DCU
Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University

School of Law and Government

**PhD Programme in Law, Politics & International Relations
Handbook 2023-2024**

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Welcome

Welcome to the School of Law and Government at Dublin City University. We are delighted to welcome you to our PhD programme. This programme is designed to provide you with an academically rigorous yet practical grounding for your research career ahead. It aims to provide you with skills that will make the process of doctoral research smoother and more productive.

As you are new to DCU it is important that you familiarise yourself with the academic structures of the university. This Handbook is designed to help you find out where to look for the information you need to settle in and progress through DCU. Most of this information is available on the DCU website and we have included links below.

We hope you enjoy the programme and find it both stimulating and rewarding. And we hope you enjoy life in Dublin. We look forward to working with you in the next few years.

Alexander Baturo
PhD Programme Director

About the School

The School of Law and Government is one of seven Schools in the Faculty of Humanities and Social Sciences. Originally there was a Law and Government group in the Business School. However, in October 2002 a new School of Law and Government was established in the Faculty of Humanities and Social Sciences. Since then, it has grown rapidly in size, with new staff, programmes, and increased student numbers.

The School is committed to excellence in teaching and research. The School offers three undergraduate programmes, a BA in Economics, Politics and Law, a BA in International Relations, and a BCL (Law and Society), and participates in a range of Joint Honours programmes; we also offer a number of full-time taught postgraduate programmes, an MA in International Relations, an MA in International Security and Conflict Studies, an MSc in Public Policy, an LLM (Masters in Law), an MSc in Climate Change, an MA in Data Protection and Privacy Law, an MA in European Law and Policy, a European Master in Law, Data and Artificial Intelligence (together with Avignon Université, Universidad de Léon, and Università di Pisa), and an International Masters in Security, Intelligence, and Strategic Studies (together with The University of Glasgow, Charles University, and the University of Trento).

Faculty members in the School are dynamic researchers as can be seen from our high-profile publications. We are linked to the Institute for International Conflict Resolution and Reconstruction, the Brexit Institute, the Socio-Legal Research Centre, and the Ireland-India Institute.

Contacting Staff

Staff in the School of Law and Government have a very open attitude to meeting doctoral students. Still it is usually best to make an appointment. Staff contact details are available on the School webpage.

The School of Law and Government office is located in office C162 on the first floor of the Henry Grattan building. Catherine Delaney, the School Administrator, can be reached at 01-7007720 and catherine.delaney@dcu.ie. She can answer or direct you to the right place for many queries relating to practical matters such as desk allocation, telephone, postage, internet access. If the query is of an administrative nature and related directly to the programme courses it may be directed to the PhD Programme Director Alexander Baturo, or Carol Diamond (carol.diamond@dcu.ie), the senior administrator in the Faculty of Humanities and Social Science, depending on the nature of the query. You may also find the Faculty of Humanities and Social Sciences Research Student Page useful.

For issues relating to the individual modules, you should speak to the relevant lecturer.

The structure of the programme

Aims of the programme

There are two aspects to our PhD programme. There is a structured training element that provides students with core research skills. There is also close work with a supervisor on a major piece of research.

This programme combines the rigour and professionalism of the largely taught US approach with the independence and imagination of the traditional European supervisory model.

The programme gives you the core skills you need to tackle the major piece of research that is required to attain a PhD.

We also aim to support your access to international networks and training and thus make PhD graduates from DCU internationally competitive.

Modules and credits

At graduation, you will have accumulated at least 300 credits. A total of 270 credits – 90 for each of years 1-3 inclusive – will come from work on your thesis. In addition, you must take up to 30 credits on other taught modules, 20 of which comprise compulsory taught modules delivered by the School in year 1 of your programme. With the support of your supervisor, you can choose to graduate with up to 330 credits by taking more optional training modules.

The compulsory taught modules delivered by the School are set out below. Each module requires attendance at 20-24 hours of classes and completion of assessments. All School PhD students take core foundational modules in research design and research methods (LG609, LG608). Government PhD students also take a module in quantitative methods (LG602) while Law PhD students take the legal and socio-legal research skills module (LG5028). Alternatively, instead of LG5028, in consultation with their supervisor(s), Law PhDs can take LG5036 Research and Methods in Law and Public Policy. These modules are designed to help you complete your dissertation to a high standard. You also have access to specialist postgraduate level modules in sub-fields within your area. In subsequent years students will take a module in professional development and additional taught modules, subject to discussion with and agreement of your supervisors.

