



Coláiste na hOllscoile Corcaigh  
University College Cork, Ireland

Adult Continuing Education at University College Cork

# Application Guide

Introduction to Data Stewardship



## Welcome!

We are delighted that you are choosing to apply to study with us at University College Cork. Please follow the steps outlined in this guide to complete your application for a part-time programme with Adult Continuing Education (ACE).

**Each step is explained in detail to help you through the process.**

|                   |                                                                                                                                                                                                                                                                             |       |
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If you are applying under the following category, additional steps are required.

**Please read the relevant guide/web page before starting your application:**

- Recognition of Prior Learning Applicant ([web page here](#) or [RPL Learner Guide HERE](#))

## Before you start!

### Your Email Address:

- You will need a valid email address to create or log in to your UCC Apply account.
- All important communications during the application process including password reset links, access codes and application reminders/notices will be sent to this email address.
- We recommend using an email address that you currently have, and will continue to have, access to throughout the application process.
- Keeping your email inbox open in a separate tab while completing your application may also be helpful.

### What to Prepare:

During the application process, you will be asked to provide a range of details, supporting documents and make your required payment if applicable. Preparing these in advance will help you complete your application smoothly and avoid delays.

### You will need:

- ☒ PPS number (if you are an Irish national)
- ☒ Passport-style photo (Details pg. 16)
- ☒ Proof of identity (Details pg. 17)
- ☒ Fee waiver code (Details pg. 14)

### You may also need:

- ☒ Details of existing qualifications (Details pg. 9)
- ☒ Full details of your work experience (Details pg. 12)

# STEP ONE

## Create a UCC Apply Account/Login

All programme applications must be submitted via UCC Apply.

To create an account or log in, go to:

UCC Apply 

In the window that appears, choose one of the following options:

**OPTION 1:**  
Click 'create account' if you need to set up a new account.

The image shows a 'Sign In' form with a 'Create Account' link. A red arrow points from the 'Create Account' link to the 'OPTION 1' text. Another red arrow points from the 'Email' input field to the 'OPTION 2' text. The form includes fields for Email and Password, a 'SHOW' button, a 'Forgot your password?' link, checkboxes for 'Remember Me' and 'Are you signed in from a public computer?', and a 'Sign In' button.

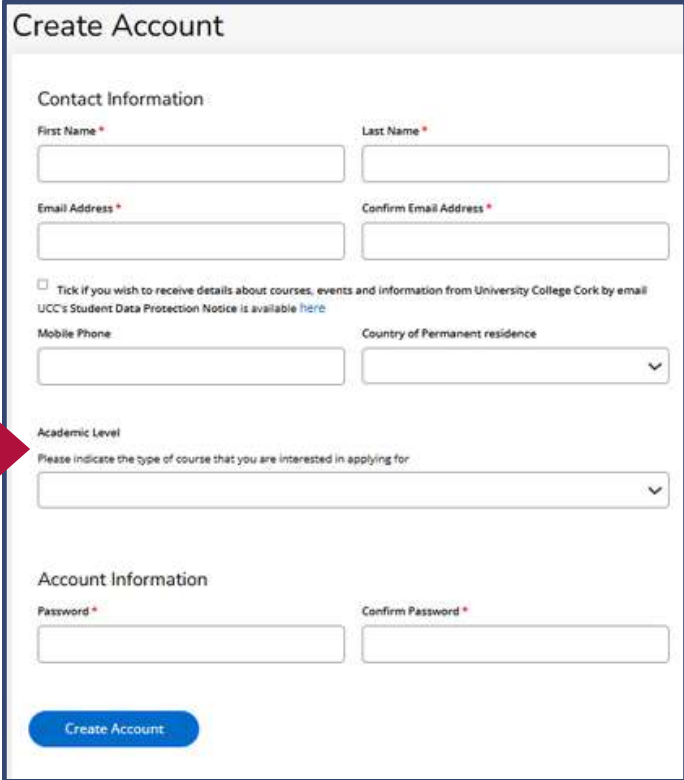
**OPTION 2:**  
Enter your email and password if you already have an account. Click sign in, then go to Step Two.

If you select **Create Account**, you will be asked to provide your:

- Name
- Email address
- Contact number
- Country of residence
- A password

**Select Academic Level**  
You must select:  
**Adult Continuing Education**

If you do not select this option,  
your programme will not appear  
in the application system.

