

Hamilton Institute – Student Handbook

Table of Contents

Introduction.....	2
The Hamilton Institute	2
Research Studies at the Hamilton Institute	2
Email, Internet and the Local Network	3
How to Get an Email Account.....	3
Internet Access and the Local Network.....	3
Personal Web-pages	4
Backing up your Work.....	4
Local Links.....	4
Health and Safety.....	5
Health and Safety Manual.....	5
Staff and Student Wellbeing.....	5
Fire Alarms and Drills.....	5
Security and Access to the Building	5
Seminars and Visitors	6
Rules and Regulations for Graduate Studies.....	6
Structured Research Programmes.....	6
University Regulations.....	7
Registration and Annual Progress Evaluation.....	7
Ph.D. Transfer Procedure.....	8
Additional Duties	8
University and Institute Property	8
Ethical Standards	8
Grievances and Appeals	9

Introduction

The purpose of this document is to provide new students at the Hamilton Institute with a brief guide to the rules, regulations and facilities of the Institute. Where appropriate, web-links providing further information are given.

The Hamilton Institute

The Hamilton Institute is a multi-disciplinary research centre, which was established at NUI Maynooth in 2001 with core funding from Science Foundation Ireland. The fundamental focus of the institute is on applied mathematics and, in particular, on bridging the gap between contemporary mathematical research and its applications in ICT and Biotechnology. Currently, the major research areas in which the institute is active include Communication Networks, Hybrid Systems, Systems Biology, Machine Learning, Human-Computer Interaction, Dynamics and Control and Computational Physiology.

Since its foundation the institute has forged links with high-profile research centres and universities abroad, including Yale, Cambridge, the Technion, Stanford, and the Technical University of Berlin. Our interest in connecting mathematics with applications is reflected in active partnerships with industrial partners such as Intel Ireland, Cisco Systems, Microsoft, Daimler-Chrysler, Eircom, Bell Labs, Nokia, Bayer Schering Pharma and Merck.

Research Studies at the Hamilton Institute

- The Hamilton Institute offers opportunities to pursue graduate studies leading to the M.Sc. and Ph.D. degrees by research. In keeping with the policy of NUI Maynooth, the Hamilton Institute offers a structured PhD programme comprising a selection of specialist and generic/transferable modules.
- We also offer a number of summer research internships each year.
- All students at the Institute should make themselves familiar with the contents of this document. Particular attention should be paid to the sections dealing with health and safety issues, staff and student well-being and regulations for graduate studies.

Email, Internet and the Local Network

All users of Internet, Email and computer facilities within the Institute must abide by the general rules of the university regarding computer use. Details of these rules can be found at:

http://computercentre.nuim.ie/policies/responsible_computing.shtml

or at

www.hamilton.ie/local

How to Get an Email Account

The NUI Maynooth (NUIM) Computer Centre provides email accounts for all staff and students of the Hamilton Institute. Application forms can be obtained in the administrators' office. The completed form must be signed by the Institute Director and returned to the Computer Centre for processing.

Internet Access and the Local Network

- Subject to terms of use, all staff and students have high-speed Internet access, and have accounts on the local Hamilton Network.
- Logging in to your network account allows you to access local pages on www.hamilton.ie, as well as files on the network drive (Z:\) on the machine "pwhm253". Several useful applications and templates can be obtained and installed from this drive.
- There are also two network printers within the Institute, both of which are accessed via "pwhm253".
- For more information on the *local network, wireless facilities, security issues, printing and document templates*, see the local links section of the Hamilton website at:

www.hamilton.ie/local

Personal Web-pages

- You are encouraged to construct and maintain a personal web-page, containing information on your research interests, publications, and other relevant topics.
- Personal web-pages are stored on the machine named "*webserver*" and can be edited by logging onto this machine using a secure file transfer application and your usual network user-name and password.
- From a windows machine, the SSH secure shell client application is recommended.

Backing up your Work

- You are strongly advised to ***backup your work*** regularly.
- The backup server in the Institute is named ***yuvalim*** and you can either manually back up your files to this machine or authorise a script to run automatically at regular intervals on your local machine.
- More information regarding backups can be found at www.hamilton.ie/local

Local Links

The Local links page at www.hamilton.ie/local contains useful information on topics such as:

- The local network and wireless access;
- Printers;
- Backups;
- Network Security;
- Templates for documents and presentations;
- Research facilities;
- Transport;
- Sporting activities.

Health and Safety

Health and Safety Manual

There is a copy of the college health and safety manual available in the administrators' office and also at:

www.hamilton.ie/local

You should make yourself familiar with the contents of this document.

Staff and Student Wellbeing

It is imperative that all students and staff are familiar with the university policy on staff wellbeing. Details on the procedures and policy of the university are available in the meeting room and at

<http://humanresources.nuim.ie/documents/StaffWellbeingatNUIMaynooth.pdf>

Fire Alarms and Drills

- When a fire alarm sounds, stop what you doing and **LEAVE THE BUILDING IMMEDIATELY**. Do not re-enter until the alarm has stopped and security have given the "all-clear".
- It is an offence to ignore an alarm and remain in the building.

