



Dáin, Daonnachtaí agus
Eolaíochtaí Sóisialta
Arts, Humanities and
Social Sciences



AHSS

PhD

Induction Leaflet

2020-21 Academic Year

Welcome to the Arts, Humanities and Social Sciences Graduate Research Centre at the University of Limerick

We have a vibrant and supportive research community here at the University of Limerick, with students and faculty leading research into areas as diverse as hate crime legislation, arts and health, early modern European history, dance as an expression of identity, fan culture and popular music, the writings of W.B. Yeats, and language acquisition and teaching. These areas reflect just some of the diverse research strengths and areas of expertise with the Faculty. We have a number of research groups, centres and clusters that reflect particular areas of research excellence and impact within the Faculty, and which regularly organise events, lectures and seminars.

Dr. Niamh Nic Ghabhann, Assistant Dean for Research, supports the different research activities across the faculty. If you have a query about engaging with research within the Faculty of Arts, Humanities and Social Sciences here at the University of Limerick, please do not hesitate to contact Dr. Niamh Nic Ghabhann by email, Niamh.nicghabhann@ul.ie.

The Faculty of Arts, Humanities and Social Sciences (AHSS) Graduate Research Centre is the primary point of contact for new AHSS postgraduate research students. The Graduate Research Centre is located in the Foundation Building where an appropriate study environment is provided for AHSS research postgraduates. The **Research Administrator, Dr Niamh Lenahan** is also located in the Foundation Building, on the Ground Floor. Through this office, students are introduced to the facilities of the centre. Each student is given access to a staff email account, a dedicated desk space, a computer and access to printing facilities. In order to acquire these facilities, please contact Dr. Niamh Lenahan, once you have registered.

As a registered member of the AHSS research community, you will be supported and informed of research events, funding opportunities, relevant workshops, seminars and conferences and you can also avail of financial support opportunities as part of your research.



Dr. Niamh Nic Ghabhann
Assistant Dean, Research
Email:
Niamh.nicghabhann@ul.ie



Dr. Niamh Lenahan
Research Co-ordinator
Email: Niamh.lenahan@ul.ie

Starting a PhD

Enrolling

PhD researchers can register any time during the year. Once you have completed the application forms and included all the requirements, the application is presented to a Graduate Board. If accepted, a letter of offer will be forwarded to the student. On receipt of your letter of offer, you should complete the enrolment letter. Once the enrolment letter is complete, candidates should call to the Fees Office which is located in the Main Building and then to the Postgraduate Admissions Office in the Engineering Research Building (ERB), Level 2 at the University of Limerick. Candidates are expected to bring their enrolment letter, as well any other relevant information outlined in the letter, to these offices. Once you have enrolled and receive your ID card, you should contact Dr. Niamh Lenahan, AHSS Research Co-ordinator.

Funding Opportunities

A variety of internal and external funding streams are available to postgraduates:

Internal Funding

Students admitted onto the postgraduate register at the University of Limerick may, on the basis of academic merit, be awarded internal postgraduate funding. These comprise of scholarships, fellowships, stipends and fee awards. Please note that there may be some variation in the levels of internal funding, subject to the availability of resources within each department and school.

The Faculty of Arts, Humanities and Social Sciences Graduate Research Centre offer a number of fee awards annually for a one-year period. Funding is also made available for postgraduate researchers to attend conferences and/or carry out fieldwork as part of your research. A call is sent out annually and postgraduate researchers must complete a form which includes an estimated detail of costs. Awards are offered on a competitive basis and are considered by the Postgraduate Research Committee. Postgraduate researchers registered with the Irish World Academy should contact their supervisor(s) for information on funding within the Academy.

External Funding

Many research students are supported from external sources of funding such as:

1. Irish Research Council Scholarships <http://www.research.ie/>
2. Student Universal Support Ireland (SUSI) Grants.
3. Home Government Funding awards.

Research Student Review Panel

Annual Research Review Panels are used to evaluate the progress of our research students. The panels consist of the student's supervisor, a Chair, and another independent person. The latter two are nominated by the Head of School. Students must prepare a brief outline of their thesis, submit a written sample of work, make a short presentation, and answer questions on their written work and presentation.

