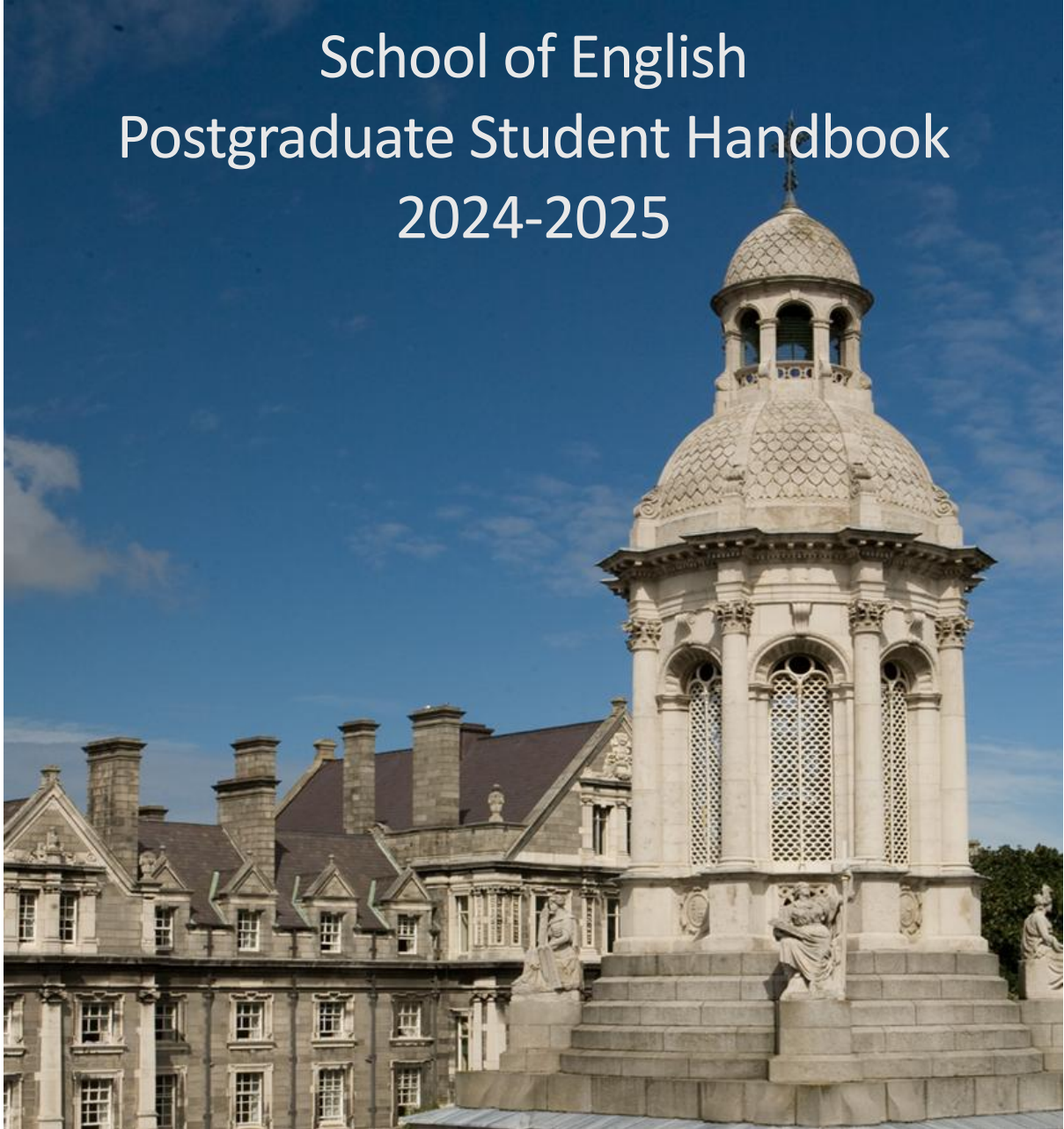


School of English  
Postgraduate Student Handbook  
2024-2025



## Contents

1 General Course Information .....	3
1.1 Introduction .....	3
1.2 Contact Details .....	4
1.3 Programme Specific Locations.....	5
1.5 Timetables .....	5
2. Academic Writing and Research Ethics.....	5
2.1 Academic Integrity and Academic Misconduct .....	5
2.2 Research Ethics .....	7
3. Information for M.Phil. Students .....	7
3.1 School of English M.Phil. Programmes (2024-25) .....	7
3.2 M.Phil. Teaching and Learning.....	8
3.3 M.Phil. ECTS Requirements and Marking Scale .....	8
3.4 The M.Phil. Dissertation .....	9
3.5 Student Feedback and Evaluation .....	9
3.6 Extension Requests and Late Submission.....	10
4. Structured PhD Programme and Modules .....	10
5. Information for M.Litt. and PhD Students. ....	11
5.1 The M.Litt Thesis.....	11
5.2 The PhD Thesis .....	11
5.3 The Literary Practice PhD .....	12
5.4 Non-Resident (Distance) PhD Programme .....	12
5.5 Annual Progress Reports.....	13
6 The Confirmation Process .....	13
7. Thesis Supervision .....	15
7.1 Students' Expectations of Supervisors.....	16
7.2 Supervisors' Expectations of Students.....	17
7.3 Problems and Complaints .....	18
8. Attendance, Extensions and Going 'Off Books' .....	18
9. Thesis Committees .....	19
10. Thesis Submission Guidelines .....	19
11. PhD Examination .....	20
12. Funding .....	22
12.1 College Funding Opportunities.....	22
12.2 External Funding Opportunities .....	23
13. Publishing and Presenting your Work .....	23

14. Teaching in the School of English .....	25
15. What Comes Next? .....	26
18. Further Useful Information .....	27
19. Graduate Studies Office .....	29
20. The Postgraduate Advisory Service .....	29
21. Useful College Services.....	29
Accommodation Office .....	30
Health Centre .....	30
Student Counselling Service.....	30
Centre for Academic Practice and Student Learning (CAPSL).....	30
Thesis Binding.....	31
Disability Awareness and Support.....	31
22. Literary Dublin .....	31
Appendix One: Structured PhD Modules.....	33

## 1 General Course Information

### 1.1 Introduction

Welcome to the School of English at Trinity College Dublin. The School has a large and active postgraduate community. We currently host 48 research students and will be offering four taught M.Phil. programmes in the 2024-25 academic year. We are proud of the very high international reputation for research and scholarship accrued by our staff and our graduate students, many of whom have gone on to distinguished academic careers in institutions across the world. We are also fortunate here in Trinity to have the use of a copyright library with world-class holdings, in a campus right at the heart of a capital city, with many major cultural and artistic resources on our doorstep.

Some of you will already be familiar with the School and with the College, but we hope that those of you are newly arrived in Dublin will also take advantage of its many academic and social opportunities, enjoy your time here, and will come to feel at home in the School's intellectual community.

If you are pursuing one of the School's taught M.Phil. programmes – if you are a PGT student – your main point of contact will be your Programme Director and the Co-Ordinator of M.Phil. Programmes, Prof Andrew Murphy (MT) and Dr Paul Delaney (HT). You will find detailed information about your programme in the relevant course handbook.

If you are pursuing an MLitt or a PhD – if you are a postgraduate research student – your primary relationship is with the member(s) of staff who supervise(s) your thesis research. Your supervisor(s) will advise and help you define your topic, set a schedule of work/meetings and provide feedback on your work. They will also serve as your first port of call for any queries and problems you may encounter along the way.

The School also provides a broader framework of academic support for research students. Throughout the academic year, you will have access to workshops, seminars and other events to help

you acquire and strengthen skills, gain a broader academic perspective, exchange research findings with staff members, fellow students and other members of the broader scholarly community in College. While you alone are responsible for the success of your research project, doing a research degree should not be a solitary endeavour but should also prepare you for future employment, in or outside academia. The School of English is committed to helping you get the most out of your time here at Trinity College Dublin.

This handbook is designed to give you some basic introductory information to the School, its ethos, and practices. More detailed information on regulations is available in the Trinity College Calendar Part 3. If this handbook and the Calendar differ, the Calendar is to be considered authoritative. You can find a copy here: <http://www.tcd.ie/calendar/>

Dr Jane Carroll

Director of Teaching and Learning (Postgraduate), September 2024.

## 1.2 Contact Details

Staff Name	Role/Title	Contact 1	Contact 2
<b>Prof Jarlath Killeen</b>	Head of School	<a href="mailto:killeej@tcd.ie">killeej@tcd.ie</a>	896 2337
<b>Dr Jane Carroll</b>	Director of Postgraduate Teaching and Learning (DTLPG)	<a href="mailto:Jane.Carroll@tcd.ie">Jane.Carroll@tcd.ie</a>	896 4023
<b>Prof Andrew Murphy</b>	Taught M.Phil. Co-ordinator (MT)	<a href="mailto:andrew.murphy@tcd.ie">andrew.murphy@tcd.ie</a>	896 3984
<b>Dr Paul Delaney</b>	Taught M.Phil. Co-ordinator (HT)	<a href="mailto:delanep@tcd.ie">delanep@tcd.ie</a>	896 3481
<b>Dr Tom Walker</b>	Head of Discipline	<a href="mailto:walkerto@tcd.ie">walkerto@tcd.ie</a>	896 4353
<b>Dr Pádraic Whyte</b>	Director of Research	<a href="mailto:whytepa@tcd.ie">whytepa@tcd.ie</a>	896 1224
<b>Ruth Archbold</b>	School Administrative Manager	<a href="mailto:archbolr@tcd.ie">archbolr@tcd.ie</a>	896 2890

As members of staff may at times be working from home on some days, it is always best to send an email in the first instance.

