



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

School of Social Sciences & Philosophy
Department of Economics

PhD in Economics Handbook

2024/2025

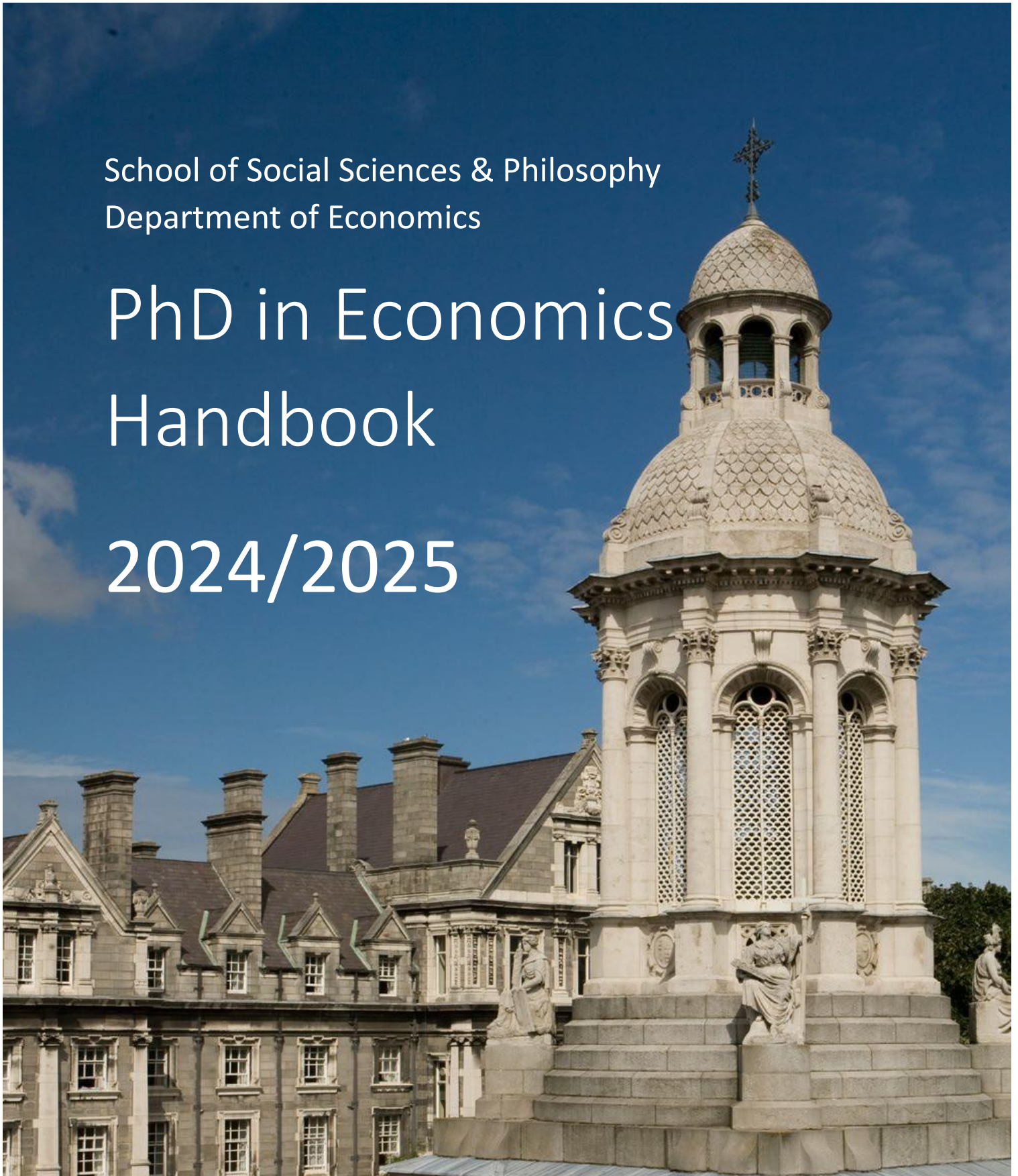


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A note on this Handbook

In the event of any conflict or inconsistency between the General Regulations published in the [University Calendar](#) and information contained in programme or local handbooks, the provisions of the General Regulation in the Calendar will prevail.

Alternative formats of the Handbooks can be made available on request.

1. General College Information

1.1 Student Services & Support

The Programme Administrator economics@tcd.ie is your first port of call for all general queries. College also provides a range of administrative, academic and wellbeing supports and services to help smooth your route through college. You can find further information at the links below:

- **Careers Advisory Service** | www.tcd.ie/careers
- **Graduate Studies Office** | www.tcd.ie/graduatestudies
- **Mature Student Office** | www.tcd.ie/maturestudents
- **Student Services Website** | www.tcd.ie/student-services
- **Trinity Disability Service** | www.tcd.ie/disability
- **Student Learning Development** | <https://student-learning.tcd.ie/>

1.2 Postgraduate Advisory Service (PAS)

What?

The Postgraduate Advisory Service (PAS) is a free and confidential service available to all registered postgraduate students in Trinity College. PAS offers a comprehensive range of academic, pastoral and professional supports including one-to-one appointments, workshops and trainings, and emergency financial assistance.

Why?

