



Procedures for Submission and Examination of Doctoral Degrees

in

University College Cork

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1 Introduction Doctoral Degree

1.1 A doctoral degree is awarded to suitably qualified candidates who prepare, present and defend in examination a thesis describing original research which is their own work. Such work will include discovery of new facts or new interpretations of existing knowledge, and thus represent a real advance in the field of study. In certain fields, the term thesis refers equally to creative output.

1.2 The research should be of publishable standard in peer-reviewed contexts, in whole or in part.

1.3 To establish that the research is of doctoral standard, the candidate is examined on their thesis formally in an oral examination (viva voce).

1.4 The Examination Board consists of Examiners who are both internal and external to the University, with the External Examiner being an expert in the field of study of the thesis.

1.5 These guidelines are intended to help candidates and Examiners to understand their contributions to, and roles in, the examination and the general procedures operated by the University in regard to doctoral examinations.

1.6 A student must pursue a programme of supervised research and have completed their approved period of registration in order to submit a Doctoral Thesis. It is a University requirement that all current doctoral students remain registered until their thesis is submitted for examination.

1.7 Doctoral students will be allowed a maximum of 6 years to submit their thesis. Candidates who do not submit their thesis within the 6 years from the date of first registration for the programme for which they have been approved will require approval for extensions from College and must be registered at the time of thesis submission. A detailed review must be undertaken as outlined in the Progress Review Policy (<http://www.ucc.ie/en/graduatestudies/policies/>).

2 Preparing the Doctoral Thesis

2.1 Drafts of the thesis should be prepared under the guidance of the Supervisor(s). The thesis format should conform to disciplinary norms within the University. In addition, feedback the candidate may have received during their research programme (e.g., through monitoring by a Graduate Studies Committee and/or Thesis Committee) may be useful in terms of the expectations of the likely content and format of the eventual thesis.

2.2 Candidates should familiarise themselves with the norms and regulations, where appropriate, applying in their School/Department for doctoral theses, especially with regard to length, style, literature citation and layout.

2.3 When a thesis is submitted, a signed declaration should be included, stating that the thesis submitted is the candidate's own work and has not been submitted for another degree, either at University College Cork or elsewhere. This declaration must explicitly make reference to the fact that the candidate is aware of the importance of plagiarism and that the text presented for examination does not include plagiarised material. The following wording should be used:

“This is to certify that the work I am submitting is my own and has not been submitted for another degree, either at University College Cork or elsewhere. All external references and sources are clearly acknowledged and identified within the contents. I have read and understood the regulations of University College Cork concerning plagiarism.”

2.4 Supervisors should make students aware of all aspects of plagiarism in preparation of their thesis. Plagiarism in research degree theses constitutes a very significant breach of examination regulations and the Procedure for Investigating Allegations of Plagiarism in Research Theses may be found at <http://www.ucc.ie/en/graduatestudies/policies/>.

2.5 The use of external professional individuals or organisations for proof-reading or copy-editing of theses on a paid basis is not permitted, and students found to have engaged such assistance in preparing their thesis will be deemed to be in breach of examination regulations.

2.6 In the case of the College of Arts, Celtic Studies and Social Sciences, the length of a PhD Thesis should not exceed 80,000 words, unless there are exceptional circumstances and provided it has the support of the School/Departmental Graduate Studies Committee.

2.7 In the case of the School of Law, the length of a PhD Thesis should be between 80,000–100,000 words inclusive of footnotes and exclusive of tables, appendices and bibliography (unless there are exceptional circumstances and provided it has the support of the School Graduate Studies Committee).

2.8 UCC permits PhD theses to be presented in the form of a Publication-based Thesis. The research described in a Publication-based Thesis will be presented in the form of a set of manuscripts or other scholarly outputs from the work undertaken during the PhD student’s period of registration, typically with each manuscript forming one chapter of the thesis. In the case of students accepted under the PhD by Prior Published Work policy, scholarly output undertaken prior to their registration as a PhD student may be included. The typical work included will be in the form of a peer-reviewed journal article, but in certain disciplines it is recognised that other formats (e.g. peer reviewed conference proceeding or chapters in books) may be a recognised final scholarly output. The work should not consist of a series of publications reporting essentially the same data or findings to separate readerships. Presentations at conferences which are not the final dissemination of the work concerned are not usually regarded as suitable for inclusion in such a thesis. As the thesis is a draft document for examination, PDF versions of articles or other outputs as appear in press should not be included in the body of the thesis, but rather the corresponding document in text-based manuscript format; copies of published material could be included for information in an Appendix to the thesis.

