External (Concurrent) Credit Form

Please use this form if you wish to apply for credit for External Learning that you completed during your research programme.

Please do not use this form if you are applying for credit you completed before you started your research programme (for example, in a previous Taught Master's programme). For Prior Learning, please refer to the Recognition of Prior Learning Policy.

Note: Submit this form to your School in the first instance within 3 months of completing the External Activity/Course. If your School approves it, they will then submit it to the Graduate Research Board (GRB) for final approval.

The GRB will not normally consider recommendations for the award of External Credit made in the final two trimesters of the maximum registration period for your programme (see Academic Regulations 7.10, 7.11, 8.12 and 9.10).

All applications require approval by the GRB before credit can be applied to your record. Your School will inform you of the GRB decision.

Student Number	
Full Name	
Email Address	
School	
Programme	
Start Date	
Stage	
Year	
Have your Supervisor(s) and Research StudiesPanel (RSP) approved this External Activity/ Course?	
Have you included this External Activity/Course in your Research and Professional Development Plan (RPDP)?	

How many credits are you requesting for this External Activity/Course? (Minimum 2.5 credits)	
Note: In most cases, 20 credits is the maximum number of credits that PhD students may receive in total in their programme from Prior Learning (e.g., credits from previous Taught Master's) and/or External Courses/Activities completed during their programme. Students on Collaborative Programmes and/or ones with special agreements in place should consult with their School/supervisor.	
Name of External Institution	
Brief Details of External Activity/Course	

Suitable Activities/Courses:

External activities/courses/modules that students take during their research programme and that would be equivalent to the standard of UCD modules in terms of learning outcomes, effort hours, curriculum and assessment. See Academic Regulation 3.16 for the standard information required in UCD Module Descriptors for reference.

See also Academic Regulation 7.33 in relation to the 30 taught credit requirement for PhD students: "The PhD programme must include educational and training elements, which develop the advanced knowledge, skills and competencies required for successful original research and/or support the acquisition of generic or transferable skills".

Unsuitable Activities/Courses:

- Conference attendance/presentations, except if part of a credit-bearing course/ module that includes an element of assessment
- Research visits/lab work at another institution which forms part of the student's research for their thesis
- Short-term work experience in another institution
- Short training courses in standard computer/software skills that would be a basic requirement for the student to conduct their research, are worth less than 2.5 credits and/or do not carry any element of assessment.

Date when you completed External Activity/Course *(Reminder: Please submit this form within 3 months of completing the External Course/Activity.)*	

Please attach Supporting Documentation.

Supporting Documentation should contain either of the following:

- Document from Course Provider confirming ECTS value of the External Activity/Course

  OR

- Document(s) from Course Provider confirming effort hours along with details of assessments completed.

Documentation should of course also confirm that you completed the External Activity/Course.

Signature	
Today's Date	

Please submit this form along with supporting documentation to your School. Your School will refer it to the Graduate Research Board (GRB) for final approval.