School of Law & Government

Overview
This overview proposes a structured 4-year PhD programme for the School of Law & Government that will act as the umbrella programme for graduate students registered in the School with a focus on conducting discipline-based research. The student's original research is presented in thesis format and this thesis is the sole means of assessment for the award of the PhD.

Selection and Registration
In addition, during their period of registration students can avail of a mix of modules to provide discipline specific knowledge and develop generic skills and autonomy to augment and support their postgraduate research. These will include:

- Up to 20 credits of core discipline-specific modules;
- 10 credits of core generic and transferable skills;
- Up to 20 additional credits for selected elective modules.

Students will normally take 20 credits in year one and 10 credits over the remaining two years. Students will focus exclusively on research in year 4 but discretion about the number of annual credits is permitted to suit the work programme of each student.

A student may register for alternative modules to those outlined on this structure if the original module(s) are not available provided the alternative meets the required research/graduate training objective as agreed with the Supervisor.

Along with level 9 modules, appropriate level 8 modules may be taken following discussion with the Supervisor and module coordinator. It is policy in the Faculty of Humanities and Social Sciences that all research students who are assigned any teaching-related responsibilities must complete GS602 Postgraduate Tutoring Principles and Practice. All research students in their first year of registration must also complete the relevant stream of the self-directed Online Research Integrity Training Module. Students should register for their approved GTEs during the online registration process.

Progression
The Structured Pathway work plan for each student should be discussed and agreed in the first instance with the Supervisor and progress (including confirmation of completion of Online Research Integrity Training Module and other modules) recorded on the annual PGR2 form.

Induction and Training
Research students are also encouraged to take advantage of additional training opportunities offered by the Graduate Studies Office as appropriate throughout their period of study. In year one, at the time of initial registration, new students are expected to attend orientation sessions, the GSO- & library-run programmes and other relevant induction sessions.

Structured Doctoral Pathway 2023-24

Core Discipline Specific Modules

Year 1

- Research Design for the Social Sciences (**LG609**) (5 ECTS)

- Research Methods (**LG608**) (5 ECTS)

- Quantitative Methods for Social Sciences 1 (**LG602**) (5 ECTS) (Government students)

- Legal & Socio-Legal Research Skills (**LG5028**) (10 ECTS) (Law students) or Research and Methods in Law and Public Policy (**LG5036**) (10 ECTS) (Law students)

Core Transferable Skills Modules

Year 1 - 3

- Postgraduate Tutoring Principles & Practice (**GS602**) (5 ECTS)
- Navigating the Academic Publishing Landscape (LC604) (5 ECTS)

Elective Modules

Year 1 - 3

- Advanced Writing Support for International Students (**LC602**) (5 ECTS)

- Research Ethics (**TP602**) (5 ECTS)

- Engaged Research (**CM602**) (10 ECTS)

Non-accredited Training, Workshops and Masterclasses

Year 1

- Graduate Studies Office Orientation Programme

- Online Research Integrity Training Module (non – accredited, compulsory)

- Students are also encouraged to engage with centrally-offered workshops and seminars that align with their development needs at a given time.

Year 1 - 3

- Methodological techniques training may require students to attend half day workshops on different techniques from a range offered at school/faculty level.

Year 1-4
- Attendance at research seminars in Law (Law students) and in Politics and International Relations (Government students) a required complement to doctoral training

Other training

As well as the training provided through the programme modules, there are other opportunities for training. The School encourages and will support professional training essential to your research. The ECPR provides many such training programmes through its summer schools as does Arizona State University's qualitative methods institute. Details on the ECPR's summer schools are available at http://ecpr.eu/Events/EventTypeDetails.aspx?EventTypeID=5

You should consult your supervisor(s) and/or the Director of the PhD programme if you identify training that would be useful for your research.

Funding opportunities

Doing a PhD is expensive. We hope to offer as much support as we can to our best PhD students. Each year, the School awards a number of scholarships. The value of each scholarship is currently €16,500 per year, for four years' duration (plus fees paid).

