

PhD in Film & Screen Media

Handbook 2021–2022



F I L M

Welcome

Welcome to the Department of Film & Screen Media. This booklet, published by the **FSM Graduate Studies Committee**, contains useful information on your doctorate. It should be read in conjunction with the relevant literature published by the University.

While the Department of Film and Screen Media endeavours to ensure that the information provided in this handbook is accurate at the time of publication, it does not accept any liability for inaccuracies contained within it.

The most **up-to-date policies on doctoral studies at UCC** may be found at [this link](#). It is important that you familiarise yourself with them.

For general queries on the PhD programme, you are welcome to contact **Prof. Laura Rascaroli**, PhD Coordinator in the Department of Film and Screen Media (email: l.rascaroli@ucc.ie).

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PhD in Film & Screen Media

Part 1: Research in the Department of Film and Screen Media

Research in FSM

Film & Screen Media at University College Cork is a vibrant, forward-looking research environment led by internationally recognised experts and with a thriving graduate studies community. We have a marked knowledge-sharing ethos and a strong record in attracting high-profile speakers, both academics and practitioners in the film industry. We publish **Alphaville: Journal of Film and Screen Media**, a leading peer-reviewed open-access journal with a global readership. Our research focuses on two key clusters of distinction: Film and Screen Media Histories; and Film and Screen Media Forms and Practices. Discover more about our research, journal, staff, postgraduate students and activities **here**.

Doctoral students in Film & Screen Media may gain experience in teaching, journal editing and event organisation. They can also become members of **FOCUS: Forum on Film and Screen Media Theories**, which supports the individual researcher's development within a dynamic group ecology.



People

Dr Ciara Chambers is Head of Film and Screen Media (On leave till January 2022)

Her research interests include newsreels, amateur film and the recycling of archival images. She is associate editor for the Historical Journal of Film, Radio and Television and a member of the editorial boards of *Alphaville: Journal of Film and Screen Media* and *Estudios Irlandeses*. She is also a member of the IAMHIST Council and the Irish Screen Studies Board. She was scriptwriter and associate producer on *Éire na uachtscannán*, a six-part television series broadcast on TG4. She is currently working on the AHRC/IRC-funded Make Film History project in partnership with Kingston University, the BBC, the British Film Institute, Northern Ireland Screen and the IFI Irish Film Archive.

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Dr Abigail Keating is Lecturer in Film and Screen Media

Her main research areas include women and film/media, contemporary cinema, screen media culture, protest media, and pop culture, on which she has published widely. She has worked freelance as an editor and videographer for many local and national organisations, and has worked in collaboration with the Irish Film Institute a number of times, through projects and lecture series. She is currently working on a book on women and the contemporary screen.

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Dr Barry Monahan is Lecturer in Film Studies (On leave till September 2022)

His main teaching and research interests are: the history and aesthetics of Irish and other national cinemas and film theory. He has published on Irish cinema from historical, theoretical and aesthetic perspectives. His recent publications include a chapter in Irish Literature in Transition: 1980–2020, titled “Historical Transitions in Ireland on Screen”, an article on an amateur adaptation of Liam O’Flaherty’s *The Informer* in the *New Hibernia Review* (both 2020), and the monograph *The Films of Lenny Abrahamson: A filmmaking of philosophy* (Bloomsbury Academic, 2018).

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Dan O'Connell is Interim Head of Department and Lecturer in Filmmaking (till January 2022)

He is a multi award-winning director and has written and directed dozens of short films and documentaries, which have been screened at film festivals both locally and internationally. He is Director at SUPEREGO, a high-quality video production company with large multinational clients, which aims to deliver promotional, fashion and event video to a growing online market. He is also founder of egomotion.net, Cork's online filmmaking hub with over 400 members, where filmmakers can share knowledge, participate in each other's projects and share resources. Egomotion have also hosted various screenings, workshops and meet-and-greets in order to promote local filmmaking talent.

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Laura Rascaroli is Professor in Film and Screen Media. She is PhD coordinator and FOCUS convenor

Her research interests span European and World cinemas; experimental nonfiction, the essay film, and first-person cinemas; artist film and the post-medium moving image; film space and geopolitics; and the politics of form. She is the author of several monographs, including *How the Essay Film Thinks* (OUP, 2017), *The Personal Camera: Subjective Cinema and the Essay Film* (Wallflower, 2009), and *Crossing New Europe: Postmodern Travel and the European Road Movie* (Wallflower, 2006), and coeditor of collections including *Expanding Cinema: Theorizing Film Through Contemporary Art* (Amsterdam UP, 2020) and *Antonioni: Centenary Essays* (BFI, 2011). Her work has been translated into several languages. She is the General Editor of *Alphaville: Journal of Film and Screen Media*.

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Dr Gwenda Young is Lecturer in Film Studies

Her research interests include: Silent Cinema, 1914-1927; Film History; Animals and Film/Media; Classical Hollywood Cinema; Post-Classical Hollywood Cinema; Genre Studies. She has co-edited two essay collections, published in international journals and edited collections, and is collaborating with Dan O'Connell on the Cork Movie Memories project (www.corkmoviememories.com). Her critical study of American director Clarence Brown was published in 2018 by UP Kentucky.

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Barry Reilly is Multimedia and IT Technical Officer for the Department of Film & Screen Media.

A graduate in Film and Video Technology from Southampton Solent University, he went on to work for Setanta Transmissions Limited as a Broadcast Technician. His role there included technical supervision of the company's live studio events as well as broadcast engineer on global news channel guest interviews. Barry is an Apple-certified instructor.

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Linda Murphy is Executive Assistant in the Department of Film & Screen Media

A graduate of UCC having achieved a BSocSc and MA in Sociology, Linda joined Film & Screen Media in 2017, providing administrative support to Staff and Students.

Linda's work days are Monday to Thursday.

