



School of
**Biological, Earth and
Environmental Sciences**

Postgraduate Information Book

<http://www.ucc.ie/en/bees/>

August 2023

This handbook was prepared by the School of BEES Graduate Studies Committee and should be used as a reference manual only in conjunction with the SEFS Postgraduate Research Policy & Procedures Handbook

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Head of School Foreword

Welcome to the School of Biological, Earth and Environmental Sciences (BEES). On behalf of the School, I would like to take this opportunity to formally welcome you and wish you all the best in your pursuit of your MSc/PhD degree. Your contribution to research and teaching in BEES is critical, and we look forward to your participation. This booklet is a guideline to facilitate your time in the School, which we hope will be a fruitful and stimulating one.

Wishing you satisfaction and success in your postgraduate work,

*Professor Astrid Wingler
Head of School*

1. The School of Biological, Earth and Environmental Sciences (BEES)

The School's mission is to "advance and apply our understanding of the natural world through excellence in research, teaching and innovation".

1.1 Location and Buildings

The School includes the disciplines of Ecology, Environmental Science, Geology, Plant Science, Zoology & Ecology and Agricultural Science. It is one of the academic units in the College of Science, Engineering and Food Science (SEFS).

The School of BEES, University College Cork, is located in three buildings on the North Mall (Distillery Fields) campus, approximately 15 minutes' walk from the main campus: the Enterprise Centre, the Butler Building and the Cooperage. The buildings are officially open from 8:30am to 10pm.

Enterprise Centre (CEC)

The School is administered from the CEC with the administration hub located on the first floor of the building, opposite the Head of School's office and Board Room. The offices of some academic staff (Zoology & Ecology, Plant Sciences, Environmental Science) are also located on the first floor of the CEC. The Board Room can be booked for meetings through the School office. In addition, there are offices for researchers and postgraduates in the CEC. The Geology Museum is incorporated into the Ted Nevill laboratory on this floor at the west end of the building (Room CEC1.04). Opposite the Ted Nevill laboratory is a canteen (common room) exclusively for staff and postgraduates of BEES.

There is a public café on the ground floor of CEC (opening hours vary).

Cooperage Building

This building contains two BEES teaching laboratories (G13 and G12); several research laboratories; a workshop; an open access hub room (Wi-Fi-enabled) for BEES postgraduates; and the offices of some of the technical officers. A number of emeritus professors also have offices here. There are also several Postdoctoral/Senior Researcher offices and postgraduate offices.

Specialist Laboratories

The list of specialist laboratories together with the responsible staff co-ordinator is given in Section 3.1.2 of this manual.

Other Facilities in the Cooperage Building

First Aid Room (G.33)	Canteen (G.36)
Zoology Museum (G.14)	Photocopier/Hub Room (G.37)
Controlled Temperature Rooms (n=4)	Toilet/Shower (male and female)
Chemical Store (G.09)	

The Aquaculture and Fisheries Development Centre (AFDC) is located in this building. This centre is embedded within BEES and is also affiliated to the Environmental Research Institute (ERI).

Butler Building

The Butler Building Teaching Labs BB1 (G.14) and BB2 (G.13) are located on the ground floor. One Agricultural Science academic has an office on this floor, while a

number of academic staff in Plant Science have their offices on the first floor. In addition, some of the Technical Officers are located on the ground floor (G.20). Staff of the Geology Discipline are located on the top floor as are the Jackson Laboratory (BB2.20) and the Sweetman Laboratory (BB2.21). Several postgraduates and Postdoctoral/Senior Researchers have offices in the Butler Building.

Specialist Laboratories in the Butler Building:

The list of specialist laboratories together with the responsible staff co-ordinator is given in Section 3.1.2 of this manual.

Other facilities

Plant Growth Rooms (G.18, 1.18)	Chemical Store (1.22)
Solvent Store (1.23)	Cold Room (1.20)
Common Room (G.22)	Toilet/Shower (1.24)
Preparation Room (G.23)	First Aid/Nursing Mothers Room (2.17)
Chlorophyll Fluorescence and Imaging (1.13)	

Off-site facilities and laboratories

BEES postgraduates and staff also work in a number of research facilities and laboratories off-site.

There is a strong collaboration with, and utilisation of research facilities at the Environmental Research Institute Ellen Hutchins Building (<https://www.ucc.ie/en/eri/>), Fota Wildlife Park (<http://www.fotawildlife.ie/>), the Teagasc centre at Moorepark (<https://www.teagasc.ie/animals/dairy/moorepark/>), the Marine Institute Newport Research Facility in Mayo (<https://www.marine.ie/Home/site-area/infrastructure-facilities/newport-catchment-facilities/newport-catchment-facilities>), and Marine & Renewable Energy Ireland at Ringaskiddy (<https://www.mare.i.ie/>).

There are three research field laboratories at the Marine Nature Reserve at Lough Hyne (<http://www.ucc.ie/en/bees/research/loughhyne/>).

1.2 School of BEES Staff Members

Information about the staff of BEES can be found at the following link:

<https://www.ucc.ie/en/bees/people/>

2. Postgraduate Study in UCC and the School of BEES

Please see the University document regarding the Policy on the Supervision of Research Students, which includes sections on the responsibilities of the student, responsibilities of the supervisor/supervisory team and responsibilities of the academic unit: <https://www.ucc.ie/en/media/support/academicsecretariat/policies/graduatestudiespolicies/PolicyontheSupervisionofResearchStudents.pdf>

Detailed information can also be found in the following SEFS document: <https://www.ucc.ie/en/media/academic/sefs/currentstudents/postgraduate/SEFSPGHAndbook2022v1.pdf>

Procedures for the Submission and Examination of Theses for PhD: <https://www.ucc.ie/en/media/support/academicsecretariat/policies/graduatestudiespolicies/PhDRegulationsApril2021.pdf>

Procedures for the Submission and Examination of Theses for Research Master Degree: <https://www.ucc.ie/en/media/support/academicsecretariat/policies/graduatestudiespolicies/ResearchMasterRegulationsApril2021.pdf>

For all matters relating to submission of all - 7 -thesis (including forms for three months' advance notice of submission) and results: <http://www.ucc.ie/en/graduatestudies/thesis/>.

UCC Dean of Doctoral Studies

The Dean of Doctoral Studies oversees and directs the strategy for postgraduate research degrees (including MSc by Research). The Dean is a joint appointment between the Office of the Deputy President and Registrar and the Office of the Vice President for Research and Innovation.

