



School of
**Biological, Earth and
Environmental Sciences**

Postgraduate Information Book

<http://www.ucc.ie/en/bees/>

March 2020

This handbook was prepared by the School Graduate Studies Committee and should be used as a reference manual only.

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Head of School Foreword

Welcome to the School of Biological, Earth and Environmental Sciences (BEES). On behalf of the School I would like to take this opportunity to formally welcome you and wish you all the best in your pursuit of your MSc/PhD degree. Your contribution to research and teaching in BEES is critical and we look forward to your participation. This booklet is a guideline to facilitate your time in the School, which we hope will be a fruitful and stimulating one.

Wishing you satisfaction and success in your postgraduate work,

*Professor Andy Wheeler
Head of School*

1. The School of Biological, Earth and Environmental Sciences (BEES)

The School's mission is to "advance and apply our understanding of the natural world through excellence in research, teaching and innovation".

1.1 Location and Buildings

The School includes the disciplines of Ecology, Environmental Science, Geology, Plant Science and Zoology and is one of the primary academic units in the College of Science, Engineering and Food Science (SEFS). The School of BEES serves the needs of the community by meeting the growing demand for well-trained graduates and postgraduates, including specialists in many of the applied fields such as Earth Sciences, Ecology, Environmental Science, Freshwater and Marine Biology, Geology, Pathobiology, Fisheries and Aquaculture and Plant Biotechnology. Courses offered through the School include:

A) The following undergraduate degree programmes

<https://www.ucc.ie/en/bees/courses/undergrad/>:

- BSc Agricultural Science
- BSc Applied Plant Biology
- BSc Earth Science
- BSc Ecology and Environmental Biology
- BSc Environmental Science
- BSc Environmental Science with Environmental Management (registration through Minzu University of China only)
- BSc Geography
- BSc Geology
- BSc International Field Geosciences
- BSc Zoology
- BSc Science Education (Biology)

B) The following postgraduate programmes <https://www.ucc.ie/en/bees/courses/postgrad/>

- MSc Applied Environmental Geology
- MSc Marine Biology
- PGCert Marine Biology
- MRes Environmental Science
- MRes Geological Sciences
- MRes Plant Biology
- MRes Animal Behaviour and Welfare
- MSc/PGDip Freshwater Quality Monitoring and Assessment

C) The following Diploma courses are run in conjunction with the Centre for Adult & Continuing Education (CACE) <https://www.ucc.ie/en/bees/courses/eveningpd/>:

- Diploma in Geology

and for visiting students from partner Universities

- Diploma in Biological Sciences

- Diploma in Environmental & Geological Sciences

The School also hosts visiting students who spend either a full year or part of the year studying in the School.

The School of BEES, University College Cork, is located in three buildings on the North Mall (Distillery Fields) campus, approximately 15 minutes' walk from the main campus: the Enterprise Centre, the Butler Building and the Cooperage.

Enterprise Centre (CEC)

The School is administered from the CEC with the administration hub located on the first floor of the building, opposite the Head of School's office and Board Room. The offices of some academic staff (Zoology & Ecology, Plant Sciences, Environmental Science) are also located on the first floor of the CEC. The Board Room can be booked for meetings through the School office. In addition, there are offices for researchers and postgraduates in the CEC. The Geology Museum is incorporated into the Ted Nevill laboratory on this floor at the west end of the building (Room CEC1.04). Opposite the Ted Nevill laboratory is a canteen (common room) exclusively for staff and postgraduates of BEES.

There is a public café on the ground floor of CEC which is open from 8.30 – 4.00 during term time.

Cooperage Building

This building contains two BEES teaching laboratories (G13 and G12); several research laboratories; a workshop; an open access hub room (wifi-enabled) for BEES postgraduates; and the offices of some of the technical officers. A number of emeritus professors also have offices here. There are also several Postdoctoral/Senior Researcher offices and postgraduate offices.

Specialist Laboratories

The list of specialist laboratories together with the responsible staff co-ordinator is given in Section 3.1.2 of this manual.

Other Facilities in the Cooperage Building

First Aid Room (G.33)	Canteen (G.36)
Zoology Museum (G.14)	Photocopier/Hub Room (G.37)
Controlled Temperature Rooms (n=4)	Toilet/Shower (male and female)
Chemical Store (G.09)	

The Aquaculture and Fisheries Development Centre (AFDC) is located in this building. This centre is embedded within BEES and is also affiliated to the Environmental Research Institute (ERI).

Butler Building

The First Year Teaching Laboratory is situated in the Butler building on the ground floor. A number of academic staff in Plant Science have their offices on the first floor. In addition, some of the Technical Officers are located on the ground floor next to the office of the Senior Demonstrator (Dr Thomas Quirke), as are the Butler Building Teaching labs BB1, BB2 and BB3. Staff of the Geology Discipline are

located on the top floor as are the Jackson Laboratory (BB2.20) and the Sweetman Laboratory (BB2.21). Several postgraduates and Postdoctoral/Senior Researchers have offices in the Butler Building.

Specialist Laboratories in the Butler Building:

The list of specialist laboratories together with the responsible staff co-ordinator is given in Section 3.1.2 of this manual.

Other facilities

Plant Growth Rooms (G.18, 1.18)	Chemical Store (1.22)
Solvent Store (1.23)	Cold Room (1.20)
Common Room (G.22)	Toilet/Shower (1.24)
Preparation Room (G.23)	First Aid/Nursing Mothers Room (2.17)
Chlorophyll Fluorescence and Imaging (1.13)	

Off-site facilities and laboratories

BEES postgraduates and staff also work in a number of research facilities and laboratories off-site.

There is a strong collaboration with, and utilisation of research facilities at, Fota Wildlife Park (<http://www.fotawildlife.ie/>), the Teagasc centre at Moorepark (<http://www.agresearch.teagasc.ie/moorepark/>), the Marine Institute Newport Research Facility in Mayo (<https://www.marine.ie/Home/site-area/infrastructure-facilities/newport-catchment-facilities/newport-catchment-facilities>), the Environmental Research Institute on the Lee Rd (<https://www.ucc.ie/en/eri/>) and Marine & Renewable Energy Ireland at Ringaskiddy (<https://www.marei.ie/>).

There are three research field laboratories at the Marine Nature Reserve at Lough Hyne (<http://www.ucc.ie/en/bees/research/loughhyne/>);

1.2 School of BEES Staff Members

Information about the staff of BEES can be found at the following links:

<u>Academic Staff</u>	https://www.ucc.ie/en/bees/staff/
<u>Technical Officers</u>	https://www.ucc.ie/en/bees/staff/#technical-staff
<u>Administrative Staff</u>	https://www.ucc.ie/en/bees/staff/#administrative-staff
<u>Postdoctoral Researchers</u>	https://www.ucc.ie/en/bees/staff/#postdoctoral-researchers
<u>Research Assistant Staff</u>	https://www.ucc.ie/en/bees/staff/#research-assistant-staff
<u>Emeritus/a Professors</u>	https://www.ucc.ie/en/bees/staff/#retired-and-emeritus
<u>Adjunct Professors</u>	https://www.ucc.ie/en/bees/staff/#associate-staff

1.3 Research Interests

Research in the School reflects the interests of the staff, but School staff members are

always willing to discuss any aspect of ecological, environmental, geological, plant science and zoological research with prospective postgraduate students. Information on the research interests of staff can be found on the links to staff above. (section 1.1)

1.4 School and Associated Research Centres

1.4.1 Environmental Research Institute (ERI) (<http://www.ucc.ie/en/ERI/>)

The School is engaged in teaching, research, training and consultancy. Some of its environmental research is carried out in association with the [Environmental Research Institute](#) (ERI), a multidisciplinary institute with over 300 researchers across UCC. The ERI is located in two dedicated buildings: one on the Lee Road and one at the Beaufort Building in Ringaskiddy, County Cork.

The ERI contains a number of dedicated centres including the Aquaculture and Fisheries Development Centre (AFDC), located within the School of BEES in the Cooperage, and the [MaREI](#) centre focusing on marine and energy research based in the Beaufort Building, Ringaskiddy. A number of BEES postgraduates and postdoctoral researchers are based at the ERI, in both the Lee Road and Beaufort Building facilities.