Further information about the annual Research Review Panel process can be found in the University of Limerick's Handbook of Academic Procedures and Regulations; a copy of which is available at the following link:

https://ulsites.ul.ie/saa/sites/default/files/saa_student_academic_handbook_procedures_and_regulations.pdf

Leave of Absence

Leave of absence can be granted for a full academic term/s or a full academic year. If a candidate wishes to take more than one year's leave of absence they will be need to apply for an extension. No more than two Leave of Absence periods (of a maximum length of one calendar year each) will normally be approved. A candidate who is on leave of absence is not a registered student of the University and must therefore forfeit any grant/scholarship for the period of the leave. Such grants/scholarships are normally renewed when the student resumes his/her studies. Students who are occupying a desk in the Foundation Building should also vacate their desk and ensure they have downloaded any files on their computer.

During any Leave of Absence, the candidate's participation in the programme is suspended and any 'minimum period of research' or 'thesis submission date' is extended by a corresponding period. No tuition fees are payable. During the Leave of Absence candidates will not normally be entitled to supervision or use of any University facilities including the library. Email accounts and computer access may be retained to facilitate ongoing communication between the candidate and the University. Prior to the resumption of their studies a Research Student: Re-admission form must be completed. On resumption of his/her studies, a candidate who has completed the minimum registration period for their research degree must re-register and pay the appropriate fee for a minimum of one year. The Leave of Absence form can be found at <https://ulsites.ul.ie/saa/forms>

The form should be completed and any additional information should be attached and returned to Student Academic Administration, Main Building, University of Limerick.

Exit Forms

If a student wishes to exit from an MA/PhD by research, the exit form can be found at <https://ulsites.ul.ie/saa/forms>. On submission of the form, the student is de-registered from the programme.

Ethical Considerations in Research

You must give full consideration to the ethical implications of your research. In particular, all research activities involving the use of human beings participating in research must be reviewed and approved by the Faculty of Arts, Humanities and Social Sciences Research Ethics Committee. In the first instance, you should speak to your supervisor for guidance.

[Full details about the ethical approval process, and an application form can be found here.](#)

The fundamental principle underlying the guidelines is that all research activities involving the use of human beings participating in research must be reviewed and approved by the FAHSS Research Ethics Committee. Researchers may not solicit participation or begin data collection until they have received ethical approval from the Research Ethics Committee (REC).

Queries relating to the AHSS Research Ethics Committee should be directed to:

Caroline Harrington

Room C1078, Faculty of Arts, Humanities and Social Sciences

Email: fahssethics@ul.ie

Personal development and setting up accounts

AHSS Postgraduate Personal Development

During the year, the AHSS Graduate Research Centre organises workshops, seminars and the end of year AHSS Annual Conference. Included in these seminars are topics such as: *Academic publications; presenting a good conference paper; compiling an academic CV and workshops on applying for internal and external funding opportunities such as the Irish Research Council Postgraduate Conference.* A full schedule on dates and times of seminars scheduled during the academic year are available on the AHSS Postgraduate website <https://www.ul.ie/artsoc/research>

