

Postgraduate Research Administrative Process & Related Forms

First Points of Contact – Student Enrolment Team

Admissions / Registration Related Queries

Name	Extension No.	Admissions / Registration Related Queries
Triona Kirwan	8697	Supervisor Queries – PAC Application status Deferrals and Withdrawals
Gráinne Fagan	5102	Applicant/Student Queries – PAC Application received and initial processing; Offers, Acceptances and Registrations Deferrals and Withdrawals
Jennifer Yore	5594	Applicant/Student Queries – PAC Application received and initial processing; Offers, Acceptances and Registrations Deferrals and Withdrawals

First Points of Contact – Student Awards Team

Progression, Examination & Graduation Related Queries

Name	Extension No.	Progression, Examination & Graduation related queries
Claudine Devereux	8489	Supervisor Queries e.g. changes to supervisory arrangements; examiner appointments; thesis submission; examiner reports, Faculty Awards Boards
Anne-Marie Caherty	5944	Continuing Student Queries e.g. PGR2 Annual Progress Reports, PGR3 Transfers to PhD/Confirmation on PhD Register, PGR4s, thesis submission, graduation

Research forms

All research related forms are available online via staff and student portal pages under the Research tab and also at

<http://www.dcu.ie/registry/postgraduate/forms.shtml>

All forms can also be accessed via the relevant links on the following pages.

Student Enrolment Team

Application through PAC - http://www.dcu.ie/research/graduate_research/how_to_apply.shtml

Purpose

- To provide the University with adequate information to accept or reject an application to carry out postgraduate research

Information provided by Research Application

- Academic information about the applicant
- Other relevant information pertaining to the application/area of research
- Description of proposed area of research and name of proposed supervisor(s)
- Names of referees
- Evaluation report and recommendation from supervisor
- Details of financial support/grants etc.
- Special case recommendation if required

Registry Actions on Research Application	Responsibility
Ensure form is complete and that candidate has spoken to a supervisor	Student Enrolment (Triona/Gráinne/Jennifer)
Conduct a qualification equivalence assessment where appropriate	Student Enrolment (Triona)
Prepare memo for Graduate Studies Board (GSB) approval where appropriate	Student Enrolment (Triona)
Issue Offer letters	Student Enrolment (Triona/ Gráinne/ Jennifer)

Application for Special Case Entry to the PhD-track Register**Purpose**

- To allow prospective candidates who do not hold a taught Masters Degree in an appropriate discipline with first- or second-class honours **or** a Primary Degree in an appropriate discipline with first- or second-class honours, grade one, be considered for direct entry on to the PhD-track register
- To accompany a PAC Research Application, in the above case

Information provided

- Details of previous qualifications and results
- Details of project work undertaken during undergraduate and post-graduate studies
- Recommendation from supervisor and Head of School/Research Convenor to Graduate Studies Board (GSB).

Registry Actions on Special Case Entry to PhD-track	Responsibility
Ensure all candidates details are correct	Student Enrolment (Triona)
Prepare memo for Graduate Studies Board (GSB) approval	Student Enrolment (Triona)
Copy to student's file	Student Enrolment (Triona)

Application for Special Case Entry to the Master's Register**Purpose**

- To allow prospective candidates who do not meet the standard entry requirements to be considered for direct entry on to the Master's register
- To accompany a PAC Research Application, in the above case

Information provided

- Details of previous qualifications and results
- Details of project work undertaken during undergraduate and post-graduate studies
- Recommendation from supervisor and Head of School/Research Convenor to Graduate Studies Board (GSB).

Registry Actions on Special Case Entry to Masters	Responsibility
Ensure all candidates details are correct	Student Enrolment (Triona)
Prepare memo for Graduate Studies Board (GSB) approval	Student Enrolment (Triona)

Student Awards Team

PGR2: Annual Progress Report

Purpose

- To provide an annual update on the progress of a research student
- To provide information to the University as to whether the student has made adequate progress and is continuing or is progressing to final year
- To allow students to register for the following academic year

Relevant information provided by PGR2 form

- Report from Student on their progress for relevant academic year
- Report from Supervisor on the student's progress certifying that the student **has or has not** maintained satisfactory progress
- Recommendation section with Head of School or Nominee's signature

