

Continuation & Readmission Process Map: Research Programmes

The Principal Supervisor has primary responsibility for the academic supervision of the research degree student. Each student will also have a Research Studies Panel (RSP) appointed to them within the first trimester of a research student's registration. The role of the student's RSP is to provide advice, monitor the progress of the student and support the supervisor student relationship.

The Graduate Research Board is responsible for consideration of recommendations from schools, where a student's progression is deemed unacceptable, and the School has recommended that a student should not progress to the next stage of the doctoral programme and that their registration should be discontinued.

Start / end

Process

Outcome / decision

A Head of School / Stage Transfer Assessment Panel makes a recommendation to the Graduate Research Board to discontinue a student's registration.

Recommendations to the Graduate Research Board are accompanied by supporting evidence which demonstrates that the student has been offered appropriate supports (including academic and pastoral) in order to meet the progression requirements of the programme. Such evidence may include records/minutes of meetings, email communications between the student and Principal Supervisor / Co Supervisor and meetings with the Research Studies Panel.

Students are notified by the Head of School that a recommendation for discontinuation of their registration has been made to the Graduate Research Board and are provided with a copy of the recommendation and the relevant supporting evidence.

Students may submit a written submission to the Graduate Research Board within 10 working days of the date of issue of the notification. Students registered with Access and Lifelong Learning may choose to submit information about granted accommodations as part of their response to the recommendation for discontinuation.

The Graduate Research Board considers the recommendation and student's response

The Graduate Research Board approves the recommendation to discontinue

The Graduate Research Board may, following consultation with Head of School / Stage Transfer Assessment Panel, **make a decision** which differs from the recommendation

The Graduate Research Board requests that the Head of School / Stage Transfer Assessment Panel reconsider their recommendations

Notification sent to

- the student by the GRB and copied to School, within 5 working days of the date of the meeting.
- the School (Head of School / Stage Transfer Assessment Panel)
- UCD Registry and Academic Council Committee on Student Conduct and Capacity (ACCSCC), via Student Engagement Conduct, Complaints and Appeals (SECCA).

Notification sent to

- The Head of School / Stage Transfer Assessment Panel is notified of the decision within five working days of the date of the meeting.
- The student, within 5 working days of the date of the meeting of revised decision.

Notification sent to

- The Head of School / Stage Transfer Assessment Panel is notified of the decision within five working days of the date of the meeting.
- The student, within 5 working days of the date of the meeting of revised decision.

SECCA records the case and the outcome

Resolved

Resolved

The student has the right to appeal the decision to the University's Students Appeals Committee **within 10 working days** of the date of issue of the decision. **Grounds for appeal:**

- procedural irregularity: there is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the decision
- new evidence: information relevant to the decision, which for good reason was not available to the original decision-making body