

Postgraduate Research (PGR) Application, Admission & Enrolment Process

This step-by-step guide (including a flow chart on page 3) below outlines the application, admission and enrolment process for research postgraduate students. Please Note: If you have already identified a supervisor, go to point 4 below.

1. A prospective applicant who **has not** identified a supervisor should complete an Expression of Interest (EOI) form available from [how to apply](#) research degree programmes. Non-EU applicants should familiarise themselves with any visa requirements, further details available from [ULGlobal](#).
2. A prospective applicant must complete all the sections of the EOI form and include a Curriculum Vitae (Resume) and a two or three-page research project proposal to enable the faculty and department to identify where possible a potential supervisor(s). The completed EOI form should be submitted to the Doctoral College, email: DoctoralCollege@ul.ie Tel No: 353 (0) 61 234377.
3. The completed EOI form will be circulated to the relevant faculty or department. The faculty or department advise (after 2-3weeks) the prospective student or Doctoral College whether a potential supervisor has agreed to have preliminary discussion with a prospective student. At this stage, the applicant will be advised if they should complete a postgraduate research application form, available from [how to apply](#) research degree programmes. If a supervisor has not been identified, the applicant is informed by the relevant faculty, department, or Doctoral College.
4. A prospective applicant who has identified a supervisor and agreed a research project with their proposed supervisor(s) should complete a research application form. Applicants who have been awarded a research postgraduate scholarship from an external funding agency (E.G Irish Research Council) must complete the application process. Application forms for are available from [how to apply](#) research degree programmes. Non-EU applicants should familiarise themselves with the visa requirements, further details available from [ULGlobal](#).
5. To avoid any unnecessary delay, the applicant should ensure that their research application form is **fully completed** and includes a research proposal, a copy of the official transcript of results, (where relevant) confirmation of English Language requirements and academic reference letters. Applications are accepted on an ongoing basis. The timeline from submitting a fully completed application and research proposal to receiving an offer letter is normally 3-4 weeks.
6. As part of the process, funded applicants (e.g IRC, PRTL, SFI or other funding agencies) should ensure that a Financial Aid form is completed (in conjunction with their supervisor) signed and submitted to the Salaries Office (Main building A2-029, email (salaries@ul.ie)). The financial form is available (under section P payroll financial aid scheme postgraduate students) at [financial aid form](#) Please note students will not receive their stipend (maintenance payment) or have their fees paid until a financial aid form is submitted. Self-funded applicants are not required to complete a Financial Aid form.
7. The completed application form and associated documentation (set out in point 5 above) must be submitted to the Doctoral College, email DoctoralCollege@ul.ie

8. When the completed application form is received by Doctoral College, the application is recorded, and the qualifications and English language requirements are verified. Subsequently the application returned to the faculty administrator, for approval by the Faculty Postgraduate Research Committee (or equivalent). The application form and research proposal (sections 24 and 25) must be signed-off by the Supervisor(s) and the Head of Department. Interfaculty applications must be approved and signed-off by the relevant supervisor(s) and Head of Department within each faculty.
9. Following a meeting of the Faculty Postgraduate Research Committee. The Assistant Dean presents the applications pertaining to their faculty for review at the monthly University Postgraduate Research Committee (PGR) (Chaired by the Associate Vice President Doctoral College). After each monthly PGR meeting decision letters are sent to the applicants. The decision letters are normally issued within 2-3 working days after the monthly PGR meeting.
10. Where applications are not approved, these applicants receive a letter outlining the reason(s) as advised by the relevant faculty why their application was not approved. In addition, they are advised of the Admissions Appeals Process available at: [Admissions Appeals Process](#).
11. On receipt of an offer letter and enrolment form, Funded applicants must provide official written confirmation to the Fees Office, email (student.fees.office@ul.ie) that their fees are being paid by a particular funding agency (IRC, SFI, UL cost centre). Self-funded applicants must contact the fees office and arrange fee payment, email (student.fees.office@ul.ie).
12. To enrol onto on a postgraduate research programme contact via email Sinead.Cooney@ul.ie five working days before the start date and include the fully completed and signed enrolment form, the original copy any University undergraduate and/or postgraduate degree(s) (transcripts and final certificate, non-University of Limerick graduates only) English Language competency certificate and a copy of the student's passport or birth certificate.
13. When enrolment has been completed, student's will receive an email with information on how to request their [UL student ID card](#). Subsequently, a student ID card will be generated and posted to their Irish address for correspondence. Additionally, details in relation to [student email account](#) (studentidnumber@studentmail.ul.ie) account will be emailed to the student after enrolment on a programme.
14. After enrolment, Academic Registry creates a record within the student record system. When this process has been completed the student is formally registered (please note the date that that a student record is activated is the official start/registration date).

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