



MA Applied Psychology: AP6137/AP6171 Dissertation Guide

School of Applied Psychology



University College Cork

2018-2019

School of Applied Psychology

Enterprise Centre

North Mall

Cork

AP6137/AP6171 Dissertation Guide 2018-19

This guide has been created to assist you in thinking through some of the aspects of crafting, implementing and writing up the research dissertation for AP6137/AP6171. It is an attempt to share some ideas that make the task of finishing a postgraduate degree easier. It provides you with a time-line of key activities, important dates and deadlines for your work, as well as some pointers to guide you through the journey of a completing a research dissertation and presenting your work.

Probably the best advice is not trying to do your research entirely by yourself. It's meant to be a learning process for you, so do it in conjunction with your supervisor. Seek out their input and assistance and liaise closely with them. It is a good plan to agree on a reasonable schedule of meetings with them during the course of the year. This will give you a much better chance of getting to the end of your project with a smile on your face.

Dissertations need to reflect the applied focus of the programme. A problem in an area of Applied Psychology will be chosen by the student in consultation with their supervisor. The dissertation is a large piece of work which runs across the entire twelve months of the programme. The dissertation is allocated a significant credit weighting for a good reason. It entails at least 600 hours of self-directed study and is supported by 24 hours of supervised and tutorial work as specified in the Book of Modules 2017-2018. Supervisors are there to support you and it is the responsibility of the student to avail themselves of this support.

Module Co-ordinators and Contacts

Dr Jason Chan jason.chan@ucc.ie is AP6137/AP6171 coordinator

For MAAP (Mental Health) contacts are: Dr Maria Dempsey (m.dempsey@ucc.ie) and Dr Robert King (r.king@ucc.ie).

For MAAP contacts are: Dr Angela Veale and Dr Sharon Lambert A.veale@ucc.ie and S.lambert@ucc.ie

For MA (Work and Organisational Psychology) contacts are: Dr. Carol Linehan (carol.linehan@ucc.ie).

For MA Applied Psychology (Coaching Psychology) contact is: Dr David O'Sullivan, david.osullivan@ucc.ie

Learning Outcomes

On successful completion of this module, students should be able to:

1. Identify an appropriate problem in a chosen area of contemporary applied psychology;
2. Apply suitable research methods to answer the problem identified;
3. Document the process of investigation to prevailing standards in the area;

4. Interpret the solution obtained;
5. Present the problem, the process, and the solution in a 20-minute verbal briefing.

Assessment

Total Marks **600**: By Continuous Assessment. Divided into:

Either:

1. (a) Report to professional standards 15,000 words (not including technical appendices, if any). (**600** marks).

Or

1. (b) An article suitable for publication in a suitable peer-reviewed journal (9000 words, **350** marks) plus a grant application focussing on the research (6000 words, **250** marks).

And (in all cases)

1. A fully documented presentation to an audience of peers and experts lasting approximately 20 minutes. (**pass/fail**)

Key Dates and Deliverables

September 11th

Staff presentations (Room G20).

This session is supported online at the module blackboard site (AP6171) for MAWOP/WOB students

September 18th

Staff presentations (Room G20).

This session is supported online at the module blackboard site (AP6171) for MAWOP/WOB students

October 4th

Submit form (signed by a supervisor) agreeing to supervision
(*Appendix 1*)

October 18th

Submit research proposal

(*Appendix 3*)

November 8th

Submit ethics approval forms (via supervisor)

Late November

Finalise ethics and start piloting your study

Early January 2019

Start data collection

March 21st 2019

Finalise data collection and do first analysis

Submit interim report (*Appendix 4*)

June 5th 2019

Presentation (Appendix 5)

June 13th 2019

Submit full first draft to supervisor

September 2nd 2019

Submit final draft

Class Meeting dates

This module will have regular meetings, but will not meet each week. Below are the scheduled class meetings dates. All class meetings will take place in Room G09B.

September 11th (G20)
September 18th (G20)
September 25th (G09B)
October 9th (G09B)
October 23rd (G09B)
October 30^h (G09B)
November 20th (G09B)

Two additional lectures will be scheduled in 2nd semester. These dates will be announced at a later date.

Instruction for Proposal Development

Your research forms a third of your final masters degree and is a crucial component of your qualification. You will have already given serious thought to what you want to study and who would be helpful in supporting you in this. If you have not done this already you would be well advised to familiarise yourself with the research interests and specialisms that staff make available on the school website. <http://www.ucc.ie/en/apsych/people/>

To support you in finding a good fit, some staff from the School will be given the opportunity to present their areas of specialisation one-by-one. This will take place **September 11th and September 18th**. They will indicate how you should get in touch with them during their presentation.

Arrange to meet your potential supervisor as soon as possible (availability is given in Appendix 2, and **remember not to come empty-handed to the meeting: have a clear idea of what you are interested in doing**). The staff have their research interests published online and the FYP abstracts guide also gives useful information on staff interests (although bear in mind that masters theses are more advanced than final year projects).

Note that the type of masters that you do will have an impact on the themes chosen for a project. The MA (Mental health) must relate to a mental health theme, the MA(WOP) must relate to the field of work and organisation and so on. This will be reflected in the mark schemes.

Although the choice of subject matter and the expertise of the supervisor are obvious important elements do not forget as well that your supervisor should be someone you can get along with in a professional relationship.

When you and your supervisor have agreed on a research proposal, fill out the form in Appendix 3 of the Course Handbook, get it signed correctly, and submit it to the Main Office by **October 18th**.

