and form templates at: <https://www.tcd.ie/graduatestudies/staff-resources/postgraduate-research-activities/assessment-and-progression/>

At the end of week six of Michaelmas term students (24 October, 2025) 1st year PhD/ M.Litt students submit a [Professional Development Plan \(PDP\) template, Docx. 0.4KB](#). to pghishum@tcd.ie and upload to their Teams folder. This will complement materials used to assess progress at annual reviews.

Within six months of the student's registration, the supervisor, in consultation with the student, should nominate a Thesis Committee, to be approved by the DTLP and relevant Head of Department. The Thesis Committee monitors and advises in relation to the progress of the student throughout the lifespan of the structured PhD. Typically, the committee should comprise at least two members who are NOT the student's supervisor or co-supervisor(s). One of the members must be an independent academic member of Trinity staff from within the School and familiar with the student's research area. The other may be an additional academic member of staff from within the university or a recognised external expert in the student's field of study.

Comprehensive guidelines for Thesis Committees can be found [here](#).

Review and Confirmation meetings

The Thesis Committee will typically meet annually (with the exception of the Confirmation Review) to review student progress. The student, supervisor and committee members will be contacted at least four weeks in advance of a meeting, inviting the student and supervisor to upload required materials to Teams and arrange a meeting time that suits all. **From September 2025 Supervisors and co-supervisors will attend only the year one review.** Supervisors should alert pghishum@tcd.ie and the DTLP if such an invitation does not arrive at the expected time. The pattern of meetings is laid out below:

Type of student (year 1)	Review timeframe
Full-time students starting March 2025	1–5 December 2025
Part-time students starting March 2025	9–13 February 2026
Full-time students starting September 2025	20 – 24 April 2026
Part-time students starting September 2025	20 – 24 April 2026
(year 2)	Review timeframe*
Full-time students starting March 2024 (Ph.D. Confirmation)	1–5 December 2025
Part-time students starting March 2024	1–5 December 2025
Full-time students starting September 2024 (Ph.D. Confirmation)	9–13 February 2026
Part-time students starting September 2024	5–8 May 2026
(year 3)	Review timeframe

Full-time students starting March 2023	1–5 December 2025
Part-time students starting March 2023 (Ph.D. Confirmation)	1–5 December 2025
Part-time students starting September 2023 (Ph.D. Confirmation)	9–13 February 2026
Full-time students starting September 2023	5–8 May 2025

For **part-time** Ph.D. students, who have 6 years of registration, annual reviews continue in Years 4 and 5. Their Year 4 review will be scheduled 12 months after the Year 3 review, their Year 5 review 12 months after their Year 4 review.

As the dynamics differ in each thesis committee, it is up to the members to decide on the division of labour. Where one of the members has much more affinity with the student’s project than the other, they should draft the core of the report. The other chairs the meeting and adds to the report and both sign off on the committee’s decision.

For annual reviews the two committee members should complete and sign off on the Annual Report form (section G) that has been made available to them in Teams.

Once complete, the Chair should notify pghishum@tcd.ie, the DTLP, student’s supervisor and student that the complete, signed report is available to view in Teams, OR, if a downloaded version has been completed, this should be attached to the email. Where possible, Committee reports should be returned within five working days of the review or confirmation meeting, but no later than **January 31st** for March entrants or **June 30th** for September entrants. Non-submission of reports before these dates will result in an inability of the student to progress.

Confirmation to the PhD register

The Ph.D. confirmation panel for each student is appointed by the DTLP in consultation with the supervisor and taking the student’s opinion into consideration. It typically consists of the DTLP or his or her nominee, and a second member who should have acknowledged expertise in the subject area of the student’s research (usually a member of the Thesis panel, contingent on them being academic staff eligible to supervise -- see [Calendar Part III, Section II, 22](#)). The Supervisor cannot be a member of the Ph.D. confirmation panel, and are not present at the interview. When necessary, an external discipline expert may be appointed. The Supervisor’s attendance at the interview ensures that he or she is aware of the panel’s critique of the student’s work.

Written feedback is given to the student as soon as possible after the Ph.D. confirmation interview. The recommendations of the panel are:

1. (a) continuation on the Ph.D. register,
2. (b) continuation on the Ph.D. register after some minor changes have been made to the Ph.D. confirmation report
3. (c) continuation on the Ph.D. not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter,
4. (d) a recommendation to change to the general Masters register to submit a Masters thesis, or

5. (e) not to continue as a postgraduate research student.

A student may appeal the result of a Ph.D. confirmation interview see [Section I paragraph 67 in Calendar Part III](#) for further details.

Transfer to Ph.D. Register

Students who started on the research Masters register but wish to convert to the PhD register can undertake a 'transfer process' identical in all respects to the confirmation process. This process is normally arranged **within the first eighteen months of registration**, extended by a further year for Ph.D. students on the part-time register from year one.

The transfer process requires the student to prepare a transfer report; the transfer report should be written according to the guidelines issued by the appropriate DTLP.

Teaching assistant (TA) opportunities in the School

The primary responsibility of Postgraduate students is to research. At the discretion of the Departments, postgraduate research students may be invited to act as teaching assistants in their second and later years of study. Research students should not be asked to teach in their first year and teaching activities must conform to the terms and conditions of awards. Payment will be at rates agreed annually by the School and in accordance with College requirements.

Teaching by TAs should be confined to one module and one term and should not exceed a total of 33 hours across the year.

Postgraduate research students should not teach on MPhil modules unless invited to give no more than one presentation on their research to a module coordinated by a member of Academic staff.

Heads of Department are responsible for allocating teaching opportunities for each discipline and ensuring equitable teaching opportunities and distribution of workload.

Any postgraduate research student wishing to teach, must first undertake formal training through the module HH7023 (SECTS) run in the week preceding the start of Michaelmas teaching term. Generic training opportunities are also provided by CAPSL. See <https://www.tcd.ie/academicpractice/professional-development/graduate-teaching/> for details, timetable and enrolment instructions.

The PhD viva

The information below supplements advice and forms provided at <https://www.tcd.ie/graduatestudies/staff/research/viva-voce/>

The normal deadline for thesis submission is the last day of August for September registrants, and the last day of February for March registrants.