The image shows a 'Create Account' form. It has sections for 'Contact Information' (First Name, Last Name, Email Address, Confirm Email Address, Mobile Phone, Country of Permanent residence), 'Academic Level' (Please indicate the type of course that you are interested in applying for), and 'Account Information' (Password, Confirm Password). There is a checkbox for receiving details from UCC and a 'Create Account' button at the bottom.

## Select Course Type

A second dropdown will appear.

**CHOOSE 'Microcredentials'**

**Course Type \***  

Microcredentials

## Select Programme & Entry Term

From the **Academic Programme** dropdown, **select 'Introduction to Data Stewardship - DH5001'**

**Academic Programme \***  

Introduction to Data Stewardship - DH5001

From the 'Entry Term' dropdown menu:

**Select the entry term that appears**

**Entry Term \***

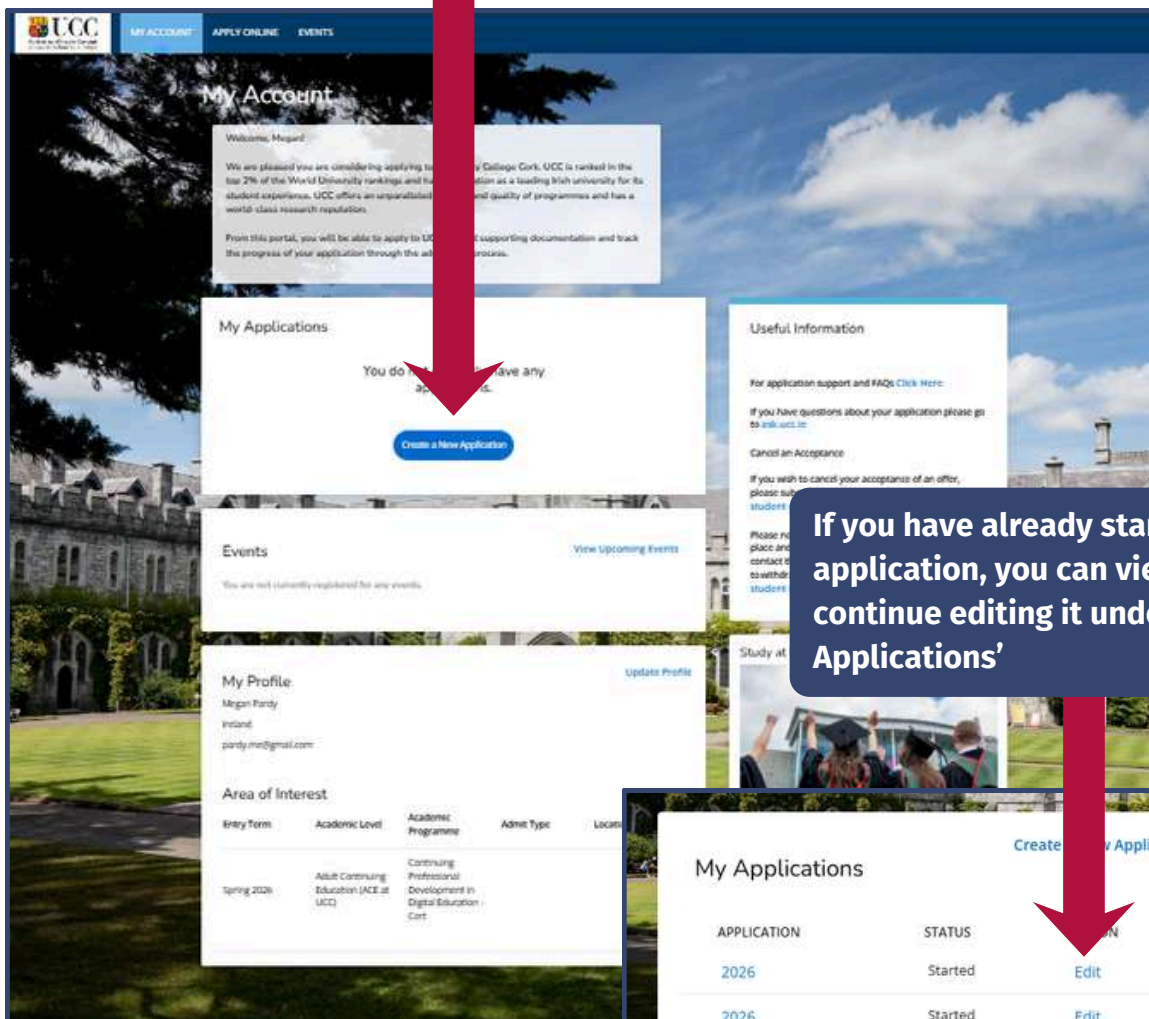
**Important:** You have now created an account, but you have not completed your application. Please progress to Step Two to continue.

