

PHD/MPHIL HANDBOOK

PHILOSOPHY 2018

PUBLISHED BY THE GRADUATE STUDIES COMMITTEE

DEPARTMENT OF PHILOSOPHY AT UCC

August 2018

1. GENERAL INFORMATION

Philosophy (www.ucc.ie/en/philosophy/) invites prospective students to apply for its currently offered Postgraduate Programmes in Philosophy. Faculty expertise includes, but is not limited, to the following fields: Political Philosophy, Phenomenology, Ethics, Philosophy of Mind, Philosophy of Economics, Philosophy of Science, Philosophy and Public Policy, Social Ontology, Feminism, and Environmental Philosophy.

2. THE STRUCTURED PHD

For students entering prior to 18/19, the official requirements for coursework are set out in the UCC Calendar, cf. <https://www.ucc.ie/calendar/postgraduate/Doctor/page001.html> This document states:

“In the case of the PhD in Philosophy, during their programme of study students will normally take course work to the value of 30 credits, at least 20 of which must be taken from an approved list of modules by the Department of Philosophy, including but not limited to PH7001. Generic skills modules (e.g. as offered by the CACSSS Graduate School) or other relevant modules may be taken to the value of the remaining credits depending on departmental approval.”

The Department realizes that this wording is unclear and sets out its clarification as follows:

Students entering prior to 18/19 are required to take a minimum of 15, maximum of 30 credits. (For a 4 year PhD, the maximum number of credits that can be undertaken is 90 credits.) We encourage - but do not require - students to take 30 credits. Students can take modules in one of two broad categories: (1) Generic skills modules (e.g. as offered by the CACSSS Graduate School), and (2) Academic coursework directly relevant for the completion of your thesis and approved by the Department of Philosophy. (These include but are not limited to all PH6XXX and PH7XXX coded modules. They may include other disciplinary studies, such as the study of a language, given department approval.

Of category (1), training modules, the student may take up to only 10 credits.

Of category (2), academic modules, the student may take up to 30 credits (but the student may not go over the total of 30 credits for all modules, inclusive.)

Students are also encouraged to discuss their work with faculty members other than their supervisors and, in particular, to actively participate in various formal and informal academic activities of Postgraduate students in the Discipline, the School of Sociology and Philosophy, and the University as a whole.

In addition, all students will be supervised by a supervisory team, or have a sole supervisor and a PhD advisor.

If you are currently registered as a student and wish to take discipline specific academic modules in 2018/19, please complete the Discipline Specific Module Form 2017 (available online or from your supervisor).

Generic skills modules (e.g. as offered by the CACSSS Graduate School) or other relevant modules may be taken to the value of the remaining credits depending on departmental approval.

3. PHD TRACK

It is normal for incoming PhD students to be registered as 'PhD track'. PhD track is not a qualification in its own right, but essentially is a provisional registration for a PhD. In effect, it means that students must satisfactorily pass a 12-18 month review to transfer out of provisional status. The time period as a PhD track student counts as part of the overall PhD programme. PhD Track students are, for all practical purposes, PhD students.

PhD Track students are subject to a review within 12 to 18 months from the date of registration which will include the requirement to demonstrate progress in the form of 10,000 words minimum written work. (See section 8 below on details of the Annual Progress Review for PhD candidates in Philosophy.) After successfully completing this review, a form needs to be completed by the student and his/her supervisor in order to transfer from PhD track to PhD. Once completed, it shall be sent to the Graduate Studies Office who will subsequently send it to the College of Arts for their approval. Once approved, the transfer will be complete.

The change in registration form can be found here:

(<http://www.ucc.ie/en/media/studyatucc/postgrads/formsandregulations/Change-in-Research-registration-form-1.pdf>)

4. NOTE ON OTHER POSTGRADUATE PROGRAMMES INVOLVING PHILOSOPHY:

In addition to the PhD and the MPhil programmes, there are currently

- Three Taught Post-Graduate Programmes in Philosophy:
 - MA in Philosophy; PG Diploma in Philosophy; HDip in Philosophy
- Three Postgraduate programmes involving coursework in Philosophy
 - MA in Health and Society; MA in Politics; LLM in Human Rights Law and Public Policy

5. APPLICATION PROCEDURE FOR RESEARCH POSTGRADUATE PROGRAMMES (PHD & MPHIL)

see: <http://www.ucc.ie/en/study/postgrad/how/research/>

Research Postgraduate Degree Programmes in Philosophy include the PhD and MPhil degree programmes. All Candidates applying to research degree programmes need to contact the Director of Graduate Studies and their Prospective Supervisor to discuss their proposed area of research prior to making a research application. It is not possible to make a research application without having a research topic naming a supervisor.