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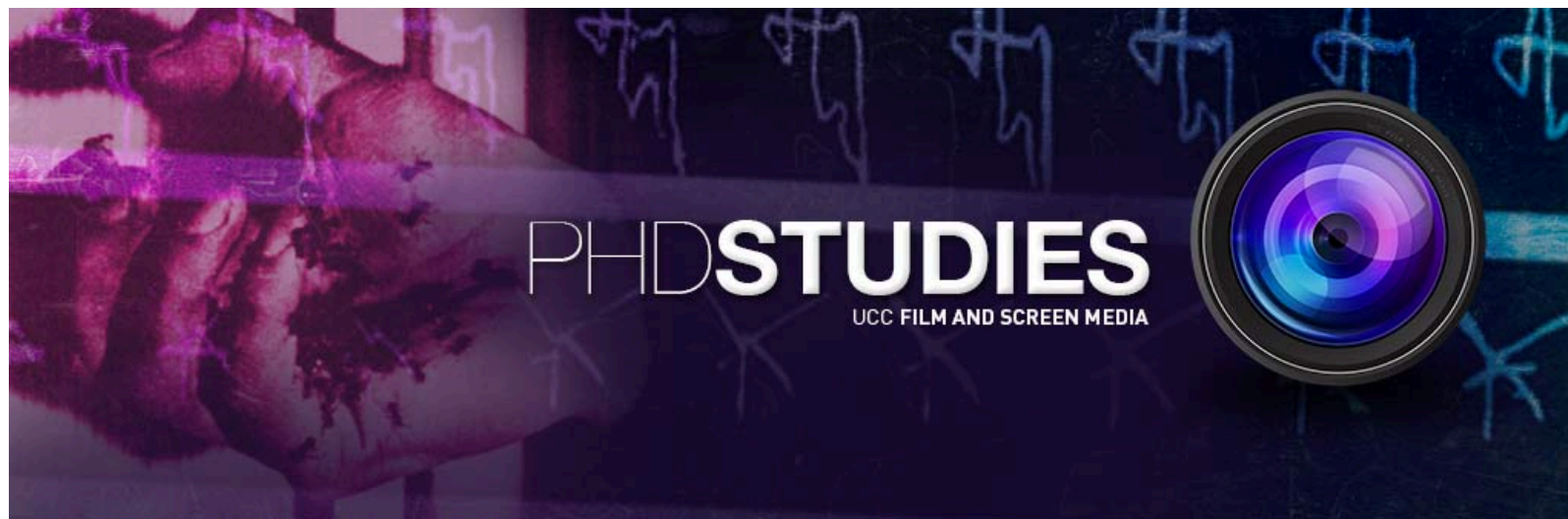
PhD in Film & Screen Media

CKH37 PhD (Arts) Film & Screen Media (Full-Time)

CKH38 PhD (Arts) Film & Screen Media (Part-Time)

To be eligible for consideration to enter on a programme of study and research for the Degree of PhD in Film & Screen Media, a candidate must normally have obtained a standard of at least Second Class Honours, Grade I, in a relevant Masters degree such as Film Studies, Communications/Media, Art History, Creative Writing, English Literature, Modern Languages/Cultures, or History.

The PhD in Film & Screen Media is based on a programme of study and research whose main focus is the writing of a major dissertation of no more than 80,000 words. Candidates will pursue a course of research, study and personal and professional development as prescribed by their Supervisor(s). PhD candidates undertake an equivalent student workload of **90 ECTS credits** for each calendar year of full-time research, or proportional equivalent for part-time students. Students will complete a minimum of 270 credits (3 years, full-time) and a maximum of 360 credits, for consideration for the award of PhD.



PhD in Film & Screen Media (Creative Practice)

CKH95 PhD (Arts) Film & Screen Media (Creative Practice) (Full-Time)
 CKH96 PhD (Arts) Film & Screen Media (Creative Practice) (Part-Time)

To be eligible for consideration to enter on a programme of study and research for the Degree of PhD in Film & Screen Media (Creative Practice), a candidate must normally have obtained a standard of at least Second Class Honours, Grade I, in a relevant Masters degree such as Film Studies, Communications/Media, Art History, Creative Writing, English Literature, Modern Languages/Cultures, or History. Candidates with a Second Class Honours, Grade 1 in a relevant primary degree and evidence of advanced creative experience will also be considered. This should constitute a substantial portfolio of relevant creative film or video work, of at least five years duration.

The PhD in Film & Screen Media (Creative Practice) has two components: practical and critical. The relationship between these components will depend on individual research choices and should be addressed as part of the overall dissertation. The first and main focus of the PhD will be a body of practice-based work designed for exhibition. This may consist of a substantial, original, high quality film or of a coherent portfolio of practical film and screen media work (possibly including video installation, archival/curatorial work or projects involving the use of moving images in an educational capacity) and should make a contribution to the dissertation that could not have been made in words. The second part of the PhD will consist of a theoretical discussion, based on a body of critical reading and reflection, exploring ideas, themes, and concepts that have a relationship with the creative work being undertaken. This should be written in tandem with the creative practice and draw attention to the project's context, originality and contribution to knowledge. The choice of form for this part of the thesis will be at the discretion of the candidate, in consultation with the supervisor, but it should provide a rigorous theoretical framework that contributes to the chosen field of enquiry. Normally, this part of the PhD will account for 40,000 words.

Facilities and Resources



The Graduate School of the College of Arts, Celtic Studies and Social Sciences has two dedicated facilities reserved for postgraduate students in CACSSS:

1. The Berkeley Centre is for all Masters and PhD students. It's a quiet room in the basement of the Boole library, with desks available on a first-come-first-served basis. [Click here to apply for swipe-card access to this room.](#)