2.9 A typical Publication-based Thesis will normally include at least one paper published in a peer-reviewed academic journal or equivalent, and others in press, submitted, or planned for submission. In all cases, a key consideration for the Examiners is whether the quantity and quality of work presented represents an appropriate level of scholarly output for a Doctoral thesis in the discipline concerned.

2.10 All papers in a Publication-based Thesis should fit around the preapproved coherent PhD topic and should appear in text document format. There does not have to be an exact correspondence

between the published articles and thesis versions as, for example, additional material may be included in versions of publications included in a thesis, or sections contributed by others which are not necessary for the thesis version may be removed.

2.11 Publication-based Theses must include, as well as the works themselves, a substantial and original introduction and discussion to tie together the work. The introduction will typically take the form of a review of the relevant literature and an explanation of the scope and objectives of the work described in the thesis; the discussion or conclusion should form a critical synthesis or analysis of the overall contribution of the work to the field concerned.

2.12 The student must normally be first author and key contributor to the papers presented in a Publication-based Thesis, although disciplinary differences in regard to policy on authorship will be respected.

2.13 In all cases where papers presented in a Publication-based Thesis have multiple authors, the individual contributions of the student and the co-authors to the paper should be clearly specified for each article, and Examiners will be asked to judge in the viva-voce examination that the overall level of contribution and intellectual ownership of the work by the student is at the requisite level for the award of a PhD. In such cases, students are expected to inform co-authors of the inclusion of such work in their thesis, and quantify the extent of such additional input.

2.14 All elements submitted within the thesis, including material already published, are under examination by the Examiners, and amendments to the version of the work included in the thesis as a text-based document (i.e., not the PDF of the published article) may be required. While presentation of work which is publishable in whole or in part as a work of serious scholarship is a key criterion for the Doctoral Degree examination, publication of work does not in any way predetermine the outcome of the examination.

3 Submission Procedure

3.1 In consultation with the Supervisor(s), the candidate submits an Intention to Submit Form to the Graduate Studies Office (GSO) at least three months before the likely date of submission. Failure to do this will delay the examination. (<http://www.ucc.ie/en/graduatestudies/thesis/>)

3.2 The GSO then notifies the Head of School/Department, who arranges for an Approval of Examiners Form to be completed and sent to the relevant Graduate School for oversight, before being forwarded to the Graduate Studies Office. A completed biographical form for the External Examiner(s) must accompany the form. (<http://www.ucc.ie/en/graduatestudies/thesis/>)

3.3 When the final draft of the thesis is ready, one copy per Examiner is submitted in soft-bound form to the Graduate Studies Office, and a Thesis Submission Form signed by the Supervisor(s) and Head of School/Department. (<http://www.ucc.ie/en/graduatestudies/thesis/>)

3.4 Any student who believes that such a signature(s) has been unreasonably withheld may still submit their thesis, but must be notified in writing by the Head of School/Department that this is against the advice of the School/Department. In such cases, the Supervisor(s) must submit an

independent report to the Head of School/Department outlining the reasons for not supporting submission. The Head of School/Department (or Chair of the Graduate Studies Committee if the Head is a Supervisor of the student in question) should transmit this report to the Head of the Graduate Studies Office. This will then be considered alongside the report(s) arising from the Examination by the Academic Council Graduate Studies Committee before a final recommendation is made to Academic Board on the result of the examination of the thesis. In cases where the thesis is rejected or failed, the Graduate Studies Office will notify Examiners of the fact that the supervisor did not approve submission of the thesis after the Examination is complete.

3.5 No changes may be made to the thesis after submission to the Graduate Studies Office and the External and Internal Examiners may not communicate with the candidate about the thesis in the period between the submission of the thesis for examination and the completion of the examination process.

3.6 The GSO will send the thesis to all Examiners, along with this guide to Examinations and details of the dates of meetings of the Academic Council Graduate Studies Committee (ACGSC) to which reports should be returned.

3.7 The process of reading and examining the thesis, including the oral examination, should normally take a maximum of three months.

