POSTGRADUATE RESEACH STUDENT APPLICATION PROCESS School of Medicine (SoM)

CRM Application
Student (following discussion with Supervisor)

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Graduate Studies Office (GSO) or International Office (IO) Admissions Officer

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Supervisor 1

GSO/IO if manual assignment required

Supervisor 2 | **Any additional Supervisors/ Advisors**

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GSO/IO Assigns to Departments/Units of all Supervisors/Advisors

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| **Dept/Unit of Supervisor 1** | **Dept/Unit of Supervisor 2** | **Dept/Unit of Supervisor 3 etc...** |

Dept/Unit <u>Research Admin</u> and <u>HoD</u> Review and Approval.
Approval indicates that an **offline review took place with HoD.
**NOTE There is no longer a separate HoD approval step on CRM

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School of Medicine: RPAC and Exec/HoD
Applications reviewed every 2 weeks and approved by Chair's Action (Exec/HoD committee). Report presented to monthly Exec/HoD for noting. **Advanced Review** by COMH may be requested.

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GSO / IO

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Issue Offer to student. Once accepted email to all on Supervisory Team and all involved Depts/Units. Registration instructions issued to student close to start date.

ADVANCED REVIEW by COMH Vice Dean Grad Studies
- Non-standard applications
  - Language waiver or academic equivalency

Side notes

Student Details
- *Personal details, qualifications, language test if applicable*
- *Nationality*
- *Programme title, Full time / Part Time, Start Date*
- *Supervisor 1 details (email address)*

Supervisor 1 Confirm / Add details
- *Programme Title, Start Date and Duration*
- *Full time / Part Time*
- *Supervisor(s) /Advisor(s)/External Supervisor(s) details & email addresses*
- *FTE Allocation*
- *Thesis Title*
- *All Admissions details eg Funding type, Garda Vetting, Ethical approval, Recommendation, Comments*

Supervisors/Advisors
- *Add details of affiliation (so correct Dept/Unit is identified)*
- *Add Recommendation and Comments if required.*

CHECK:
- *Programme, Full time / Part Time, Start Date*
- *Entry Criteria: Academic and Language*
- *FTE Allocation*
- *Supervisory Team*
- *Signatures of relevant Supervisor(s) / Advisor(s)*

ACTIONS: *Indicate Decision ie Offer type: Full/ Conditional/ Refusal/ Advanced Review/ Advanced Review Conditional.*
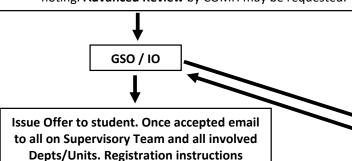- *Indicate date of HoD decision in Shared Notes*

CHECK:
- *Programme, Full time / Part Time, Start Date*
- *Entry Criteria*
  - *Academic qualifications*
  - *Language competency (if applicable)*
- *Signatures of all Supervisor(s) / Advisor(s)*
- *Signatures of HoDs of all supervisors*
- *FTE Allocation*

ACTION: *Indicate Decision ie Offer type: Full/Conditional/Refusal/Advanced Review/ Advanced Review Conditional.*