PAS exists to ensure that all postgraduates students have a dedicated, specialist service independent of the School-system to whom they can turn for support and advice during their time at Trinity. Common concerns students present to PAS include stress; financial worries; queries about regulations or services available at Trinity; supervisor-relationship concerns; academic progression issues; academic appeals.

Who?

The Postgraduate Advisory Service is led by the Postgraduate Student Support Officers who provide frontline support for all Postgraduate students in Trinity. These Support Officers will act as your first point of contact and a source of support and guidance; they can also put you in touch with or recommend other services, depending on your needs.

How?

For an appointment, please e-mail postgrad.support@tcd.ie.

For further information, please visit our [website](#), check out the regular PAS newsletter sent to all postgraduates via email, or follow PAS on Instagram (@TCDPGAdvisory).

1.3 Support Provision for Students with Disabilities

Trinity has adopted a Reasonable Accommodation Policy that outlines how supports are implemented in Trinity. Students seeking reasonable accommodation whilst studying in Trinity must apply for reasonable accommodations with the Disability Service in their student portal my.tcd.ie.

Based on appropriate evidence of a disability and information obtained from the student on the impact of their disability and their academic course requirements, the Disability Staff member will identify supports designed to meet the student's disability support needs. Following the Needs Assessment, the student's Disability Officer prepares an Individual Learning Educational Needs Summary (LENS) detailing the Reasonable Accommodations to be implemented. The information outlined in the LENS is communicated to the relevant School via the student record in SITS.

Further information on Postgraduate Student Supports [here](#).

Examination accommodation and deadlines:

Students should make requests as early as possible in the academic year. To ensure the Assessment, Progression and Graduation Team can set your accommodations for examination purposes the following deadlines are applied:

- Semester 1 assessments: the last Friday of October annually.
- Semester 2 assessments: the last Friday of February annually.

Student responsibilities for departmental assessments/course tests:

Students are required to initiate contact with the School/Department and request reasonable accommodations as per their LENS report, or email received following their needs assessment for particular assessments for School/ Department administered assessment. Students are advised to make contact at least two weeks prior to the assessment date to enable adjustments to be implemented.

Please note: no reasonable accommodation can be provided outside the procedures outlined in the Trinity Reasonable Accommodation Policy. For further information please visit: <https://www.tcd.ie/disability/current/how-reasonable-accommodations-work-in-trinity/>

1.4 Co-Curricular Activities

- **TCD Sports Clubs** | <https://www.tcd.ie/sport/student-sport/sport-clubs/>
Trinity has 50 sports clubs in a range of disciplines, from Basketball to Archery.
- **TCD Societies** | trinitysocieties.ie
Trinity offers over 100 societies across the University. From arts, culture, politics and debating to gaming, advocacy and music, you're sure to find your niche.
- **Student Union** | www.tcdsu.org
The Trinity College Students Union is a union for students, by students. It represents the student body at College level.

1.5 Emergency Procedure

In the event of an emergency, dial Security Services on extension 1999. Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency. Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance. It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

1.6 Data Protection

Please note that due to data protection requirements, staff in the School of Social Sciences and Philosophy cannot discuss individual students with parents/guardians or other family members. As the University considers students, even if they are not yet 18, to have the maturity to give consent for the use of their data, in normal circumstances, the University will not disclose personal data to the parents, guardians or other representatives of a student without the student's consent.

The University's preference is to receive written consent by way of email from the student where possible. Without such consent the University will not release any details regarding students including details of their registration, attendance, results, fee payments etc.

Trinity College Dublin uses personal data relating to students for a variety of purposes and we are careful to comply with our obligations under data protection laws.

Further information on how we obtain, use, and disclose student data can be viewed on the Trinity website: www.tcd.ie/dataprotection

1.7 Health & Safety Statements

The College Safety Statement can be viewed on the Trinity website:

<https://www.tcd.ie/students/orientation/shw/>

1.8 University Regulations

Please reference the links below for College regulations, policies and procedures:

- **Academic Policies**
www.tcd.ie/teaching-learning/academic-policies
- **Student Complaints Procedure**
www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf
- **Dignity and Respect Policy**
www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf

2. General Course Information

2.1 Introduction

Welcome from Programme Director/s

Dear student,

On behalf of the Department of Economics, I would like to welcome you to our postgraduate research programme. The purpose of this handbook is to provide you with all of the information that you need about the programme, what you should expect and what is expected of you. Undertaking a postgraduate research degree should be a challenging but also rewarding experience. This is a unique and exciting opportunity to really focus on learning and developing your research skills and it is important that you make the most out of it. It may sound like a cliché but it is certainly true that the more you put into the programme, the more you will get out of it. You should attend seminars, talk to faculty members about their research and yours, read everything you can and engage with your peers. You will never again have an opportunity like this in your research career where you have so much time dedicated just to learning - enjoy it!

You will find that being part of a research programme is a very different experience to the one you may have had at the undergraduate level. Under the guidance of your supervisor, you must learn to work independently and develop the discipline to persevere even when you face setbacks in your research, which will inevitably happen at some point. Some students find this transition to be quite challenging but please remember that you are not alone in this. The department is here to support you. Your supervisor, in particular, should play an important role in this but please feel free to also reach out to myself and to other members of staff who will always be happy to chat and to provide you with support and guidance. You should also engage with your fellow students as much as possible. Research can be a somewhat solitary experience but you will find that your peers can be an incredible source of support and learning.

