

# Roadmap to Success: PhD Students in CoMH

## College of Medicine & Health Graduate Studies

### 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 Elaine Lehane: 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.
- Graduate Education Manager (GEM) is the research student admin platform.
- 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 on GEM.
- Maintain regular communication with your supervisor: agree expectations regarding supervision interactions (e.g. how often you will meet, what form the meetings will take, how actions and decisions will be documented).
- 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 a Research Student Learning Plan and Training Needs Analysis on GEM within 3 months.
- Agree on a meeting schedule and method to capture agreed decisions, actions and timelines, either on GEM or by other means (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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### Progress Review

- All PhD students (full-time and part-time) must have an Annual Progress Review documented on GEM in order to register for the subsequent year. The review panel will be organised by your Dept/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 with the Supervisory Team and updated on GEM following the Progress Review.

### Registration Change

Changes to your registration can be made on on GEM. Changes permitted include:

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

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

### 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' on GEM 3 months in advance of your thesis submission.
- Follow the procedures for Submission and Examination of Theses for PhD Degrees.
- Details of Policy on Viva Voce Examination and the Examination Appeals Procedure are available on the Graduate Studies Policy Portal.
- All examination processes must be done on GEM.



### 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  
CoMH Graduate Studies  
CoMH Training and Workshops  
CoMH PG Student Committee  
CoMH Student Supports  
CoMH Doctoral Bursaries  
Twitter - @GradCoMH\_UCC

### Graduate Education Manager (GEM)

Login and get started  
GEM training and support guides