No later than two months before this date Supervisors should identify suitable internal and external examiners and approach them informally to see whether they would be willing to act as examiners.

Submission by Student of intention to submit

At least one month in advance of submission the student should send [an intention to submit form](#) to the DTLP, copying ethesis@tcd.ie. Submitting this form initiates the formal nomination of examiners for the thesis and creates a digital portal through which the student will submit their finished dissertation.

For more information on thesis submission regulations see <https://www.tcd.ie/graduatestudies/staff-resources/postgraduate-research-activities/thesis-submission/>

Nominating internal external examiners

This section supplements information around information that can be found [here](#).

Following the intention to submit form submission, the DPTL and supervisors will be asked to nominate suitable external and internal examiners. Supervisors should discuss various options with the student, but they are best-placed to make the final decision.

The choice of external examiner should be guided by the terms of the [External Examiner policy](#). In the initial contact with the potential examiner, their attention should be drawn to the [information page for external examiners](#), which outlines their responsibilities, useful contacts and highlights the requirement for examiners outside the Republic of Ireland to apply for PPS number to receive payment. It should also be noted that they will be required to fill out a [new self-declaration form](#), confirming lack of previous collaboration with the Supervisor and student and that they have not acted as an external examiner (in any capacity) in Trinity in the previous 5 years. Please also note that their formal nomination will be subject to approval by the DTLP and Dean of Graduate studies.

Once they have secured initial agreement from a potential internal and external examiner, Supervisors should complete [the examiner nomination form](#) (**do not use web links in the External Examiner cv box, please cut and paste information from their web cvs**) and return to the DTLP, along with their cv and self declaration form. The DTLP will finalise it and forward to the Dean of Graduate Studies for final approval.

Scheduling a PhD viva

The scheduling of the PhD viva is the responsibility of the internal examiner. The School seeks to avoid scheduling *viva voce* examinations of postgraduate research theses between 1st July and the start of the reassessment period in late August to facilitate staff research and annual leave.

Exceptions to this policy can be made on a case-by-case basis where there is a clear rationale for examining in July/early August and both examiners and the candidate are comfortable with the proposed date.

The assumption is that, normally, March/April submissions are examined before 1st July. May/June submissions are examined in late August or September.

In line with College and School policy, PhD vivas should be scheduled within core hours, Mon–Fri 10am–4pm. Exceptions can be made to take into account specific circumstances, for example, if one or more participants are in a different time zone.

Once a time and date is agreed this should be communicated to the DTLP, who will appoint a Chair and to the postgraduate administrator at pghishum@tcd.ie who will arrange accommodation as required by the external examiner and a room in which to hold the viva. Once all arrangements are in place the student will receive a formal invitation to attend from the DTLP.

Online versus in-person Ph.D. vivas

According to Trinity regulations, the *viva voce* examination must be held in person unless Dean of Graduate Studies approves a different format. In recent years, the College Graduate Studies Committee has, on an annual basis, agreed to delegate the Dean’s prerogative to approve online *viva voce* requests to DTLPs.

In Histories and Humanities, we prefer to conduct *viva voce* examinations in person if the external is able and willing to travel to Dublin within a reasonable timeframe, and travel and accommodation are not prohibitively expensive (taking into account that all PGR examination costs fall directly to the School). The student’s preference can be taken into account but is not a primary consideration.

Hospitality for vivas and examination boards

If the external examiner is based outside Europe, the cost, time-investment and environmental impact of long-distance travel usually exclude the holding of a viva in person, but the School can normally cover the cost of travel within Europe

In addition to the external examiner’s fee of €250, for in-person Ph.D. vivas, the School will normally cover one night’s accommodation (to be booked by our postgraduate administrator), and one meal for the internal and external examiner, as well as one other relevant person (e.g. the student).

Booking of meals through the postgraduate administrator is recommended.

All hospitality expenses for Ph.D. vivas and M.Phil. examination boards are processed by the postgraduate administrator. The Head of School is approver on all hospitality expenses. Expenses must remain within College guidelines – currently €33 per person for lunch and €45 per person for dinner.

Pre-viva reports

No less than one week before the viva internal and external examiners should exchange pre-viva reports and submit them to gsothese@tcd.ie. While this timeline may not always be feasible pre-reports must be available before the start of the viva. If one or both reports are missing, the Chair should postpone the (start of the) viva and inform the DTLP.

The role of Chairing at a PhD viva

Introduce the examiners to the candidate and explain how the viva will proceed.

Explain that after the examiners have discussed the thesis with the candidate, the candidate will be asked to leave the room for a brief time, the examiners will then discuss their decision and the candidate will then be called back in for the result.

Hand over to the examiners and only intervene if the viva is not being conducted, as the Calendar says, 'in a courteous and professional manner'.

Initiate the *viva* with a general opening question on what brought the candidate to the topic, what the candidate hopes they have achieved etc is advisable just to set them at their ease and get them talking.

Although most *viva voce* examinations finish within 2 hours, if it exceeds that period, the chair should offer the candidate and the examiners a comfort break of 5-10 minutes.

When it comes to the decision the examiners have 5 options:

1. The degree should be awarded for the thesis as it stands
2. Minor corrections
3. Referred for major revision and re-examination
4. A lower degree is awarded
5. The thesis is failed

Some external examiners may not be familiar with what options 2 and 3 mean in practice. Referral (3) means re-registration for (normally) 6 months, the payment of a revision fee (€1,200), returning to work with the supervisor, resubmission and re-examination by the same examiners. There is no *viva voce* for the second examination. A thesis can only be examined twice before a final decision has to be reached.

Minor corrections (2) allows the candidate 2 months to undertake corrections as set out by the two examiners. However, the 2 months only begins from the date of the memo from Graduate Studies instructing the candidate to undertake corrections, which usually takes 2-4 weeks. Thus, the candidate can have some additional time if the external examiner provides the required corrections to candidate immediately after the viva, which can be relevant when considering a thesis hovering between decisions 2 and 3.

In the unlikely case that the examiners simply cannot agree, the *viva* is adjourned and it becomes a matter for the Dean of Graduate Studies to adjudicate or appoint new examiners.

