

# DCU

Ollscoil Chathair  
Bhaile Átha Cliath  
Dublin City University

## **School of Applied Language and Intercultural Studies (SALIS)**

### **PhD Programme**

### **Handbook 2024-2025**



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## Welcome

We are delighted to welcome you to our PhD programme in the School of Applied Language and Intercultural Studies (SALIS) at DCU. This programme provides you with a both academically rigorous and practical grounding for your research career. It aims to provide you with skills that will make the process of doctoral research smoother and more productive.

As you are new to DCU, it is important that you familiarise yourself with the academic structures of the university. This Handbook is designed to help you find out where to look for the information you need to settle in and progress through DCU. Most of this information is available on the DCU website and we have included additional relevant links below.

We hope you enjoy the programme and find it both stimulating and rewarding. We also hope that you enjoy life in Dublin and look forward to working with you over the next few years.

*PhD Programme Director, SALIS*  
Dr Áine McGillicuddy

*Director of Research, SALIS*  
Dr Iker Erdocia

*Head of SALIS*  
Prof Agnès Maillot

## About SALIS

The School of Applied Language and Intercultural Studies (SALIS) is one of seven Schools in the Faculty of Humanities and Social Sciences at Dublin City University.

SALIS offers a multilingual and multicultural environment in which to pursue undergraduate and postgraduate programmes. We are a research-focused school specialising in Modern Languages, Applied Linguistics, Translation Studies, Intercultural Studies, Migration Studies and Literary Studies. Our research frequently crosses disciplinary and linguistic boundaries, and our scholarship is increasingly concerned with digital technologies, literacies, and practices in a variety of professional, academic and social contexts.

Faculty members in the School are dynamic researchers as demonstrated for example by our high-profile publications. We collaborate with national and international partners, participate in externally funded projects, work with industry to help meet the challenges of communication in multilingual and multicultural environments, and collaborate with civic society to share knowledge of the many languages and cultures we deal with and to address societal issues faced by communities that are diverse, multilingual and/or multicultural.

SALIS is linked to many research centres and groups including the Centre for Translation and Textual Studies ([CTTS](#)), the Applied Linguistics Research Group ([ALG](#)), the Irish Refugee Integration Network ([IRIN](#)) and Expressions, Research Orientations: Sexuality Studies ([EROSS](#)). SALIS is also home to a thriving community of doctoral and post-doctoral researchers.

## Communication with Staff

The SALIS School Office is located in room C138 on the first floor of the Henry Grattan building. Opening times will be communicated to you and signposted on the office door. The SALIS School Secretaries, Caroline Whitston and Paula Smith can answer or direct you to the right place for many queries relating to practical matters.

Office Contact Details

Email: [salis.office@dcu.ie](mailto:salis.office@dcu.ie)

Telephone: +353 1 700 5194 or +353 1 700 5231

The Research Administrator (Administrative Officer) in the Faculty of Humanities and Social Sciences is Carol Diamond [[carol.diamond@dcu.ie](mailto:carol.diamond@dcu.ie)] who can be contacted in the first instance in relation to issues with, for example, desk allocation.

Queries related to the PhD programme should be directed to your supervisor(s) in the first instance and, where necessary, subsequently to the SALIS Director of PhD studies, Áine McGillicuddy [[aine.mcgillicuddy@dcu.ie](mailto:aine.mcgillicuddy@dcu.ie)].

You may also find the [Faculty of Humanities and Social Sciences Research Student Page](#) useful. [Staff contact details](#) are available on the SALIS webpage.

# PhD Programme Structure

## Aims of the programme

There are two aspects to our PhD programme:

1. A structured training element, the Structured Doctoral Pathway, that provides students with core research skills
2. Close work with a supervisor or supervisors on a major piece of research.

The Structured Doctoral Pathway gives you the core skills you need to tackle the major piece of research required to attain a PhD and to develop your own research agenda. We also aim to support your access to international networks and training and thus make PhD graduates from DCU internationally competitive.

## Modules and credits

The taught modules delivered by the School are set out below.

## School of Applied Language and Intercultural Studies

### Overview

This overview proposes a structured 4-year PhD programme for the School of Applied Language and Intercultural Studies (SALIS) that will act as the umbrella programme for graduate students registered in the School with a focus on conducting discipline-based research. The student's original research is presented in thesis format and this thesis is the sole means of assessment for the award of the PhD.

### Selection and Registration

In addition, during their period of registration students can avail of a mix of modules to provide discipline-specific knowledge, generic skills and autonomy to augment and support their postgraduate research. These will include:

- Up to 20 credits of core discipline-specific modules;
- 10 credits of core generic and transferable skills;
- Up to 20 additional credits for selected elective modules.

