Application Procedure for Non-Funded Postgraduate Research Programmes

1. Initial Steps – How to Commence your Research Postgraduate Application
   a) Identify your area of interest and approach the relevant WIT School/Department to discuss with the Head of School/Department, who will identify potential Supervisors.
   b) Gather your supporting documentation.
   c) Once you have agreement in principle from a potential Supervisor, apply online via www.pac.ie/wit
   d) The email address you provide at time of application will be used to update you when your application status changes. Ensure to monitor this email account.
   e) Once the application has been submitted via PAC you will subsequently be contacted by your potential Supervisor, who will help you prepare documentation that will need to be assessed by a sub-committee of the WIT Academic Council prior to the potential offer of a place on the Masters by Research / PhD programme.
   f) There are two start dates; September and January

2. Identifying Area of Interest - Choosing a Research Topic

   Academic requirements: Applicants require an honours level degree (NFQ level 8) with a minimum of a 2.H2 (second class honours, grade 2) before being considered for a PhD or Masters by Research programme in WIT.

   Find a supervisor: Once an applicant knows which area or topic they wish to research, they then need to discuss with one or more potential supervisors. Applicants should contact the WIT Department/Schools for information on Supervisors in the relevant area of research and check the availability of a appropriate Supervisors.\(^1\) Applicants must have discussed their prospective research with a proposed Supervisor prior to applying.

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\(^1\) The WIT regulations covering postgraduate research programmes mandate team supervision, with each student being assigned a Principal Supervisor and one or more Co-supervisors and Advisors.
3. **Gather Supporting Documents**

Scanned copies of the following documents will need to be uploaded to [www.pac.ie/wit](http://www.pac.ie/wit) in support of an application.

- Original qualification documents listed on the application including transcripts of results. If an applicant previously completed a programme at WIT, these transcripts must also be uploaded to PAC.
- Your original Passport (for International students only).
- Your research proposal (check with your Supervisor if this should be submitted to the department as well).
- Any supplementary forms requested

If you cannot scan your documents and upload to your PAC application, then copies of the supporting documentation may be posted to:

**Postgraduate Applications Centre,**
1, Courthouse Square
Galway.

4. **Fees and Funding**

Fee information is available on the [Fees section](http://www.technology/) of the WIT website. When applying you must choose either SELF or OTHER on page:

Choose SELF if you are funding your studies your-self or have applied to SUSI but not yet received approval of your SUSI grant.

Choose OTHER if:

a) If your studies will be funded by your employer, your funding source must issue an email to the Institute Fees Office ([fees@awit.ie](mailto:fees@awit.ie)) to confirm that they can be invoiced for the total course fee.

b) You have received approval of your grant award from SUSI and have emailed evidence to the Institute Fees Office ([grants@wit.ie](mailto:grants@wit.ie))
5. Apply Online

Applicants should only apply online at the Postgraduate Applications Centre (PAC) only after confirming their research area and securing agreement from a potential supervisor in WIT.

To apply via the Postgraduate Applications Centre (PAC) you will need to create your own PAC account and must apply before the closing date that is noted for the course on the relevant course page. There is a €50 application fee – your application is only visible to WIT once your application fee has been paid. This is a non-refundable fee.

Check-list Before Making an Application

- **A computer and printer** - Applicants must print their application receipt at the final stage of the online application form.

- **Credit/Debit card** - the application fee is €50.

- **Email Address** - Applicants must have a valid email address to use this online application facility. It is your responsibility to check your account regularly for updates.

- **PPS Number** - Irish applicants will be also required to have their PPS number. (This is not mandatory for non-Irish applicants).

- **WIT Student Number** - Applicants who are current/past graduates/postgraduates at WIT must also have their existing WIT student number.