For students that have placement as part of their programme, please note that you cannot assume that placements will yield research participants. The placement is part of your training and gives you an opportunity to see the practice of psychology. However, this is separate from your research dissertation. If you think that the two may be usefully combined come and talk to module coordinator in the first instance to see if arrangements can be made. Although it might seem easy to use the placement as a source of research data, in reality there are often ethical and practical issues preventing this—so do not assume that it will work this way.

Ethics Approval

Every student must apply for and receive ethical approval from the Applied Psychology Research Ethics Committee (APREC). This involves submitting the following documents electronically to the APREC Secretary Mrs Anne Fitzpatrick:

- A summary of the research proposal (max: 500 words);
- A completed Ethical Approval Form;
- An informed consent form;
- A briefing for participants.

All the required forms and further information are available at <https://www.ucc.ie/en/apsych/currentstudents/ethics/>

The deadline for the submission of these forms to APREC is the **November 8th**. It is expected that you should receive notification regarding the status of your approval by the end of the month and are clear to start piloting in December. Please note that Ethics Approval is a serious matter and you would be acting unethically if you start work on your proposed research before approval has been given.

Learning how to do research ethically, and follow procedures correctly, is an important part of your post-graduate training. Therefore, even if you are participating in an on-going project that already has ethical approval you will still need to follow procedure and apply for ethical approval for your part of a project. Note that ethics boards meet according to their own timetables which you will need to find out about.

Data Collection

The process of data collection should have begun by January so that you have plenty of time to collect and analyse your data.

Presentations

A fully documented presentation to an audience of peers and experts lasting approximately 20 minutes will take place on **June 5th, 2018**. You should note that this forms part of your assessment for this module. See appendix 5 for marking criteria.

Submission of First Draft

A full first draft of the dissertation is to be submitted to your supervisor by the **June 13th 2018**. You will receive written feedback within three weeks. Although you should not expect any further material feedback from your supervisor after their comments on your June submission, you may wish to contact them to clarify some of that feedback. Please liaise with your supervisor about their availability for consultation about their feedback. Bear in mind that this time of the year is when exam marking, conferences, and then holidays occur.

Submission of Final Draft

1. An electronic version of your thesis must be submitted through Blackboard. Additionally, two printed-and-bound copies of your dissertation are to be submitted to the main office of the School on **Monday, September 2nd 2018, by 11 am**.
2. In addition to the hard copies (spiral or book bound), ensure that you **include an envelope with all your raw data** on a USB/CD (e.g., SPSS files, audio files, transcripts). The envelope needs to be **submitted with your hard copies** of your dissertation. The envelope should list the following details: Your full name, your student ID, the programme you are enrolled, and the name of your dissertation supervisor. Your supervisor will have to store this for 10 years in line with the ethical requirements of UCC. Handing over all raw data is a requirement in order to receive a mark.

Structure of a Dissertation

You are being prepared to produce work of publishable quality. In the past many dissertations have gone on to be published in peer-reviewed journals. Although this cannot be guaranteed this is definitely the target. Whether or not your piece of work ends up being published you are being given the skills to make this possible. Dissertation writing requires a lot of hard work, time and energy. This section offers you a model on how to structure a standard dissertation, regardless of the type of dissertation style you decide. However the word count corresponds to the traditional dissertation style.

The APA guidelines provide detailed instructions on the details of formatting, referencing, and much more besides. These guidelines are standard for psychology

publications and should become so for you as well. You will find references to some useful books on APA style writing at the end of this document. You should read them and become familiar with this style.

We use the word 'standard' above though the reality is that every piece of research is unique and write-ups vary. For example, if you are completing a largely qualitative piece of work then this automatically imposes a slightly different structure than that outlined below. In this case it may make more sense to write your data analysis and discussion chapters together rather than separately. The important point is that you maintain control over your own work and you decide how to present it. In doing this, take advice from your supervisor on the best approach to writing your dissertation.

It is very useful to keep a notebook of your research. A small A5 size hard-bound notebook in which you write down all the crazy ideas and random thoughts as well as plans and things that you must remember to do. There are two golden rules: rule one, never show it to anyone else; rule two, never tear any pages out of it.

Dissertations usually contain five or six main sections. It is a good idea to begin each section by stating the purpose of the section, and at the end, to discuss to what extent has this purpose been achieved. Section content can obviously vary but usually contains the points described below. The indications of word length are approximations only.

The major sections of a Masters Dissertation in Psychology and the order in which they should appear are as follows:

Title

The title should be concise and informative, accurately indicating the content of the dissertation.

Contents

Table of contents
References
Appendices
List of figures and graphs

Declaration

Following the table of contents, a signed declaration should be included stating that the thesis submitted is the candidate's own work and has not been submitted for another degree, either at University College Cork or elsewhere.

You may also have an Acknowledgements page before the abstract to recognise any persons or institution(s) that were of key importance in realising the finished work.

Abstract (approx. 300 words)

A structured abstract (i.e. one divided by headings) is best. It can have the following structure:

- **Background:** Describe the background of the study
- **Aims:** State the aims of the study including any clear research questions or hypotheses.
- **Methods:** Outline the methodology and design of the study, the participants targeted and how they were recruited, the materials employed and the nature of the analyses performed.
- **Results:** Outline the most important and relevant results of the analyses.
- **Conclusion:** State the basic conclusions of the study and any practical implications.