The current Dean of Doctoral Studies is Dr Orla Lynch (orla.lynch@ucc.ie) of the Department of Sociology and Criminology.

Graduate School of the College of SEFS

The Graduate School of the College of SEFS supports and develops postgraduate education in the College of SEFS. The current Head is Dr Eric Moore (School of Chemistry). He can be contacted at e.moore@ucc.ie. One of the roles of the Graduate School is to organise workshops specifically for SEFS postgraduates, e.g., on career management, and induction for new SEFS research postgraduates. The Graduate School welcomes suggestions for new workshops or modules.

2.1 BEES Graduate Studies Committee

The aim of the BEES Graduate Studies Committee is to facilitate the development of an environment that is conducive to a positive and fulfilling experience for graduate students and to their successful progression through the School. The committee works to implement the recommendations of the Academic Council Graduate Studies Committee on procedures for all matters relating to postgraduate degrees. The current

Chair of the GSC is Dr Kate Kiseeva (kate.kiseeva@ucc.ie). Professor Ruth Ramsay (r.ramsay@ucc.ie) will take over from November 2023.

Ms Marie Riordan (m.riordan@ucc.ie) is the current Postgraduate Administrator in BEES and deals with issues related to postgraduates including submission of information regarding payment to new postgraduate students to Payroll, Fees Office and the Revenue Commissioners. This ensures the student is paid the stipend element of their studentship.

2.2 Postgraduate Representatives

The role of the postgraduate representatives is to facilitate communication between the postgraduate community and members of staff. The representatives are the voice of the postgraduate community, and endeavor to ensure postgraduate well-being is maintained.

The Postgraduate Representatives organise postgraduate meetings which generally occur once a term. All postgraduates are welcome to attend. Furthermore, postgraduate notice boards are located in the main postgraduate laboratories.

Postgraduates are represented on the following BEES committees:

SEFS PG committee (PG reps.)
BEES Graduate Studies Committee (PG reps.)
BEES School Council (PG reps.)
Health & Safety (nominated postgraduate, not PG rep.)
Athena Swan (nominated postgraduate, not PG rep.)

Postgraduate representatives are elected each year by the postgraduate body in the School. They can be contacted at BEES Post Grad Rep (beespgr@gmail.com).

People can volunteer or be nominated for the position and if there are multiple candidates this is brought to a vote. There are two representatives, one from the Cooperage and one from the Butler Building/CEC.

The School of BEES welcomes approaches from postgraduates about any matter whatsoever. Matters may be raised through the current postgraduate representatives and/or to the Chair of the BEES GSC.

2.3 Registration and supervision

2.3.1 Registration

Information on the registration process is available at the following:

Research postgraduates

<https://www.ucc.ie/en/study/postgrad/currentresearchstudents/researchstudentregistration/>

Taught postgraduate programmes

<https://www.ucc.ie/en/study/postgrad/studytaught/new/>

Stipends will be paid once registration has been completed. If this causes financial problems for you, please consult the Head of School. Where fees are being paid through a grant, other than a college studentship, a letter is usually required at the time of registration, clarifying the source of funding. All PhD students must be registered in all years until they submit their thesis. Candidates for Masters Degrees must be registered students in the academic session in which their thesis is presented.

2.3.2 Supervisors and Advisors

Your research degree will be supervised by a team of academic staff consisting of multiple supervisors. Your supervisors are there to guide you along your research path. You will also have an Advisor. Advisors are drawn from academic staff when upon your registration, and are there to offer advice in a pastoral capacity and so, your Advisor may be from a different discipline within BEES. Advisors will be appointed for all new postgraduates by the BEES Graduate Studies Committee.

2.4 Fees

Fees are payable for higher degrees. Responsibility for payment rests with the postgraduate student. For funded studentships (research grants or scholarships) payment of fees by the School requires completion of an F1 form:

<https://www.ucc.ie/en/financeoffice/fees/f1form/>

Self-funded students can find information on the payment of fees here:

<https://www.ucc.ie/en/financeoffice/fees/feepayments/>

A number of supporting mechanisms have been put in place to help pay for fees. Further information can be found on the Finance Office website at <http://www.ucc.ie/en/financeoffice/fees/>.

Fees for Non-EU/EFTA/UK Students: Non-EU/EFTA/UK students pay the Economic Fee. To determine whether you are an EU applicant or a Non-EU applicant please complete the EU/Non-EU Fees Assessment Form located on the Fees Office website (<https://www.ucc.ie/en/financeoffice/fees/free-fees/>) and email it to feesassessments@ucc.ie. However, non-EU nationals may apply for a fee waiver: please contact the Fees Office for further details.

All enquiries regarding fees should be addressed to:

Fees Office,
University College Cork,
Cork.

<http://www.ucc.ie/en/financeoffice/fees/>

Tel: 021 490 2678

2.5 Undergraduate Demonstrating and Tutoring

The primary function of the demonstrator is to provide guidance and assistance to students conducting laboratory/workshop sessions. It includes teaching new experimental techniques, answering questions and assisting students in understanding the theory underlying the practical work. Postgraduate tutors support and contribute to a module/course of study through the provision of tuition to groups of students.

BEES follows the SEFS Policy for postgraduate demonstrating, which can be found here:

<https://www.ucc.ie/en/media/academic/sefs/currentstudents/postgraduate/SEFSPGHAndbook2022v1.pdf>

For undergraduate and postgraduate students registered at the University, tutoring and demonstrating (or any other employment at the University) must not impede the successful completion of the students' own degrees, and must not contravene any conditions a funding body applies regarding the number of hours of paid teaching or other employment that can be undertaken by postgraduate research student. Full-time postgraduate research students must discuss any proposed employment with their principal supervisor.

Tutors and demonstrators must be paid for all contact hours and such time as the School specifies is necessary to fulfil all their duties.

It is the responsibility of the Course Organiser, or a suitably delegated member of staff, to allocate tasks to tutors and demonstrators, to provide guidance on the scope of and time required for tasks, and to supervise all tasks undertaken.

2.6 Postgraduate training modules

PhD students are registered on a structured PhD programme and are required to take a minimum of 15 credits of taught modules during their registration. The SEFS module PG6026 "Teaching and Demonstrating Skills for CSEFS graduate students" may form five of these credits. A number of generic training modules are also available for UCC postgraduate students, particularly in their first year. Further details of the modules are available on-line at:

<https://www.ucc.ie/en/study/postgrad/currentresearchstudents/modules/>

Undergraduate modules

In some cases, postgraduates may wish/need to sit in on lectures given to BEES undergraduates or to taught postgraduates (e.g., GIS modules). Information about all modules can be found at: <http://www.ucc.ie/modules/>.