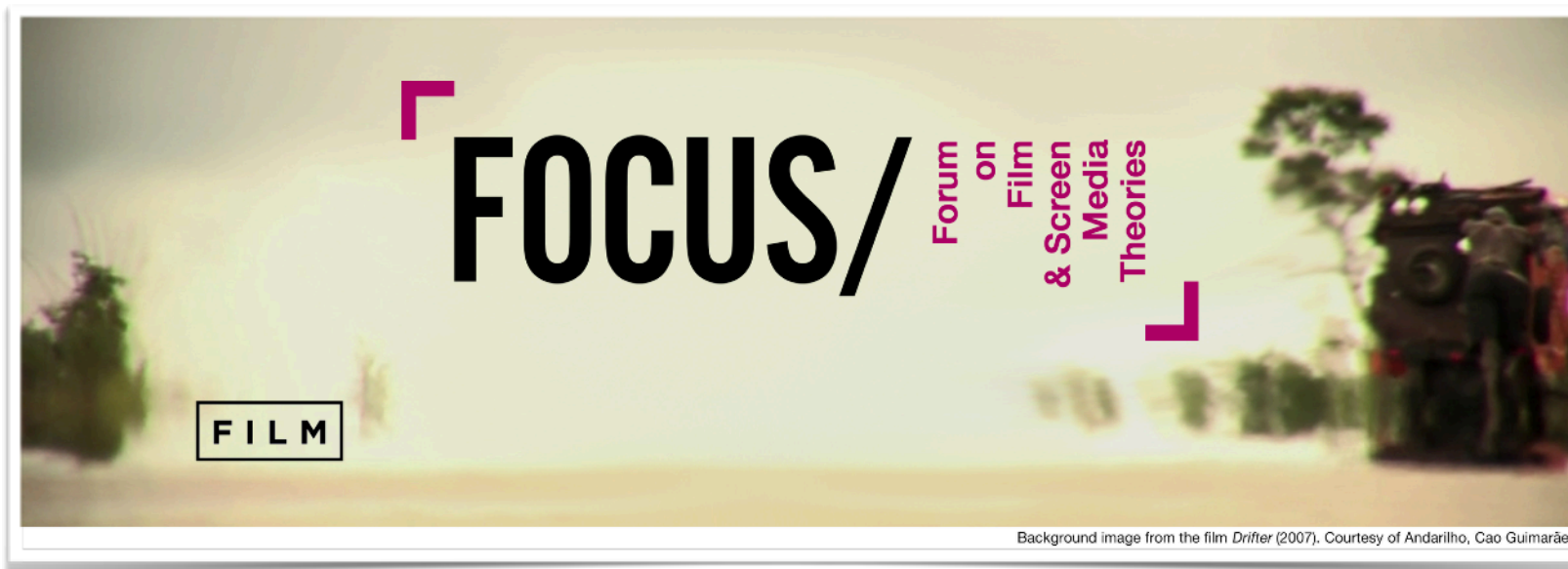
2. Wandesford Quay Research Facility is available to all CACSSS PhD and MPhil students. It is located on Wandesford Quay with 25 hot-desks available on a first-come-first served basis. There are also a limited number of secure lockers available. Access to Wandesford Quay is via student card from 8am - 10pm seven days a week (pre-registration is required – [see here for details](#)).

The **Film & Screen Media Centre in Kane Building B10 (Basement)**, on central campus, is a hub for teaching, research and conferencing. The Centre includes a large auditorium consisting of a state-of-the-art High Definition Projection System and 7.1 Cinema surround sound, ideal for hosting seminars and lectures as well as the obvious screening of movies. Two editing labs, fully equipped with the latest versions of industry standard software tools, designed for a multitude of film-making tasks, are available to all students of Film & Screen Media at both undergraduate and postgraduate level.

Students can also access a range of Canon film cameras and DSLRs as well as professional sound recording and capturing devices that are guaranteed to facilitate all aspects of a shoot.

Students requiring further instruction or assistance with film/IT equipment can contact our Technical Officer Mr. Barry Reilly: barry.reilly@ucc.ie

FOCUS: Forum on Film and Screen Media Theories



Background image from the film *Drifter* (2007). Courtesy of Andarilho, Cao Guimarães.

FOCUS is a **permanent forum of scholars, research students, postdoctoral researchers, visiting fellows and guest speakers** in the Department of Film & Screen Media at University College Cork. FOCUS supports the study and development of critical, theoretical and methodological approaches to film and new media texts, genres and formats. It is **a space for dialogical reflection**

where the moving image is considered all at once in its specificity and in relation to broad interdisciplinary discourses. FOCUS seeks to participate in and respond to current debates, and to produce original ideas and approaches. FOCUS is inclusive and generative. It supports the individual researcher's development within a dynamic group ecology. It coordinates regular theory reading sessions, organizes research events, and creates opportunities for interdisciplinary and intercultural debate.

Whilst not mandatory, **you are strongly advised to join FOCUS**, as the sustained engagement with your colleagues, with new texts and with research will help you develop skills in critical thinking, editing, presenting, and peer discussion, all necessary skills for your career post PhD. It will also strengthen your networks of peer support, build momentum, and develop the discipline necessary to complete your doctorate in a timely manner.

FOCUS Convenor: Prof. Laura Rascaroli, Department of Film and Screen Media, email: l.rascaroli@ucc.ie

FOCUS Deputy: Humberto Saldanha, PhD candidate in Film & Screen Media, email: hsaldanha@ucc.ie

PhD in Film & Screen Media

Part 2: Registration

Registration and Leave of Absence

Registration

The **minimum** approval time for a PhD is **three years full-time or six years part-time**. PhD students are required to register for the minimum period that the student was originally approved for and all current PhD **students are required to register for each year until submission**. You can do so online **here**.

Doctoral students will be allowed a **maximum of 6 years** to submit their thesis. Candidates who do not submit their thesis within the 6 years from the date of first registration for the programme for which they have been approved will require **approval for extensions** from College and must be registered at the time of thesis submission.

A detailed review must be undertaken as outlined in the Progress Review Policy. More on the review process in the Department of Film and Screen Media may be found at pp. 27–29 of this booklet.

Leave of absence

Students may apply for a leave of absence for a **minimum of three months and a maximum of twelve months** with the endorsement of both Film & Screen Media and the College (CACSSS).

Access the UCC Leave of absence policy at this link.

