This form should be completed electronically and the completed form e-mailed to **the Dean of Graduate Studies** at MTU - Cork under the address: graduate.school@cit.ie . A checklist of any required supplementary documentation can be found in Section 10 of this form.

The symbol 🗎 indicates additional documentation to be submitted together with this application.

|  |  |
| --- | --- |
| **1.** | **Candidate’s Details** |
|  | **Surname** | **Forename** | **Title** | **Gender** |
|  |  |  |  |  |
|  | **Permanent Address:** |
|  | **Email Address:** | **Mobile Number:** |
|  | **Date of Birth** (day/month/year) | **Nationality** | **PPS No.** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **2.** | **Academic Department** |  |

|  |  |
| --- | --- |
| **3.** | **Currently Registered for:**  |
|  | **MA** | **MBus** | **MEng** | **MSc** | **PhD** |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **4.** | **CIT Status in this Discipline Area [to be completed by dean of graduate studies]** |
|  | **Approved** | **Delegated Authority** |
|  | [ ]  | [ ]  |

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| **5.** | **Title of Proposed Doctoral Programme** |
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|  |  |
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| **5.1** | **Fields of Education Classification (CSO)[[1]](#footnote-1)**  |
|  | **Level 1** | **Level 2** | **Level 3** |
|  |  |  |  |

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| **5.2** | **Duration of Research Programme** |
|  | Date of Admission to Masters/PhD Register: |
|  | Proposed Completion Date of PhD Programme: |
|  | Overall Duration (from admission to Master’s register) |
| Full-Time [ ]  | Part-Time [ ]  |

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| **5.3** | **Summary of Proposed Programme of Research (Max 200 words)** |
|  |  |

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| **5.4** | **Generic Skills and Specialist Courses Provided**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). |
| **Title of Module** | **Status** | **No. Credits** | **Completed** |
|  |  |  |  **Yes** [ ]  **No** [ ]  |
|  |  |  |  **Yes** [ ]  **No** [ ]  |
|  |  |  |  **Yes** [ ]  **No** [ ]  |
|  |  |  |  **Yes** [ ]  **No** [ ]  |
|  |  |  |  **Yes** [ ]  **No** [ ]  |
|  |  |  |  **Yes** [ ]  **No** [ ]  |
| **OR Personal Development Plan (PDP) appended** |  [ ]  |

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| **5.5** | **Structured PhD** |
|  | Please indicate if you are enrolled in a named structured PhD programme. |
|  | **Ed4Life** | [ ]  |
|  | **INSPIRE** | [ ]  |
|  | **Other (please give name):** | [ ]  |

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| **6.** | **Supervisory Arrangements**For **each** member of the Graduate Supervisory Panel, provide the following information |

|  |  |
| --- | --- |
| **6.1** | **Principal Internal Supervisor** |
|  | **Name** | **Department**  | **Position** | **Qualifications**  |
|  |  |  |  |  |
|  | **Email** |  |
|  | List of postgraduate students currently being supervised | **Name** | **Institution** | **Award**  |
|  |  |  |  |
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|  |  |  |  |
|  | Number of postgraduate students previously supervised | **PhD** | **Masters by Research** | **Institution**  |
|  |  |  |  |
|  | 🗎 An up-to-date supervisor’s CV (in electronic format and including a full publications list) has been submitted with this application | [ ]  |

|  |  |
| --- | --- |
| **6.2** | **Second Mandatory Supervisor** |
|  | Internal Co-supervisor [ ]  | Mentor Supervisor [ ]  | External Supervisor [ ]  | Workplace Mentor [ ]  |
|  | **Name** | **Department**  | **Position** | **Qualifications**  |
|  |  |  |  |  |
|  | **Email** |  |
|  | List of postgraduate students currently being supervised | **Name** | **Institution** | **Award**  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  | Number of postgraduate students previously supervised | **PhD** | **Masters by Research** | **Institution**  |
|  |  |  |  |
|  | 🗎 An up-to-date supervisor’s CV (in electronic format and including a full publications list) has been submitted with this application | [ ]  |

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| **6.3** | **[if there is a 3rd supervisor]** |
|  | Internal Co-supervisor [ ]  | Mentor Supervisor [ ]  | External Supervisor [ ]  | Workplace Mentor [ ]  |
|  | **Name** | **Department**  | **Position** | **Qualifications**  |
|  |  |  |  |  |
|  | **Email** |  |
|  | List of postgraduate students currently being supervised | **Name** | **Institution** | **Award**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Number of postgraduate students previously supervised | **PhD** | **Masters by Research** | **Institution**  |
|  |  |  |  |
|  | 🗎 An up-to-date supervisor’s CV (in electronic format and including a full publications list) has been submitted with this application | [ ]  |

**NOTE: You should copy and add an additional page(s) where there are more than three supervisors.**

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| **7.1** | **Transfer Report and Proposed Programme of Research**  |
|  | **Please use the Template for Research Proposal for Transfer to PhD Register “PTP”.** |
|  | To include:* A substantial description of progress to date on the Master’s research or research to date
* A listing of any peer-reviewed publications or contributions to peer-reviewed conferences produced by the applicant in the context of the research work
* Detailed doctoral research proposal, including proposed work schedule
* Information about the role of any research partners or collaborators in relation to the research proposal, where applicable
 |
|  | 🗎 **Form PTP is included with this application**  | [ ]  |
|  | **The applicant has given an oral presentation on their research to date and research plans to the Graduate Supervisory Panel (GSP).** It is recommended that at least one member of the GSP, for example the Mentor, be from outside the Department(s) where the research is being conducted. | [ ]  |