3.8 The Supervisor(s) is/are notified that the thesis has been sent to the Examiners, and then arranges a suitable date, time and venue for the oral examination, in consultation with the candidate and other Examiners. All parties should be notified of this in writing by the Supervisor(s).

4 The Examination of Doctoral Degrees

4.1 The Examination Board normally consists of two Examiners for every thesis: an External Examiner and an Internal Examiner.

4.2 If the candidate is a member of UCC academic staff, or a permanent member of staff of the University, or holds an employment contract of 3 or more years, either full-time or part-time, there will be an additional External Examiner and an Independent Chair. For the purposes of this regulation, a candidate will not be classified as a part-time member of staff 1) where they only carry out work for the School/Department pursuant to a student support scheme or 2) where they are paid on an hourly basis, and, in the opinion of the Head of School/Department is not such as to justify the application of the rule requiring an additional External Examiner.

4.3 In the case of Research theses in inter-disciplinary fields, where a reasoned academic case may be made that a broader diversity of academic expertise is required to examine the thesis, the Examination Board may be extended to include an additional Internal and/or External Examiner, to a maximum of four examiners in total.

4.4 The Examiners are nominated by the Head of School/Department following consultation with the local School/Department Graduate Studies Committee (GSC), the Supervisor(s) and other relevant expertise where appropriate (e.g., Head of Discipline). The nomination is countersigned by the

appropriate Graduate School or Head of College as appropriate. In the case of any conflict of interest by the Head of School/Department (e.g if the Head is also a supervisor), the nomination should be made by the Head of College. In the case of a conflict of interest by the Head of College, the nomination should be made by the Registrar.

4.5 The External Examiner should have a strong track-record in the research field of the thesis and will normally have experience of examining Doctoral theses elsewhere. The Head of School/Department must satisfy themselves as to the expertise of proposed External Examiner(s) in the subject of the thesis and a biographical information form must be filled out for each proposed External Examiner so that an informed decision can be made.

4.6 The Internal Examiner is expected to have sufficient knowledge and understanding of the subject area of the research topic to enable them to judge the quality of the thesis, and he or she is expected to play a full part in determining the outcome of the examination.

4.7 There must be no conflict of interest, whether personal, professional or commercial, between the proposed Examiners of a thesis and the candidate, Supervisor, University or subject matter. Specific examples of circumstances which may lead to a conflict of interest include, but are not limited to, the following:

- Formal association between the External Examiner and UCC (e.g., as staff member or student) within the past five years;
- A personal or family relationship with the candidate or Supervisor;
- Co-authorship of publications with the candidate;
- Collaboration with the candidate in the work described in the thesis;
- Acting as External Examiner for a thesis by the same supervisor in the past three years, unless a strong reasoned case for this being the best examiner for the thesis is presented;
- Commercial interest in the work described in the thesis;
- Acting in the past, or near future, as an employer of the candidate;
- Substantial contact with the candidate or Supervisor in any other circumstance which might jeopardise the independence of the examination.

4.8 Any request for deviation from the regulations on the composition of the Examination Board must be approved by the Chair of ACGSC.

4.9 An Independent Chair will be part of the Examination process for doctoral theses submitted by UCC staff members. In addition, an Independent Chair should be appointed where a student, supervisor, or Head of School/Department has requested the presence of an Independent Chair in writing to the Head of the Graduate Studies Office, for consideration by the Chair of the ACGSC, outlining the reasons why this may be advisable in the particular case concerned. In cases where a supervisor, or Head of School/Department proposes the presence of an Independent Chair, the student will have to consent to this taking place.

4.10 An Independent Chair should normally be a member of academic staff from a different School/Department from which the candidate and the supervisor(s) come and otherwise free of any conflicts of interest regarding the candidate, supervisor(s) or thesis under examination.

4.11 An Independent Chair should have experience of examination of Doctoral theses in UCC. Each College will provide a panel of staff, who are willing to act in this role, from which the Head of Graduate Studies Office will identify the Chair.

5 Oral Examination

5.1 An oral examination is compulsory for doctoral degrees. In exceptional circumstances, on the written recommendation of the Head of School/Department, and with the written consent of the External Examiner(s), the ACGSC, acting on behalf of the Academic Board, may waive the requirement to hold the oral examination.

