This form should be completed electronically and e-mailed to **the Dean of Graduate Studies** at MTU under the address: Graduate.StudiesCork@mtu.ie. A checklist of any required supplementary documentation can be found at the back of this form.

**PLEASE NOTE:**

* **Reading the entire form prior to completing is advised**
* **Incomplete forms submitted will delay the application process**
* **Tick ✔ boxes as appropriate throughout**
* **The symbol 🗎 indicates additional documentation to be submitted together with this application**
* **Submit queries to** [**graduate.studiescork@mtu.ie**](mailto:graduate.studiescork@mtu.ie)

**SECTION 1: PERSONAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CANDIDATE DETAILS** | | | | | |
| **Surname** |  | | | | |
| **First Name** |  | | | | |
| **MTU Student Number** (if known) | |  | | | |
| **MTU Student Email** (if known) | |  | | | |
| **Academic Department** | |  | | | |
| **Postgraduate Degree Award Sought** | | | | | |
| **MA** | **MBus** | | **MSc** | **MEng** | **PhD** |
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**SECTION 2: QUALIFICATIONS**

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|  | **THIRD LEVEL EDUCATION** |

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| --- | --- | --- | --- | --- | --- |
| **Name of University/Institution** | **Awarding Body** | **Years of Study**  (from – to) | **Award  Title** | **Award  Classification** | **Date**  **Conferred** |
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|  | **Verification of Qualifications** | | **Submitted** |
| Holders of Irish Awards | 🗎 Transcript of results has been submitted with application form |  |
| Holders of non-Irish Awards | 🗎 Non-Irish degrees have been verified to be equivalent to Irish degrees for meeting entry requirements |  |
| 🗎 Original transcript of results has been submitted with application |  |
| 🗎 Notarised translation of results has been submitted with application form where original language is not English |  |

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|  | **Qualifying Examinations / Recognition of Prior Learning (where applicable)**  Where part or all of the qualifications for entry into the research programme have been achieved via the RPL procedure or a qualifying examination, in accordance with CIT Postgraduate Regulations (Appendix D) | **Submitted** |
| 🗎 A copy of the results of an RPL procedure or qualifying examination initiated with the Dean of Graduate Studies has been submitted with the application |  |
| 🗎 The Dean of Graduate Studies approval for submission of the research application on the basis of the RPL results /qualifying examination provided has been submitted with the application |  |

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|  | **Other Relevant Information (including Publications/ Membership of Professional Bodies)** |
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**SECTION 3: RESEARCH PROJECT**

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| **TITLE OF PROPOSED RESEARCH** |
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|  | **FIELDS OF EDUCATION CLASSIFICATION (CSO)** - A guide to CSO classifications can be found at <https://www.cso.ie/en/methods/classifications/fieldsofeducationclassification/> |

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| **Level 1** | **Level 2** | **Level 3** |
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|  | **STRUCTURED MODULES (if known at this stage)**  This section, or the applicant’s Personal Development Plan (if available), should list any taught modules or other training that will be provided to the applicant. Under Status, indicate **M** (mandatory) or **E** (Elective). | | |
|  | * **Students registered on an approved Structured PhD or Professional Doctorate**must complete a minimum of 15 credits of taught modules and approved learning, as set out in the programme schedule (and [APPENDIX C](https://www.cit.ie/contentfiles/postgrad/CIT%20Regulations%20for%20PG%20Research%20Study%20-%20Revised%20Sept%202020%20version.pdf) and [APPENDIX D](https://www.cit.ie/contentfiles/postgrad/CIT%20Regulations%20for%20PG%20Research%20Study%20-%20Revised%20Sept%202020%20version.pdf)). * **Students registered on a Masters by Research**must complete a minimum of 5 credits of taught modules and approved learning, as set out in the programme schedule (and [APPENDIX C](https://www.cit.ie/contentfiles/postgrad/CIT%20Regulations%20for%20PG%20Research%20Study%20-%20Revised%20Sept%202020%20version.pdf)). | | |
| **Title of Module** | **Status** | **No. Credits** |
| Research Skills Development | M | 5 |
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|  | **Or Personal Development Plan (PDP) submitted with application** | |  |

