

Guides for New and Existing Postgraduate Research Students

1. Before you commence/arrive

- You will receive correspondence by email prompting you to register on your research programme and to set up your student email account. All formal correspondence from the TUS will be sent to your student email account. It is important to check it regularly.
- Familiarise yourself with the Graduate School Regulations here <https://www.ait.ie/contact/staff/quality/graduate-school>
- You will receive various forms (IP agreement, Scholarship form, Data Protection form, Bank Details Form) from the Graduate School Office- complete and return them.
- Contact your supervisor to discuss and agree your arrival date.
- If international, apply for Visa – contact gsr@tus.ie for statement of registration to support visa.
- Secure your accommodation - <https://www.ait.ie/accommodation>
- Check out Fees Office for fees (if self-funded) - studentfees.midlands@tus.ie
- If you are in receipt of a scholarship you will need a PPS number for payment - <https://services.mywelfare.ie/en/topics/identity-services/personal-public-service-pps-number/#:~:text=What%20is%20a%20Personal%20Public,services%20and%20information%20in%20Ireland>
- Do you require Disability Support Services? <https://www.ait.ie/life-at-ait/student-supports/disability-supports/>
- All other queries please email Graduate School Office gsr@tus.ie
- Any IT issues log them here <https://www.ait.ie/life-at-ait/campus-services/student-learning-portal>

2. After you arrive

- Email gsr@tus.ie to identify a desk space.
- Email tuscard@tus.ie to arrange to collect your student card. Your student card will also contain access to rooms/labs – agree what rooms are needed in advance with your supervisor.
- Plan out your elective and core modules with your supervisor (identify suitable electives and develop a timeline for completion).
- Start your Individual Study Plan (consult with Supervisor)
- Shortly after you register you will receive an email detailing an online module – Research Integrity – which you must complete. This later links in with a core module of the same name.
- If in receipt of Stipend; it will commence on or before the 17th of each month after you arrive/commence.
- Check out <https://www.ait.ie/life-at-ait/> for information on campus facilities, campus services, living in Athlone, your Students' Union, clubs & societies, your health & wellbeing etc.
- Check out the Library services available to you at <https://library.ait.ie/getting-started/postgraduate/>
- All other queries please email Graduate School Office gsr@tus.ie
- Any IT issues log them here <https://www.ait.ie/life-at-ait/campus-services/student-learning-portal>

3. During your studies

- Check student email regularly for workshops, module information, funding opportunities etc.
- Go to <https://www.ait.ie/contact/staff/quality/graduate-school> for Graduate School forms (GS1 - GS19b). GS Forms oversee transfer from masters to PhD, submission of thesis, intention to present, change to registration, leave of absence, bank details for stipend etc.
- Email gsr@tus.ie for letters for e.g. medical card, visa, proof of address etc.
- Email gsr@tus.ie to book meeting room in Research Hub
- If you require an update on your postgraduate funding email gsr@tus.ie
- Research involving human subjects requires prior approval by the TUS Research Ethics Committee (REC). Applications to the TUS Research Ethics Committee (REC) must at all times be submitted on the designated Application Form. If you need to make a Research Ethics application you can find application form & info here:
<https://www.ait.ie/contact/staff/quality/research-ethics> Email ethics@tus.ie .
- All other queries please email Graduate School Office gsr@tus.ie
- Any IT issues log them here <https://www.ait.ie/life-at-ait/campus-services/student-learning-portal>