B) Preparation

Applicants can apply for research programmes through the Postgraduate Applications Centre.

BEFORE MAKING AN APPLICATION, YOU WILL NEED ACCESS TO THE FOLLOWING:

- A computer and printer - Applicants must print their application receipt at the final stage of the online application form.
- Credit/Laser card- the application fee is €45. (For applicants who cannot pay by these methods, there is a facility to follow with the application fee by bank draft or direct bank transfer. There is an extra charge for this facility.)
- Email Address - Applicants must have a valid email address to use this online application facility. It is your responsibility to check your account regularly for updates.
- PPS Number - Irish applicants will be also required to have their PPS number. (This is not mandatory for non-Irish applicants).
- UCC Student Number - Applicants who are current/past graduates/postgraduates at UCC must also have their existing UCC student number.
- A research proposal of 1,500 words approximately.
- A writing sample of 5,000 words approximately.
- PAC Login Account – Created through the PAC website, see below.

C) HOW TO APPLY ONLINE:

Go to PAC website: www.pac.ie/ucc

When you have completed and submitted all of the application materials, your application goes through the following steps:

1. PAC online application completed by applicant
2. Printed by Graduate Studies Office
3. Sent to Supervisor
4. Sent to Head of Department / School
5. Sent to College meeting for decision
6. Sent back to Graduate Studies office with decision
7. Decision sent to candidate with instructions on how to register

D) SUBMITTING THE RESEARCH PROPOSAL:

The proposal should be marked with the PAC application number and PAC course code and posted to:

The Postgraduate Applications Centre
1 Courthouse Square
Galway
Ireland

Please note that your application cannot be considered until you have submitted the required research proposal.

E) NON-UCC APPLICANTS:

Please note you must also forward PHOTOCOPIES of official documentary evidence of any third level qualifications (undergraduate and postgraduate) and or other professional/vocational qualifications that were not completed at University College Cork. Photocopies of academic transcripts (with details of subjects and results) and certificates/parchments of your qualifications listed on your application must be marked with your PAC number and forwarded directly to

Postgraduate Applications Centre
1 Courthouse Square
Galway
Ireland

Non-UCC Applicants who are currently completing undergraduate/postgraduate programmes and have not as yet completed final exams/graduated should submit photocopies of academic transcripts with details of subjects studied and results to date as soon as possible after applying online.

F) TRANSLATIONS:

If the documents required are not in English, then two versions of the documents are required: one in the original language and one in English. The English translation must be created by a certified translator.

G) CURRENT UCC STUDENTS/GRADUATES:

You are not required to submit evidence of qualifications pursued at University College Cork. However, if you are a current UCC student or past UCC graduate and have also completed additional qualifications in another University/College, you must provide official copy documentary evidence of your non-UCC qualifications.

Contact Details for Research Programmes

Margaret Coakley
Email: m.coakley@ucc.ie

6. WRITING A PROPOSAL FOR A PHD IN PHILOSOPHY

A) GENERAL POINTS

It is important to remember that the principal criterion for the award of a PhD is that the submission constitutes an original contribution to knowledge. To establish your project in these terms you need to determine the area of philosophy into which you are contributing.

Having established the field of inquiry and what is 'known' about your topic already, you then need to demonstrate how your thesis will add something original and significant to the field.

It may do this in a variety of ways - for example, by redressing a bias or oversight in the existing literature, or by applying a new method (such as a practice based approach) to yield new insights to an established field, or by simply being the first to systematically study an important phenomenon.

There is no need to make your research conform to a rigid 'scientific' model. Think about how and why your work is innovative and important (e.g. culturally, socially, environmentally, historically, or in terms of a technical breakthrough or an aesthetic or conceptual development within a field of practice) and try to articulate this clearly, making reference to other significant research.