5.2 The Supervisor(s) shall advise the candidate about the procedures under which oral examinations are conducted. The Supervisor(s) should also give the candidate general advice about preparation for the oral examination, and is normally expected to attend the oral examination.

5.3 The oral examination is normally held in the University with the External Examiner travelling to UCC. The Examiners, the candidate, and the Supervisor(s) should all be present at the oral examination, unless the candidate has expressly stated in writing to the Graduate Studies Office that they do not wish the Supervisor to be present.

5.4 In exceptional circumstances, with the approval of the Chair of the ACGSC, the oral examination may take place outside UCC or be undertaken using videoconferencing (but not voice phone) connections, provided that the candidate and all Examiners consent to the arrangement and that there are good reasons to proceed in this manner. The procedure to be followed in such cases is described in the Policy on Use of Video-Conferencing during Viva-Voce examinations. (<http://www.ucc.ie/en/graduatestudies/policies/>)

5.5 The venue chosen for the examination should be large enough to accommodate all those attending. It should be free for the expected duration of the examination to avoid the possibility of interruptions. All telephones, including mobile phones, in the room should be switched off or diverted during the examination.

5.6 The only persons present during the oral examination should be the Examiners, the candidate, the Supervisor and where appointed, the Independent Chair. In exceptional circumstances, with the approval of the Chair of ACGSC, others may attend.

5.7 The Examiners should arrange to meet briefly before the oral examination starts, to consider the thesis and to discuss issues concerning the conduct of the examination.

5.8 Normally, the candidate will be invited in advance to prepare a short verbal or audio-visual summary of their work which they present to the Examiners at the beginning of the Examination. Reasonable notice of such requirements will normally be given by the Internal Examiner to the candidate in writing.

5.9 Candidates are not obliged to make either a private or a public presentation, and a candidate may indicate in writing to the Internal Examiner if they do not wish to make a presentation.

5.10 In some School/Departments, Centres, individuals other than the examiners may be invited to attend such presentations. While a public presentation of a Doctoral candidate's work can have acknowledged benefits as part of the research programme and culture of an academic unit or research centre, it is critically important that the presence of others (who are not examiners) at such presentations does not influence the view of the Examiners of the candidate and their work (e.g., through the nature of questioning from the audience), and thus influence the outcome of the examination.

5.11 In cases where individuals other than the Examiners are present at a presentation immediately preceding the viva, it must be made clear to the candidate, Examiners, and others present that the presentation is not a formal part of the examination and is separate to questioning and discussion during the closed examination with the examiners; a short break should be held after the presentation before the examination actually commences. Such presentations of Doctoral work in the presence of Examiners and others must be very carefully moderated to ensure that the public element of the process does not impact on the conduct of the examination, and oversight of this is the responsibility of the Head of the academic unit or research centre in which the candidate has undergone their annual reviews or the Head of the relevant GSC. To this end, if Examiners are present, questions will not be permitted during or after the public presentation.

5.12 If there is no Independent Chair present, the Internal Examiner should act as Chair of the Examination.

5.13 Where an Independent Chair is present, they will chair the examination and provide advice on UCC examination regulations where appropriate.

5.14 The External Examiner should lead the discussion of the candidate's thesis. The initial questions should be generally designed to put the candidate at ease and may be of a general nature.

5.15 Opportunities for breaks should be offered to the candidate by the Examiners and the student may request a break at any time during the examination.

5.16 At the end of the oral examination, the candidate should be asked to leave whilst the Examiners confer. The Supervisor may be invited by the Examiners to participate in the discussion at this point, to allow any remaining issues to be identified and, if necessary, bring to the attention of the Examiners any additional information which may be relevant (e.g., the nature of decisions taken at intermediate stages in the research programme). The Examiners must ensure that they have all the information they need on which to base their judgement, and may recall the candidate if there are any further matters of substance for discussion. When the Examiners have agreed their recommendation, the candidate should be finally recalled, and informed that they will be notified officially of the result by the GSO. Normally, the Examiners notify the candidate of the recommended outcome of the examination at this point, making it clear that the result is only a recommendation that has to be confirmed by the University, and that they will receive formal notification in writing once the result has been approved by the ACGSC and the Academic Board. In

addition the Examiners are expected to provide the candidate directly with explicit instructions for any amendments to the thesis required as a result of the examination.