Skills Centre

The Skills Centre provides a dedicated, responsive and active learning space for the enhancement of study and writing skill: <https://www.ucc.ie/en/skillscentre/>

2.7 Invigilating/Supervision of Exams

Students may apply to be considered for invigilating exams for which they will be paid. Further details can be found at <http://www.ucc.ie/en/exams/invigilators/>.

2.8 Annual Progress Review for Research MSc/PhD Students in the School of Biological, Earth and Environmental Science

Every research student is required to submit an annual progress report on the progress of their degree specified in the UCC policy Progress review policy for research students.

BEES Annual reviews concern both PhD and Masters students and should be submitted:

- On the 15th of May by those students who started their degree between 1st of January and 30th of June

- On the 15th of November by those students who started their degree between the 1st of July and the 31st of December

The purpose of progress reviews is to support both student and supervisor(s) by giving an opportunity to reflect and report on progress and achievements in the year concerned, and plan for the subsequent year(s). Progress will be recognised and acknowledged and, where appropriate, constructive and detailed feedback and advice will be provided. In cases where problems with the progress of research are identified, local steps to resolving such problems will be identified during the review and followed up.

Each of the submitted reports is reviewed by two UCC academic staff members (called examiners), one of whom is usually on the GSC. The GSC encourages the same examiners to review students' reports each of the reporting year. The examiners are expected to read the report individually, add comments and feedback, agree on the outcome and submit their joint report as one file to the GSC. This will further be reported to the SEFS GSC.

The UCC policy for review of postgraduate progress review document for research students in the College of SEFS is available at

<https://www.ucc.ie/en/media/studyatucc/postgraduate-gsomedialibrary/3policydocuments/ProgressReviewPolicyforResearchStudents.pdf>

Progression Seminar:

After the first year of their degree, PhD students in addition to the report have an interview or a progression seminar. The interview structure is identical to the previously described report with two examiners and one joint report (the form of this report is the same as for annual progress reviews without the interview). Interview is also attended by the supervisor. The interview procedure is the following:

- 20-minute student presentation outlining progress of their first year
- Q&A session (~20-30 minutes)
- chat with the student without the supervisor being present – here the student is given an opportunity to highlight any problems confidentially
- chat with the supervisor without the student being present – here the supervisor is given an opportunity to highlight any problems confidentially
- verbal feedback to the student

In the end, the committee will discuss progress with the student and supervisor. In the event that progress to date is deemed unsatisfactory the student may (a) be advised to submit a revised report within 1 month or (b) be recommended to submit for a MSc or (c) have their candidature terminated.

Interview occurs only once during the degree, while the reports are submitted annually regardless of the degree length. If, for whatever reasons, the interview cannot take place in year 1, it has to be shifted to later years of the PhD degree.

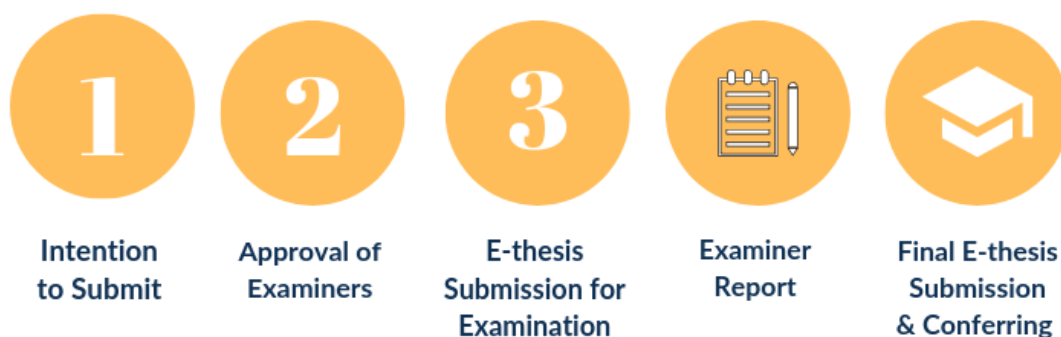
The UCC policy on supervisory panel outlines the role of Advisor. In BEES, the Advisor cannot be an examiner since the advisor holds a pastoral role and cannot have a conflict of interest.

2.9 Submission of Theses

Step-by-step information on how to submit your thesis can be found on the Graduate Studies Office website.

Submission of Research Masters thesis:

<https://www.ucc.ie/en/study/postgrad/currentresearchstudents/thesis/researchmastersthesissubmissionsteps/>



Submission of PhD thesis:

<https://www.ucc.ie/en/study/postgrad/currentresearchstudents/thesis/doctoratethesissubmissionsteps/>



Before you submit, you have to register your intention to submit at least three months before the submission date, following the instructions on the website. Theses for examination must be submitted in electronic format (E-thesis) as a PDF file. You may also be requested to submit a paper copy if requested by the examiner.

Please make sure you are aware of your start date. Research students start in January, April, July or October, and usually agree a registration period of 3 or 4 years from their start date (PhD), 1 year (MRes) or 2 years (MSc by Research). Students can submit before their submission deadline, but must be a registered student to submit. If your registration period is about to expire you have an additional three months in which you can submit your thesis for examination without being liable for registration fees, but you must register for the next academic year. If you do not submit within the three months, you will be liable for a reduced fee (€1,700 per annum) for the remainder of the year.

The time required for the analysis of data and writing up should not be underestimated! Writing-up sections as papers as you go along is preferable and is usually encouraged by the supervisor. In this way you will be able to see the thesis taking shape and you may be able to publish some of the work prior to submitting your thesis. One of the criteria for the degree of a PhD is that the work is worthy of publication, as a whole or part. The relevant regulation can be found here: <https://www.ucc.ie/en/media/support/academicsecretariat/policies/graduatestudiespolicies/PhDRegulationsApril2021.pdf>

UCC permits PhD theses to be presented in the form of a Publication-based Thesis. The

research described in a Publication-based Thesis will be presented in the form of a set of manuscripts or other scholarly outputs from the work undertaken during the PhD student's period of registration, typically with each manuscript forming one chapter of the thesis.