B) STRUCTURE OF THE PROPOSAL/SYNOPSIS

i) Length: Approximately 1500 words.

ii) Working title: Give a working title that describes the nature of your project. You may use a 'poetic' title, but it is useful to indicate, after a colon, the nature of the study or your approach.

iii) Statement of topic and aims: Identify the general subject area and outline how your topic relates to the field. Establish why it is a significant topic and what contribution your work will make.

iv) Review of literature and relevant practice: The 'literature review' is a major part of a proposal. In order to demonstrate that your project makes a significant contribution to the field, you need to show that you are aware of the traditions and 'state of the art' research in that field.

The literature review should not be approached like an undergraduate essay, surveying a broad field. Its purpose is to set-up your particular research project, and it should therefore be focused and evaluative, rather than general. For example, if you are researching a topic such as 'body image', do not give a general account the work of Foucault, Freud, feminist theory etc. Try to focus on key concepts from earlier work and be aware of the way in which these have already been applied in your area. Indicate where earlier work – both theoretical and practical - has taken us and what remains to be done.

Do not provide a reading list (though it may be useful to do this with your supervisor at some point). The proposal should demonstrate that you have a grasp of existing work – and that you know enough about the field to determine an area of inquiry or a starting point for research. (NB. The literature/area review will become more detailed and sophisticated in the synopses that you develop in the course of a PhD, and may form the basis of an introductory chapter.)

v) Method/ Approach: Outline how you will approach your topic. Your aim should be to demonstrate that your chosen method or approach will serve to advance your thesis or argument.

There are many established research 'methodologies'. In an initial proposal you need to give some indication of how your project will be realized.

Some theses take up a particular theoretical position, inspired by key philosophers, thinkers or practitioners. Rather than adopting an entire philosophy, you may propose to borrow specific concepts from certain writers and apply them to a particular area or within a particular practice. If you are doing this, identify which concepts are useful and how you will apply them in order to achieve a particular result.

7. SPECIFIC INFORMATION FOR PH.D. APPLICANTS

see: <http://www.ucc.ie/en/study/postgrad/research/phd//>

In addition to the information included in this section, see also:
<http://www.ucc.ie/calendar/postgraduate/Doctor/page001.html>

A) ENTRY REQUIREMENTS

To be eligible for consideration to enter on a programme of study and research for the Degree of PhD, a candidate must have obtained a standard of at least Second Class Honours, Grade I, in an approved primary degree, or equivalent. In the case of the Faculty of Arts, suitably qualified candidates (1H or 2H1) may, with the permission of the Head of Discipline and relevant academic bodies, register on a PhD track (i.e. provisional registration for a PhD) in the first instance. Appropriate Masters' graduates with at least Second Class Honours can also apply for direct entry to a PhD.

B) APPLICATION DATES

Applications for PhD programmes are accepted throughout the year. Prospective students are advised to complete their applications at least two months in advance of their desired start date as all applications go through two different stages of approval: Department and College.

The four start dates during the year are January, April, July and October.

C) DURATION

Candidates normally pursue research for a period of three years full-time from the date of first registration for the programme.

8. ANNUAL PROGRESS REVIEW FOR PHD STUDENTS

The Annual Progress Review (APR) is managed by the Graduate Studies Committee (GSC) in Philosophy.

It is intended to assess whether:

- The student has knowledge and skills appropriate to the stage of his/her research programme;
- S/he has completed work of a quality to justify continuation, that the research methods are appropriate and practical
- A realistic plan is in place for progression and eventual completion of the research within the expected timeframe

The purpose of the APR 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 plans for the subsequent year. Progress will be recognised and acknowledged and, when 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.

The GSC undertakes reviews of all students in Philosophy. If a student's supervisor(s) is (are) not on the GSC, the GSC will consult with the supervisor(s) to ensure that they have all relevant information in hand, particularly if a negative conclusion on student progress is reached.

The APR usually takes place in term one (September-December) of the academic year.