# STEP TWO

## Create a New Application

Once you have created an account and logged in, you must:

**Select *Create a New Application*.**



If you have already started an application, you can view or continue editing it under 'My Applications'

### IMPORTANT: Access Code:

During the application process, you will be asked to enter an access code each time you log in.

This code will be sent to the email address you used when creating your account. Keeping your email open in another tab can help to easily access this code.

The screenshot shows the 'Complete Your Login' form. It includes a text input field for the 'Access Code \*', a 'Submit' button, and a 'Resend Access Code' button. A small note below the input field states: '\* An access code has been sent to your email. If you do not see it in your inbox, check your spam folder.'

## Application Type

After clicking Create a New Application, a list of application types will appear.

All ACE programmes must be applied for through the Adult and Continuing Education Application route.

**You must select:  
ADULT AND CONTINUING  
EDUCATION APPLICATION**

Do not select any other option (including Postgraduate or Microcredential), even if your programme is at postgraduate level or is a microcredential.

**Application**

Choose the appropriate application type below. Please note that you should only fill out one application.

- 1. Postgraduate Application**  
Use this application if you wish to study a Postgraduate Course.  
[Start a new Postgraduate Application](#)
- 2. International Undergraduate Application (Non-EU)**  
Use this application type if you wish to study an Undergraduate Course as a non-EU applicant.  
[Start a new International Undergraduate Application](#)
- 3. Visiting Student Application**  
Use this application type if you wish to study Undergraduate modules.  
[Start a new Visiting Student Application](#)
- 4. EU/EFTA/UK Undergraduate Application (Non-CAO)**  
Use this application type if you wish to study an Undergraduate (Non-CAO) Course as an EU/EFTA/UK applicant.  
[Start a new EU/EFTA/UK Undergraduate Application \(Non-CAO\)](#)
- 5. Adult and Continuing Education Application**  
Use this application type if you wish to study a course under the category of Adult & Continuing Education - See list of courses [here](#).  
[Start a new Adult & Continuing Education Application](#)
- 6. Apprenticeships (not currently open to applications)**
- 7. IMI Application**  
Use this application type if you wish to apply for IMI Programmes.  
[Start a new IMI \(Irish Management Institute\) Application](#)
- 8. Quercus Application**  
Use this application type if you wish to apply for a Quercus Scholarship.  
[Start a new Quercus Programme Application](#)

## Confirm Your Programme

A new screen will appear showing the programme you selected when setting up your account (see Step One).

If the programme is incorrect, select **Apply for a different programme**

**Online Application**

Spring 2026 - Continuing Professional Development in Digital Education - Cert

[Apply for a different programme](#) [Next](#)

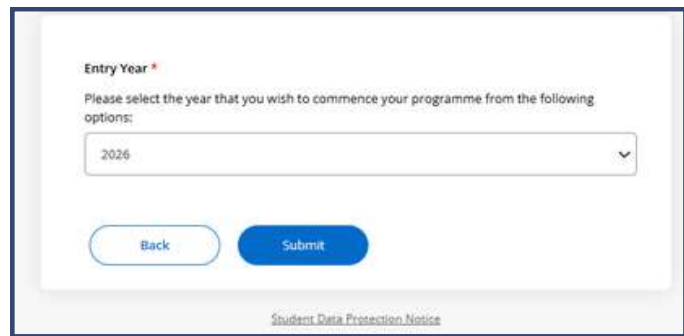
[Student Data Protection Notice](#)

If the programme shown is correct, click **Next**.

If selecting a different programme, you will be asked to enter:

- Entry Year
- Course Type
- Programme Title

(Refer to Step One for the correct selections).



## STEP THREE

### Submit Your Application

#### A. Personal Information

Complete your personal details. Fields marked with an asterisk (\*) are mandatory.

