

## **Scheme to assist Lecturers (above and below bar) undertake and complete a PhD programme**

### **1 Context for Development of Scheme**

Academic Planning and Resource Committee, mtg. 22 March 2006, adopted the recommendation of its Sabbatical Leave Sub-Committee, mtg 3 March 2006, that Sabbatical Leave towards the purpose of study towards a PhD degree be not allowed from 2011.

The Report of the Working Group on Academic Career Advancement at NUI Galway, May 2011, considered by Údarás na hOllscoile, June 2011, recommended, inter alia, that

*The findings have shown that the decision not to allow sabbaticals to be used to complete PhDs may well impact adversely on women. To counteract this it is recommended that a new scheme be introduced to enable and support staff to complete their PhDs. This is considered to be in the interest of both individuals and the University.*

### **2 Rationale for Scheme**

The University considers it important that members of academic staff normally have attained the degree of PhD or equivalent for the purpose of their personal research, towards enhancing their capability to supervise students undertaking research programmes and towards the development and provision of teaching programmes informed by research. To that end it has established a programme to support academic staff members holding the post of lecturer (above or below the bar) wishing to commence or continue a PhD or equivalent programme. The Scheme will be organised and administered with a view to it not imposing undue burdens on other academic staff members, students or the University generally.

### **3 Fee Payment**

Participants on the PhD support programme will benefit from the Further Education Policy (FEP) Scheme in respect of having their PhD fees paid, or a contribution being made towards them, in accordance with the terms of the FEP Scheme. A Lecturer, appointed after the date of coming into operation of this PhD Scheme, who proposes to commence or continue a PhD programme outside of this Scheme, will not be eligible for fee support under the Further Education Policy Scheme.

### **4 Participation in the Scheme**

- 4.1 Staff, appointed after the date of coming into operation of this Scheme, will be required to participate in it unless permission otherwise is granted by Academic Planning and Resource Committee, on the recommendation of its Sabbatical Leave Sub-Committee, having received a comprehensive proposal from the relevant Head of School for an exemption for a named person prior to a formal offer of a post being made to that person.
- 4.2 Existing members of staff who have not obtained a PhD, or equivalent, will be formally asked by their Heads of School as to whether they wish to opt into the Scheme. The decision to opt in must be notified to the Sabbatical Leave Sub-Committee by the participant and Head of School within 6 months of the Scheme coming into operation. The information specified at section 6 must be provided to the Sub-Committee on the attached form.

## **5 Duration of Scheme for Participants**

The scheme is premised on the basis that the PhD programme is being taken on a part-time basis. A maximum of 6 years is allowed for completion of a PhD under the Scheme. A staff member who, subsequent to admission to the Scheme, has not completed a PhD within a period of 6 years\* will be deemed to be no longer a participant in the Scheme and the supports associated with undertaking a PhD programme under the Scheme will no longer be available to her/him.

\*Periods of maternity leave, parental leave, sick leave, and unpaid leave will not be reckoned. Part-time unpaid leave and periods of job-share will be reckoned pro rata.

## **6 Notification of Participation in the Scheme**

### **6.1 New staff member**

A staff member's participation in the Scheme will be notified to the Sabbatical Leave Sub-Committee by the participant and her/his Head of School, unless an exemption from participation has been granted under 4.1 above. Notification must be made within one year of the staff member taking up duty.

### **6.2 Member of staff at date of coming into effect of Scheme**

Notification of an existing staff member's decision to opt in to the Scheme will be notified to the Sabbatical Leave Sub-Committee by the participant and her/his Head of School. Notification must be made within 6 months of the Scheme coming into operation.

Notification of the decision of a new or existing member of staff to opt into the Scheme must be accompanied by notification that the staff member has been accepted for enrolment in a PhD programme, the name of the institution where the PhD is being taken, the title of the thesis, the name(s) of the supervisor(s) and any other information deemed relevant and appropriate by the Head of School and/or staff member. The information must be provided on the attached form.

## **7 Probation for a staff member appointed after the date of coming into operation of the PhD Scheme and participating in the Scheme**

The annual reports of the staff member's PhD Supervisor and GRC\* will be provided to the staff member's Probationary Board and a decision to confirm the appointment will not be made in the absence of two annual reports, including the most recent report, deemed by the Board to be satisfactory.

It will be the responsibility of the staff member to provide the reports to the Chair of her/his Probationary Board by a date to be determined by the Chair in consultation with the staff member.

## **8 'Crossing the bar' for a staff member participating in the PhD Scheme**

A member of staff participating in the Scheme and whose date of appointment occurs after the date of coming into effect of the Scheme will not be eligible to 'cross the bar' in the post held by her/him until the PhD has been awarded. Evidence of the award must be submitted with the application to 'cross the bar'.