Research students play a very important role in the life of the department. We look forward to getting to know you and to guiding you in this first step of your research career.

Professor Joseph Kopecky

PhD in Economics Course Director

Welcome from the Programme Administrator

Welcome to the Department of Economics and the PhD in Economics course. My name is Tara Smullen, and I am the administrator for the PhD. in Economics programme. If you have any administrative queries, you can email me at economics@tcd.ie or drop into the office (room 3014, Arts Building). Please ensure you regularly check your Trinity email account, as I will use this for all announcements relating to the PhD.

Tara Smullen

Executive Office

2.2 Programme Governance

The PhD programme is governed by the Department of Economics PhD Committee. This includes the Head of Department (Chair), PhD Programme Director, Administrative Officer (Secretary) and a student representative.

2.3 Contact Details

Head of the School of Social Sciences & Philosophy Professor Paul O’Grady Tel. +353 1 896 1522 E-mail: pograd@tcd.ie
Head of Department Prof Agustín S Bénétrix E-mail: benetra@tcd.ie
School Director of Teaching & Learning (Post-Graduate) Prof Selim Gulesci E-mail: gulescis@tcd.ie
Course Director/s Prof Joseph Kopecky E-mail: jkopec@tcd.ie
School Manager Ms Olive Donnelly Tel. +353 1 896 2499 E-mail: olive.donnelly@tcd.ie
Programme Administrator Ms Tara Smullen Tel. +353 1 896 1325 E-mail: economics@tcd.ie

2.4 Key Locations

Department

The Department of Economics office 3014 is located on the 3rd floor of the Arts Building in Trinity College Dublin.

Maps of campus are available at <https://www.tcd.ie/Maps/map.php>

Blackboard

Blackboard is the College online learning environment, where lecturers will give access to material like lecture notes and discussion forums. The use of Blackboard varies from module to module and individual lecturers will speak to you about the requirements for their module.

In order to access a module on Blackboard you should be registered to the module by your Programme Administrator. Blackboard can be accessed via tcd.blackboard.com.

Email

All official email correspondence will be sent to TCD email addresses only. You should check your email on a regular basis. When emailing the Administration, students should always include their TCD Student ID Number.

Student Portal

<https://my.tcd.ie> allows students to view their own central student record containing all relevant information related to the course for which you are registered. To access the system, you will need your College username and network password.

If your personal student information is incorrect, you should contact Academic Registry (via email, academic.registry@tcd.ie) stating your full name and student ID number. If your timetable module list is incorrect then you should notify the Programme Administrator.

Academic Registry

Academic Registry ("AR") manages course registration and fees. Their website can be accessed here: <https://www.tcd.ie/academicregistry/>. The Academic Registry offices are located in the Watts Building, on the east side of the main campus.

2.5 Key Dates

Michaelmas Term

- 23 September - 18 October 2024: Teaching Period 1
- 21 October - 25 October 2024: Study Week
- 28 October - 29 November 2024: Teaching Period 2
- 9 December - 14 December 2024: Examinations

Hilary Term

- 20 January – 28 February 2025: Teaching Period 3
- 3 March - 7 March 2025: Study Week
- 10 March - 11 April 2025: Teaching Period 4
- 21 April - 2 May 2025: Examinations Trinity Term
- 19 May – 30 May 2025: Reassessment Examinations

2.6 Timetable

The updated course timetable will be available online shortly before the start of the Michaelmas term. Personal timetables will be available to students through <https://my.tcd.ie>.

The Academic Year Structure is available [here](#).

