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National College of Art & Design

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**Faculty of Design:**

Industrial Design, Visual Communication, Fashion & Textiles, Ceramics/Glass/Metals.

# Postgraduate Programmes Handbook

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## **1.0 Welcome from Head of Faculty.**

The Design Faculty provides a flexible learning environment in which creative, self motivated and talented designers can explore and develop their personal vision to the highest level.

Throughout your individual negotiated period of study, you will develop a sense of pride in your creative authority and recognition of your aesthetic and intellectual excellence.

Since the first MA in Design was conferred in 1988 up until the first PhD in Design was conferred in 2004, the number of post graduate students in the Design Faculty has increased steadily.

NCAD post graduate work in its many forms has become part of the continuum of research and informs the practice of other students at postgraduate and undergraduate level.

The Design Faculty is committed to providing you with an inspiring environment with a variety of relevant opportunities that will enable you to become a leader in your field.

I hope you will participate fully in both the Design Faculty and College-wide initiatives during this Academic Year. Your input and chance to present and demonstrate your unique high level research, experimentation and product development will play a crucial role in the broader industrial, social and cultural contexts.

On behalf of all the Design Faculty staff, I welcome you on board.

Professor Angela Woods  
Head of Faculty of Design

## 2.1 Design: Postgraduate Studies Calendar 2005-2006

For convenience the calendar is broken into two halves: weeks 1-15 and weeks 15-30.

### FIRST HALF OF THE YEAR

Week	Month	Mon	Tuesday	Wed	Thursday	Friday
1	September	26	27	28	29 College Postgraduate Induction Day	30
2	October	3	4	5 Design Faculty Induction Day	6	7 Interdisciplinary PhD Seminar
3	October	10	11	12	13	14
4	October	17	18	19	20	21 <i>tutorial Schedule</i>
5	October	24	25 Seminar 10:00-16:00 Research Methods 16:00-18:00	26	27	28
6	Oct / Nov	31	1 Research Methods 16:00-18:00	2	3	4
7	November	7	8 Research Methods 16:00-18:00	9	10	11
8	November	14	15 Research Methods 16:00-18:00	16	17	18
9	November	21	22 Research Methods 16:00-18:00	23	24	25 Interdisciplinary PhD Seminar
10	Nov / Dec	28	29 Seminar 10:00-16:00 Research Methods 16:00-18:00	30	1	2
11	December	5	6	7	8 Faculty Postgraduate Seminar Day	9
12	December	12	13	14	15	16 Interdisciplinary PhD Seminar
	December	19	20	21	22	23
	December	26	27	28	29	30
13	January	2	3	4	5	6
14	January	9	10 Seminar 10:00-16:00	11	12	13
15	January	16	17	18	19	20 <i>progress report 1</i>

## SECOND HALF OF THE YEAR

Week	Month	Mon	Tuesday	Wed	Thursday	Friday
16	January	23 ←	24 <b>Externs</b>	25 <b>interim</b>	26 <b>visits</b>	27 <b>Interdisciplinary PhD Sem</b>
17	Jan / Feb	30 ←	31 <b>Externs</b>	1 <b>interim</b>	2 <b>visits</b>	3
18	February	6	7 Seminar 14:00-17:00 Graduate Presentation	8	<b>9 College Postgraduate Seminar Day</b>	<b>10 Interdisciplinary PhD Seminar</b>
19	February	13	14 Seminar 14:00-17:00 Marketing	15	16	17
20	February	20	21 Seminar 14:00-17:00 Copyright	22	23	24
21	Feb / Mar	27←	28 <b>New York Trip</b>	1 NY	2 NY	3 NY
22	March	6	7 Seminar 14:00-17:00 International Design Speaker	8	9 <i>Catalogue Meeting</i>	<b>10 Practice- based PhD Symposium</b>
	March	13	14	15	16	17
	March	20	21	22	23	24
23	March	27	28	29	30	31 <b>Interdisciplinary PhD Seminar</b>
24	April	3	4	5	6	7
25	April	10	11	12	13	14
	April	17	18	19	20	21
26	April	24	25	26	27	28
27	May	1	2	3	4	5
28	May	8	9	10	11	12 <i>progress report 2</i>
29	May	15 ←	16 <b>End of year</b>	17 <b>assessments</b>	18 <b>for 1<sup>st</sup> Yr.</b>	19 <b>MA's →</b>
30	May	22	23	24	25	26
	May / Jun	29 ←	30 <b>Internal</b>	31 <b>staff panel</b>	1 <b>assessments</b>	2 →
	June	5 ←	6 <b>Externs</b>	7 <b>examinations</b>	8	9 <b>EXHIBITION</b>
	June	12	13	14	<b>15 Exiting Postgraduate Seminar</b>	16