- **PAC Login Account** - See instructions
5.1 How to Apply Online

a) Go to PAC website: www.pac.ie/wit

b) Create PAC Login Account (first time users only) – Applicants who are first time users need to create an account before making an application. Go to the login section on the top of the screen and click on the Register link. Enter your email address, password and contact details and click submit

c) Click on APPLY

d) Irish/EU Applications - select option: EU Applicants  
Non-EU Applicants - Select Option: Non-EU Applicants N.B. if you were born in a country outside the EU and your permission to stay has changed to permanent citizenship or you are in the state on a spousal or work visa, please continue to complete the application as a Non-EU applicant and forward a copy of your evidence to fees@wit.ie or post to Fees Office, Waterford Institute of Technology, Cork Road, Waterford

e) Confirm you have read both the Application Instructions and Terms and Conditions and click on the start application button.

- Page 1 – You will be asked to input biographical information, your PPS number, WIT student no (if applicable) and click on Continue at the bottom of the screen and select your course codes. You may choose up to 4 research programmes (in one application year). You can choose to save your application at this point, or continue.

- Page 2 – You will be asked to fill in details of Higher Education Qualifications you have completed or are currently completing. Please note that transcripts of all Non-WIT qualifications and results to date for current studies will need to be submitted to PAC.

- Page 3 – You will be asked to review and verify the information submitted

- Page 4 - This is the fee payment section. You will be expected to pay a non-refundable application fee payment of €50 (for one application year). This payment may be made by Credit Card (MasterCard/Visa) or Debit Card (Laser).

- Page 5 – This is the application receipt page where you will be given your PAC number.

**N.B. A check box is displayed at the end of your application – please ensure you have all documents within this check box otherwise your application shall not be processed.**
5.2 Information for Students who did not Previously Attend WIT

Please note you must upload **PHOTOCOPIES** of official documentary evidence of any third level qualifications (undergraduate and postgraduate) and or other professional/vocational qualifications that were not completed at WIT. **PHOTOCOPIES** of academic transcripts (with details of subjects and results) and certificates/parchments of your qualifications listed on your application must be marked with your PAC number and uploaded via the My Account section on PAC. All documentation which is not in English must be officially translated to English. Please mark all documents with your PAC Number.

If you have difficulty scanning documentation they can be forwarded directly to:

The Postgraduate Applications Centre
1 Courthouse Square
Galway
Ireland

N.B. Non-WIT Applicants who are currently completing undergraduate/postgraduate programmes and have not as yet completed final exams/graduated should submit photocopies of academic transcripts with details of subjects studied and results to date as soon as possible after applying online.

5.3 How to Check Your Application Status

Once an online application has been completed, applicants should check their application status regularly for updates and final selection decisions as follow:

- Go to PAC website: [http://www.pac.ie/wit](http://www.pac.ie/wit)
- Go to the Login section
- Enter username (email address) and password
- Go to the MY ACCOUNT section
- To view current application status: Click on 'Status'

The "My Account" facility will hold information on updates on your application and the final decision on your application.
6. PAC FAQ

Visit the Postgraduate Application Centre (PAC) WIT FAQ page for answers to frequently asked questions regarding applying for a research course at WIT.

If you have any questions, please contact Research Postgraduate Admissions at pgadmissions@wit.ie.

7. Post-application Process

All complete applications for non-funded research positions are assessed by the relevant Research Programme Board in the School to which the research will be undertaken and by the Postgraduate Enrolment Group, which is a sub-committee of the WIT Academic Council. As part of this assessment process you will be contacted by your prospective Supervisor(s), who will request your assistance in completing a PG_A2 form and associated documentation. A key component of this form is an outline of the proposed research programme content and plan, which should include:

a) Description of the rationale and background for the proposed programme of research;

b) A statement of the objectives and research questions of the proposed programme of research;

c) A schedule of work, outlining the different stages of the research work and indicating the time frame for achieving stated objectives.

The assessment process addresses, amongst other things, the quality of the proposed research programme, the qualifications and experience of the proposed supervisory team, the qualifications and experience of the applicant, the availability of appropriate generic skills and discipline specific training for the applicant, and the available of the resources necessary to successfully complete the proposed research programme. It is possible that a decision will be made to not offer you the position on the research programme based on the outcome of this assessment process.

If the assessment process results in a recommendation to offer you a position you will be notified via the PAC by the WIT PG Admissions, who will provide information on how to register as a WIT student.