



Checklist for Graduate Research Students



RESEARCH AND PROFESSIONAL
DEVELOPMENT PLANNING



UCD Graduate Studies



CHECKLIST FOR RESEARCH STUDENTS

Year 1	Tick when complete
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REGISTRATION

Register online and pay fees.	
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RSP

Ensure that your School has set up your Research Studies Panel (RSP). Introduce yourself to your RSP members.	
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You should have two meetings of your RSP in Year 1 and at least one meeting a year thereafter. <i>Ensure you complete Part 1 of the Research and Professional Development Form.</i>	
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OTHER

Discuss with your supervisor your options on relevant taught modules to improve your research and professional development. Please note that PhD students are required to take minimum 30 credits of taught modules over the course of your programme.	
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Make yourself aware of your School Graduate administrator & School Head of Graduate Studies and attend any College Orientation Event and School events.	
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Ensure that you are aware of email policy and understand that communications from the University will be delivered via your UCD Connect account and one other nominated account	
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Year 2	Tick when complete
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REGISTRATION

Register online and pay fees.	
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RSP

Ensure a RSP meeting is held at least 2 months before the Stage Transfer Assessment.	
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STA

For PhD Students: Prepare for Stage Transfer Assessment which must be completed within 5 trimesters (FT)/ within 7 trimesters (PT) from date of registration. Check with your School for specific timelines	
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OTHER

Have in place an agreed schedule of meetings with your Supervisor.	
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CHECKLIST FOR PHD STUDENTS (cont)

Subsequent Years	Tick when complete
REGISTRATION	
Register online and pay fees.	
RSP	
Ensure at least one RSP meeting is held annually.	
OTHER	
Have in place an agreed schedule of meetings with your Supervisor.	
Final Year	Tick when complete
REGISTRATION	
Ensure your registration is fully up to date. You must be fully registered and fee compliant to submit your thesis.	
EXAMINATION COMMITTEE	
Check with your supervisor that nominee's for the membership of your Examination Committee has been submitted for approval approx. 4-6 months before your thesis is submitted.	
SUBMISSION DATE / VIVA	
Review Theses in Graduate Research Programmes Policy for information	
Be aware of the relevant submission deadlines for your thesis.	
For PhD students: Prepare for your Viva Voce examination	



UCD Graduate Studies
www.ucd.ie/graduatestudies