



National College of Art and Design  
*A Recognised College of University College Dublin*

## POSTGRADUATE SUPERVISORS HANDBOOK

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## Supervision at Level 9 & 10, NFQ Current Practices and Procedures at NCAD

This document is intended as a guide to staff who are intending to become supervisors or have experience of supervision at postgraduate level at NCAD. It sets out current practices and procedures for supervision at both Masters and Doctoral level.

For further information, please see NCAD's *Postgraduate Policies and Procedures, updated April 2018*.

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## Supervisor Checklist

### Postgraduate Handbook

Ensure your student has a copy of the NCAD Postgraduate Handbook.

Have you done this? Yes  No

### Tutorials

Agree a schedule of tutorials with your students.

Have you done this? Yes  No

### Tutorial Self-Report Forms

Ensure that you are receiving Self Report Forms from your students following tutorials.

Have you done this? Yes  No

### Calendar of Events

Review the Postgraduate Calendar of Events, taking particular note of the dates for: Postgraduate Induction, supervisors' workshop, progress reviews, the Postgraduate Symposium, notification of intention to submit, and submission deadlines.

Have you done this? Yes  No

### Postgraduate Policy and Procedures

NCAD's postgraduate policy and procedures can be reviewed and downloaded from the NCAD website:

Have you done this? Yes  No

## 1. The Role of the Supervisor

The role of the supervisor is to impart understanding and insights, and to advise the student as s/he undertakes: the long process of mastering concepts, bodies of knowledge and methodologies; original research and creative practice; and, in the case of doctoral study, expands the limits of creative achievement and of knowledge.

### Primary Supervisor

The primary supervisor will normally be a member of staff of NCAD and an active and successful scholar in the relevant area. Responsibility for the overall management and supervision of the student's training and research project, for monitoring of progress and for administrative matters lies with the primary supervisor.

The responsibilities of the primary supervisor are both academic and administrative:

#### Academic

- Assist and guide the student in the progress and completion of their research project.
- Maintain knowledge of the research area to provide adequate supervision of the student and their research project.
- Assist the student in establishing an appropriate planning schedule for their research project so that the work may be completed and submitted within the appropriate timescale.
- Maintain and ensure availability for regular contact with the student, making sufficient time available to fulfil the needs of the individual research student.
- Review work produced by the student and provide appropriate and constructive criticism in a timely fashion.
- Ensure, where appropriate, that the approval of the research ethics committee has been obtained for a student's research. Encourage and instil a high standard of research ethics on the part of the student.
- Encourage appropriate and early dissemination of findings.
- Assist students in identifying and meeting their development and training needs.
- Ensure that the student is made aware of any unsatisfactory progress or standard of work, and arrange any supportive action as necessary.
- Advise the student regarding readiness for submission.

- Normally, the time allowed against supervision of a full time PhD student in a given academic year is 30 hours and 15 hours for part-time.

### Administrative

- Maintain clear, accurate, detailed and accessible records of work undertaken by the student.
- Maintain and ensure that the student maintains a record of supervisory meetings and agreed actions.
- Retain a copy of all written feedback provided to the student.
- Assume responsibility for the monitoring of a student's progress.

### Second Supervisor

Normally, an additional supervisors is appointed to work alongside the primary supervisor. The Second Supervisor must be an active and successful scholar in the relevant area but need not be a member of staff of NCAD. The role of the Second Supervisor is to collaborate with and support the primary supervisor in the management and supervision of the student's training and research project, and in monitoring progress. Where the supervisory team consists of one or more co-supervisors, the nature and role of the additional supervisors will normally be agreed between the College, the student, the primary supervisor and the additional supervisors.

The responsibilities of the Second Supervisors are largely academic:

### Academic

- Assume, in collaboration with the student and the primary supervisor, responsibility for the satisfactory progress and completion of the agreed research project.
- Possess and maintain knowledge of the research area to provide adequate supervision of the research project.
- Develop, in collaboration with the student and the primary supervisor, an appropriate planning schedule for successive stages of the research project so that the work may be completed and submitted within the appropriate timescale.
- Maintain and ensure availability for regular contact with the student, making sufficient time available to fulfil the needs of the individual research student.
- Review work produced by the student and provide appropriate and constructive criticism in a timely fashion.

