POSTGRADUATE RESEARCH STUDENT APPLICATION PROCESS School of Medicine (SoM)

CRM UCC Apply Student (following discussion with Supervisor) Graduate Studies Office (GSO) or International Office (IO) Admissions Officer Supervisor 1 GSO/IO if manual assignment required Supervisor 2 Any additional Supervisors/ Advisors

Student Details

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

Lead Supervisor Confirm / Add details

- Programme Title, Start Date and Duration
- Full time / Part Time / FTE Allocation / Thesis Title
- Supervisor(s) /Advisor(s)/External Supervisor(s) details
 & email addresses
- All Admissions details, e.g., Funding type, Garda
 Vetting, Ethical approval, requirement to answer
 question to confirm Lead CSL paperwork has already
 been signed.

Supervisors/Advisors

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

Dept/Unit of Supervisor 1 Dept/Unit of Supervisor 2

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

Dept/Unit of Supervisor 3 etc...

CHECK:

- Programme, Full time / Part Time, Start Date
- Entry Criteria: Academic and Language
- FTE Allocation
- Lead Supervisor (if Lead Supervisor is a CSL ensure appropriate paperwork has been completed)
- 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

 $\label{eq:def-Dept-Unit} \textbf{\underline{Research Admin}} \ \textbf{and} \ \underline{\textbf{HoD}} \ \textbf{Review and Approval}.$

Approval indicates that an **offline review took place with HoD.

**NOTE There is no longer a separate HoD approval step on CRM

UCC Apply

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School of Medicine: GSC and Leadership

Applications reviewed every 2 weeks and approved by Leadership committee. (Liaison with Vice Head Graduate Studies College of Medicine and Health to confirm approval of Lead CSL paperwork)

GSO/IO

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.

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
- Lead CSL paperwork on file sent by Dept. These signed Terms & Conditions to be housed in shared folder between SoM and COMH Graduate Studies

ACTION: Indicate Decision i.e., Offer type: Full/Conditional/Refusal/Advanced Review/ Advanced Review Conditional.