Introduction (approx. 1,000-1,500 words)

In this section, you are setting the context of the topic, by providing background information and explaining why the topic is important. The introduction should be clearly organized and flow nicely, moving from the general to the increasingly specific.

Literature Review (approx. 4,000 words)

This is a critical thematic review of what is already known about your research topic. It makes use of past research from relevant journals and books. Throughout the Literature Review the focus gradually narrows from an area of interest or a broad problem to a research question that the reader will understand and be able to place in the context of other research in the area. This research question has to be as clear and specific as possible – it is likely that no amount of research will answer a vague question. Consideration of relevant and current literature in psychology in your Literature Review helps to specify your research question in this way.

The literature chapter can, and should be drafted very early although it might take some time before you understand what the final structure of it should be. As you find the literature, read it and write about it.

A good way to end the literature review is to state the dissertation objectives/hypotheses.

Methodology (approx. 2,500 words)

A wise person once said, “The abstract giveth and the methods taketh away”. This section is a description and evaluation of the methods, techniques and procedures used in the investigation. It describes the scope and aims of the dissertation in some detail. It is also very important that you justify the methods used. Justification will in some cases require consideration of options from which your preferred methods were chosen and clarification of the assumptions and scope of your methods.

The methodology can be broken down into the following subsections but please note that these will vary depending on the nature of your research:

Methodology Describe and justify the method of data collection (e.g. semi-structured interviewing).

Design Concisely describe the design; either the classic experimental plan, or if you are doing something qualitative then things like the number of interviewees, chosen on what grounds, the questions asked and their rationale. It can be very useful to use guidelines to help you design your study (e.g. see www.equator-network.org for research in health related research).

Setting Give a brief description of the location or setting of the study and when the study took place.

Procedure Provide precise details of what was done, how the data was collected and organised, what pilot work (if any) was done and what changes were made as a consequence.

Ethics Ethical issues (e.g. protection of participants, informed consent) and how they were addressed should be included here.

Approach to Data Analysis For qualitative analysis, justify your choice of methods from the many that are possible with this kind of approach. Describe how you analysed the transcript (e.g., the grounded theory procedures.) Use examples (of coding, memos, etc.) where they help explain the procedure. For quantitative analysis, describe how you prepared the data for analysis, and justify your choice of analytic methods. Refer to the published data on methods and mention methods used in the area you are researching.

Results (approx. 2,000 – 4,000 words)

This should be short, around 2,000 words, but it may turn out to be a longer section in qualitative studies, perhaps as much as 4,000 words. There may also be a trade-off between the length of this section and the Discussion section in qualitative studies.

- What was observed and what was discovered/ found out?
- This is a presentation of the data - not a discussion in this section (though the kind of interpretation referred to in the Discussion section below may be done in Data Analysis section in qualitative studies). It may involve the creation of tables, charts, diagrams etc., each of which should have an appropriate title or heading (Refer to APA standards).
- Results and conclusion from statistical analysis.

Discussion (approx. 2,500 words)

Please note that although this is one of the last sections, it is most probably the most important to get right. It is strongly recommended to start writing notes for this section as you do your analysis, and to give yourself a day's break before setting down to write your draft.

- Interpretation of findings. What patterns have emerged?

- Relationship to literature review. The difference between your findings and those of other people. The difference between the views of various other authors.
- How do the main points you are making change the way you think about the topic?
- Limitations and modifications. If you were to do it again, what would you change, and why?
- Future directions. What is the next question?

Conclusions (Approx. 1,500 words)

- Summary of main findings as a series of statements.
- Conclusions and directions for further research.
- Recommendations.

References and Appendices

References and Appendices are listed or numbered consecutively from the body of the work. The references must be in APA style. Each Appendix must be numbered and given a title. Notice that psychology uses a *reference* section as distinct from a *bibliography* (which is a list of works read, but not necessarily cited).

It is useful to use an electronic database to organise and manage your references such as *EndNote* or *Mendeley*. References can be imported as citations in your word document, and can be formatted to APA style automatically.

Variations for Qualitative Analysis Research Dissertation

Title, abstract, table of contents, introduction, literature review, ethics, approach and methodology and references as above except that, at the end of the introduction, you state clear goals or aims for the research instead of hypotheses.

Method

This section is often not found in published qualitative research reports but, for the purposes of this project, you must describe the participants in your study, the materials used, and the detailed procedure. A method section is the most straightforward way of incorporating this information. As well as describing the details of how you collected your data, the Method section is a useful place to describe details of the method you use for analysing the data - not the analysis itself but the method for analysing. The method will vary depending on whether you use content analysis, thematic analysis, discourse analysis, or grounded theory. The description should consist of a step by step account of the processes you use for making inferences from raw data including where appropriate: transcription techniques; coding; categorising; making memos; extracting themes. It is often helpful to include examples of these processes.

Analysis

An analysis section replaces the Results section. The form of the analysis varies depending on the qualitative approach taken, e.g. content analysis, thematic analysis, discourse analysis, or grounded theory. You should discuss the appropriate form of analysis with your supervisor. Whatever analytic approach you adopt, the method of *constant comparisons*, within and between individual accounts, is likely to be a feature of the analysis (see *Strauss, A. and Corbin, J. (1990) Basics of Qualitative Research. London: Sage*).