## 1.3 Programme Specific Locations

**Teaching Rooms:** Please refer to individual M.Phil. handbooks for location details related to your specific course. The School of English is located on the fourth floor of the Arts Building. Most individual staff offices are located on the third and fourth floors of the Arts Building. **Source:** Interactive College Map: <https://www.tcd.ie/Maps/map.php?q=School+of+English>

**Blackboard:** Blackboard is Trinity's online VLE (Virtual Learning Environment). Depending on your course of study, you can access lecture notes, online assignments and other activities through Blackboard. All registered TCD staff and students are automatically assigned a Blackboard account. <https://www.tcd.ie/CAPSL/resources/blackboard/>

**The Library of Trinity College Dublin:** <https://www.tcd.ie/library/>

**The Academic Registry:** <https://www.tcd.ie/academicregistry/>

**Trinity College People Finder:** <http://peoplefinder.tcd.ie/>

## 1.4 Academic Calendar 2024/25

The academic year-structure is here: [academic-year-structure.pdf \(tcd.ie\)](#)

[The Calendar](#) is published annually. Part III contains the general regulations governing postgraduate programmes and specific programme regulations. ([Calendar - Trinity College Dublin \(tcd.ie\)](#)). It is the set of rules by which the business of the college is managed, covering everything from the list of staff, the college benefactors, and recent staff publications, to the general regulations about college accommodation, fitness to study, regulations about submitting your thesis, and information about funding available.

## 1.5 Timetables

Information pertaining to individual M.Phil. timetables is provided in your course handbook. PhD/M.Litt students should email individual M.Phil. course directors for timetable information if you are taking an MPhil module as part of your required credits.

# 2. Academic Writing and Research Ethics

## 2.1 Academic Integrity and Academic Misconduct

Academic Integrity is taken very seriously by the College and all students are responsible for ensuring that they understand what constitutes academic misconduct. **Please note that all postgraduate students – whether they are on taught programmes or reading for research degrees – must complete an online tutorial on Academic Misconduct before they submit work.** This tutorial can be found here: <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>.

PGR students must also complete the mandatory 5ECTS online module **CA7000: Research Integrity and Impact in an Open Scholarship Era**. This module is **mandatory** for all PhD and MLitt students. For more information email: [researchintegrity\\_ca7000@tcd.ie](mailto:researchintegrity_ca7000@tcd.ie)

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

More information and guidance relating to plagiarism and other kinds of academic misconduct can be found here: [About this Guide - Academic Integrity - Library Guides at Trinity College Dublin \(tcd.ie\)](#) while specific regulations from the College Calendar, Part III, General Regulations & Information follow below:

50 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 Examples of academic misconduct can be found in the Curriculum Glossary.

51 Academic misconduct in the context of group work considered as academic misconduct. 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.

52 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 <https://libguides.tcd.ie/academic-integrity>. 53 Procedure in cases of suspected academic misconduct (taught) If academic misconduct as referred to in §50 above is suspected, the procedure in cases of suspected academic misconduct, available at [www.tcd.ie/teaching-learning/academic-policies/academic-integrity/](http://www.tcd.ie/teaching-learning/academic-policies/academic-integrity/) must be followed.

54 Procedures in cases of suspected academic misconduct (research) In cases of suspected misconduct by postgraduate research students within elements related to their dissertation or thesis, the case should be referred to the Dean of Graduate Studies in the first instance, who may refer the case to the Dean of Research, the Junior Dean, or the School according to the specifics of the case. Where a concern of misconduct arises in the context of taught elements of the research programme, the procedure for managing cases of suspected academic misconduct available at [www.tcd.ie/teaching-learning/academic-policies/academic-integrity/](http://www.tcd.ie/teaching-learning/academic-policies/academic-integrity/) must be followed.

55 If the facts of the case are in dispute, or if the Director of Teaching and Learning (Postgraduate), or designate, feels that the consequences provided for under the academic misconduct procedure are inappropriate given the circumstances of the case, they may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under conduct and college regulations §2. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

## 2.2 Research Ethics

As the research ethics section of Trinity Research webpage notes, ‘the quest for knowledge and the betterment of society through research are central to the mission of Trinity College. It is essential that all our research is conducted with the utmost integrity and that it adheres to the highest standards of ethical oversight. Research excellence in College is guided by the principles described in the Policy on Good Research Practice document (2002; updated in 2009) and these principles apply to all research conducted by staff and students under the auspices of Trinity College. To ensure that we continue to operate at the highest levels of excellence all policies in this area are continuously reviewed by the Research Ethics Policy Committee (REPC)’.

Further information about current research ethics policies within the College can be found here: [Research Ethics - Trinity Research - Trinity College Dublin \(tcd.ie\)](#)

The School of English also has its own Research Ethics Committee (REC), which currently consists of: Director of Research Dr Pádraic Whyte, Head of School Dr Jarlath Killeen, Director of Postgraduate Teaching and Learning Dr Jane Carroll, and Head of Discipline Dr Tom Walker. If you are undertaking an M.Phil. dissertation or PhD thesis project which may require the approval of this committee, your supervisor should contact Dr Whyte in the first instance.

### References/Sources:

[Research Ethics](#)

[Policy on Good Research Practice](#)

[Ethics Policy](#)

## 3. Information for M.Phil. Students

### 3.1 School of English M.Phil. Programmes (2024-25)

#### **M.Phil. in Irish Writing:**

**Director:** Dr Sam Slote

**Teaching Staff:** Dr Julie Bates; Dr Clare Clarke; Dr Paul Delaney; Professor Aileen Douglas; Dr Seán Hewitt, Dr Jarlath Killeen; Dr Rosie Lavan; Professor Nicholas Grene; Professor Chris Morash; Professor Andrew Murphy; Dr Sam Slote; Dr Tom Walker.



**MPhil in Creative Writing:**

**Directors:** Eóin McNamee and Una Manion.

**Teaching Staff:** Harry Clifton; Dr Carlo Gébler; Dr Seán Hewitt; Dr Kevin Power.

**MPhil in Children’s Literature:**

**Director:** Dr Pádraic Whyte

**Teaching Staff:** Dr Jane Carroll; Prof. Jarlath Killeen; Dr Sinéad Moriarty; Dr Pádraic Whyte; Dr Sheena Wilkinson.

**Modern and Contemporary Literary Studies:**

**Directors:** Dr Clare Clarke

**Teaching Staff:** Dr Clare Clarke; Prof. Aileen Douglas; Dr Dara Downey; Prof. Darryl Jones; Prof. Philip Coleman; Prof. Jarlath Killeen; Dr Melanie Otto; Dr Bernice Murphy; Dr Kevin Power; Dr Sam Slote.

**Please consult the handbook for your individual M.Phil. programme for more detailed information about teaching staff and course content.**

### 3.2 M.Phil. Teaching and Learning

Information pertaining to the course structure, progression regulations, reading lists, external examiners, learning outcomes, coursework requirements and available award/s and exit awards related to specific taught M.Phil. programmes within the School can be found in their individual course handbooks.

### 3.3 M.Phil. ECTS Requirements and Marking Scale

The weighting for the European Credit Transfer and Accumulation System (ECTS) for each of these year-long MPhil programmes, with classes taught over two twelve-week terms, is 90.

Although the MPhil degree is awarded on a Distinction/Pass/Fail basis, individual assignments within the MPhil courses are marked according to the following standards:

1 <sup>st</sup>	80–100	A paper of outstanding merit; publishable quality.
1 <sup>st</sup>	70–79	A very strong and original paper: work displaying analytical and argumentative power with good command of the facts and/or arguments relevant to the questions and evidence of ability to organise them with clarity, insight and efficiency.



Upper 2nd	60–69	Work displaying analytical power and argumentation of the quality associated with a First, but with less comprehensive and thorough command of evidence. Or work showing considerable thoroughness but less analytical skill or less clarity in organisation.
Lower 2nd	50–59	Competent work with no major defects, but giving an incomplete account of the question, or marred by inaccuracies. Or work which demonstrates lapses in (but does not lack) analytical and argumentative skills.
3rd	40–49	Work that is generally weak with muddled argumentation, but containing some evidence of knowledge of facts and analytical skill. These marks are also used for work that, while competent and knowledgeable in itself, does not address the question asked.
Fail	0–39	Very poor quality work, not meeting the standards of information, understanding and analysis required for graduate level.

### 3.4 The M.Phil. Dissertation

Formal teaching on MPhil programmes ends at the close of Hilary Term. Around this time, in consultation with course directors, each student will be allocated a supervisor for their dissertation. It is the responsibility of individual students to contact their supervisors, and to work out a programme of supervision with them so that they meet the submission deadline. Individual MPhils have their own regulations as to word length. The College *Calendar* and the relevant MPhil programme handbook should be consulted for full information.