The director of the ERI is Professor Sarah Culloty and the manager is Dr Paul Bolger. Ms Helen McMahon provides administrative support in the Lee Road building and Ms Cora Edwards and Gráinne Lynch in the Beaufort Building.

Dr Debbie Chapman is based in the ERI (Lee Road), where she is the Director of the BEES / UN GEMS Water Capacity Development Centre (UN [GEMS](#)).

1.4.2. Marine & Renewable Energy Ireland (MaREI)

MaREI is the [Science Foundation Ireland](#) Research Centre for Energy, Climate and the Marine, which is coordinated by the Environmental Research Institute (ERI) at University College Cork. MaREI has over 200 researchers across 12 partner institutes in Ireland working with over 50 industry partners focussing on the energy transition, climate action and the blue economy. MaREI delivers excellent research with societal impact by supporting industry, informing policy and empowering society. Several BEES postgraduates and funded through, and based at the MaREI

MaREI's research capabilities cover a wide range of cross-cutting topics in marine renewable energy technologies, materials and structures, observation and operations, coastal and marine systems, bioenergy, energy policy and modelling, and energy management. MaREI researchers work with collaborators in more than 36 countries and this research increasingly underpins energy and climate policies of the Irish Government and the European Union. Through engaged research and dialogue with stakeholders and communities, MaREI also supports the human and societal dimensions of climate action and marine conservation.

The research team comprises internationally recognised experts in energy, climate and marine from University College Cork, University of Limerick, NUI Galway, Maynooth University, University College Dublin, Cork Institute of Technology, Trinity College Dublin, Dundalk Institute of Technology, Technological University

Dublin, The Dublin Institute for Advanced Studies, Tyndall National Institute, and the Economic and Social Research Institute.

1.4.3 Irish Centre for Research in Applied Geosciences (iCRAG)

iCRAG is the SFI Research Centre in Applied Geosciences funded by Science Foundation Ireland and co-funded under the European Regional Development Fund and by industry partners. It funds several projects and students in BEES. Established in 2015, iCRAG is Ireland's national geosciences research centre. Comprising 150 researchers, and collaborating with more than 50 industry partners, its vision is to become a world leader in applied geosciences research, securing maximum benefit from our natural resources while protecting the environment.

iCRAG's research is helping to unlock Ireland's natural resources through developing improved technical knowledge and innovative techniques, which will then increase the success rate of energy, mineral and groundwater exploration. Its research results are, insofar as possible, embedded within industry. In this way, the Centre ensures maximum impact of its research output; both scientifically for the wider geosciences and economically for the island of Ireland.

iCRAG facilitates a collaborative research environment, allowing for the invaluable cross-fertilisation of ideas between disciplines. Its multidisciplinary research teams address five major research challenges:

- Supply of raw materials
- Energy security
- Secure & protect groundwater resources
- Safeguard the geomarine environment
- Protection from Earth's hazards

Underpinning these research challenges is work in enabling methodologies in the areas of geophysics, geochemistry and 3D modelling, along with research on the public perception and understanding of geosciences.

Funded by Science Foundation Ireland, the European Regional Development Fund, Geological Survey Ireland and industry partners, the Centre brings together expertise from seven major institutes: University College Dublin, Trinity College Dublin, Dublin Institute for Advanced Studies, University College Cork, National University of Ireland Galway, Maynooth University, Dublin City University and Teagasc.

1.4.4 The Aquaculture & Fisheries Development Centre (AFDC) (School of BEES, also part of ERI)

The AFDC (<http://afdc.ucc.ie>), which is located in the Cooperage, was established in 1987 to provide focus for the collective aquaculture and fisheries expertise of UCC within a single research and development entity; essentially, a centre of excellence. Physically, the AFDC consists of a purpose-built suite of laboratories, offices and recirculation units.

The AFDC facilities include recirculating fish and shellfish systems, laboratories (Wet and Dry) and offices. Seawater (Grade A) is delivered on-site and stored. The

AFDC has facilities for seawater filtration and UV treatment, if required. Enquiries for the use of this equipment should be made to the manager Dr Maria O'Mahoney. Location: Room G.02 Cooperage Building. Tel: 021 4904541. Email:m.omahoney@ucc.ie

1.4.5 The Aquatic Services Unit (ASU)

The Aquatic Services Unit (www.ucc.ie/asu) is a constituent unit within the Environmental Research Institute. The ASU undertakes environmental consultancy and research.

Please contact Mr Ger Morgan (g.morgan@ucc.ie) to discuss collaborations and costings for analysis.

2. Postgraduate Study in UCC and the School of BEES

Information on postgraduate study at UCC can be found at <https://www.ucc.ie/en/study/postgrad/>

The University Calendar (<http://www.ucc.ie/calendar/postgraduate/>) gives information regulations and specific programme requirements.

Information on admission to postgraduate studies for EU and non-EU applicants can be found at <http://www.ucc.ie/calendar/postgraduate/General/info014.html>

PhD degree regulations: <http://www.ucc.ie/calendar/postgraduate/Doctor/index.html>

MSc degree by research regulations and MSc degree by coursework and minor thesis regulations: <http://www.ucc.ie/calendar/postgraduate/Masters/index.html>

For all matters relating to submission of all theses (including forms for three months' advance notice of submission) and results please see <http://www.ucc.ie/en/graduatestudies/thesis/>.

UCC Dean of Graduate Studies

The Dean of Graduate Studies oversees and directs the strategy for postgraduate education in UCC and inputs into the national policy, through representing UCC, as one of the seven IUA Deans. In UCC the Dean organises a range of supportive workshops, training events and modules for students and staff, including ones on research integrity, surviving the viva, orientation for new research postgraduates and supervisor training for staff.

The current Dean of Graduate Studies is Dr Ruth Ramsay (School of BEES)

Tel: +353 21 490 2810

E-mail: deanofgraduatestudies@ucc.ie

Graduate School of the College of SEFS

The Graduate School of the College of SEFS supports and develops postgraduate education in the College of SEFS. The current Head is Professor Justin McCarthy (Department of Biochemistry and Cell Biology). He can be contacted at jv.mccarthy@ucc.ie. One of the roles of the Graduate School is to organise workshops specifically for SEFS postgraduates, e.g. on career management, and induction for new SEFS research postgraduates. The Graduate School welcomes suggestions for new workshops or modules.

2.1 BEES Graduate Studies Committee

The aim of the BEES Graduate Studies Committee is to facilitate the development of an environment that is conducive to a positive and fulfilling experience for graduate students and to their successful progression through the School. The committee works to implement the recommendations of the Academic Council Graduate Studies Committee on procedures for all matters relating to postgraduate degrees. The current Chair of the GSC is Dr Fidelma Butler (f.butler@ucc.ie).

Ms Christine Dennehy (c.dennehy@ucc.ie) is the Postgraduate Administrator in BEES and deals with issues related to postgraduates including submission of information regarding payment to new postgraduate students to Payroll, Fees Office and the Revenue Commissioners. This ensures the student is paid the stipend element of their studentship.

Please see the University document regarding the Code of Practice for Supervision of Research Students, which includes sections on the responsibilities of the student, responsibilities of the supervisor/supervisory team and responsibilities of the academic unit: <https://www.ucc.ie/en/media/studyatucc/postgraduate-gsomedialibrary/3policydocuments/CodeofPracticeforsupervisionofResearchStudents.pdf>

The Irish Universities Quality Board has produced guidelines for Good Practice in the Organisation of PhD Programmes in Irish Higher Education: http://www.iuqb.ie/news/latest_news13e1.html?article=8f6458a4-a515-4aa1-9110-a351c7eab1ab

2.2 Postgraduate Representatives

The role of the postgraduate representatives is to facilitate communication between the postgraduate community and members of staff. The representatives are the voice of the postgraduate community, and endeavor to ensure postgraduate well-being is maintained. The representatives engage with staff in extra-curricular activities such as the Research Club and social events.