Discussion

In many qualitative reports, analysis and discussion sections are not clearly separated. In fact it is difficult to imagine a discourse analysis or a grounded theory analysis which does incorporate discussion of theories, concepts, and themes reviewed in the introduction. Again when discussing themes, theories and so on, the method of *constant comparisons* is likely to be useful. Whether you separate Analysis and Discussion in your report depends on the specific qualitative approach you use, your preferred writing style, and the advice of your supervisor. If you decide not to have a separate discussion, you should have a short Concluding Comments section that summarises the major outcomes of the research and reflects critically on those results and the methodology you used.

Variations for option 1 (b) Article plus grant proposal.

Although much of the above advice will still be relevant, if you choose to present your work in the form of an article plus a grant proposal, the format will be different. It is likely under these circumstances that you will be fitting in with an existing research programme of your supervisors and thus they will be your first place to seek advice on how to present this. With their guidance, identify and select a suitable target journal and use their “advice to authors” section. A couple of typical ones are shown here but all are subtly different.

- 1) <https://www.elsevier.com/journals/evolution-and-human-behavior/1090-5138/guide-for-authors#2003>
- 2) <http://www.apa.org/pubs/journals/psp/>

Part of the task here is to fit your work to what publishers prefer in terms of format so any advice given here must be provisional. Please note that due to UCC regulations, the word count for the entire thesis (research dissertation & IRC post-graduate grant application) are the same (15,000 words). This is broken down into 9,000 words for the research dissertation and 6,000 words for the IRC grant application.

The grant proposal section may well be part of an ongoing programme that your supervisor is already engaged in. If so, they will provide you with an appropriate format to present this in. They may include other sections (such as a Gant chart). If this isn't the case then we use a standard grant proposal, an AP6137/6171 Dissertation Guide 2017-2018 example of which is given in Appendix 6. Note that this has modified from the Irish Research Council website and some sections have been removed as not being relevant/ referring to online features.

References

For useful guidelines on the specific layout of a Master's Dissertation please see <https://www.ucc.ie/en/graduatestudies/thesis/>

Two books on APA style writing that you should read and use when writing your dissertation:

- American Psychological Association (2009). *Concise Rules of APA Style (6th Edition)*. Washington DC: APA. ISBN-13: 9781433805608
- Szuchman, L.T. (2011). *Writing with style: APA style made easy, (5th Edition)*. Belmont CA: Wadsworth Publishing. ISBN-13 978-0-8400-3167-92

Publication and IRC dissertation format

- *Research article:* In this format, the style of the dissertation is more dependent on the specific publication format. If you decide to select this format, the first thing you should do is select an appropriate journal. This journal should follow APA guidelines. In general, this will follow the above format style. Regardless of the journal guidelines, the word count is 9,000 words ($\pm 10\%$). Please state the intended journal on the cover page.
- *Grant application:* The purpose of a grant application is to justify a research project to a more general scientific audience as well as seek funding. In this application you should apply to the Irish Research Council for a 1-year Research Masters to conduct research that you have carried out throughout the year. In other words, apply as if you have not conducted the research, thus the grant should be formatted in the future-tense. You should not apply for future research following the results of your current MA dissertation work. The word count for the IRC application is 6,000 words ($\pm 10\%$).

This research article and grant application should be submitted as **one** document, with the research article first and the grant application following. The grant application is not an appendix to the research article, thus it should not be placed in an appendix.

A Warning About Plagiarism

All work will be checked for plagiarism. Students who are guilty of plagiarism will go on record as having plagiarised and this record will be kept for the duration of their degree programme. Second and subsequent plagiarism cases are dealt with very seriously indeed.

In the writing of your continuous assessment assignments, you will of course need to refer to both printed and online books, papers and resources. The work

you submit however must be in your own words, with direct quotations or reference to other people's work supported by proper references and a bibliography. Direct copying or paraphrasing of another person's words or ideas without appropriate acknowledgement, constitutes plagiarism. In order to maintain academic integrity, the School of Applied Psychology takes plagiarism very seriously. If you are found to have plagiarised other people's ideas or words you will lose some or all marks for the relevant piece of work. The School follows UCC policy on the issue, and you will find an outline of this policy at <https://www.ucc.ie/en/exams/procedures-regulations/>

Of course, when you are under pressure with competing deadlines it can seem very easy and very tempting to cut and paste material directly from the internet into your own work. Please do not do this; not only will a change of style be immediately obvious to the lecturer correcting your work, but the School also avails of an electronic checking system (TURNITIN), which will detect and give a full report on the source that has been copied from, be that a paper already submitted by another student, or a chunk of text copied from Wikipedia or some other online journal or resource.

Best Practice in Academic Writing

Our aim is to promote best practice, and also of course to help you in developing and improving your academic writing skills, so please feel free to contact your module co-ordinator for clarification on any issue surrounding plagiarism. There are many excellent student guides that deal with the issue, including *The Good Study Guide* by Andy Northedge (OU, 2005). There are copies of this book in the library, or you could purchase the most recent print or Kindle editions of this text.

UCC also has some really good guides to help you with studying, note-taking, writing and avoiding plagiarism at <http://www.ucc.ie/en/red/>

Please do take time to look at these online resources as they will answer most questions you may have on plagiarism.

Publication Ethics

UCC School of Applied Psychology implements and supports the UCC codes of intellectual property, and research ethics. Students are encouraged to seek out the relevant documentation online if they want full details. Copyright in the thesis resides with the candidate. All other intellectual property (including inventions, discoveries, copyright in computer software (including source and object codes) and other kinds of copyright, semiconductor maskworks, trade secrets, know how, research data, tangible research property and similar property/rights) conceived, invented or reduced to practice by the candidate during, or as a result of, research undertaken at the University shall be the property of the

University. In practice, this means that data that the student does not publish within three months of submission may be published by the supervisor or others employed by the university.