When the candidate returns to the room explain the result clearly to them. The examiners may wish to outline the key points relating to the nature of the necessary corrections after the announcement of the result. Explain to the candidate that full reports will be provided to them outlining what needs to be done.

Explain to the examiners that all forms they need have been made available to them in the folder through which they accessed the e-thesis and that they need to complete their post-viva report form jointly and sign off on their recommendation before returning it directly to gsothese@tcd.ie.

External examiners should send their expenses and pay claims directly to the School's postgraduate administrator, Stephen Galvin, at pghishum@tcd.ie. If the *viva* was held in person in Ireland (rather than online), a PPS number is required for the pay claim.

Acting as an Internal Examiner

The guide below sets out some of the key responsibilities of an internal examiner across the assessment process.

Before the *viva voce*

Agreeing to participate. Normally, an internal examiner is approached by the supervisor or DTLP in the School to check availability and whether there are any potential conflicts of interest. Usually there is some plan in terms of the proposed date for the *viva voce* if the student is a PhD candidate, so you have sight of the expected timeframe.

The supervisor through the DTLP will nominate both the internal and external examiners to the Dean for approval, through the Academic Registry. Once the Dean has approved the examiners, Michelle Greally (gsothese@tcd.ie) will contact the Internal Examiner and share a folder with them. The folder contains the electronic files relevant to the student. Check you can access the shared folder and contact Michelle if there are any difficulties.

Once the internal examiner has received the folder link, contact the External Examiner to check that they have also received the link and can access the file. This step is essential as some university firewalls block emails with links to folders, so it is important that contact is made with the external examiner.

Agreeing a date and venue. Although Schools differ in terms of their approach, normally the internal examiner is the key contact link with the external examiner to confirm when and where the *viva voce* will take place. Remember that if it is proposed that the *viva* be held online, a written record is required to show that the student agreed to this format. If to be held in person contact the postgraduate administrator at pghishum@tcd.ie to arrange a room for the viva and, if required, accommodation for the external examiner. You should also contact the DTLP with the date and time so that they can appoint an appropriate chair.

Review the work submitted. Normally, we aim to ensure examiners have eight weeks to read and assess the work submitted before the *viva voce*. In your assessment it is helpful to identify areas you wish to further explore in the *viva* with the student, as well as corrections that you may require the student to complete. This information will be invaluable in completing the pre-*viva* assessment form.

Liaising with the external examiner about the pre-*viva* form. One week before the viva, examiners are expected to share their pre-*viva* assessment form with each other. Examiners often arrange an online meeting to discuss each other's reports and agree a plan for how to structure the *viva voce* examination. This process ensures that there is time to plan the *viva* itself including prioritising and ordering the areas for discussion to ensure that any concerns identified can be addressed during the viva. The internal examiner should also send both forms to Michelle (gsothese@tcd.ie) one week before the viva.

7. Ensure relevant meeting links have been shared with the external examiner for the *viva voce* itself if it is to be held online, and if possible, check that the external examiner can open the link and navigate to the relevant meeting.

During the *viva voce*

1. Ensure that any areas of concern that were identified are explored. Often examiners' primary decision is whether any areas that require discussion fall into the category of minor corrections or major revisions. It's important that you satisfy yourself that in the case of the

former, the student has the relevant information to complete corrections in the text and does not require extensive further research or reading to access that information.

2. Insofar as possible, avoid overlap in questions with the external examiner, to save time and ensure all areas can be addressed.

3. Ensure that the student is as comfortable as is reasonable to expect in what is always a stressful situation. Check whether a break is needed during the *viva* if you notice the student becoming tired or if you or the external examiner need a short pause. While there is no hard-and-fast rule, the *viva voce* does not normally exceed two hours and if it seems likely that it will, then it is important that a break is included for everyone's sake.

Normally, this aspect of the *viva* is the responsibility of the Chair, but it is useful for you to also be aware and you should feel free to flag any concerns you have during the *viva*.

Immediately following the *viva voce*

Discuss with the external examiner and agree a final joint recommendation, i.e., to

a. Award the PhD for the thesis as it stands

b. Recommend the award of a PhD subject to minor corrections for which normally two months are allowed for full-time students, and three months for those who are part-time.

c. Recommend major revisions and re-examination. This option implies that the examiners are not yet satisfied that the work can be recommended for the award of PhD but have sufficient confidence to feel that with further work, it may well reach that standard.

Normally students are permitted six months (or nine months if part-time) to complete these revisions. The thesis is then re-examined by the same examiners but there is no further *viva voce*.

d. Refer the work for the award of a lower degree. This option normally only applies if the examiners feel that very substantial work would be needed for the work to make the kind of contribution that is required of a PhD, implying that the student would have to register again as a research student.

e. Recommend that the thesis be failed – in other words very substantial work would be needed even to bring the work to the level of a Masters degree.

It is important that examiners agree a joint recommendation. If there is disagreement – as can happen – the Chair will try to find a resolution and may refer the matter to the Dean in extreme circumstances. If despite all attempts, no agreed recommendation is possible, unfortunately a new examination process will have to be initiated. This option is so difficult for all involved that we strongly urge examiners to find some common ground and a shared recommendation.

Once agreement is reached, complete and sign the joint post-*viva* form. This should be done on the day, immediately following your discussions, while everyone is still together (even if virtually). As internal examiner, you are responsible for submitting the joint post-*viva* report form to Michelle Greally at gsothese@tcd.ie within 24 hours of the *viva voce*. If the *viva* was conducted online, you may need to scan the form to send it to the external examiner. Both signatures are required and are essential in the case of any appeal brought by the student.

If you recommended minor corrections, ensure that the full list of corrections that the student is required to undertake is included on the Post-*Viva* Assessment Form you signed.

The Dean approves these forms. Students are only required to complete the corrections that the Dean has approved. There may also be annotated elements onto the thesis itself and shared this with the student, with a guide that the student should attend to those annotations. This is often helpful for everyone, but as the Dean will not have approved those annotations, in practice the student is not required to address them. Therefore, make sure that any essential corrections are listed in the form. It can be helpful to also note if you have provided an annotated copy of the thesis to the student. Once the Dean has approved the examiners' recommendation (i.e., the Post-Viva Assessment Form), the student will be notified and will be sent the form so they can see the corrections that have been required. They will have two months to complete these corrections, from the date that the AR contacts them.