The Postgraduate Representatives organise postgraduate meetings which generally occur once a term. All postgraduates are welcome to attend. Furthermore, postgraduate notice boards are located in the main postgraduate laboratories.

Postgraduates are represented on the following BEES committees:

SEFS PG committee (PG reps.)

BEES Graduate Studies Committee (PG reps.)

Health & Safety (Nominated postgraduate, not PG rep.)

Athena Swan (Nominated postgraduate, not PG rep.)

Postgraduate representatives are elected each year by the postgraduate body in the School. They can be contacted at BEES Post Grad Rep (beespgr@gmail.com)

People can volunteer or be nominated for the position and if there are multiple candidates this is brought to a vote. There are two representatives, one from The Cooperage and one from The Butler Building/CEC.

The School of BEES welcomes approaches from postgraduates about any matter whatsoever. Matters may be raised through the current postgraduate representatives and/or to the Chair of the BEES GSC.

2.3 Registration and supervision

2.3.1 Registration

Information on the registration process is available at the following:

Research postgraduates

<https://www.ucc.ie/en/study/postgrad/currentresearchstudents/researchstudentregistration/>

Taught postgraduate programmes

<https://www.ucc.ie/en/study/postgrad/studytaught/new/>

Stipends will be paid once registration has been completed. If this causes financial problems for you, please consult the Head of School. Where fees are being paid through a grant, other than a college studentship, a letter is usually required at the time of registration, clarifying the source of funding. All PhD students must be registered in all years until they submit their thesis. Candidates for Masters Degrees must be registered students in the academic session in which their thesis is presented.

2.3.2 Supervisors and Advisors

Your research degree will be supervised by a team of academic staff consisting of multiple supervisors. Your supervisors are there to guide you along your research path. In the event of there being only one supervisor, then an Advisor must also be appointed. Advisors are drawn from academic staff and are there to offer advice in a pastoral capacity and so, your Advisor may be from a different discipline within BEES. The School of BEES encourages all postgraduates to have an identified Advisor. Advisors will be appointed for all new postgraduates by the BEES Graduate Studies Committee.

2.4 Fees

Fees are payable for higher degrees. Responsibility for payment rests with the postgraduate student. A number of supporting mechanisms have been put in place to help pay for fees. Further information can be found on the Finance Office website at <http://www.ucc.ie/en/financeoffice/fees/>.

Funding for a PhD degree is divided into three categories:

- Self-funding (sometimes augmented by SUSI grants);
- Research grants/scholarships;
- Research assistantships.

Fees for Non-EU Students: All students whose home residences are outside the European Union pay the Economic Fee. However, non-EU nationals may apply for a fee waiver: please contact the Fees Office for further details.

All enquiries regarding fees should be addressed to:

Fees Office,
University College Cork,
Cork.

2.5 Undergraduate Demonstrating and Other Teaching

School of BEES policy re postgraduate demonstrating

SEFS current policy is that postgraduates are required to demonstrate up to 50 hours per annum unpaid *as part of their postgraduate training*. This policy is currently under review.

BEES Policy

1. Teaching support for BL1002, BL1004 and GL1004 will be undertaken by recruited and paid Teaching Assistants on an hourly basis, outside of this policy. Teaching Assistants may be postgraduate students but not exclusively so. This will reduce the demonstrating hours required of BEES postgraduates.
2. Although the stated requirement will remain at up to 50 hours, in line with SEFS policy (under review), BEES will set an upper limit of 25 hours *per annum* demonstrating for postgraduates. See point 4 on field course demonstrating below.
3. BEES will endeavour to spread the demonstrating load across all postgraduates - Postgraduates at locations distant from BEES will be required/expected to fulfil demonstrating on field trips, site visits etc. In this way, BEES will endeavour to further reduce, where possible, the postgraduate demonstrating requirement to *ca. 15 hour per annum* but this will be dependent on the annual requirement for demonstrating and the number of available postgraduates. In any case the BEES upper limit of 25hours remains.
4. A number of fieldtrips are multi-day residential courses. Postgraduates who attend the duration of these fieldtrips will not be required to do any further demonstrating during the year.
5. PhD students in the final six months of their training will not be required to demonstrate.
6. Organisation – School Administration will co-ordinate the logistics of providing demonstrators for practicals/fieldtrips across the School in co-ordination with Heads of Discipline and module co-ordinators to ensure effective delivery and will inform the postgraduate demonstrators at the start of each half-semester.
7. Training for demonstrators – BEES will request each module co-ordinator to identify the training needs associated with their module and to make this training available to postgraduates in advance of the module. This training will be formalised in a School of BEES training handbook/website for demonstrators, the first draft of which will be targeted for September 2020.
8. Involvement of demonstrators in developing training resources for practicals/fieldtrips is encouraged by BEES. BEES will facilitate postgraduates to make a series of instructional videos (2-3min long) on practical skills – e.g. using a petrographic or compound microscope; using a pipette; how to use a cross staff to take levels; how to use binoculars etc. This training resource can

be made available on the BEES website and will also add to the skill set of postgraduates. BEES will seek funding to support the development of these resources.

2.6 Postgraduate training modules

PhD students are registered on a structured PhD programme and are required to take a minimum of 15 credits of taught modules during their registration. The BEES module [PG6017](#) (Teaching and Demonstrating Skills for Biological, Earth and Environmental Sciences (BEES) Postgraduate Students) may form five of these credits. In certain circumstances, exemptions for the credit-weighted component may be applied for at submission stage. A number of generic training modules are also available for UCC postgraduate students, particularly in their first year. Please consult the Dean of Graduate Studies for further information: deanofgraduatestudies@ucc.ie. Further details of the modules are available on-line at <http://www.ucc.ie/calendar/postgraduate/Doctor/page008.html>

Undergraduate modules

In some cases, postgraduates may wish/need to sit in on lectures given to BEES undergraduates or to taught postgraduates (e.g. GIS modules). Information about all modules can be found at: <http://www.ucc.ie/modules/>.

2.7 Invigilating/Supervision of Exams

Students may apply to be considered for invigilating exams for which they will be paid. Further details can be found at <http://www.ucc.ie/en/exams/invigilators/>. Please contact the Exams Office for payment rates and for further information: exams@ucc.ie.

2.8 Possible Sources of Additional Funding

Some external bodies may provide funding (on a competitive or application basis) for specific elements of postgraduate study, including.

Conference Travel:

- [Science Foundation of Ireland](#)
- [Marine Institute](#)
- [British Council Research Grants](#)
- [American Association of Petroleum Geology](#)

Research:

- [Science Foundation of Ireland](#)
- [Irish Research Council](#)
- [Royal Irish Academy](#)
- [Marine Institute](#)
- Environmental Protection Agency
- Geological Survey of Ireland
- [Heritage Council](#)
- [Department of Education](#)
- [European Union](#)
- [EU Cost Actions](#)

- [American Association of Petroleum Geology](#)

For mobility via ERASMUS and SOCRATES, see <http://www.ucc.ie/international>.

2.9 Annual Progress Review for Research MSc/PhD Students in the School of Biological, Earth and Environmental Science

The purpose of progress reviews is to support both student and supervisor(s) by giving an opportunity to reflect and report on progress and achievements in the year concerned, and plan for the subsequent year(s). Progress will be recognised and acknowledged and, where appropriate, constructive and detailed feedback and advice will be provided. In cases where problems with the progress of research are identified, local steps to resolving such problems will be identified during the review and followed up.

The UCC policy for review of postgraduate progress review document for research students in the College of SEFS is available at <https://www.ucc.ie/en/media/studyatucc/postgraduate-gsomedialibrary/3policydocuments/ProgressReviewPolicyforResearchStudents.pdf>

Progression Seminar: After *ca.*12 months the student will be required to submit a written summary of progress to date and provide a detailed plan of Year 2 and an outline of Year 3 and Year 4 if applicable. A template will be provided for the report. The student will deliver a 20-minute presentation describing their research to a Thesis Committee. The Thesis Committee will be composed of a member of the BEES GSC and another academic staff member who is not the supervisor. Following the presentation, the committee will discuss progress with the student and supervisors. In the event that progress to date is deemed unsatisfactory the student may (a) be advised to submit a revised report within 1 month or (b) be recommended to submit for a MSc or (c) have their candidature terminated.