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|  | **PROPOSED PROGRAMME OF RESEARCH** | |
|  | To include:   * Research proposal (See **NOTE** below) * Proposed schedule of work (in detail for the first year) with outline time frame for whole programme * Information concerning the research environment in this field (external links, relevant specialised facilities, physical resources, staff and funding) * Information about the role of any research partners or collaborators in relation to the research proposal, where applicable   **NOTE**: Applicants may provide either a fully-specified detailed research proposal or an outline proposal. In the case of an outline proposal, approval for registration is contingent on “*submission and approval of the completed research proposal, using the appropriate standard template, within a maximum period of three months for Masters by Research and six months for doctoral students*”. [[Postgraduate Regulation 7.1.11](https://www.cit.ie/contentfiles/postgrad/CIT%20Regulations%20for%20PG%20Research%20Study%20-%20Revised%20Sept%202020%20version.pdf)] | |
| **Please indicate which type of research proposal you have completed and included with this application:** | |
| 🗎 Full Masters **Form MRP** |  |
| 🗎 Full Doctoral **Form DRP** |  |
| 🗎 Outline Masters **Form MOP** (Full proposal submitted within 3 months) |  |
| 🗎 Outline Doctoral **Form DOP** (Full proposal submitted within 6 months) |  |

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|  | **WORK-PLACE (OR OTHER RESEARCH CONDUCTED OFF-CAMPUS)** (WHERE APPLICABLE) | |
|  | Time Period(s) |  |
|  | Supervisory Arrangements |  |
|  | Research Environment |  |

**SECTION 4: SUPERVISORY PANEL**

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| **GRADUATE SUPERVISORY PANEL (GSP)** | |
| [Postgraduate regulation 8.5](https://www.cit.ie/contentfiles/postgrad/CIT%20Regulations%20for%20PG%20Research%20Study%20-%20Revised%20Sept%202020%20version.pdf) states *“the Head of Department, acting on the advice of the DRSC or DPP, will appoint a Graduate Supervisory Panel (GSP) for each masters or doctoral student of up to four members, comprising the principal supervisor, second supervisor(s), independent chairperson from the DRSC/DPP who will be the Head of Department or nominee, and another senior academic who will assume an Advisor role”.*  **NOTE: New supervisors** must submit an updated CV, including previous experience as a supervisor. **Adjunct Supervisors** must submit an Adjunct Faculty Form and an updated CV, including previous experience as a supervisor. Contact [Graduate.StudiesCork@mtu.ie](mailto:Graduate.StudiesCork@mtu.ie) for Adjunct Faculty form. | |
| **PRINCIPAL SUPERVISOR** whooversees the progress of all aspects of the student’s academic formation including guiding the student in carrying out the research project. | |
| **Principal Supervisor Name** |  |
| **Email** |  |
| **Department** |  |
| **Position** |  |
| **SECOND SUPERVISOR** who assists in the supervision of the student and directing the research project. | |
| **Second Supervisor Name** |  |
| **Email** |  |
| **Department/Affiliation** |  |
| **Position** |  |
| **THIRD SUPERVISOR** who assists in the supervision of the student and directing the research project. | |
| **Third Supervisor Name** |  |
| **Email** |  |
| **Department/Affiliation** |  |
| **Position** |  |
| **INDEPENDENT CHAIR** ensures that quality assurance mechanisms are being consistently applied to the student. | |
| **Independent Chair Name** |  |
| **Email** |  |
| **Department/Affiliation** |  |
| **Position** |  |
| **ADVISOR** who is not directly involved in the research project but can offer advice to the student if needed. | |
| **Advisor Name** |  |
| **Email** |  |
| **Department/Affiliation** |  |
| **Position** |  |
| **DOCTORAL PROGRAMME PANEL / DEPARTMENTAL RESEARCH COMMITTEE** Please list members below | |
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**SECTION 5: ASSESSMENT OF RESEARCH PROPOSAL**