According to the UCC Code of Good Conduct:

14.1 Researchers should make all reasonable attempts to present their research to the academic community through peer-reviewed papers, books, presentations or other suitable media and, where appropriate, to the public.

14.2 The person with overall responsibility for the research programme should authorize publication of results

16.1 The issue of authorship is important in the context of good research practice. Although exact proscription of rules for authorship are difficult the University supports the general approach adopted by academic journals, for example by Nature or in the 'Vancouver Guidelines'. In line with this general guidance, the University expects that anyone listed as an author should have made a significant contribution to the work, accepts personal responsibility for ensuring that they are familiar with its content, and that they can identify their contributions to it.

Before presenting the data at conferences or publishing, you should have a discussion with your supervisor about authorship. As a default rule, your supervisor should be an author on all work pertaining to your dissertation. Your supervisor should also see the work before submission. The discussion you should have with your supervisor should be about the order of authorship. This discussion will help you to maintain a competitive standard. the level of supervisory input should be accurately reflected in the authorship and publication credits. (BPS p. 3)

Upon submission of the dissertation, all students have to provide a USB/CD including all relevant raw data (in an envelope accompanying the dissertation copies). The data will be stored securely for 10 years on the premises of the School of Applied Psychology in line with UCC's ethics guidelines.

Late Submission

Please take careful note of deadline dates and times set for assignments as there are serious lateness penalties as per the book of modules, which states that:

“Work which is submitted late shall be assigned a mark of zero”

The school policy is that there are no extensions on work set.

The deadline time for all assignments is 11am. The Turnitin link will close at 11.00 and you will be unable to submit your dissertation to this link after the deadline has passed. A new late assignment link will be available for two weeks after the initial deadline to which you can submit your assignment if it was not possible for you to submit on time. Please note that all work submitted to this late link will automatically be given a grade of zero unless you apply for, and are granted, a waiver of the late penalty. No assignments will be accepted more than two weeks after the initial deadline. If you have missed the second deadline please contact the School Manager, Dr Tara Singleton: tara.singleton@ucc.ie.

Late assessment forms are reviewed by the school teaching and learning committee and waivers will normally be given in cases of serious illness or family bereavement. Appropriate documentation, such as a doctor's certificate covering the time specified, must be provided. In respect of other reasons for late work, the committee will consider each lateness application on a case by case basis.

The late assessment form can be found online on the School website or a copy can be picked up from the main office.

Appendix 1

Agreement to supervise

Submit to SoAP office by 4th October 2018

Project Working Title_____

Student Name_____

Student Signature_____

Supervisor Name_____

Supervisor Signature_____

Date_____

Appendix 2

Supervisor Names	Email Address	Availability for Project Meetings	
		Week 1	Week 2
Dr. Jason Chan	jason.chan@ucc.ie	Wednesday 10am-12pm Thursday 11am-1pm	Wednesday 10am-12pm Thursday 11am-1pm
Dr. Maria Dempsey	m.dempsey@ucc.ie	Wednesday 2pm-4pm	Wednesday 2pm-4pm
Dr. Zelda Di Blasi	z.dibiasi@ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Dr. Samantha Dockray	s.dockray@ucc.ie	Thursday 11pm-1pm	Thursday 11pm-1pm
Dr. Audrey DunnGalvin	a.dunngalvin@ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Dr. Sean Hammond	s.hammond@ucc.ie	Not available for research supervision	
Dr. Robert King	r.king@ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Dr. Sharon Lambert	sharon.lambert@ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Dr. Carol Linehan	carol.linehan@ucc.ie	Not available for research supervision	
Dr. Conor Linehan	conor.linehan@ucc.ie	Thursday 11pm-1pm	Thursday 11pm-1pm
Prof. John McCarthy	john.mccarthy@ucc.ie	Not available for research supervision	
Dr. Mike Murphy	mike.murphy@ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Ms. Inge Nieuwstraten	i.nieuwstraten@ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Ms. Anna O'Reilly-Trace	aoreilly@appspsych.ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Dr. David O'Sullivan	david.osullivan@ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Dr. Nadia Pantidi	konstantia.pantidi@ucc.ie	Wednesday 1pm-3pm Thursday 1pm-3pm	Wednesday 1pm-3pm Thursday 1pm-3pm
Dr. Annalisa Setti	a.setti@ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Dr. Angela Veale	a.veale@ucc.ie	Thursday 11am-1pm	Thursday 11am-1pm
Dr. Chris McCusker	christopher.mccusker@ucc.ie	email for appointments	email for appointments
Dr. Christian Ryan	christian.ryan@ucc.ie	email for appointments	email for appointments
Main Office	Singleton, Tara: tara.singleton@ucc.ie (School manager) Hennessy, Nora: NHennessy@ucc.ie Fitzpatrick, Anne: Anne.Fitzpatrick@ucc.ie Cullen, Stephen: stephen.cullen@ucc.ie		

Appendix 3

Research Dissertation Proposal Form

**PLEASE SUBMIT TO THE MAIN OFFICE, SCHOOL OF APPLIED
PSYCHOLOGY BY 18TH OCTOBER 2018**

Student's Name:

Supervisor's Name:

Project Title:

Please attach a 1000-1500 word research proposal describing at least:

- Your research question/problem to be addressed
- Reference to literature which has attempted to address it and a clear statement of your specific goals and/or hypotheses
- Ethical issues - identify ethical issues and describe how you have responded to them in your proposed design
- Method proposed - design, subjects/participants, outline of procedure
- Statistical or other analysis proposed – e.g. what methods of analysis will you use and why
- Special resources needed e.g. space or equipment
- Specific skills you will need help in developing (e.g. statistical packages, typing, qualitative analysis) and your plans for getting the help

Your supervisor must agree with and sign off on your project proposal.