Fees and Funding

Fees Schedule

<https://www.ucc.ie/en/financeoffice/fees/schedules/>

UCC Scholarships

There are a number of postgraduate scholarships available through UCC. Details of these are provided here: <https://www.ucc.ie/en/scholarships/>

Irish Research Council Postgraduate Fellowships

The Irish Research Council Government of Ireland Postgraduate Scholarship Scheme supports suitably qualified Research Masters and Doctoral candidates pursuing or intending to pursue full-time research in any discipline. Information workshops for potential applicants are hosted annually by CACSSS and your supervisor will support you during the application process.
<http://research.ie/funding-category/postgraduate/>

Postgraduate Research Travel Bursaries

The Graduate School awards ten Postgraduate Research Travel Bursaries each year. The bursaries are worth €250 each and are designed to support research postgraduate

students in the College of Arts, Celtic Studies & Social Sciences. Bursaries are awarded at six-monthly intervals.

National University of Ireland Travelling Studentships

The NUI Travelling Studentship Scheme is one of the University's longest running competitions and has been in existence since 1910. Funded by the University from its own resources, it continues an earlier scheme established by the Royal University of Ireland, which preceded NUI. The NUI Travelling Studentship Scheme has as its main objectives: to encourage the most able students in the NUI federal system to pursue research; to enable these students to undertake postgraduate research abroad, in the most reputable universities, towards a doctoral degree, or, to enable students registered in NUI institutions participating in international partnerships to undertake substantial research periods overseas as part of their doctoral studies; to attract these scholars back to enrich the learning community within NUI.

More information can be found at: <http://www.nui.ie/awards/TravellingDoctoralStudentships/>

For more information on a variety of scholarships and funding support see: <https://www.ucc.ie/en/scholarships/postgraduate/artspg/>

PhD in Film & Screen Media

Part 3: Your Degree

Learning Outcomes: The Structured PhD

Pillar (HEA principle)	The UCC Structured PhD - Compulsory Requirements	
1 Advancement of knowledge through original research; employment market wider than academia.	✓ Core activity is thesis research to normal UCC examination standards.	
	✓ Students will formally engage in their own career development, and will attend both large-scale and individualised career development activities during their study.	
2 A high quality research experience and training.	✓ Induction (central and Graduate School elements) to introduce students to research principles.	
	✓ Introduction to appropriate high-level research principles and methodologies in a supportive research environment.	
3 Formalised integrated programme of education, training and personal and professional development activities, and the development of discipline-specific knowledge, research skills and generic / transferable skills.	NEW Completion of training needs analysis with supervisory team, leading to development of a Research Student Learning Plan detailing the agreed development goals for each student, based around the IUA PhD Skills Statement.	
	NEW Completion of modules relevant to their background and area of research (which may include academic modules), and activities, to a minimum value of 15 credits and a typical value of 30 credits (includes any modules taken under pillar 2 above)	
	<div>Optional Elements</div> <div> <div>✓ External engagement (e.g., modules and internships) to develop relevant skills.</div> <div>✓ Participation in communication activities such as Doctoral Showcase, Boolean.</div> </div>	
4 Arrangements for supervision and mentorship.	NEW Supervision either by a supervisory team consisting of more than one academic and/or research staff member or by a sole supervisor with a named PhD Advisor.	
5 Formal monitoring of progress.	✓ Annual (at a minimum) reviews of research progress, in line with UCC policy in this regard, completion of structured training elements as documented in the Learning Plan, and application of processes for informal and formal resolution of difficulties if these should arise.	
6 Successful completion and examination of the research thesis is the basis for the award of the PhD degree.	✓ Structured preparation (e.g., workshops) in later years for thesis preparation and examination	
	✓ Degree awarded solely on the basis of the thesis examination.	
7 Four year registration the norm.	✓ Minimum three year registration will remain the norm, unless funding is in place for four years. Only where a student is registered for 4 years can more than 30 credits be undertaken.	

Graduate Studies at UCC: Induction & Resources

There are well over 300 research students and over 600 taught postgrads in the UCC **College of Arts, Celtic Studies and Social Sciences** (CACSSS). The **CACSSS Graduate School** aims to enhance the student experience and to provide a range of courses and facilities which foster a high quality research culture.

The Graduate School works with the College's Schools and the **UCC Graduate Studies Office** to develop new initiatives to ensure that CACSSS provides a vibrant teaching and research environment.

The Graduate Studies Office holds **two Orientation events for new PhD students annually**. Details of the event will be emailed to each registered student.

Orientation for doctoral students covers the regulations and guidelines pertaining to PhD supervision; the transition to research (including time management, research ethics and support); postgraduate generic and transferable skills development; fees, scholarships and funding; student services and an introduction to teaching and workshops for non-EU students.

Useful resources from the CACSSS Graduate School are available at **this link**. They include information on:

- Useful Websites and Groups
- Shut Up And Write
- Library
- *Aighe* Postgrad Journal
- Resolving Problems for Research Students
- Managing your Finances
- Student Support Services
- Useful Websites



Research Training and Graduate Education

A range of generic **postgraduate training modules** is offered by the CACSSS Graduate School, covering research skills, ethics, entrepreneurship, communication skills, personal development, career management, teamwork and leadership. Some of these modules are delivered fully online. A full list can be found at [this link](#).

PhD students may take a selection of these credit-bearing modules as part of their structured PhD or as stand-alone modules to be chosen after completion of a training needs analysis with the supervision team.

- For a **3 year PhD**, the maximum number of credits that can be undertaken is **30 credits**.
- For a **4 year PhD**, the maximum number of credits that can be undertaken is **90 credits**.

Up to 10 credits are also available from **courses outside UCC**. For more information on procedures for gaining recognition for external courses see [this link](#).

In addition, **specific film & screen media training** will be available and students will be offered the opportunity to attend focussed MA sessions, as well as a range of relevant talks and masterclasses.

Take a moment at the start of this academic year to assess what research training do you need and review the training on offer. Discuss this with your supervisor.

Supervision & Resolution of Difficulties

All PhD students will either have one supervisor and a PhD advisor, or two supervisors and a PhD advisor.

The roles and responsibilities of supervisors and advisors are outlined in the **Policy on Models of Team Supervision at UCC**. In the case of sole supervision with an advisor, the proposed PhD supervisor must be a permanent member of academic or research staff whose contract (or age in the case of retirement) must be such that they will be at UCC for at least 3 years from the start of the PhD.

