User Manual for Programme Coordinators and administrative support staff, to assist in using the Postgraduate Applications Centre (PAC) system to evaluate EU and Non-EU Taught and Research applications.
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Introduction

The PAC (Postgraduate Application Centre) online system operates as follows:

- **Phase 1 - Application** Applicants submit their applications online through the PAC website (www.pac.ie). As part of the application process, they upload supporting documents, such as transcripts of non-UCC qualifications and references to their PAC application. The relevant Graduate Studies or International Office administrator reviews the application and assesses the documents submitted prior to review by the relevant programme co-ordinator.

- **Phase 2 - Academic Review** Authorised Programme Co-ordinators and administrative support staff can view applicant details and supporting documents online.

- **Phase 3 - Academic Decision** Co-ordinators record application decisions on Decision Sheets, which are attached in Appendix 2.

- **Phase 4 - Communication of Decisions to Applicants** The GSO (in the case of EU postgraduate applications and the IO (in the case of non-EU postgraduate applications) communicates decisions electronically to PAC in the form of numerical ratings. PAC then forwards an email to applicants alerting them to check for an update on their application on the 'My Application' section of the Online PAC System.

- **Phase 5 - Acceptance of Offer** Successful applicants accept their offer online through the PAC system. An applicant can have a number of offers but only one acceptance is recorded in the system at any given time.
Postgraduate Selection Process Procedure

You do not need any specific PAC software running on your computer to access the PAC system. All you need is a browser such as Internet Explorer and external Internet access.

To login to PAC, use your UCC network username and password. This is the account used to access the UCC network for Exchange email, file shares, and so on. If you do not have a network account, please contact Staff IT Services at the ServiceDesk or ext. 2120.

In order to arrange access to PAC as a first time user, an Authorisation Form (see Appendix Two) must be completed, signed by the Head of Unit and returned to the GSO, West Wing.

Accessing Applicant Information
Programme Co-ordinators and/or administrative support staff within the relevant academic unit may view application details and supporting application once GSO grants access.

Recording of Decisions
Please record all decisions on decision sheets (see Appendix Three) or send back by email. These decision sheets must state whether the applicant is accepted, put on a waiting list, refused or held pending further information.

When GSO/IO receive the decision sheets, they will communicate decisions to PAC in the form of numerical ratings. PAC will then forward an email to applicants alerting them to check for an update on their application on the ‘My Application’ section of the online PAC System. Applicants are given 10 days to accept an offer online through the PAC System. Late applicants are given 5 days.

Programme Co-ordinators can check PACADMIN to monitor acceptances as they are received.
Logging on to PAC System

To access the PAC administration system:
1. Type URL https://pacadmin.ucc.ie into the address bar of your preferred web browser (for example, Google Chrome)
2. The login window is displayed as shown on the right
3. Enter your network username and password (your usual network login)
4. Select your AD domain from the drop down menu. This will more than likely be CENTRAL.

Look up applications on PAC

When you have logged on successfully, the main PACADMIN lookup screen will be displayed. There are four main application lookup sections on this screen (see below).
**Look up an individual applicant record by application number**

If you know the applicant’s 8-digit PAC number, you can use this option to access the applicant’s record directly. Enter the PAC application number and click on ‘submit’ as per above image.

**Look up an application by applicant surname**

If an applicant contacts you and they do not know their PAC Number, you can use this option to find their application. Type the Surname in the Box (as per above image) and press Submit. You will get a list of the applicants by Surname.

To access the applicant’s record, click on the blue highlighted application number (see below image).

**Look up all applications for all programmes, or applications for a particular programme, within your Department**
Please note: A Course Co-Ordinator(s) will only have access to the particular programme for which they are responsible.

This option allows you to review

a. all applications for your academic unit

OR

b. for a particular programme within your academic unit.

You can access information on the number of applications received for each programme. This option also has a number of additional database features, including facilities for obtaining lists of email addresses or postal addresses of applicants.