I submit this project proposal as a true indication of my intentions

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Your supervisor will keep this proposal on file and it is an indication of your project work plan.

Appendix 4

AP6137 Dissertation Progress Report

Name:

Title of Dissertation:

Please summarise your progress on your dissertation using the following headings as a guide:

Application for ethical approval

Literature search

Methodology

Data collection (including pilot)

Data Analysis

Discussion

Please record deadline dates for yourself for completing the different aspects of your dissertation:

Please note here any problems that you have encountered to date or any that you anticipate and your suggestions for management of same

Student: _____

Supervisor: _____

Date: _____

Appendix 5

AP6137 Research Dissertation: Presentation

5th June 2019

Venue: TBA

For this assignment, you are asked to make a presentation of your research to peers and staff and submit relevant associated documentation. You should treat this as similar to a presentation of your project at a conference. Your presentation should comprise a full account of your investigation of an applied problem including identification of the applied problem, contextualisation in terms of previous research and in terms of its applied relevance, description and justification of method employed, report of analysis and findings, and discussion of findings.

The presentation should last **20 minutes** (15 min presentation 5 min questions). You must submit supporting documents (i.e., presentation and handouts) onto Blackboard (Assignment) the day before the presentation (e.g. a printout of your slides, notes for your presentation, etc.).

Presentations are an important part of your training; and a requirement to complete the module. You will receive feedback for talk as well as a pass/fail mark

This should be treated as any other conference. Students will be expected to attend all presentations. Staff will also be in attendance. A panel of members of staff will be present for the full day and will assess the presentations. Feedback will take account of content and quality of presentation. See below for the feedback sheet that will be used.

AP6137 Research Presentation Feedback Sheet

Student Name:

Assessor Name:

	Criteria	A Excellent, Professional level	B Good for post- graduate work	C Has some weaknesses one would not expect at this level	D Is seriously deficient in terms of quality
1	Content & Applied Relevance: The presentation includes a full account of investigation of a research question in applied psychology and discusses the applied relevance of the study being presented.				
2	Evidence of analytical / critical thinking: Demonstrates critical thinking skills in reviewing the literature, in justifying the research methodology, and in discussing findings.				
3	Structure: The presentation is well structured, helping the audience follow the presentation – background, research question, methodology, results and discussion, conclusions and recommendations. Keeps to the time limit.				
4	Quality of slides: The slides make a good visual impact and amplify what students are saying. Slides are legible, understandable and are each presented with due time allowed for visual inspection by audience.				
5	Engagement with the audience: Student presents the story of their research in an interesting way, involving the audience by eye contact, movement and gesture and engages the audience to ask questions. Good at dealing with questions.				

General Comments:

Appendix 6

Only Relvance for those persuing the Publication and Grant option.



Government of Ireland Postgraduate Scholarship Scheme 2018:

Indicative Applicant Form

Applicant Details

Select the appropriate scholarship theme for which you are applying:

Government of Ireland Postgraduate Scholarship	<input type="checkbox"/>
Andrew Grene Postgraduate Scholarship in Conflict Resolution	<input type="checkbox"/>
Environmental Protection Agency Postgraduate Scholarship	<input type="checkbox"/>
Department of Children and Youth Affairs Growing Up in Ireland Postgraduate Scholarship	<input type="checkbox"/>

Application in Irish:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

There is an option on the system at this point to upload an English translation should you wish to do so. This will accompany your research proposal. The system will only accept documents in PDF format.

Government of Ireland Postgraduate Scholarship Scheme 2017: Indicative Applicant Form

Name:

Email address:

Contact telephone number:

Contact address:

Gender:

Male

Female

Date of birth:

ORCID ID:

ORCID ID provides a persistent digital identifier that distinguishes you from every other researcher. If you do not currently have an ORCID ID, please register for one at www.orcid.org and provide us with your unique 16-digit identifier

What is your nationality, i.e. your passport-issuing country?

Are you a national of a European Economic Area (EEA)* member state or Switzerland?

Yes

No

*The EEA comprises the EU member states together with Iceland, Norway and Liechtenstein

Will you have been ordinarily resident* in an EEA member state or Switzerland for a continuous period of three of the five years preceding 1 October 2017?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

*'Ordinarily resident' denotes your place of legal and permanent residence

Will you be a new entrant to the degree for which you are seeking Council funding?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

<i>If yes:</i> Please specify the scholarship type for which you are applying:	
12-month Research Master's	<input type="checkbox"/>
24-month Structured Research Master's	<input type="checkbox"/>
36-month Traditional Doctoral Degree	<input type="checkbox"/>
48-month Structured Doctoral Degree	<input type="checkbox"/>

<i>If no:</i> Please specify the degree type for which you are currently registered:	
24-month Structured Research Master's	<input type="checkbox"/>
36-month Traditional Doctoral Degree	<input type="checkbox"/>
48-month Structured Doctoral Degree	<input type="checkbox"/>

