



TU Dublin

Graduate Research School

STUDENTS' WELCOME PACK

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WELCOME TO THE GRADUATE RESEARCH SCHOOL

Welcome to the Graduate Research School at Technological University Dublin.

We are delighted you have chosen TU Dublin to pursue your research programme and will ensure to make your experience as a research student a truly enjoyable and inspiring journey.



This pack provides information on all the practical issues and tasks you will need to consider before your arrival. We hope it will facilitate your arrival and speed up your registration as a research student.

If you have any questions, please contact the Graduate Research School at phd@tudublin.ie

You can also follow us on Facebook at www.facebook.com/GradResearchatTUDublin for all our latest news.

SCHOLARSHIP STUDENTS

Scholarship payments can only be made by electronic funds transfer (EFT) for which you must have:

An address in Ireland,

An Irish bank account

A Personal Public Service Number



You should aim to submit your PPS Number and bank account details to TU Dublin before the 5th day of the month, in order to ensure payment on the last banking day of the month of commencement.

If you cannot submit this information before the 5th day of the month, it is possible you will not receive payment for 8 weeks after your arrival and you should try to ensure that you can support yourself for this period.

CHECKLISTS



Before your arrival in Dublin, you will need to

- Sign the acceptance section of the offer letter and send to the Graduate Research School Office by email. Keep a copy.
- Contact the nearest Irish Embassy to obtain a study visa, if required.
- Complete an application for an Irish Personal Public Service Number.
- Make an appointment to meet with your supervisor.



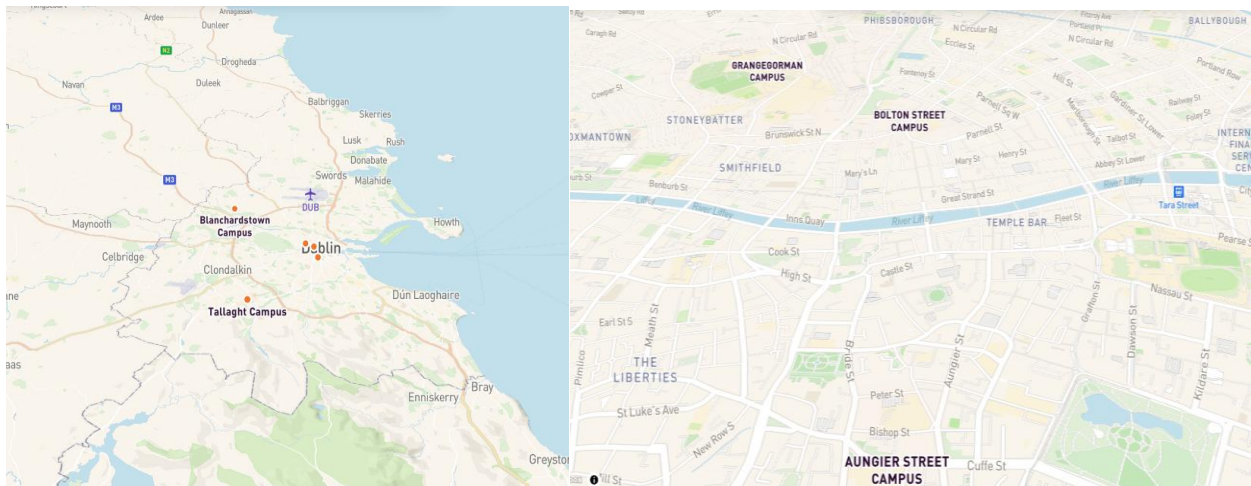
After your arrival in Dublin, you will need to:

- Visit a bank to set up an Irish bank account, if applicable.
- Return completed Scholarship Exemption Declaration and Pay Mandate Forms to the Graduate Research School Office.
- Visit a TU Dublin Student Services Office to obtain a student card.
- Meet your supervisor to discuss your research.
- Register with your local Immigration Office, if required.

LOCATION

Dublin is a lively European capital city with a vibrant cultural life and a large, young, student population. Located in the heart of Ireland's capital city, Technological University Dublin has five campuses across the Dublin region at:

- ✦ Aungier Street
- ✦ Blanchardstown
- ✦ Bolton Street
- ✦ Grangegorman
- ✦ Tallaght



There are 5 Faculties in TU Dublin:

- ✦ Arts & Humanities
- ✦ Business
- ✦ Computing, Digital & Data
- ✦ Engineering & Built Environment & Apprenticeships
- ✦ Sciences & Health

Digital Wayfinding is designed to help students, staff and visitors navigate their way around our university campuses with ease and reliability. Visit <https://www.tudublin.ie/explore/our-campuses/campus-maps/> for a guide to setting up MazeMap, the digital way finder.