Students, after 24 months and 36 months of their PhD studies, will be required to submit annual progress report to the GSC. A template will be provided for the report.

2.10 Submission of Theses

Theses for examination must be submitted as a PDF file. You may also be requested to submit two hard copies (soft-bound) for the examination.

Please make sure you are aware of your start date. Research students start in January, April, July or October, and usually agree a registration period of 3 or 4 years from their start date. Students can submit any time in their last year of study. Students should begin planning for thesis submission 6 months before their submission date.

The time required for the analysis of data and writing up should not be underestimated! Writing-up sections as papers as you go along is preferable and is usually encouraged by the supervisor. In this way you will be able to see the thesis taking shape and you may be able to publish some of the work prior to submitting your thesis. One of the criteria for the degree of a PhD is that the work is worthy of publication, as a whole or part (see University Calendar for regulations).

Viva voce: As part of the *viva voce* examination, the student will be required to give a seminar (max. 30 minutes) on the research results of the PhD. The purpose of this is to disseminate their research data and share their postgraduate experience. This seminar will be open to anyone to attend. The PhD examining committee (External and Internal Examiners and Independent Chair) will attend the seminar but will not ask questions at this stage. Discussion of the thesis will take place a short while after the seminar. Students have to be registered in order to submit their thesis. Details on the process of thesis submission are available at <http://www.ucc.ie/en/graduatestudies/thesis/>.

For full details of submission of theses, please see <https://www.ucc.ie/en/study/postgrad/currentresearchstudents/thesis/doctoratethesissubmissionsteps/>

Please be fully aware of the UCC policy on copying and plagiarism <https://www.ucc.ie/en/media/support/recordsandexaminations/documents/UCCPlagiarismPolicy-November2017.pdf>

2.10.1 PhD theses

Please refer to the following websites with respect to submission of theses:

<http://www.ucc.ie/en/graduatestudies/thesis/>

UCC permits PhD theses to be presented in the form of a Publication-based Thesis. The research described in a Publication-based Thesis will be presented in the form of a set of manuscripts or other scholarly outputs from the work undertaken during the PhD student's period of registration, typically with each manuscript forming one chapter of the thesis.

<https://www.ucc.ie/en/media/studyatucc/postgraduate-gsomedialibrary/3policydocuments/Publication-based-theses.pdf>

Postgraduate students in the School of BEES are strongly encouraged to present their doctoral thesis in this format.

2.10.2 MSc theses

Please refer to the following websites with respect to submission of theses

<https://www.ucc.ie/en/study/postgrad/currentresearchstudents/thesis/researchmastersthesissubmissionsteps/>

2.11 Publications

It is normal procedure in Ireland that all publications resulting from a PhD project be published jointly, with the postgraduate as first author and the supervisor(s) as senior author(s). However, any arrangement is a matter of agreement between the postgraduate, the supervisor(s), and possible other contributing authors.

2.12 Communication

Research students are encouraged to give a seminar during their studies. There are a

range of opportunities for this, including the BEES Research Day. Students on taught MSc courses present their Master's projects at a seminar during, or at the end, of their studies. There is a series of lunchtime research seminars in BEES during term time and postgraduates are encouraged to attend these seminars.

Postgraduates are encouraged to attend one or more major meetings/conferences during their graduate studies and if possible to contribute a paper or poster. Some limited funding for BEES students may be available from within the School (see BEES Postgraduate Travel Fund section 2.13).

Postgraduate students will typically be expected also to produce one or more posters of their work for display in the School. In addition, postgraduate students are expected to attend lectures and seminars given by visiting academics and members of staff.

2.13 School of BEES Postgraduate Travel Fund

All registered BEES research postgraduates, whether in receipt of funding or not, are eligible to apply to the Postgraduate Travel Fund. Each application for funding will be considered on its own merit. The BEES Travel Fund will only usually be available to support one travel grant for a postgraduate student during his/her course of study with BEES.

The student needs to write a personal statement explaining the importance of attending a particular conference, meeting, workshop or, if a training course, the relevance to their research. If it is a conference, symposium or other similar meeting, the student must be presenting either a poster or paper: funding will ***not*** be provided for attendance only. The abstract of this should be given to the GSC at the time of application for funding.

In the letter to the GSC, please indicate how you have attempted to secure funding from other available sources and that the activity cannot be funded through current grants (relevant documentation must be attached to the application).

Up to 75% of the unfunded amount may be granted for overseas conferences. With respect to local conferences, the GSC will consider funding the whole amount.

Students may be funded up to one year after the end of their scholarship, once the student does not have any funding from an alternative source (e.g. employment).

Students should apply through the GSC Chair in writing **three months** in advance of a conference. The grant can cover the cost of economy class travel, reasonable accommodation, the registration fee and receipted meals. As the aim is to support as many students as possible, value for money ***must*** be demonstrated. Conditions for applying for funding will be reviewed each academic year.

Ms Christine Dennehy looks after issues related to the administration of this fund.

2.14 The Delap Postgraduate Research Prize

The Delap Postgraduate Research Prize

The Delap Prize for postgraduate published research was inaugurated in 2017, and is named after Maude Delap, an Irish marine biologist who was the first person to observe and describe the full life cycle of jellyfish. The prize is awarded for the best peer-reviewed academic paper (including review papers, book chapters) accepted for publication in a given academic year (1st September – 31st August) by a registered or recently graduated postgraduate student. Applicants must clearly be the first/principal author of the publication and have the School of BEES as their primary affiliated institution. The prize is awarded at three levels: Gold (€900), Silver (€700) and Bronze (€500).

Each applicant is required to submit a digital (ideally PDF) copy of their research paper and a short statement (max. 200 words) outlining the potential impacts and novelty of the published research. They are also required to present evidence confirming that their work has been accepted for publication in an additional short statement (max. 100 words) outlining their specific contribution to the paper. Applications are sent using e-mail to the Chair of the GSC, copied to Christine Dennehy, and must be received before 17.00hrs on the 2nd of December 2020.

Judging for the awards will be carried out by a panel of five BEES staff members drawn from all disciplines within the School, and will include the HOS and the Chair of the GSC. The Chair of the GSC will chair the judging panel and will select School staff appropriate for the topic range of research papers submitted. Panel membership selection will be very sensitive to any potential conflict of interest between panel members and applicants. The judging criteria for the award will include the following four criteria:

Journal Ranking (50%): We will ask each Delap Prize applicant to select a single Science Citation Index (SCI) subject category as part of their application process and from which the applicant's journal will be ranked. Nature and Science will be the default top 2 journals for all subject lists. Some journals may well appear on several subject category lists so it will be the responsibility of the applicant that they select a subject category that ranks their particular journal the highest.

Impact (15%): Our approach is to recognize both scientific and societal impacts. One approach to help us measure broader societal impact is to use altmetrics (non-traditional metrics used as an alternative to more traditional citation impact metrics), such as impact factor and h-index. Other information can be presented in the applicant's statement.

Novelty (15%): This will be primarily judged on the statement submitted by the applicant.

Applicant Contribution (20%): This will be primarily judged on the statement submitted by the applicant. Prize winners will be required to give a short (10 minutes) presentation to the School at a Delap Prize event during 2020.

3. Facilities and Equipment

Please note that use of specialised (common) equipment must be agreed with supervisors and technical staff.

3.1 Working Space

3.1.1 Desk space

Postgraduate students will be allocated desk/working space in one of the postgraduate offices. It is in the interest of all users to keep desk space clean and tidy. Offices are not to be used as laboratory space or for storing samples. PhD students who have not completed their studies by the end of their fourth year may be required to relinquish their bench space unless otherwise agreed with the Head of School. On completion of your postgraduate studies you should vacate your space ensuring you remove all personal belongings and specimens and return all School equipment. If you are to work in some other capacity and/or require space, you should consult with the School Manager.