- Encourage appropriate and early dissemination of findings.
- Assist students in identifying and meeting their development and training needs.
- Encourage and instil a high standard of research ethics on the part of the student.

### Administrative

- Maintain and ensure that the student maintains a record of supervisory meetings and agreed actions.
- Retain a copy of all written feedback provided to the student. As supervisory teams are intended to have oversight of the whole project, the assumption is that co-supervisors would be given an allowance of at least 15 hours in a given academic year against the supervision of a full time PhD student.

## External Supervisors

External supervisors may serve as co-supervisor in respect of a postgraduate student where there is a need for supplementary expertise and supervisory input not currently available in the College. The external supervisor role is also an important resource for the College in cultivating new linkages, networks and generating goodwill ambassadors for the College. The appointment of any External Supervisor is additional to the Primary Supervisory Team of Primary and Second Supervisor.

### Eligibility

The criteria for eligibility are as per internal supervisors. To establish eligibility of a supervisor the Head of Department/School recommending the external supervisor will submit a short statement, indicating how the proposed person meets the relevant criteria, to the Programmes Board and forward their Curriculum Vitae.

### Remuneration

The standard hourly rate for part-time teaching will be applied and the number of hours of supervision deemed appropriate established against a given academic year, subject to the agreement of the Head of School and with oversight by the Research and Innovation Committee.

Committee. Where external supervisors incur travel expenses related to specific supervisory tasks these shall be recoupable from the College to a specific maximum upper limit established on an annual basis.

## The Supervisory Team

A supervisory team, rather than single supervisors working in isolation, is increasingly common in higher education, particularly in interdisciplinary and practice-based contexts. In deciding on the composition of a supervisory team it is important that it includes: the requisite disciplinary expertise and *at least* one award-bearer at the level being sought or higher. It is also important that an integrated and holistic approach to the total research project is taken by all members of the team. This includes ensuring that: each supervisor is afforded the opportunity of reviewing all aspects of the student's research output; the supervisory team have regular opportunities to review the progress of the research project as a cohesive team; all members of the supervisory team have ready access to the archive of the research project and have advance notice of key events in the research process.

Circumstances that may require external co-supervision include:

- interdisciplinary research projects that exceed the expertise of the primary supervisor and internal second supervisor.
- where the student is an NCAD staff member.

## 2. Supervision Supports

### Assignment of Supervisors

The Head of Department/School, in recommending acceptance of an applicant for postgraduate study, proposes an internal primary supervisor from the register of supervisors in consultation with the Head of School and the Head of Academic Affairs and Research through the Research Committee. The supervisory arrangements should be recorded on the Student Supervisory Arrangements Report and submitted to the Research Committee. All primary supervisors should be appointed before the School Induction. Where there is a need to change the primary supervisor, this is agreed with the student by the Head of School, and the Research Committee is notified by memo briefly indicating the relevant circumstance.

The circumstances where a change of primary supervisor are recommended are:

- a significant and enduring reorientation of the research project in directions outside the general competency of the primary supervisor.
- the emergence of issues adversely affecting the supervisor's availability for supervisory meetings for a period greater than four weeks of academic time.
- the primary supervisor requests to be released from supervision and satisfies the Head of School as to the appropriateness of this request.
- the student requests re-assignment of supervisor and satisfies the Head of School as to the appropriateness of this request.



- It is also recommended that a change of supervisor is considered where the duration of studies exceeds the recommended norm, and the Head of School has concerns about completion.

## Register of Supervisors

The Research Committee will prepare a register of internal staff eligible to act as PhD and/or Masters Supervisors for Academic Council. Heads of School may allocate supervisors from this register according to their suitability. In the absence of an appropriate internal primary supervisor, the Head of School may propose an external primary supervisor and an internal co-supervisor through the Research Committee.

### Criteria for Entry to the Register

To be a registered primary supervisor, a tutor must:

- have the award at the level at which supervision is to be undertaken (preferably).
- or demonstrate an *equivalent record of research achievement*.
- be demonstrably research active and maintain their expertise in the art and design field.

**Note:** The recentness of availability of higher awards in art and design by practice necessitates that provision be made for establishing eligibility on the basis of ‘an equivalent record of research achievement.’

## Procedures for addressing difficulties with the Supervisory Relationship

Where a supervisor has a specific concern or complaint in respect of the supervision process s/he should bring this to the attention of the student/joint-supervisor on the first possible occasion. Should the issue fail to be resolved in this context the supervisor should bring the issue to one of the following:

- (a) Head of Department,
- (b) Head of School, or
- (c) Head of Academic Affairs and Research.