Academic Calendar Week		2024/25 Academic Year Calendar		Term / Semester
Week beginning		UG continuing years / PG all years	UG new first years	
1	26-Aug-24	Reassessment * (Semesters 1 & 2 of 2023/24)		← Michaelmas Term begins/Semester 1 begins
2	02-Sep-24	Orientation (Postgraduate, Visiting & Erasmus); Marking/Results		
3	09-Sep-24	Teaching and Learning		← Michaelmas teaching term begins
4	16-Sep-24	Teaching and Learning	Orientation (JF UG)	
5	23-Sep-24	Teaching and Learning	Teaching and Learning	
6	30-Sep-24	Teaching and Learning	Teaching and Learning	
7	07-Oct-24	Teaching and Learning	Teaching and Learning	
8	14-Oct-24	Teaching and Learning	Teaching and Learning	
9	21-Oct-24	Study/Review	Study/Review	
10	28-Oct-24	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
11	04-Nov-24	Teaching and Learning	Teaching and Learning	
12	11-Nov-24	Teaching and Learning	Teaching and Learning	
13	18-Nov-24	Teaching and Learning	Teaching and Learning	
14	25-Nov-24	Teaching and Learning	Teaching and Learning	
15	02-Dec-24	Revision	Revision	
16	09-Dec-24	Assessment *	Assessment * ~	← Michaelmas term ends Sunday 15 December 2024/Semester 1 ends
17	16-Dec-24			
18	23-Dec-24	Christmas Period - College closed 24 December 2024 to 1 January 2025 inclusive	Christmas Period - College closed 24 December 2024 to 1 January 2025 inclusive	
19	30-Dec-24			
20	06-Jan-25	Foundation Scholarship Examinations ^		
21	13-Jan-25	Marking/Results	Marking/Results	← Hilary Term begins/Semester 2 begins
22	20-Jan-25	Teaching and Learning	Teaching and Learning	← Hilary teaching term begins
23	27-Jan-25	Teaching and Learning	Teaching and Learning	
24	03-Feb-25	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
25	10-Feb-25	Teaching and Learning	Teaching and Learning	
26	17-Feb-25	Teaching and Learning	Teaching and Learning	
27	24-Feb-25	Teaching and Learning	Teaching and Learning	
28	03-Mar-25	Study/Review	Study/Review	
29	10-Mar-25	Teaching and Learning	Teaching and Learning	
30	17-Mar-25	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
31	24-Mar-25	Teaching and Learning	Teaching and Learning	
32	31-Mar-25	Teaching and Learning	Teaching and Learning	
33	07-Apr-25	Teaching and Learning	Teaching and Learning	
34	14-Apr-25	Revision (Friday, Good Friday)	Revision (Friday, Good Friday)	← Hilary Term ends Sunday 20 April 2025
35	21-Apr-25	Assessment * (Monday, Easter Monday)	Assessment * (Monday, Easter Monday)	← Trinity Term begins
36	28-Apr-25	Trinity Week (Monday, Trinity Monday)	Trinity Week (Monday, Trinity Monday)	
37	05-May-25	Marking/Results (Monday, Public Holiday)	Marking/Results (Monday, Public Holiday)	
38	12-May-25	Marking/Results	Marking/Results	
39	19-May-25	Marking/Results	Marking/Results	
40	26-May-25	Research	Research	← Trinity Term ends Sunday 1 June 2025/Semester 2 ends
41	02-Jun-25	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)	
42	09-Jun-25	Research	Research	
43	16-Jun-25	Research	Research	
44	23-Jun-25	Research	Research	
45	30-Jun-25	Research	Research	
46	07-Jul-25	Research	Research	
47	14-Jul-25	Research	Research	
48	21-Jul-25	Research	Research	
49	28-Jul-25	Research	Research	
50	04-Aug-25	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)	
51	11-Aug-25	Research	Research	
52	18-Aug-25	Research	Research	

* Note: additional/contingency days may be required outside of the formal assessment/reassessment weeks.

~ Note: it may be necessary to hold a small number of JF examinations/assessments outside of semester 1.

^ Note: it may be necessary to hold some examinations/assessments in the preceding week.

3. Academic Policies

3.1 Academic Integrity & Referencing

3.1.1 Academic Integrity

It is clearly understood that all members of the academic community use and build on the work and ideas of others. However, it is essential that we do so with integrity, in an open and explicit manner, and with due acknowledgement. Any action or attempted action that undermines academic integrity and may result in an unfair academic advantage or disadvantage for any member of the academic community or wider society may be considered as academic misconduct. Examples of academic misconduct include, but are not limited to:

- **Plagiarism** - presenting work / ideas taken from other sources without proper acknowledgement. Submitting work as one's own for assessment or examination, which has been done in whole or in part by someone else or submitting work which has been created by using artificial intelligence tools, where this has not been expressly permitted.
- **Self-plagiarism** - recycling or borrowing content from the author's own previous work without citation and submitting it either for an assignment or an examination.
- **Collusion** - undisclosed collaboration of two or more people on an assignment or task, or examination, which is supposed to be completed individually.
- **Falsification/fabrication.**
- **Exam cheating** - action or behaviour that violates examination rules in an attempt to give one learner an unfair advantage over another.
- **Fraud/impersonation** - actions that are intended to deceive for unfair advantage by violating academic regulations. Using intentional deception to gain academic credit.
- **Contract cheating** - form of academic misconduct in which a person uses an undeclared and/or unauthorised third party to assist them to produce work for academic credit or progression, whether or not payment or other favour is involved. Contract cheating is any behaviour whereby a learner arranges to have another person or entity ('the provider') complete (in whole or in part) any assessment (e.g., exam, test, quiz, assignment, paper, project, problems) for the learner. If the provider is also a student, both students are in violation.

Further examples of the above available at www.tcd.ie/teaching-learning/academic-integrity.

3.1.2 Academic Misconduct in the Context of Group Work

Students should normally submit assessments and/or examinations done in co-operation with other students only when the cooperation is done with the full knowledge and permission of the lecturer concerned. Without this permission, submitting assessments and/or examinations which are the product of collaboration with other students may be considered to be academic misconduct.

When work is submitted as the result of a group project, it is the responsibility of all students in the group to ensure, so far as is possible, that no work submitted by the group is plagiarised, or that any other academic misconduct has taken place. In order to avoid academic misconduct in the context of collaboration and group work, it is particularly important to ensure that each student appropriately attributes work that is not their own. Should a module coordinator suspect academic misconduct in a group assignment, the procedure in cases of suspected academic misconduct must be followed for each student.

3.1.3 Avoiding Academic Misconduct

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

Each coversheet that is attached to submitted work should contain the following completed declaration:

"I have read, and I understand the academic integrity provisions in the General Regulations of the University Calendar for the current year. I have also completed the Online Tutorial on avoiding plagiarism 'Ready Steady Write'.

Please refer to your relevant School/ Department for the format of essay submission coversheets.

