**Confirmation Report Regulations**

**School of Chemistry**

This is to remind you that, unless you have already submitted an MSc thesis, you **MUST** submit a report describing the work that you have carried out since your admission to the Postgraduate Register fifteen-sixteen months previously.

If satisfactory, this report may be used as the basis for a recommendation by the School’s Director of Teaching and Learning (Postgraduate) that you are confirmed on the Ph.D. register.

Reports should be no more than 35 pages long, and MUST be typed and securely bound. You should compile the report using the template provided. Your report should clearly (a) outline the aims and objectives of your research project, (b) contain a discussion of the results that you have obtained so far, (c) provide enough experimental detail to allow the examiners to assess the validity of your results and (d) provide a clear plan of action for the conduct of the next major part of your research.

Please ensure that your report is substantially free of trivial errors (typographical/grammatical etc.), that Tables and Figures are correctly formatted with informative legends and that the literature citations are complete and following an established convention (e.g. RSC/ACS). You should show a final draft of the report to your supervisor **at least two weeks before the final submission date** for his/her comments.

TWO copies of your report (signed off by your supervisor) should be submitted to the School Office, signed by your supervisor, by **the relevant deadline contained on the postgraduate webpage (**[**http://chemistry.tcd.ie/research/info/current/#a3**](http://chemistry.tcd.ie/research/info/current/#a3)**)**. When submitting your report to the School Office, please complete and sign the record form/receipt provided there.

This report will be assessed (*viva voce* examination) by two appropriate examiners, normally drawn from the academic staff of the School of Chemistry. Occasionally, where interdisciplinary work is being carried out, one of the examiners may be from another School. It is expected that all assessments will be completed by the end of April.

1. A successful outcome will mean that you will qualify for confirmation on the Ph.D. register.

2. If your report is unsatisfactory you may be required to re-write it and to submit the revised version for a second examination.

3. If your report indicates that your progress has been unsatisfactory you may be required to remain unconfirmed for a further period, to carry out additional research and then to submit an updated and revised report for complete re-examination.

4. If your report is still unsatisfactory there will be consultations between yourself, the Head of School, your supervisor and the Director of Teaching and Learning (Postgraduate). You will be able to have separate one-to-one meetings with any or all of these persons. You will be told clearly what the problems and difficulties are that have been identified by the examiners. Your comments and views will be taken into consideration. After that, there may be a further meeting where you, your supervisor, the Head of School and the DDTLPG may exchange views. Soon afterwards, the various courses of action open to you will be set out. These may include, but are not limited to, advice to work much harder[!], advice to carry out further work with a view to submitting an M.Sc. thesis, advice to carry out further work with a view to seeking confirmation on the Ph.D. register at a later date, advice to consult with your supervisor about changing the direction of your project and, possibly, advice about withdrawing from the postgraduate programme. In discussions of this nature the School will always seek, in consultation with yourself, to arrive at the outcome that is best for you, and that offers you the greatest chance of success.

Dónall Mac Dónaill

Director of Teaching and Learning (Postgraduate)