<i>If no:</i> What date did you first register for this degree?	
dd/mm/yyyy	

It is important that the information in this field is entered correctly as the duration of funding awarded is dependent on the date of first registration

<i>If no:</i> Please select your current funding source:	
Self-funded	<input type="checkbox"/>
Student Universal Support Ireland grant	<input type="checkbox"/>
Higher education institution-funded bursary or scholarship	<input type="checkbox"/>
Central Remedial Clinic Ciaran Barry Graduate Scholarship	<input type="checkbox"/>

If no: Please provide further details in relation to this funding source, including duration:

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If no: Please indicate the duration of scholarship for which you are applying:

12 months	<input type="checkbox"/>
24 months	<input type="checkbox"/>
36 months	<input type="checkbox"/>

Will you be in receipt of any additional awards during the scholarship period, e.g. travel bursaries, equipment grants, etc.?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes: Please provide further details:

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Do you currently hold, or have you previously held, any other Irish Research Council awards?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes: Please provide further details:

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Applicants for a Research Master's Scholarship must not currently hold, or have previously held, a Council Postgraduate Scholarship. Applicants for a Doctoral Degree Scholarship must not currently hold, or have previously held, any Council Postgraduate Scholarship other than that which would enable them to obtain a Research Master's Degree

Academic Supervisor Details

Primary Academic Supervisor:

Name:
Institution:
Email address:

Secondary Academic Supervisor (if applicable):

Name:
Institution:
Email address:

Referee Details

Referee 1

Name:
Organisation or institution:
Position:
Email address:

Referee 2

Name:
Organisation or institution:
Position:
Email address:

Academic Qualifications

Bachelor's Degree

Institution:

Graduation date: <i>dd/mm/yyyy</i>

Qualification type and name:

Final grade or grade point average:

Examination results as detailed here must correspond with those on official transcripts

Any additional information relating to this degree can be included here, e.g. dissertation title, area of study:

Max 300 words

Second Bachelor's Degree (if applicable)

Institution:

Graduation date:

dd/mm/yyyy

Qualification type and name:

Final grade or grade point average:

Examination results as detailed here must correspond with those on official transcripts

Any additional information relating to this degree can be included here, e.g. dissertation title, area of study:

Max 300 words

Master's Degree (if applicable)

Type:	
Taught	<input type="checkbox"/>
Research	<input type="checkbox"/>

Institution:

Graduation date:

dd/mm/yyyy

Qualification type and name:

Final grade or grade point average:

Examination results as detailed here must correspond with those on official transcripts

Any additional information relating to this degree can be included here, e.g. dissertation title, area of study:

Max 300 words

Second Master's Degree (if applicable)

Type:	
Taught	<input type="checkbox"/>
Research	<input type="checkbox"/>

Institution:

Graduation date:

dd/mm/yyyy

Qualification type and name:

Final grade or grade point average:

Examination results as detailed here must correspond with those on official transcripts

Any additional information relating to this degree can be included here, e.g. dissertation title, area of study:

Max 300 words

Other Education

Please provide any additional information relevant to your academic background which should include the name, location and date(s) of any training courses attended:

Max 300 words

Research Achievements

Please provide any additional information regarding your research achievements to date such as publications, research awards, creation of data sets and databases, conference papers, patents, excavations, public broadcasts, stage performances, creative writing, creative productions and/or exhibitions:

Max 500 words

Work Experience

Please provide details of any relevant work experience, including voluntary work, to date which should include employers' names, job titles, nature of duties and responsibilities, as well as duration of employment:

Max 500 words

Proposed Research

Project title:

Max 100 words

Higher education institution:

Department:

Primary area:

Discipline:

Other research area(s):

Please consult the research categorisation document available on the Irish Research Council website for further descriptions of *primary area, discipline and other research area*

Second categorisation – if interdisciplinary:

If your proposed research is interdisciplinary, please list the second categorisation here, i.e. *primary area, discipline and other research area*

Keywords describing proposed research:

Please provide an abstract for your proposed research:

Max 300 words

Please provide a lay abstract for your proposed research, which will be used to inform a non-expert audience:

Max 300 words

Please provide details of your proposed research to include (a) aims, objectives and central research questions of the project, (b) how existing literature on the topic has been used to inform the proposal and (c) how the project will advance state of the art and make a contribution to existing knowledge:

Max 500 words

Please detail the research design and methodologies to be employed in carrying out your scholarship which should be described in sufficient detail to demonstrate your thorough understanding of the research topic:

Max 500 words

Please provide a schedule to include (a) milestones and deliverables for completion of the proposed research, (b) risks that might endanger reaching these deliverables and (c) the contingency plans to be put in place in order to mitigate these risks:

Max 500 words

Please describe any specialist knowledge or data required to undertake your proposed research, such as language competency, technical skills or use of specialist software. If this knowledge or data is not already in place, details should be provided as to how it will be acquired over the course of the scholarship:

Max 500 words

Please outline your plans for the dissemination and knowledge exchange of your research, including publications, conference attendance, poster presentations, reports and outreach activities. Details should also be provided as to how the impact of your research will be measured:

Max 500 words

Please outline the reasons for choosing your proposed higher education institution:

Max 400 words

Please outline the reasons for choosing your proposed academic supervisor(s):

Max 400 words

Please provide details of any proposed research trip(s) of more than four weeks' duration which you believe will be necessary for the successful completion of your scholarship:

Max 300 words

PLEASE NOTE: The following question applies ONLY to applicants for an Andrew Grene Postgraduate Scholarship in Conflict Resolution, EPA Postgraduate Scholarship or DCYA Growing Up in Ireland Postgraduate Scholarship. It does NOT apply to applicants for the Government of Ireland Postgraduate Scholarship.