6 Award of Doctoral Degree

6.1 When considering the thesis and in their conduct of the oral examination, the Examiners may give particular attention to the following (subject to the nature of the discipline(s) in question):

- Has the thesis demonstrated a significant and original contribution to knowledge?
- Has the thesis in whole or part met the standard required for peer-reviewed publication in journals appropriate to the discipline or by reputable academic publishers? In the case of Publication-based theses, this will be demonstrated by inclusion of material which has been published and/or is ready for publication.
- Is the work the candidate's own or, where the candidate worked as part of a research team, does the thesis clearly demonstrate a sufficient individual contribution of the candidate, as primary researcher or author, to the overall research project to merit the award of the Doctoral Degree?
- Is the candidate familiar with other work in the field published up to the date of submission of the thesis, and can the candidate summarise and critically evaluate the relevant work of other authors?
- Does the thesis form a coherent piece of work? In the case of Publication-based theses, does the candidate present an appropriate framework for the work described in the thesis and its contribution to the field in the introduction and discussion sections of the thesis?
- Was appropriate methodology adopted and described in the thesis? Is the candidate aware of alternative methodologies? Does the candidate appreciate any inherent weaknesses in the methodology adopted? If a new methodology has been developed, has it been tested and calibrated appropriately?
- If relevant, were all ethical requirements met?

Presentation of Thesis

- Is the thesis presented in a style appropriate to the discipline, and with a minimum of typographical and grammatical errors?
- Are results presented appropriately and in a clear and accessible way? Are all tables, figures and plates, where included, adequately annotated and correctly referenced in the text?
- Are results interpreted appropriately? Are reasonable conclusions reached based on the evidence presented in the thesis? Have appropriate statistical methods been employed? Does

the candidate appreciate the significance of the results and do conclusions reached take into account relevant published findings by other authors?

- Is the bibliography complete, comprehensive and up-to-date? Is it referenced appropriately in the text with a recognised citation style?
- Does the thesis contain an acceptable abstract which accurately summarises the work described therein?
- Can the candidate defend their work in the oral examination through high-level debate with experts in the subject area?

6.2 The oral examination should play an important part in evaluating the thesis against the above standards for award of the Doctoral degree. In addition, it should allow the Examiners to raise any issues concerning material presented in the thesis, enable the candidate to explain any aspects of the thesis that require further clarification or elaboration, and allow the Examiners to ascertain that the candidate has undertaken the work and has a thorough understanding of the theoretical and conceptual framework, issues, methods and analysis involved in the research.

6.3 The Examiners shall prepare a written report on the thesis after the examination. The Internal Examiner shall ensure that the Examiners consult with each other. Where the Examiners are in agreement, the Chair shall submit a joint report to the GSO for consideration by the ACGSC. Where the Examiners are not in agreement, the Chair shall ensure that separate reports are made and submitted to the GSO for consideration by the ACGSC. Where present, the Independent Chair will confirm on the examination report form that the examination was conducted in a fair and appropriate manner. Any concerns regarding the conduct of the examination must be outlined in writing to the Chair of the ACGSC.

6.4 The Examination Board must recommend one of the following results:

(1) Award, no amendments needed (the degree is awarded without any changes)

(2) Award, on condition minor amendments are carried out - this includes minor recommendations that do not significantly affect the argument and/or conclusions of the thesis (such as typographical errors, minor changes in phraseology, inclusion of additional minor points of discussion, or correction or updating of the bibliography). These amendments should be verified to the GSO by the Internal Examiner in writing and should generally be completed within 3 months of the Examination. The Supervisor will play a supporting role in ensuring that this process is brought to completion.

(3) Award, on condition major amendments are carried out - the thesis requires substantial modification including rewriting of parts of chapters or sections of the thesis, introduction of new material, further experiments or calculations, analysis or data. The modifications required should be such as to make the thesis acceptable but would not normally require another oral examination. These amendments should be verified to the GSO by all Examiners in writing, when submitting a corrected hard-bound copy of the thesis, and approved by the ACGSC, and should generally be completed within 6 months of the Examination. In the case of Publication-based Theses, corrections may involve improving the coherence of the thesis through revision

of the introductory and discussion sections. On consideration of a resubmitted revised thesis, such a judgment may be changed to one of the 'Reject' judgments below where the all examiners determine that the amendments which were originally required have not been carried out to their satisfaction within a reasonable time-frame.