## 2.2 External examiner visits and assessment deadlines.

- Externs interim visits scheduled for Final Year Post Graduate students during weeks 16 and 17.
- Internal Panel Assessments for Final Year Post Graduate students during week beginning 29<sup>th</sup> May 2006.
- Externs examinations for Final Year Post Graduate students during week beginning 5<sup>th</sup> May 2006.
- Post Graduate students not presenting for final assessment, will be assessed by Internal Staff Panel during week beginning 15<sup>th</sup> May 2006.
- Post Graduate students not presenting for final assessment will normally be assessed by Internal Staff Panel during week beginning 15<sup>th</sup> May 2006 in preparation for the non award Exam Board on 26<sup>th</sup> May 2006. In certain circumstances there may be the opportunity to be examined prior to the September Exam Board.

## 2.3 Design study trips.

Post graduates may join in the undergraduate trips and your presence contributes to student interaction and enriches the experiences for all. Venues have included New York, Paris, Barcelona, Florence, Prague, Amsterdam and local visits. You are also encouraged to attend relevant conferences, exhibitions and seminars at home and abroad. Prices for the above vary depending on venue, duration and nature of the event. These are researched well ahead of departure. As an indication, the 2005 trip to Florence for the *Pitti Fillati/Pitti Imagine Fashion Textiles Yarn & Colour Forecasting Exhibition* cost approximately €450 for 4 nights. You will be notified at the planning stage by your Supervisor or Head of Department. You may join study trips in any NCAD Faculty in consultation with your supervisor or Head of Department.

There is a trip to New York planned for week 21 at the end of February 2006. Contact your Head of Department for details.

### **3.0 *Research Methods and Seminar programmes.***

#### **3.1 Design: Research Methodologies & Seminars**

Postgraduates work in and through the practices of design is understood as being a research activity. The notion that research is not simply about writing essays or theses, but rather about action and doing, is captured under the heading “practice-based” research. As a postgraduate student at NCAD you will be a member of a research community that includes other postgraduates, College staff and research visitors to the College. Because this notion of research is so important in the development of a postgraduate experience, the Faculty of Design has developed a programme of group meetings to examine how the theme of research sits in relation to individual practices and concerns. The following series of group sessions will involve participation from members of staff and key visitors. See below for the schedule of sessions. Some parts of this programme may be specific to individual departments, so check your schedule carefully to establish which sessions you are required to participate in.

#### Research Methodologies & Seminars

##### **1st November 2005**

Verbal Presentation Skills from 4.00 - 6.00 p.m. in Vis Comm Seminar Room delivered by Wally Young. 8 attended.

##### **8th November 2005**

Visual Presentation Skills from 4.00 - 6.00 p.m. in Vis Comm Seminar Room delivered by Feargal Fitzpatrick. All PG students emailed.

##### **15th November 2005**

Strategies for Communication Through Exhibition from 4.00 - 6.00 p.m. in Vis Comm Seminar Room delivered by Mick Wilson.

##### **22nd November 2005**

Documenting Work from 10.00 a.m. - 12.00 noon in the Metals Area of the Department of CGM delivered by Derek McGarry.

##### **29th November 2005**

Writing Workshop from 10.00 a.m. - 4.00 p.m. delivered by Catherine Bates in the Department of CGM.  
*NB: Primarily for CGM PG students however other PGs may join.*

##### **6th December 2005**

Irish Legal System from 4.00 - 6.00 p.m. in Vis Comm Seminar Room delivered by Dolores Sullivan (confirmed)

##### **Thursday 8th December 2005**

Design Faculty Seminar Day in Vis Comm Seminar Room. Set-up a.m. (1st Yr. work-in-progress exhibition.)  
Final Year Presentations from 2.00 - 4.00 p.m. Drinks from 4.00 p.m. to 5.30 p.m.

##### **13th December 2005**

Relationship of Written Element to Studio Practice from 4.00 to 6.00 p.m. in Vis Comm Seminar Room delivered by Mick Wilson.

##### **10th January 2006**

3.00 - 6.00 p.m. Opportunity for 1st Yr. MAs to present their work.

**17th January 2006**

Copyright Issues from 4.00 - 6.00 p.m. delivered by Dolores Sullivan (confirmed).