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| **INDEPENDENT ACADEMIC ASSESSMENT OF RESEARCH PROPOSAL** | | | | | |
| [Postgraduate regulation 7.1.5](https://www.cit.ie/contentfiles/postgrad/CIT%20Regulations%20for%20PG%20Research%20Study%20-%20Revised%20Sept%202020%20version.pdf) states “*Prior to presenting applicants for registration by the Institute, academic departments should have had the feasibility of the proposal formally assessed by at least two independent academics with qualifications and experience in the research field, at least one of whom is external to the Institute*”.  **NOTE:** Reviews submitted can be as:   1. A combination of **one assessor within Section A** and **one assessor within Section B** 2. Or, **only Section C** for the purposes of scholarship**.** | | | | | |
|  | | | | | |
| SECTION A: INDEPENDENT REVIEW (MUST BE EXTERNAL) | | | | | |
| Please tick box to indicate the category of assessor chosen and provide details | | | | | |
|  | **EXTERNAL REVIEWER** | | | | |
| **Name** | |  | | | |
| **Affiliation** | |  | | | |
| **Position** | |  | | | |
| **Qualifications** | |  | | | |
| 🗎 An up-to-date CV (in electronic format and including a full publication list) for the external assessor has been submitted with this application | | | | |  |
| 🗎 A written assessment based on the appropriate template has been signed and submitted with this application by the external reviewer | | | | |  |
|  | **Or ACCREDITED EXTERNAL FUNDING ORGANISATION** | | | | |
| **Name of Funding Organisation** | | | |  | |
|  Confirmation of external assessment of *a project specific to the applicant* has been submitted with this application. | | | | |  |
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| SECTION B: INDEPENDENT REVIEW | | | | | |
| Please tick box to indicate the category of assessor chosen and provide details | | | | | |
|  | **INTERNAL REVIEWER**  Internal Assessor/Departmental Research Studies Committee (DRSC) | | | | |
| **Name/Chair (DRSC)** | | |  | | |
| **Email** | | |  | | |
| **Department** | | |  | | |
| **Position** | | |  | | |
| **Qualifications** | | |  | | |
| 🗎 An up-to-date CV (in electronic format and including a full publication list) for the internal reviewer has been submitted with this application | | | | |  |
| 🗎 A written assessment based on the appropriate template has been signed and submitted with this application by the internal reviewer | | | | |  |
|  | **Or EXTERNAL REVIEWER 2** | | | | |
| **Name** | |  | | | |
| **Email** | |  | | | |
| **Affiliation** | |  | | | |
| **Position** | |  | | | |
| **Qualifications** | |  | | | |
| 🗎 An up-to-date CV (in electronic format and including a full publication list) for the internal reviewer has been submitted with this application | | | | |  |
| 🗎 A written assessment based on the appropriate template has been signed and submitted with this application by the internal reviewer | | | | |  |
|  | | | | | |
| SECTION C: EXTERNAL EVALUATION FOR THE PURPOSE OF AWARDING A MTU POSTGRADUATE SCHOLARSHIP | | | | | |
| DECLARATION: The applicant and research supervisors confirm that the applicant has been awarded and has accepted a MTU postgraduate scholarship for the purposes of conducting the research programme described in this application | | | | |  |
| 🗎 Proof scholarship has been awarded (in electronic format) | | | | |  |

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| **STUDENT DECLARATION** | | |
| *The applicant confirms that the comments of the reviewer have been taken into account in the research proposal attached to this application.* | | |
| **Applicant Signature** |  | |
| **Date** |  | |
| 🗎 Document addressing comments of reviewers from applicant | |  |