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| **7.2** | **Work-Place (or other Research Conducted Off-Campus) [where applicable]** |
|  | Time Period(s)  |  |
|  | Supervisory Arrangements  |
|  | Research Environment  |

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| **8.** | **Independent Academic Assessment of Research Proposal** |
|  | Postgraduate regulation 5.1.2 states: *“Following an oral presentation by the student to the Graduate Supervisory Panel, the GSP must submit a progress report on the transfer student’s work to date, together with details of the proposed research programme and the Head’s recommendation using the standard templates. The transfer process must normally involve an external review of the proposed research by an independent expert in the discipline area concerned. “*  |
|  | **Independent academic assessment of the research proposal has been carried out by:** |

 **EITHER**

|  |  |
| --- | --- |
| **8.1** | **External Assessor**Please tick box to indicate the category of assessor and then provide details |
|  | External assessor | [ ]  |
|  | **Name** | **Institution** | **Position** | **Qualifications** |
|  |  |  |  |  |
|  | 🗎 A written assessment based on the “**Template for Review of PhD Transfer Proposal” (RTP)** has been signed and submitted with this application by the external assessor | [ ]  |
|  | **OR** |
| **8.2** | **Accredited External Funding Organisation funding** | **[ ]**  |
|  | **Name of Funding Organisation** |  |
|  | 🗎 Confirmation of external assessment of a project specific to the applicant, based on the “**Template for Review of PhD Transfer Proposal” (RTP),** has been submitted with this application. | [ ]  |

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|  | **OR** |

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| **8.3** | **External evaluation for the purpose of awarding a CIT Postgraduate Scholarship** |
|  | DECLARATION: The applicant and research supervisors confirm that the applicant has been awarded and has accepted a CIT postgraduate scholarship for the purposes of conducting the research programme described in this application | [ ]  |
|  | Date of Letter from Dean of Graduate Studies offering the CIT scholarship |  |

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| **8.4** | DECLARATION: The applicant confirms that the comments of the assessors have been taken into account in the research proposal attached to this application | [ ]  |

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| **9** | **APPLICATION FOR REGISTRATION OF A RESEARCH PROGRAMME** |
|  | **This page (Section 9) 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’S NAME (printed in block letters)** |  |
| **Award Sought:** | **Department:** |
| **Title of Research Programme** |  |

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| **9.1** | **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** |

|  |  |
| --- | --- |
| **9.2** | **Supervisors Declaration and Signature** |
|  | * + I, the undersigned, am satisfied with the proposed research application.
	+ I certify that the information I have provided and any declarations that I have given in this application are correct and truthful.
	+ I further certify that I have read the appropriate sections of the CIT Postgraduate Regulations, and relevant policy documents and understand and accept the duties and responsibilities attaching to the role of supervisor.
 |
|  | **Principal Supervisor:** | **Date** |
|  | **Second Supervisor:** | **Date** |
|  | **Mentor Supervisor:** | **Date** |
|  | **External Supervisor:** | **Date** |
|  | **Work-Place Supervisor:** | **Date** |
|  | **Other Supervisor:** | **Date** |
|  | **Chair Graduate Supervisory Panel (GSP):** | **Date** |

|  |  |
| --- | --- |
| **9.3** | **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:** | **Date** |

**10. 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. (In the case of electronic documents, the file name, too, should clearly link the file with the application it supplements.)

 **Document (Re. Form Section) Format of Submission**

[ ]  CVs for Supervisors 6.1 – 6.3 Electronic

[ ]  Research Proposal (Form PTP) 7.1 Electronic

[ ]  Independent Academic Assessment 8.1 – 8.3 Electronic

of Transfer Proposal (Form RTP)

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[For School of graduate studies Office Use only:]

|  |  |
| --- | --- |
| **APPLICANT’S NAME (printed in block letters)** |  |
| **Award Sought:** | **Department:** |
| **Title of Research:**  |

|  |  |
| --- | --- |
| **1** | **transfer application submitted to dean of graduate studies Office on:** |

|  |  |
| --- | --- |
| **2** | **Status** |
|  | **Approved** | [ ]  |
|  | **Pending** | [ ]  |
|  | **Returned to Department for Re-submission** | [ ]  |

|  |  |
| --- | --- |
| **3** | **Pending Applications Only** |
|  | **Pending issues resolved and fulfilment of all conditions verified, approved for transfer on:** |
|  | **Date:** |

|  |  |
| --- | --- |
| **4** | **Dean of Graduate Studies Sign-Off** |
|  | **“The DEAN OF GRADUATE STUDIES of Cork Institute of Technology Approves the Above Research Degree Programme for Registration.”** |
|  | **Signed:** |
|  | **Date:** |

1. A guide to CSO classifications can be found at <http://www.cso.ie/surveysandmethodoligies/classifications_fields_Ed.htm> [↑](#footnote-ref-1)