It takes the form of:

1. The submission of a minimum of 10,000 words of written work to the supervisor(s) after the first year of study, and of altogether 20,000 words of written work after the second year of study. This piece of work has to be submitted at least two weeks prior to the oral presentation (see no. 4 below).
2. The submission of an outline of the dissertation to the supervisor(s) including:
 - a. a narrative (between 2000 and 2500 words) that provides the context for the thesis (its motivation, main topics, aims and methods) and envisages how each chapter will treat its various sub-topics. This narrative can be an expanded version of the original 1500 words PhD proposal, revised in the light of the student's more recent thinking
 - b. a schematic chapter outline (Harvard Outline style) that mirrors the narrative described in (a), shows the number and titles of the projected chapters, and indicates by way of the section titles the sub-topics that will be treated in each chapter. This piece of work has to be submitted at least two weeks prior to the oral presentation (see no. 4 below).
3. A brief written statement by the student to the GSC (between 200 and 500 words) outlining progress of the thesis and a plan for completion.
4. An oral presentation of 15-20 minutes length (on the Ph.D. project) by the student to the GSC and interested Graduate Students and staff with additional 5-10 minutes discussion.
5. A formalized report (one page) by the supervisor containing a short description of the work (a minimum of 10,000 words of written work after the first year of study, and of altogether 20,000 words after the second year of study) that has been received, an assessment of the progress of the work and likelihood that the thesis will be completed as previously expected, and a recommendation as to whether progress should be deemed satisfactory or not satisfactory.

Following the review, the GSC will reach a recommendation concluding that the student's progress is either satisfactory or not satisfactory. If the recommendation is "satisfactory," the student will continue with his/her research.

If the recommendation is "not satisfactory," another review meeting within a minimum of three months and a maximum of six months will be requested with a full report addressing concerns. In such cases, detailed and clear feedback on the type of achievements which are expected in this period will be provided in writing to the student (e.g. a target of a chapter or piece of work which should be completed in the time concerned).

Following a second unsatisfactory review of progress, the GSC may advise a student that it is in their best interest to choose to change their registration or deregister from their research degree programme. However, if a student wishes to continue in their programme despite this advice, this will result in the initiation of an adjudication process to determine the student's likelihood of successful progression which will be commenced in accordance with the university-wide Academic Council guidelines on the "Adjudication Process for Progression of Ph.D. Students."

APR results should not lead students to assume that their thesis examination is in any way pre-determined, as the examination process will be conducted in a manner that is entirely independent of preceding reviews and commences on submission of the thesis.

The GSC ensures that accurate records of all relevant procedures, activities, and meetings regarding the APR are kept within the unit.

9. HOUSING

For information on Housing see: <https://www.ucc.ie/en/study/postgrad/openday/live/>

10. FEES AND GRANTS

A) GENERAL INFORMATION

For updated information on fees and grants see:

<http://www.ucc.ie/en/study/postgrad/cost/>

On acceptance to a postgraduate programme, students are liable to pay tuition fees to the University. University fees are set each year and include the registration fee, tuition fee and examination fee. For full time programmes, membership of the Mardyke Arena Sports and Leisure Complex is also included in the course fee. (www.mardykearena.com)

A student's classification as EU or non-EU will be determined by the Fees Office. For further information on how fee status is determined, please contact the Fees Office.

In addition to programme fees students should budget for their own living costs, including accommodation.

The Postgraduate Fee Schedule by programme is available to view (<https://www.ucc.ie/en/financeoffice/fees/>).

The fee quoted refers to the cost of attending a programme on a full time basis. Fees for part-time study are normally charged at half the full time fee.

B) LOCAL AUTHORITY (HIGHER EDUCATION) GRANTS

Grant holders who complete a primary degree course may have the grant renewed in order to undertake a full-time postgraduate programme. The grant, which covers fees and possibly a contribution towards subsistence, is limited to one postgraduate diploma or degree per student.

A mature candidate (23 years of age on 1 January if year of entry to postgraduate study) may be eligible for a local authority grant on the basis of parents' income if ordinarily resident with parents or on the basis of own income, if living away from the parents' home since the 1st of October of the previous year.

Further information on grants is available from your local authority or on-line from the Citizens Information Board.

Please note:

If a student has applied for a grant, and is required to register prior to receiving a confirmation of award letter from the granting authority, a student card will not be issued without the confirmation of award letter. If a student wishes to be issued a student card prior to receiving a letter from the granting authority, they may do so by paying 50% of the total fee. This will be reimbursed by the Fees Office evidence is provided that the grant has been awarded.