On receipt of such an expression of concern, whichever individual has been contacted should discuss the matter with the student and supervisor/s. If the matter is not resolved at this point it should be brought to the attention of the Research Committee and a recommendation should be made at this point to resolve the matter. If this last process fails to secure a resolution, each of the parties (student and supervisor/s) should be asked to submit a written statement of the issue to the Head of Academic Affairs and Research who should then action the matter as appropriate.

### 3. Research Ethics

Research at the National College of Art and Design seeks to achieve the highest possible standards within the disciplines of art, design, visual culture and education. It is of utmost importance that researchers consider the potential impact of their proposed research. It is the responsibility of supervisors to monitor all research carried out by their student and to ensure that advice is sought from the NCAD Research Committee before the research is undertaken should any of the following elements be involved in the proposed research:

- Active involvement of other participants.
- Passive involvement of other participants.
- Colleagues and staff within other higher education institutions.
- Members of the public.
- Children, young and other vulnerable persons.
- Animals.
- External bodies.

Potential influencing factors:

- Potential adverse impact on the environment.
- Legal liabilities.
- Insurance.
- Health and safety.

Completion of a statement regarding the ethical implications of a postgraduate research project is required of the School as part of the interview process and again following the annual progress review at the end of the first year of study. These should be submitted to the Research Committee as part of the Admissions/Progression process.

Where advice must be sought from NCAD's Research Ethics Committee, the supervisor should submit a report giving a brief description of the issue to be considered to the Head of Academic Affairs and Research who will then convene a meeting of the Committee in as short a time as possible, preferably within two weeks, to consider the proposal.

It is the responsibility of supervisors to monitor the progress of their students' research and to immediately seek the advice of the Research Ethics Committee should there be any developments that require further consideration.

## NCAD Research Ethics Committee

The NCAD Research Ethics Committee functions as a subcommittee of the Research Committee and is chaired by the Head of Academic Affairs and Research. A meeting of the Research Ethics Committee will be convened within two weeks or as soon as possible where advice and/or approval is required in relation to a postgraduate research application or in response to notification by a supervisor of a development within a research project that requires consideration and/or approval.

## Intellectual Property

Intellectual property rights (IP) are a matter of concern to NCAD because it is an educational institution that is fostering those who will develop into inventors, designers and creative artists, and employs persons who are already inventors, designers and creative artists.

The purpose of the NCAD IP policy is to set out the principles relating to the ownership and exploitation of all Intellectual Property arising from the intellectual, design and artistic academic activities conducted within NCAD. The policy is intended to support the protection and exploitation of NCAD IP for the benefit of society whilst at the same time recognising and rewarding the originator(s) of the IP, NCAD itself and any sponsor to the work which led to the creation of the IP.

## 4. Reports and Progress Reviews

### Student Self-Report Form

All postgraduate students should complete and submit a tutorial self-report form to supervisors following tutorial contact.

### Supervisor's Reports

A supervisor should provide a short written report on the following occasions:

- i. To record student progress at mid-year and end-of-year.
- ii. Where there is a noteworthy discrepancy between the student's self-report and the supervisor's understanding of the student's progress and agreements, or in the event of issues adversely affecting the student's performance or participation in the programme of studies.
- iii. Where the student's proposed research warrants consideration by NCAD Research Ethics Committee.

### Progress Reviews

The purpose of a progress review is to establish that a student is progressing their studies appropriately, and to provide students with an opportunity to reflect on the

phased progress of their studies. During non-completion years, these will normally take place between weeks 10 and 15 and between weeks 25 and 30. For the purposes of review a number of instruments are available, including but not restricted to: interview; formal presentation; exhibition; portfolio review; written submission; and critical analysis session.

In general, the review panel will normally consist of the Head of Department, the supervisory team, and another member of staff.

## Annual Progress Review for PhD Students

As the numbers of PhD students rise, careful and formal monitoring of progress is essential to maintain standards, support completion and to support students unsuited to research to the level of PhD to exit or change register before they have invested too much time. To this end, all PhD research will be subject to a formal review of progress at the end of each year, with a particular emphasis upon the end of year 1.

