

Postgraduate Research (PGR) Application, Admission & Enrolment Process

This step-by-step guide (including a flow chart on page 3) below outlines the Postgraduate Research (PGR) application, admission and enrolment process for research postgraduate students. Please Note: If you have already identified a supervisor, please 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 <http://www.ul.ie/international/>.
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 are submitted via email to: GPSResearch@ul.ie Graduate & Professional Studies, Engineering Research Building (ERB), Level 2 or 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 1-2 weeks) the Graduate & Professional Studies whether or not 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 research postgraduate application form, available from [how to apply](#) research degree programmes. If no supervisor has been identified, the applicant is informed by the relevant faculty, department or Graduate School.
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 are 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 <http://www.ul.ie/international/>.
5. In order 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 form) [financial aid form](#). Please note students will not receive their stipend (maintenance payment) or have their fees paid until a signed financial aid form is submitted via email to salaries@ul.ie. Self-funded applicants are not required to complete a Financial Aid Form.

7. The completed application form should be submitted via email to: GPSResearch@ul.ie or the Postgraduate Admissions Office, Engineering Research Building, Level 2. As staff may be working remotely, applicants are advised to submit the completed documentation via email to GPSResearch@ul.ie
8. When the completed application form is received, the application details are recorded on the student record system (SI) and 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 PGR applications pertaining to their faculty, for review at the monthly Postgraduate Research Committee (PGR) (Chaired by the Dean, Graduate & Professional Studies). After each monthly meeting, the decision letters are normally issued within 2-3 working days after the meeting.
10. Where a PGR application is not approved, applicants receive a letter outlining the reason(s) as advised by the relevant faculty why their application was not approved as well as information relating to 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 (Main Building E001a) that their fees are being paid by a particular funding agency (IRC, SFI, UL cost centre). Self-funded applicants must contact the fees office to make arrangements for fee payment
12. To enrol and receive a UL student ID card, applicants must contact via email GPSResearch@ul.ie (postgraduate admissions located Level 2 Engineering Research Building, ERB-2). Applicants must present their passport/birth certificate to confirm their official name.
13. Applicants (except UL Graduates) must submit the original certification of their primary/undergraduate degree and/or masters qualifications. Where relevant, non-EU applicants from non-English speaking countries must provide original certification confirming they meet the English Language Requirements.
14. Subsequent to enrolment, Academic Registry creates a student record within the student record system. When this process has been completed the student is formally registered (please note the date that your record is activated is your official start date).
15. ITD will provide information to new (registered) students in relation to accessing a UL student email (studentidnumber@studentmail.ul.ie) account and on-line Library resources further details available from [ITD](#). **It is important to note** that the University communicates with PGR student via their studentidnumber@studentmail.ul.ie account.
16. The department administrator / supervisor arranges for the PGR firstname.surname@ul.ie email accounts and access to online services to be set up through ITD.

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