C) PAYING YOUR FEES

Fee payment is addressed when completing Part 1 of the registration process. This is an online process. You are asked to select 1 of 3 options. Pay Online, Request a Bank Giro, or Funded.

If you are paying fees, and it is possible to pay using the online facility, this is the preferred option. Please note however, if you are paying with a Laser card, the maximum amount you can pay each day is €1,500, so you may need to pay the full fee over a number of days.

If you Request a Bank Giro to be sent to you, this will take 5 working days to be processed. This will be sent to the address that UCC has on the system for you. Therefore, it is important to let us know if you change your address during the application process.

If you are applying for a Local Authority Grant, then select the 'Funded' option.

D) STUDENT ASSISTANCE FUND

As part of an initiative to tackle educational disadvantage, an European Structural Fund aided Student Assistance Fund has been made available to University College Cork by the Department of Education and Science. The Student Assistance Fund is funded by the Department of Education and Science, with assistance from the European Social Fund. All full-time registered students, undergraduate and postgraduate are eligible to apply for assistance from the fund. Resources will be targeted at those disadvantaged students most in need. 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.

For further information please contact:

Finance Office, University College Cork

Tel: +353 21-4903929/2365

Email: fees@fin.ucc.ie

E) CURRENT FEES FOR PHD CANDIDATES IN THE COLLEGE OF ARTS, CELTIC STUDIES, AND SOCIALS SCIENCES

Yearly fees in 2017/2018 are for EU students: 5,770 Euro and for Non-EU students 13,000 Euro. Non-EU PhD students may be eligible for a fee waiver scholarship to reduce the fee to EU level and should contact their

Discipline/School for further information. PhD students are liable for the full fee for four years. For Year 5 and beyond, current fees are 1,700 Euro for both EU and Non-EU students. (See: <http://www.ucc.ie/en/financeoffice/fees/>)

11. FUNDING AND SCHOLARSHIPS

The Philosophy Department strives to support its student with several different kinds of funding opportunities. Many students are supported throughout their PhD experience through studentships paying part or all of their tuition and fees.

A. FUNDING FROM OUTSIDE OF THE PHILOSOPHY DEPARTMENT

There a number of internal and external funding opportunities available. See:

<http://www.ucc.ie/en/cacsss/grads/facilities/>

<http://www.research.ie/>

<http://www.findaphd.com/funding/>

<http://www.research-in-germany.de/dachportal/en/Research-Funding/Funding-Databases.html>

<http://www.scholarshipportal.eu/>

<http://www.jpj.org.uk/japanesestudies/funding.php>

for details on Irish and European funding opportunities including the Erasmus Mobility Scholarship Scheme, the William J Leen Postgraduate Scholarships, and IRC scholarships.

Students from countries other than Ireland are strongly encouraged to look into possibilities to be funded through scholarship programmes in their home countries (such as Fulbright Scholarships, Chinese Government Scholarships, Canadian Postgraduate Scholarships, etc.)

We also strongly recommend that you join the PHILOS-L list serve. <http://listserv.liv.ac.uk/archives/philos-l.html>. It is based in Europe, and serves as the largest notice board for all events and opportunities in Philosophy internationally.

B. TRAVEL AND RESEARCH FUNDS

The department has a limited amount of funds to help students pay for travel to and from conferences where they are presenting, or to perform similar kinds of professional-development activities.

12. FAQ'S FOR RESEARCH PROGRAMMES

(see <https://www.ucc.ie/en/study/postgrad/how/faq-research/>)

IS THERE A CLOSING DATE FOR RESEARCH APPLICATIONS?

No, there is no closing date for research applications. However, students are advised to apply 3 months in advance of their preferred start date.

HOW MANY APPLICATIONS CAN I MAKE?

In any one year you can only make one application to UCC's research postgraduate programmes. You may include up to 3 programme choices in your research application. If after applying, you wish to add more course choices/programmes to your application and you have NOT applied for the full cohort you should contact the Graduate Studies Office in UCC (email graduatestudies@ucc.ie) if you are an EU applicant. If you are a NON-EU Applicant you should contact the International Education Office (email: internationalpostgrad@ucc.ie).

HOW LONG WILL IT TAKE BEFORE I HEAR IF I HAVE BEEN ACCEPTED?