Registry Actions on PGR2 form	Responsibility
Log receipt of PGR2 form	Student Awards (Claudine /Anne-Marie)
Identify students whose PGR2 form has not been submitted and follow up with supervisor	Student Awards (Claudine /Anne-Marie)
Progress student to next Study Period as continuing (block code P) or final year (block code P0) to allow for on-line registration	Student Awards (Claudine /Anne-Marie)
Copy to student's file	Student Awards (Claudine /Anne-Marie)

Note: It is each student's own responsibility to register on-line during the annual on-line registration period in September/October. **Registry staff do not identify or follow-up on students who fail to register.**

PGR3: Application for Transfer to PhD Register or Confirmation on the PhD Register

Purpose

- To inform the University that a student is both ready and has the academic capability to progress to the PhD register from the PhD-track register or to transfer to the PhD register from the Masters register
- To be submitted to the Graduate Studies Board (GSB) for approval

Information provided by PGR3 form

- Report on research and oral examination by Supervisor(s)/Internal Examiner
- Recommendation signed by Supervisor(s)/Internal Examiner/Head of School or Nominee

Registry Actions on PGR3 form	Responsibility
Ensure form is complete and prepare for submission to Graduate Studies Board (GSB)	Student Awards (Claudine/Anne-Marie)
Following approval, inform student, supervisor(s) and Faculty Office	Student Awards (Claudine /Anne-Marie)
Amend the student's record accordingly	Student Awards (Claudine /Anne-Marie)
Issue new student card with student letter	Student Awards (Claudine /Anne-Marie)
Copy to student's file	Student Awards (Claudine /Anne-Marie)

PGR4: Notification of Intention to Submit Thesis for Examination

Purpose

- To allow the student to give at least 3 months notice of their intention to submit their thesis for examination
- To nominate the internal examiner(s)
- To nominate the external examiner(s)
- To be submitted to the Graduate Studies Board (GSB) for approval

Information provided by PGR4 form

- Student gives 3 months notice of intention to submit thesis for examination to supervisor
- Internal examiner(s) nominated
- External examiner(s) nominated
- Signatures: Student, Supervisor(s), Head of School or Nominee
- Must be accompanied by CV for External Examiner and 200 word Abstract of Thesis

Registry Actions on PGR4 form	Responsibility
Ensure form is complete, check proposed externs previous appointments with DCU and prepare form for submission to Graduate Studies Board (GSB)	Student Awards (Claudine / Anne-Marie)
Once approved, a letter of invitation is issued to external examiner(s) along with abstract of thesis	Student Awards (Claudine /Anne-Marie)
Inform supervisor(s) if nominated external examiners appointments have been approved and notify supervisor(s) when examiners have formally accepted their appointment	Student Awards (Claudine /Anne-Marie)
Once soft bound thesis is received, it is sent to Internal and External examiners for examination	Student Awards (Anne-Marie/ Claudine)
Copy to student's file	Student Awards (Claudine /Anne-Marie)

PGR6: Examination Report for the Award of a Higher Degree

Purpose

- To inform the relevant Faculty Awards Board for Research Degrees in its deliberations to recommend the candidate to Academic Council for the appropriate award
- To record the examination reports for a thesis (internal examiner, external examiner, viva voce details)
- To confirm that the viva voce was carried out in accordance with University regulations
- To detail corrections suggested by the examiners
- To record confirmation that all corrections have been implemented

Information provided by PGR6 form

- Examination report from External examiner(s)
- Examination report from Internal examiner(s)
- Report from Viva Voce (oral examination)
- Confirmation from Independent Chair at Viva Voce that the oral examination was conducted in a reasonable and equitable manner
- Confirmation that corrections have been implemented
- Signatures: External Examiner(s), Internal Examiner(s), Supervisor(s), Independent Chairperson

- The form should be accompanied by two copies of the hardbound thesis, a loose copy of the thesis abstract and PGR7 / PGR8 where relevant and a PGR12.

