



UNIVERSITY *of* LIMERICK

OLLSCOIL LUIMNIGH

Postgraduate Student Charter

Approved by Academic Council 4 October 2017

Postgraduate Student Charter

The University and the Postgraduate Student Union (PSU) are committed to supporting the development of a partnership between faculty and students which upholds the principles advocated in this Charter and supports and embeds student involvement in developing and managing the postgraduate student experience.

The PSU shall be consulted by and in some instances represented on University committees that govern policy relating to postgraduate students.

1. Responsibilities of the University, Faculties and Departments/Schools,

The University through its Faculties and Departments/Schools, in addition to the academic regulations and procedures, will seek to provide:

1. Appropriate supervision during the registration period of the research student; this may include joint and/or panel supervision where applicable;
2. Immediate notice of any alterations to the research environment and/or supervisory team especially where the primary supervisors are on sabbatical or extended absence;
3. Supervisors with opportunities to actively develop and enhance their supervisory competencies and skills through training programmes and mentoring;
4. Information and advice to research students in relation to the annual progression process as outlined in the academic regulations and administered by his/her Department/Schools, and if necessary, the requirement for any subsequent Research Confirmation, and Research Progression Appeal Panel(s);
5. Access to a handbook or equivalent documentation (hard copy or online) with details of key information and academic processes, including academic progression requirements and outcomes, as well as academic guidance and support;
6. Appropriate facilities for research students, including an adequate study space and access to appropriate equipment and support facilities;
7. Access to learning activities and professional advice that will support the fundamental requirements of research education, and career development, in line with the Irish Universities Association (IUA) Skills Statement (2015);
8. Information to funded research students with respect to undertaking unpaid academic support (laboratory demonstrating, tutoring or other academic work) up to a maximum of six hours per week, provided that this does not conflict with any terms and conditions associated with their funding from external agencies;
9. Where appropriate, information to research students pertaining to paid academic support opportunities up to a maximum of six hours per week that may exist from time to time in UL Departments/Schools. The availability of these opportunities is subject to the agreement and sign-off by the Supervisor and Head of Department/School;
10. Information in regard to additional financial support available to: undertake field research, present papers at academic conferences, disseminate research results, join academic/professional networks;
11. Within each Department/School, research postgraduate academic support, training and development, and feedback for these activities; including any formal recognition for the research student's teaching contribution;

12. Safety training in manual handling, chemical handling and basic first aid where deemed necessary at the beginning of their studies;
13. Advice on both formal and informal mechanisms to resolve issues pertaining to: appeals, complaints, disciplinary matters, student-supervisor academic relationship and support services;
14. Advice on the University's Intellectual Property (IP) Policy.

2. Responsibilities of Supervisors to Research Students

Supervisors undertake to:

1. Have an academic track record that is aligned to the research interest of the student and that complements the other members of the supervisory team;
2. As appropriate avail of supervisor training offered by the University;
3. Maintain a professional working relationship with the research student;
4. Arrange a schedule of formalised meetings, to agree in writing deadlines for submission of written work together with a plan to progress the research and timelines for feedback on the research progress or written submissions.
5. Have a working knowledge of academic regulations and procedures, including codes of conduct;
6. Agree alternate supervision during their extended absence from the University in line with section 1.1 above;
7. Support the research student in preparing for the annual progression process as outlined in the academic regulations and administered by his/her Department/School, and if necessary, any subsequent Research Confirmation, and Research Progression Appeal Panel(s);
8. Advise students on how to disseminate their research findings, and where applicable acknowledge formally the student's role in the development and dissemination of research outcomes (including co-authorship);
9. Recommend a programme of taught elements of study for their supervisees who are registered on generic structured PhD programmes;
10. Advise students who encounter difficulties about the academic and pastoral support(s) available to them.

3. Responsibilities of Research Students

Research students undertake to:

1. Understand before accepting an offer, the scope of and plan for the research, the terms and conditions pertaining to any scholarship funding offered during the period of the research, and the academic support (including grading, laboratory demonstrating, tutoring etc.) and administrative requirements of the Department/Schools;
2. Understand the expectations of the level of award they are seeking, and responsibility for their research;
3. Sign, if they are in receipt of a scholarship, a Scholarship Exemption Declaration Form, in order for the scholarship to be tax exempt and a postgraduate agreement;

4. Follow the academic regulations and procedures of the University, and attend the University Research Induction Workshops;
5. Maintain a professional working relationship with their supervisor(s); follow the guidance provided by their supervisor and attend any arranged meetings, to agree in writing deadlines for submission of written work together with a plan to progress the research;
6. Conduct the research within the [Ethical Standards](#) of the academic discipline(s) and in accordance with the standards detailed by the University. Students must adhere to all relevant policies of the University; including [Research Integrity](#);
7. Complete the requisite taught element of their programme to the required standard;
8. Develop a personal portfolio for training to be submitted as part of their annual progression;
9. Develop and implement a plan for the dissemination of research findings;
10. Utilise facilities supplied to them, in the form of access to telephones, printing, photocopying, publications on line, specialist research equipment, or any other service supplied by the University, only for the purpose of their research;
11. Adhere to the terms and conditions of any scholarship they are in receipt of, and provide if required a maximum of six unpaid contact hours per week for academic support (grading, laboratory demonstrating, tutoring or other academic work) provided that this does not conflict with any terms and conditions associated with their funding from an external funding agency;
12. Seek agreement and sign-off by the supervisor and Head of Department/School, for a maximum of six paid contact hours per week if available within the University; this is in addition to undertaking the unpaid academic support contact hours, where the student is in receipt of funding as set out in section 1.8 above;
13. Seek approval from their supervisor/Head of Department/School to carry out duties in the University that are outside their Department's/School's remit (e.g. invigilating, laboratory demonstrating/ tutoring for other UL Faculties Departments/Schools);
14. Inform their supervisor, Department/School, or Student Administration as soon as possible and no later than 5 working days after the event of anything which might affect their research progress, for example, extended absence, illness etc.

4. Taught Postgraduate Programmes

1. Students should be provided with full and detailed information about their programme of study, including the nature and goals of the programme, and any prerequisite skills and knowledge required;
2. An introduction and orientation session should be provided by both faculty and graduates (where available) of the programme by the first week of the semester, including the provision of course outlines and any specific course regulations;
3. Students are responsible for ensuring that all registration procedures are completed prior to or during week one of each semester;
4. Project work undertaken by the student on a taught programme should be clearly defined, well-planned and where necessary, have [Research Ethics](#) approval. There should be appropriate facilities to ensure that the project can be completed;

5. Students should be made aware of procedures and deadlines for the submission of all course work, projects and dissertations;
6. Departments/Schools should provide formal and informal processes for student evaluation of programmes, including written evaluations and opportunities to meet with external examiners where feasible;
7. Departments/Schools should ensure that students have the necessary facilities and access to the appropriate academic resources to complete their programme of study.

Please note this Charter does not supersede the Handbook of Academic Regulations and Procedures.