<https://www.ucc.ie/en/media/studyatucc/postgraduate-gsomedialibrary/3policydocuments/Publication-based-theses.pdf>

Postgraduate students in the School of BEES are strongly encouraged to present their doctoral thesis in this format. Please discuss the suitable format of your thesis with your supervisor well in advance of the planned submission date.

Viva voce: As part of the *viva voce* examination, the student will be required to give a seminar (max. 30 minutes) on the research results of the PhD. The purpose of this is to disseminate their research data and share their postgraduate experience. This seminar will be open to anyone to attend. The PhD examining committee (External and Internal Examiners and Independent Chair) will attend the seminar but will not ask questions at this stage. Discussion of the thesis will take place a short while after the seminar. Students have to be registered in order to submit their thesis.

Please be fully aware of the UCC policy on plagiarism:

<https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/PlagiarismPolicy2021v4.pdf>

2.10 Publications

It is normal procedure in Ireland that all publications resulting from a PhD project be published jointly, with the postgraduate as first author and the supervisor(s) as senior author(s). However, any arrangement is a matter of agreement between the postgraduate, the supervisor(s), and possible other contributing authors.

2.11 Seminars and conference presentations

Research students are encouraged to give a seminar during their studies. There are a range of opportunities for this, including the BEES Research Day. Students on taught MSc courses present their Master's projects at a seminar during, or at the end, of their studies. There is a series of lunchtime research seminars in BEES during term time and postgraduates are encouraged to attend these seminars.

Postgraduates are encouraged to attend one or more major meetings/conferences during their graduate studies and if possible, to contribute a paper or poster. Some limited funding may be available as part of the SEFS Postgraduate Travel Bursary Scheme (see 2.12).

Postgraduate students will typically be expected also to produce one or more posters of their work for display in the School. In addition, postgraduate students are expected to attend lectures and seminars given by visiting academics and members of staff.

2.12 Postgraduate Travel Bursary

The Graduate School in the College of Science, Engineering and Food Science (SEFS) offers a number of Travel Bursaries for students currently registered for a postgraduate doctoral degree (PhD) in the College of Science, Engineering and Food Science:

<https://www.ucc.ie/en/sefs/about/scholarshipsandprizes/postgraduate-travel-bursary/>

2.13 The Delap Postgraduate Research Prize

The Delap Postgraduate Research Prize

The Delap Prize for postgraduate published research was inaugurated in 2017, and is named after Maude Delap, an Irish marine biologist who was the first person to observe and describe the full life cycle of jellyfish. The prize is awarded to the best peer-reviewed academic paper (including review papers, book chapters) accepted for publication in a given academic year (1st September – 31st August) by a registered or recently graduated postgraduate student. Applicants must clearly be the first/principal author of the publication and have the School of BEES as their primary affiliated institution. The prize is awarded at three levels: Gold (€900), Silver (€700) and Bronze (€500).

Each applicant is required to submit a digital (ideally PDF) copy of their research paper and a short statement (max. 2 pages) addressing each of the selection criterion. If the paper is not published by the time of submission, they are also required to present evidence confirming that their work has been accepted for publication in an additional short statement (max. 100 words). Additionally, a short (no more than 1 page) supervisor's statement outlining the applicant's contribution to the submitted paper is required. Applicants are allowed to submit more than one entry; however, they cannot receive more than one award.

Supervisor's statements should be submitted personally by supervisor to the same email (provided during the call) following the same deadline. In exceptional circumstances of supervisor's unavailability or if the supervisor was not directly involved into the research on published paper, another BEES academic directly involved into the project may submit the statement.

Judging for the awards will be carried out by a panel of five BEES staff members drawn from all disciplines within the School, and will include the HOS and the Chair of the GSC. Unless they have a conflict of interest, the Chair of the GSC will chair the judging panel and will select School staff appropriate for the topic range of research papers submitted. Panel membership selection will be very sensitive to any potential conflict of interest between panel members and applicants. The judging criteria for the award are as follows:

Publication Output Quality (40%): Under this heading, the scientific quality of the article and the peer-reviewed journal it is published in are assessed, based on journal rankings, citations by other scientific articles and uptake by the general public through print, online and broadcast media. We will ask each Delap Prize applicant to select a single Science Citation Index subject category as part of their application process and from which the applicant's journal will be ranked.

For this the applicant is advised to use SJR (<https://www.scimagojr.com>) or Scopus (<https://www.scopus.com/sources.uri>). Nature and Science will be the default top 2 journals for all subject lists. Some journals may well appear on several subject category lists so it will be the responsibility of the applicant that they select a subject category that ranks their particular journal the highest. Furthermore, traditional citation metrics, such as impact factor and h-index may be used as basis for assessing journals and articles. However, the quality of the paper may also be recognised in terms of contribution to societal discourse, so one approach to measuring broader the influence

of an article is to use altmetrics, a non-traditional metrics that monitors broader dialogue centred around it. Any other sundry supporting information that is relevant to assessing the quality of the paper may be presented in the applicant's statement.

Potential for Positive Outcomes and Impact (15%): It often takes many years to translate excellent scientific outputs into positive outcomes (improved paradigms, policies and practices) and then impacts (concrete improvements in the environment, economy, society, health or wellbeing) in the strict sense of these terms, so this is not a realistic expectation for the vast majority for most postgraduate students. It is nevertheless important for postgraduate authors to explain the potential for their published papers to contribute to positive outcomes and impacts in the future. Applicants should therefore provide a brief explanation of how their published work may, in due course, contribute to shifting a scientific paradigm, public policy or common practice, and how that may in turn benefit the environment, economy, society, health or wellbeing.

Novelty (15%): This will be judged primarily on the statement submitted by the applicant.

Applicant Contribution (30%): This will be judged primarily on the statement submitted by the applicant and the supervisor's statement. Prize winners will be required to give a short (10 minutes) presentation to the School at a Delap Prize event during the following academic year.

3. Facilities and Equipment

Please note that use of specialised (common) equipment must be agreed with supervisors and technical staff.

3.1 Safety

At the outset of your research project, both you and your supervisor should undertake a risk assessment of both your laboratory and field work. Your supervisor should be able to provide you with the relevant documentation; alternatively, you may contact the School Health and Safety Officer, Allen Whitaker. Each postgraduate is expected to heed relevant safety warnings and to abide by good laboratory and fieldwork practice. Each building has emergency assembly points. Please make yourself aware of the assembly points for your building.