If the examiners recommended major revisions and re-examination. Priority areas for revision should be agreed. Sometimes examiners divide the topics up and separately indicate the revisions required under a series of headings. Most often, major revisions involve re-visiting elements of the methods or findings sections. If further data collection and/or analysis is required, ensure that clear instructions are provided for the student as to the extent and nature of the work involved. While this may be explicitly discussed during the *viva*, students are often too tired and stressed to process information effectively and need explicit written instructions that they can refer to after they have had a chance to recover from the *viva voce*.

After the *viva voce*

If you recommended minor corrections, the internal examiner is responsible for signing off on those corrections. The external examiner is not involved, though sometimes they are happy to be contacted. The student should submit the corrected thesis to the internal examiner, usually with a table that sets out how they have responded to the corrections required, for easy cross reference. You should anticipate that you will receive this file within 8 weeks of the *viva voce*. If you know you will be away and unavailable, it is important to share that information with the student and their supervisor, so that expectations can be managed.

Advise the AR (gsothese@tcd.ie) that corrections have been completed as soon as you are satisfied that the corrections map onto those required by both examiners. Your approval of the corrections triggers the process that allows the student to submit a final version of their thesis for the university record and allows their name to go forward to Council for approval for the award of PhD.

If you recommended MAJOR REVISIONS and RE-EXAMINATION you will be notified by the AR when the revised thesis has been submitted for examination and you will be sent a link to the relevant folder. Each examiner is requested to submit independent examination reports on the revised thesis to gsothese@tcd.ie, so you are not required to link with the external examiner, although there is often contact between examiners during this process. If the examiners disagree on the recommendation at this stage, you may be contacted by the Dean to try to reach an agreement, but for the most part, your responsibilities end at this point.

Summary

<p style="text-align: center;">BEFORE the Viva Voce Examination</p> <ul style="list-style-type: none">• Contact the External Examiner• Agree date, time and venue for exam• Submit pre-viva assessment form to gsothese@tcd.ie at least one week before the Viva Voce• Agree structure and focus of Viva Voce questions
<p style="text-align: center;">DURING the Viva Voce</p> <ul style="list-style-type: none">• Ensure relevant areas are explored• Agree a recommendation with the External Examiner
<p style="text-align: center;">IMMEDIATELY after the Viva Voce</p> <ul style="list-style-type: none">• Complete and sign the Post-Viva Assessment Form and submit to gsothese@tcd.ie within 24 hours of the exam. Ensure the external examiner has also signed the form
<p style="text-align: center;">FOLLOWING the Viva Voce</p> <ul style="list-style-type: none">• Sign off on Minor Corrections by contacting the AR (gsothese@tcd.ie)• Re-examine the thesis if you recommended Major Revisions and Re-Examination

Feel free to contact the DTLP, genadgso@tcd.ie or the Dean (dnggrstd@tcd.ie) if you have any queries about the process or are unsure about a recommendation.

Section III: Taught Postgraduate Programmes (M.Phil.s)

Recruitment and admission of M.Phil. students

Application portals for new admissions typically open for next academic year applications in November. Module co-ordinators are the primary assessor. Co-ordinators should assess applicants as they come in and provide feedback within a month, or sooner if close to the closing date. If a conditional offer is granted due to missing documentation, please ensure that the applicant is aware of which documentation is outstanding, and, once received and satisfactory, remember to update the offer.

Course start dates are set in the College Calendar. In order to ensure timely registration, the obligatory period of 10 days granted to an applicant to accept an offer should be factored in when requesting late application deadlines.

Auditing of M.Phil. modules by research students and postdocs

The School welcomes interest from postgraduate students in the School and other Schools in M.Phil. modules which are not a compulsory element of their course, acknowledging the importance of high-level knowledge exchange and skills training at disciplinary and interdisciplinary level.

Permission to enrol in or audit an M.Phil. module is always at the discretion of the module co-ordinator, who will decide from case to case whether enrolment or auditing is possible on practical or academic grounds. Practical grounds may include the availability of places in the module or teaching room; academic grounds may include the nature of the module and the overall composition of the student group.

Enrolment in a module means that the student is registered for the module in SITS, completes the set assessment or equivalent assessment and is awarded the credit attached to the module in SITS.

Auditing a module means that the student is not registered for the module in SITS, does not complete the required assessment and is not awarded credit but otherwise participates in the module in the same way as the students who are formally enrolled in the module. An auditor is expected to:

1. Attend all sessions of the module (not just when it suits them),
2. Do the preparatory reading, and
3. Contribute to the discussion (without hogging it).

Normally auditing will not be allowed when the group size is larger than 12. The number of auditors module should not normally exceed 50% of the number of formally enrolled students.

Where module sharing has been agreed with a course outside the School, the Director of this course is expected to inform the module co-ordinator before the start of term of the number of her/his students planning to enrol in the module in order to enable negotiation and alternative solutions if the module proves to be oversubscribed. If a module is oversubscribed, students from within the School of Histories and Humanities will be accommodated first.

Enrolment of Visiting Students in M.Phil. modules

1. Only students who are on a Masters programme in their own university and with a GPA of 3.3 or over

2. Normally visiting Masters students take a mixture of MPhil and BA Sophister modules
3. Only on modules where there is space
4. Core modules (and any modules larger than 10 ECTS) are normally not available to visiting Masters students
5. Students must complete the same assessment as all other students
6. HoD and DTLP have the final say on allowing visitors to enrol in PGT modules

Dignity and respect in the classroom environment

It is the collective obligation of staff and students to ensure dignity and respect in our MPhil learning environments. M.Phil. classes are spaces to exchange ideas, court and unpick controversy, and listen to the views of others with respect for the difference that makes all of our conversations with others possible. It is part of our remit as historians or cultural critics to solicit and explore responses that challenge our own. That is what being 'critical' presupposes -the existence of alternatives to our own existing views. In our responses to those challenges and their alternatives, it is in turn a fundamental prerequisite of our academic practice that we demonstrate the maturity and respect to others that the College formalizes in its Dignity and Respect Policy (<https://www.tcd.ie/equality/policy/dignity-respect-policy/>). Anyone whose responses to others falls short of that prerequisite — who excludes, belittles, or diminishes the contributions of others, implicitly or explicitly — and who is unwilling to cultivate the academic skills your critical studies at Trinity presuppose has no place in the critical culture of difference and inclusion that our programme requires of its participants. Please do familiarize yourselves with our collective pledge to the common good of our academic spaces in our Dignity and Respect policy and ensure that it is fully upheld by your behaviour.