Each PhD student should undergo, at a minimum, an annual review of their progress, including a review of their completion of modules as part of the requirements of the structured PhD model outlined earlier. This will be overseen by the FSM Graduate Studies Committee, as described in the policy document: **The Roles of Graduate Studies Committees and the Operation of Progress Reviews for Research Students**. Please note an extension to PhD study will not be granted unless a student has undergone a satisfactory progress review and outlined a plan for completion.

It is important that you keep your supervisory team updated about **any difficulties encountered** during the course of your research. Should you have concerns that cannot be directly reported to supervisors, please see UCC's **Policy on Resolution of Difficulties for Postgraduate Research Students** for an outline of existing support structures for students experiencing difficulties.

Learning Plan and Milestones

UCC recommends you develop a **Learning Plan** within three months from the start of your programme. This includes roles and expectations, and helps you think through your project plan, working relationship with your supervisor, and the training skills most appropriate for your PhD.

Please download the Learning Plan and discuss it with your supervisory team at the start of your Year 1. If you are on Year 2 or Year 3, you can use this document to re-think any areas that need discussing with your supervisor.

The Learning Plan may be downloaded at [**this link**](#).

Setting out **milestones** is an important part of the process of managing your PhD. The suggestions at [**this link**](#) will help you make a plan which you can then discuss with your supervisor. They are specifically thought for creative practices PhDs, but can be adapted also to set milestones for traditional doctorates. Review your plan regularly.

Artistic Doctorate Resources

If your PhD involves practice, the following online resources developed by the School of Film Music and Theatre are a great starting point:

Online seminars on artistic research and on developing artistic practice in your PhD

Artistic Doctorate Resources



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Ethics in Research and Ethics Review for Research with Subjects

Research ethics addresses the requirement to ensure that certain basic ethical standards are met in your work. In alignment with the **European Code of Conduct for Research Integrity**, the UCC **Code of Research Conduct** is the document that addresses research ethics in UCC. It applies to research in all scholarly fields and at all levels, including postgraduate student research.

As a student in the Department of Film and Screen Media, **you are required to make yourself familiar with the UCC Code of Research Conduct** and with these **departmental Guidelines**.



**The European
Code of Conduct for
Research Integrity**
REVISED EDITION

The **European Code of Conduct for Research Integrity** specifies four basic principles that underpin good practice in carrying out research:

- **Reliability** in ensuring the quality of research, reflected in the design, the methodology, the analysis and the use of resources.
- **Honesty** in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full and unbiased way.
- **Respect** for colleagues, research participants, society, ecosystems, cultural heritage and the environment.
- **Accountability** for the research from idea to publication, for its management and organisation, for training, supervision and mentoring and for its wider impacts.

All research conducted at UCC must be consistent with the foregoing principles and with Irish law and policy, including licensing requirements, and with the policies of the University.

When is ethics relevant to your PhD?

Moral principles and ethical standards apply each time you carry out research for a dissertation, whether theory-based or practice-based.

The **fair use of your sources** and of the work and ideas of others, the **respect of intellectual property and copyright**, and the **honesty** with which you put together and communicate your research results are relevant to every piece of work you produce, whether oral, written, or audiovisual. Misconduct in these areas may involve, without being limited to:

- **fabrication of data** i.e. making up results and recording them as if they were real;
- **falsification of data** i.e. manipulating research materials, equipment or processes, or changing, omitting or suppressing data or results without justification; and
- **plagiarism** i.e. using other people's work and ideas without giving proper credit to the original source, thus violating the rights of the original author(s) to their intellectual outputs.

When your research involves subjects, then, such as in practical filmmaking work, but also in interviews conducted for written or online projects, other important aspects need to be considered, in particular in relation to the respect for the rights and dignity of research participants.

Research involving human subjects can sometimes investigate **private or contentious matters** and involve **gathering sensitive personal information** on such topics as an individual's ethnicity, political values, sexuality, or medical history – as well as, more simply, collecting people's names, addresses, contact details. Subjects should be advised on **what form their data will be stored in and for how long**. They should have the **right to withdraw data** relating to themselves. The **confidentiality of information** supplied by research subjects and the right of respondents to anonymity must be respected and secured. You are responsible for **data protection**, in keeping with the **General Data Protection Regulation (GDPR)**.

How can you comply with ethics in dealing with subjects?

You must follow Departmental and UCC guidelines:

- For **all filmmaking projects** – irrespective of whether they involve subjects – you must familiarise yourself with the department's Location Filming Practices and Procedures and fill in a Risk Assessment Form.
- For **all PhD dissertations**, whether practice-based or not, you must discuss the ethics requirements of your project/thesis with your supervisor/s and, if necessary, apply for approval from UCC Social Research Ethics Committee (SREC).

Please note that, as per the UCC Code of Research Conduct, "Non-clinical research involving human participants (including behavioural experiments, interviewing and surveying) must be approved by the Social Research Ethics Committee (SREC)". In other words, all projects that involve subjects / interviewing subjects must apply for approval.

As part of an ethical approach to research with subjects, you will have to obtain **prior, informed, written consent** from all participants. You will need to prepare and distribute an **information sheet** to provide them with an outline of your research/project. Participants must be clearly informed about the purpose, methods, and intended outcome and uses of your project, and should not be placed under inappropriate pressure to participate. In particular, you must ensure that they:

- **have the capacity to consent** (in circumstances where the participant is legally incapable of providing consent or is a child, you must obtain consent from the participant's legal guardian, as distinct from next of kin);
- are **provided with all information** regarding the research/project that may affect their willingness to participate, in language that they can understand;
- have been given **sufficient time and opportunity to discuss** and comprehend the risks and benefits of their participation;
- are aware that **participation is voluntary** and that they may **withdraw at any time, up to a point you determine and they consent to** (for instance, up to 2 weeks after the data has been collected/the interview has taken place).

SREC provides templates of interview information sheets and consent forms. For filmmaking projects, you can also add a Film & Screen Media Release Form to record permissions granted.