For further information including details of the procedure to be followed in case of suspected plagiarism, please refer to Section 1, 'Academic Integrity' (pages 30 & 31) of the Graduate Studies Academic Calendar:

www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf.

3.1.4 Procedures regarding Dignity & Respect Matters

The School of Social Sciences and Philosophy is committed to fostering a learning environment that upholds principles of equality, diversity, and inclusion. We strive to ensure that all students and staff can pursue their academic and professional goals without fear of discrimination, harassment, bullying, or any form of mistreatment.

Recognizing the adverse impact harassment can have on individuals' performance, morale, confidence, health, and learning, the School seeks to create a culture where such behavior is unequivocally condemned. Our goal is to encourage an atmosphere in which individuals can address harassment concerns without fear of ridicule or retaliation.

[Trinity Dignity and Respect Policy](#) sets out the College's key principles and procedures for addressing matters related to negative treatment, including discrimination, bullying, and any form of harassment. [TCD Sexual Misconduct Policy](#) establishes the principles, approach, and procedures on the subject of sexual harassment or sexual assault and outlines the resources and support available to both students and staff when facing issues related to sexual harassment.

Should any student encounter issues related to dignity and respect, as outlined above, we strongly urge them to immediately reach out for support from the designated contact person, who will provide guidance and support in accordance with the Dignity and Respect Policy:

Course Director Prof Joseph Kopecky | jkopecky@tcd.ie

School Director of Teaching and Learning (Post-Graduate) Prof Selim Gulesci | gulescis@tcd.ie

3.2 Research Ethics

We wish to draw your attention to the need for you to comply with the School's research ethics policy. Full details can be found at <http://www.tcd.ie/ssp/research/ethics/>. The most consequential aspect of this is that, should you be planning to observe, interview, poll, or experiment on human beings, you will need to get ethics approval. This involves submitting the research ethics application to the School's Research Ethics Committee that it is now processed through the Research Ethics Application Management system (REAMS). Please note that PhD students are automatically registered to use the REAMs platform. **Failure to comply with the School's research ethics policy could result in penalties.**

4. Teaching & Learning

4.1 Programme Structure

Course Structure

Prerequisites for the Ph.D. degree

New research entrants with appropriate academic qualifications are now normally admitted directly to the Ph.D. register on a probationary basis. Students seeking to enter the Ph.D. register must have obtained a good taught M.Sc. in theoretical and quantitative economics or its equivalent.

Confirmation on the Ph.D. Register

In order to be confirmed on the Ph.D. Register a formal confirmation procedure is applied. This takes place typically in the second year for full-time students and in the third year for part-time students. Confirmation applications for full-time students should be submitted by February of Year 2. In the case of part-time students, the applicable dates are February of Year 3. Students will normally be expected to have acquired the 30 ECTS credits in approved coursework before proceeding to confirmation.

The confirmation process requires students to submit evidence of written work (usually a substantially completed research paper) as well as an outline of how they propose to develop this into a Ph.D. thesis (outlines of two other proposed papers), together with a letter of support from their supervisor, to the Department Graduate Studies Committee. The non-supervisory members of the student's Thesis Committee will hold a short interview with the candidate. The student's supervisor should also attend the interview as a witness. The holders of the interview will agree to recommend confirmation, defer confirmation until a new submission and interview are held, or deny confirmation on the Ph.D. register. If the outcome is a resubmission it will be accompanied by recommendations as to what is needed to improve the submission. It is the student's responsibility to ensure the resubmission is to the necessary standard. If the student decides to make major changes that have not been suggested they should first get approval from the Ph.D. coordinator. Resubmission can only result in confirmation or denying confirmation. Denying confirmation to the Ph.D. register may mean that the student is advised to pursue an M.Litt. or that he/she withdraws from the program. In making its decision the Committee will wish to be assured that the research is likely to lead to a thesis of Ph.D. standard (see below) and that it can be completed within a reasonable period of time. It is not in the interests of the Department or the student to confirm a student on the Ph.D. register if there is not sufficient evidence that it can be successfully completed.

Thesis Standard

A research thesis is primarily a training exercise in research skills, but in undertaking this exercise students are expected to make an original contribution to knowledge. Remember, however, that the objective is not to write the standard ‘world reference’ on the thesis topic, but to carve out a sufficiently focused and manageable subject which allows the demonstration of mastery of research skills while producing a useful and relevant contribution to knowledge. As a rule of thumb, a Ph.D. thesis should contain three or more potentially publishable articles. At least one of these must be single authored.

Co-authorship in the Ph.D. Thesis

A Ph.D. thesis must contain at least one single-authored article. The other articles in the Ph.D. may be co-authored but, in each case, the Ph.D. student must be the lead author for each article and a declaration stating this must be included in the thesis. If an article is co-authored with another Ph.D. student, it may only be submitted as part of a Ph.D. thesis for one student, at this or any other university.

Examination of the thesis

A PhD thesis is normally examined by one internal and one external examiner. The examiners are appointed by the Dean of Graduate Studies in consultation with the School. A supervisor may not act as an examiner.