The Annual Progress Review for PhD students will be organised by the relevant School in consultation with the Head of Academic Affairs and Research. The Progress Review Panel shall normally include: the Supervisory Team, the Head of Academic Affairs and Research, the Head of School or a nominee, and a PhD bearer from another School. In all cases two PhD bearers will be party to the decision to approve PhD student progression. While it is the function of the panel to ensure that standards are maintained, it is intended as a critically supportive forum for students and supervisors, and in this regard due consideration should be given to the judgement of supervisors.

At the end of Year 1 of PhD research, the student is expected to:

- have identified their area of research.
- have formulated a research question.
- have developed a clear theoretical and methodological framework for the research including any practice elements.
- have demonstrated competency in framing the research orientation of their particular practice and documenting the progress of this practice.

At the end of Years 2 and 3 of PhD research, the student is expected to:

- have a clearly defined area of research with distinct and realisable objectives.
- have described and made progress in utilising a clear and consistent methodological framework for the research.
- have made demonstrable progress in addressing the research question in terms of data collection and theorization of practice.

## Progress Review Feedback

The student will normally be provided with written feedback within 10 days of the review process. Feedback should indicate clearly the strengths, weaknesses, and recommended development tasks or strategies in respect of the student's studies. The review outcomes should be formally noted to School Board. The outcomes of Annual Progress Reviews should also be submitted to the Head of Academic Affairs and Research and noted to the Research Committee, with results notified to the succeeding Exam Board.

### Unsatisfactory Progress

In the event that a student's progress is unsatisfactory or below the requisite standard as judged by the review panel, the student should be notified of this formally, and advised on the appropriate steps to address the unsatisfactory performance. Should a student continue to demonstrate unsatisfactory progress s/he may be advised to discontinue her/his studies or advised to repeat a specific period of study and denied credit for the relevant period of study during which progress was unsatisfactory. In such cases the student will be refused permission to progress to the following year of study. If the student's progress in the final year of study is unsatisfactory the student should be advised not to proceed to final examination at that stage. All such judgments should be formally notified to the Higher Awards Committee at the relevant progress review meetings.

### Non-Completion

Where a student fails to complete the programme of study for whatever reason there should be a formal report made to the School Board (copied to the Higher Awards Committee) indicating the relevant circumstances.

### Re-Admission Procedures

Where a postgraduate student has withdrawn from her/his studies for any reason and is seeking re-admission, s/he should contact the Head of Academic Affairs and Research who will then notify the School. The requirements for re-admission are then agreed by School and the student's supervisory team (previous and proposed, if different), and the person seeking re-admission is notified of same through the Admissions Office. Upon completion of the requirements, application should be made to the Head of Academic Affairs and Research by the individual seeking re-admission.

Where appropriate, an interview panel may be convened (as per the procedure for the particular programme) and notice given of the outcome to the next exam board. Formal re-admission will be through the SS&A office only.

## 5. Postgraduate Submissions

### Written Submissions

A single standardised style sheet. The Harvard System, is employed across the College for all written submissions. Students are circulated with a copy of this style sheet as part of their induction into the College and it is available to download from the website.

The Award	Submission	Word count	Minimum	Maximum
<b>Graduate Diploma</b>	Essay	4,000	3,000	5,000
<b>MA/MEd/MSc</b>	Essay	4,000	3,000	5,000
	Final written thesis	20,000	15,000	20,000
<b>MFA</b>	Essay	2,500	2,500	7,000
	Final artist's statement	2,500	2,500	8,000
<b>MA (research through Practice)</b>	Final written submission	5,000	5,000	15,000
<b>MLitt</b>	Final written thesis	40,000	35,000	50,000
<b>PhD (practice)</b>	Final written component	30,000	20,000	40,000
<b>PhD (thesis)</b>	Final written thesis	80,000	80,000	100,00

A minimum and maximum word-count is specified against all textual submissions at postgraduate level. The word count applies to the body of the text, excluding appendices. Students are required to submit both hard copy (print out) and soft copy (digital file) for all written submissions.

### Practice Submissions

Practice submissions may take many forms: exhibition; performance; formal presentation; portfolio; case study report and demonstration; documentation etc. The choice of format for practical submission may be pre-specified as part of a postgraduate programme or (as is more typical of MFA and Doctoral practical research deliverables) deciding upon the most appropriate format of submission may be an integral aspect of the research outcome itself. The student's achievement of the appropriate level of outcome for a postgraduate award will entail appropriately addressing questions of communicating and mediating research products and results. All postgraduate programmes should address questions of practical submission explicitly through the research methodologies component. While exhibition of practical submissions is encouraged, it is not a requirement of the PhD.