**7th February 2006**

Graduate Presentations from 4.00 - 6.00 p.m. (need names!)

**14th February 2006**

Marketing from 4.00 - 6.00 p.m. delivered by Andrew Bradley of Bradley McGuirk.

**21st February 2006**

Contracts, Employment and Privacy Issues from 4.00 - 6.00 p.m. delivered by Dolores Sullivan (confirmed).

**7th March 2006**

International Design Consultancy from 4.00 - 6.00 p.m. delivered by Alan McCool.

### 3.2 Interdisciplinary PhD Research Seminars

The NCAD is committed to the development of doctoral studies and to promoting a broad interdisciplinary dialogue among our most advanced research students. A key part of this process will be a regular fortnightly seminar co-ordinated by the Head of Research & Postgraduate Development involving the participation of doctoral students, visiting scholars and practitioners, NCAD staff and invited guests. This is a cross-college provision.

W	Date / Time	Key Person	Topic	Venue
1	Thursday 29/9/05 All Day	HoR	Induction College Postgraduate	G04/G05
2	Thursday 6/10/05 All Day	HoF	Induction Education Postgraduate	Education Seminar Room
2	Friday 7/10/05 16:30-18:00	HoR	<b>Interdisciplinary PhD Seminar #1</b>	HADCom
9	Friday 25/11/2005	HoR	<b>Interdisciplinary PhD Seminar #2</b>	HADCom
10	2/12/2005		None	
11	Thursday 8/12/05 All Day	HoF	Faculty Postgraduate Seminar Day	HADCom
12	Friday 16/12/2005	HoR	<b>Interdisciplinary PhD Seminar #3</b>	HADCom
16	Friday 27/1/2006	HoR	<b>Interdisciplinary PhD Seminar #4</b>	HADCom
18	Thurs 9/2/05 All Day	HoR	College Postgraduate Seminar Day	tbc
18	Friday 10/2/2006	HoR	<b>Interdisciplinary PhD Seminar #5</b>	HADCom
22	Friday 10/3/2006 All Day	HoR	<i>Practice-based PhD Conference</i>	Limerick
25	Friday 21/4/2006	HoR	<b>Interdisciplinary PhD Seminar #6</b>	HADCom

## 4.0 Placements & Exchanges.

### 4.1 About Placements: *Leonardo da Vinci* placements within industry.

The Design Faculty has applied for 20 EU funded placements for Academic Year 2005-06. A range of carefully selected host companies within industry offer 13-week duration work experience opportunities. The funding amounts to airfare (port to port) and approximately €120 per week towards expenses. Professor Angela Woods co-ordinates the *Leonardo* programme and your Head of Department will have details of the host companies. You can discuss this opportunity with your Head of Department/Supervisor.

**4.1.1 Knowledge Transfer Partnership/Newbridge Silverware:** Information about this new metals area (within Ceramics / Glass / Metals) initiative will be provided by Derek McGarry Acting Head of CGM.

### 4.2 About Exchange: *Erasmus* exchanges with EU institutions.

The NCAD has partnerships with some EU institutions who have Masters Programmes that may be of interest to you for one term or one semester (depending on the institution). Funding is in the region of €500 to €750 depending on destination and duration of study. Ms. Debbie Reddin (Admissions) is the NCAD Erasmus Co-ordinator and has the most up to date prospectus from the relevant institutions, however it is imperative that you discuss this study opportunity with your Head of Department / Supervisor.

## 5.0 Postgraduate Learning Resources.

### 5.1 Bibliographies

Reading lists and technical bibliographies are available from departments and relevant tutors. As your research and studio work develops, specific areas of research will be discussed with you at Tutorials and Progress Reviews.

### 5.2 Design Faculty Networks

Each department has an extensive network of design practitioners and design companies, many of whom are NCAD graduates working at home and abroad and who have been most helpful in assisting post graduate students with their research and product development.

As MA Mode A allows you to focus on your individual studio based study, specific advice will be given to you during Tutorials and Progress Reviews.