## 9 The Nature of the Scheme

- 9.1 The Head of School of a participant in this Scheme will be responsible for putting in place a system for monitoring the participation of the staff member in the Scheme, including start-date, as advised to the Sabbatical Leave Sub-Committee, the name of the institution where the PhD is being taken, the title of the thesis, the name(s) of the supervisor(s), and any other information deemed relevant and appropriate by the Head of School and/or staff member, e.g. membership of Graduate Research Committee\*. The staff member shall be responsible for providing the Head of School, by a date determined by the Head of School in consultation with the staff member, with an annual report on her/his progress which shall set out whether progress has to that date been satisfactory.
- 9.2 The Head of School will send a report by 1 October each year to the Sabbatical Leave Sub-Committee confirming that the staff member
- Continues to participate satisfactorily in the Scheme as testified to by her/his supervisor and GRC\*
  - Continues to participate in the Scheme as testified to by her/his supervisor but that progress has not been deemed satisfactory by the Supervisor and GRC\*
  - Has withdrawn from the Scheme
  - Has completed the PhD.
- 9.3 The PhD programme will be the primary focus of the research element of the staff member's duties. That research element will be reckoned to constitute c40% of the staff member's duties.
- 9.4 The participation of a staff member in the Scheme will form a major part of the PMDS process for that staff member related to her/his research duties.

## 10 Supports for Participants

A set of supports will be put in place by the Head of School to support the staff member in her/his PhD programme to include

- 10.1 The designation of a day per week during the teaching semester when the participant will be free of other duties to concentrate on her/his PhD programme.
- 10.2 An agreed programme of work over the Summer months which allows the participant dedicated time, free of other duties, of a minimum of one month to devote to her/his PhD programme.
- 10.3 Participants in the PhD programme will not be eligible for Sabbatical Leave but will be eligible to apply for Study Leave, normally of three months' duration\*, related to their PhD programme. The participant will be eligible for Study Leave one year after being admitted to this programme and a further period\* of Study Leave may be granted not less than two years after the commencement date of the first period of Study Leave. The Leave will be taken out of term, under arrangements to be agreed with the Head of School, and will require the approval of the Head of School and the Sabbatical Leave Sub-Committee. An application for Study Leave must be made not later than 4 months prior to the proposed commencement date. Not more than two such Study Leave periods may be availed of during the staff member's participation in the PhD programme.

\* The Sabbatical Leave Sub-Committee may recommend, with due regard to the recommendation of the Head of School in the matter, related to the benefit which would accrue to the applicant in completing her/his PhD programme, that one continuous period of Study Leave of six months duration be granted, with one half of the leave being taken out of term and the other being taken in term. The Sabbatical Leave Sub-Committee shall develop criteria to inform decisions as to when it would be most appropriate for individual applicants to avail of Study Leave towards maximizing progress towards the completion of the PhD programme.

**Important Note:** It may not be possible, where the number of staff in a School undertaking PhD programmes is significant, to provide for Study Leave on the basis set out in this section. In such cases the Head of School will arrange for relevant staff to have a specified period during the summer free from other duties to allow for concentration on the PhD programme.

### **11 Supervision Examining of PhD Students by participants in the Scheme**

A staff member appointed after the date of coming into operation of this Scheme who does not have a PhD or who has not been exempted under 4.1 above from participation in the Scheme will not be eligible to be the sole supervisor of a PhD student but will be eligible to be a co-supervisor and will be eligible to be a member of a Graduate Research Committee. Heads of School are encouraged to involve participants in the work of a Graduate Research Committee. Staff participating in the Scheme will be eligible to be a co-examiner of a PhD thesis.

### **12 Information to Supervisor of Participant**

A copy of this Scheme will be provided by the Head of School to the supervisor of a staff member participating in this Scheme, whether the PhD is being undertaken in NUI Galway or elsewhere.

### **13 Successful completion**

On successful completion of her/his PhD a participant in this Scheme will be eligible to apply for Sabbatical Leave under the usual conditions. It would be expected that the primary purpose of the Sabbatical Leave would be to work towards the publication of the research undertaken for the PhD degree. The University recognizes the importance of the first period of Sabbatical Leave in the professional development of staff members who have participated in this Scheme. Accordingly the Head of School will arrange for the appointment of a mentor from within the School to assist the staff member in preparing her/his application for Sabbatical Leave, towards ensuring that the opportunities presented by the Sabbatical Leave are availed of, and towards maximizing the outcomes of the Leave.

### **14 Review**

The terms and provisions of this Scheme will be reviewed not later than two years after the Scheme coming into operation

\*or equivalent committee where such exists

NATIONAL UNIVERSITY OF IRELAND, GALWAY

Scheme to assist Lecturers (above/below) bar undertake and complete a PhD  
APPLICATION FORM\*

\_\_\_\_\_  
*Name of Staff Member*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*Staff Number*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*E-mail address*

1. Title of Degree being undertaken:  
\_\_\_\_\_
2. Institution at which degree/programme is being undertaken:  
\_\_\_\_\_
3. Commencement Date: \_\_\_\_\_
4. Supervisor(s): \_\_\_\_\_
5. Members of Graduate Research Committee: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Head of School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please return to:*  
*Ms. Marie Kennedy*  
*Registrar and Deputy-President's Office*  
*National University of Ireland, Galway*  
*Extn. 2121*  
*E-mail: [marie.kennedy@nuigalway.ie](mailto:marie.kennedy@nuigalway.ie)*

\*Applicants may append other relevant information to their form.