To view all applications for ALL programmes in your department

1. In the field ‘All Departments’, click on the arrow to display the dropdown menu. Scroll down the list until you find your department. Highlight your department name and click to select

2. In the ‘Select Course’ field, click on the dropdown menu and highlight ‘All Courses’. There is no need to change the [All Ratings] field to view all applications. Click on submit. This will display the names of all applicants to courses in your department.

View applications for a specific postgraduate course

1. If you know the PAC course code, enter this in the blank field. If you do not know the PAC course code, click on the dropdown menu in the ‘Select Course’ field. Scroll down and highlight the relevant course. Click on the ‘Submit’ button. This will display a list of applicants for the course.
2. You can view the details of any individual applicant by clicking on their PAC application number on the list and following the instructions for Option 1 outlined above.

3. To return to the previous screen, click on the X icon.
Viewing an applicant’s record

This screen displays applicant details (name, date of birth, contact details and indicates if the applicant is an EU or non-EU applicant) and course choices.

To access further details on the applicant, return to the top of the screen and click on the ‘Additional Info’ link. The second application screen details information on higher education qualifications and professional/industrial experience provided by the applicant.

1. **To print applicant details**, click on the ‘Print’ button at the bottom of the screen.
2. **To return to the front page of applicant details**, click on the exit symbol X on the top right-hand corner of the screen.
3. **To review supporting documents** (e.g. non-UCC transcripts, references, supplementary questions) click on ‘scanned documents’ (this link is listed below the Programme code which the student has applied for on the first application screen). This displays images of all documents submitted by the applicant to PAC in support of their application. To move on to the next image, click on the ‘next image’ (right arrow) icon.
4. **To print scanned images**, click on the ‘Print’ icon. There is a facility to Batch Print Applications – please see page 14.

5. **To exit scanned documents** and return to applicant details, click on the X icon.

**Assessment Guidelines Section**

The Assessment Guidelines section is located on the front page of each applicant's application form (under their application course choices)

This section is completed by the IO and GSO in the case of applicants with non-Irish/UK qualifications and is available for viewing for Academic Departments

The IO and GSO will include details of information on qualification comparability statements, grading structures from UK NARIC (UK National Academic Recognition Information Centre) for non-Irish/UK qualifications where available and any additional information which may assist in comparing Non-Irish qualifications.  

*N.B. It is important to note that the information provided by the IO (Non-EU applications)/GSO (EU applications) relates to entry requirements and eligibility. Final application decisions rest with the relevant academic unit.*
Searching PAC applications under particular categories

You can also search under particular categories, such as waiting list, conditional offers and unconditional offers. To do this, click on the dropdown menu in the [All Ratings] field and select the required option (e.g. conditional offers).

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree/Qualification Title:</td>
<td><strong>UK NARIC Comparability qualification statements, information on Grading system, etc. is included in these fields (if available)</strong></td>
</tr>
<tr>
<td>Qualification from Recognised Institution:</td>
<td></td>
</tr>
<tr>
<td>International Comparability Statement:</td>
<td></td>
</tr>
<tr>
<td>Details of Qualification Grading System:</td>
<td></td>
</tr>
<tr>
<td>English Language Competency Assessment:</td>
<td></td>
</tr>
<tr>
<td>Administration Comments:</td>
<td><strong>IO and GSO will add any additional information/guideline comments on the qualification if relevant</strong></td>
</tr>
</tbody>
</table>
You can limit your search by clicking on the ‘Last Updated’ dropdown menu and selecting the preferred option e.g. “Within last week”. This allows you to view applications that have been updated within the time period specified.

1. You can view the details of any individual applicant by clicking on their PAC application number and following the instructions in “Viewing an Applicant’s Record” above.

2. To return to the previous screen, click Back to Menu.
Using the Listing Types Option

This option allows you to choose the format in which you wish to display the list of applicants for a programme. For example, select ‘All Qualifications’ from the Listing Type dropdown menu to view a list of applicants, title of their undergraduate degree and/or other qualifications, period of study, and results if available. Select “Contact Details” from the Listing Type dropdown menu to view a list of applicants, their postal address, email address and telephone numbers.
Batch Printing of Scanned Documents

There is now a facility to Batch Print (a) Page 1 of Scanned Documents – which is a Resume of the application compiled by PAC and (b) Supporting Scanned Documents (Supplementary Candidates, academic Transcripts, etc) by Programme.