3.2 Working Space

3.2.1 Desk space

Postgraduate students will be allocated desk/working space in one of the postgraduate offices. It is in the interest of all users to keep desk space clean and tidy. Offices are not to be used as laboratory space or for storing samples. PhD students who have not completed their studies by the end of their fourth year may be required to relinquish their bench space unless otherwise agreed with the Head of School. On completion of your postgraduate studies, you should vacate your space ensuring you remove all personal belongings and specimens and return all School equipment. If you are to work in some other capacity and/or require space, you should consult with the School Manager.

3.2.2 Laboratory Usage

All laboratories, as well as cold rooms, storage room, and glasshouses are managed by coordinators (a technical officer and academic), with whom you are required to co-operate. The names of the laboratory coordinators are posted on the door (yellow sheets with black lettering). Before undertaking any work in any laboratory, you should find out who is the appointed technical officer and liaise activities with that person.

BEES has a set of general laboratory rules and guidelines for all research spaces. All postgraduate students conducting laboratory-based research are expected to complete the Chemical Safety in the Workplace course offered by the HAS:
<https://hslearning.ie/mod/page/view.php?id=37>

Rules and guidelines for the use of BEES laboratories and other research space

Laboratory rules for all users

1. Every laboratory or other research space is managed by two laboratory coordinators, typically, a technical officer and an academic, whose names are displayed near the entrance door.
2. Prior notification and/or authorisation of the laboratory coordinators is required for working in a particular research space.
3. In principle, permission to work in a particular laboratory will be granted to all BEES staff and students, unless a clear Health & Safety, or Licensing Reason exists to limit access.
4. General rules for safe working apply, and staff and students need to engage with the appropriate health & safety arrangements.
5. The School of BEES strives to make equipment widely available to all BEES staff and students, although due to funding arrangements some researchers may have priority. Formal training requirements may be in place for some equipment.
6. Laboratory coordinators will allocate space and/or give other instructions w.r.t. the use of the facility.
7. Laboratory coordinators may give specific instructions w.r.t. use of equipment, training requirement, laboratory procedures, booking sheets, cleanliness, and otherwise, these need to be adhered to.
8. It is the responsibility of the user to clean-up after work and keep the allocated space tidy.
9. Any stored research material needs to be properly labelled with the name of the owner, the date, and where appropriate, chemical composition to facilitate proper disposal if required.
10. In case of infringements of the laboratory rules, the laboratory coordinators will request the user to comply with the agreed rules.
11. In case of repeated infringements of the laboratory rules, the laboratory coordinators will inform the line manager/supervisor of the user, and request compliance.
12. If infringements of the laboratory rules do not cease, despite warnings to the user and the line manager, the laboratory coordinators will inform the Head of School who will consider appropriate sanctions up to and including suspension from the laboratory.

Apart from general laboratory rules, additional rules may apply to specific laboratories

and/or equipment. It is important to contact the laboratory coordinator to ascertain whether additional rules and protocols apply.

Further rules and regulations may relate to:

- Health & Safety aspects. Please contact your supervisor and/or Mr Allen Whitaker (chair BEES H&S).
- Use of GMOs. Please contact your supervisor.
- Use of alien, invasive plant species. Please contact your supervisor.
- Animal experimentation. Please contact your supervisor or Dr Maria O'Mahony.
- Use of ionising radiation. Please contact Prof Marcel Jansen (School Radioprotection Coordinator).

3.3 Fridges, freezers, cold rooms and constant temperature rooms

Samples stored in fridges and freezers should be **well-packed** and **clearly labelled** (with name and date), otherwise it is likely that they may be discarded during periodic clear-outs. Permission to store samples should be sought from the technical officer in charge. You should also try to store your samples for the minimum length of time necessary, as space is at a premium. Please note that only samples for molecular genetic studies may be stored in the -70°C and designated -20°C freezers in the Cooperage. Long-term storage of critical samples will be facilitated in the Pouladuff freezer facility.

Similarly, the constant temperature rooms are mainly for experimental work and are not store-rooms. Please contact the person responsible for a particular cold room, prior to use.

3.4 Chemicals and other consumables and equipment

Having sufficient chemicals for your project is your responsibility. Orders for both chemicals and equipment must be made through the UCC online ordering system, Agresso (<https://www.ucc.ie/en/it/services/agresso/>). Many chemicals and consumables are supplied under contract by specific suppliers and must be purchased from these companies. Technical Officers can advise on companies under contract to UCC, or you can consult the Procurement Office webpage at <https://www.ucc.ie/en/it/services/agresso/>. If you notice that a particular chemical is running low, please inform your supervisor or technical staff. Please keep in mind that it is imperative that superfluous chemical stock is not allowed to build up as disposal costs are prohibitive. Also, safety considerations are of paramount importance, since some chemicals may be hazardous and therefore need to be kept in small quantities. In case of hazardous chemicals, liaise with your supervisor in first instance. Where possible/appropriate in such cases, alternative products may need to be identified.

The bulk of chemicals will be stored in specific “chemical stores” in the Cooperage and the Butler Building. Please contact coordinators for these stores to inform yourself about the procedure to obtain chemicals.

3.5 Field Work

All field work has to comply with the BEES Guidance on Safety in Fieldwork and requires a risk assessment before any work is conducted.

The technical staff may be consulted about available field equipment in the School. **Each postgraduate is responsible for checking in advance that a particular item is in working order, cleaning up after use and reporting any problems to the relevant Technical Officer.** Field meters must be booked in advance with one of the technical officers in the Cooperate who can also provide instructions on their use and maintenance. Information concerning diving equipment can be obtained from the School's Diving Officer, Dr Rob McAllen. Only those qualified, insured and approved by the School's Diving Officer may use Departmental SCUBA equipment.

Those wishing to use the laboratories or field equipment at Lough Hyne should, after discussion with their supervisor, consult with Rob McAllen about usage and maintenance, as well as noting that a **permit from the Wildlife Service is required for field work at the Lough** under the 1976 Wildlife Act protecting flora and fauna.

3.6 Computing Facilities and Printing

Where funding is available, a laptop or desktop computer can be purchased (please contact your supervisor).

UCC **IT Services** will ensure the machine is configured for use on the UCC network. No software should be introduced onto School computers except that which is licenced to the School/University. Virus-detecting software is installed on all School machines but may not detect all viruses. Therefore, every effort should be made to avoid possible contaminated sources.

UCC's IT policy can be found at <https://www.ucc.ie/en/it-policies/>
Postgraduate students are provided with a umail account. If an Outlook account is required, this has to be requested by the Head of School or School Manager.