Security and Access to the Building

- The main door of the Institute is open between 9am and 1pm and between 2pm and 5pm, Monday to Friday.
- Swipe cards are needed to access the building between 1pm and 2pm.
- Each evening, the University security service locks the building when the last person leaves. If you are working late at night, and are **the last person to leave the Institute**, you **must phone security** on extension **3929** to inform them that you are leaving.
- Security opens the building at 6am each morning from Monday to Friday. From 6am to 9am swipe cards are needed to access the building.
- Once the building is locked by security each evening and at weekends, swipe cards will not open the main door. You need to phone security on 3929 to gain access at these times.

Seminars and Visitors

- The Hamilton Institute has a very active visitor and seminar programme.
- Details of visiting researchers are posted on the institute website and seminars are publicised by email and on the institute notice board.

Rules and Regulations for Graduate Studies

This section outlines the regulations governing graduate studies within the Hamilton Institute. The main points discussed concern registration, mentoring and assessment, and the procedure for transfer to the PhD register.

Structured Research Programmes

From October 2010, all entering PhD students are registered on a structured PhD programme, which involves taking a selection of modules over the course of their PhD.

Furthermore, all research MSc students are registered on a structured programme. Students on this programme take fewer modules than those on the structured PhD programme.

The modules offered fall into two broad categories: generic/transferable skills modules and specialist modules.

Every PhD student **must accumulate 15 ECTS credits from generic/transferable skills modules in addition to 15 ECTS credits from specialist modules** over the course of their PhD.

Every MSc student **must accumulate 5 ECTS credits from generic/transferable skills modules in addition to 5 ECTS credits from specialist modules** over the course of their MSc.

Details of the modules on offer are available at

<http://graduatestudies.nuim.ie/prospectivepostgrads/researchdegrees/scienceandengineering/hamiltoninstitute>

University Regulations

It is important that all research students familiarise themselves with the general University policy on research student supervision, which is available at:

<http://graduatestudies.nuim.ie/policies>

and at

www.hamilton.ie/local

Inventions and Patents

It is also important to be familiar with the contents of the University Inventions and Patents policy, which is outlined in the document

http://commercialisation.nuim.ie/wp-content/uploads/2008/10/ip_policy-approved-ga-sept-20081.pdf

which can also be found at

www.hamilton.ie/local

Registration and Annual Progress Evaluation

- Research students initially register for the M.Sc. degree by research.
- All new students should hold an initial meeting with their supervisor or supervisory team. At this meeting, a preliminary research programme and selection of appropriate modules should be agreed. In addition, a provisional schedule of meetings for the first year should be agreed. At the meeting the Initial Meeting Record Form should be completed and subsequently returned to the Graduate Studies office.
- When registering each year, students should ensure that they register for all modules they intend to take in that year.
- Each student's progress is evaluated each year by their programme committee. Subject to satisfactory progress, students may transfer from the MSc register to the PhD register; typically this will take place at the end of the first year. More details on the transfer procedure are given below.
- After the progress evaluation, the annual progress form should be completed and returned to the Graduate Studies office.

- The Initial Meeting Record form and the Annual Evaluation form can be obtained at

<http://graduatestudies.nuim.ie/formsdownloads>

Ph.D. Transfer Procedure

- In order to transfer to the Ph.D. register, a student's progress will usually be evaluated in three ways.
 - The student is required to give an oral presentation describing their research.
 - During the oral presentation, the student's knowledge of their background coursework will be assessed.
 - The student should submit a short research report, which may take the form of a literature review and/or presentation of preliminary findings as appropriate.
- In order to transfer to the PhD register the student should:
 - demonstrate a strong understanding and knowledge of the coursework necessary to successfully undertake a PhD degree in their research field;
 - be able to effectively present their work both orally in the presentation, and in the written report;
 - demonstrate a thorough awareness of the literature within the field of their proposed PhD studies;
 - outline a provisional plan for their future research.

Additional Duties

The primary responsibility of full-time PhD and MSc students is to pursue the programme of research developed in consultation with their supervisor. Before committing to any additional duties, such as teaching or demonstrating, a student should consult with, and obtain the consent of, their supervisor.

University and Institute Property

Computers, books and other equipment provided by the Institute to support a student's research remain the property of the University and must be returned when the student finishes.

Ethical Standards

All students and researchers within the Hamilton Institute are expected to abide by the University policy on research ethics. For details of this policy, consult:

<http://foi.nuim.ie/section16/V0239NT9.pdf>

This document can also be found at

www.hamilton.ie/local

Grievances and Appeals

In the case of a dispute or grievance arising between a Student and a Supervisor, the Institute Director should be informed. In keeping with University policy:

- *The director will discuss the matter with the parties involved and subsequently write to the concerned parties giving an opinion and requesting a written response;*
- *If a satisfactory resolution is not reached, the director will refer the matter to the Dean of Research & Graduate Studies/Registrar.*

<http://graduatestudies.nuim.ie/policies/universitypolicies/phdresearchstudentsupervisorypolicy/roleofdepartment>