Please outline the reasons for choosing your specific theme, including how your proposal explicitly aligns with the theme statement and specific requirements as included in the relevant appendix of the 2017 Terms and Conditions:

Max 500 words

There is an option on the system at this point to upload any supplementary information, e.g. diagrams or bibliography, to accompany your research proposal. The system will ONLY accept supplementary material in PDF format. Supplementary material should only include essential information required for the interpretation and understanding of the proposed research, rather than additional information about the research proposal or applicant. Supplementary material will not be included in the application word count

Have you previously submitted all or part of this proposal to an Irish Research Council scheme and been unsuccessful?

Yes

No

If yes: Please clearly describe the modifications to your research proposal since it was previously submitted:

Please note that unsuccessful applicants may only re-apply to the scheme on one subsequent occasion (with effect from 21 October 2009)

Career Training and Development Plan

Please provide a career training and development plan which addresses the following:

- What are your career goals and how would this scholarship help you to achieve them?
- How will you go about acquiring the expert knowledge and transferable skills necessary for your professional development, e.g. technical skills, communication skills, analytical skills?
- How would this scholarship enable you to gain skills relevant to employment outside the traditional academic sector?

Max 1000 words

Personal, Ethical and Sex/Gender Statements

Personal Statement

Please highlight any additional information which has not been included elsewhere in the application, e.g.:

- Why do you wish to pursue a higher degree by research?
- Why have you proposed this research topic?
- Why do you feel there is a specific demand for the skill set that you wish to build?
- Why are you particularly suited to this research field?
- Which of your attributes demonstrate your capability to be a good researcher, e.g. motivation, commitment, thirst for knowledge?

Max 500 words

Ethical Statement

Does your research involve any of the following ethical issues of special relevance?

Informed consent	<input type="checkbox"/>
Human embryonic stem cells	<input type="checkbox"/>
Privacy and data protection	<input type="checkbox"/>
Use of human biological samples and data	<input type="checkbox"/>
Research on animals	<input type="checkbox"/>
Research in developing countries	<input type="checkbox"/>
Dual use (possible military/terrorist application)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Does your research proposal require approval by the relevant institutional Ethics Committee?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please note that a full ethical report and approval from the relevant institutional Ethics Committee should be received by the Council before activities for which ethical approval are required commence or no later than three months after the start date of the scholarship

Please provide a statement detailing the careful consideration you have given to the ethical implications of the proposed research (where ethical issues may arise) and how you plan address these over the course of your scholarship:

Max 500 words

Sex/Gender Dimension Statement

Does your research involve any of the following?

Humans as the research focus	<input type="checkbox"/>
Animals as the research focus	<input type="checkbox"/>
Human samples and/or data	<input type="checkbox"/>
Humans involved as consumers, users, patients, or in trials	<input type="checkbox"/>
Research on animals, animal samples and/or data	<input type="checkbox"/>
Research outputs with implications for end users or consumers	<input type="checkbox"/>

Please provide a statement detailing whether there is a potential sex/gender dimension to be considered in carrying out your research. If your research involves any of the above, please indicate how potential sex/gender issues will be handled. In particular, you are asked to reference the points mentioned in the 'checklist for sex/gender in research content' in the Guide for Applicants:

Max 500 words

Please carefully read the section on *sex/gender dimension* in the Guide for Applicants for help in answering this question

Financial Justification

- Please provide the total cost for the full duration of the scholarship.
- The exact amount of eligible direct research expenses to be allocated is subject to sufficient justification being made. An itemised breakdown of costs is required, e.g. separately list the cost and justification for individual pieces of computer equipment and software. Small consumables can be grouped as one item, e.g. general lab or stationery supplies.
- Software and hardware must be obtained within the first year of a scholarship or within the first three months of a 12-month award. Aside from this exception, funds may not be used to purchase capital items.

- A maximum amount of €2,250 *per annum* applies.
- There is a limit of €1,000 for computers or laptops.
- Membership costs are not eligible.
- Living costs, e.g. rent, are not essential direct research expenses and should not be included.
- Subsistence/per diem/meal costs/vouched expenses for meals and drinks are not an eligible cost.

Essential direct research expenses:	Total cost requested for the funding term:	Please provide a full justification and itemised breakdown for all costs requested:
Essential research supplies such as small consumables:		
Pay-as-you-go access to national research infrastructure:		
Software and hardware critical for the proposed research:		
Archival research costs:		
Conference travel and participation:		
Generic and/or specialist disciplinary skills training:		
Publishing and write-up costs:		
Other costs:		
Total:		

Applicant Declaration

I hereby declare that I have read and accept the applicant requirements as set out in the 2017 Terms and Conditions and Guide for Applicants on the [Irish Research Council website](#):

I agree

I confirm that the information supplied in this application is correct and recognise that should it become apparent that any of the information provided is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible:

I agree

I hereby declare that this application is my own work and understand that it will be subject to plagiarism checks:

I agree

Would you like the Irish Research Council to make your application available to other funding agencies and/or enterprise partners for consideration?

Yes

No