3.1.2 Laboratory Usage

All laboratories, as well as cold rooms, storage room, and glasshouses are managed by coordinators, with whom you are required to co-operate. The names of the laboratory coordinators are posted on the door (yellow sheets with black lettering). Before undertaking any work in any laboratory you should find out who is the appointed manager, and liaise activities with that person.

List of BEES laboratory coordinators

Laboratory space and coordinators in BEES			
<u>Lab / Room / Facility</u>	School ID	Technical Officer(s)	Academic Member(s)
Plant Culture Room	BB G 18	Eileen Daly	Barbara Doyle-Prestwich
UV Room	BB G 10	Don Kelleher	Marcel Jansen
Palaeobiology Lab	BB 1.03	Mary Lehane / Mohit Tunwal	Maria McNamara
Dark Room	BB 1.04	Eileen Dillane	Rossana Henriques
Genetics lab 1	BB 1.05	Eileen Dillane	Tom Reed
Tissue Culture Lab	BB 1.06	Eileen Daly	Barbara Doyle-Prestwich
Metabolite lab	BB 1.09	Eileen Daly	Marcel Jansen
Research Lab	BB 1.10	Eileen Daly	Astrid Wingler
Plant Growth Room	BB 1.12	Eileen Daly	Astrid Wingler
Photosynthesis room	BB 1.13	Don Kelleher	Marcel Jansen
Cold Room Butler	BB 1.20	Eileen Daly	Eoin Lettice

Molecular Biology Lab	BB 1.21	Eileen Dillane	Rossana Henriques
Chemical Store	BB 1.22	Eileen Dillane	Astrid Wingler
Chemical Store	BB 1.23	Eileen Dillane	Astrid Wingler
Geo Microscopy Room	BB 2.20a	Mary Lehane Mohit Tunwal	Pat Meere
Post-mortem Room		Emer Rogan	Emer Rogan
Cold Rm & Reception Coop	G 05, 05a 06	Allen Whitaker	Emer Rogan
AFDC Lab 1	Coop G 07	Luke Harman	Emer Rogan
Palynology Lab	Coop G 07a	Mary Lehane / Mohit Tunwal	Ed Jarvis
BEES New Microscopy Lab	Coop G 13a	Allen Whitaker	Maria McNamara
Microscopy Lab 2	Coop G 22	Allen Whitaker	Sarah Culloty
Chemical Analysis Lab	Coop G 23	Alison Harrison	Tim Sullivan
Histology Lab	Coop G 24	Elizabeth Cotter	Sarah Culloty
Genetics Lab	Coop G 25	Eileen Dillane	Tom Reed
Constant temperature 1	Coop G 26	Eileen Dillane	Tom Reed
Constant temperature 2	Coop G 27	Luke Harman	
M & F Lab (freshwater) Harrison	Coop G 28	Alison Harrison / Elizabeth Cotter	Simon Harrison
Constant temperature 3	Coop G 29	Luke Harman	
Microscopy / store Lab 3	Coop G 30	Mary Lehane / Mohit Tunwal	Pat Meere
Thin Section Room	Coop G 31	Ronan Hennessy	John Reavy
Rock Preparation Room	Coop G 32	Ronan Hennessy	John Reavy
Tank Room & Annex	Coop G 41	Luke Harman	Tom Doyle
Tank Room + Algal GR	Coop 42	Luke Harman	Tom Doyle
Cooperage chemical store		Allen Whitaker	
Glasshouses + sheds		Mairead Kiely	Eoin Lettice
Aviary		Allen Whitaker	John Quinn
Freezer (walk-in)	Coop G 43	Allen Whitaker	Emer Rogan
Workshop	Coop G 32	Allen Whitaker / Luke Harman	
Zoology Museum	Coop G 14	Elizabeth Cotter HoS	Fidelma Butler
Lough Hyne		Luke Harman	Rob McAllen
Pouladuff freezer room		Allen Whitaker	Marcel Jansen
Bottling plant storage area		Ronan Hennessy	Eoin Lettice

3.1.2 Guidelines for laboratory use

BEES has a set of general laboratory rules and guidelines for all research spaces

Rules and guidelines for the use of BEES laboratories and other research space

Laboratory rules for all users

1. Every laboratory or other research space is managed by two laboratory coordinators, typically, a technical officer and an academic, whose names are displayed near the entrance door.
2. Prior notification and/or authorisation of the laboratory coordinators is required for working in a particular research space.
3. In principle, permission to work in a particular laboratory will be granted to all BEES staff and students, unless a clear Health & Safety, or Licensing Reason exists to limit access.
4. General rules for safe working apply, and staff and students need to engage with the appropriate health & safety arrangements.
5. The School of BEES strives to make equipment widely available to all BEES staff and students, although due to funding arrangements some researchers may have priority. Formal training requirements may be in place for some equipment.
6. Laboratory coordinators will allocate space and/or give other instructions w.r.t. the use of the facility.
7. Laboratory coordinators may give specific instructions w.r.t. use of equipment, training requirement, laboratory procedures, booking sheets, cleanliness, and otherwise, these need to be adhered to.
8. It is the responsibility of the user to clean-up after work and keep the allocated space tidy.
9. Any stored research material needs to be properly labelled with the name of the owner, the date, and where appropriate, chemical composition to facilitate proper disposal if required.
10. In case of infringements of the laboratory rules, the laboratory coordinators will request the user to comply with the agreed rules.
11. In case of repeated infringements of the laboratory rules, the laboratory coordinators will inform the line manager/supervisor of the user, and request compliance.
12. If infringements of the laboratory rules do not cease, despite warnings to the user and the line manager, the laboratory coordinators will inform the Head of School who will consider appropriate sanctions up to and including suspension from the laboratory.

Apart from general laboratory rules, additional rules may apply to specific laboratories and/or equipment. It is important to contact the laboratory coordinator to ascertain whether additional rules and protocols apply.

Further rules and regulations may relate to:

- Health & Safety aspects. Please contact your supervisor and/or Mr Allen Whitaker (chair BEES H&S) in the first instance
- Use of GMOs. Please contact your supervisor in the first instance
- Use of alien, invasive plant species. Please contact your supervisor in the first instance
- Use of ionising radiation. Please contact Prof Marcel Jansen (School Radioprotection Coordinator) in the first instance.

3.2 Fridges, freezers, cold rooms and constant temperature rooms

Samples stored in fridges and freezers should be **well-packed** and **clearly labelled** (with name and date), otherwise it is likely that they may be discarded during periodic clear-outs. Permission to store samples should be sought from the technician in charge. You should also try to store your samples for the minimum length of time necessary, as space is at a premium. Please note that only samples for molecular genetic studies may be stored in the -70°C and designated -20°C freezers in the Cooperage. Long-term storage of critical samples will be facilitated in the Pouladuff freezer facility.

Similarly, the constant temperature rooms are mainly for experimental work and are not store-rooms. Please contact the person responsible for a particular cold room, prior to use.

3.3 Chemicals and other consumables and equipment

Having sufficient chemicals for your project is your responsibility. Orders for both chemicals and equipment must be made through the UCC online ordering system, Agresso (<http://www.ucc.ie/en/agresso/>). Many chemicals and consumables are supplied under contract by specific suppliers and must be purchased from these companies. Technical Officers can advise on companies under contract to UCC, or you can consult the Procurement Office webpage at <http://www.ucc.ie/en/procurement/ucconly/>. If you notice that a particular chemical is running low, please inform your supervisor or technical staff. Please keep in mind that it is imperative that superfluous chemical stock is not allowed build up as disposal costs are prohibitive. Also, safety considerations are of paramount importance, since some chemicals may be hazardous and therefore need to be kept in small quantities. In case of hazardous chemicals, liaise with your supervisor in first instance. Where possible/appropriate in such cases, alternative products may need to be identified. If you need to use alcohol/ethanol for your project, please contact Allen Whitaker/Don Kelleher.

The bulk of chemicals will be stored in specific “chemical stores” in the Cooperage and the Butler Building. Please contact coordinators for these stores to inform yourself about the procedure to obtain chemicals.

3.4 Field Equipment

The technical staff may be consulted about available field equipment in the School.