**Note:** If your nationality is Irish, you will be required to provide your PPS number.

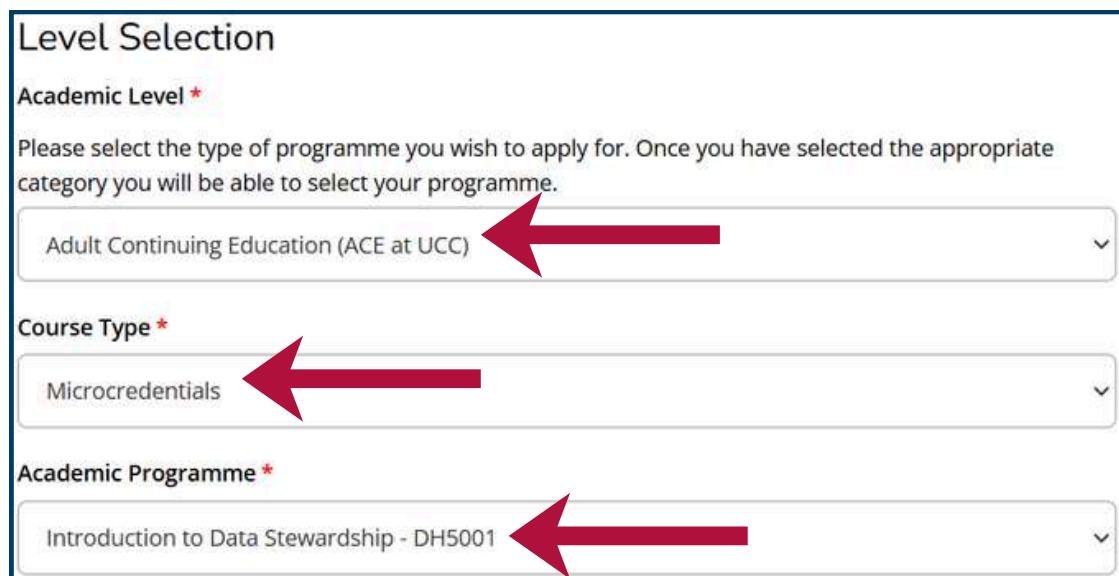
Click **Save and Continue**.



#### B. Academic Level

On the Academic Level tab reconfirm your choice:

- **Academic Level:** Adult Continuing Education (ACE at UCC)
- **Course Type:** Microcredentials
- **Academic Programme:** Introduction to Data Stewardship - DH5001



Click **Save & Continue**.

## C. Education Tab

In this section, you can add details of your Higher Education and/or Post-Primary Education by clicking the blue text on screen.

[+ Add Higher Education Institution / Other Relevant Qualification](#)

[+ Add Details of Post Primary Education](#)

### Adding an Institution

#### Enter your Organisation Name

(a mandatory field):

- Begin typing the name of your institution.
- A dropdown list of options will appear.
- You must select the correct institution from this list.



Higher Education Institution

Higher Education Institution / Other Relevant Qualification 1

[Delete Higher Education Institution / Other Relevant Qualification](#)

Organisation Name (full or partial)

In order to search by name, enter at least 3 characters of the name. Click on School Not Found if school not available in the dropdown list

Country

You may need to try variations of the name. For example, UCC appears as “University College Cork”.

#### If your institution does not appear:

- Select the “School not found” option below the dropdown.
- A text box will appear, allowing you to enter the institution name manually.

School Not Found

### Required Information

**The following are mandatory fields for each education entry added:**

#### Higher Education

- Qualification type (e.g. Cert, Dip,)
- Subjects studied
- Start & end month and year\*
- Confirmation of whether the qualification has been awarded
- Final grade/class (required if you indicate the qualification has been awarded)

#### Post-Primary Education

- Qualification title (e.g. Junior Cycle/Leaving Certificate )
- Start & end month and year\*

**All mandatory sections MUST BE completed for each item added.**

\*If your education is still in progress:

- Enter your expected completion year as the end year
- Indicate that the qualification is ongoing or pending by selecting the appropriate response to these questions:

#### For Higher Education:

Have you been awarded this qualification? \*

Pending

Yes

No

#### For Post-Primary Education:

Have you completed the course?

Yes

No

### Important: Check before you proceed to next step

Each time you click:

[+ Add Higher Education Institution / Other Relevant Qualification](#)

or:

[+ Add Details of Post Primary Education](#)

a new blank section will appear as follows:

Higher Education Institution / Other Relevant Qualification 2

[- Delete Higher Education Institution / Other Relevant Qualification](#)

Organisation Name (full or partial)

In order to search by name, enter at least 3 characters of the name. Click on School Not Found if school not available in the dropdown list

Country

If you add a section and leave it blank, **YOU MUST DELETE IT** before submitting your application. Otherwise, the system will prevent submission.

