

Procedures for registering as an MPhil/PhD student in the Department of Economics

Dear MPhil/PhD Applicant

All applications to the University are processed through the PAC system (Postgraduate Application Centre)

Apply through the Postgraduate Application Centre (PAC) on line

The web site is at: www.pac.ie

You select NUI Galway

You then select: submit a research application

Read the information provided, make sure you have the required documentation to hand then start your application (and fill out the form).

You will be given a pin number and you use this to check the status of your application.

You are recommended, in the first instance, to consult with the academic Department, or the Research Centre at NUI Galway in which you intend to do your research. At this stage, you should **have prepared an outline research proposal for the Department** and you should have already identified a supervisor.

You will also need to make a short personal statement as to why you want to do a PhD and why you are interested in this particular topic.

You must have an active e-mail account in order to use this facility. It is your responsibility to check your account regularly and ensure it is active and in working order.¹

In order to complete your application you will need to enter your personal details in addition to your previous qualifications, relevant previous work experience and the name and contact details of two references. You must also submit the following:

1. Paper documentation evidencing your qualifications to date (e.g. copies of Transcripts of Results).
2. English Language Competency.
3. Copies of your Birth certificate
4. A research proposal outlining your research
(http://www.economics.nuig.ie/resrch/pdf/PhD_PROPOSAL_FORM.pdf)

¹ Applicants using webmail e-mail addresses, note you if you have the high junk mail filtering option in your e-mail account, e-mails from the PAC and NUI Galway may be flagged as Junk. You must either reduce the Junk mail filter or add PAC (info@pac.ie) and NUI Galway e-mail addresses as two of your safe senders.

Note: copies of originals must be [certified as true copies](#). Original documentation submitted cannot be returned.

Please ensure that you have this information to hand before proceeding with your application. [Adobe Acrobat Reader](#) must be installed on your computer, in order to be able to access and read some of our PDF downloadable forms.

All applications have to be submitted through the school of business and economics. Also all Economics Department PhD students start on the MPhil and you should select the MPhil option when you apply. The course code you should use is **GYD02**.

Your application is then considered by the Department of Economics PhD Committee and the School of Business and Economics. Once you have applied and you are given an offer by the university you need to accept the offer before it is properly processed. Please make sure you check your PAC account regularly in order to confirm the offer online.

The admissions office will then issue you with an ID number and a form which has to be signed by your supervisor.

If the student is on a fellowship, then the student has to fill out two forms – the fellowship award/renewal form and the fellowship scholarship exemption form (which exempts the student from paying PAYE tax). These forms can be downloaded from Administration services>>finance>>research accounting>>forms. The student should then take these forms to the management accounting/research office to be processed.

If the student's fellowship and fees are to be paid out of an existing project then use the account code for this project (your supervisor or Principal Investigator of the project will have this) when you fill out the fellowship award/renewal form². The student then takes the account code back to the fees office (financial accounting), they then clear the account (verifying that the fees have been paid by the scholarship). Once this is done the student can go across to admissions and they will issue a student ID card. The ID card then enables you to obtain a password and an email account (through computer services) and also gives the student access to the library facilities. Students can also avail of the wireless network (and use their own laptops) by joining a class run by user support. Students should contact Imelda Howley who will allocate desk space and a security card to give students access to the JE Cairnes Building.

TvR/MPhil/PhD/03/09

² If an account for the fellowship has not been set up then student and supervisor will have to set up an account. To do this your supervisor or the project's PI should complete a contract set up form.). This form can be downloaded from Administration services>>finance>>research accounting>>forms.