The School of English does not stipulate a house style for presentation of work, but we ask that you be consistent. You should consult major style manuals such as *The Chicago Manual of Style* (available online), the MLA, or MHRA style manuals. The Purdue Owl website is also a useful resource: <https://owl.english.purdue.edu/owl/>.

An M.Phil. with Distinction may be awarded to students who achieve a mark of 70% or higher on their dissertation and at least 68% in the taught course work where modules amounting to at least 30 credits have a mark of at least 70%.

### 3.5 Student Feedback and Evaluation

Teaching and Learning is evaluated annually by students through mandatory postgraduate taught programme evaluations, and by participation in the Irish Survey of Student Engagement (ISSE) and the International Student Barometer (ISB). The method of student evaluation is at the discretion of the School and a variety of methods, including hard copy and on-line surveys, focus groups, meetings with class representatives are used to provide the opportunity for students to give feedback on their academic and educational experience. A Procedure for the Conduct of Focus Groups for the purpose of module and programme evaluation has been developed which aims to provide guidance to Schools and Programmes interested in using focus groups to conduct module and programme

evaluations at undergraduate and postgraduate taught course level, or to use focus groups to drill down on issues arising from other forms of student evaluation e.g. online or hard-copy surveys. Schools are required to report on the implementation of undergraduate modules and postgraduate course evaluations through the Annual Faculty Quality Report, including the percentage of modules and courses evaluated, the response rate, repeat issues arising from evaluations, actions taken and methods to close the feedback loop to students. The results of these surveys are used to inform the School or Programme reviews and influence policy development and change at local and institutional level.

#### References/Sources:

#### [Student Evaluation and Feedback](#)

**Student Partnership Policy:** <https://www.tcd.ie/teaching-learning/academic-policies/assets/archive/student-partnership-may2017.pdf>

### 3.6 Extension Requests and Late Submission

Requests for extensions will only be granted in exceptional circumstances and should be directed to the Course Director. In the case of extensions requested on medical grounds, documentation may be required. The late submission of essays without the granting of an extension will result in the deduction of two marks per day for up to five days. Thereafter a fail mark (0) may be returned for the late-submitted essay, unless a retrospective extension is approved by the course director.

## 4. Structured PhD Programme and Modules

The Higher Education Authority stipulates that all PhD students in Irish universities must complete a structured PhD programme. This means that PhD students need to acquire a set number of ECTS credits for coursework as well as completing a thesis. For more information on ECTS credits, see:

[https://www.tcd.ie/teaching-learning/ug-regulations/Academic\\_credit\\_system.php](https://www.tcd.ie/teaching-learning/ug-regulations/Academic_credit_system.php)

As a School of English student, **you must earn a minimum of 10 ECTS credits over the first 18 months of your registration in order to satisfy the requirements of the structured PhD.** At the other end of the spectrum, you may earn a maximum of 30 ECTS credits in the first 18 months and 60 over the course of your entire PhD; however, it is likely that most students will prefer to concentrate on their thesis.

However, please note that College regulations stipulate that **Non-Resident PhD** students must complete **20 ECTS** within the first 18 months.

Non-Resident PhD students in the School (as within the College in general) will follow a structured PhD model which requires them to attain **20 ECTS of taught credits.**

5 ECTS of this requirement will be fulfilled by the 'CA7000 Research Integrity in an Open Scholarship Era' module which all Ph.D. students must complete. At least 10 ECTS of these Taught ECTS must be

completed in year one of your programme, and 20 ECTS must be completed by the time the student undertakes their Confirmation interview. PhD students may take a maximum of 60 ECTS.

Further ECTS credits may be earned through the completion of online modules provided by the School and by the College. There will also be the opportunity to take specific modules offered by other Schools, by the Careers Advisory Service, and by the Innovation Academy (subject to individual course availability in any particular term or year). **Modules must be selected in consultation with your supervisor who should inform the DTLPG of your choices.** It is **your** responsibility to ensure that the DTLPG is informed of those modules you have completed so that your record can be updated. Please see details of the various options in [Appendix 1](#).

## 5. Information for M.Litt. and PhD Students.

### 5.1 The M.Litt Thesis

The degree of M.Litt. is awarded for a piece of original research of approximately 60,000 words in length, normally taking 2-3 years to complete. While the award of an M.Litt. is a substantial achievement in itself, many students would expect to continue through to the PhD register. M.Litt. students may choose to transfer into the PhD register in their second year upon successful completion of the confirmation process in their second year.

### 5.2 The PhD Thesis

A PhD thesis is usually around 100,000 words long and will take 3-4 years of work. Although each research project will follow its own path and encounter its own challenges, you would normally be expected to complete your PhD in 3-4 years:

- *Year 1:* Preliminary research; clear formulation of research topic; familiarity with scholarship in your area; drafting of first chapter(s).
- *Year 2:* Preparation and submission of materials for confirmation (see below); work on subsequent chapters following successful confirmation.
- *Years 3-4:* Completion and submission of PhD; *viva voce* examination; corrections/revisions if necessary.

As the pressure on PhD candidates who plan on pursuing an academic career continues to increase, they are also expected to deliver conference papers and produce publications to be credible postdoctoral and job candidates: nevertheless, **the importance of the thesis is paramount and no other activities, however virtuous, should distract from its completion to the highest standard possible.**

In **exceptional** cases, usually on medical grounds, extensions of registration beyond 4 years can be granted by the Dean of Graduate Studies. The PhD supervisor must write to the Dean of Graduate Studies to request this extension.

### 5.3 The Literary Practice PhD

The Ph.D. in Literary Practice is aimed at those interested in undertaking a combination of creative and critical writing at doctoral level. The main body of the thesis is an extended piece of creative writing. This may take the form of a novel, a collection of short stories or a work of non-fiction, such as a memoir or piece of travel writing, or another form of output as agreed with the project's supervisors. It may also take the form of a collection of poems. This creative work is accompanied by a critical essay that intersects with the creative project. This might take the form of a scholarly investigation or commentary of some kind or offer a reflection on the student's own aesthetic practice. Again, its exact nature and scope will be decided by the student in consultation with their supervisors.

For students writing prose, the creative component is normally between 60,000 and 80,000 words. The critical component is recommended to be around 20,000 words.

For students writing poems, the creative component is normally 60-70 pages of poetry. The critical element is recommended to be around 20,000 words.

### 5.4 Non-Resident (Distance) PhD Programme

The Non-Resident PhD allows students who wish to undertake a structured Ph.D. within the School of English remotely from anywhere in the world. As part of this programme you will be a fully registered student of the School of English, Trinity College Dublin with access to our libraries and services whether you are on- or off-campus. A programme of online seminars and discussion groups will be made available to enable connection with fellow Trinity researchers within and across disciplines. The programme is four years full-time and six years part-time. The School is committed to providing the same quality of supervision for distance students as for those present on campus in person and will strive to ensure they feel part of the academic community. Students undertaking the Non-Resident PhD will need to conform to the same regulations, expectations and procedures as our general PhD students.

Non-Resident PhD applicants will also need to confirm that they have access to a suitable workspace and to the equipment (i.e. laptop or PC) and internet access which is necessary in order to successfully engage in this mode of study. They are also expected to keep in regular touch with their supervisor via email and online-videoconferencing platforms such as Zoom, Skype and Microsoft Teams. They will also be expected to meet once a term with their thesis committee via one of these platforms. Your supervisor may also have further, more specific expectations in this regard: these will be laid out at the outset of your studies. Students will also be expected to engage with webinars and online conferences within the School and in the College more widely.

Please note that that students will be normally expected to be on-campus in Dublin for their Confirmation hearing approximately half-way through their studies and for their *Viva Voce* examination at the end of their studies.

By undertaking a Non-resident Ph.D., **students should note that they are ineligible for university funding schemes** and may be ineligible for funding from other bodies. Students will be responsible

for arrangements and bear all personal costs associated with their programme of study, including travel and technology-related costs

For more information please see: <https://www.tcd.ie/graduatestudies/assets/pdf/non-resident-phd-fact-sheet.pdf>

## 5.5 Annual Progress Reports

The progress of all postgraduate research students in College is reviewed on an annual basis. After the completion of Years 1 and 3 students and supervisors are asked to complete a **progress report** and submit it to the Director of Teaching and Learning (Postgraduate). In Year 1 the student should complete two substantial pieces of written work (agreed with the supervisor) in advance of the progress report. The template for progress reports is available here: [Assessment and Progression - Graduate Studies - Trinity College Dublin \(tcd.ie\)](#)

In Year 2, the progress report takes the form of the **confirmation** process (see below).

## 6 The Confirmation Process

A stringent process of academic assessment for all PhD students to confirm their continuation on the PhD register shall normally be arranged **within** the first eighteen months of registration, extended by a further year for PhD students on the part-time register from year 1. This timeline is extended by a further year for Ph.D. students on the part-time register from year one. The process is to be approached positively and constructively by all parties as an essential part in the student's learning experience. The PhD confirmation process requires the student to prepare a PhD *confirmation report*; the confirmation report should be written according to the guidelines issued by the Director of Teaching and Learning (Postgraduate) (DTLPG). The template may be found here: [conf-rep-23.docx \(live.com\)](#)

The student must ensure that a draft of the confirmation report is made available to the Supervisor with sufficient time for the Supervisor to read it and provide comments. The use of paid professional copy-editing services for the preparation of the confirmation report is not permitted and will be considered a breach of the confirmation regulations. In certain exceptional cases, students registered with the College disability service may, following consultation with the Dean, be permitted to avail of paid professional copy-editing services.