### 5.3 On-line Resources

- [<http://www.ncad.ie/library/index.shtml>] The NCAD Library has a collection of over 70,000 books and exhibition catalogues and subscribes to about 300 serials. The Library is also home to the National Irish Visual Arts Library (NIVAL), a major collection of material relating to Irish art and design.
- [<http://www.idi-design.ie>] The Institute of Designers in Ireland (IDI), professional body representing the interests of Irish designers, offers post graduate students Associate Membership for €20 annual subscription.
- [<http://www.icograda.org>] The International Council of Graphic Design Associations (Icograda) is a worldwide body providing graphic design information, resources, events and news from the design world.
- [<http://www.idd.ie>] The Institute for Design and Disability was founded in Dublin in 1993 and provides links to the European Institute for Design and Disability (EIDD). EIDD is a non-profit making NGO and has national networks operating in thirteen countries which create a network to enhance knowledge about barrier-free design and architecture.
- [<http://www.ergonomics.ie>] The Irish Ergonomics Society (IES) promotes the discovery and exchange of knowledge concerning the characteristics of human beings that are applicable to the design of systems and devices of all kinds.
- [<http://www.core77.com>] Core77 publishes articles, discussion forums, an extensive event calendar, hosts portfolios, job listings, a database of design firm, schools, vendors and services for industrial designers ranging from students through seasoned professionals.
- [<http://www.designboom.com>] Industrial design today: courses, education, history and contemporary, shop, interviews, snapshots and competitions.
- [<http://nelly.dmu.ac.uk/4dd/DDR4/>] this contains the proceedings of a symposium held in the Royal College of Art in 2004 and is helpful in that it provides a historical overview of the research in design debate.
- [[http://hypertext.rmit.edu.au/~blogs/lisagrocott/archives/cat\\_professional\\_practice.html](http://hypertext.rmit.edu.au/~blogs/lisagrocott/archives/cat_professional_practice.html)] this is a biog by a visual communications designer in Australia in commercial practice, pursuing a PhD by practice, and co-ordinating an MA by Research in Graphic Design. It is of interest as an example of a practitioner constructing a public reflection on her practice as a designer and researcher.

- [<http://jrp.icaap.org/content/v1.1/johansson.html>] this is an essay about a “participatory design” strategy. It is one example of how a design strategy can be described for a general and non-specialist readership.
- [[http://www.informedesign.umn.edu/\\_doc/Research\\_101\\_Part\\_I.pdf](http://www.informedesign.umn.edu/_doc/Research_101_Part_I.pdf)] this is a short introduction to the question of why a practitioner might be interested in the question of research methods.
- [<http://www.wgsn-edu.com>] This is a fashion and textiles forecasting site of interest to all design students in terms of colour and trend information.

#### 5.4 Journals of Interest.

The NCAD Library holds an extensive range of design related magazines and journals. Additional journals are subscribed to by individual design departments. These are usually held in department’s main office.

##### **F&T:** Drapers Record

World of Embroidery

Eurostitch

Collezione

Selvedge

##### **ID:** ID Industrial Design (American)

Design Report (German)

Axis (Japanese)

Form (German)

Ottagono (Italian)

Auto and Design (Italian)

Domus (Italian)

M&D (German)

Ergonomics (International)

Applied Ergonomics (International)

#### 5.5 Some International Shows & Events.

- The Knitting & Stitching Show, RDS, Dublin from 3<sup>rd</sup> to 6<sup>th</sup> November 2006  
[<http://www.twistedthread.com>]
- Milan Furniture Fair, 5<sup>th</sup> – 10<sup>th</sup> April 2006 [<http://www.cosmit.it>]
- 100% Design, London, 22<sup>nd</sup> – 25<sup>th</sup> September 2005 [<http://www.100percentdesign.co.uk>]

- Showcase, Irish trade fair from 22<sup>nd</sup> -25<sup>th</sup> January 2006, RDS, Dublin  
[<http://www.showcaseireland.com>]
- Premier Vision, international fashion fabric trade fair, held twice a year in Paris.  
[<http://www.premierevision.fr>]
- Expofil, Paris [<http://www.expofil.com>]
- Pitti Immagine Filati, international knitting yarn fair, held twice a year in Florence  
[<http://www.pittimmagine.com>]
- Other European Textile and Textile related trade fairs include: Maison & Object, Paris; Heimtextil, Dusseldorf; Techtectile, Frankfurt; Domotex, Hanover; Inter Décor, Utrecht. A full calendar of exhibition dates for these and many others can be found on  
[<http://www.expoua.com>]
- *Talking Design*: The V&A in London organises talks, debates and symposia which may be of interest. Information is available here:  
[[http://www.vam.ac.uk/activ\\_events/courses/lect\\_debates/talkingdesign/index.html](http://www.vam.ac.uk/activ_events/courses/lect_debates/talkingdesign/index.html)]

## 6.0 Student entitlements, roles and responsibilities.

This section provides general information about being a student in the Faculty of Design. It consists of:

- (1) Five key student tasks
- (2) Frequently asked questions
- (3) Further information resources.