Students normally take 10 credits each year for Years 1-3, with Year 4 most likely focused exclusively on research, but discretion about the number of annual credits is permitted to suit the work programme of each student. A student may register for alternative modules other than those outlined on this structure, provided the alternative meets the required research/graduate training objective as agreed with the Supervisor.

Along with Level 9 modules appropriate Level 8 modules may be taken following a discussion with the Supervisor and module coordinator. All students who are assigned teaching-related responsibilities should complete the module GS602 Postgraduate Tutoring Principles and Practice. All research students in their first year of registration must also complete the relevant stream of the self-directed 'Online Research Integrity Training Module'.

Students should register for their approved GTEs during the online registration process.

### Progression

The Structured Pathway work plan for each student should be discussed and agreed in the first instance with the Supervisor(s) and progress (including confirmation of completion of the Online Research Integrity Training Module and other modules) recorded on the annual PGR2 form.

### Induction and Training

Research students are encouraged to take advantage of additional training opportunities offered by the Graduate Studies Office (GSO) as appropriate throughout their period of study. Year One students are expected to attend orientation sessions, the GSO- and library-run programmes and other relevant induction sessions at the time of initial registration.

**Core  
Discipline  
Specific  
Modules**

**Year 1-3**

**Translation Studies Strand**

- Translation Technology (LC501) (10 ECTS)
- Translation Theory (LC502) (10 ECTS)
- Computerised Terminology (LC516) (10 ECTS)
- Research Methodologies in Translation Studies (LC521) (5 ECTS)
- Audio-visual Translation (LC523) (5 ECTS)
- Translation in Crises (LC585) (5 ECTS)
- Digital Methods in Language and Discourse (LC524) (10 ECTS)

**Literary or Sexuality Studies Strand**

- Gender, Sexuality and Migration (LC583) (10 ECTS)
- Digital Methods in Language and Discourse (LC524) (10 ECTS)

**Applied Linguistics or Migration Studies Strand**

- Core and Emerging Concepts and Research Methodologies in Applied Linguistics (LC603) (5 ECTS)
- Digital Methods in Language and Discourse (LC524) (10 ECTS)
- Forced Migration and Host Societies (LC581) (10 ECTS)
- The Refugee Journey: Mobility, Adaptation, Integration (LC582) (10 ECTS)
- Gender, Sexuality and Migration (LC583) (10 ECTS)
- Education in Forced Migration Contexts (LC584) (10 ECTS)
- Translation in Crises (LC585) (5 ECTS)

**Core  
Transferable  
Skills  
Modules**

**Year 1**

- Conference / Academic Event Organisation (TP601) (5 ECTS)

**Year 1 - 3**

- Postgraduate Tutoring Principles & Practice (GS602) (5 ECTS)
- Strategies for Academic Writing (GS608BS) (5 ECTS)
- Advanced Academic Writing in the Humanities (TP600) (5 ECTS)

**Elective  
Modules**

**Year 1 - 3**

- Research Methods (LC586) (5 ECTS)
- Research Ethics (TP602) (5 ECTS)
- English for Academic Purposes (LC600) (5 ECTS)
- Quantitative Methods for Social Sciences (LG602) (5 ECTS)
- Uaneen Non-Contributing Module (UM405) (5 ECTS)
- Qualitative Research Summer School (NS5055) (5 ECTS)
- Qualitative Research Methods (MT610) (5 ECTS)
- Engaged Research (CM602) (10 ECTS)

**Non-accredited Training, Workshops and Masterclasses**

- Graduate Studies Office Orientation Programme
- Online Research Integrity Training Module (non – accredited, compulsory)
- Students are also encouraged to engage with centrally offered workshops and seminars that align with their development needs at a given time.

## **Other training**

Further training and development opportunities exist in addition to the modules on the doctoral pathway. Information on these will be communicated by email during the year.

## **Funding opportunities**

We hope to offer as much support as we can to our PhD students. Various faculty and school funding opportunities and schemes may be advertised throughout the year via email and the faculty/school websites. There are also external funding schemes, notably but not exclusively with the Irish Research Council (IRC). All Faculty funded scholarship students are expected to apply for IRC funding at the earliest opportunity and by no later than the start of the second year of their research studies. The Associate Dean for Research will be in touch regarding information sessions on the application process.

You can also apply once for a Conference Travel Grant from the DCU Research Committee (both full-time and part-time students are eligible) which is capped at €500. The scheme is administered by the Graduate Studies Office (GSO) located in the McNulty Building (LG13). Terms and conditions and the application procedure can be obtained from the GSO and can also be found [here](#).