### 6.1 Confirmation Requirements for PhD Students

The following materials comprise the confirmation report for the School of English and should be submitted to the Director of Teaching and Learning (Postgraduate) at the appropriate time:

1. A detailed outline of the proposed PhD thesis, including a breakdown of the contents of all chapters (2,000 words);
2. a sample thesis chapter (10-15,000 words);
3. a brief statement outlining the original contribution to knowledge made in the thesis (500-1,000 words);
4. a complete bibliography of primary and secondary material (no word limit).

### *6.2 Confirmation Requirements for Literary Practice Students*

The following materials comprise the confirmation report for Literary Practice Students in the School of English and should be submitted to the Director of Teaching and Learning (Postgraduate) at the appropriate time:

1. A detailed outline of the proposed creative project (1,200 words), including a breakdown of chapters (if the student is undertaking a creative prose project) and an outline of the proposed critical component (800-1000 words);
2. for students undertaking a creative prose project: completed chapters amounting to between 8,00-10,000 word and a separate 4,000 word-5,000-word critical essay related to the creative work written so far. For students undertaking a Literary Practice PhD in poetry, 8-10 pages of poetry and a separate 4,000-5,000-word critical essay related to the poetic works written so far are required. In both instances, the work submitted for confirmation must be consistent with the final body of work submitted for the PhD;
3. a brief statement outlining the original contribution to the creative arts made in the thesis (500-1,000 words);
4. a complete bibliography of primary and secondary material (no word limit).

### *6.3 The Confirmation Interview*

The confirmation interview process is the same for every PhD student. The student shall be invited to attend a PhD *confirmation* interview which will take place either in person or via Zoom (or another video conferencing platform). The PhD *confirmation panel* for each student is appointed by the DTLPG and shall consist of at least two members as follows: the DTLPG or his or her nominee, and a second member who should have acknowledged expertise in the subject area of the student's research (or in a cognate field). Members of the PhD confirmation panel may be drawn only from academic staff eligible to supervise. Although the DTLPG makes the final decision about membership of the PhD confirmation panel, he or she will consult with the student's Supervisor. The Supervisor shall not be a member of the PhD confirmation panel, but it is expected that the Supervisor (and Co-Supervisors) should be 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 shall be given to the student as soon as possible after the PhD confirmation interview.

#### *Outcomes and recommendations*

The recommendation of the panel shall be one of the following:

- a. continuation on the PhD register;
- b. continuation on the PhD register after some minor changes have been made to the PhD confirmation report;
- c. continuation on the PhD register not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter;
- d. a recommendation to change to the general Masters register to submit a Masters thesis; or,
- e. not to continue as a postgraduate research student.

After a successful confirmation hearing, the panel will write a report for the student's consideration, with suggested revisions to the chapter, thesis outline, and/or methodology.

A student may appeal the result of a PhD confirmation interview according to the School's appeals board. The appeal procedure will be made available on request. **(Supervisors should consult the *Staff Handbook of Research Student Procedures 2023-24* for this information.)**

**N.B.** Any sample chapter in excess of 15,000 words **must** have the approval of the Director of Teaching and Learning (Postgraduate) in advance and a strong justification must be offered.

#### 6.4 Appeals

A student may appeal the result of a Ph.D. confirmation interview. The grounds for an appeal are where a student 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.

An appeal other than an ad misericordiam appeal, cannot be made against the normal application of College academic regulations approved by the University Council.

See [appeals-academic-progress-nov2023.pdf \(tcd.ie\)](#) for further details.

## 7. Thesis Supervision

Each research student will be assigned a supervisor. The College *Calendar* states:

*The Principal Supervisor shall provide advice and assistance to students that shall include, in particular, the college regulations and matters relating to academic progression and examination. Any reasonable written requests shall be responded to without undue delay. The Principal Supervisor shall also give the students all possible assistance regarding access to the material, equipment and other resources essential to their research. Principal Supervisors shall be accessible to the student for a personal consultation session at least once a month during the statutory term, unless a prior arrangement has been agreed between the two parties.*

It is most important that you establish from the beginning the basis of your working relationship with your supervisor. Students are entitled to ongoing contact with their supervisor on a regular basis though the nature of the help you will want and how frequently you need to meet to discuss your work will vary greatly depending on the particular research project and the stage it is at – for example, it is likely that you will meet very frequently (either online or in person) with your supervisor at the beginning and end of your project, though perhaps less frequently in the middle stages.



As a general principle in literary studies, it is desirable that you should begin writing early. The pattern of completing research before 'writing up', which is appropriate in scientific disciplines, in most cases will not be suitable for a project in English Studies where the ability to organize material and structure an argument in writing is essential. Therefore, you should be prepared to write early and write often, with much of your supervision coming from commentary provided on submitted work.

If your work is being co-supervised, it is important to establish clearly from the outset just what will be the involvement of each supervisor and to whom you submit written work. When your supervisor is on leave, they will usually continue to supervise your work.

Trinity's Postgraduate Research Supervision Policy may be found in full here: [pg-research-supervision-oct21.pdf \(tcd.ie\)](https://www.tcd.ie/postgraduate-research/supervision-oct21.pdf)

## 7.1 Students' Expectations of Supervisors

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, particularly those pertaining to the annual progress review process, the timeframe for completion and examination, any ethical issues arising from their research and academic honesty (plagiarism).
- 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 normally meet at least once a month during statutory term. This will not always be possible, particularly 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 comments and suggestions to students within a fortnight 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 appropriate scholarly conventions within their discipline.
- Ensure that the student is aware of the range of departmental and other seminars where relevant research issues are discussed.
- As the student moves towards completion, supervisors should discuss options for the presentation and publication of his or her research and other appropriate steps in engaging in academic discourse and in career development.
- Make arrangements for replacement in consultation with DTLPG in the event of unavailability for a period exceeding 4 weeks during term-time (for example, illness).
- Provide guidance on preparation of the thesis for submission and on the *viva voce* examination.

## 7.2 Supervisors' Expectations of Students

For a successful student-supervisor relationship, the student must play an active role in the relationship. Students are expected to:

- Be familiar with the content of this *Handbook*, in particularly the regulations pertaining to the annual progress review process, the timeframe for completion and examination, any ethical issues arising from their research and academic honesty (plagiarism).
- Maintain regular contact with their supervisor(s) and be pro-active in scheduling supervision meetings. New students should contact their supervisor during Orientation week to schedule a meeting at the start of term. In this first meeting, student and supervisor should agree a schedule for future meetings, and discuss preferred modes of communication; how and when feedback will be provided on written work; when documents such as a project outline, will be produced and discussed; and what written record of supervision meetings and arrangements will be kept for future reference.
- Be punctual in attending supervision meetings and seminars and observe set or agreed deadlines for submission of draft chapters, funding applications, progress review materials and other written work to the supervisor(s) and School.
- Complete their annual registration and pay their academic fees by the deadline set by Academic Registry and inform College of changes of address, etc., in a timely fashion.
- Check their TCD email account regularly or ensure that messages sent to their TCD account are forwarded to an account they check regularly.
- Present written work in an appropriate manner well in advance of a supervision meeting. Students and supervisors should agree a schedule for submitting materials that allows the supervisor adequate time to read and reflect on submitted work. A supervisor cannot offer meaningful comment on work that he or she has just received.
- Consult their supervisor(s) on the dissemination of research findings (presentations and publications), career development and teaching commitments.

- Promptly report problems which may affect the progress of their research, whether these are academic (e.g. missing sources or literature, problems with focus or organisation of chapters, training needs) or personal (e.g. illness, depression, family circumstances, financial difficulties).
- Be aware that the guidance provided by the supervisor(s) is of an advisory nature and that, ultimately, the responsibility for the form and content of their thesis and for meeting the degree requirements lies with them.

### 7.3 Problems and Complaints

Although generally graduate student/supervisor relationships develop perfectly satisfactorily, problems do sometimes arise. The College Calendar Part III states (p.30):

*Complaints about the adequacy of supervision should normally be made first to the Director of Teaching and Learning (Postgraduate). If the Director of Teaching and Learning (Postgraduate) is unable to resolve the problem, or where the Director of Teaching and Learning (Postgraduate) is the Supervisor, the student should contact the Dean of Graduate Studies. Where the Dean of Graduate Studies is also the Supervisor, the student should consult the Dean of his/her Faculty. The Faculty Dean should then follow the procedure outlined above. The Dean of Graduate Studies, or if appropriate the Faculty Dean, should first attempt to resolve the issue by consultation with the persons immediately involved. If this fails, the student may make a formal complaint in writing to the Dean of Graduate Studies. Complaints about the adequacy of supervision will not be entertained once a thesis has been presented for examination.*

**The DTLPG is always available to discuss the progress of your academic work in confidence, but s/he should not be expected to read your work-in-progress except as part of the Confirmation process.**

## 8. Attendance, Extensions and Going 'Off Books'

Graduate students on the research register must inform their Supervisor as soon as possible 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.

In special circumstances, a graduate student may be allowed "off-books" (off the register). 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.