Only UCC-owned machines can physically connect to the network. Personally owned computers can connect to the wireless (Wi-Fi) network only.

UCC configured computers have direct access to cloud storage. It is highly recommended that any valuable research data are stored at, at least, two independent locations.

Queries regarding software and hardware problems can be made to the Computer Help Desk (tel. 2120).

Postgraduates should read the policies on computer/IT use on the UCC homepage before accessing external websites (<http://www.ucc.ie/en/it-policies/policies/>). Any illicit use of computers will result in removal of computer privileges.

There is also an open-access computer laboratory on the first floor of the Enterprise Centre, which is available for all students, undergraduate and postgraduate, in Distillery

Fields. The lab may sometimes be block-booked for classes: there is a three-week timetable on the wall outside both doors. Bookings are managed by administration staff in the School of BEES. UCC's Computer Centre is responsible for the upkeep of all computing equipment in this lab, as well as for maintaining printing supplies. Any problems with the computers or printer, or requests for paper or toner, should be directed to sit@ucc.ie, or (021) 490 1818.

3.7 Vehicle

A vehicle is available for registered postgraduates' use. It is under the management of Allen Whitaker (ext. 4669, a.whitaker@ucc.ie). This vehicle is booked through the online LabAgenda system and registration details can be obtained from Allen Whitaker.

- Postgraduates must have a **CLEAN** **current full driving licence** to use the BEES vehicle. A copy of the licence prior to usage must be given to Allen Whitaker.
- A person without a full driving licence must use a qualified driver to chauffeur him/her (**registered student/staff etc.**) and is responsible for the condition of the vehicle (see item below). All other conditions are the responsibility of the driver.
- BEES policy is that all postgraduates who need to undertake field work as part of their studies should hold a full driving licence. Postgraduates without a licence should endeavor to obtain a full driving licence as soon as possible. Lack of such a licence may seriously impede your career prospects.
- The vehicle should be used for all official College business. Any usage other than legitimate department business is not permitted and is not covered by insurance. Accidents, if they occur, should be reported immediately to Allen Whitaker who in turn will contact the insurance brokers, garage etc. A report should also be made to your supervisor. The vehicle is the responsibility of those using it. It should be checked before use for cleanliness, tyre pressures, oil and water levels and should be left in a clean state after the journey. If drivers receive a vehicle in less than good order, this should be reported to Allen Whitaker immediately, as they automatically take over responsibility when they drive away.
- Strictly only a maximum of **two** persons in the car. Each passenger by law must have a seat belt provided and they must be tied at all times. It is the responsibility of the driver at all times to make sure this is adhered to. If this is violated, the insurance is null and void, and in the event of an accident the driver is then liable for full cost, including third party claims.
- All fines, speeding, parking etc., are the responsibility of the driver.
- In case of the use of private vehicles, travel expenses can be claimed back via Agresso. Travel should be pre-approved by the supervisor and/or the Head of School.
- Extreme care should be taken when driving through water, since in all diesel cars the air intake is located in a low position and will suck up water causing the engine to seize up.
- Use by non-college personnel is not allowed (**thus picking up of hitch hikers is**

not allowed).

- Driving licences are checked annually. Under the insurance policy you must notify Allen Whitaker in advance of any penalty points you have on your licence or as you acquire them.

3.8 Requisitions and Expenses

All requisitions for consumables and equipment must be made through UCC's online purchasing system, Agresso (<http://www.ucc.ie/en/agresso/>). Your supervisor should contact Agresso Support (agressosupport@ucc.ie) to request login and requisition credentials for you. Guidelines on how to place orders and claim expenses on Agresso can be found on the Agresso service page.

If you are in receipt of a research grant, you will be allocated a research code, which must be used when placing orders or claiming expenses on Agresso.

Please note administrative staff do not raise requisitions for postgrads. If you are having problems using Agresso, please speak to your supervisor.

3.9 School Workshop

A School workshop is available for the construction of specific field apparatus, etc. It is located in the Cooperage. Only qualified staff have access. The contact person is Mr Luke Harman.

3.10 Waste Management

Bins are provided outside the Butler Building, Enterprise Centre and Cooperage for waste and recycling disposal: please ensure that you use the correct bin. Laminated magazines should be put in the rubbish bin and not recycled. Recycling bins are also available in laboratories and the staff tearoom.

4. Insurance and security

4.1 Accident and travel insurance

All registered students are covered by the University's Personal Accident Insurance Policy. The accident section of the Policy covers students within College premises, travelling to or from, or participating in, or supporting, sports or other activities or functions organised by the College. It also applies when students are travelling on field trips or educational tours or on other College-related business. The travel section of the same Policy provides cover for loss of baggage, personal effects, cancellation and curtailment, medical expenses, hijacking, etc., however there is a minimum excess charge.

4.2 Security

All postgraduates should take every precaution to safeguard their own, as well as university property by keeping all valuables locked away. This applies particularly to **laptop computers**, money of any kind, cash, cheques, petty cash, handbags, briefcases, jewellery, etc. The university carries no insurance for theft of personal goods and does not hold itself responsible for the safety of any personal articles or valuables left on university premises. Doors, office drawers, filing cabinets etc. should be kept locked whenever possible.

After 6.00 pm on weekdays, and at the weekends or on bank holidays access to the Cooperage and Butler Building is by swipe card only, and all users of the Enterprise Centre must enter via the main door and sign the logbook. Suspicious conduct should be reported immediately to the security desk (contact details below). Please contact Marie Riordan to get your student ID activated for swipe access.

Security telephone extensions (add 021 490 for full number):

Distillery Fields Security Desk:	4567
Tyndall/Lee Maltings security hut:	4100
Bill Cashman, Security Supervisor:	4145
Security desk, UCC main campus:	2266
Duty Security Supervisor, UCC main campus:	2271
General Services:	2264/2265

4.3 Disability Facilities

There are two wheelchair-accessible entries to the Enterprise Centre ground floor. The Butler Building is also accessible by wheelchair, and a lift is available to provide access to the upper floors of both buildings. Wheelchair-accessible toilets are provided on both floors of the Enterprise Centre and the ground floor of the Butler Building. The Cooperage is a single-storey building.

5. Leave

5.1 Leave Entitlements for Research Students

Normal leave entitlements for research students are 20 days per year, unless otherwise specified by external funding bodies. Any additional leave arrangements should be agreed in advance with the relevant supervisor(s).