(4) Reject, but permit the submission of a revised thesis, i.e., a major rewrite of all or a significant part of the thesis, leading to a new thesis being submitted to the GSO for examination. This may include substantial rewriting of parts of the thesis, including introduction of new research and appropriate correction of an inherently flawed and unsound argument or methodology. The modification(s) would normally be so great as to require re-examination in a second oral examination. If the candidate is not capable, in the opinion of the Examiners, of carrying out such a significant revision of the thesis, then option (5) or (6) is preferable. This process should normally be completed within 12 months of the Examination, during which time the candidate must be registered as a Doctoral student, and the revised thesis should be resubmitted to the GSO. Such revision may include a requirement for additional material where Examiners believe the candidate's individual contribution to the work or publications presented has been insufficient or there is not sufficient material of publishable standard to meet the required standard in the case of Publication-based theses. If a student does not wish to resubmit a revised thesis and the Examiners wish to allow the award of a lower degree (as per (5) below), this option may be offered to the candidate and written acceptance should accompany the Examiners' report.

(5) Reject, but allow the award of a lower degree - a research Masters degree is awarded in lieu of a Doctorate as the thesis stands, or such a degree is awarded subject to minor amendments as in (2) above, or may be awarded once substantial modifications are satisfactorily carried out as under (3) above. A recommendation will also need to be made on the grade of award of the lower degree (on the original thesis), where appropriate.

(6) Reject. No degree is awarded as the thesis is very seriously and inherently deficient. In this case the Examiners must be of the opinion that that the deficiencies of the thesis are such that it is reasonable to suppose that the candidate will not be in a position to bring it up to Masters standard within a reasonable time. Examiners should be convinced that this is the only decision open to them.

6.5 Reports submitted to the GSO for consideration by ACGS should

- give an indication of the content of the thesis, its contribution to knowledge and the quality of its presentation;
- comment on the candidate's performance in the oral examination;
- indicate, where appropriate, the nature and extent of any amendments that are required to the thesis;
- clearly identify one of the available options in terms of results, e.g. no amendments, minor amendments, major amendments etc.;
- be typed;

- typically be around 500 words in length;
- be sufficiently clear and informative to allow ACGSC to make a recommendation to Academic Board;
- be signed by all the Examiners.

6.6 The ACGSC has delegated authority to approve Examiners' report and recommend the conferral of research degrees to Academic Board. The ACGSC may refer back to the Examiners if the information given is not sufficiently complete to enable the Committee to reach a decision on the recommendation of the Examiners, or if any of the required elements in the report (e.g. a formal indication of a result, an Examiner's signature) is missing. If the report does not justify the recommendation made, the ACGSC may recommend an alternative judgement to the Examiners.

6.7 The ACGSC makes a recommendation to the Academic Board of UCC as to the award of the degree or otherwise. The candidate will be notified in writing of the result after consideration by ACGSC, subject to final approval by AB.

6.8 The supervisor is responsible for overseeing the amendments or alterations required by the Examiners. The award of the degree will not be made until all amendments have been made to the satisfaction of the Internal Examiner and, if required (as in the case of major amendments), the Internal and External Examiners.

6.9 Once the amendments have been carried out, the student submits a final hardbound thesis to the GSO, accompanied by written confirmation by the Examiner(s) that the required changes have been made.

6.10 The thesis will then be lodged in the University library. Students will submit an abstract/summary of their thesis in CORA, the UCC institutional repository. In addition students will normally submit an electronic copy of their thesis in CORA. In cases where a student and their supervisor(s) agree that the thesis should not be made accessible in this manner, a request to withhold the thesis from the repository must be submitted using the appropriate form.

<http://www.booleweb.ucc.ie/index.php?pageID=503>)

6.11 Once the corrected hardbound has been submitted to GSO the student is then eligible to graduate at the next conferring ceremony.

6.12 Appeals. Candidates may appeal a result by following the procedures of the University, as published in the Guide to Examinations. These procedures establish the grounds on which an appeal may be made and the process by which it is considered by the Appeals Committee.

<http://www.ucc.ie/en/exams/procedures-regulations/>)

For more information on the Procedures for Submission and Examination of Doctoral degrees in UCC please contact the Graduate Studies Office:
<http://www.ucc.ie/en/graduatestudies/contactus/>