Grounds for an off books request can be academic (e.g., internship), medical (serious illness) or *ad misericordiam* (compassionate). This last category is purposely broad but in practice its coverage is quite clearly defined by College policy. Family-related problems often qualify but financial difficulties

normally do not. Please consult with the Director of Teaching and Learning (Postgraduate) before submitting an *ad misericordiam* request.

Going off books has significant practical consequences. The visas of non-EU students are usually dependent on being registered as a full-time student. Grants and awards are usually frozen or withdrawn when a student goes off books. Students who are off-books will not have a student card during this period and will not have access to College facilities, including the library (bare access can be arranged but borrowing is impossible).

Students can be taken off books from 1 March and 1 September, and no other dates, for 6 or 12 months, depending on circumstances and evidence; in some cases this period may be extended for a 2<sup>nd</sup> year. If a student is unable to return after 2 years, s/he is normally made withdrawn (with the possibility of re-admission in the future).

The maximum period before submission of a thesis for students on the full-time MLitt and the full-time PhD register are two and four years respectively. 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 DTLPG.

Requests for extensions must be submitted before the period on the higher degree 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.

## 9. Thesis Committees

Every registered PhD/M.Litt. student in the School is assigned to an advisory 'Thesis Committee'. The membership of the committee shall be comprised of the Director of Teaching and Learning (Postgraduate), the Director of Postgraduate Professional Development, and one other colleague to be decided on a case-by-case basis. Students of the DTLPG and DPGPD shall be assigned to other colleagues. The thesis committee shall meet with students approx. once a term to discuss a student's general progress. They will not be expected to comment on a student's work, but may offer general advice about research, scholarship, experience of School and College, and career development.

## 10. Thesis Submission Guidelines

In planning for completion, please familiarize yourself with the thesis submission regulations which can currently be found at <https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf> and here:

These regulations should be followed strictly and, cover matters such as language, length, formatting, referencing, illustrations, title, declaration, acknowledgements, summary, abstract, access, etc.

- Bear in mind that the physical production of a thesis almost invariably takes longer and is far more stressful than expected. Helpers disappear, files get corrupted, pagination goes awry, tables are misplaced or incorrectly labelled, sacrifices to the Dark Gods go cruelly unheeded and references mysteriously disappear. Your good-for-nothing cousin has borrowed the book you were going to check one last time for that footnote. When these substantive problems are addressed, the work still has to be submitted. So please give yourself plenty of time to

carefully proof and finalize your thesis, because a badly presented thesis – whether the problem be inconsistent referencing, or poor editing, or missing pages, or fuzzy images, or frequent typographical errors – creates a bad impression which may influence the judgement of examiners about the substantive merits of the work. Please bear in mind that it is against college regulations to have someone else proof-read or copy-edit your thesis.

- You should also make sure that your bibliography/works cited is absolutely correct: it is often the very first section an examiner will turn to when he or she first opens a thesis, and mistakes or oversights there often indicate problems with the main body of the thesis. For the love of all that is good, use reference management software. A useful comparison of the software available can be found [here](#)
- The submission of a thesis is at the discretion of the student, who is **strongly advised**, but not required, to seek the agreement of his/her supervisor(s). Students must be registered in order to submit.
- The normal deadline for thesis submission is **the last day of August for September registrants** and **the last day of February for March registrants**. Dean's Grace is granted automatically.
- If a student is unable to submit by the (extended) deadline, the supervisor must contact the Director of Teaching and Learning *before* the deadline to discuss the student's progress and prospects.
- **Intention to Submit Form:** Students must submit an 'Intention to Submit' form at least one month before their final submission. Instructions are on the form: failure to submit the form may significantly delay your PhD examination. You will find a link to this form here under the heading 'Thesis Submission/Intention to Submit': <https://www.tcd.ie/graduatestudies/students/research/>

Please contact [gsothese@tcd.ie](mailto:gsothese@tcd.ie) with any queries relating to Thesis Submissions.

## 11. PhD Examination

In the last stages of the PhD, and in consultation with the student, the supervisor will suggest a PhD examiner – a specialist in the field of study from outside the College – who will then be approached formally by the Graduate Studies Office. The *viva voce* examination will be conducted by the external examiner, an internal examiner from the School of English, and will be chaired by the DTLPG or their proxy. *Viva* examinations will normally take place within 8 weeks of the examiners receiving the thesis.

College PhD Viva Guide: <https://www.tcd.ie/graduatestudies/assets/pdf/PhD-Viva-Guide-Digital.pdf>

Online vivas: You can find a PDF of the current College guidelines pertaining to the online examination process here (placed under the heading, 'Online Viva Voce examination Guidelines'):

<https://www.tcd.ie/graduatestudies/assets/pdf/online-viva-voce-guidelines-march-22.pdf>

The candidate, the chair, and the external examiner must all formally consent (in writing) to an online *Viva Voce*. If all persons who will be present at the viva do not consent to this method of conducting

the exam, the *viva voce* must be delayed until the examination can take place in person. All *viva voce* exams, virtual and otherwise, will be conducted in accordance with University regulations, policies and procedures.

- The examination of a PhD comprises the writing of a thesis *and* satisfactory performance in a *viva voce* examination. All students should be prepared to defend their thesis robustly in the *viva*.
- The examination of an MLitt thesis does **not** include a *viva* unless examiners propose either failure or referral of the thesis for major revision; in this case a *viva* is obligatory.
- Examiners of a PhD thesis can propose that (i) the degree be awarded for the thesis as it stands, (ii) the degree be awarded for the thesis subject to minor corrections; (iii) the thesis be referred for major revision and subsequent re-examination; (iv) a lower degree be awarded, if necessary following minor corrections; or (v) the thesis be failed. Examiners of an MLitt thesis can propose (i)-(iii) and (v) but not (iv).
- The supervisor should not be involved in the examination procedure, but he or she may, if the student requests, attend the *viva* as an observer, without taking part in discussions or deliberations. Such requests should be carefully considered and submitted to the Director of Teaching and Learning well in advance of the *viva* in order to allow timely communication with the examiners.
- It is nearly always the case that *some* revisions or corrections to the thesis are requested by the examiners. You will receive written notice of these in due course but may expect to be given their general gist at the end of the *viva*. Any revisions required by examiners are not for negotiation but must be carried out as stipulated and without exception.
- If your thesis has been passed subject to 'minor corrections' (typically with 2 months to make them) your point of contact is the internal examiner. The internal examiner will answer queries about the changes the examiners require and offer guidance on how to approach these changes, but you should not expect her/him to provide detailed feedback on revisions and redrafts. If upon resubmission of the complete revised thesis to the internal examiner, s/he is satisfied that all required corrections have been made, s/he will send a notification to Graduate Studies to recommend award of the degree. When this notice has been sent, you may produce and submit the final, hardbound copies of your thesis.
- If your thesis is referred for major revision, re-examination is required (without a second *viva*) and you must re-register and pay a fee for a revision period of, normally, 6 months. A thesis can only be referred once. If your thesis has been referred, the internal examiner (who will in due course be asked to re-examine your thesis) cannot play a role in the revision process beyond clarifying the examiners' requirements. You may expect limited guidance from your supervisor while revising. This guidance would include advice on how to approach the task and feedback on completed revisions but not detailed engagement with rough, partial or repeated redrafts.

## 12. Funding

### 12.1 College Funding Opportunities

*The Trinity doctoral research award* carries an associated stipend of €25,000 p.a. and fees write-down for the four years (full-time) of a Structured PhD programme / research doctorate. There is 1 award per School for 2024/25.

There are some additional internal funding opportunities available to incoming research students, but it must be acknowledged that these are scarce and highly competitive. In recent years, however, students in the School of English have found the following sources useful:

<https://www.tcd.ie/study/postgraduate/scholarships-funding/>

*The John Scattergood Travelling Scholarship* This annual award was established by John Scattergood, Professor of Medieval and Renaissance Literature 1980- 2006. It is designed to enable postgraduate students of English specialising in the period before 1550 to travel to libraries and archives in Europe to advance their research. Preference will be given to those needing to access primary materials – manuscripts and early printed books. Applicants will be expected to give a detailed written statement of the object of their research and successful candidates will be required to submit, on their return, a brief account of the outcome of their visits. No Student may avail of this scholarship more than once. Value 1000 euro, but the scholarship may be divided. Applications should be made before 1 February for use of the scholarship within the calendar year. This will be assessed by the Head of the School of English and two people teaching in the period before 1550.

In addition to a detailed written statement of the object of their researches, applicants will be asked to provide an estimated breakdown of costs. Applications and queries should be directed to Dr Brendan O’Connell ([conneb2@tcd.ie](mailto:conneb2@tcd.ie)).

*The Chaucer Scholarship* This annual award was established by John Scattergood, Professor of Medieval and Renaissance Literature in the School of English 1980-2006. It is designed primarily for postgraduate students of English, but is open to students from other schools also. Its aim is to facilitate research on Geoffrey Chaucer or his contemporaries and may be used for the acquisition of materials, visits to libraries and archives and attendance at relevant conferences. Applicants will be expected to give a detailed written statement of the object of their researches and successful candidates will be required to submit, on the completion of their researches, a brief account of their use of the scholarship. No student may avail of this scholarship more than once. Value 500 euro. Applications should be made before 1 February for use of the scholarship within the calendar year. They will be assessed by the Head of the School of English and two people teaching in the period before 1450. In addition to a detailed written statement of the object of their researches, applicants will be asked to provide an estimated breakdown of costs. Applications and queries should be directed to Dr Brendan O’Connell ([conneb2@tcd.ie](mailto:conneb2@tcd.ie)).



