


<b>Procedure for admission of postgraduate students to Masters by research and PhD programmes</b>		
	<b>3AD13</b>	File Location:
		Current Revision: 06
		Approved by: PG SC of Academic Council February 22nd 2018
		Document Owner: Registrar
	3AD13.06	Document Level:3

## Procedure for admission of postgraduate students to Masters by research and PhD programmes (3AD13)

### Revision History

<b>Revision</b>	<b>Date</b>	<b>Revision Description DCRT#</b>	<b>Originator</b>
01	8 March 2004	New document	Diarmuid O'Callaghan
02	22 August 2007	Update and inclusion of modified process agreed with HETAC	Registrar
03	7 September 2007	Amendment to include process for transfer from Masters to PhD programme	Registrar
04	14 March 2016	Update to clarify responsibilities of applicant and principal supervisor	QA Officer
05	23 April 2018	Updated to reflect comments of PG Sub Committee meeting 17/10/17	Head of the Department – Registrar's Office
06	8 March 2021	Updated Logo and title	Registrar

## 1. Purpose

The purpose of this document is to record University procedure relating to admission of postgraduate students to Masters by research and PhD programmes. This procedure also covers transfer from NFQ level 9 Masters by research programme to QQI level 10 PhD programme. This process is regulated by the Academic Council of the University.

## 2. Scope

This document applies to all current and potential postgraduate students of the University and all current and potential supervisors of postgraduate students.

## 3. Reference

- 4FAD23 Pre PG1: Research Student / Research Assistant Requisition Form
- 4FAD06 PG1: Application for admission to postgraduate degree programme
- 4FCD04 PG2: Annual review of progress: Student return
- 4FCD05 PG2a: Annual review of progress: Director of studies return
- 3AS34 Procedure for submission and assessment of Masters and PhD theses

## 4. Definitions

Registrar's Office (Postgraduate studies section)	Administrator: Secretary of the Pg Sub Committee of Academic Council.
Director of Studies	Used interchangeably with Principal supervisor

## 5. Procedure

Action	Responsibility
<p>An application for admission to a postgraduate programme must be made using form PG1: Application for admission to postgraduate degree programme (4FAD06). This form must be completed by the applicant in consultation with their principal supervisor (Director of Studies), signed by the applicant, Head of Department, Head of School, and all members of the thesis committee. One signed copy and an electronic copy must be submitted by the Principal Supervisor to the Registrar’s Office (Postgraduate studies section; Michael.Keane@itb.ie)</p> <p>Applications must be accompanied by:</p> <ul style="list-style-type: none"> <li>– A curriculum vitae of applicant</li> <li>– Copy of qualifications certificates of the applicant</li> <li>– Supplementary project outline (max 3 pages; optional)</li> <li>– Declaration relating to ethical issues relevant to the conduct of the programme (if relevant)</li> <li>– Curriculum vitae of thesis committee members</li> <li>– Academic reference for applicant (required for those without ITB undergraduate qualification)</li> <li>– Letter of support from external collaborators (if relevant)</li> </ul> <p><i>Note re: Requirements to support application to transfer from Masters to PhD</i></p> <ul style="list-style-type: none"> <li>– <i>Independent expert report on thesis proposal (required for transfer from level 9 Masters to level 10 PhD programme)</i></li> <li>– <i>Student transfer report (required for transfer from level 9 Masters to level 10 PhD programme)</i></li> </ul>	<p>Postgraduate student &amp; Principal Supervisor</p>
<p>While awaiting a determination by the Research and Postgraduate student subcommittee, a temporary registration card may be issued by the admissions office upon receipt of a completed 4FAD23 form ‘Pre PG1 - Research Student / Research Assistant Requisition Form’</p> <p>The applicant will be registered on <b>BN_PREPG1_M</b> on Banner until such time as their application is approved at a meeting of the Research and Postgraduate Studies subcommittee of Academic Council.</p>	<p>Postgraduate student &amp; Principal Supervisor</p> <p>Registrar’s office - Admissions</p>

<p>The application form is considered by the Research and Postgraduate Studies subcommittee of Academic Council. For successful applications the recommendation of the subcommittee is communicated to the applicant, principal supervisor, Admissions Officer and to Academic Council.</p>	<p>Registrar's Office – Postgraduate studies section</p>
<p>In the event that an application is unsuccessful the applicant and principal supervisor will be notified. Feedback will be provided to the principal supervisor. The applicant will be advised to liaise with their principal supervisor and with their assistance, will revise the application. The principal supervisor will be required to resubmit the completed application within 30 days.</p>	<p>Postgraduate student &amp; Principal Supervisor</p>
<p>Following admission, a registration form and tuition fee payment form are issued to the applicant</p>	<p>Registrar's Office - Admissions</p>
<p>Upon return of the registration form and payment of appropriate fees, the postgraduate student may then register with the University on a specified postgraduate programme by contacting the Registrar's Office (Postgraduate studies section). At this stage a permanent student card will be issued. Postgraduate students are advised to discuss arrangement for payment of fees with their principal supervisor.</p>	<p>Postgraduate student</p>
<p>Notification of registration is communicated to QQI at their annual review meeting for registration of postgraduate students and the relevant registration fee is forwarded to QQI</p>	<p>Registrar's Office – Postgraduate studies section</p>
<p>The University postgraduate tracking report is updated</p>	<p>Registrar's Office – Postgraduate studies section</p>
<p>On an annual basis registered students are required to complete and return form PG2: Annual review of progress: Student return (4FCD04). Three copies of this form must be returned to the Registrar's Office before 1<sup>st</sup> October annually</p>	<p>Postgraduate student</p>
<p>On an annual basis principal supervisors are required to complete and return form PG2a: Annual review of progress: Director of studies return (4FCD05). Three copies of this form must be returned to the Registrar's Office before 1<sup>st</sup> October annually</p>	<p>Principal supervisor</p>
<p>Progress of each postgraduate student is reviewed annually (mid October) by the Research and Postgraduate studies subcommittee of Academic Council. The postgraduate tracking document is updated. Fee request Giros are issued annually in October.</p>	<p>Registrar's Office – Postgraduate studies section  Admissions</p>

Students will be re-registered annually on completion of a successful progress review	Registrar's Office – Postgraduate studies section Admissions
Fees must be paid annually upon request until the thesis is submitted	Postgraduate student
Procedure for submission of thesis and notification of external examiners must be followed as described in University procedure for submission and assessment of Masters and PhD theses (3AS34)	Postgraduate student
In the event whereby a student's registration on a postgraduate programme lapses as a result of exceeding the maximum duration allowed for a programme, applicants should apply for re-admission to the programme using form PG1 Application for admission to postgraduate degree programme (4FAD06)	Postgraduate student & Principal supervisor
In the event of a student wishing to apply for transfer from an NFQ level Masters by research programme to an NFQ level 10 PhD programme, applicants should apply for transfer using form PG1 Application for admission to postgraduate degree programme (4FAD06), including an independent expert report on thesis proposal and a student transfer report	Postgraduate student & Principal supervisor

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