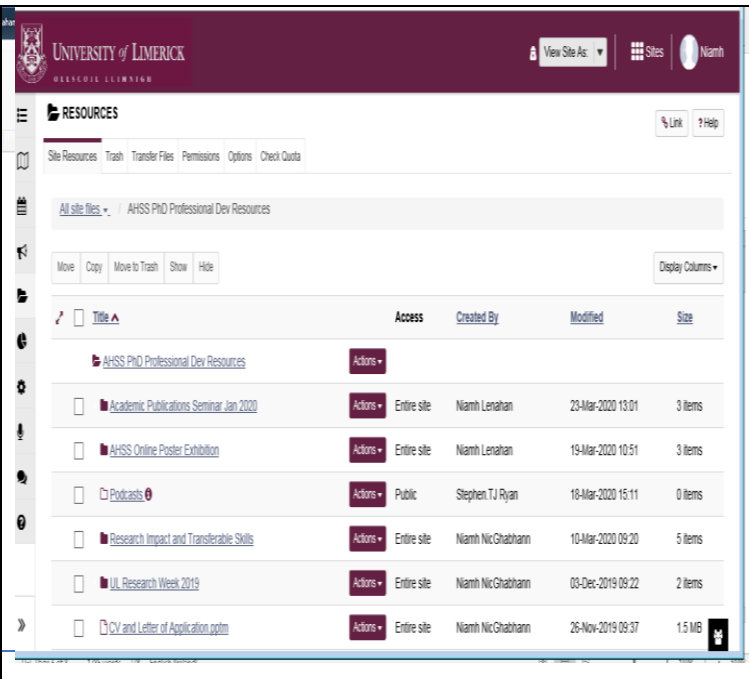
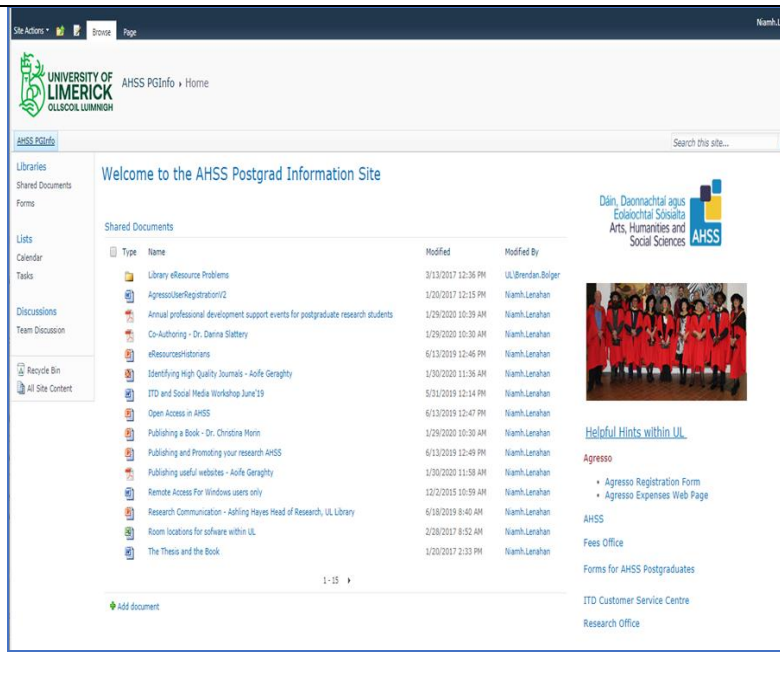
Attendance at these events is not compulsory but it is advisable to attend at least three of these training events, as it will expand your academic skills and also help build relationships with other postgraduate researchers within the AHSS community. If you are unable to attend any of the events, information from the workshops including PowerPoint slides will be posted on the AHSS Research Community shareportal and on Sulis site under AHSS PhD Professional Development site. As a member of the AHSS research community, you will have access to this medium.

<https://sharepoint.ul.ie/SiteDirectory/AHSSPGInfo/SitePages/Home.aspx>

For postgraduate researchers who wish to connect off-campus, they should click on the following link <https://ulsites.ul.ie/itd/connecting-home> and follow the instructions