*Claddagh Scholarship Programme for Chinese Nationals* Trinity College Dublin, the University of Dublin is delighted offer a number of scholarships for Chinese nationals under the Claddagh Scholarship Programme. These scholarships are being offered to students who have an offer for a postgraduate programme at Trinity. Details of the scholarship can be found below.

<https://www.tcd.ie/study/international/scholarships/Postgraduate/claddaghpg.php>

## 12.2 External Funding Opportunities

Detailed information on all financial support for further and higher education in Ireland can be obtained from the relevant Higher Education Authority website: [www.studentfinance.ie](http://www.studentfinance.ie)

### *Irish Research Council*

The IRC runs an annual competition for doctoral students. These awards are the most substantial funding available to PhD candidates. **Students should note that awards are regularly made to applicants who have previously been unsuccessful.** The competition is advertised usually in the autumn of every year. Students should keep an eye on the IRC website: <http://www.research.ie/>. The Trinity Long Room Hub runs information session related to this competition.

### *Local Authority (Higher Education) Grants*

Grant holders who complete a primary degree course may have the grant renewed in order to undertake a full-time postgraduate course. The grant, which covers fees and possibly a contribution to subsistence, may be renewed in subsequent years but is limited to one postgraduate degree or diploma course for each student.

A mature candidate (23 years of age on 1 January of year of entry to postgraduate study) may be eligible for a Local Authority grant on the basis of parents' income if ordinarily resident with parents or on the basis of own income if resident away from home. Details of income limits for eligibility are available from Local Authorities (Higher Education Service).

More information may be found here:

[http://www.citizensinformation.ie/en/education/third\\_level\\_education/fees\\_and\\_supports\\_for\\_third\\_level\\_education/](http://www.citizensinformation.ie/en/education/third_level_education/fees_and_supports_for_third_level_education/)

### **Further advice:**

The Higher Education Authority offers advice on funding on its website:

<http://www.studentfinance.ie/>

## 13. Publishing and Presenting your Work

In order to get an academic job you will be expected to publish your research. For early career scholars, one of the best ways of doing this is through the volumes of essays which arise out of conferences. However, these opportunities need to be weighed against the more valuable (in terms of your employability) option of submitting more mature research to well-regarded peer-reviewed journals. You should be prepared to begin presenting your work at conferences from a relatively early stage. The School's staff/student research seminar is a perfect venue for students presenting for the first time, or who wish to hone their presentation skills. Your supervisor will also be able to advise

you on conference presentation. Details of forthcoming conferences can often be found on the School of English noticeboard. The most comprehensive international list of upcoming conferences is offered by the University of Pennsylvania where you can sign up for an RSS feed for topics in your field of interest:

<http://call-for-papers.sas.upenn.edu>

### **Funding for Research Trips and Conference Attendance**

Limited funding from the School and from the College is available for research trips outside Dublin and conference attendance. *These are normally only available to students who have gone through the confirmation process.* Applicants will only be supported by the College should there be some matching funding from the School. The School will only support conference trips where the student is presenting a paper. Applicants should apply to the School two weeks in advance of the Graduate Studies Office deadlines listed below:

Applicants should submit the following material to the Head of School:

1. a rationale for attendance (500 words);
2. abstract of paper;
3. estimated costs.
4. They should ask their supervisor to send an email of support to the Head of School.

Funds are limited so preference will be given to first-time applicants. Applicants will be supported to the value of 10% of the estimated costs.

To apply for a **Postgraduate Travel Grant**, students must submit the online application form and supporting documents to the Office of the Dean of Graduate Studies. It is up to the student to submit their supporting documentation to the Office of the Dean of Graduate Studies.

Awards are made quarterly and applications must be made in advance of travel. Students should note that awards are based on funds available and the number of applications. Therefore, grants cannot be guaranteed. Dates, further information and application forms can be found here, under the heading 'Travel Grant': <https://www.tcd.ie/graduatestudies/students/research/>

### **Organising Events**

Graduate Students in the School are also encouraged to organize conferences themselves, and the School can advise on financial and other assistance for conference organization: contact the Head of School for this. It is often the case that organizing conferences will lead to editing volumes of essays. In the past, the Trinity Foundation and the Provost's Office have given assistance to defray editorial and publishing costs for such volumes, or to cover the costs of inviting international plenary speakers to conferences:

<http://www.tcd.ie/trinityfoundation/index.php>

<http://www.tcd.ie/provost/>

For details of forthcoming conferences and symposiums in the School, keep an eye on:

<https://www.tcd.ie/English/news-events/>

## The Staff-Postgraduate Seminar

The Staff-Postgraduate Seminar Series has been integral to the School of English research community since the 1990s. The aim of the seminar series is to provide a relaxed and convivial atmosphere for staff and students to present their research to their peers. The series also welcomes distinguished guest lecturers from the academic community outside Trinity College to present on their work. It is a fantastic opportunity to share ideas and engage with the diverse research taking place within the School, and ideal practice for future conference and lecturing opportunities. Students may present 20-minute papers on any aspect of their research, while staff members and guest speakers are invited to contribute 40-minute papers. A Call for Papers (CFP) is published before each term inviting interested participants to submit a 200-word abstract outlining their proposed paper.

The series conveners for the academic year 2024-25 are current PhD students Ariana Lyriotakis, Eilis Smyth, Rían Boyle, and Yael Bassan. Their contact email is [staffpostgradseries@gmail.com](mailto:staffpostgradseries@gmail.com)

The deadline for the Michaelmas call for papers is September 15th, with the series beginning on September 24th. The Hilary CFP deadline will likely be early January.

## 14. Teaching in the School of English

Many research students also work as Teaching Assistants for Fresher tutorials in the School of English. This is an important opportunity for graduate students to gain teaching experience, and the TAs play a very significant part in the intellectual and pedagogical life of the School. Teaching Assistantships are organized by the Head of Discipline, Prof. Andy Murphy, who will write to all eligible graduate students for expressions of interest. At the beginning of each academic year, the School will run an induction session to address the intellectual, pedagogical, and practical issues which present themselves to all TA's. There will also be a subsequent session on marking. Senior graduate students sometimes have the opportunity to teach beyond Fresher tutorials, and can give lectures, Sophister seminars, and occasionally M.Phil. seminars.

Students in their first year of graduate research are not permitted to work as TAs in the School. Eligibility for TA status is dependent on: 1) a satisfactory Year 1 progress report; 2) an email of support from the supervisor to the Head of Discipline; 3) attendance of **all** sessions relating to teaching organised by the Head of Discipline. **PGR students are normally expected to have passed Confirmation before they can be employed as TA's.**

Though it is sporadic, TA work can often be an important source of income for graduate students. As a capital city with a number of third-level institutions, Dublin offers much opportunity for graduate teaching experience. UCD, NUI Maynooth, Dublin City University, IADT Dun Laoghaire, Dublin Business School, and other third-level institutions are often on the lookout for TA's. **It is important, however, that you balance the time taken up by TA work with the time you have to give to your own research.**

## 15. What Comes Next?

It is likely that many of you will want to pursue third-level academic careers. This is by no means a certain outcome to postgraduate study, though the School of English has an excellent track-record of appointments for its PhD graduates at universities and colleges throughout the world. Job prospects for recent PhDs can sometimes seem grim but this can often be countered by a combination of persistence and flexibility and by a knowledge of what is required for academic jobs. Keep your CV updated, write the best letter of application that you can (but make sure to adapt it to the needs of each specific post for which you are applying – the Careers Advisory Office in Trinity can help with CVs and letters), and grow a very thick skin, as you are likely to get a large number of rejections. You should check [www.publicjobs.ie](http://www.publicjobs.ie), the *Times Higher Education Supplement*, the *Guardian*, and [www.jobs.ac.uk](http://www.jobs.ac.uk) regularly for job adverts. Employers will be looking for a combination of teaching experience, publication, conference presentation, the potential to generate external funding, and administrative skills **although a track record or promise of high-quality research publication is the most important criterion.**

It is almost certain that any academic job you get will be a temporary contract in the first instance, often as little as 6 or 9 months. People can sometimes move through a number of these before securing permanent employment. Being tied to one place, or even one country, can be a great impediment to finding academic work as the job-market is a global one. Remember that jobs aren't life-sentences, and that it is easier to plan a career from a position of financial and institutional security. Permanent jobs in Ireland and the UK will almost invariably require a book, or at least a book contract. You should certainly be looking to turn your dissertation into a book within a couple of years of graduating. In the US the book is not a pre-requisite (and indeed can be a hindrance) to gaining a tenure-track position. Advice on the differences between these job markets will be given by the School.

Increasingly, postdoctoral fellowships are providing a point of entry into academic careers, allowing researchers the time, and the institutional and financial resources, to develop their PhD research into publishable form, or to pursue new projects stemming from this research. Postdoctoral fellowships can be obtained from funding sources such as the Irish Research Council, and can also be sponsored by specific institutions, in which case they will be advertised in the media.