M.Phil. module evaluations

A link to module evaluations will be activated by postgraduate administrator in the 9th week of teaching term. Please encourage students to complete this, leaving some time at the end of class either in week 10 or week 11. Re-assure them that this process is anonymous and that their views are appreciated and are essential for module and programme development.

The link will remain open until 9am on the Monday of week 12 of teaching, after which the postgraduate administrator will collect responses and distribute them to individual module coordinators for processing.

To close the feedback loop, we would be grateful if you could briefly touch on the students' feedback in your final class in Week 12 and indicate any actions or changes you may be considering for the next time you teach your module.

M.Phil. Coursework: late penalty, extensions, reassessment

The following School policy regarding deadlines and extensions should be included in all MPhil course/ module handbooks: Module coordinators may not grant extensions without reference to the MPhil coordinator.

Deadlines and extensions

Deadlines must be met. For coursework on taught modules, if students need an extension on medical or compassionate grounds, they must seek an extension from the MPhil Director in advance of the deadline. Extensions are only granted in exceptional circumstances and where appropriate supporting documentation must be provided. Students who submit taught module assessments after the deadline without an approved extension, or who fail to meet an extended deadline, will have 10% docked from their mark for the assessment.

The dissertation deadline is final and extensions can only be granted, in exceptional circumstances, by the DTLP. If the required extension extends beyond 30 September, it should be requested from the Dean via pgcases@tcd.ie as the student's registration will have expired and it is not possible for a student to submit any work when they are no longer a registered student. Any application for an extension must be accompanied with evidence of compelling medical or compassionate grounds. Dissertations submitted after the deadline without an extension will be awarded 0%.

* If the docking of 10% marks would lower the grade below 50 to a fail, this policy may be worth considering on a case-by-case basis.

Second-marking of postgraduate work

1. All PGT coursework and dissertations should be second-marked.
2. It is the responsibility of first markers, not second markers, to check Turnitin reports, but all markers share responsibility for being alert to the possibility of plagiarism.
3. Second markers should be given access to the marks and comments of first markers, i.e. blind second marking is not the practice of the School.
4. Second markers may provide much briefer comments than first markers but should write with an awareness that students may be shown the comments (or a selection or summary of the comments) where the first marker thinks it would be helpful to the student. Whether or not the first marker opts to share comments with students, second markers should be aware that under GDPR, all students have the right to access all written data about themselves if they request it.
5. Second markers are entitled to anonymity and it would not be normal to let students know the identity of second markers, unless it is particularly relevant, e.g. if the second marker wishes to offer an opportunity for further advice such as where the student plans to write their dissertation or propose a PhD on a related subject.
6. Students should not be informed where the markers disagreed in their initial marks. They may be told a provisional mark of EITHER the first marker's initial mark OR the mark agreed between the first two markers, with the understanding that in either case no marks are final until the court of examiners.
7. External examiners should be given access to coursework to check marks if they wish to, e.g. where it may be relevant to the classification awarded for the degree. MPhil directors should therefore identify, with external examiners, such borderline cases in

advance of the court of examiners so there is time for externals to check and potentially amend coursework marks if desired.

8. External examiner comments should be made available to students, subject to the agreement of the external examiner, where the course director or first marker thinks this would be helpful to them, e.g. if the student plans to revise the work for publication or progress to a PhD. External examiners' comments are also subject to GDPR so should be written with an awareness that students would have a right to view them if they requested.

Assessment and progression

The pass mark in all modules is 50%. To qualify for the award of the M.Phil., a student must achieve:

- a credit-weighted average mark of at least 50% across the taught modules, and
- either pass taught modules amounting to 60 credits or pass taught modules amounting to 50 credits, and achieve a minimum mark of 40% in any failed modules, and
- achieve a mark of at least 50% in the dissertation.

In the calculation of the overall M.Phil. mark the weighted average mark for the taught components carries 40% and the mark for the dissertation carries 60%.

Part-time students must pass taught modules carrying 40 credits in their first year to progress to the second year and pass taught modules carrying 20 credits in the second year and the dissertation.

Feedback form

The dissertation marksheet, differentiates between evaluation for student consumption and comments for examiners only. Internal markers should not send unfiltered criticism directly to students by way of feedback.

Grade descriptors

70+ – Distinction

- Excellent work in every respect
- Understanding: authoritative, original, persuasive, showing mastery of methods or techniques used and clear knowledge of their limitations
- Selection and coverage: appropriate method or methods applied, with a discussion covering all significant aspects of the subject
- Analysis: coherent, logically developed and compelling discussion, with thoroughly detailed account of any practical work
- Presentation: flawless, or near flawless, language and syntax; professionally presented; references and bibliography consistently formatted using a recognized style

Marks Range:

85+ = marks above 85 are only awarded in exceptional circumstances

80-85 = of publishable quality

75-79 = insightful, of publishable quality with revisions

70-74 = excellent grasp of the subject, high quality in all areas

50-69 – Pass

- Coherent, logical argument and use of methods that shows understanding of key principles
- Understanding: a developed capacity to reason critically
- Selection and coverage: sound basis of knowledge in sources, scholarship and techniques
- Analysis: developed argument and account of practical work
- Presentation: adequate use of language and syntax; references and bibliography consistently formatted using a recognized style

Marks Range:

65-69 = approaching excellence in some areas; analysis and argument demonstrate a high level of critical reasoning and independent evaluation; may contain elements of originality; appropriate range of theoretical approaches and solid command of relevant methods and techniques; complex work and ideas clearly presented; effective use of language and syntax with few or no errors;

60-64 = well developed relevant argument and good use of methods but weaker in some areas; key terms used effectively; most important methods and techniques applied; concise and explicit argument, with coherent account of practical work

