

# Roadmap to Success: PhD Students in CoMH

### So now I am a PhD Student in CoMH...

Welcome to the College of Medicine and Health (CoMH) research community. Together with your supervisors, the CoMH graduate team will support your holistic development as a health science research professional. This roadmap will assist you in planning your PhD journey from registration to graduation here in UCC.



### Supports and Well-being

- Supervisory Team: You have at least two supervisors or one supervisor and an advisor.
- School/Department: a postgraduate student representative and a School/Department graduate committee provide local supports.
- CoMH Graduate Studies Committee: develops activities (workshops, training modules, microcredentials) and provide oversight of graduate education in CoMH.
- Vice Dean of Graduate Studies, Professor Yvonne Nolan: Leads the development of an optimal student experience for PhD students in CoMH.
- Graduate Studies Office: the central point of information for administration of PhD studies.
- CoMH Postgraduate Research Student Canvas site: contains all relevant information and supports.
- UCC provides several mental health and well-being supports for postgraduate students.



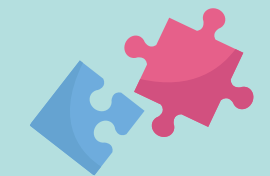
### The student supervisor relationship

As a CoMH PhD student, it is important that you and your supervisors develop a good working relationship that supports your career development. UCC provides guidelines on the Supervision of Research Students. Here are some useful tips:

- Take the time to set out a plan for your research and training. Perform a Training Needs Analysis and complete your Research Student Learning Plan.
- Maintain regular communication with your supervisor: agree expectations regarding supervision interactions (how often you will meet, what form the meetings will take).
- Agree a method and timeline for submission of written work (e.g. by email one week before a meeting) and feedback (e.g. oral or written).
- Ask for help, clarity and support when you need it.
- Work towards developing a respectful, professional, and constructive relationship.

### The First Meeting

- Complete the Research Student Learning Plan and Training Needs Analysis within 3 months.
- Agree on a meeting schedule and method to capture agreed decisions, actions and timelines (e.g. iThinkWell Agenda).
- Discuss the options and timeline for postgraduate training modules. Remember, you need to complete a minimum of 15 credits.
- Discuss any ethical approvals needed for your project.
- Discuss your annual Progress Review and confirm the date.



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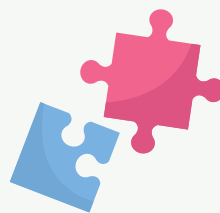
### Months 1-3\*

- Attend Orientation
- Complete the Research Student Learning Plan
- Register for research student modules
- Attend workshops to develop your transferrable skills e.g. Ethics
- Take the 'Everyday Matters' digital badge



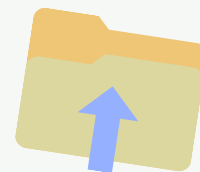
### Month 12\*

- Annual progress review
- Register for year 2
- Register for research student modules
- Attend workshops
- Consider presenting at a conference and publishing your research



### Month 24\*

- Annual progress review
- Register for year 3
- Register for research student modules
- Attend workshops
- Consider presenting at a conference and publishing your research



### Month 36\*

- Annual progress review if relevant\*\*
- Register for year 4 if relevant



### PhD completion

- Viva voce examination
- Graduation

\*pro-rata for part-time

\*\*minimum registration is 3 years

## Progress Review

- All PhD students (full-time and part-time) must have an Annual Progress Review in order to register for the subsequent year. It is organised by your Department/School.
- This review focuses on evidence of your progress to date and plans for the next academic year.
- The Research Student Learning Plan should be discussed and updated with the Supervisory Team following the Progress Review.

## Registration Change

Changes to your registration can be made by submitting a Research Registration Change Request Form.

Changes permitted include:

- Full Time / Part Time
- Start Date
- Number of Years
- Supervisors / Advisors
- Leave of Absence
- Recommencement
- Extension
- Programme
- Thesis title

Changes must be approved by Supervisors and Head of Department/School.

## Submission and Examination

- In preparation for your viva voce you should participate in a 'SurVIVAL' workshop.
- In agreement and consultation with your supervisors, submit an 'Intention to Submit Form' to the GSO 3 months in advance of your thesis submission.
- Follow the procedure in UCC's Submission and Examination of Theses for PhD Degrees.
- Details of Policy on Viva Voce Examination and the Examination Appeals Procedure are available from the GSO.



## Postgraduate Activities

An active Postgraduate Student Committee is the voice of the graduate community. Students on the committee liaise with and listen to students in their Centres and Schools, organize social and academic events and lead initiatives that are important to the graduate student body. Consider getting involved!

## Resources

[Irish Universities Doctoral Skills Statement](#)  
[Graduate Studies Office \(GSO\)](#)  
[Graduate Studies Policy Portal](#)  
[UCC Research Student Modules](#)  
[Policy on Resolution of Difficulties](#)  
[UCC Code of Research Conduct](#)  
[UCC Research Ethics](#)  
[UCC Library](#)  
[UCC Student Supports](#)  
[UCC Equality, Diversity & Inclusion Unit](#)  
[UCC Disability Support Service](#)  
[Graduate Attributes Programme](#)  
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[CoMH Training and Workshops](#)  
[CoMH PG Student Committee](#)  
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