In conjunction with the Careers Office, the School organizes a session on academic and non-academic careers every year. Advice on presenting your PhD qualification in the best light to non-academic employers as well as on applying for academic positions in Europe and further afield will be offered. Another useful resource is the recently formed Irish Humanities Alliance which runs events and lectures to promote the importance of humanities teaching and research:

<http://irishhumanities.com/>

In addition to the above resources, the Careers Advisory Service has an online career management system called **MyCareer**. Further information can be found here:

<https://www.tcd.ie/Careers/mycareer/students.php>

**MyCareer** is provided by the Careers Advisory Service for Trinity staff and community to:

- View vacancies, competitions and employers
- Search postgraduate courses and funding

- View employer and Careers Advisory Service events
- Submit your queries to the CAS team

It also facilitates:

- Students to book an appointment with a Careers Consultant, search vacancies and employers, postgraduate courses and funding and book onto events with employers and the Careers Advisory Service
- Graduates to connect with the Trinity Careers Advisory Service to search vacancies and employers, postgraduate courses and funding and view events with employers and the Careers Advisory Service
- Employers to advertise vacancies, view and book on to events and raise their visibility with the Trinity community.
- Postgraduate providers to advertise courses and funding opportunities.

Queries about MyCareer can be addressed to Orlaith Tunney in the Careers Advisory Service: [orlaith.tunney@tcd.ie](mailto:orlaith.tunney@tcd.ie) See also: [www.tcd.ie/careers/events](http://www.tcd.ie/careers/events)

### **Postdoctoral Opportunities**

For Irish postgraduate and postdoctoral researchers, the major domestic source of funding is the Irish Research Council: <http://www.research.ie>.

For work in the UK, the British Academy funds postdoctoral fellowships: <https://www.thebritishacademy.ac.uk/funding/postdoctoral-fellowships/>

Also in the UK, the AHRC offers postdoctoral research grants, though these are tied to specific research projects: <http://www.ahrc.ac.uk/>.

If you have a degree from a UK/NI institution, you are eligible for the Leverhulme Early Career Fellowships: <http://www.leverhulme.ac.uk/funding/ECF/eligibility.cfm>

You might also want to investigate the following funding opportunities:

- The Fulbright Commission: [www.fulbright.co.uk](http://www.fulbright.co.uk)
- The Andrew W Mellon Foundation: [www.mellon.org](http://www.mellon.org)
- The Carnegie Foundation: <http://www.carnegiefoundation.org>

Once again, persistence is important here. Some students initially apply unsuccessfully for funding, but then get funding on subsequent applications. Some funders will offer feedback that can be helpful in shaping your next proposal.

## **18. Further Useful Information**

### **Important School Email and Web Contacts**

The School of English Website <http://www.tcd.ie/English>

**Head of School:** Dr Jarlath Killeen

Room 4006, Arts Building | [killeej@tcd.ie](mailto:killeej@tcd.ie) | Ext. 2337 (01-8962337)

**Director of Teaching and Learning (Postgraduate):** Dr Jane Carroll

Room 4002, Arts Building | [Jane.Carroll@tcd.ie](mailto:Jane.Carroll@tcd.ie) | Ext. 4023 (01-896-4023)

## Email

Upon registration, all graduate students will be issued with a College email address. **The School of English will not correspond with registered students at any other email address.** Important information from the School, for example, about forthcoming events, will be communicated via the College email address. You are expected to check your email regularly.

## Telephone Numbers

If you are calling from outside College, all extension numbers carry the prefix 896. Thus extension 1878 becomes 8961878, or 01-8961878 from outside Dublin, or 00-353-1-8961878 from outside Ireland.

## School Social Media Presence

- Facebook: <https://www.facebook.com/tcdenglish>
- Twitter: @TCDEnglish

## Study Spaces

The Library has a number of carrels – private desks and lockers – available to postgraduate students only. Priority is given to research students, though M.Phil. students are also eligible to apply for carrels: <https://www.tcd.ie/library/using-library/carrels.php>

Postgraduates have access to the 24-hour Reading Room in the Ussher Library and have 24-hour access to the 1937 Reading Room. These reading rooms provide you with online access to the library's resources and study facilities.

- 1937 Postgraduate Reading Room (24 hours) - [1937 Postgraduate Reading Room - The Library of Trinity College Dublin - Trinity College Dublin \(tcd.ie\)](#)
- BLU Library complex - [Lecky, Ussher & Former Berkeley Libraries - The Library of Trinity College Dublin - Trinity College Dublin \(tcd.ie\)](#)
- Kinsella Hall (24 hours) - [Kinsella Hall - The Library of Trinity College Dublin - Trinity College Dublin \(tcd.ie\)](#)
- Groups Study Spaces - [Group Study Rooms - The Library of Trinity College Dublin - Trinity College Dublin \(tcd.ie\)](#)

- Postgraduate Carrels - [Postgraduate Study Desks - The Library of Trinity College Dublin - Trinity College Dublin \(tcd.ie\)](#)
- Teaching Assistant's Room – 3/4 Foster Place – for PGRs teaching in the School of English
- Mature Student Office – 3/4 Foster Place – workspace available (2 hour slots)

## 19. Graduate Studies Office

The Graduate Studies Office is part of the Academic Registry which is located in the Watts Building. [http://www.tcd.ie/Graduate\\_Studies](http://www.tcd.ie/Graduate_Studies)

The current Dean of Graduate Studies is Professor Martine Smith. In cases of illness or other unusual circumstances, permission to go Off Books, or to extend periods of registration beyond the normal times, should be sought from the Dean. The request should be made via your research supervisor or M.Phil. course director.

For general inquiries you should contact the schools DPTL or the GSO's administrative officer in the first instance: [Genadgso@tcd.ie](mailto:Genadgso@tcd.ie)

## 20. The Postgraduate Advisory Service

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.

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 stay in College. 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; and plagiarism hearings.

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.

**For an appointment, please e-mail [postgrad.support@tcd.ie](mailto:postgrad.support@tcd.ie) Website: [https://www.tcd.ie/Senior\\_Tutor/postgraduateadvisory/](https://www.tcd.ie/Senior_Tutor/postgraduateadvisory/)**

To keep up to date with the supports and events for postgraduate please check out the monthly PAS newsletter sent to all postgraduates via email or follow PAS on Instagram or Twitter: @TCDPGAdvisory

## 21. Useful College Services



## Accommodation Office

<http://www.tcd.ie/accommodation>

West Chapel, Front Square.

Ext. 1177

Email: [residences@tcd.ie](mailto:residences@tcd.ie)

College accommodation is extremely limited, and cannot be guaranteed to any student. The Accommodation Office does, however, offer advice on renting, and from August until Freshers' Week offers a service to assist students in finding rented accommodation. A number of property websites in Dublin are worth checking, notably [www.daft.ie](http://www.daft.ie) and [www.myhome.ie](http://www.myhome.ie).

## Health Centre

[http://www.tcd.ie/College\\_Health/](http://www.tcd.ie/College_Health/)

The Health Centre is in House 47, behind the Samuel Beckett theatre and adjacent to the rugby pitch.  
Ext. 1556, 1591

## Student Counselling Service

[http://www.tcd.ie/Student\\_Counselling/](http://www.tcd.ie/Student_Counselling/)

3rd floor  
7-9 South Leinster Street  
Trinity College  
Dublin 2  
Ireland

[+353 1 896 1407](tel:+35318961407)

Email: [student-counselling@tcd.ie](mailto:student-counselling@tcd.ie)

## Centre for Academic Practice and Student Learning (CAPSL)

<http://www.tcd.ie/CAPSL/>

Ext. 3071

Email: [capsl@tcd.ie](mailto:capsl@tcd.ie)

CAPSL provides advice to staff and graduate students on academic best practice and career development, and runs a number of programmes and services to assist postgraduate students and Teaching Assistants. These include regular workshops and seminars, and an annual postgraduate conference. CAPSL also helps to set up research and study groups.

## Thesis Binding

You can get your thesis bound at The Thesis Centre, 65 Lower Camden St, Dublin 2, tel. 01-4753616, email: [thesis@indigo.ie](mailto:thesis@indigo.ie).

<http://www.thesiscentre.ie/>

## Disability Awareness and Support

In the School of English, we are committed to providing and maintaining an inclusive learning environment for all our students. One of the ways we do this is through working closely with the Trinity Disability Service. If you have a disability, a mental health condition, or an ongoing illness or medical condition, the Disability Service is there to support you. Postgraduate students (both taught and research) who have a disability are encouraged to apply to the Disability Service for reasonable accommodation. Supports for Postgraduate Students include:

- Academic Support
- Assistive Technology
- Occupational Therapy
- Support on Placements and Internships
- Preparation for Viva Voce examinations

An application can be made through [my.tcd.ie](http://my.tcd.ie) via the 'My Disability Service' tab. Additional information is available in a step-by-step [How to apply for Reasonable Accommodations guide](#).

Any postgraduate student in Trinity (or prospective student) is welcome to contact the Disability Service to informally discuss their needs prior to making a formal application. Please email [askds@tcd.ie](mailto:askds@tcd.ie) or visit the Disability Service [Contact page](#).