A viva voce is a requirement in the examination of a Ph.D. candidate. As a result of the examination the thesis can be accepted, rejected or can be referred for minor or major revision. Minor revisions are defined as those that can be undertaken within two months of the students receiving the written reports of the examiners. Major revisions require subsequent re-examination of the thesis (with an associated College fee); students are allowed six months to complete revisions from the time of notification of results. The procedure for appeal against the decision of examiners is set out in the College Calendar Part III. On submission of the thesis students must also submit any datasets used for their thesis, including do-files, to the Department of Economics. The deadline for submission of thesis is August 31st for September registrants and 1st March for March registrants. However, there is an instance called “Dean’s Grace” which allows an extension for one month without payment of fee – applications for Dean’s Grace must be made to the supervisor. Students are encouraged to plan for submission some months in advance to avoid this necessity.

4.2 Programme Structure & Workload

Taught modules for the Ph.D. Programme

The advanced modules/courses now being offered in the Ph.D. Economics programme provide a framework for students to deepen their knowledge of selected subfields and refine their skills. Taking such modules/courses is a proven way of helping selection and development of research topics, and it is now a required component of the Ph.D. programme.

Each student should seek their supervisor's advice in selecting the most appropriate modules/courses. Students are expected to acquire coursework credits as part of the Ph.D. programme. For new entrants to the Ph.D., it is required that a total of 30 ECTS credits in modules/courses approved by their supervisor will have been acquired before submission of the Ph.D. thesis.

There are three core modules on offer in addition to a number of other elective modules. The core modules are Microeconomics, Macroeconomics and Econometrics and students must pass at least two of these three modules before their confirmation. To gain credit a mark of at least 50% must be obtained.

Responsibility for Thesis

The ultimate responsibility for completing a thesis rest with the student. The Department assists by providing advice, supervision, and facilities, but the responsibility for pursuing the thesis to its conclusion must remain with the student. It follows that it is primarily up to the student to maintain contact with his or her supervisor, to seek guidance, to provide drafts for comments and to ensure a satisfactory schedule of progress. In turn, supervisors have a duty to provide a supportive environment for a student's research, to provide timely and detailed comments on drafts, and to monitor a student's progress.

Choice of Thesis Topic

The Department encourages students to work on projects which fall directly within the research interests of staff members. The Graduate Studies Committee tries to match students, thesis topic and supervisor in an interactive process when students are admitted to the register, taking into account the student's own preferences for a research area and staff interests. Should a student wish to change the area of his/her thesis research so that it no longer falls under the research interests of his or her original supervisor, the student should, jointly with his or her supervisor, notify the Graduate Studies Committee of the revised area of thesis interest. The Committee may then nominate alternative supervisors.

Supervisors

On being admitted to the graduate register each student is assigned a supervisor based on their expected area of thesis research. It is departmental policy to assign students where possible to a supervisor who shares a similar research interest although, inevitably in a small Department, it may not be possible to provide complete overlap. Where a student feels he or she is receiving inadequate help and supervision from his or her supervisor the student should first talk over the matter with the Ph.D. Coordinator or another member of the PhD Committee. This person may take the matter up on the student's behalf directly with the supervisor concerned or may make a recommendation to the PhD Committee that the student's supervisor should be changed. Should a student still not be satisfied, there is a procedure for complaints against supervision set down in the College Calendar III. When a supervisor goes on leave for a period he or she will be asked to suggest ways in which continuing contact can be maintained with a student and, if necessary, to advise on the name of a possible replacement for the period of leave. Such arrangements should be notified to the PhD Committee.

Thesis Committees

A Thesis Committee shall be appointed for all Ph.D. students. This committee comprises the Principal and any co-supervisors and two other persons appointed by the School or Discipline. The role of the Thesis Committee is to monitor and advise in relation to the progress of the Ph.D. student throughout the lifespan of his or her structured Ph.D.. The progress of graduate students will be reviewed each year by the Thesis Committee. In the first, third and subsequent years of a student's period on the Ph.D. register, save in the year in which they intend to submit their thesis, the student and their Supervisor should complete a progress report. This form may be downloaded from the Office of the Dean of Graduate Studies website. Before the end of the relevant academic year, and in a time period determined by the relevant School or Discipline, the student should submit the progress report to the non-supervisor members of their Thesis Committee. Thereafter, a meeting should be arranged between the student and such non supervisor members to discuss academic progress. Following this meeting and, if appropriate, following discussions between the supervisory and non-supervisory members of the Thesis Committee, the latter should sign the progress report form and indicate whether or not they recommend continuation on the register. If progress is unsatisfactory, Supervisors or non supervisor members of a Thesis Committee may recommend to the Dean of Graduate Studies that the student's registration should be terminated.

Supervision

Students and supervisors should meet regularly while the student is on the register. It is not possible to lay down hard and fast rules in this area, but the following guidelines may be of help. In the initial stages of thesis research a student's primary need is for guidance with respect to choosing and refining a thesis topic and for assistance in finding relevant literature. At this stage it may be useful for student and supervisor to meet for a number of unstructured, open-ended conversations in which various options are explored and suggestions for further work are made. At a very early stage, however, and certainly by the end of the first term, a student should get into the habit of presenting written work for comment to his or her supervisor. It is very easy for a student to get carried away by reading and specific writing objectives can be very helpful in focusing this reading. A supervisor can help by suggesting topics for written work, for example, by pointing to relevant literature which might be summarised in a literature review; this may or may not form the basis for part of the thesis which is finally submitted.