## 6. Examination Procedures and Roles

### Notification of Intention to Submit

The formal decision to proceed to final write up/presentation and submit for examination rests with the student, but the student must show that s/he has obtained the advice of her/his supervisor/supervisory team before submitting for examination. A report from the supervisor in support of the advice given must be included with the intention to submit form.

Masters students who wish to submit for examination in a given academic year *must* submit an 'Intention to Submit Form' to the Head of Academic Affairs and Research by 1 March. *Those failing to submit by this date will not be considered for examination until the following year.* If a student subsequently decides not to submit for examination, *it is the responsibility of the Head of their Department/School* to notify to the Head of Academic Affairs and Research by 1 May for Exam Board 3 (studio-based programmes) or by 1 August for Exam Board 4 (text based programmes).

PhD students who wish to submit for examination in a given academic year *must* submit an 'Intention to Submit Form' to the Head of Academic Affairs and Research by 1 March for examination ahead of the September Exam Board (Exam Board 4), or by 1 September for examination ahead of the February Exam Board (Exam Board 1). If a student subsequently decides not to submit for examination, this must be notified to the Registrar *by their Head of Department/School* by 1 July for Exam Board 4, and by 1 December for Exam Board 1.

Students who fail to submit their 'Intention to Submit' form by the closing date are then not submitting until the following year.

### Submission of Work for Examination

#### Form of Submission

A key strategy here will be to diversify the assessment instruments in respect of practice. Exhibition need not be construed as the normative form of submission, this is especially important in Design, but it also has significant implications for Fine Art. The Doctoral candidate needs to address the especially difficult question of the dissemination of research without a formulaic answer being pre-specified by custom and habit.

#### Procedures for Submission of PhD/MLitt

A number of soft-bound hard copies (spiral bound print outs), including appropriate documentation of practice where relevant, and one soft copy (digital file) will be submitted by the student to the School on or before a date agreed with supervisor(s) (and set in relation to the examination date set by the School in consultation with the

examination panel). The number of copies to be submitted will be determined by the composition of the examination panel. The School will then distribute the copies of the candidate's submission to the examination panel in a timely fashion.

## External Examiners

### The Role

The External Examiner plays a key role in the delivery and development of postgraduate learning and teaching. This role is also one of ambassador for the College, given that external examiners develop a specific picture of the research culture at NCAD, and they share this with their colleagues in the normal course of affairs. The task of the external examiner on taught programmes is not only to contribute to the assessment of a specific student, or cohort, but to contribute to the quality assurance/quality improvement cycle of a given programme by providing feedback in respect of programme provision from a perspective outside the immediate College community.

There are three considerations that this role gives rise to:

- i. appointment,
- ii. procedure, and
- iii. feedback mechanism.

### Appointment

External examiners are recommended by the supervisor (or programme key tutor for taught programmes) to the Head of Department/School who makes a recommendation to the School Board, providing a short note with attached CV, indicating the suitability of the person proposed and this is forwarded to the Research Committee.

For PhD/MLitt students, the submission to the Research Committee of a nominated external examiner will normally take place at or before the commencement of the student's final year of study.

It is desirable that examiners bear an award equivalent to or higher than that being examined. Where this is not the case, the proposed examiner must be a domain expert of international standing with experience of examining at the appropriate level. In such instances the overall examination board must have a majority of examiners who are award-bearers.

The external examiner role will normally be differentiated against undergraduate and postgraduate provision within a School.



## Procedure

External examiners are provided in advance with documentation in respect of the programme, the examination process, the timetable of assessment and the relevant forms.

The appointment of the external examiner and managed the communications with external examiners will be performed by University College Dublin (UCD) who will provide the Head of Academic Affairs and Research with a copy of the external examiner's reports who in turn circulates this to the Head of School, the Head of Department, and the Primary Supervisor or key tutor. There is a defined mechanism whereby a student will be given access to the student-related content of the report at an appropriate time i.e. after the examination process has concluded.

## Feedback Mechanism

The external examiner's report is reviewed through Departmental and School planning mechanisms so that issues identified by an external examiner in respect of the programme may be addressed through the planning and review process. This should result in specific actions being set against specific issues wherever possible and appropriate.