### 6.1 Five Key Student Tasks.

In order to help the College provide flexible support to your work in NCAD you are asked to do the following:

**6.1.1 E-mail account:** Use a regular e-mail account. Make sure that the address is given to the Head of Department, Department Secretary, your Supervisor, and any key members of staff that you need to communicate with over the time of your studies. This will make it much easier for the College to keep you informed, and for you to keep the College informed of what is happening.

**6.1.2 Participate and inform of problems as they arise:** It is important that you attend regularly at tutorial and progress reviews, and participate in the relevant seminar series and research sessions provided by the Faculty. If there is some problem arising in respect of attendance and participation please inform your Supervisor, Department Secretary or Head of Department as early as possible. The

Faculty wishes to be flexible and supportive of its postgraduate students, so informing us, helps the Faculty to respond better.

**6.1.3 Keep a portfolio of work in progress:** In order to help the Faculty profile and inform the broader design community and other key audiences about your work, interests and experience, you are asked to keep a portfolio in a digital form. (There will be support provided to help you acquire any skills you might need in order to be able to keep a good record of your work.) Building a portfolio and documenting progress on an ongoing basis will make things much easier when it comes to publicising your work later. It also means that you can more easily prepare presentations about your work in the future. This portfolio is also an important way of tracking how your concerns and work evolves and may take different turns as it progresses over the years of study. Each department has conventional and digital photographic equipment and digital projectors.

**6.1.4 Write a short report on each tutorial you have:** In order to help communication between the tutor and the student work clearly, you are asked to write a short report on each tutorial you do. This means that it will be clear what advice you are receiving, and how you have chosen to act on that advice in actual practice. You are not expected to simply follow advice and recommendations made in a tutorial: you are expected to make decisions yourself by considering the advice received. Often it will be important that you hear contrary recommendations, and then decide yourself on a course of action. The purpose of the report that you write on a tutorial is simply to help the process of hearing what is said in tutorial, and reflecting on what you yourself wish to do. There is a simple form used for this, it is attached in an appendix to the handbook, and available on-line also at **[www.ncad.ie/research](http://www.ncad.ie/research)**. The Faculty of Design **strongly** advises that you keep a “learning journal” for this purpose that will include the original tutorial self report.

**6.1.5 Progress Reviews** are a forum for a more formal presentation of your work to a number of staff members (usually your Head of Department, Supervisor and Supervisory Team) who will reflect on your progress.

The overriding requirement of the review panel is to establish if you are making satisfactory progress at this stage.

You should make a concise presentation of your recent activities, research and work that can be measured against your proposal.

You must complete and submit a Progress Review Self-evaluation form at least 3 days before the review. Your Supervisor will ensure that panel members receive a copy prior to the Progress Review meeting.

A Progress Review Self Assessment form is attached in the annex to this handbook (Appendix B) and is available on-line at [www.ncad.ie/research](http://www.ncad.ie/research).

Students will receive a copy of the Progress Review Report (Appendix C) as soon as possible after the meeting. The original will be placed in your file in the Department office, which you may gain access to during department office hours.

## 6.2 Frequently Asked Questions about being a postgraduate student.

These questions are frequently asked:

- 6.2.1 *How often should I have a tutorial?*
- 6.2.2 *How often will I have a programme review?*
- 6.2.3 *Will I get to meet other members of staff and visitors apart from my supervisor?*
- 6.2.4 *What facilities can I access?*
- 6.2.5 *What are the differences between undergraduate and postgraduate work?*
- 6.2.6 *What is the difference between a taught masters programme and a research masters programme?*
- 6.2.7 *What do I have to do to achieve the standard of a postgraduate award?  
How is my work assessed?*
- 6.2.8 *How much written work is there to be done? What is the written component for?*
- 6.2.9 *Is there a way of giving feedback to the Faculty about my experiences as a student?*

They are answered below:

### 6.2.1 *How often should I have a tutorial?*

**Answer:** There is a wide variability in the rhythm of work which informs tutorial, but there is an important rigour in the tutorial process that requires careful planning and preparation. The following are the recommended durations and frequencies of tutorials which a postgraduate student is both entitled to and required to attend:

- PhD: minimum of 6 x 1 hour tutorials in a given academic year.
- Masters by research (Mode A): minimum of 10 x 1 hour tutorials in a given academic year.