**To remove an unused section, please click the following alongside the unused section.:**

[- Delete Higher Education Institution / Other Relevant Qualification](#)

or:

[- Delete Details of Post Primary Education](#)

Click **Save and Continue**.

## D. Programme Tab

In this section, you will select:

- Academic Term
- Mode of Study
- Location
- Intake

Each dropdown will display only one option, based on the programme selected in the Academic Level tab.

You must select the available option in each field.

### **SPONSORED APPLICATIONS:**

In this section, you will be asked whether you are applying as a sponsored applicant. If you are funded through a **Sonraí Bursary**, this is not considered a sponsored application. **Please select NO.**

A fee waiver code is provided to you in a separate document which will be used later to bypass the payment stage of your application.

## E. English Proficiency

You must complete all questions in this section.

### **If English is not your first language:**

- You are required to meet the English language requirements for your chosen programme. These requirements are outlined on the relevant programme page.
- If you already have an English language test result, you may enter the details at this stage.

Minimum required scores for recognised English language tests (e.g. Duolingo, IELTS, TOEFL) are available here:

[UCC English Language Entry Requirements](#)



- If you do not yet have a test result, you may select “No” and submit your application. However, your application cannot be reviewed until a valid test result has been provided.
- You should arrange to complete an approved English language test as soon as possible. All test results must be submitted before the application closing date. No exceptions apply.

Click **Save & Continue**.

## F. Work Experience

You will be asked if you want to add work experience.

- Select **Yes** to add details
- Select **No** to continue without adding work experience

Would you like to add Work Experience?

Work Experience Confirmation

☐ Yes ☒ No

If you select **Yes**, you must complete all mandatory fields before submitting your application:

- Title of post
- Name of employer
- From/To month and year
- Summary of duties & responsibilities

You will not be able to submit your application if you leave the mandatory fields empty. If you no longer wish to add work experience, select **no** to the first question.

### Additional Application Options

In this section, you may indicate that you are:

#### Applying via Recognition of prior learning (RPL)

##### About Recognition of Prior Learning (RPL)

The RPL process is for applicants who have significant non-formal or informal (experiential) learning that may support:

- Admission or advanced entry to a programme where standard entry requirements are not met.
- Exemptions/credits for a module(s) if prior learning has already taken place in the specified area.

RPL is a rigorous process that should be planned for in advance of any application.

There is a specific process that RPL applicants must complete. If you think you may be eligible to apply via RPL, you should read this guide now:

[UCC RPL Applicant Web Page](#)



**If you are applying via RPL** please refer to the [RPL Learner Guide](#) for information on supporting documentation. If not, continue with this guide.

You are strongly advised to apply well in advance of the deadline to allow time for review.

Click **Save & Continue**

## G. Additional Questions

You will need to complete a description of any academic or professional training related to this programme and a motivational statement describing your motivation and readiness for this programme (Min 500 words - Max 1000 words).

You will also see a question asking if you are registered with a specific professional body. **You do not need to answer this question.**

Additional questions may also appear if you are applying with RPL.

Click **Save & Continue**.

## H. Confirmation

Review the confirmation statements and select **Yes** where required.

**Certification**

Please confirm the following before you submit your application. Please be aware that should your answer be 'No' to any of the statements below, your application will not be processed.

I confirm that the information given on this form is true, complete and accurate and no information that has been requested has been omitted.

☒ Yes ☐ No

By creating this account I give my consent to the processing of my data by University College Cork in order to review and consider this application. UCC's Student Data Protection Notice is available [here](#)

I agree that university can contact me with regard to my application. This could involve tasks such as requesting further information or arranging interview days.

☒ Yes ☐ No

Once you submit your application, you will be asked to provide supplemental items to support your application.

Enter your name as your electronic signature.

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true.

Firstname Surname

Signature Date \*

14/02/2025

Click **Preview Before Submission**

Previous Page

Save Application

Preview Before Submission

If any required fields are missing, a red notification box will appear at the top of the page indicating what still needs to be completed.



Once all required sections are complete, you will be shown a preview of your application. You can select:

- **Edit Application** to make changes, or
- **Submit** to proceed to Step Four



## STEP FOUR

### Fee Waiver & Payment

At this stage, you will be prompted to make a payment.