Go to Section 4 on the main PACADMIN screen "PAC Course/Rating Lookup" (you will need to select the Non-EU option if you are looking up non-EU applications)

1. Enter the Course Code first: CK...
2. Under All Ratings – Leave as ‘All Ratings’ (for a list of ALL the applicants that have applied for a particular programme)
3. Then click Submit - output to screen
4. A Full List of the applicants for the course code selected is then generated. When the list of applicants is generated, then go to ‘Open All Scanned Documents’ link at the bottom of the list of the applicants. Click on this link and a single document will be opened containing all of the scanned images for the applicant/course code combinations currently displayed on the screen.
5. You can now save or print this document. If you have more than 100 applications, multiple links are available and you can open up the documents in batches of 10 at a time. To print the documents, use the right-click button on your mouse and select print.

 USING EXCEL WITH PAC

There is now a facility to bring across a list of applicants for a course to an Excel Spreadsheet at the click of a button.

1. Go to Section 4 on the main PACADMIN screen "PAC Course/Rating Lookup"
2. Enter the Course Code first: CK...
3. Under All Ratings – Leave as ‘All Ratings’ (to generate a list of ALL the applicants that have applied for a particular programme).
4. You can also go the Listing Type and here you can choose the type of listing (under the different options e.g. list of applicants with email addresses, all contact details, list of applicants with qualifications studied) you wish to bring across to Excel.
5. Then click on Submit - output to excel file
The Course Listing is now submitted to an Excel Spreadsheet document. Submitting the information directly to Excel enables one to delete column(s) that are not required and edit/manipulate the screens to suit one’s own viewing/recording preferences.

You can now save or print this document.

**To put in List in alphabetical order in the Excel Spreadsheet:**

1) Highlight the column to be sorted e.g. Name
2) From the toolbar, choose Data and then Sort
3) A sort warning will appear on the screen and make sure that you confirm that you do want to expand the selection and click ‘sort’.
4) On the next screen, you should automatically see ‘name’ in the first box, click the required ascending or ascending and click ok.

**The facility to keep in view the NAME column as you go across the complete Screen on Excel**

Click in row 1 of the column next to the name column, Select Window menu from the Menu bar, and select ‘Freeze’.

When finished you can go to toolbar and choose Window again and select ‘Unfreeze’
# APPENDIX ONE

## Term Glossary

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IO</td>
<td>International Office – handles non-EU (International) applications</td>
</tr>
<tr>
<td>GSO</td>
<td>Graduate Studies Office – handles EU/EEA applications</td>
</tr>
<tr>
<td>UCC</td>
<td>University College Cork</td>
</tr>
<tr>
<td>PAC</td>
<td>Postgraduate Applications Centre</td>
</tr>
</tbody>
</table>
UNIVERSITY COLLEGE CORK

AUTHORISATION OF ACCESS
TO ONLINE POSTGRADUATE APPLICATION SYSTEM
& UCC STUDENT RESULTS

NAME ________________________________________________________________

POSITION _____________________________________________________________

DEPARTMENT/SCHOOL _______________________________________________

EMAIL ADDRESS _____________________________________________________

PHONE EXTENSION NO. ________________________________________________

Network Username: _________________________________________________
(See page 5. Do not provide your password)

AD Domain: (e.g. msexchange/
_________________________________________
central admin)

Please state briefly why you require access to the online application system:
______________________________________________________________

I wish to apply for access to UCC’s online postgraduate application system and UCC
student results. I undertake to respect the confidentiality of all information accessed on
these systems and I will not divulge the passwords to unauthorised users.

Signature of Applicant: _______________________________________________

Authorised by: _____________________________________________________
(Signature of Head of Department/School)