You and the participant should both retain a copy of the documentation. You should keep all forms until the end of research and until any subsequent publications have come out. Publishers sometimes check these prior to issuing a contract. The University asks us to retain all such data for a period of **ten years**.

Workshop: Research Integrity, Ethics and Open Science

The workshop is organised within the framework of the **PG module 6015 *An Introduction to Research Integrity, Ethics and Open Science***, and PhD or research masters students who attend and complete the two assignments (details will be provided during the workshop) can obtain 5 credits. Other researchers or staff are more than welcome to audit all or part of the workshop.

The workshop is organised twice a year. The date of the next workshop is under review.

For information email **Dr Ruth Ramsay, Dean of Graduate Studies, deanofgraduatestudies@ucc.ie**



Annual Performance Review

The **Annual Progress Review (APR)** is managed by the Graduate Studies Committee (GSC) of the Department of Film & Screen Media.

All registered PhD students will undergo an annual review by the Graduate Studies Committee (GSC). Part-time students will also be required to undergo a review, but the requirements for the review will be modified to take into account the student's part-time status. Annual Progress Reviews are a formal strand of UCC's structured PhD programme.

The APR will take place on a specific date in February of each year. As per new guidelines within the College of Arts, Celtic Studies and Social Sciences, the details of the review will be reported to the Graduate School every year in March.

The Annual Progress Review will assess whether:

- The student has **knowledge and skills appropriate to the stage of his/her research programme**
- S/he has completed **work of a quality to justify continuation** and that the **research methods are appropriate and practical**
- A **realistic plan is in place for progression and eventual completion** of the research within the expected timeframe

The purpose of the APR is to support both student and supervisor(s) by offering an **opportunity to reflect and report** on progress and achievements in the year concerned, and plans for the subsequent year. Progress will be recognised and acknowledged and constructive and detailed feedback 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.

The APR requirements for students completing a PhD in Film & Screen Media are as follows:

1. Oral Presentation

Each year, an Annual Progress Review event will be held in the Department of Film & Screen Media (in February). Each full-time student (who has been registered for at least six months) will offer a 15-minute presentation, with a topic/format agreed in advance with the candidate's supervisor/s. After each paper, there will be time for a brief Q&A and some feedback.

2. Written Submission

Each candidate should complete and submit an Annual Progress Report Form two weeks prior to the oral presentation (forms to be submitted to the PhD Coordinator). There are also specific requirements in terms of a written submission at the end of every registered year, as clarified below.

Requirements by Year

Year 1

By the end of Year 1 the candidate should submit **approximately 10,000 words on the research undertaken in a format agreed with the supervisor/s**. For example, the written submission may take one of the following forms:

- a thesis chapter;
- a contextual outline of the field of enquiry

A **progress report of no more than 1,500 words**, listing any training/modules undertaken and including a **timetable for completion** should also be submitted to the supervisor/s. The written submission, the Annual Progress Report Form and timetable for completion should be submitted at least **two weeks prior to the oral presentation**; a short report by the supervisor/s will be also provided to the GSC in advance of the oral presentation (in the case of students who have completed at least one full-time year).

Year 2

Along with the oral presentation, as above, the Year 2 candidate will submit a **one-page update** on the research undertaken, indicating any amendments to the previously submitted timetable for completion. This should be submitted to the supervisor/s **at least two weeks prior to the oral presentation**. A short report by the supervisor/s will be also provided to the GSC in advance of the oral presentation.

Year 3

In Year 3, the candidate should submit **either the full thesis** as a final submission or **a progress report and timetable for completion**, as agreed with the supervisor/s.

Unless the candidate is **less than six months away from completion**, they will be required to present at the Annual Progress Review event. The progress report and timetable for completion should be submitted at least two weeks prior to the oral presentation.

Recommendations of the GSC on Progress

Some verbal feedback from the GSC will be provided to the student on the day of the Annual Progress Review event on both the presentation and the progress so far (in the case of students who have completed at least one full-time year, on the written submission, as detailed above).

Following the APR event, the GSC will reach a recommendation concluding that the student's progress is **either satisfactory or not satisfactory**. If the recommendation is '**satisfactory**', this will be conveyed to the student via their supervisor/s and the student will continue with his/her research.

If the recommendation is '**not satisfactory**', written feedback will be compiled by the GSC and sent to the student within one month of the APR event. Following which, another review meeting within a minimum of three months and a maximum of six months will be requested with a full report addressing concerns. In such cases, detailed and clear feedback on the achievements expected in this period will be provided in the written feedback to the student.

Following a **second unsatisfactory review** of progress, the GSC may advise a student that it is in their best interest to choose to change their registration or deregister from their research degree programme. However, if a student wishes to continue in their programme despite this advice, this will result in the initiation of an adjudication process to determine the student's likelihood of successful progression which will be commenced in accordance with the university-wide Academic Council guidelines on the 'Adjudication Process for Progression of Ph.D. Students.' For more information on these procedures see [this link](#).

The GSC ensures that accurate records of all relevant procedures, activities, and meetings regarding the APR are kept within the unit.

Submission and Examination of Thesis

It is the responsibility of the PhD Degree student to notify the Graduate Studies Office of intention to submit at least three months prior to the proposed date of thesis submission by completing the Doctorate Intention to Submit Form.

Submission of the thesis should be made at least **three months in advance of the meeting of the Academic Council Graduate Studies Committee** at which the Examiners' Reports are considered. When submitting a candidate requires the following:

- a) Normally, two softbound copy of thesis - one for each examiner
- b) Completed Doctorate Submission Form
- c) An electronic thesis submitted via [CORA](#).

For detailed information on the Submission and Examination of Doctoral Degrees see **[this link](#)**.

Specific instructions can be found at the following pages.

PhD in Film & Screen Media

The candidate will submit a thesis of no more than 80,000 words.

When a thesis is submitted, 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. This declaration must explicitly make reference to the fact that the candidate is aware of the importance of plagiarism and that the text presented for examination does not include plagiarised material. The following wording should be used: 'This is to certify that the work I am submitting is my own and has not been submitted for another degree, either at University College Cork or elsewhere. All external references and sources are clearly acknowledged and identified within the contents. I have read and understood the regulations of University College Cork concerning plagiarism.'