55-59 = approaching merit; satisfactory, appropriate and accurate but exhibiting significant shortcomings in one or more areas

50-54 = for the most part satisfactory, appropriate and accurate; argument may lack evidence of originality or full insight; analysis may demonstrate weaknesses in fluency, depth or persuasiveness

0-49 – Fail

- Work exhibiting insufficient knowledge or understanding, superficial analysis and/or significant methodological weaknesses, unsatisfactory focus or scope
- Understanding: thinly-developed knowledge, understanding and/or methods
- Selection and coverage: scope may be too narrow or too broad, discussion unfocussed; omission of significant examples; limited success in applying relevant methods
- Analysis: argument not fully developed; account of practical work lacks analysis
- Presentation: may contain errors in use of language and syntax; formatting of references and bibliography may lack consistency

Re-assessment of M.Phil. Coursework

Students who fail to pass taught modules may present for re-examination or resubmit work for re-assessment as instructed by the MPhil Director within the duration of the course. Re-assessment for modules failed in semester 1 (Michaelmas Term) must be completed by 1st June; for modules failed in Semester 2 (Hilary Term) by 31st August. Each module can only be re-assessed once.

Borderline academic results

Factors to be taken into consideration in handling overall marks close to class-boundaries:

- Closeness to the borderline/number of marks required to reach the class-boundary.
- Preponderance of marks in the higher class-band.
- 'Exit velocity' (i.e., significant improvement in performance from Sem 1 via Sem 2 to the dissertation).
- The dissertation may be regarded as a particularly important indicator of a student's ability, i.e. the argument for raising a student may be regarded as stronger where the dissertation mark falls securely within the higher class-band.

Procedure:

1. In cases where a student's final mark for the year, or falls close to a borderline (marks of 49–49.49, 59–59.49, 69–69.49), the mark will normally be raised to the higher class-band provided that:
 - a. there is a preponderance of module marks in the higher class-band (where marks are equally divided between two class-bands, marks for individual assessment-elements may also be considered);
 - b. *and* the dissertation mark falls in the higher class-band;
 - c. *and/or* there is a clear upward trajectory from performance in the first semester (/year for part-time students) to performance in the second semester (/year for part-time students).
2. Where a student's marks fall in the range 48.5–48.99, 58.5–58.99 or 68.5–68.99, the mark will be raised *only* in exceptional cases, e.g.
 - a. where there is a clear upward trajectory from performance in the first semester (/year for part-time students) to performance in the second semester (/year for part-time students).
 - b. *and* the majority of marks fall in the higher class-band.
 - c. An exceptional performance in the dissertation module (marks over 75) may also be taken into consideration when reviewing marks within this range.

Award of the distinction in MPhil performance

Calendar Entry for all MPhils under 'Assessment and Progression' reads:

"Masters with Distinction: students must achieve a final overall mark for the programme of at least 70% and a mark of at least 70% in the dissertation."

Note that this does not mean a 70% average in taught modules alone plus a 70% minimum score in the dissertation; it means a 70% in the average of all degree elements including the dissertation, and then additionally a 70% minimum score in the dissertation.

Vivas for failing M.Phil. theses

Calendar Part III, Section III, Article 18 –

“Where failure of a dissertation [as capstone of a postgraduate taught course] is contemplated and an oral examination has not been held as a matter of programme, graduate students are entitled to an oral examination. This must take place prior to, or during the examination board meeting. The candidate must be informed of the reason for the oral examination. Candidates who have attended an oral examination as a matter of programme may not avail of another. The format of an oral examination is at the discretion of the programme committee.”

Procedure

Where failure of a dissertation is contemplated, graduate students are always entitled to an oral examination. The candidate must be informed that the reason for the oral examination is that the examiners are contemplating failure of the dissertation. The following guidelines apply:

Calendar Part III, Section III, Article 18 –

“Where failure of a dissertation [as capstone of a postgraduate taught course] is contemplated and an oral examination has not been held as a matter of programme, graduate students are entitled to an oral examination. This must take place prior to, or during the examination board meeting. The candidate must be informed of the reason for the oral examination. Candidates who have attended an oral examination as a matter of programme may not avail of another. The format of an oral examination is at the discretion of the programme committee.”

Procedure

Where failure of a dissertation is contemplated, graduate students are always entitled to an oral examination. The candidate must be informed that the reason for the oral examination is that the examiners are contemplating failure of the dissertation. The following guidelines apply:

Students may not receive feedback on their work until after the exam court and publication of final grades.

1. The process should begin with the student being informed by the Course Director that the examiners are contemplating failure of the dissertation, and that the student may choose to defend it at an oral examination.
2. The oral examination should be held prior to or during the examination board meeting. This may take place either in person or online. Where it is not possible to hold the viva prior to or at the examination board, the examination board should delegate the decision about the thesis to the oral examination panel. The panel should draw up a written report, which is retained with the records of the examination board.
3. Both markers of the thesis should be present and ideally also the external examiner if they are available.
4. The oral examination is chaired by the DTLP or their nominee (e.g., the Course Director).
5. The oral examination provides an opportunity for an extended dialogue with people who have a specialised interest in the field of research, and it allows the student to clarify their approach, argument and conclusions.
6. Typically an M.Phil. viva will last about half an hour and no longer than an hour.

7. There may be three potential outcomes: (i) pass on the basis of the student's defence of the work (ii) pass on the basis of revisions or (iii) the dissertation fails.
8. Students on a Masters course who do not achieve a pass mark in the research element or dissertation but achieve a mark within the range of 40-49% may make one application to the relevant school to repeat this section of their programme. Marks for a new submission will be capped at 50%. Resubmitted research elements must be submitted before the next examination session at a date determined and published by the School.
9. A thesis Revision Fee will apply for repeated dissertations or research elements. As of May 2023, the fees applicable for EU and Non-EU students the Faculty of AHSS is €1,853 (Calendar Section III, 21).
10. On resubmission, the revised thesis will be re-examined by the original first- and second-markers and the external examiner. At this point it may either be passed or failed.
11. A student who successfully completes all other requirements but does not proceed to the dissertation stage or fails to achieve the required mark of 50% in the dissertation will be recommended for the award of the Postgraduate Diploma. The Postgraduate Diploma will not be awarded with Distinction.

