

## Policy on the Recognition of Prior Learning for Admission to Research Programmes

In exceptional cases, UCC may consider applications from applicants who have highly successful relevant professional experience and achievement in their chosen subject or other related areas but who have not completed a primary degree. In such cases, a significant body of evidence of alternative prior experiential learning must be submitted for consideration. Applicants for a PhD Degree may be recommended to register for a Masters by Research degree, which they may be required to complete, or they may be allowed to transfer to a PhD registration if their progress is deemed sufficient, following a review at the end of the first or second year of study.

The admission process will consist of submission of a portfolio, along with the application form, an interview process and consideration by Academic Council Graduate Studies Committee (ACGSC).

Applicants for admission to a research degree based on relevant professional experience must submit a portfolio, which includes:

1. A Full Current Curriculum Vitae
2. Evidence of all educational achievement to date, which will be expected to be in the upper levels of achievement for that stage of education, as determined by the approving body discussed below.
3. Detailed account of relevant experience:  
Typically 5 years for Masters, 10 years for PhD in relevant work area (may be reduced in exceptional cases depending on demonstrated achievement)  
Must provide evidence of independent work in an area related to the research topic (while noting that some details of, for example, industrial work may be confidential)  
Must provide evidence of research- or enquiry-based activity which has been independently validated in terms of quality  
Should provide evidence and samples of professional written, creative or other relevant output (e.g., reports, papers, books, creative output)
4. A 3000-5000-word project proposal, prepared in discussion with a supervisor(s), which demonstrates
  - knowledge and appropriate understanding of the proposed research topic
  - the proposed approach to addressing the research question appropriate for degree sought

- a standard of writing and presentation skills fitting for degree sought
5. Names of two referees (outside UCC) who will be asked to complete a reference form on which they will be asked to comment on the candidate's suitability to undertake a complete a research degree in the chosen area under a number of specific headings.

Applications must be endorsed by the relevant Head of School/Department and Head of College and approved by the relevant College committee, for subsequent consideration by the Academic Council Graduate Studies Committee.

In each case, the Chair of the Academic Council Graduate Studies Committee will send the material for review to two Professors or senior experienced academic staff members who have expertise in the broad discipline within which the candidate proposes to work, but are not in the same School/Department, have not been a member of the College committee which approved the application, and are otherwise free of conflicts of interest such that they can make a judgement on the material submitted as part of the application. This panel, chaired by the Head of the College Graduate School, will interview the applicant as part of their considerations and will independently provide recommendations as to whether the application should be approved to ACGSC. Final approval rests with ACGSC.

**Approved by Academic Board, April 2019 (amendment);** Academic Board Sept 2015 and Academic Council Oct 2015 (Amendment); first approved, Academic Council June 2013.