## **Professional development**

Regardless of career stage, academics should aim to prioritise continuing professional development. This can include the acquisition of new research skills. It can also involve networking. PhD students should make every effort to participate in relevant activities and events organised in SALIS, its centres and its research groups (CTTS, ALG, IRIN and EROSS).

Presenting at conferences is also an essential part of your training and of doing a PhD. It offers you the opportunity to present your research to your peers and receive feedback on it. You may get ideas that will not come to you by sitting at your desk, reading and writing for four years.

## **SALIS research seminars & events**

Regular research seminars take place in the different SALIS disciplines as part of the SALIS Research Seminar Series. Staff, post-doctoral researchers and doctoral students come together to hear a presentation on a piece of research by a visiting scholar, a member of staff, or doctoral student. Attendance at these seminars is not compulsory but, as it forms an important part of your training, it is highly recommended. The SALIS Research Seminar Series takes place in a hybrid format combining face-to-face sessions with online sessions on Zoom. The dates and times of the seminars are circulated shortly before each semester starts. Anyone interested in contributing to a seminar should email the Director of Research Iker Erdocia at [iker.erdocia@dcu.ie](mailto:iker.erdocia@dcu.ie).

## **The role of the supervisors and panels**

You will normally be assigned one or two supervisors (either two Joint Principal Supervisors or a Principal Supervisor and a Secondary Supervisor) who oversee and

advise you on your research project. You should listen to the advice of your supervisors. Additionally, each student is assigned an Independent Panel Member (IPM). If needed, the IPM will provide independent, impartial advice and guidance regarding the progression and direction of your research. They may also act as a mediator should difficulties arise in the student-supervisor relationship.

While the PhD is your own, there may be good reasons why you cannot pursue a particular avenue of research. For instance, the School may not have suitable supervisors; there may be a lack of facilities or resources for the proposed research. Therefore, you are not free simply to change the topic of your research from the one on the basis of which you were accepted.

Supervisors have both a reactive and a proactive role. On the one hand, supervisors must be accessible to the student for academic help and advice during the progress of the research and the final preparation of the thesis. On the other hand, supervisors have an active duty to be informed about the progress of the research student's work, to give frank and constructive opinions about this work (whether or not these are asked for), to make sure that the student is aware of the quantity and quality of work required, and to negotiate and monitor a timetable for its submission.

To this end, students and supervisors should negotiate a programme of meetings at the beginning of the first academic year or each year if needed. For most students on this programme, monthly meetings will be the norm, and these meetings should be held whether or not the student has a particular piece of written work to submit for comments.

Supervisors will do everything they can to provide careful analysis and constructive criticism of all work submitted to them within an agreed period of time, and to make themselves available, when feasible, for discussions with students that might take place outside an agreed programme of meetings.

Supervisors have an administrative duty to submit the necessary forms to allow their student progress and submit their PhD. Supervisors should also make sure that their PhD students are properly registered at the beginning of each academic year.

### **The student's responsibilities**

The research student must keep in contact with their supervisors and inform them about the progress of the research. They should meet the supervisors for discussions, submit written work and perform other academic exercises (for example, attending and contributing to the research seminars) according to the timetable negotiated with the supervisors. While the doors of most members of the School are nearly always open to postgraduates, students should remember that members of staff do have other responsibilities, and that these may at times preclude a member of staff giving them immediate unscheduled attention.

The purpose of the doctoral scholarship is to allow students to research and write a Doctoral Thesis on a full-time basis. Normally, therefore you are expected to attend the University during office hours (9.15-5.15) Monday to Friday, unless otherwise agreed with your supervisor. Holidays can be taken at any time in each year but must be agreed in advance with the supervisor(s), bearing in mind a student's individual funding terms and any teaching or research commitments. The normal holiday leave should be no more than 4 weeks in one calendar year. For international students who may be a great distance from home, it may mean that annual leave is either not availed of or very difficult and they may wish to take a single period of leave as opposed to a few shorter periods.

Such arrangements should be discussed and agreed with the relevant supervisor(s) in advance.

Students should inform their supervisors and the PhD Programme Director as early as possible of anything that might affect their ability to complete an agreed programme of work on schedule (e.g., if you intend to be absent from the School for significant periods of time), rather than bringing problems to the School at a late stage. The essential point to remember is that the School will do everything reasonably possible to help, given reasonable notice and the information necessary to do so.