5.2 Leave of Absence

The following are some of the circumstances under which students apply to cease registration on a temporary basis:

Medical Circumstances

This includes any medical condition for which a medical certificate has been supplied certifying that the student has been unable to attend the University or otherwise fulfil the requirements of their research programme for a specified period of time.

Personal Circumstances

Such circumstances include, but are not limited to, family illness or bereavement, disability, maternity, paternity or adoptive leave, carer duties, child-care issues and/or financial difficulties.

Academic Circumstances

These include, but are not limited to, problems with essential materials or equipment, or unforeseen difficulties which are outside the control of the student and mean that the student is unable to fulfil the requirements of their research for a period of time. Students applying to temporarily cease registration for academic reasons must have a reasonable expectation that these circumstances are of a temporary nature.

Students may apply for a leave of absence for a minimum of three months and a maximum of twelve months with the endorsement of their Department/School and Faculty/College.

[https://www.ucc.ie/en/media/support/academicsecretariat/policies/graduatestudiespolicies/PolicyonTemporaryCessationofRegistration\(LeaveofAbsence\)forResearchstudents.pdf](https://www.ucc.ie/en/media/support/academicsecretariat/policies/graduatestudiespolicies/PolicyonTemporaryCessationofRegistration(LeaveofAbsence)forResearchstudents.pdf)

6. Other Services

6.1 Library

The main UCC library (Boole Library) is situated on the Main Campus. Dr John Reavy the current BEES Library Representative and should be consulted regarding library matters. The library catalogue (<https://libguides.ucc.ie/library>) can be searched for physical copies and eJournals/eBooks, in addition to providing access to search engines and citation databases.

6.2 Careers Information

UCC Careers Office is at 3-4 Brighton Villas, Western Road (<http://www.ucc.ie/en/careers/>, Tel: 021 490 2349).

The Graduate School of the College of SEFS, with UCC Careers Service, runs day-long Professional Development Courses, which you will be informed about via your UCC email account.

BEES has a Careers & Alumni Facebook page which everyone is encouraged to post jobs they see on: <https://www.facebook.com/groups/1833764360217962>

6.3 Accommodation

Information on accommodation for postgraduates can be found here:

<https://www.ucc.ie/en/accommodation/>

You can use this link to search for private student accommodation:

<https://studentpad.ucc.ie/Accommodation>

The vast majority of accommodation listings can be found on: www.daft.ie

For short-term, temporary accommodation Eazy City Cork can be useful:

<https://www.eazycity.com/cork/>

Also see **Appendix III**.

6.4 Student Health and Dental Service

Students are entitled to free doctors' visits with the UCC Student Health Services (UCC Student Health Medical Centre, Ground Floor, UCC Crow's Nest Accommodation Complex, Carrigrohane Road, Cork). Postgraduates should consult the website as certain services/procedures incur a small charge e.g., vaccinations, eye tests etc. Holders of medical cards are entitled to medical consultation at the Student Health Service but will be required to pay for prescriptions. EU students are entitled to free medical consultation and prescriptions in Ireland with the E111, E109, and E128 health cards but are required to pay for prescriptions obtained at the Student Health Service. If you are travelling abroad within Europe, you should ensure that you have a current valid European Health Insurance Card (EHIC). All non-EU students who have no medical card entitlements are advised to have adequate medical insurance; however, they are entitled to free medical visits at the Student Health Service.

Student Counselling and Development

<https://www.ucc.ie/en/studentcounselling/>

Student Counselling & Development (SCD) offers free and confidential one-to-one counselling to UCC students in the Republic of Ireland. Counselling can help you get a new perspective on an issue you feel stuck with, help you cope with an unexpected crisis and help you to develop healthy strategies to manage ongoing difficulties. Some common issues that students seek support with are: Academic stress, alcohol/drug misuse, sexual trauma, low mood and depression, anxiety, self-esteem, social anxiety, family and relationship difficulties, bereavement, eating difficulties, coming out, gender identity etc.

Dental Health

UCC runs the Cork Dental School and Hospital, which is at the back of the Cork University Hospital campus in Wilton. The Dental Hospital operates a walk-in clinic from Tuesday to Friday from 09:00-10:00 and 14:00-15:00. However, in an emergency, patients will be seen outside these hours. All visits and treatments incur a charge, but the hospital strives to keep costs at a competitive level. Patients are advised to arrive early as the clinic will close when the maximum patient capacity is filled.

Tel: 021 454 5100 Email: dental@ucc.ie

6.5 Student Financial Support

<https://www.ucc.ie/en/sfsa/>

The **Student Assistance Fund** provides financial assistance for **full-time higher education students** who are experiencing financial difficulties whilst attending college. For full details on eligibility and how to apply, please visit: <https://www.ucc.ie/en/sfsa/saf/>.

In order to be eligible to apply for student assistance, you must be registered on a full-time undergraduate or postgraduate course of not less than one year's duration in a participating college. Unlike the maintenance grant schemes, you cannot be considered for Student Assistance prior to registering in a participating college.

Contact Details

Student Assistance Fund Office
1st Floor
1-2 Brighton Villas
University College Cork,
Western Road, Cork

Tel: 021 490 3562

Email: studentassistancefund@ucc.ie

6.6 Students' Union

The Students' Union consists of all registered students of the College, and its primary function is the promotion of the interests of its members. The Students' Union represents postgraduates at all levels within the University as well as at a local and national level (USI – The Union of Students in Ireland). The Union is headed by a President and an Executive Committee elected from among the student body. For further information on the Student's Union see: <https://www.uccsu.ie/>

6.7 Crèche

<http://www.ucc.ie/en/creche/>

Crèche Cois Laoi, on the Brookfield Campus on College Road, is available for children of College staff and students. It caters primarily for children aged 4 months to 12 years and can accommodate up to 80 children. Facilities include a Nursery room, Toddler rooms, Montessori and Naíonra, a specifically designed Sensory Room, after-school care and an Outdoor Play Area. Opening hours are Monday to Friday 08:00-18:00hrs. The Crèche is managed by the Students' Union, which also operates a financial support scheme towards Crèche costs for certain students.

6.8 Student Advisor and Ombudsman

<http://www.ucc.ie/en/studentombudsman/>

Students from time to time will need help and advice during their time in the College. In general, they are advised by fellow students or members of staff. However, in some instances the students may not know where to seek help and advice. In such cases, the Student Advisor and Ombudsman is available to give general advice, help deal with serious cases of grievance, and perhaps refer the student to someone more appropriate if this is the student's wish.