Supervisors have a responsibility to provide timely comments on written work handed in by students. They should also make themselves available for consultation and advice on reasonable notice. In some cases, a student and supervisor might opt to agree on a regular series of deadlines or appointments when written work should be presented (preferably some days before the appointment). In other cases a student and supervisor may prefer a more flexible procedure where arrangements for the next meeting are made at the end of the current one. It is important that a student and supervisor at the outset agree on their working relationship and, if the supervisor does not initiate this discussion, the student should. At this stage the supervisor should be made aware of all other demands on the student's time (such as teaching assistant or lecturing duties, extent of other paid employment, etc.) so that realistic targets can be set and achieved. There are, of course, many other demands on the staff member's time as well. In line with the student's ultimate responsibility for the thesis, it is up to the student to submit written work for comment and to arrange appointments when he or she feels that advice or guidance is needed. The supervisor, however, as part of his/her monitoring role on behalf of the Graduate Studies Committee, has a responsibility to make contact with a student who has not been in touch for some time and should insist on a schedule for written work in agreement with the student. All supervisors are encouraged to keep a note of their formal contact with their students (in terms of number of meetings scheduled and approximate contact hours). As chapters are written students are encouraged to circulate them as widely as possible among fellow students and others. Feedback is always valuable and one can never have too many comments. Students are also encouraged to discuss their work with members of staff other than their supervisor. When the first full draft of the thesis is completed there is an understandable temptation to pause for breath, but there remains substantial work to be done. The supervisor and ultimately the examiners need

to be satisfied that there is sufficient substantial original material in the thesis to justify the award of a degree. The painstaking work of editing, re-checking calculations, data sources and references and correcting spelling mistakes is just beginning. Students should be prepared to work through several drafts before a thesis is finally ready for submission, and time should be allocated for this work in the study schedule. At an early stage students should acquire a copy of the Graduate Studies Office Regulations and Guidelines for Candidates on Submission of a Higher Degree by Thesis and should follow it for layout, references etc. Good practice in this regard from the beginning will save time and tedious work at a later stage.

Graduate Student Working Group and Departmental Seminar

Students registered for research degrees are required to attend and participate in the Graduate Student Working Group. They must also make a presentation to the Working Group at least once every year. These presentations are essential in order for students to receive feedback on their research and to develop important presentation skills. While it is understood that the research presented in these seminars is work in progress and a certain amount of informality is acceptable, students should take these presentations seriously, prepare appropriately, and deliver the presentation in a professional manner. Students are also required to attend the Department's Economics Seminars and encouraged to attend relevant seminars organized by TRiSS. Students should make an effort to meet with seminar speakers to discuss their research where appropriate. They are also encouraged to present at specialist conferences in their area, especially international conferences. Applications can be made to the Dean of Graduate Studies for funding at such conferences. It is essential for students to keep up to date with new research in their field. Students are encouraged to set up reading groups in order to discuss new research papers and learn from one another.

Annual Progression

Progression on the Ph.D.-register is subject to annual reviews. Annual progress reporting is an essential requirement for all postgraduate students on the research register (full and part-time) in Trinity College Dublin. Progress reports should be completed jointly by the Ph.D.-student, their supervisor, and their thesis committee. They must be submitted by the end of each academic year locally to the course Director (jkopecky@tcd.ie) as well as the designated administrator within the Department (economics@tcd.ie). Progression at the end of the second year is conditional on an official confirmation on the Ph.D.- registry by the Thesis Committee as outlined in section 4.1 of this handbook and the College Calendar, Part III, Section II.37-41. Confirmation at the end of the second year automatically satisfies the requirement for normal annual progression.

Teaching and Research Assistance

The Department is sometimes made aware of needs in other colleges for tutorial classes and lecturing opportunities, as well as for short-term research assistance opportunities. Postgraduate students who need to earn money in this way should let the Head of Department know as soon as possible of their interest. All students contemplating taking on outside work should keep in mind the importance of completing their theses and are encouraged to inform their supervisors of outside commitments. Students in receipt of outside funding should be aware of any conditions attached to taking on outside work. The giving of private grinds/tutoring to students taking modules by this Department is strictly forbidden.

Coursework Requirements

All modules are assessed on a pass/fail basis. The minimum grade required to pass is 50%. Modules are assessed by a combination of assignments and exams. Details of assessment requirements will be provided by the lecturer of each module.

4.3 Module Descriptors & Compulsory Reading Lists

The School reserves the right to amend the list of available modules and, in particular to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

Module descriptors and timetables will be available on the Departmental website shortly before the start of each term: <https://www.tcd.ie/Economics/postgraduate/research-degrees/>

4.4 Coursework Requirements

Within the first 18 months of the PhD programme, students are expected to complete modules worth a total of 30 ECTS. Students must receive a mark of 50% or above to have passed the module. Additionally, students must pass a 5 ECTS compulsory research ethics module.

4.5 Marking Scale

The MSc in Economics programme uses the following grading scheme for overall module assessment:

- Excellent: 70 – 100
- Good: 60 – 69
- Fair: 50- 59
- Fail: 0 – 49

The final mark for the course is based on a credit-weighted average of the mark awarded in each module.