These Tutorials are the place for one to one discussions about the on-going development of your work. Here an informal exchange of views, dialogue and discussion can take place either in your Supervisors office, your work station or on the studio floor. The schedule of these meetings is to be agreed between the Supervisor and the student by Week Four of study. The minimum guideline is a strict one, however,

the maximum guideline may be reviewed if the Supervisor in discussion with Head of Department deems it appropriate.

### **6.2.2** *How often will I have a progress review?*

**Answer:** Formal Progress Reviews take place at least 5 times per year. Your Progress Review Self-evaluation Forms must be typed and include a response to the following:

- List all activities, research, achievements since the last Progress Review in bullet points (what have you done?)
- Evaluate the success of your research, etc. in relation to your research proposal (what would you have done differently?)
- Compile an Action List of your immediate plans until the next Progress Review meeting (what will you do next?)
- Identify any resources and facilities that you need in order to achieve your proposed outcomes, e.g. placements, industrial links, equipment, etc.
- You should bring the relevant work that helps to illustrate these points.

### **6.2.3** *Will I get to meet other members of staff and visitors apart from my supervisor?*

**Answer:** There will be an opportunity to speak to other members of staff and to visiting lecturers, usually after week 8, once tutors have had a chance to establish familiarity with their own student cohort. The way to request a meeting with another member of staff or a visiting lecturer is to contact your Supervisor. However in the Design Faculty, your primary Supervisor is supported by key staff who act as part of your supervisory team at your Progress Review meetings.

### **6.2.4** *What facilities can I access?*

**Answer:** You are entitled to the following access:

- The Library: Postgraduate students can borrow up to ten books. The loan period is four weeks.
- E-mail: Postgraduate students are supplied with a College e-mail address which is used for all College related communications. You can activate your account by contacting John O'Donnell, IT at Tel: 01 636 4217 / E-mail: [itsupport@ncad.ie](mailto:itsupport@ncad.ie)
- Computer access: As a post graduate student you have access to the Department's computer facilities, however it is strongly advised that you purchase your own lap-top.
- Workshop access: As a post graduate student you have access to your department's workshops and by arrangement, workshops in other departments. You should consult with your Supervisor

in order to discuss conditions (including safety issues, times of availability and technical assistance). With your Supervisor you can build a specific timetable that addresses your needs without disrupting the under graduate cohorts that use the same facilities.

- **Training access:** Specific post graduate training and skills based workshops and seminars have been arranged – see Sections 3.1 and 3.2. You will be informed of any additional training opportunities both within your Department/Faculty or inter-Faculty by e-mail. Post graduate students are welcome to join under graduate skills based workshops on consultation with your Supervisor.
- **Support Services:** The following services are available free of charge to students of NCAD – Dr. Marina Kent attends the College during term time on Monday, Wednesday and Friday mornings. Please consult Reception (Tel: 636 4200) for appointments. The Doctor is located in the Distillers House. Please note that the “Pharmacy” across the road from the main entrance, offers a 10% discount on prescriptions to all students of the College.

Ms. Linda Mackin attends the College during term time on Monday and Wednesday afternoons, and all day Tuesday. Please consult Reception (Tel: 636 4200) for appointments. The Counsellor is located in the Distillers House.

The Counsellor may also be contacted at 087 951 9819 or E-mail: [counsellor@ncad.ie](mailto:counsellor@ncad.ie)

- **Dedicated Facilities:**

As a student in the Faculty of Design you have access to:

- A dedicated departmental computer facility
- Well equipped specialist workshops
- Departmental archive
- Diverse academics and practitioners
- Comprehensive technical assistance
- 'Knowledge Transfer Partnership' /NewBridge Silverware (Metals Area initiative)

As a student in the Faculty of Design you have access to all machinery within your department as deemed appropriate by your supervisor. It may be necessary to join undergraduate training workshops before being considered competent to use machinery to a level that satisfies health and safety restrictions. Students also have access to the forecasting site [<http://www.wgsn-edu.com>]

### 6.2.5 *What are the differences between undergraduate and postgraduate work?*

**Answer:** Undergraduate work is a broad and general grounding in a discipline. Postgraduate work is work undertaken at the contemporary forefront of a field. Postgraduate study entails establishing a viable continuing practice, a consistency of engagement and building knowledge in the particular field of study. This is more than the delivery of a single major outcome - like a final exhibition of work. It is about constructing an ongoing practice as a designer and adding to the pool of knowledge in the subject. While all design practice will most likely involve some degree of original investigation and invention, postgraduate work is specifically about acquiring sustainable, critically rigorous and advanced ways of working, researching and inquiring.

