

## Recognition of Courses/Modules taken externally for Research Students

PhD/PhD Track students may get recognition for up to 10 credits over the course of their programme for modules or courses undertaken outside UCC.

### Procedure to follow to gain recognition for courses/modules taken externally:

1. A student who complete a courses externally and wishes to get this recognised and recorded on the UCC transcript requires the following:
  - a. A copy of the module/course description, including the number of contact hours and learning outcomes
  - b. A Certificate/Proof of attendance, including dates (with the Institution stamp)
  - c. Copy of official result (with the Institution stamp) with the mark recorded, or pass/fail judgment as applicable
  - d. A copy of the 'external module/course recognition form'
2. This documentation must be submitted to the relevant Graduate School for assessment and an appropriate equivalent credit value will be allocated where appropriate. There will be two deadlines for submitting documentation to the Graduate School each year – March 31<sup>st</sup> and August 31<sup>st</sup>.
3. The Graduate School will inform the student of the decision and will forward on the student number, name, and credit value to be awarded to the Graduate Studies Office.
4. The module will then appear on the student transcript as a PG coded module 'External Module' with a corresponding 5 credits or 10 credits

### Terms and Conditions

5. Recognition can be granted for courses undertaken from October 1<sup>st</sup> 2013 onwards.
6. Payment of courses delivered externally must be covered by the student themselves or by the relevant research grant (subject to prior agreement).
7. A student wishing to take a module/course externally should seek pre-approval from his/her supervisor. Please note that pre-approval to attend an external module does not mean that a module/course will be approved for credit.
8. The level of course undertaken should be commensurate with the qualification and may involve academic training, as well as generic and transferable skills
9. Courses/modules which are taken for audit or which are not formally assessed, will not be counted for credit at UCC.
10. A student must be fully registered as a research student at UCC at the time when the external course was undertaken.
11. Courses may only be submitted for credit during the academic year in which they were taken. Retrospective approval is not permitted.

## External Course/Module Recognition

Completed form to be returned to relevant UCC Graduate School

To be signed by:  
Principle Supervisor  
Student

### PART A PERSONAL DETAILS

Student name: \_\_\_\_\_

Student number

--	--	--	--	--	--	--	--	--	--

Email address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

Tick UCC Programme of Study:

Masters

Structured PhD

PhD Track

MD

### PART B COURSE/MODULE DETAILS

Name of Course/Module Undertaken  
that you wish to be recognised:

Brief description of module/course: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Duration: \_\_\_\_\_

### PART C SIGNATURES

Student Signature: \_\_\_\_\_

Date:

DD MM YY

Principle Supervisor Signature: \_\_\_\_\_

DD MM YY

**Check list:** Please submit the following with your form.

- Copy of the module/course description, including the number of contact hours and learning outcomes
- Certificate/proof of attendance, including dates (stamped by the relevant institution)
- Copy of official result (stamped by relevant institution) with the mark recorded or pass/fail judgement as applicable.

**RETURN THIS FORM TO:**

**Arts Celtic Studies and Social Sciences:** Vice-Head of College (Graduate School), College of Arts, Celtic Studies and Social Sciences

**Business and Law:** Vice-Head of Graduate Studies, College of Business and Law

**Medicine and Health:** Vice-Head of Graduate Studies College of Medicine & Health, [gradschoolmh@ucc.ie](mailto:gradschoolmh@ucc.ie).

**Science Engineering and Food Sciences:** Vice-Head of Graduate Studies, College of Science, Engineering and Food Science