Sharepoint

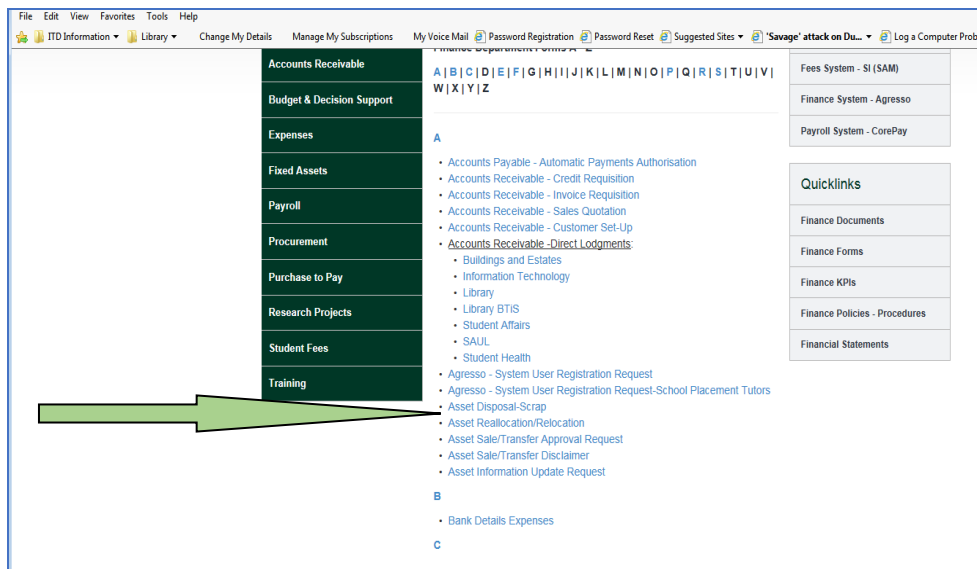
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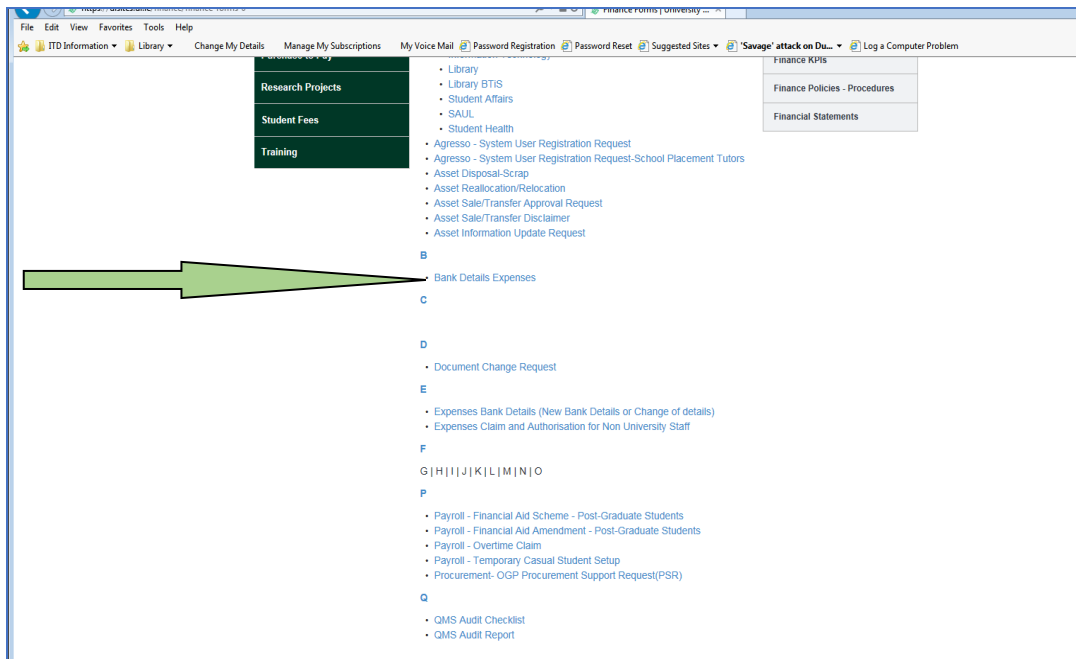
The AHSS Graduate Research Centre will also inform AHSS postgraduate researchers of other training events hosted by the Graduate School, Human Resources, the Writing Centre and the Glucksman Library, which you may also attend.

Getting Started on Agresso

If you are **claiming expenses for attendance at conferences or for carrying out fieldwork**, you will need to be set up on Agresso. To do this, you will first have to complete the form 'Agresso- System User Registration Request' at <https://ulsites.ul.ie/finance/finance-forms-0>. Once completed, it should be sent to the Finance Department who will email you with permissions to set up on Agresso.



You will also need to complete 'Bank Details Expenses' form and forward to Accounts.