## The *Viva Voce* (PhD, MLitt)

### Organisation of the Oral Examination

Responsibility for the organisation of the *Viva Voce* lies with the School.

This involves:

- appointing a suitable chairperson for the examination.
- appointing a suitable internal examiner.
- receipt of the candidate's submission and accompanying supervisor's report on the agreed date.
- delivery of one copy of candidate's submission and the supervisor's report to the internal examiner.
- liaising with the internal examiner regarding suitability of submission for examination; liaising with the chairperson, examiners and supervisors to agree a date for the examination.
- confirmation of the venue for the examination.
- distribution of remaining copies of the submission to the members of the examination panel.

- notifying the Research and Postgraduate Development Office of the arrangements for the *viva*.

The oral examination will normally be held within two months of submission of the thesis.

### Composition of the Examination Panel

Where the candidate is not a member of staff at NCAD, the examination panel shall consist in a chairperson, one internal examiner and one external examiner. When a thesis is interdisciplinary it is important to ensure that the combination of examiners in total represents sufficient knowledge and understanding of the relevant fields. Consequently, if necessary, a second external examiner may be appointed.

Where the candidate is a member of staff at NCAD, the examination panel shall consist in a chairperson, one internal examiner and two external examiners.

### Roles of Panel Members

#### *Chair*

The Chairperson will be a senior academic, and her/his role is to manage and arbitrate the examination process in line with the agreed examination procedures. The Chairperson is not an examiner.

When the examination is complete, the Chairperson shall report to the Research Committee, through the Head of Academic Affairs and Research, recommending whether or not the degree of PhD/MLitt should be awarded.

#### *The Examiners*

The internal examiner will be an active researcher in the broad area of the thesis topic or in a cognate discipline and will normally be a member of the academic staff of NCAD. The internal examiner shall not be nor have been involved in the supervision of the candidate. The internal examiner shall examine the submission in the first instance to determine its suitability for examination. The submission will only be sent to the external examiner once it has been approved for examination by the internal examiner (considered to be in need of only minor corrections). Should the candidate wish to appeal the judgement of the internal examiner, the matter shall be referred for adjudication to the Research Committee. The decision of the Research Committee is binding.

The external examiner should be a recognised expert in the area of research of the thesis as evidenced in her/his curriculum vitae. The external examiner shall play the major role in the oral examination.

### *Supervisors*

The attendance of the supervisor at the oral examination is at the discretion of the candidate. Where the supervisor is in attendance, s/he may be called upon to clarify issues but otherwise is there as observer rather than participant.

### *Venue*

The venue for the oral examination shall normally be within NCAD. Where the nature of the submission requires that the examination take place outside of NCAD, prior permission shall be sought from the Research Committee and the requirement that the venue allow for proceedings to be undisturbed and uninterrupted must be met.

### *Examination Outcomes*

When the examination is complete, the examiners shall recommend one of the following outcomes:

- That the degree should be awarded.
- The degree should be awarded subject to minor corrections to the thesis being made, or to an additional assignment being completed to the satisfaction of the internal examiner within three months of the oral examination.
- That the candidate should revise and resubmit the thesis, under supervision, within the period of one year.
- That the degree should not be awarded and no resubmission permitted.

This recommendation should be recorded on the Examination Report for the Award of a Higher Degree form, submitted to the Head of Academic Affairs and Research by the Chair of the Examination Panel and copied by the Head of Academic Affairs and Research to the Chair of the Higher Awards Committee. The NCAD Examination Board shall decide, on the basis of the report(s), and where necessary clarification or correspondence with the examiners, to authorise or not authorise the award of the degree of PhD/MLitt.

For further information see *NCAD Postgraduate Policy and Procedures*.

## **Final Submissions of MLitt/PhD**

### *Supervision of Revisions*

Where major or minor corrections are required, these will normally be overseen by the supervisor(s), and submitted to the examiners for approval.

### *Form and Procedure for Final Submission*

Upon approval by the internal examiner and authorisation of the award of the degree of PhD/MLitt by the Research Committee, two hard-bound copies of the dissertation,

including appropriate documentation of practice where relevant, and one soft copy (digital file) shall be submitted to the School. One copy shall be lodged with the Library and the other retained by the School.