**PG7048 Generic and Transferable Skills Portfolio**

**Module Information**

This five-credit module allows students to provide a portfolio to illustrate how activities they have carried out over the course of their PhD studies have contributed to the development of key relevant generic and transferable skills that have been identified in the [IUA PhD Graduate Skills Statement](https://www.iua.ie/wp-content/uploads/2021/07/IUA-PhD-Graduate-Skills-Statement-2021-final.pdf), followed by a reflection and recording of skills acquired.

**The 6 areas identified are:**

1. Research Skills and Awareness
2. Ethics and Social Understanding
3. Personal Effectiveness and Development
4. Team Working and Leadership
5. Communication Skills
6. Entrepreneurship and Innovation

**To complete this portfolio, the student should:**

1. Fill out the attached template with details of workshops, seminars and courses undertaken along with other activities such as conference presentations, including the indicative number of hour’ work involved.
2. Provide evidence of undertaking each activity (where applicable). This should amount to at least 20 hours of activities
3. Submit a reflective portfolio assignment of 1,500-2,000 words of how the activities you have undertaken contribute to your personal and professional development by enhancing your skills in one or more of the seven skills areas identified. The reflective essay should address the following questions:
4. What were my learning needs when I started my PhD?
5. How have I addressed these through undertaking the documented activities?
6. What have I learned from these activities?

The links between the content of the activities and the text of your essay should be very clear to the reader and should provide a description of how you have evolved as a PhD student.

**Indicative Activities that can be included in the Portfolio**

* National/International Conference participation
* Lecturing, guest lecturing, tutorials, clinical teaching, supervision, research seminar presentations
* Courses/modules which are not formally assessed or are taken for audit (i.e. ones that cannot be used for External Course Module Recognition).
* Accredited Courses which are less than 5 ECTS credits
* Attendance at workshops and short courses
* Participation in University outreach activities such as Open Days
* Conference or event organisation

**Submission:**

The completed portfolio with evidence attached should be submitted for the deadline of February 3rd, March 31st or August 31st to the College Graduate School in which you are registered. All items can been submitted by email.

**Arts Celtic Studies and Social Sciences:** Head of Graduate School, College Office, Room G31, Ground Floor, Block B, O'Rahilly Building, UCC

**Business and Law:**  College Office, Business and Law, O'Rahilly Building, UCC

**Medicine and Health:** Head of Graduate School, College of Medicine and Health, 3rd Floor, Erinville, UCC. **Email** [gradschoolmh@ucc.ie](mailto:gradschoolmh@ucc.ie)

**Science Engineering and Food Sciences:** Head of Graduate School, College of Science, Engineering and Food Science, UCC

**Assessment:**

The Heads of College Graduate Schools will consider each portfolio and their recommendation will be sent to the Dean of Graduate Studies for approval. Students and the GSO will be notified by their relevant Head of Graduate School that the credits have been awarded and will then be recorded on the student transcript.

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**PG7048 Portfolio Module**

***Completed form to be returned to relevant UCC Graduate School***

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| **PART A** PERSONAL DETAILS | |  |  |  | **Student number** | | | | | | |
| Student name: |  | |  |  |  |  |  |  |  |  |  | |  |

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| --- | --- | --- | --- | --- |
| Email address: |  | | Mobile Number: |  |
| Address for Correspondence: | |  | | |
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| **PART B** **Portfolio** | |  | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Courses, Seminars, Workshops, Summer Schools and Master Classes** | Year | Workload (hours) | Identified Skills Area (eg Communication | Evidence Provided (Yes/No) | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Teaching and Lecturing (if not included in other pg-coded modules)** | Year | Workload (hours) | Identified Skills Area (eg Communication | Evidence Provided (Yes/No) | |  |  |  |  |  | | **Other (including Parameters of Esteem Such as Awards and Prizes)** |  |  |  |  | | |  | | | | |
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| **PART C** SIGNATURES | |  |  |  |  |  |
| **Please list all other modules that you have taken for credit during your PhD programme at UCC.**  **Student Signature*:*** |
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| **Principle Supervisor Signature:** |
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| **Check list:** Please submit the following with your form.   * Evidence for each activity as appropriate * 1,500-2,000 word reflective essay of how the activities you have undertaken contribute to your personal and professional development by enhancing your skills in one or more of the seven skills areas identified in the IUA PhD Graduates skills statement. | | | | | |
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| **RETURN THIS FORM TO:**  **Arts Celtic Studies and Social Sciences:** Head of Graduate School, College Office, Room G31 ,Ground Floor, Block B, O'Rahilly Building, UCC  **Business and Law**: Head of College, Business and Law, O'Rahilly Building, UCC,  **Medicine and Health:** Head of Graduate School, College of Medicine and Health , 3rd Floor, Erirnville, UCC  **Science Engineering and Food Sciences**: Head of Graduate School. College of Science, Engineering and Food Science, UCC | | | | | |