It can take up to 2 months before you receive confirmation that you have been accepted onto your course choice.

HOW CAN I FIND A SUPERVISOR?

You must first contact the Department where you wish to carry out your research. You can contact an academic staff member directly to inquire if s/he is willing to be your supervisor. Alternatively, you can email the Director of Graduate Studies in Philosophy to ask for guidance.

CAN I APPLY FOR A RESEARCH PROGRAMME IN TWO DISCIPLINES?

Yes, you can be jointly supervised by two Disciplines.

I DON'T HAVE A RESEARCH TOPIC. CAN I STILL APPLY?

No, you must have a research topic before you can apply online.

HOW DOES THE SYSTEM WORK FOR RESEARCH APPLICANTS?

You fill in an online application form and then post in (to PAC) other supporting documentation in hard copy format. Once your application is complete, it is then sent to the Discipline for approval. Once the Discipline approves your application, it is then sent to the Faculty/School for approval. After the graduate studies office receives confirmation that your application has been approved, we will write out to you with registration/payment information. An email will be sent to you when your application has been sent to the Discipline, Faculty/School, and finally when you have been approved.

HOW DO I GET MY PAC APPLICATION NUMBER?

After you have submitted your application fee payment details on the online application system, you must print the Application Receipt. The Application Receipt page will include your PAC application number. There is also a facility on the Application Status to view your PAC application.

HOW CAN I PAY THE APPLICATION FEE?

By credit/debit card, or by bank draft, or by direct bank transfer only (details will be given as you proceed through the online system). PAC does not accept personal cheques or postal orders.

WHY AM I NOT GETTING ANY EMAILS FROM PAC OR UCC?

Applicants using webmail email addresses, please note if you have the high junk mail filtering option in your email account, emails from the Postgraduate Applications Centre and University College Cork may be flagged as Junk. You will need to either reduce the Junk mail filter or else add the Postgraduate Applications Centre (info@pac.ie) and Trinity College Dublin email addresses as two of your safe senders.

You may be asked to send in any or all of these (we recommend within 7 days of submitting your application): transcript (non-UCC applicants; applicants who have still to graduate must send in this on receipt), evidence of English language competency, references and a research proposal. Your receipt at the end of the online process will highlight which items you must post in. Note that documentation submitted cannot be returned.

HOW WILL I KNOW WHEN A DECISION HAS BEEN MADE REGARDING MY APPLICATION?

You will receive an email alert from the Postgraduate Applications Centre to check your application status on the 'Application Status' section of the online application system. It is vital that you give the correct email address on your online application and that your email account is working. It is also important that you check your email regularly.

HOW DO I CHECK MY APPLICATION STATUS?

Web Address: <http://www.pac.ie/ucc> Select Option: Login. To view current application status: Click on Application Status.

IF I CANNOT ACCESS THE INTERNET, CAN AN APPLICATION BE POSTED TO ME?

No, you must complete an online application. You will also need a working email address to use this facility as all correspondence with regard to your application will be communicated to you by email.

CAN I SUBMIT MORE THAN ONE APPLICATION THROUGH PAC FOR UCC PROGRAMMES?

In any one year, you may not present more than ONE online Taught postgraduate application to UCC's postgraduate programmes. You may include up to five taught programme choices on your online taught application. You will be considered for each of the programme choices mentioned on your application form as soon as the relevant closing date for each programme has passed.

IS PAC A PREFERENCE-BASED SYSTEM?

No, PAC is not a preference-based system. Students have up to 5 programme choices and each programme choice is considered individually. Please note it is not necessary to complete all 5 programme choices on the online taught application form. Applicants should only apply for postgraduate programmes they are specifically interested in being considered for and should check the entry requirements on the online Postgraduate Prospectus before submitting their online application.

HOW WILL I BE CONTACTED ABOUT MY APPLICATION?

All correspondence about your application is through e-mail. You will be notified by email that the status of your application has changed and will be advised to log into your PAC account for more information. Please note if you have a high junk mail filtering option in your e-mail account, e-mails from the Postgraduate

Application Centre, Galway and University College Cork may be flagged as Junk. You will need to either reduce the Junk mail filter or else add the Postgraduate Application Centre, Galway (info@pac.ie) and University College Cork e-mail addresses as two of your safe senders.