### 6.2.6 *What is the difference between a taught masters programme and a research masters programme?*

**Answer:** Every research student participates in a seminar programme and in a research methods programme, and must produce a major body of work throughout the period of study.

Both programmes are at the same high level of achievement (both are “masters” level) and both programmes enable students to conduct work at an advanced level.

In practice both research and taught modes involve experiencing self-direction, teaching contact and research activity, but differ in the patterning of these different elements. Currently the Design Faculty only offers a research Mode A programme.

### 6.2.7 *What do I have to do to achieve the standard of a postgraduate award? How is my work assessed?*

**Answer:** Because design is a radically open-ended creative undertaking, there is no set prescription to which your work should conform. There are some general requirements that you demonstrate that you have:

- (a) developed an ongoing practice
- (b) a developed critical process in developing your work and your practice in general
- (c) an ability to contextualise your practice with reference to contemporary culture, design practices and critical debate
- (d) initiated, developed and delivered a major body of work
- (e) developed a range of competencies in research, communication and self-management

The final assessment process is by a panel of tutors (Internal Panel) and an External Examiner and will involve some members already familiar with your practice, and some who are not. The assessors may

review the work separately and then convene to discuss their judgements of the work, or the panel may review a student-presentation, or interview the student. The particular device used will be identified several months in advance of assessment and will be appropriate to the nature of the practice in question. Upon conclusion of the assessment process the assessors will recommend pass or fail in respect of a research student, (MA Mode A).

**6.2.8** *How much written work is there to be done? What is the written component for?*

**Answer:** This will vary according to the programme you are studying. Research-by-studio-practice Mode A students normally provide a 5,000 word written submission. This requirement will be discussed and supported through the research methods component of your studies. Faculty of HADCOM staff – Anna Moran (CGM); Hilary O’Kelly (F&T); Paul Caffrey (ID); and Ciaran Swan (VC) – may be invited to join the Progress Review Panel in order to assist you.

The written component may serve several different functions including but not limited to: a statement of intent, a contextualisation of practice, a critical exposition of the work, a broad statement of principles, a narrative of development or a case-study report. The requirement is grounded in the fact that the postgraduate study is not simply an occasion of making more work. It is a process of structured formalised learning, and the written component is but one element which promotes critical reflection within the learning process. The single key requirement is that the written element operates in conjunction with the practice in a way that is meaningful for - and identified by - the individual researcher.

The MA (Mode A) in Industrial Design may have a larger written component than 5,000 words. This will be agreed with your Supervisor at the initial stages of the research. A typical written thesis in industrial design has been 20,000 words.

**6.2.9** *Is there a way of giving feedback to the Faculty about my experiences as a student?*

**Answer:** There are three key ways of providing feedback to the Faculty:

- (a) through speaking with your Supervisor or a member of the teaching team on your programme
- (b) through regular meetings with the key tutors
- (c) through annual feedback forms provided by the Faculty

### 6.3 Further Information Resources.

All departments have a fax machine and photocopier. Design Faculty post graduate students are encouraged to work in College. You will be provided with a work space (desk, locker and chair). Access is subject to the College's safety conditions and normally 8.00 a.m. to 8.30 p.m. Monday to Friday. Access during the summer vacation can be negotiated through your Supervisor/Head of Department.

### 7.0 The Supervisor's Role.

Every post graduate student is supervised (or co-supervised) by staff from within your subject area. Your Supervisor is expected to conduct Tutorials and Progress Review meeting and with him/her you will plan your timetable at the start of each Academic Year.

The selection of your Supervisor is the responsibility of the Head of Faculty and Head of Research and Post Graduate Development in consultation with your Head of Department.

It is your responsibility to maintain regular contact with your Supervisor, to ensure that you attend the Tutorials and Progress Review meetings and to complete the necessary forms, etc.

All staff within your department are there to help you, but your Supervisor will play a key role in guiding you through your post graduate experience.

### 7.1 Eligibility to Supervise.

Your Supervisor has fulfilled the following criteria in order to be eligible to act as your Supervisor. She or he will:

- (i) have the award at the level at which supervision is to be undertaken, or demonstrate *an equivalent record of achievement*.
- (ii) be demonstrably research active.
- (iii) participate in activities on a regular basis which maintain the currency of their expertise.

### 7.2 General role of your Supervisor.

Your primary Supervisor will establish a calendar of meetings with you by week 4 (at the latest) of your studies. You will agree with your Supervisor a schedule of activities, tasks and deliverables<sup>1</sup> for the year of study. This will constitute a "learning contract": that is an agreement between you and your

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<sup>1</sup> A "deliverable" is a concrete thing that you deliver, an outcome of some sort that is tangible.