The Ombudsman's office exists to enable any student who has any grievance with the College, its staff or fellow students, to have that grievance evaluated and action taken if appropriate. All contact with the Ombudsman is guaranteed to be absolutely confidential and remain so unless it is the wish of the student that it is otherwise.

The Ombudsman will sympathetically and impartially examine any grievances that a student may have in order to ascertain the facts and validity of the case. S/he has access to all relevant persons in the College and has freedom to investigate. S/he is independent from any institutional influence and reports directly to the President of the College. In general, s/he serves as a mediator to resolve disputes informally rather than an arbitrator.

6.9 Semester dates

Information on semester start dates can be found at the following:

<https://www.ucc.ie/en/registration/dates-procedures/>

Appendix I – Plagiarism

The UCC Plagiarism Policy can be found here:

[https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/UCC PlagiarismPolicy-V5.1-2023_.pdf](https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/UCC%20PlagiarismPolicy-V5.1-2023_.pdf)

Please make sure that you are familiar with the policy, including best practice in academic writing, procedures and penalties. According to this policy, plagiarism is defined as follows:

“1 Plagiarism - Definition

1.1 Plagiarism is the presentation of work for credit without appropriate attribution. Whether done deliberately or inadvertently, it is unacceptable, since it is an attempt to claim credit for work previously submitted by you and/or not done by you and fails to give credit for the work as appropriate. Plagiarism applies not just to text but applies to any other format such as graphics, tables, formulae, or any representation of ideas in print, electronic or any other media, in addition to computer software and algorithms. Whether deliberate or inadvertent (as in the case of carelessness

or poor academic discipline) plagiarism undermines scholarship, is a form of academic misconduct, and conflicts with the ethos of the University. The University takes any form of plagiarism very seriously and plagiarism is subject to disciplinary procedures [...]

2 Types of plagiarism

2.1 The preparation of any work to be presented as part of an assessment, examination, research or scholarly submission, can draw on previous works or ideas of yours or others. It is imperative that this work is fully acknowledged following the standard referencing practice within the particular discipline. If in doubt, contact your School or Department for further discipline-specific information. Guidance is also available from other sources including the UCC library, and externally, for example., <https://libguides.ucc.ie/academicintegrity>.

2.2 Self-plagiarism, the presentation of work previously submitted by a candidate in a different context without citing that it was previously presented, is treated in the same way as any other form

of plagiarism.

2.3 In some cases, particularly in the professional academic arena, plagiarism may also be a breach of copyright, which may expose the copier to civil and/or criminal proceedings if within the timeframe of the copyright. Plagiarism may also relate to unpublished material, such as the notes of others, which may not be covered by copyright. There is no expiry date on plagiarism: inappropriate use of material which is no longer subject to copyright may also constitute plagiarism.

2.4 The use of text or image generating bots such as ChatGPT or artificial intelligence services for essays or any other assessment is contrary to academic integrity and is a form of plagiarism as it is not the presentation of the student's own referenced work. [It is also a form of personation with the intention to deceive as regards the true authorship of the assessment.]

2.5 Collusion, where work is permitted to be copied/presented without appropriate attribution, is a form of plagiarism by both parties. Collusion also applies where a joint effort is presented by an individual without due recognition of the input of others.”

Appendix II – Health & Safety Briefing

Please check out the following new website (more information to be added soon):

<https://sites.google.com/ucc.ie/beesafe/home>

Staff and PhD students:

1. Complete all risk assessments (RAs), whether for lab or field, together with your supervisor.
2. A copy should be emailed to beesafe@ucc.ie for storage on the BEES shared folders.
3. A hard copy should be kept available in the lab where the work is being performed with the most recent Material Safety Data Sheet attached (this is available from company that supplied the material). Contact the relevant Technical Officer with any queries.

PIs/Supervisors/Technical Officers:

4. Ensure compliance of research team including students
5. In the case of fourth year undergraduates and MSc, ensure they have read, signed and have been given a copy of the appropriate RAs. They also need access to MSDS sheets.
6. Any ‘high risk’ work should, where possible, be carried out during normal working hours.
7. Only fourth years who have obtained written permission from Head of School are allowed to work beyond normal working hours (5.30pm). Out of hours there should always be a nominated staff member or a PhD student working in the building at the same time (who has been introduced to the student).

Staff:

8. Risk assessments also apply to individual modules (e.g., fieldtrips, laboratory classes, industrial visits etc.). Completed RAs should be emailed to beesafe@ucc.ie

Useful links:

<https://sites.google.com/ucc.ie/beesafe/home>

<https://www.ucc.ie/en/occupationalhealthandsafety/>

<http://www.sigmaaldrich.com/ireland.html>

<https://www.ucc.ie/en/ocla/insure/>

Appendix III – Moving to Cork

PPS Number

A Personal Public Service Number (PPS Number) is a unique reference number that helps you access social welfare benefits, public services and information in Ireland. You will also need a PPS Number to get paid.

To get a PPS Number you need:

- A basic MyGovID account
- Proof of ID
- Proof of Address
- Evidence of why you need a PPS Number

The most up to date information is available here:

<https://www.gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number/?referrer=https://www.welfare.ie/en/Pages/Personal-Public-Service-Number-How-to-Apply.aspx>

Bank account

You need proof of address and a PPS Number in order to set up a bank account. Bank of Ireland has a branch on UCC main campus, but there are other banks.

Accommodation

Information on accommodation for postgraduates can be found here:

<https://www.ucc.ie/en/accommodation/>

You can use this link to search for private student accommodation:

<https://studentpad.ucc.ie/Accommodation>

The vast majority of accommodation listings can be found on: www.daft.ie

For short-term, temporary accommodation Eazy City Cork can be useful:

<https://www.eazycity.com/cork/>

This website provides information on how to avoid rental scams:

<https://threshold.ie/faq/how-to-spot-a-scam/>

You will normally need one or more reference letters from previous landlords, plus a letter from your place of work/study (BEES), plus a letter from your previous/current employer (if applicable).

Once you find accommodation, you will usually be asked to pay upfront a deposit plus one month's rent.

Visas and Immigration

All non-EU student must register with Immigration to obtain long term permission from the Irish government to live in Ireland to pursue their studies. Visas and immigration compliance are compulsory. Please check the information on the UCC website:

<https://www.ucc.ie/en/international/studentinfohub/afteryouarrive/immigrationinformation/#d.en.819745>