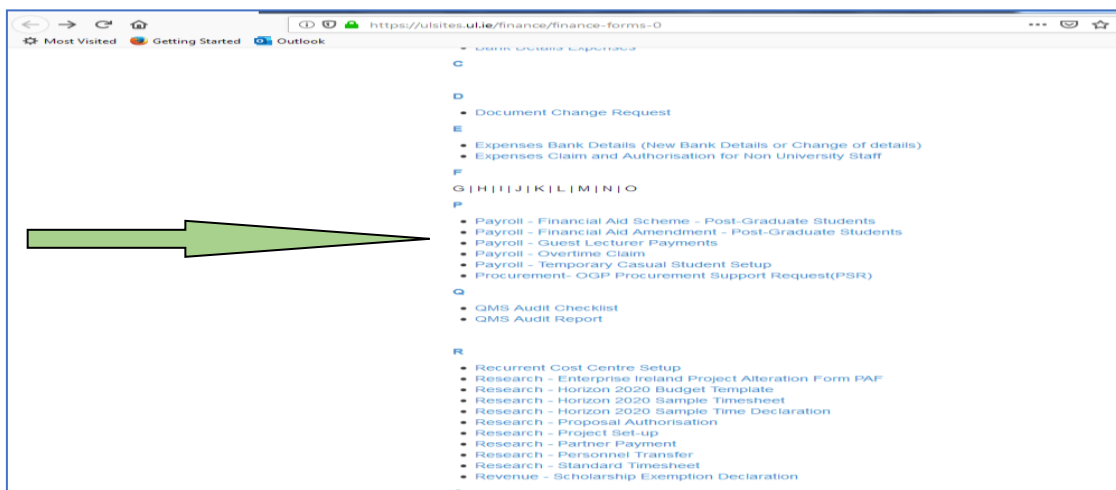


Getting Started on Core Portal

If you are **tutoring or doing any other UL activities that require payment**, you will have to set up a Core Portal account. To do this, you will first have to complete the form 'Payroll- Temporary Casual Student Setup' at <https://ulsites.ul.ie/finance/finance-forms-0>. Please note that it will have to be signed by the course leader and Head of Department. Once completed, it should be sent to the Finance Department who will email you with permissions to set up on coreportal.

Core Portal:

https://app1.corehr.com/pls/coreportal_ullive/cp_por_public_main_page.display_login_page



Further information

Handbooks

As a postgraduate researcher, you should familiarise yourself with the following handbooks available on the UL website

- Handbook of Academic Regulations and Procedures
https://ulsites.ul.ie/saa/sites/default/files/saa_student_academic_handbook_procedures_and_regulations.pdf
- Graduate School Postgraduate Handbook: A Guide for Research Students and Supervisors (includes information on planning the research and writing of a thesis, annual progression and the supervisory relationship).
https://www.ul.ie/gps/sites/gps/files/user_media/documents/UL%20Research%20Guide_WEB%202016.pdf
- Student Affairs (includes information on student administration, student supports, and student specialised supports).
https://ulsites.ul.ie/saa/sites/default/files/Student%20Handbook19-20_2.pdf

Useful websites

- AHSS Postgraduate Research website <https://www.ul.ie/artsoc/postgraduate-research>
- UL Graduate School <https://www.ul.ie/gps/>
- Careers Office <https://www3.ul.ie/careers/division/when.shtm>
- UL Writing Centre <https://ulsites.ul.ie/rwc/>
- Glucksman Library workshops <https://www.ul.ie/library/>
- ITD (Information Technology Department) <https://ulsites.ul.ie/itd/>
- SULIS <https://sulis.ul.ie/>
- UL Sports Arena <https://www.ulpsport.ie/>
- Postgraduate Students Union (PSU) <https://ulpsu.ie/>
- Campus Map <https://www.ul.ie/buildings/content/campus-maps>
- Disability Services Department <https://ulsites.ul.ie/disabilityservices/>
- Medical Centre <https://ulsites.ul.ie/studentaffairs/welcome-student-health-centre>
- UL Finance Department (coreportal, agresso) <https://ulsites.ul.ie/finance/>
- UL Human Resources <https://www.ul.ie/hr/>
- Contemplative centre, UL <https://ulsites.ul.ie/studentaffairs/contemplative-space>
- UL Counselling Services <https://ulsites.ul.ie/studentaffairs/counselling-service>