

## Applications Process – Structured Research Programme(s) Education and Health Sciences

All entrants to the research register for Masters and Doctoral education in the Faculty of Education and Health Sciences are considered either to be on a Traditional or a Structured Programme.

### Education and Health Sciences Structured PhD

#### Education and Health Sciences Structured Masters by Research Programme

Structured Elements:

Core taught components sPhD = 24 ECTs

Core taught components sMRes = 12 ECTs

Specialist electives = 18 ECTs

(Candidates may seek exemptions for 12 ECTs of specialist modules<sup>1</sup>)

Research sPhD = 270 ECTs

Research sMRes = 150 ECTs

## 1. Applications Process

- 1.1. All applicants should identify a potential supervisor and a project. The application form should then be completed (available for download from the Graduate School website) <https://www.ul.ie/gps/about/how-apply>. The form should be signed by the applicant, the potential supervisor(s), and the Head of Department of the academic department in EHS where the supervisor resides/ enrollment is planned. Applicants should include certified results of qualifications mentioned on the application form, and transcripts where relevant. Evidence of English language proficiency must also be included if English is not the applicant's first language. Applicants who wish to apply for credit exemptions should include a letter to this effect with their application documents. Letters should clearly state the number of credits the applicant wishes to apply for and the basis of their request for exemption (see point 2 below). Applicants who wish to apply for programme exemption should include their exemption application letter, as described below, with their application documents. The completed application pack should be submitted to the Postgraduate Admissions Office.
- 1.2. The postgraduate admissions office will verify qualifications and pass on applications to the PG-R Administrator who ensures that all relevant signatures have been obtained and collates applications for review by the Assistant Dean of Research (ADR). The ADR approves all applications and will consider credit exemptions as a part of this process. The PGR Administrator will note the recommended number of credit exemptions to be applied should the application be approved by the UL Postgraduate Review (PGR) Committee.
- 1.3. Each application is then considered by the UL PG-R committee (meetings take place on the first Tuesday of every month). Applications that are not received by the EHS Faculty office administrator (Elaine Moore) at least one week before the UL PG-R meeting will not be processed until the following month.
- 1.4. Applicants will be notified if their application has been accepted by the postgraduate studies office. Applicants will be notified of their credit exemptions by the SPhD

administrator, Elaine Moore. Applicants will be notified about the outcome of programme exemption applications by the AD-R.

## 2. Structured Component Credit Exemptions

- 2.1 Students who do not hold a Master's degree (i.e. a student entering under UL Regulation 5.4.1. b, c, or d) will not be exempt from any of the 42 taught credits.
- 2.2 Students who hold a Master's degree (i.e. a student entering under UL Regulation 5.4.1.a; either a taught or a research Masters) will be able to apply for exemptions for up to 6 ECTS of the research methods credits and up to 6 ECTS of the specialist module credits; a maximum of 12/18 of the elective credits.
- 2.3 No exemptions will be offered for the core credits.
- 2.4 Students who hold either a postgraduate certificate or postgraduate diploma will be able to apply for exemptions for up to six ECTS of the specialist module credits. The number of diplomas attained will not alter the outcome of exemptions. No exemptions will be offered for the core credits or the research elective modules.
- 2.5 Students transferring within UL from a postgraduate programme will transfer their credits as appropriate and continue on the sPhD route. Exemptions will not be offered for the Core credits.
- 2.6 Entrants with undergraduate degree only will not be eligible for exemptions.

## 3. Programme Exemptions

- 3.1. Students who wish to apply for programme exemption should include a letter with their application documentation to this effect. The letter should state the request for exemption and lay out the case for exemption. Applications will be considered on a case-by-case basis. Possible grounds for exemption include:
  - 3.2. Previous qualifications or experience: existing experience maps very closely to the learning outcomes of the sPhD programme. Existing experiences and/or qualifications should be described in detail in relation to the content of the sPhD programme and evidence (i.e. transcripts) should be provided to support the case.  
Examples: applicant already has a PhD; applicant has worked in professional academic setting (e.g., a researcher with publications and considerable experience within a known academic community)
  - 3.3. Nature of the proposed PhD research: nature of the research precludes attendance at scheduled classes  
Example: research which involves sustained periods of time for which applicant attendance is required, without any possibility of flexible scheduling. This would likely not include scheduled research with human participants.
  - 3.4. A disability which precludes attendance at scheduled classes. Support and advice from disabilities services should be sought (<http://www.ul.ie/disabilityservices>)  
Example: a disability or illness resulting in a physical or psychological difficulty that prevents attendance at classes.

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<sup>i</sup> Students entering the Structured Programme(s) whilst pending completion of a Master's Degree / Postgraduate Certificate / Postgraduate Diploma, to be eligible for exemptions completion of the postgraduate study must occur within 12 months from enrolment date. Students must notify the AD-R in writing accompanied with evidence of qualification within six weeks of completion.