Award student commitments
Candidates in receipt of a scholarship award are requested to make a small contribution towards teaching/teaching assistance within the school in any given academic year. This usually takes the form of facilitating seminars or workshops with students. Lecturers on the relevant modules will provide the necessary guidance and support in terms of preparing and delivering. University guidelines indicate that no student will be asked to commit more than 144 hours towards such activities in any academic year. However, in practice, the number of hours are often less. Of course, such assigned activities should, in so far as possible, be consistent with the candidate's overall research plan and training needs.

External funding
There are also external funding schemes, notably with the Irish Research Council (IRC), which you should aim to secure. Students who are in receipt of a scholarship from the School **are required to apply** for an IRC doctoral scholarship in year 1 and, if necessary, year 2.

Postgraduate members of scholarly associations can apply for research grants and relevant monthly newsletters often contain notices about other funding opportunities. You should join relevant organisations to avail of these.

Conference Travel Fund
Each PhD candidate, full-time or part-time, can apply once for a Conference and Travel Grant from the DCU Research Committee, capped at €500. The scheme is administered through the Graduate Studies Office (GSO), based in LG13 in the McNulty Building. Terms and conditions, and the application procedure, can be found at:
https://www.dcu.ie/sites/default/files/research/pdfs/conferencetravelgrant-termsandconditionsupdated7.1.20.pdf

PG Researcher Publication Fund
This scheme is to provide funding support to facilitate journal publication by research students (in their 3rd or later year) in the Faculty of Humanities and Social Sciences, DCU. The scheme provides support for research leading to publication in a SCOPUS-ranked journal. The article can be sole-authored by the student or co-authored with a member of DCU staff, most typically, but not exclusively, a student's supervisor. Items supported could include fieldwork; archive/research travel; conference dissemination; data generation. It is likely the value of any single award will be in the region of 1,000 euro.

Professional development

At whatever stage of their career, academics should always aim to prioritise continuing professional development. This can include the acquisition of new research skills. It can also involve networking. Students of Politics and International Relations should join the Graduate Studies Network of the ECPR.

Presenting at conferences is also an essential part of your training and of doing a PhD. It offers you the opportunity to present your research to your peers and receive feedback on it. You may get ideas that won't come to you by sitting at your desk, reading and writing for four years.

Wednesday research seminars

During the academic year the School of Law and Government organises research seminars. There are separate fortnightly research seminars in Law, and weekly seminars in Politics and International Relations. Here, staff and doctoral students come together to hear a presentation on a piece of research by a visitor, a member of staff, or doctoral student. Attendance at these seminars will form an important part of your training and is **very important.**

Law students should attend the Law research seminars (Tuesdays 12-1 in semester 1 of 2023-2024) and Politics and International Relations students should attend the Politics and IR research seminars (Wednesdays 1-2 in semester 1 of 2023-2024)**.** Details will be announced in due course.

You will be required to present at these seminars in your second and/or third years, depending on progress.

The role of the Programme Director

After this handbook, the graduate student's handbook and the DCU websites, the Director of the PhD programme will be your next port- of-call for queries on the administrative aspects of the PhD. The Director will co-ordinate the collection of your results and the procedures for academic progression (see below). The Programme Director will also be present at annual progress meetings of the first-year Politics and IR students, as well as the so-called PGR3 meetings (when students apply to be confirmed on or transferred to the PhD Register, almost always at the end of the second-year for full-time students). In turn, Yvonne Daly, will be similarly present at all first-year, and also PGR3 progress annual meetings, for PhD students in Law.

If you have any problems or concerns about the programme, you can approach the Programme Director informally to discuss them. You should inform the Director about any significant changes in your circumstances, i.e., whether you intend to be absent from the School for significant periods of time, unable to attend departmental seminars, intend to go on a field trip, etc.

The PhD Programme Director will normally take the responsibility for the supervisory panel member for all students. Students can meet with the Programme Director on issues that concern them twice a year or by appointment.   10

You have to normally reside in Ireland for the duration of the programme, expect for field trips or research visits. As of August 2022 the current governmental regulations dictate that PhD students cannot receive stipends unless they are physically present in Ireland.

The role of supervisors and panels

You will normally be assigned one or two supervisors (either two joint supervisors or a lead supervisor and a second supervisor), who should oversee and advise you on your research project. You should listen to the advice of your supervisors. Additionally, each student will be assigned an internal reader/assessor who will read and assess the student's work at annual review meetings. Typically, these meetings take place

from May to July.