Supervisor as to what you are committing to doing and achieving within the year of study. This agreement is very important and defines what it is that you are intending to accomplish and what challenges you are setting for yourself.

Your Supervisor will meet with you on this regular schedule, and will review the tutorial report that you produce after each meeting. The Supervisor's role will be to promote your decision-making process and not to make decisions for you. As you will already know from your undergraduate studies, it is important that you take control and responsibility for your working process and your work.

### **7.3 Different advice from your Supervisor and other people.**

When you have tutorials with other people apart from your Supervisor - or when you have criticism sessions - and you receive conflicting advice from different people, it is your responsibility to decide which advice you will attend to or adopt (*if any*). In general you are not obliged to follow the advice received, but you are asked to describe your reasoning and decision-making in relation to advice received. The most important issue is that you own, reflect upon and demonstrate your decision-making process. The Supervisor's role is to suggest, to challenge and to question but not necessarily to have the answers. It is your job to decide which suggestions are worth following, which challenges are worth pursuing, and which questions are most important. This is both the freedom and the difficulty of making art and design as a research student.

### **7.4 Progress Reports.**

While it is your responsibility to record what has been discussed and agreed through your tutorial process, the Supervisor is responsible for writing progress reports. These reports describe how the Supervisor evaluates your progress in research/practice and recommends whether or not you should proceed with your studies. These reports will be given to you as well as placed on file. They are placed on file as soon as possible after the Progress Review.

However, other (supplementary) progress reports may also be filed at other points during the year if the supervisor believes that it is appropriate. (For a copy of a typical progress report form, see Appendix C.)

### **7.5 Seminars and Criticism Sessions.**

Your Supervisor will whenever practicable attend seminars where you are presenting your work.

## **8.0 Health and safety, use of workshops, etc.**

Under the terms of the Safety, Health and Welfare at Work Act, 1989, and associated legislation, the College has prepared a Safety Statement, copies of which are available in the Library, the Students Union and all Faculty/Department Offices. It is in your interest to familiarise yourself with this document, in particular where it relates to your own area.

In addition, specific safety procedures are posted where necessary. These are all held within the departments, particularly in workshops (which are under the supervision of Technicians). You may be asked to join the under graduates for equipment induction sessions.

Personal items should not be left unattended. Possible thefts are always a problem within any institution and whilst it is not a regular occurrence, intruders have been known to enter with this intention.

Off-campus security is also something you should be aware of. Whilst the College is located near the city centre, the streets surrounding it are not brightly lit after dark, and caution when travelling to and from College is important.

## **9.0 The importance of archiving your work.**

Details of how students should archive their work on a regular basis (e.g. keeping clear records of project work, research essays, public presentations etc.) See Section 6.1.3 re digital records of research and outcomes. However, you will be required to maintain a “physical” portfolio of original work which is necessary for Reviews and Assessments.

## Appendices

### Appendix A: Tutorial self-report form

Name:	Dept/Discipline:	Supervisor(s):	Tutorial Date:
Purpose of tutorial & development since last tutorial:			
Issues discussed & questions raised:			
Tasks defined:			
Other relevant information:			

**NB: Please keep in your personal learning journal and give a copy to your Supervisor.**

**Appendix B: Progress Review Self Evaluation Form**

Name:	Dept/Discipline:	Proposal Title:	Year of study:	Date:
Supervisor:		Date of Progress Review Meeting:		
Activities, research, achievements:				
Evaluation of the successful research undertaken in relation to proposal:				
Action list/immediate plans:				
Identification of any resources and facilities required in order to achieve proposal outcomes:				

**NB: Please ensure your Supervisor receives this form at least 3 days prior to the date of your Progress Review Meeting.**

**Appendix C:**

**FACULTY OF DESIGN**

**Post Graduate Progress Review Record Sheet**

Staff will fill out the following form and this will be distributed to the student as soon as possible after this review. A copy will be held on file in the department.

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**Name:** \_\_\_\_\_

**Department/Discipline:** \_\_\_\_\_

**Award sought:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Supervisory Support Team:** \_\_\_\_\_

**Is there sufficient work produced since the last Progress Review to give the panel the confidence that the student is on target?**

**Is the student making satisfactory progress at this stage?**

**Is the proposal still relevant and appropriate, if not then highlight the concerns of the panel?**

**Recommendations:**

**Signed:** \_\_\_\_\_