**SECTION 6: SIGNATURES**

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| **APPLICATION FOR REGISTRATION OF A RESEARCH PROGRAMME**  This page (Section 6) together with page 1 should be printed out, signed and dated, and submitted to the School of Graduate Studies Office in hardcopy together with the electronic version of the application. | | |
| **Applicant Name** |  | |
| **Award Sought** |  | |
| **Department** |  | |
| **Title of Research Programme** |  | |
| **Applicant’s Declaration and Signature** | | |
| * + I, the undersigned, certify that the information I have provided and any declarations that I have given in this application are correct and truthful.   + I also certify that I have read and am aware of my responsibilities under the CIT Postgraduate Regulations and relevant policy documents.   + I further certify that I am aware that credit has not, and will not, be given by any other awarding body for any part of the programme of research proposed. | | |
| **Applicant Signature** | |  |
| **Date** | |  |

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| **Head of Department’s Declaration and Signature** | |
| * + I, the undersigned, am satisfied with the proposed application for research work, and I approve the above applicant for registration as a postgraduate research student in my Department. In this, I have taken into account the independent academic assessment of the research proposal.   + I certify that the information I have provided and the declarations that I have given in this application are correct and truthful. | |
| **Head of Department Signature** |  |
| **Department** |  |
| **Date** |  |

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| **PRE-APPLICATION INTERVIEW** | |
| Pre-application interview has been conducted with the applicant by the Head of Department and proposed internal research supervisor(s) |  |
| 🗎 Copy of the interview record signed by all parties has been submitted with application form |  |
| Applicant’s attention has been drawn to the CIT Postgraduate Regulations and other relevant policy documents |  |

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| **APPLICANTS WITH A NATIVE LANGUAGE OTHER THAN ENGLISH** | |
| **NOTE:**   1. If English is not your first language, you are required to provide certification of competence in English (e.g. IELTS, TOEFL). 2. Non- EU Applicants must observe the entry requirements for Postgraduate Research Study, as well as the visa requirement. Applicants claiming refugee status must attach a copy of the Stamp 4 proof of residency. For more information, please contact <http://inis.gov.ie/> | |
| 🗎 Appropriate additional English language certification has been submitted with the application |  |

**SECTION 7: SUBMISSION OF NECESSARY ADDITIONAL DOCUMENTATION CHECKLIST**

The following checklist contains all supplementary documents which have to be submitted together with this application form. Please refer to the list to ascertain which document should be submitted in what format.

All supplementary documentation should be addressed to the Dean and should be sent at the same time as the completed electronic application form. Please ensure that all supplementary documents make clear reference to the application they accompany (ie. electronic documents should clearly link the file with the application it supplements).

**Documents to be submitted electronically**

Application/Registration Form

Transcript of results *(Holders of Irish Awards)*

Transcript of results *(Holders of International Awards)*

Notarised translation into English of results transcript (*Holders of International Awards)*

Results of the RPL procedure/qualifying exam *(Applicants with RPL/Qualifying Examination Results)*

Dean’s approval for submission of research application (*Applicants with RPL/Qualifying Examination Results)*

Record of pre-application interview of applicant by supervisor and Head of Department

Additional English language certification (*Applicants with a Native Language Other than English)*

Research Proposal (either outline or full proposal)

Document addressing comments of reviewers from applicant

If Full Proposal - Independent Academic Assessment(s) of Research Proposal(*NB: Where an applicant is in receipt of an MTU Postgraduate Scholarship, confirmation of this on the present)   
application form (Section 5 C) will suffice.*

Proof of scholarship *(if applicable)*

**SECTION TO BE COMPLETED BY SCHOOL OF GRADUATE STUDIES CORK ONLY**

|  |  |  |
| --- | --- | --- |
| **1** | **Date application form submitted to School of Graduate Studies in Cork:** |  |
|  | **Application received by:** |  |
|  | **Outstanding items:** | **Date Outstanding Items Received:** |
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|  | **Date application form shared with Dean of Graduate Studies:** |  |

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| **2** | **Dean of Graduate Studies, MTU in Cork Sign-off** |
|  | “The Dean of Graduate Studies of Munster Technological University, Cork, approves the application of the above research degree programme for registration.” |
|  | **Signed:** |
|  | **Date:** |