M.Phil. viva invitation template

Dear X,

I hope you are well. I am writing with regard to your dissertation, in advance of the examination board, which will take place DATE.

I regret to inform you that your dissertation has been returned with a mark of XX%, which falls below the pass threshold of 50%.

Under the College regulations, I would like to provide you with an opportunity to attend a viva voce (oral) examination, which would be chaired by the Director of Postgraduate Teaching and Learning in the School. The purpose of the viva voce would be to explore your understanding of the topic orally. The dissertation mark would be established on the basis of both the submitted work and the oral examination, which is an opportunity to convey your overall command of the topic and how the dissertation might have looked if the required work had been done, warranting adjustment of the component mark.

If there are extenuating circumstances, with appropriate documentation/certification, to explain why the dissertation may not have reached the passing threshold you expected, you are welcome to share this information with me, and I can advise the Director of Postgraduate Teaching and Learning of the situation. In certain cases, it may be possible with certification to apply for retrospective 'off-books' and a re-submission next year.

A student who does not complete the dissertation, or who does not reach the threshold of 50%, will graduate with a Postgraduate Diploma.

I am sorry to write with this news, but I will be glad to work with you and College to find the best pathway for you at this point.

With kind regards,

XXXX

M.Phil. external examiners' duties, reports and fee

The agreed external examiner's fee for M.Phil. courses is €500 per annum.

In accordance with Trinity's policy on external examining (<https://www.tcd.ie/teaching-learning/academic-policies/assets/external-examiners-jan2021.pdf>), the duties of external examiners of M.Phil. courses in the School of Histories and Humanities, fall into two areas. We expect examiners to:

1. scrutinize the design, coherence and academic standards of the programme (working from the programme handbook supplied); and
2. scrutinize our internal marking practices for the dissertation.

For 2), examiners are asked to read all dissertations and

- i) offer an independent critical appraisal of each dissertation;
- ii) an evaluation of the internal examiners' marks and reports using our assessment criteria for each dissertation;
- iii) submit a brief written report on each dissertation where the external's mark for the dissertation differs from the agreed internal mark. External reports should be submitted to the programme coordinator at least a day in advance of the Court of Examiners.

External examiners are also asked by the College to produce a general Annual Report on the examination process and programme after the Court of Examiners using the template and guidelines set out by the Graduate Studies Office. All External Examiner reports are now being processed through the new online system using the following link: <https://forms.office.com/e/bswxGNbi9Y>. Please ensure that Examiners have this link and submit reports using only this method. Reports submitted by email are no longer being processed. Once the external examiners' reports are received, Course directors should ensure that they respond to criticisms and/or praise for the programme in a timely manner.

If an external attends an M.Phil. examination board in person, the School will normally cover one night's accommodation in Dublin for the external examiner and one meal for the external examiner and the course director, as well as one other relevant person (e.g. the relevant head of department).

IV Appendices

School of Histories and Humanities ethics policy¹

REAMS co-ordinator for the School is Prof. Lindsey Earner-Byrne.

Context and Scope of Policy

In line with Trinity College Dublin's Policy on Good Research Practice it is imperative that research activity in the School of Histories and Humanities is conducted to the highest standards of integrity, professional conduct and probity

As College's Policy on Good Research Practice states:

*'In all research, in addition to the Law of the Land, the over-arching ethical principles for Trinity College can be summarized as: **respect** for the individual subject or population, **beneficence and the absence of maleficence** (research should have the maximum benefit with the minimal harm) and **justice** (all research subjects and populations should be treated fairly and equally).'*

This document sets out the principles and procedures of the Ethics Policy of the School of Histories and Humanities.

For the purposes of this document, the term 'researcher' encompasses:

- Any member of the School who conducts research; this includes staff, postdoctoral fellows; postgraduate students and unpaid research associates;
- Any individual who is not a member of the School but is undertaking research using the School's premises and facilities and/or under the name of the School (including visiting academics and students). Such a researcher should follow the guidelines for Staff or Students as appropriate.

Research involving human participants is defined as any of the following:

- Research that directly involves people through their physical participation (active or passive) in research activities. Such activities may include, but are not limited to, interviews, questionnaires and discussions.
- Research that indirectly involves people (living or deceased, particularly where there are likely to be living relatives) through the provision of access to personal data;

Principles

The following key principles inform the School's stance on the ethical issues in research involving human participants.

Diversity of approach: Given the diversity of academic activity within the School, which is home to the disciplines of History, History of Art, Classics and Gender

¹ This document is based on the Ethics Policy developed by the School of Social Sciences and Philosophy and was presented to the Research Committee of the School of Histories and Humanities on 19 February 2013.

Studies, the nature and significance of ethical issues arising in research will vary across the disciplines and between projects.

Independent scrutiny: The ethical conduct of research is a matter of judgment. Scrutiny of research proposals with possible ethical dimensions, independently of the researcher, is intended to create the conditions for an explicit discussion of the judgements guiding the conduct of research projects. Dialogue is thus seen as a central part of ethical practice in research.

Informed consent: Research involving human participants should, where possible, be conducted only with the fully formed and freely given consent of participants. In line with College policy, potential participants should be informed of the nature and purpose of the research, and any potential benefits, risks, obligations or inconvenience associated with the research that may influence their decision to participate. The researcher (or lead researcher in the case of collaborative work) is responsible for ensuring that all participants have given their consent prior to participating in the research. Such consent should be given voluntarily and without coercion. Wherever possible, evidence of consent (either written consent, or oral consent witnessed by another) should be obtained. Participants should be informed that they are free to withdraw their consent at any time without adverse consequences, and that any data provided by them will be destroyed should they request it.

Protection from harm: Researchers should endeavour to minimize the risk of physical or psychological harm arising to any person or organization as a result of their research. It is advisable that researchers inform participants of the contact details of a person whom they can contact in the event of any issues arising from the research that cannot be resolved with the researcher.

Confidentiality: Except where explicit written consent is obtained, researchers should protect the confidentiality of all participants and their data at all times.² Researchers should be aware of the risks to anonymity, confidentiality, privacy and security posed by the data they collect and store, and take measures to prevent accidental breaches of confidentiality. The collection, storage, use and disclosure of data must comply with the Data Protection Acts of 1988 and 2003.