## **Academic integrity**

Students should familiarise themselves with the [DCU Academic Integrity and Plagiarism Policy](#). Plagiarism is academic theft and is one of the most serious offences in academia. Students found to have plagiarised may be required to withdraw from the PhD programme. Students should also familiarise themselves with the [DCU Code of Good Research Practice](#). Further information on the Research Integrity Online Training Module, which is compulsory for all research students, can be found [here](#).

## **Research ethics**

Any candidate conducting research on human subjects is required to obtain approval from the Faculty of Humanities and Social Sciences Research Ethics Committee ([F-REC](#)) in the first instance. Depending on the nature of your research, it may be necessary for you to obtain approval from the [DCU Research Ethics Committee](#). Ethical approval must be obtained before the start of the data collection/analysis.

## **Writing style and conventions**

Writing a PhD is different from anything you are likely to have written before. It requires that almost everything you write is backed up by evidence or a citation, therefore it is important that you learn how to cite properly. It also requires that your language is clear and unambiguous. You also need to be completely consistent in any of the writing conventions you adopt. You should refer to good quality resources on writing a PhD. One example is *Authoring a PhD* by Patrick Dunleavy (in the library at call number 808.02/DUN).



# Academic Progression

A full list of the [academic regulations](#) is available from Registry. Be aware that these may change. A useful infographic summarising the PhD forms and submission stages is '[Postgraduate Research Forms and Submission Stages: At a Glance](#)'.

## Progress to PhD degree

On starting the PhD programme, you will enter on a PhD track. Students initially admitted on the PhD-track register are required to undergo a transfer/confirmation procedure generally no earlier than 12 months and no later than 21 months registration for full-time students and at an appropriate corresponding time for part-time students.

The transfer/confirmation procedure generally takes the form of an internal examination, where an internal examiner and your supervisor(s) assess your progress so far to see whether you are on track for completing a PhD.

For this session, you are required to submit a sample chapter of your thesis and a statement of roughly about 1,000 words. The statement should outline your progress to date and include your research questions or hypotheses, a brief literature review, methodology section and a brief description of your chosen methods of data analysis. The statement should also include a bibliography (which will not be included in the word count). Confirmation on the PhD register will be subject to both an evaluation of a written submission and satisfactory performance in an oral examination. The presentation should highlight and elaborate on key elements in your statement.

As part of the transfer process, a PGR3 PhD-track/PhD Confirmation Procedure form must be completed and submitted to Registry. Your application must be supported by your Supervisor(s) and is subject to satisfactory performance in an oral examination conducted jointly by your Supervisor(s) and an Internal Examiner. The completed PGR3 form must be submitted to Registry at least two weeks in advance of the Graduate Studies Board (GSB) meeting. If your transfer is successful, you will be granted appropriate retrospection normally to the date of original registration on the PhD-track register and you will receive a letter confirming this with your new student ID card from Registry. If the outcome of the confirmation procedure is unsuccessful you may, if appropriate, be invited to complete such research as will allow you to graduate with a Master's degree.

The PGR3 form is available online via student and staff portal pages under the Research tab and from the following link on the Registry Postgraduate Research page:

[http://www.dcu.ie/registry/application\\_forms.shtml](http://www.dcu.ie/registry/application_forms.shtml)

## Annual review (PGR2)

Each year, starting at the end of your first year, you will have a formal review of your work by a panel that includes your supervisor(s) and the IPM. The annual review consists of a full panel meeting. You must satisfy your supervisor(s) and the IPM that you have made sufficient progress to warrant being granted another year of study. If you have not satisfied them that sufficient progress is being made or there are doubts about your ability to finish the PhD, you may be given another opportunity. If you still cannot satisfy the panel that you have made sufficient progress, we may ask you to withdraw or if the student is in his/her third or fourth year we might offer the opportunity to be examined for a Masters by Research degree. The annual reviews will normally take place in June. The reviews will be preceded by the submission of a short progress report which generally forms part of your PGR2 form. You will receive written feedback from your supervisor(s) in their section of the PGR2 form.

## Intention to submit (PGR4)

At least three months before you submit your thesis for examination, you must submit the PGR4 form, indicating your intention to submit. The PGR4 form lists your internal and external examiners (whom *your supervisor(s)* should contact before you submit the PGR4).

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This handbook is informed by and should be read in conjunction with the latest version of the DCU [Academic Regulations for Postgraduate Degrees by Research and Thesis](#) available on the DCU website.

NB: This handbook makes every effort to be up to date. However, PhD candidates should always check to ensure they have the accurate information from [Registry](#), the [Graduate Studies Office](#) and the [FHSS Doctoral Research Hub](#).

## Key contacts

Head of SALIS  
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