The use of external professional individuals or organisations for proof-reading or copy-editing of theses on a paid basis is not permitted, and students found to have engaged such assistance in preparing their thesis will be deemed to be in breach of examination regulations.

The research should be of publishable standard in peer-reviewed contexts, in whole or in part.

To establish that the research is of doctoral standard, the candidate is examined on their thesis formally in an oral examination (viva voce).

The Examination Board consists of Examiners who are both internal and external to the University, with the External Examiner being an expert in the field of study of the thesis. In the case of Research theses in inter-disciplinary fields, where a reasoned academic case may be made that a broader diversity of academic expertise is required to examine the thesis, the Examination Board may be extended to include an additional Internal and/or External Examiner, to a maximum of four examiners in total.

PhD in Film & Screen Media (Creative Practice)

The candidate will submit a substantial body of practice-based work designed for exhibition as well as a thesis (40,000 words) based on critical reading and reflection, exploring ideas, themes and concepts that have a relationship with the creative work being undertaken.

When a thesis is submitted, 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. This declaration must explicitly make reference to the fact that the candidate is aware of the importance of plagiarism and that the text presented for examination does not include plagiarised material. The following wording should be used: 'This is to certify that the work I am submitting is my own and has not been submitted for another degree, either at University College Cork or elsewhere. All external references and sources are clearly acknowledged and identified within the contents. I have read and understood the regulations of University College Cork concerning plagiarism.'

The use of external professional individuals or organisations for proof-reading or copy-editing of theses on a paid basis is not permitted, and students found to have engaged such assistance in preparing their thesis will be deemed to be in breach of examination regulations.

The practical work should demonstrate both originality and contribution to the artistic discipline.

Production/installation/exhibition costs are the responsibility of the student and not the University.

The work should be publicly exhibited and the external examiner should be offered the opportunity to see the work in situ. (See Assessment of Creative Practice, below).

To establish that the research is of doctoral standard, the candidate is examined on their practical work and thesis formally in an oral examination (viva voce). It is recommended that a visual record of the exhibition of the work is presented during the viva.

The Examination Board consists of Examiners who are both internal and external to the University, with the External Examiner being an expert in the field of study of the thesis. In the case of Research theses in inter-disciplinary fields, where a reasoned academic case may be made that a broader diversity of academic expertise is required to examine the thesis, the Examination Board may be extended to include an additional Internal and/or External Examiner, to a maximum of four examiners in total.

Assessment of Creative Practice

Examiners will be expected to examine creative practice where it is to be considered as part of the final submission. All practice for assessment must also be recorded on an appropriate format, to be agreed in advance with supervisors, for sharing with the Examiners and for permanent record.

Candidates should indicate intention for live practice/exhibition/installation, when relevant, to be included in the final assessment and provide details of date, venue and time in advance to the supervisor/s, in order to facilitate the presence of the board of examiners, when this is possible. It is recommended that examiners' availability is considered when arranging the live practice/exhibition/installation. Alternatively, a recording of the same on an appropriate format must be agreed and arranged in advance.

Examiners will not provide formative feedback prior to oral examination; feedback may be given only after the final oral examination.



Oral Examination for PhD in Film & Screen Media (Viva)

An oral examination is compulsory for doctoral degrees and the candidate, external and internal examiners, supervisors and an independent Chair may be present. The Supervisor(s) will advise the candidate about the procedures under which oral examinations are conducted and offer general advice about preparation for the oral examination. Supervisors are normally expected to attend the oral examination unless the candidate has stated in writing to the Graduate Studies Office that they do not wish the supervisor to attend.

The candidate may be asked to provide a short presentation on the work undertaken and will then be questioned by the examiners on the PhD project. The External Examiner should lead the discussion of the candidate's thesis. The initial questions should be designed to put the candidate at ease and may be of a general nature. Opportunities for breaks should be offered to the candidate by the Examiners and the student may request a break at any time during the examination.

At the end of the oral examination, the candidate should be asked to leave whilst the Examiners confer. The Supervisor may be invited by the Examiners to participate in the discussion at this point, to allow any remaining issues to be identified and, if necessary, bring to the attention of the Examiners any additional information which may be relevant (e.g., the nature of decisions taken at intermediate stages in the research programme). The Examiners must ensure that they have all the information they need on which to base their judgement, and may recall the candidate if there are any further matters of substance for discussion. When the Examiners have agreed their recommendation, the candidate should be finally recalled, and informed that they will be notified officially of the result by the GSO. Normally, the Examiners notify the candidate of the recommended outcome of the examination at this point, making it clear that the result is only a recommendation that has to be confirmed by the University, and that they will receive formal notification in writing once the result has been approved. In addition the Examiners are expected to provide the candidate directly with explicit instructions for any amendments to the thesis required as a result of the examination.

Examination Results

The Board of Examiners must recommend one of the following results:

1. **Award, no amendments needed** (the degree is awarded without any changes)
2. **Award, on condition minor amendments are carried out** - this includes minor recommendations that do not significantly affect the argument and/or conclusions of the thesis (such as typographical errors, minor changes in phraseology, inclusion of additional minor points of discussion, or correction or updating of the bibliography). These amendments should be verified to the GSO by the Internal Examiner in writing and should generally be completed within 3 months of the Examination. The Supervisor will play a supporting role in ensuring that this process is brought to completion.
3. **Award, on condition major amendments are carried out** - the thesis requires substantial modification including rewriting of parts of chapters or sections of the thesis, introduction of new material, further experiments or calculations, analysis or data. The modifications required should be such as to make the thesis acceptable but would not normally require another oral examination. These amendments should be verified to the GSO by all Examiners in writing, when submitting a corrected hard-bound copy of the thesis, and approved by the ACGSC, and should generally be completed within 6 months of the Examination. In the case of Publication-based Theses, corrections may involve improving the coherence of the thesis through revision of the introductory and discussion sections. On consideration of a resubmitted revised thesis, such a judgment may be changed to one of the 'Reject' judgments below where the all examiners determine that the amendments which were originally required have not been carried out to their satisfaction within a reasonable time-frame.
4. **Reject, but permit the submission of a revised thesis**, i.e., a major rewrite of all or a significant part of the thesis,