4.6 Attendance Requirements

For full-time Ph.D. students, the minimum period is two years and the maximum period four years (three and six years respectively in the case of part-time registration). Students should ideally aim to submit their dissertation by July in their final year, to allow time for slippage in their schedule. Please note the following entry from the College Calendar regarding fees for part-time students: 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 full-time fee. Students entering or continuing on the part-time register may not at any point transfer to the full-time register. Students who suffer prolonged illness or who are out of the country for a prolonged period

may be permitted to go off books for a period up to one year (two years in exceptional circumstances). The Dean of Graduate Studies will normally only agree to this request where it has the strong support of the student's supervisor. Students should aim to make steady progress throughout the period of their research. In particular, good use should be made of the summer period to progress the thesis. Work on a thesis is year-round and long summer vacations familiar from undergraduate life are not appropriate. Strong self-discipline is a vital element in successful completion. In particular, students with teaching assistant duties or with module prerequisites to complete must ensure the time allocated to these activities is kept in bounds and that time is kept available to make progress on the thesis research.

Extensions and Off-Books

Graduate students on the research register must inform their Supervisor as soon as is practicable if they are incapacitated by illness or other grave cause and unable to undertake their agreed research programme. If, following consultation with the Supervisor, the illness is deemed to be of significant duration or severity to impede the graduate student's progress, medical certificates should be provided by the Supervisor to the Dean of Graduate Studies.

The maximum period before submission of a thesis for students on the full-time M.Litt. and M.Sc. (by research) registers and for those on the full-time Ph.D. register are two and four years respectively (three and six years respectively for students on the part-time register). An extension of the period within which the thesis can be presented may be obtained by application to the Dean of Graduate Studies by the student's Supervisor and must have a strong recommendation from the Director of Teaching and Learning (Postgraduate).

Requests for extensions must be submitted before the period on the higher degrees register has expired. In cases where a request for an extension is not made before expiry of the normal time on the higher degree register, a replacement fee will be charged, in addition to the continuation fee, if an extension is granted.

In special circumstances (such as prolonged illness or absence from the country for grave and meritorious reasons), a graduate student may be allowed "off-books" (off the register) for one year. Application should be made by the student's Supervisor to the Dean of Graduate Studies and must have a strong recommendation from the Director of Teaching and Learning (Postgraduate). In exceptional circumstances this period may be extended for a second year with the agreement of the Dean of Graduate Studies.

See Part III of the Calendar for College regulations regarding attendance and 'Off-Books' status: <https://www.tcd.ie/calendar/>

4.7 Absence from Examinations

Postgraduate students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical advisor and request a medical certificate for an appropriate period. If a certificate is granted, it must be presented to the student's Course Co-ordinator/Director within three days of the beginning of the period of absence from the examination. Such medical certificates must state that the student is unfit to sit examinations. Medical certificates will not be accepted in explanation for poor performance; where an examination has been completed, subsequent withdrawal is not permitted. Further details of procedures subsequent to the submission of medical certificates are available from Course Co-ordinators/Directors.

Postgraduate students who consider that other grave cause beyond their control may prevent them from attending an examination (or any part thereof) must consult and inform their Course Co-ordinator/Director. The Course Co-ordinator/Director will then make representations to the [Dean of Graduate Studies](#) requesting that permission be granted for absence from the examination. The acceptance of medical disability is entirely at the discretion of the Dean of Graduate Studies, who may ask for a report from the medical officers in charge of the [Student Health Service](#). The report will be strictly confidential to the Dean of Graduate Studies.

4.8 Progression Regulations

See Part III of the College Calendar for full details of College regulations regarding Progression: <https://www.tcd.ie/calendar/>.

4.8.1 Appeals

See Part III of the College Calendar for full details of College regulations regarding Academic Appeals: <https://www.tcd.ie/calendar/>.

4.9 Transcripts

Transcripts are available on request to the Programme Administrator at economics@tcd.ie. Please include your student number and course when requesting a transcript. Transcripts are never issued to a third party, such as a parent or prospective employer without the consent of the person named on the transcript.

4.10 Careers Information & Events

The Careers Advisory Service (CAS) provides a wide range of resources and services to help you make and implement informed choices about your future career direction. The Careers Information Centre at 7-9 South Leinster Street contains a range of free, career-related

booklets and employer materials for you to take away. Online, the resources section of the website (www.tcd.ie/Careers/resources) provides useful information on a range of topics from career choice and planning, to working abroad, taking a year out and everything in between. CAS also provides a MyCareer online service. More information is available [here](#).

4.11 Student Feedback & Evaluation

Evaluation of courses and their constituent modules is an important component of the College's commitment towards improving the quality of teaching and the support of learning. To this end, all modules that are taught by the School of Social Sciences and Philosophy are evaluated on a twice-yearly basis using an online survey. The survey is anonymous, and the results are used in reviewing and improving aspects of each module and its delivery. We particularly want to hear what students think was good about a module and what needs to be improved. Student feedback forms an important part of the evaluation and review process.

All results for each survey are collated and made available to the lecturer who taught the module, the Head of Department, the Head of School, the School's Director of Teaching and Learning (UG/PG), and the School Manager. Teaching Assistants receive their feedback through communication with the course lecturer.

Studies have shown that there is some gender bias in student evaluations of teaching – namely that female lecturers tend to receive more negative evaluations than their male counterparts. We ask you to bear this in mind when making your evaluations.