GRADUATE RESEARCH SCHOOL OFFICE

The Graduate Research School Office is located on the third floor of the FOCAS Research Institute, TU Dublin Camden Row, Dublin 8, Ireland.

Our Postal Address

Graduate Research School Office
TU Dublin – FOCAS Research Institute
Aungier Street, Dublin 2,
D02HW71

Our Contact Details

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ACCOMMODATION

Your supervisor will be able to advise you on short-term accommodation for a few days and also longer-term accommodation.

(N.B It is important to secure accommodation ahead of travelling to Ireland. An Irish address is essential in order to open a bank account in Ireland.



Types of accommodation

Dublin is a vibrant and busy city, so accommodation is always in demand.

The three most popular types of student accommodation are living with a host family; staying in a student accommodation hub; or renting private accommodation. Student accommodation hubs are an ideal choice for international students and those wishing to live in Dublin full-time. Host families usually offer five or seven-day accommodation but may take bookings for a shorter week if you do not intend staying in Dublin for the full week.

Further information is available at <https://www.tudublin.ie/for-students/student-services-and-support/accommodation-living-in-dublin/> including details on Student Pad. Along with an accommodation search (host family, student accommodation hub, private rented accommodation, house and apartment shares), the Student Pad site offers advice on housing and locations and a message board.

The selection of accommodation and the terms of the agreement or contract are entirely a matter between the individual student and the external provider.

TRAVELLING TO DUBLIN

Before booking your trip to Dublin, please make contact with your supervisor and book an appointment to meet in his/her office. We would also recommend that you do not travel to Ireland during the Winter and Spring breaks as the campus may be closed and your supervisor may not be able to meet you.



You can find our academic calendar at <https://www.tudublin.ie/explore/university-calendar/>

Moving to a new country can be a challenging experience therefore it is wise to take time to prepare yourself in the weeks leading up to your departure date for the cultural changes that lie ahead.

If you are travelling from another country book your flights well in advance to avail of the best rates. The closest airport to Dublin is Dublin Airport and you can check daily flight connections at www.dublinairport.com

Dublin can also be reached by ferry from the UK and France and by train and bus from all Major Cities in Ireland such as Cork, Galway, Belfast and Limerick.

VISA INFORMATION FOR NON-EEA STUDENTS

Study Visa

Depending on your nationality, you may need a visa to study in Ireland. You can apply for a study visa up to 3 months before your date of travel to Ireland and you should apply well in advance of your arrival in Dublin. Details on visa applications are available from the Irish Immigration Services website at www.irishimmigration.ie You should also read the Policy on Non-EEA Nationals studying in Ireland, available on the same website and make sure that you meet the requirements of the policy before you make your visa application.

Passport

All students from non-EEA countries must ensure that their passport is valid for at least 1 year after the date they made their application for an entry visa.

Private medical insurance

From 01st October 2020, all International (Non-EEA) Students registering with TU Dublin for the first time will need to purchase private medical health insurance as required by the Irish Immigration Service. TU Dublin does not currently provide a Group Medical Insurance Scheme. Options for Private Medical Insurance include,

- Purchase health or travel insurance in your home country (1st year option only). Please note insurance purchased in your own country must include cover for repatriation. You will also need to ensure that it is valid in Ireland and in any other countries you plan to travel to during your studies. It is the responsibility of the student to provide evidence of medical insurance in English as students may not be registered by the Immigration Authorities.
- Purchase health insurance from providers operating in Ireland that include repatriation. Study and protect standard policy cover from €160.

Please note that all insurance policies will have different levels of cover and students should ensure that they purchase a level of insurance to cover their specific health

needs and requirements for the duration of your studies. Please also note that pre-existing conditions are generally not covered on insurance policies.

This information is for guidance purposes only and does not constitute an agreement or recommendation on the part of the University of any particular insurance policy or provider.

Immigration Registration

On arrival in Ireland, at border control, an Immigration officer will place a landing stamp in your passport, which gives you permission to stay here up to the date indicated (typically 90 days).

If you wish to register a permission for the first time, you must visit in person a registration office before the date on the landing stamp expires. You **must** book an appointment and details are available at <https://www.irishimmigration.ie/burgh-quay-appointments/>. The Registration fee is currently €300.

If you wish to renew permission, you can do so online at the above address.

YOUR RESEARCH PROGRAMME

Induction & Your Programme

You will be introduced to TU Dublin and your programme at an induction event, during your first professional skills development week.

In brief, there are two main elements to research programmes at TU Dublin:

Element 1 Original Research

Element 2 Professional Skills Development

Element 1: Research

Your supervisor will provide you with a brief introduction to the facilities that are available to you in your research centre or School and in TU Dublin. Your supervisor will also work with you to develop your research plan.