Openness, honesty and integrity: Researchers should be open and honest about the purpose and content of their research at all times and conduct the research in such a way as to ensure the professional integrity of its design, the generation and analysis of data, and the publication of results. Deception or covert data collection should be used only where essential to the research design. Any personal, academic or commercial conflicts of interest in the research should be declared. Direct and indirect contributions of colleagues, collaborators and others should be acknowledged. Participants should be given the opportunity to access the outcomes of research and be debriefed if appropriate.

Professional codes of practice and guidance: Researchers should ensure that their research accords with any professional codes of practice and/or ethical guidelines

² The duty of confidentiality is not absolute in law and may, in exceptional circumstances, be overridden by more compelling duties, such as the duty to protect individuals from harm. If such issues arise, researchers are advised to discuss these with their Departmental Ethics Officer in the first instance

relevant to the subject domain of their research. For research projects that fall within the domain of funding agencies, such as the Irish Research Council, researchers must ensure they conform with their requirements and protocols as necessary.

Procedures

Ethics approval is required for all research conducted by staff members and students involving human subjects. Approval must be obtained prior to the commencement of data collection and cannot be applied for or granted retrospectively. Obtaining prior ethical approval for research involving human participants is an essential requirement for all dissertations. Before you start your research confirm that you need ethical approval. Please consult the supporting information on this process on the Trinity Research [website](#).

Staff

It is university policy that all staff, postdoctoral fellows, and PhD Students must apply through the Research Ethics Administration Management System (REAMS). Click [here](#) for more information and a link to the REAMs system. Please note that Ethics Approval applications are accepted on a rolling basis during the academic year until **Tuesday 6 May 2025**. Applications will not be reviewed during the Summer Research period.

Taught postgraduate and undergraduate students

If you are an M. Phil or undergraduate student wishing to carry out research involving human subjects you need to apply via the School's Ethics Committee. You will need to complete the [School's Ethics Application Form](#). Please liaise with your supervisor when completing this form and ensure that they sign off on it *before* you submit to the School's Ethics Committee. Once you have completed this application and your supervisor has signed off on it, please email it to the Director of Research and Chair of the School's Ethics Committee Professor Lindsey Earner-Byrne email: lindsey.earnerbyrne@tcd

We accept internal School Ethics applications are accepted on a rolling basis throughout the academic year until **Tuesday 6 May 2025**. Applications will not be reviewed during the Summer Research period.

In certain cases, your Ethics Approval Application to the School may indicate that your application cannot be approved at School level and you must apply to the Faculty Ethics Committee via the online REAMS system. Click [here](#) for more information and a link to the REAMs system. Please note the deadline for REAMS applications is also **Tuesday 6 May 2025**.

Membership of the School's Research/Ethics Committee will be as follows:

Director of Research
School Administrator (Secretary of the Committee)

Head of School
Director of Postgraduate Teaching and Learning
Heads of Research Centres:
Mediterranean and Near Eastern Studies
TRIARC
Medieval History
Irish-Scottish and Comparative Studies

Contemporary Irish History
Centre for War Studies
CGWS
Early Modern

Two nominated members of academic staff
Heads of Discipline
Postdoctoral representative

All decisions of the School's Ethics Committee on ethical issues must be agreed by consensus.

Training

M.Litt. and PhD candidates are automatically enrolled in the Blackboard CA7000 Research Integrity module

All other staff and students should avail of the Epigeum Research Integrity training

Further guidance

For further guidance on research ethics, the following sources may be of use:

Association of Research Ethics Committees - <http://www.arec.org.uk/>
British Educational Research Association - <http://www.bera.ac.uk/>
Oral History Society - <http://www.ohs.org.uk/>
Trinity College Dublin's Policy on Good Research Practice - <https://www.tcd.ie/research/dean/TCDGoodResearchPractice.pdf>

There are also excellent relevant resources, such as:

- S. Eckstein (ed.), *Manual for Research Ethics Committees* (Cambridge, 2003).
- B. MacFarlane, *Researching With Integrity: The Ethics of Academic Research* (Oxford, 2008).

School of Histories and Humanities GenAI and Academic Integrity

There are many GenAI tools available via the web (e.g. ChatGPT 3.5, Microsoft CoPilot etc.) which are accessed via a query/conversational interface. These tools typically ask for a 'prompt', which is a text space where you can ask a question or give an instruction. To start using GenAI is thus very easy. If you can phrase a query or a question, you can use GenAI. These tools have the ability to generate very eloquent, convincing text and images. GenAI tools, however, do not store facts and knowledge as we might think about it. Rather they generate outputs based on **probabilities**. Thus, GenAI is prone to making mistakes (called **hallucinations**) which are erroneous facts very convincingly presented. If you are using GenAI you need to double check the information it is giving you, as it will present information which is simply not true. Therefore, you are expected to:

- **fact check information** that you generate from GenAI when using it to learn or explain subjects, or find out about sources for your topic;
- **access primary and secondary sources** in their original published form (in print or online);
- **duly reference your sources** in your written work: if you use a sentence or quote in your answer, then it must be referenced or entered in quotation marks.

Further guidelines are given in the GenAI Teaching, Learning and Assessment Hub, which is regularly updated with the progress of technologies, practices, and related policies:

https://www.tcd.ie/academicpractice/resources/generative_ai/

Also, most importantly, if you use GenAI to produce text for your assignments rather than doing your own reading, analysis, synthesis, and interpretation in your own words, you are not learning about the subjects you have chosen to study at College.

If you generate content from a GenAI tool and submit it as your own work, you would be acting against the College Policy on Academic Integrity and your submission will be considered plagiarism, which is defined as academic misconduct by this College Policy. Cases of plagiarism are considered under College Academic Misconduct Procedures and College's Academic Integrity Policy:

<https://www.tcd.ie/teaching-learning/academic-affairs/academic-integrity/academic-misconduct-procedure/>

A complete guide to Academic Integrity policies and procedures is available via Academic TCD Academic Integrity Policy and Related Procedures:

<https://www.tcd.ie/teaching-learning/academic-affairs/academic-integrity/>