While the PhD is your own, there may be good reasons why you cannot pursue an avenue of research that you wish to. For instance, the School may not have suitable supervisors; there may be a lack of facilities or resources for the proposed research. Therefore, you are not free simply to change the topic of your research from the one on the basis of which you were accepted.

Supervisors have both a reactive and a proactive role. On the one hand, supervisors must be accessible to the student for academic help and advice during the progress of the research and the final preparation of the thesis. On the other hand, supervisors have an active duty to be informed about the progress of the research student's work, to give frank and constructive opinions about this work (whether or not these are asked for), to make sure that the student is aware of the quantity and quality of work required, and to negotiate and monitor a timetable for its submission.

To this end, student and supervisors should negotiate a programme of meetings at the beginning of each academic year. For most students on this programme, monthly meetings should be the norm, and these meetings should be held whether or not the student has a particular piece of written work to submit for comments.

Supervisors will do everything they can to provide careful analysis and constructive criticism of all work submitted to them within an agreed period of time, and to make themselves available, when feasible, for discussions with students that might take place outside an agreed programme of meetings.

Supervisors also have an administrative duty to submit the necessary forms to allow their student progress and submit the PhD.

The student's responsibilities
Research students must keep in contact with their supervisors and inform them about the progress of the research. They should meet the supervisors for discussions, submit written work and perform other academic exercises (for example, attending and contributing to the Research Seminars) according to the timetable negotiated with the supervisors. While the doors of most members of the School are nearly always open to postgraduates, students should remember that members of staff do have other responsibilities, and that these may at time preclude a member of staff dropping everything to give them immediate unscheduled attention.

Students should inform their supervisors and the PhD Programme Director as early as possible of anything that might affect their ability to complete an agreed programme of work on schedule, rather than bringing problems to the School at a late stage. The essential point to remember is that the School is on the side of its postgraduate students in relation to almost any problem that might arise, and will do everything possible to help, given good notice and the information necessary to do so.

Academic honesty
Students should familiarise themselves with the University's Academic Integrity and Plagiarism Policy.

Plagiarism is academic theft and is one of the most serious offences in academia. Student's found to have plagiarised may be required to withdraw from the PhD programme. Also consult the DCU handbook, *Code of Good Research Practice*.

Writing style and conventions
Writing a PhD is different from anything you are likely to have written before. It requires that almost everything you write is backed up by evidence or a citation, so it is important that you learn how to cite properly. It also requires that your language is clear and unambiguous. You also need to be completely consistent in any of the writing conventions you adopt. You should refer to books on writing a PhD. Patrick Dunleavy has one called *Authoring a PhD* published by Palgrave (in the library at call number 808.02/DUN).

Research Ethics
Any candidate conducting research on human subjects is required to obtain approval from the Research Ethics Committee. (This includes interviews and surveys, and applies regardless of whether or not the data is anonymised). Candidates should complete the form [https://www.dcu.ie/researchsupport/ethicsapproval.shtml] and get it signed by their supervisor. Ethics approval must be received as early as possible and BEFORE the start of the data collection/analysis

Advanced Academic Writing for the Humanities (TP600)
For candidates who are concerned about their writing ability, or who wish to learn more about the conventions of academic writing, the Faculty of Humanities and Social Sciences offer a specific GTE module to address such concerns. The TP600 module engages postgraduate research students in approaches to advanced academic writing in the Humanities. It includes critical structural analysis of existing texts, interpretative writing, descriptive writing in the context of texts, music, visuals, film etc. Mirroring a peer-review system, it takes into consideration audience, argument and voice in academic writing and examines the role and function of academic writing conventions.

Academic progression

A full list of the academic regulations is available from Registry. Be aware that these may change.