Element 2 Professional Skills

Under Element 2, there are 5 modules, namely,

Module 1	Research Integrity	5 ECTS
Module 2	Starting Your Research	5 ECTS
Module 3	Progressing Your Research	5 ECTS
Module 4	Completing Your Research	5 ECTS
Module 5	Work-based Learning	5 ECTS

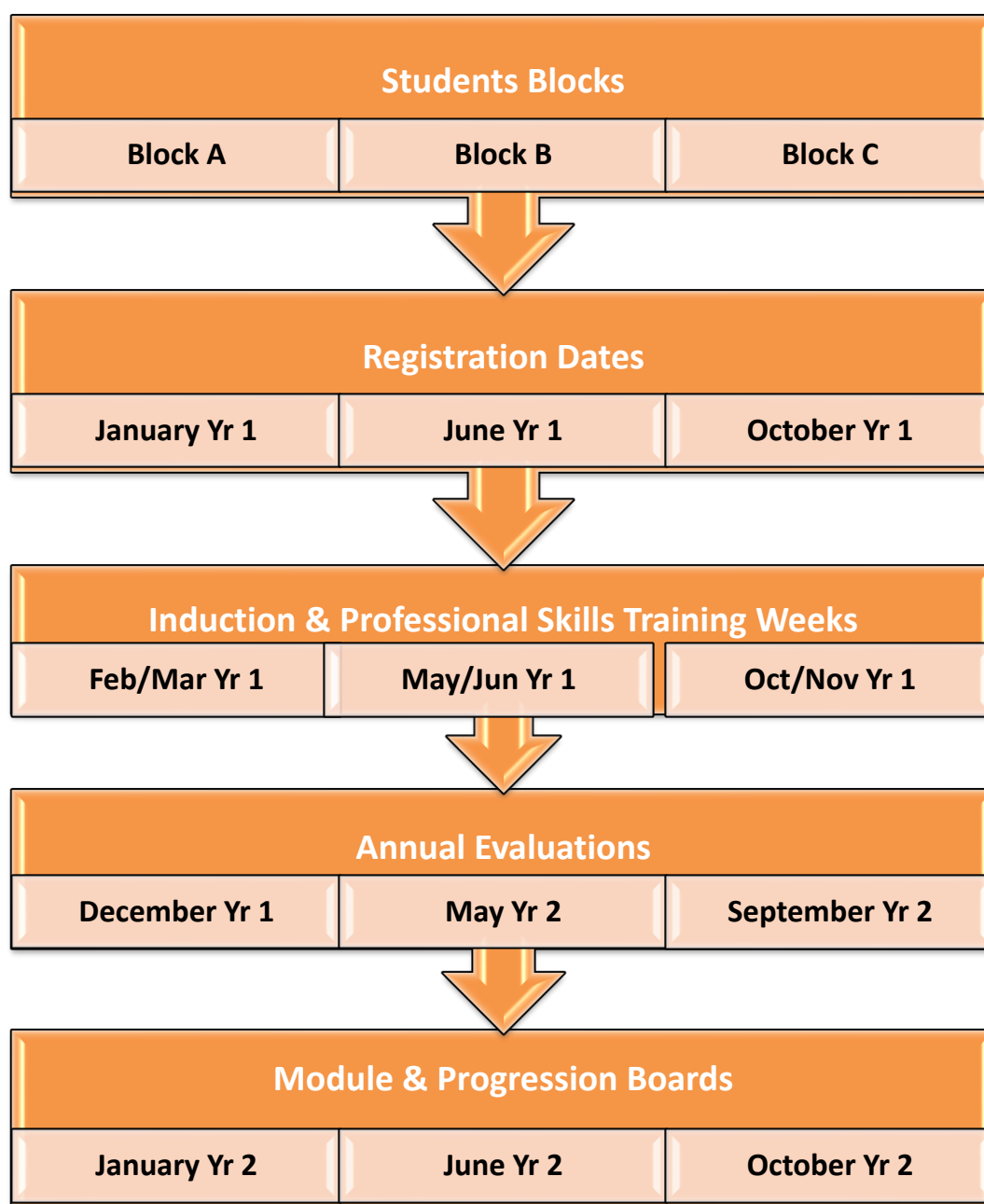
Training in Research Integrity (RI) is compulsory for all research students, and the module is approved for 5 ECTS. Additional training in professional skills development is delivered to each graduate research student at TU Dublin in a 1-week intensive training block, delivered on three occasions each year. An indicative calendar is given below.

The minimum ECTS for element 2 is as follows:

For PhD/DMus programmes: 20 ECTS (i.e. completion of Modules 1-4).

For MPhil programme: 10 ECTs (i.e. completion of Modules 1-2).

For PgDip(Res) programme: 5 ECTs (i.e. completion of Module 1).