leading to a new thesis being submitted to the GSO for examination. This may include substantial rewriting of parts of the thesis, including introduction of new research and appropriate correction of an inherently flawed and unsound argument or methodology. The modification(s) would normally be so great as to require re-examination in a second oral examination. If the candidate is not capable, in the opinion of the Examiners, of carrying out such a significant revision of the thesis, then option (5) or (6) is preferable. This process should normally be completed within 12 months of the Examination, during which time the candidate must be registered as a Doctoral student, and the revised thesis should be resubmitted to the GSO. Such revision may include a requirement for additional material where Examiners believe the candidate's individual contribution to the work or publications presented has been insufficient or there is not sufficient material of publishable standard to meet the required standard in the case of Publication-based theses. If a student does not wish to resubmit a revised thesis and the Examiners wish to allow the award of a lower degree (as per (5) below), this option may be offered to the candidate and written acceptance should accompany the Examiners' report.

5. **Reject, but allow the award of a lower degree** - a research Masters degree is awarded in lieu of a Doctorate as the thesis stands, or such a degree is awarded subject to minor amendments as in (2) above, or may be awarded once substantial modifications are satisfactorily carried out as under (3) above. A recommendation will also need to be made on the grade of award of the lower degree (on the original thesis), where appropriate.
6. **Reject.** No degree is awarded as the thesis is very seriously and inherently deficient. In this case the Examiners must be of the opinion that the deficiencies of the thesis are such that it is reasonable to suppose that the candidate will not be in a position to bring it up to Masters standard within a reasonable time. Examiners should be convinced that this is the only decision open to them.

SurVIVA! Workshop

Getting ready for your Viva?

The **workshop** aims at providing PhD students with some details on the Viva process, insights from experienced examiners and recent graduates, and advice on career and research options post-PhD.

The workshop is generally organised twice a year. The date of the next workshop is under review.

The recording of the workshop which took place in April 2019 can be requested at deanofgraduatestudies@ucc.ie.

Part 4: Support Services for PhD Students

Support Networks

Completing a PhD can be an exciting, challenging and sometimes isolating experience. It is important to **build up a support network** both within and outside the academic community and to share successes, fears and concerns experienced throughout the process. During your time at UCC, you will be supported by staff from Film & Screen Media, and the College more generally throughout your course of study. You will also engage with a dynamic research culture and may develop significant industry links. You may join FOCUS where you will meet and interact with your peers. It is important to avail of all of the **opportunities offered to you at UCC** and to seek help to overcome any obstacles you may encounter.

CACSSS Graduate School

The CACSSS Graduate School offers a range of academic and wellbeing resources designed to support postgraduate students. These include Peer Support via PhDChatUCC, information about accommodation, budgeting and careers as well as a counselling service.

For a full list of support, see the Graduate School's website.

UCC Graduate Studies Office

The Dean of Graduate Studies organises Orientation for all new research (PhD and Research Master's) students normally twice a year (early October & April).

A number of postgraduate cafes for UCC Research Students are generally organised during the academic year. This is a chance for UCC research postgraduate students to meet other students. This is a friendly and comfortable environment to meet other students for both social and academic conversations.

For information, email The Dean of Graduate Studies at deanofgraduatestudies@ucc.ie.

Health and Wellbeing

Student Health and Well-Being

<https://www.ucc.ie/en/studenthealth/>

The Student Health Centre is free to access for all students.

If you are worried about a health problem, you can arrange an appointment on 021-4902311 or by calling to the department where the receptionist will arrange a clinic appointment for you.

At peak times the Department may be so busy as to have a 1 week wait for a routine appointment.

Student Counselling Service

If you ever need someone to talk to, you can make an appointment to see a counsellor for free.

You can attend a Student Development Workshop instructing you how to grow in assertiveness or deal with issues such as bereavement.

You can link up with a peer support leader if you are new to UCC. A peer support leader is there to provide practical, emotional and social support to students in their first year at UCC.

UCC Niteline

<https://www.ucc.ie/en/studentcounselling/>

UCC Niteline is a listening service for students run by students. They are a non-judgemental, non-directive and confidential group that provide a listening service that operates via free phone and instant messaging. They are UCC students trained by the Cork Samaritans and are there for any UCC student who needs somebody to talk to.

Skills and Career Support

Hugh Kearns's Workshops

Hugh Kearns's areas of expertise include self-management, positive psychology, work-life balance, learning and creativity.

The aim of the workshops is to provide advice to PhD students to help improve their research and organisational skills during the PhD journey.

Every February the Graduate Studies Office offers a series of workshops for research students facilitated by Hugh. To enquire about upcoming workshops contact:
deanofgraduatestudies@ucc.ie

Skills Centre

Peer tutors and staff members facilitate group sessions, one to one appointments and drop-in sessions.

They offer a free and friendly place for all UCC students to come and improve their study skills, writing technique and presentation skills.

Topics for writing sessions include grammar and punctuation as well as sentence and paragraph structure.

Research students can apply to be tutors subject to availability: <http://skillscentre.ucc.ie/>

Career Services

You can book a one-on-one thirty-minute appointment with Career Services in which they can guide you and give you advice on potential career opportunities after your PhD.

The [Career Services website](#) includes key advice for interviews and recommendations for CV writing and filling out job applications.

The Career services also hosts several events covering job market (academic and non-academic), application process (academic and non-academic), CV, cover letters, interview techniques, networking, developing an online presence. Contact person for PhD students is: Deirdre Parke

Appendix: Resources

Useful links

Link to the **UCC Policy Hub**:

<https://www.ucc.ie/en/academicgov/policies/gs-policies/>

Link to **Irish doctoral skills**:

<https://www.iua.ie/wp-content/uploads/2021/07/IUA-PhD-Graduate-Skills-Statement-2021-final.pdf>

Link to **UCC Research Students Hub**:

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