Annual review (PGR2)

Each year, starting at the end of your first year, you will have a formal review on an annual basis of your work by a panel of usually three academics, including your supervisor(s). The annual review consists of an oral examination with an internal reader. You must satisfy your supervisors and the reader that you have made sufficient progress to warrant being granted another year of study. If you have not satisfied the readers that sufficient progress is being made or there are doubts about your ability to finish the PhD, you will be given another opportunity to meet by the end of July. If you still cannot satisfy the readers and supervisors that you have made sufficient progress, we may ask you to withdraw or if the student is in his/her third or fourth year we might offer the opportunity to be examined for a Masters by Research degree. The annual reviews will take place in June and you must be available on campus at this time. The reviews will be preceded by the submission of a short progress report and a substantive piece of written work. You will receive both oral and written feedback after the review. Before each annual meeting you need to fill out PGR2 forms.

This meeting will include a student, supervisor(s), and an internal reader/assessor who will read and assess the student's work at annual review meetings. Often, students will have the same internal reader through the years but it is also possible that there will be different readers. In addition, at the end of the first year, as well as during the progress to PhD register meeting (typically, after two years for full-time students, see below), PhD Director (or Law faculty members – for Law students) will be present.

Students are responsible for submitting their work to be assessed at the annual review meetings in advance of the meeting, as well as for filling out the progress form, https://pgr2online.dcu.ie. Typically, these meetings take place in June but sometimes they can be held from May to July.

Continuing students must pass this oral examination each year. Those who cannot be available at this time because of prior commitments for research or conference travel must be excused by their supervisor and must inform the PhD Programme Director.

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Progress to PhD Register (PGR3)

On starting the PhD programme, you will enter on a PhD track. In order to progress to the PhD register, you must first pass all three compulsory taught modules in year 1 with an **average grade of 65**. You may have a lower mark in one or more of modules but on average the overall mark obtained from all three core modules should be at least 65. Then a PGR3 PhD-track/PhD Confirmation Procedure form must be completed and submitted to Registry. Your application must be supported by your Supervisor(s) and is subject to satisfactory performance in an oral examination conducted jointly by your Supervisor(s) and another Internal Examiner. This usually takes place in June. The completed PGR3 form must be submitted to Registry *at least two weeks* in advance of the Graduate Studies Board (GSB) meeting (see Schedule of Meetings at https://www.dcu.ie/staff/timetables/index.shtml). If your transfer is successful, you will be granted appropriate retrospection normally to the date of original registration on the PhD-track register and you will receive a letter confirming this with your new student ID card from Registry.

The confirmation procedure must take place not later than the second year of research for full-time students (and at an appropriate corresponding time for part-time students). If the outcome of the confirmation procedure is unsuccessful you may, if appropriate, be invited to complete such research as will allow you to graduate with a Master's degree.

The PGR3 form is available online via student and staff portal pages under the Research tab and from the following link on the Registry Postgraduate Research page:

http://www.dcu.ie/registry/applicationforms.shtml

Module assessment

All modules will be assessed and given percentage marks, as detailed in the individual module descriptors. Students will be required to pass their three core modules with an average **grade of 65** to progress to the second year. For those students who fail a module or do not reach satisfactory marks, there will be an opportunity to submit repeated work up to the end of July. A student who fails to achieve the overall average grade of 65 after this will be required to leave the programme.
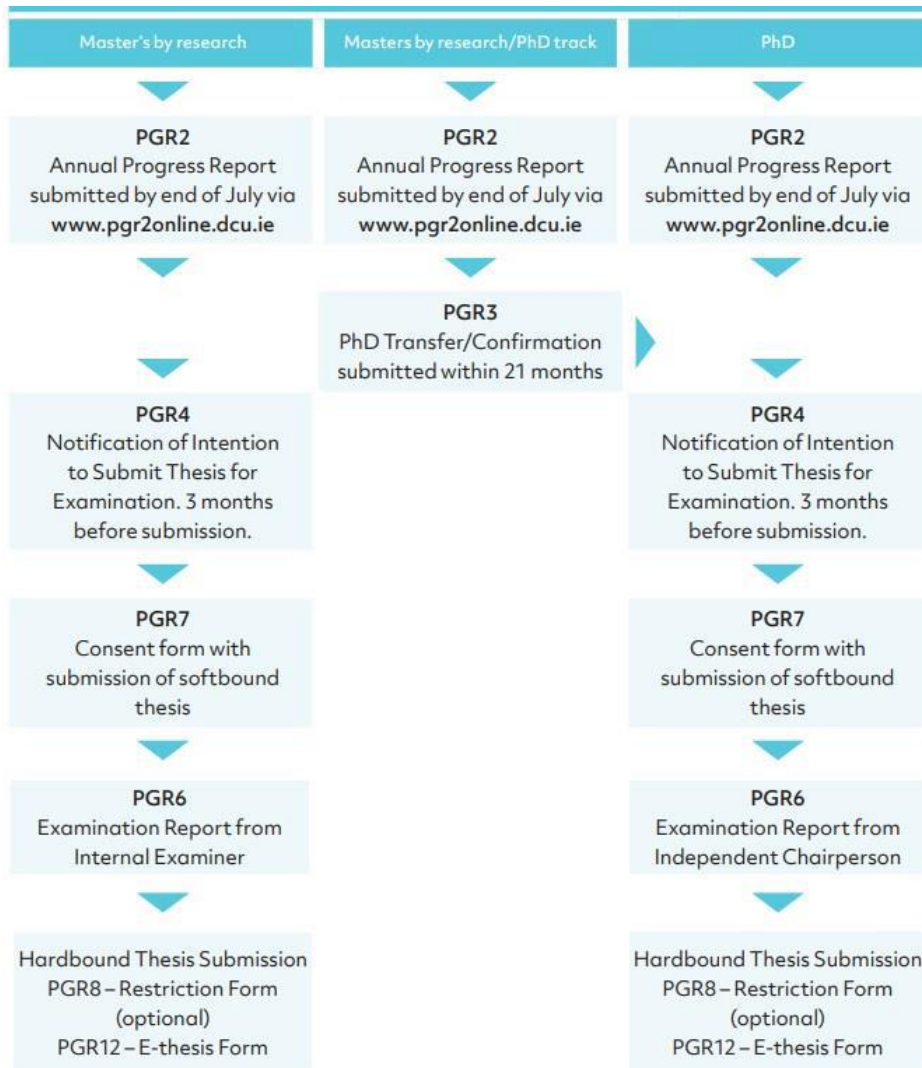
The professional development module will be assessed by the student's supervisor and the director of the PhD programme. In order to pass this module, they must attest to the student having completed the required tasks and in the case of conference presentations that they have done so at a conference of good quality and reputation.

You must also pass any other modules required to reach a minimum of 30 credits in taught modules in order to progress to examination of your PhD.

Intention to submit (PGR4)
At least three months before you submit your thesis for examination, you must submit the PGR4 form, showing your intention to submit. It will list your internal/external examiner (who your supervisor, NOT the candidate, should contact before you submit the PGR4).

The chart below (from **the Graduate Research Guide 2019-2020)** shows the route of progression through the PhD programme. Students should always ensure they have the up-to-date forms and deadlines from Registry.

Master's by research	Masters by research/PhD track	PhD
PGR2 Annual Progress Report submitted by end of July via www.pgr2online.dcu.ie	**PGR2** Annual Progress Report submitted by end of July via www.pgr2online.dcu.ie	**PGR2** Annual Progress Report submitted by end of July via www.pgr2online.dcu.ie
	PGR3 PhD Transfer/Confirmation submitted within 21 months	
PGR4 Notification of Intention to Submit Thesis for Examination. 3 months before submission.		**PGR4** Notification of Intention to Submit Thesis for Examination. 3 months before submission.
PGR7 Consent form with submission of softbound thesis		**PGR7** Consent form with submission of softbound thesis
PGR6 Examination Report from Internal Examiner		**PGR6** Examination Report from Independent Chairperson
Hardbound Thesis Submission PGR8 – Restriction Form (optional) PGR12 – E-thesis Form		Hardbound Thesis Submission PGR8 – Restriction Form (optional) PGR12 – E-thesis Form

Library Resources

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Our library facilities very much lie at the heart of our institution, and form a fundamental resource supporting our research work.

The Subject Librarian, Alexander Kouker (alexander.kouker@dcu.ie) is available to provide help and advice on such issues as:

▪ Finding quality information for your research

▪ Finding books, e-books and journal articles in your subject area

▪ Searching our wide range of library databases

▪ Devising an effective search strategy

▪ Using the best library resources for your discipline

▪ Conducting a comprehensive review of the literature

▪ Citing and referencing support

**From negation comes
growth, progress;
not unlike a referee report**

Keisuke Hirano

Best of luck in your research!

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