- <https://www.tcd.ie/disability/contact/>
- <https://www.tcd.ie/disability/current/Postgrad.php>

## 22. Literary Dublin

Dublin is a city with an extraordinary literary heritage and the School hopes you take full advantage of Trinity's geographical proximity and spiritual links to the literary metropolis. Here are some useful links to web resources that will help you begin to explore some of Dublin's literary avenues.

**Dublin Writers Museum** News and information from Dublin's Writers Museum.

<http://www.writersmuseum.com/>

**National Library of Ireland.** Spectacular reading room open to all. The online version of the National Library of Ireland's Yeats exhibition. <http://www.nli.ie/yeats/>

**Marsh's Library** Unchanged for three centuries, this perfectly preserved library of the early Enlightenment, with its original oak bookcases, houses more than 25,000 rare and fascinating books. <http://www.marshlibrary.ie/>

**Chester Beatty's library** has been described as the finest collection of manuscripts and books made by a private collector in the 20th century. It includes representative samples of the world's heritage (artistic, religious and secular) from about 2700 BC to the present century. <http://www.cbl.ie>

**Poetry Ireland** An organization dedicated to developing, supporting and promoting poetry through Ireland. <http://www.poetryireland.ie/>

**Stinging Fly** A magazine dedicated to new and emerging writers an opportunity to get their work out into the world. <http://www.stingingfly.org/>

**The *Dublin Review of Books*** publishes essays chiefly in the fields of literature, history, arts, culture and the human sciences on a regular basis. <http://drb.ie>

**Literature Ireland**, formerly known as Ireland Literature Exchange, promotes Irish writers and writing internationally. <http://www.literatureireland.com/>

***Paper Lanterns*** A literary journal for all things to do with Teen and Young Adult Literature

[Welcome to Paper Lanterns - Paper Lanterns Teen and YA Journal \(paperlanternslit.com\)](http://paperlanternslit.com)

**Dublin City Library and Archive** Beautiful public library on Pearse Street with an excellent (and quiet) reading room. [Dublin City Library and Archive | Dublin City Council](#)

**Dublin City Libraries** [Find a Library | Dublin City Council](#)

## Appendix One: Structured PhD Modules

### Structured PhD Modules Available in 2024/25

#### **CA7000: Research Integrity and Impact in an Open Scholarship Era (Mandatory, 5 ECTS)**

From 2018, Trinity College Dublin requires **all** postgraduate research students to complete a 5 ECTS module in Research Ethics as part of their structured PhD programme. All incoming PhD students are required take this module prior to being confirmed on the PhD register as part of the official confirmation process. The module will be made available through Blackboard to all registered PGR students.

#### **Careers and Employability Modules (5/10 ECTS):**

Details about these modules (and their delivery format) will be forthcoming from the Careers Office during Michaelmas Term. Details will be sent on at that time.

#### **Innovation Academy Modules (5-10 ECTS)**

The Innovation Academy is an exciting intellectual space that promotes creativity and innovative thinking in postgraduate students. Their cohort is drawn from a community of PhD researchers, engaged in scholarship within and across disciplines, in areas of societal, cultural and economic relevance for Ireland and globally. More information can be found at: <https://www.tcd.ie/innovation/education/innovation-academy/>

#### **Teaching and Supporting Learning as a Graduate Teaching Assistant (5 ECTS, Michaelmas 2024). Registration opens in September.**

This is a 5 ECTS module run by Academic Practice & eLearning. The programme provides an opportunity for postgraduate tutors, demonstrators and graduate teaching assistants from across the disciplines to come together to critically reflect on their role as a Teaching Assistants. It is of invaluable assistance for those PhD students who will also work as teaching assistants or demonstrators and indeed for students who have ambitions towards pursuing a lecturing career. Further Information: <https://www.tcd.ie/academicpractice/professional-development/graduate-teaching/index.php>

#### **Programming for the Humanities I and II (5 ECTS per term)**

This two-part module is designed to impart basic Python programming skills with the aim of empowering the students to use these skills in a range of common humanities contexts. This module will provide a general, foundational introduction to programming concepts and routines, such as calling functions, variable types, loops, conditionals etc. Students who want to learn more will be encouraged to enrol in Programming for the Humanities 2.

#### **DHP11041: Digital Scholarship and Skills Workshop Series (5 ECTS)**

The Digital Scholarship Skills workshop series will provide a welcoming environment for faculty, staff and students to learn and ask questions about new research methodologies utilising digital research tools. It is an initiative of the Trinity Centre for Digital Humanities. The workshop series is open to faculty, staff, researchers and postgraduate students and may be attended as either 'a la carte' (where participants have a particular interest in a single or multiple sessions), or as a 5 ECTS module to be applied to the taught course requirements in

a structured PhD <https://dh.tcd.ie/dh/workshops/> For Further Information on either of these Digital Humanities modules: contact Dr Jennifer Edmond: [edmondj@tcd.ie](mailto:edmondj@tcd.ie)

#### **EN8010: Editorial Practice (5 ECTS).**

Editing has long been a core strength of the School of English and it is an essential skill for any graduate student in English, whether in relation to preparing their own work for publication or in teaching other students. It is however not widely taught as such and is best learned in practice. This module is conceived as an opportunity for research students to practice editing on a major publication under the individual supervision of senior academics.

Students undertaking this module may be asked to copyedit submissions to a collection of essays in conformity with the house-style of a major academic publisher and to negotiate with contributors on the copyedited texts. They may also be given the responsibility for securing publishable versions of any illustrations required, securing the necessary permissions. They may be asked to prepare manuscript material for publication, work which might involve transcription and the development of appropriate editorial principles for that edition. The module will involve 4 hours per week through the four months of the module. Module availability is conditional on suitable projects being undertaken in the School, the scheduling of which may vary from year to year; for this reason, the module may not be available every year. **Descriptions of suitable projects – if any are available – will be circulated in December 2024.**

#### **Taught M.Phil. Modules (10-15 ECTS; 1 semester)**

A number of M.Phil. programmes in the School of Creative Arts, the School of English, the School of Histories and Humanities, and the School of Languages, Literatures and Cultural Studies have limited spaces for PhD candidates. Modules should be related to your doctoral thesis and **must be approved by your supervisor**. As spaces for PhD students on these modules are limited, you should contact the relevant programme directors as soon as possible to discuss availability.

#### **Taught M.Phil. modules offered by The School of English (10 ECTS)**

- **M.Phil. in Children's Literature:** Contact Dr Padraic Whyte ([whytepa@tcd.ie](mailto:whytepa@tcd.ie))
- **M.Phil. in Irish Writing:** Contact Dr Sam Slote ([slotes@tcd.ie](mailto:slotes@tcd.ie)) for further information.
- **M.Phil. in Creative Writing:** Contact Eoin McNamee ([emcname@tcd.ie](mailto:emcname@tcd.ie))
- **M.Phil. in Modern and Contemporary Literary Studies:** Please contact Dr Clare Clarke ([clare.clarke@tcd.ie](mailto:clare.clarke@tcd.ie)).

Places may also be available on modules offered by the following programmes/Schools:

**M.Phil. in Film Studies: Theory, History, Practice** For further information, email Imogen Pollard at: [filmstds@tcd.ie](mailto:filmstds@tcd.ie)

**The School of Languages, Literatures and Cultural Studies:** For a module list, email [Postgraduate.SLLCS@tcd.ie](mailto:Postgraduate.SLLCS@tcd.ie)

**The School of Histories and Humanities:** For a list of M.Phil. modules which may be available (subject to the approval of the lecturer concerned and module capacity), email [histhum@tcd.ie](mailto:histhum@tcd.ie).

**M.Phil. in Gender and Women's Studies:** Contact Dr Catherine Lawless for further details:  
[lawlessc@tcd.ie](mailto:lawlessc@tcd.ie)

**Not-For Credit Modules (important: these do not fulfil structured PhD requirements):**

<b>Core modules</b>	
<b>Module 1</b>	Good Research Conduct
<b>Module 2</b>	Irresponsible Research Practices
<b>Module 3</b>	Planning Your Research
<b>Module 4</b>	Managing and Recording Your Research
<b>Module 5</b>	Data Selection, Analysis and Presentation
<b>Module 6</b>	Scholarly Publication
<b>Module 7</b>	Professional Responsibilities
<b>Module 8</b>	Communication, Social Responsibility and Impact
<b>Specialist modules</b>	
<b>Module 9</b>	Conflicts of Interest
<b>Module 10</b>	Research Involving Human Participants
<b>Module 11</b>	The Care and Use of Animals in Research
<b>Module 12</b>	Intellectual Property
<b>Module 13</b>	Export Controls

**Epigeum Research Integrity Training 2.0 (not mandatory, but recommended for all research students)** This training is available to all staff and students. The training is done online and is made up of the following modules:

Early career researchers and PhD candidates should complete all 8 core modules. Experienced researchers are advised to complete at least modules 1 and 2. The specialist modules are not required for the purposes of certification but anyone is welcome to complete them if they consider them to be relevant to their area of research. A token is required to access the modules. Anyone who would like to complete the training should contact Dr Jenny Daly for access: [Jennifer.Daly@tcd.ie](mailto:Jennifer.Daly@tcd.ie)

Further information: <https://www.tcd.ie/research/support/epigeum.php>