Each postgraduate is responsible for checking in advance that a particular item is in working order, cleaning up after use and reporting any problems to the relevant Technical Officer. Field meters must be booked in advance with either Alison Harrison or Liz Cotter (Technical Officers, the Cooperage), both of whom can also provide instructions on their use and maintenance. Information concerning diving equipment can be obtained from the School's Diving Officer, Dr Rob McAllen. Only those qualified, insured and approved by the School's Diving Officer may use Departmental SCUBA equipment.

Those wishing to use the laboratories or field equipment at Lough Hyne should, after discussion with their supervisor, consult with Rob McAllen about usage and maintenance, as well as noting that a **permit from the Wildlife Service is required for field work at the Lough** under the 1976 Wildlife Act protecting flora and fauna.

3.5 Computing Facilities and Printing

Where funding is available, a laptop or desktop computer can be purchased. Details on computers purchased through UCC can be found on <https://www.ucc.ie/en/it/services/hardwarepurchase/>

UCC **IT Services** will ensure the machine is configured for use on the UCC network. No software should be introduced onto School computers except that which is licenced to the School/University. Virus-detecting software is installed on all School machines but may not detect all viruses. Therefore, every effort should be made to avoid possible contaminated sources.

UCC's network policy can be found at

<http://www.ucc.ie/en/media/support/itpolicies/procedures/AccessToITServices.pdf>

In summary, core staff are automatically provided with full UCC network access upon generation of a staff number by Human Resources. For research postgraduates, notification from Head of School to Head of Operations is required requesting the postgraduate be provided with a central domain account. A central domain account allows access to the Local Area Network (LAN), Agresso, Apollo, Eduroam and Network Attached Storage folders (NAS or shared folders).

Only UCC-owned machines can physically connect to the network. Personally-owned computers can connect to the wireless (wifi) network only.

UCC configured computers have direct access to cloud storage. It is highly recommended that any valuable research data are stored at, at least, two independent locations.

Queries regarding software and hardware problems can be made to the Computer Help Desk (tel. 2120).

Postgraduates should read the policies on computer/IT use on the UCC homepage before accessing external websites (<http://www.ucc.ie/en/it-policies/policies/>). Any illicit use of computers will result in removal of computer privileges.

There is also an open-access computer laboratory on the first floor of the Enterprise

Centre, which is available for all students, undergraduate and postgraduate, in Distillery Fields. The lab may sometimes be block-booked for classes: there is a three-week timetable on the wall outside both doors. Bookings are managed by administration staff in the School of BEES. UCC's Computer Centre is responsible for the upkeep of all computing equipment in this lab, as well as for maintaining printing supplies. Any problems with the computers or printer, or requests for paper or toner, should be directed to sit@ucc.ie, or (021) 490 1818.

3.6 Vehicle

A vehicle is available for registered postgraduates' use. It is under the management of Allen Whitaker (ext. 4669, a.whitaker@ucc.ie). This vehicle is booked through the online LabAgenda system and registration details can be obtained from Allen Whitaker.

- Postgraduates must have a **CLEAN current full driving licence** to use the BEES vehicle. A copy of the licence prior to usage must be given to Allen Whitaker.
- A person without a full driving licence must use a qualified driver to chauffeur him/her (**registered student/staff etc.**) and is responsible for the condition of the vehicle (see item below). All other conditions are the responsibility of the driver.
- BEES policy is that all postgraduates who need to undertake field work as part of their studies should hold a full driving licence. Postgraduates without a licence should endeavour to obtain a **full driving licence** as soon as possible. Lack of such a licence may seriously impede your career prospects.
- The vehicle should be used for all official College business. Any usage other than legitimate department business is not permitted and is not covered by insurance. Accidents, if they occur, should be reported immediately to Allen Whitaker who in turn will contact the insurance brokers, garage etc. A report should also be made to your supervisor. The vehicle is the responsibility of those using it. It should be checked before use for cleanliness, tyre pressures, oil and water levels and should be left in a clean state after the journey. If drivers receive a vehicle in less than good order, this should be reported to Allen Whitaker immediately, as they automatically take over responsibility when they drive away.
- Strictly only a maximum of **two** persons in the car. Each passenger by law must have a seat belt provided and they must be tied at all times. It is the responsibility of the driver at all times to make sure this is adhered to. If this is violated, the insurance is null and void, and in the event of an accident the driver is then liable for full cost, including third party claims.
- All fines, speeding, parking etc., are the responsibility of the driver.
- In case of the use of private vehicles, travel expenses can be claimed back via Agresso. Travel should be pre-approved by the supervisor and/or the Head of School.
- Extreme care should be taken when driving through water, since in all diesel cars the air intake is located in a low position and will suck up water causing the engine to seize up.

- Use by non-college personnel is not allowed (**thus picking up of hitch hikers is not allowed**).
- Driving licences are checked annually. Under the insurance policy you must notify Allen Whitaker in advance of any penalty points you have on your licence or as you acquire them.

3.7 Requisitions and Expenses

All requisitions for consumables and equipment must be made through UCC's online purchasing system, Agresso (<http://www.ucc.ie/en/agresso/>). Your supervisor should contact Agresso Support (agressosupport@ucc.ie) to request login and requisition credentials for you. Guidelines on how to place orders and claim expenses on Agresso are provided at <http://www.ucc.ie/en/agresso/howto/>.

If you are in receipt of a research grant, you will be allocated a research code, which must be used when placing orders or claiming expenses on Agresso.

Please note: administrative staff do not raise requisitions for postgrads. If you are having problems using Agresso, please speak to your supervisor.

3.8 School Workshop

A School workshop is available for the construction of specific field apparatus, etc. It is located in the Cooperage. Only qualified staff have access. The contact person is Mr Luke Harman

3.9 Waste Management

Bins are provided outside the Butler Building, Enterprise Centre and Cooperage for waste and recycling disposal: please ensure that you use the correct bin. Laminated magazines should be put in the rubbish bin and not recycled. Recycling bins are also available in laboratories and the staff tea room.

4. Insurance and security

4.1 Accident and travel insurance

All registered students are covered by the University's Personal Accident Insurance Policy. The accident section of the Policy covers students within College premises, travelling to or from, or participating in, or supporting, sports or other activities or functions organised by the College. It also applies when students are travelling on field trips or educational tours or on other College-related business. The travel section of the same Policy provides cover for loss of baggage, personal effects, cancellation and curtailment, medical expenses, hijacking, etc., however there is a minimum excess charge.

4.2 Security

All postgraduates should take every precaution to safeguard their own, as well as university property by keeping all valuables locked away. This applies particularly to **laptop computers**, money of any kind, cash, cheques, petty cash, handbags, briefcases, jewellery, etc. The university carries no insurance for theft of personal goods and does not hold itself responsible for the safety of any personal articles or valuables left on university premises. Doors, office drawers, filing cabinets etc. should be kept locked whenever possible.

After 6.00 pm on weekdays and at the weekends/Bank Holidays access to the Cooperage and Butler Building is by swipe card only, and all users of the Enterprise Centre must enter via the main door and sign the logbook. Suspicious conduct should be reported immediately to the security desk (contact details below). Please contact Christine Dennehy to get your student ID activated for swipe access.

Distillery Fields Security Desk:	4567
Tyndall/Lee Maltings security hut:	4100
Bill Cashman, Security Supervisor:	4145
Security desk, UCC main campus:	2266
Duty Security Supervisor, UCC main campus:	2271
General Services:	2264/2265

4.3 Safety

At the outset of your research project, both you and your supervisor should undertake a risk assessment of both your laboratory and field work. Your supervisor should be able to provide you with the relevant documentation; alternatively, you may contact the School Health and Safety Officer, Allen Whitaker. Each postgraduate is expected to heed relevant safety warnings and to abide by good laboratory and fieldwork practice. Each building has emergency assembly points. Please make yourself aware of the assembly points for your building.