Graduate Research School Regulations

The academic guidelines and regulations of TU Dublin in relation to its research awards are given in the Graduate Research Regulations which are available at

<https://www.tudublin.ie/research-innovation/research/postgraduate-research/current-students-supervisors/>

FINANCES & BUDGETING

Budgeting for your time at TU Dublin is very important, so please take the time to understand the living costs and the typical costs you need to consider are:

Living Costs	Monthly €	Yearly€
Rent & Utility Bills	1160	13,920
Food	250	3,000
Public Transport	50	600
Clothes and Medical	50	600
Mobile Phone	15	180
Social Life	75	900
Total	1,600	19,200



Funded Students

As a funded student, your research programme will provide you with a scholarship and normally will also pay your tuition fees. Details of your scholarship are provided in your offer letter.

In order to receive your monthly stipend, you will need to be set up on the TU Dublin payroll system. You will need to be resident in Ireland with an Irish Bank Account and a PPS Number, and it may take several weeks to obtain these.



You should aim to submit your PPS Number and bank account details to TU Dublin before the 5th day of the month, in order to ensure payment on the last banking day of the month of commencement. If you cannot submit this information on time, it is possible you will not receive payment for 8 weeks after your arrival and you should try to ensure that you can support yourself for this period. This will be approximately €3,200 depending on the cost of your accommodation.

Self-funded Students



As a self-funded student, you will need to be able to support yourself for the duration of your research programme. In addition to the living costs described above, you need to consider the research costs, which are as follows, for a 12-month period:

Research Costs	Amount (€ per annum)
Tuition Fees	€5,500 – 11,000
Research Costs eg Conferences	€2,500

HOW TO...



In order to register as a research student, you will need an Irish Personal Public Service Number **PPS number**.

If you have been awarded a research funding scholarship, you will also need to open an **Irish bank account**.

In the pages below, you will find all the information you need to obtain a PPS number and a bank account, to secure monthly payments of your research scholarship, get your student card etc.

How to obtain a PPS Number

The Personal Public Service number (PPS No.) is your unique reference number to help you access benefits and information from public service agencies quicker and easier. This includes services such as Social Welfare, Revenue, Public Healthcare and Education.

You can apply online for a PPS number using MyWelfare.ie and you also need a MyGov account. When you apply online, you need to upload:

1. Your photo ID (eg passport)
2. Proof of why you need a PPS number (Letter from Graduate Research School, TU Dublin)
3. Proof of address (eg Utility bill, Letter from Graduate Research School)

You will be advised of your PPS number through the issue of a letter of notification sent automatically to the address given on the application, normally within 3 to 5 working days. Further information is available at https://www.citizensinformation.ie/en/social_welfare/irish_social_welfare_system/personal_public_service_number.html

How to open an Irish bank account

We can only pay your scholarship into an Irish Bank account. To open a Bank Account, you can visit any AIB branch located in TU Dublin eg Aungier Street or any other bank of your choice. You will need to bring the following documentation:

- ✦ Evidence of identity, e.g. copy of your passport
- ✦ Letter from TU Dublin, Graduate Research School Office.

Following successful application, it may take up to 5 working days to receive your bank account details by post.

How to be set up on the TU Dublin payroll system (for funded students)

Once you have received your PPS number and your bank account details, you will be able to complete the Scholarship Exemption Declaration and the Pay Mandate Forms, which you will have received from the Graduate Research School Office. Please return these two forms to the Graduate Research School Office as soon as you have completed them.



All monthly payments are made on the last working day of the month. However, in order to secure your payment, you will need to ensure that your forms are returned to us no later than the 05TH of the month. For instance,

- ✦ if your scholarship starts on 01st February,
- ✦ you will need to submit your completed forms by 05th February
- ✦ in order to receive your first payment on 28th February.

How to obtain your student card

When you first visit our office, you will be given a student number. You will need to bring this number to one of our Student Services Offices, whichever is the closest to you to receive your student card.

Student Services Details

TU Dublin Aungier Street

T: + 353 1 402 7000

Location: Ground Floor (opposite Cafe Java), TU Dublin Aungier Street

Monday-Thursday: 9am-1pm 2pm-5pm

Friday: 9am-1pm 2pm-4pm

TU Dublin Grangegorman

Location: Rathdown House, Grangegorman
T: + 353 1 2206003
Monday – Friday 9.30am-1pm 2pm-4.30pm

TU Dublin Blanchardstown

Location: Situated on the ground floor of the Connect Building
T: + 353 1 220 8088
Monday – Friday 9.15am-1pm 2pm-5.00pm

TU Dublin Tallaght

Location: Room:120 First Floor Main Campus Building Student Records Office
(Registrar's Office)
+ 353 01 220 7670
Monday to Thursday 9am to 12pm and 2pm to 4pm