#### Fee Waiver Code & Bursary Guide

If you are a Sonraí Bursary recipient, please refer to your Bursary guide for the fee waiver code now.

#### Fee Paying Applicants

- Select the blue “Make Online Payment” button
- Follow the on-screen instructions to complete your payment

| DESCRIPTION                              | TOTAL    |
|------------------------------------------|----------|
| DH5001: Introduction to Data Stewardship | €1000.00 |
| Subtotal: €1000.00                       |          |
| Fee Waiver: €0.00                        |          |
| Total: €1000.00                          |          |

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.

## Check Required Payment in Advance

The full fee is due at the time of application.

**TIP:** See student loan scheme details and other financial supports here:

ACE Fees & Finance



## Refund Policies

Your application payment is fully refundable if you are not accepted onto the course, the course does not run, or you withdraw your application (via UCC Apply) before the course commences.

- If you are unsuccessful in your application, or the programme does not run, your refund will be processed by the Finance Team.
- If you wish to withdraw your application before the programme commences, you must:
  - Withdraw your application via UCC Apply
  - Request your refund via the Refund Request Form

The guide for withdrawals and refund requests (at application stage or after you have enrolled, [is HERE](#)).

For all other queries, please contact: [acefinance@ucc.ie](mailto:acefinance@ucc.ie).

## STEP FIVE

### Upload Supporting Documentation

Once you have completed the payment step, your application is now submitted **but not complete**. Your application will not be reviewed until you have uploaded all required documentation.

Login/go to your UCC Apply dashboard:

UCC Apply



Under *My Applications*, locate your programme application  
Click **View**

| My Applications                               |                 |        |
|-----------------------------------------------|-----------------|--------|
| APPLICATION                                   | STATUS          | ACTION |
| > Autumn 2025 - Autism Studies - Dip - ONLINE | Action Required | View   |

Select the **Upload Supporting Documentation** tab  
Select **Choose File** and select the file you wish to upload

| ITEM                                                                                                            | SUBMISSION STATUS | ACTION       |
|-----------------------------------------------------------------------------------------------------------------|-------------------|--------------|
| * Passport Photo                                                                                                | Not Received      | Choose Files |
| Please upload a passport style photo. Do not upload a photo of your passport in lieu of a passport style photo. |                   |              |

**You must then select Upload to submit the document**

Choose Files PROOF OF IDENTITY.png Upload

Once uploaded successfully, the submission status of the document will updated to **Received**.

Received Choose Files No file chosen  
PROOF OF IDENTITY.png (REMOVE)

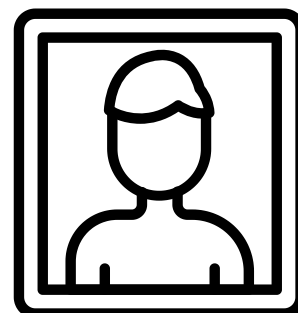
## Required Documents

You must upload the following documents:

- 1.Passport-style photo
- 2.Proof of identity document

## Taking a Passport-style Photo

- A selfie is acceptable if taken against a plain (not dark) background
- Ensure you are alone in the photo
- The image should clearly show you from the shoulders up, with a little space above your head
- You have full permission to smile



### IMPORTANT:

**Please do not upload**

- A photo of your Passport/Driver's Licence
- A cropped photo of your Passport/Driver's Licence

**We need only a clear passport-size style photo**



## Proof of Identity

You must upload a clear scanned copy of one of the following:

- Driver's licence
- Birth certificate
- Passport

### IMPORTANT:

You will be registered under the name shown on your proof of identity document. If you wish to be registered under a different name, you must provide supporting documentation confirming this change (e.g. Marriage Certificate or Deed Poll).

## Application Review & Queries

Once all required documentation has been uploaded, your application will be sent to the admissions team for processing.

## Emails, Reminders & Outstanding Documents

You will receive automated email updates throughout the process. These may include requests for additional documents, updates on your application status, and any required actions or payments.

Please read all emails carefully and check your spam/junk folder to ensure you do not miss any important communications.

## Further Assistance

- **Funding queries:** [researchdata@ucc.ie](mailto:researchdata@ucc.ie)
- **All other queries:** [ace@ucc.ie](mailto:ace@ucc.ie)



# Contact Information:

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**Email :**

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