4.4 Disability Facilities

There are two wheelchair-accessible entries to the Enterprise Centre ground floor. The Butler Building is also accessible by wheelchair, and a lift is available to provide

access to the upper floors of both buildings. Wheelchair-accessible toilets are provided on both floors of the Enterprise Centre and the ground floor of the Butler Building. The Cooperage is a single-storey building.

5. Other Services

5.1 Library Facilities

<https://libguides.ucc.ie/library>

Tel: 021 490 2794; Fax: 021 427 3428

The main college library (Boole Library) is situated on campus and includes a dedicated postgraduate library. Dr Maria McNamara is the current BEES Library Representative and should be consulted regarding library matters. The library catalogue (<http://booleweb.ucc.ie/>) can be searched via the internet system.

Journals and books not held in the library can be requested via Inter-Library Loan (ILL). Details of how to submit ILL requests are on the library's website, along with information on getting access to other university libraries.

Electronic information is becoming more and more accessible through the library ERL service (Electronic Reference Library). Please contact the library for the latest information regarding electronic databases available online.

Library charges

Check the following link for charges related to inter-library loans etc. <http://booleweb.ucc.ie/index.php?pageID=511>

5.2 Languages

Postgraduates are reminded of the importance of foreign language ability. There is a self-access facility (in the O'Rahilly Building on Main Campus) where you can learn a language in your own time, at your own pace and at a very reasonable cost.

Further information can be obtained from the Language Centre (<http://www.ucc.ie/en/esol/>, 021 490 2043). The Centre also runs evening language courses during the academic year, as well as fortnight-long intensive courses in the summer.

5.3 Careers Information

UCC Careers Office is at 3-4 Brighton Villas, Western Road (<http://www.ucc.ie/en/careers/>, Tel: 021 490 2349).

Notices about grants and jobs are also displayed on a number of notice boards in the School and via email. The Graduate School of the College of SEFS, with UCC Careers Service, runs day-long Professional Development Courses, which you will be informed about via your UCC email account.

5.4 Accommodation

<http://www.ucc.ie/en/accom/>

The services provided by the Office of Residence and Student Activities include the

following:

- accommodation (residential);
- administration and financial support services to clubs and societies;
- Campus Watch

Students requiring assistance with advice on procuring accommodation in Cork should contact the office. (<http://www.ucc.ie/en/asa/> Tel: 021 490 2353).

5.5 Student Health and Dental Service

<http://www.ucc.ie/services/health/welcome.htm>

Postgraduate students are entitled to free doctors' visits with the UCC Student Health Services ('Ardpatrick', College Road, opposite the O'Rahilly Building). Postgraduates should consult the website as certain services/procedures incur a small charge e.g. vaccinations, eye tests etc. Holders of medical cards are entitled to medical consultation at the Student Health Service but will be required to pay for prescriptions. EU students are entitled to free medical consultation and prescriptions in Ireland with the E111, E109, and E128 health cards but are required to pay for prescriptions obtained at the Student Health Service. If you are travelling abroad within Europe, you should ensure that you have a current valid European Health Insurance Card (EHIC). All non-EU students who have no medical card entitlements are advised to have adequate medical insurance; however, they are entitled to free medical visits at the Student Health Service.

The Student Health Service also provides advice and care for the particular psychological and physical problems of students. This service is not designed to provide full general practice cover and students should register with a General Practitioner. However, for students living away from home, an emergency service is provided. There is also a student counselling service to assist students who may have personal problems or difficulties with study.

Dental Health

UCC runs the Cork Dental School and Hospital, which is at the back of the Cork University Hospital campus in Wilton. The Dental Hospital operates a walk-in clinic from Tuesday to Friday from 09:00-10:00 and 14:00-15:00. However, in an emergency, patients will be seen outside these hours. All visits and treatments incur a charge, but the hospital strives to keep costs at a competitive level. Patients are advised to arrive early as the clinic will close when the maximum patient capacity is filled.

Tel: 021 454 5100 Email: dental@ucc.ie

5.6 Student Financial Support

<http://www.ucc.ie/en/financeoffice/assistance/>

The **Student Assistance Fund** provides financial assistance for **full-time higher education students** who are experiencing financial difficulties whilst attending college. For full details on eligibility and how to apply, please visit www.ucc.ie/en/studentbudget/saf/.

In order to be eligible to apply for student assistance, you must be registered on a full-time undergraduate or postgraduate course of not less than one year's duration in a participating college. Unlike the maintenance grant schemes, you cannot be considered for Student Assistance prior to registering in a participating college.

Contact details

Student Assistance Fund Office
1st Floor
1-2 Brighton Villas
University College Cork,
Western Road, Cork

Tel: 021 490 3562

Email: studentassistancefund@ucc.ie

5.7 Students' Union

The Students' Union consists of all registered students of the College, and its primary function is the promotion of the interests of its members. The Students' Union represents postgraduates at all levels within the University as well as at a local and national level (USI – The Union of Students in Ireland). The Union is headed by a President and an Executive Committee elected from among the student body. For further information on the Student's Union see <http://collegeroad.ie/>.

5.8 Crèche

<http://www.ucc.ie/en/creche/>

Crèche Cois Laoi, on the Brookfield Campus on College Road, is available for children of College staff and students. It caters primarily for children aged 4 months to 12 years and can accommodate up to 80 children. Facilities include a Nursery room, Toddler rooms, Montessori and Naíonra, a specifically-designed Sensory Room, after-school care and an Outdoor Play Area. Opening hours are Monday to Friday 08:00-18:00hrs. The Crèche is managed by the Students' Union, which also operates a financial support scheme towards Crèche costs for certain students.

5.9 Student Advisor and Ombudsman

<http://www.ucc.ie/en/studentombudsman/>

Students from time to time will need help and advice during their time in the College. In general, they are advised by fellow students or members of staff. However, in some instances the students may not know where to seek help and advice. In such cases, the Student Advisor and Ombudsman is available to give general advice, help

deal with serious cases of grievance, and perhaps refer the student to someone more appropriate if this is the student's wish.

The Ombudsman's office exists to enable any student who has any grievance with the College, its staff or fellow students, to have that grievance evaluated and action taken if appropriate. All contact with the Ombudsman is guaranteed to be absolutely confidential and remain so unless it is the wish of the student that it is otherwise.

The Ombudsman will sympathetically and impartially examine any grievances that a student may have in order to ascertain the facts and validity of the case. S/he has access to all relevant persons in the College and has freedom to investigate. S/he is independent from any institutional influence and reports directly to the President of the College. In general, s/he serves as a mediator to resolve disputes informally rather than an arbitrator.

5.10 Semester dates

Information on semester start dates can be found at the following:

<https://www.ucc.ie/en/registration/dates-procedures/>

Appendix I – Copying and Plagiarism

School of Biological, Earth and Environmental Sciences handout to all staff and students.

School of BEES Policy can be found at:

<https://www.ucc.ie/en/media/academic/schoolofbees/documents/UCCPlagiarismPolicyforSchoolofBEES2017and2018.pdf>

A presentation on the BEES policy can be found at:

<https://www.ucc.ie/en/media/academic/schoolofbees/documents/PlagiarismPresentationonBEESELetice.pdf>

Copying

Copying is a simple matter to understand. If, in a piece of work submitted for assessment, a student copies the work of another student, then that is unacceptable practice. As it may be difficult to determine who copied whom, it is assumed that the practice of allowing someone to copy your work is equally unacceptable.

Many pieces of written work stem from joint practical work – groups of two or more students may collect data and work out results. Where this is the case, it is reasonable that results sections of written reports are near-identical. However, it is NOT acceptable that introductory sections, discussions and descriptions of methods are identical – written assessments must be the work of the individual student.

Penalties for Copying

BEES academic staff would be well within their rights to give a zero mark to participants in copying. It is also the case that copying is an offence under UCC regulations and can be reported to the Registrar's Office. **At the very least**, staff who identify copying will simply divide the mark given by the number of participants. In other words, if two students submit identical or near-identical work and this work is graded at 60%, each student will be given 30%; if three students are involved the mark will be 20%, and so on. This will not be a matter for debate and staff will not be expected to contact students to discuss the matter. If students copy, then they will automatically suffer consequences.

Plagiarism

Plagiarism was originally defined as the presentation of someone else's written work as your own. In the present electronic age, and in a scientific context, plagiarism extends to drawings, figures, computer software, audio-visual material etc. Essentially plagiarism is theft – a plagiarist steals the intellectual property of others.

If you write or produce software/audio-visual material professionally, plagiarism can be an actionable matter and there are cases of substantial damages being awarded against plagiarists.

In the university context, plagiarism becomes a potential problem for both students and academic staff, particularly in the assessment of either examination scripts or other written work (essays, dissertations, theses etc.). It is becoming apparent that the ease of downloading web-based material makes plagiarism technically easier than hitherto. It is also evident that plagiarism can often be inadvertent or the result of ignorance. This handout is designed to explain clearly what plagiarism is, and what it is not. The handout will be given to all BEES

staff and students, so that no-one can claim ignorance as a defence against accusations of plagiarism.

What plagiarism is:

If you memorize a piece of text that someone else wrote and write it down in an examination as if it was your own writing, and without putting the material in quotation marks, or without identifying the person who wrote it, this is plagiarism – even if some words differ from the original.

If you copy a piece of text, a figure or a photograph from published or unpublished work into a dissertation/thesis/essay without identifying the source (and putting text inside quotation marks), thereby giving the impression that you have produced it yourself, then this is plagiarism.

It is still plagiarism if you preface a direct quotation with something like ‘Smith says that’, but do not put the subsequent quotation inside quotation marks – because you are still giving the impression that the text is your own.

Plagiarism does not require wording to be absolutely identical with the original. If you plagiarise text and then modify it, this is still plagiarism. Basically, if you summarize someone else’s ideas or judgements, you must refer to that person in your text and refer to his/her work in your bibliography. In this context it is fair to write ‘Smith says that’, provided that the subsequent text is your own, not Smith’s (and provided you give a proper reference to Smith’s work).

Plagiarism applies to a series of short quotations from different sources as much as it applies to a long quotation from a single source.

Plagiarism applies to anyone else’s work, not just to published material. Copying material from another’s thesis without attribution is plagiarism, even if it is simply a mechanical piece of an appendix, describing a straightforward technique. When in doubt, always cite the source.

What plagiarism is not:

If you write a passage that has a high incidence of direct, properly referenced quotations, that is not plagiarism, but such a piece of material will not demonstrate interaction with what is being quoted, nor will it show whether you really understand the material being quoted – an examiner is entitled to give no great value to such material.

If you memorize your lecture notes for an examination and regurgitate them whole or in part for a written examination answer this is not plagiarism – and you do not have to acknowledge or cite the lecturer.

Notes:

Do not confuse plagiarism and copyright! If you see an image on the web, or a figure/picture in a book, it may be copyrighted and illegal for you to use without permission from (and possible payment to) the owner/author. Quite a lot of web material is usable for educational or scientific purposes under certain conditions. For undergraduate work (e.g. honours dissertations, project reports) it is normally fair to use such material in presentations, but you should always cite the source, and not use the material in any other way.

For scientific work, particularly when writing reviews or books, you may wish to use published figures. Sometimes you will have to seek permission to do so: in other cases where this may be technically difficult you can redraw the figure (substantially) and use the figure with a suitable citation (e.g. redrawn from Smith & Jones, 1884).

Best Practice

UCC plagiarism policy states that “in almost any academic pursuit, one learns from the ideas and work of others. Therefore, in preparing any work presented as part of one’s course or for research or scholarship, one must rely on other people’s work to develop one’s own. It is imperative, however, that this work is fully acknowledged, following the standard referencing practice with the particular discipline.” <http://www.ucc.ie/en/exams/procedures-regulations/plagiarism/>

When referring to another person’s work, one should ideally paraphrase (put into your own words) the work and reference the source after your paraphrased text. e.g. BEES is an exciting place to study (O’Connor, 2008; O’Connor & Biggs, 2009; O’Connor et al., 2010).

At the end of the document, you should have a reference list detailing the full reference, e.g. O’Connor, T. (2008). *Reflections on a life at UCC*. Cork University Press, Cork, pp.280. O’Connor, T. & Biggs, J. (2009). Integrated learning approaches in the environmental sciences. *Journal of Teaching & Learning*, 28, 10-25. O’Connor, T., Biggs, J. & Smalls, A. (2010). The way we were. In: (ed. by J. Jay & D. Light) *University College Cork, the world and everything else*. Cork University Press, Cork, 534pp.

If you feel that the statement made by the original author cannot be improved, then you can quote. You must enclose the exact words in quotation marks and cite the source, e.g. “the lectures were great but the field courses were the high point of the year” (p. 53, O’Connor, 2008).

Turnitin plagiarism detection software

Turnitin plagiarism detection software is currently used for all 3rd and 4th year project for BSc Environmental Plant Biotechnology and 4th year BSc Ecology and BSc Zoology. Students are required to submit a Turnitin “originality report” with their projects. Turnitin may be used in other modules and by the module coordinator for “suspect” work.

Penalties for plagiarism

Universities and faculties vary in their reactions to plagiarism. NUI Cork Marks & Standards, 2000 (page J1, items 13 & 14) specifically mentions plagiarism in the context of formal examinations. It states that “A significant amount of unacknowledged copying shall be deemed to constitute prima facie evidence of deliberation. Any candidate found violating these regulations shall be requested to leave the Examination Hall, by the Senior Invigilator and have their case reported to the Registrar and Vice President for Academic Affairs”. By extension, a significant amount of plagiarism in essays, dissertations or theses should also be reported to the Registrar and Vice President for Academic Affairs for adjudication. In the event of a member BEES suspecting plagiarism s/he will report it to the head of School and the matter will be fully investigated as set out in the University Guide to Examinations. Postgraduate penalties are rather more complex, because of the greater extent of external moderation. An External Examiner is morally entitled to refuse to pass a thesis that demonstrates plagiarism. Plagiarism that found its way into the peer review arena, or even

the scientific literature itself, could have profound negative effects on the career of the plagiarist.

The UCC plagiarism policy can be found at:

<https://www.ucc.ie/en/media/support/recordsandexaminations/documents/UCCPlagiarismPolicy-November2017.pdf>

Appendix II – Health & Safety Briefing

Staff and PhD students:

1. Complete all risk assessments (RAs), whether for lab or field: <http://www.ucc.ie/en/occupationalhealthandsafety/faqs/>
2. A copy should be emailed to beesafe@ucc.ie for storage on the BEES shared folders
3. A hard copy should be kept available in the lab where the work is being performed with the most recent Material Safety Data Sheet attached (this is available from company that supplied the material). Contact the relevant Technical Officer with any queries: Don Kelleher, Butler building, Luke Harman/Mary Lehane, Cooperage.

PIs/Supervisors/Technical Officers:

4. Ensure compliance of research team including students
5. In the case of fourth year undergraduates and MSc, ensure they have read, signed and have been given a copy of the appropriate RAs. They also need access to MSDS sheets.
6. Any ‘high risk’ work should, where possible, be carried out during normal working hours.
7. Only fourth years who have obtained written permission from Head of School are allowed to work beyond normal working hours (5.30pm). Out of hours there should always be a nominated staff member or a PhD student working in the building at the same time (who has been introduced to the student).

Staff:

8. Risk assessments also apply to individual modules (e.g. fieldtrips, laboratory classes, industrial visits etc.). Completed RAs should be emailed to beesafe@ucc.ie

Useful links:

<http://www.ucc.ie/en/media/academic/schoolofbees/documents/HealthandSafetyBriefingSept2015.pdf>
<https://www.ucc.ie/en/occupationalhealthandsafety/>
<http://www.sigmaaldrich.com/ireland.html>

Safety information, along with the fieldwork manual and associated appendices are available at: <http://www.ucc.ie/en/bees/> under the ‘Current Students’ tab
UCC’s code of conduct and safety instructions for students on fieldwork can be found at <http://ocla.ucc.ie/Insurance/>

Specific risk assessment:

Your supervisor is the first person to speak to. Hard copies of risk assessments are available in laboratories.