Registry Actions on PGR6 form	Responsibility
Ensure that the form is complete, check all signatures and dates are present, follow-up if not	Student Awards (Claudine /Anne-Marie)
Ensure two hard-bound copies of the thesis are submitted with a signed and dated declaration page	Student Awards (Claudine /Anne-Marie)
Check that all the other forms are complete for each student, including PGR7, PGR8, PGR12	Student Awards (Anne-Marie)
Prepare paperwork for Faculty Awards Board for Research Degrees	Student Awards (Claudine)
Schedule and attend Faculty Awards Board meetings, answer queries on paperwork as necessary etc.	Student Awards (Claudine)
Prepare report on award recommendations for Academic Council and Graduation team	Student Awards (Claudine)
Once approved by Academic Council, update student record with overall result, approval dates, and issue transcript	Student Awards (Claudine /Anne-Marie)
Copy to student's file	Student Awards (Claudine/Anne-Marie)
Send one copy of thesis to library and one copy to the supervisor	Student Awards (Claudine /Anne-Marie)
Arrange payment of fee and expenses to external examiners	Student Awards (Claudine /Anne-Marie)

PGR7: Thesis Access Consent form

Purpose

- University Regulations for Postgraduate Degrees by Research and Thesis require candidates for a higher degree to sign a declaration form (PGR7), at the time of submission of a thesis for examination, permitting their thesis to be made available for consultation, copying, (within the confines of the 1963 Irish Copyright Act), inter-library loan, and for inclusion in any list of theses published by the University, or in any other publication or listing, of theses accepted for higher degrees, to which the university may decide to contribute.

Information provided by PGR7 form

- Signed declaration from the student to allow access to their thesis
- Permanent contact details
- Title of final approved thesis

Registry Actions on PGR7 form	Responsibility
Ensure form is present, completed and signed before sending the hard-bound copy of the thesis to the library	Student Awards (Claudine /Anne-Marie)
Verify contact details on ITS and update if necessary	Student Awards (Claudine /Anne-Marie)
Copy to student's file	Student Awards (Claudine /Anne-Marie)

PGR8: Restriction of Access to Thesis Form**Purpose**

- Where questions of the confidentiality of the contents of a thesis arise, candidates may request and obtain temporary restriction of access to their thesis up to a maximum of four years for sufficient cogent reasons.

Information provided by PGR8 form

- Application from the student to restrict access to their thesis
- Substantive reasons for the restriction (e.g. a patent is awaited)
- Approval by supervisor

Registry Actions on PGR8 form	Responsibility
Ensure form is present, completed and signed	Student Awards (Claudine /Anne-Marie)
Verify contact details on ITS and update if necessary	Student Awards (Claudine /Anne-Marie)
Copy to student's file & copy to Library attached to thesis	Student Awards (Claudine /Anne-Marie)
Ensure that library staff are aware of the existence of the PGR8 when sending the hard-bound copy of the thesis to the library	Student Awards (Claudine /Anne-Marie)

PGR12: E-Thesis Submission Declaration Form**Purpose**

- To inform the University that an electronic version of the final thesis has been submitted to the Library prior to Graduation

Information provided by the PGR12

- Information including Student name & signature, ID number, School, Thesis title, Supervisor(s) or Internal Examiner name & signature, date of submission of e-thesis and deposit serial number

Registry Actions on PGR12 form	Responsibility
Ensure form is complete and that the relevant field in /NSRES 3 on ITS is updated with submission date	Student Awards (Claudine /Anne-Marie)
The original form should be kept on student file and a copy sent to the relevant person in the Library following graduation	Student Awards (Claudine /Anne-Marie)

R-103: Change to Supervisory Arrangements**Purpose**

- To propose a new supervisor(s) or an additional co-supervisor for a research student
- To inform the Graduate Studies Board (GSB) of the reason for the change

Information provided by R-103 form

- Information including Student name, ID number, current supervisor(s), proposed new supervisor(s)
- Reason for the proposed change
- Signatures: Student, Current supervisor(s), Proposed supervisor(s), Head of School or Nominee

Registry Actions on R-103 form	Responsibility
Check that form is complete, all required signatures and dates are present & prepare for submission to the Graduate Studies Board (GSB)	Student Awards (Claudine /Anne-Marie)
Once the change is approved, inform all parties – student, current supervisor(s) & new approved supervisor(s)	Student Awards (Claudine /Anne-Marie)
Copy to student's file	Student Awards (Claudine /Anne-Marie)

R-32R – Application for Deferral – Postgraduate Research

Purpose

- To inform the Registry that a student wishes to defer his or her place
- To inform the Finance Office of a research student's intention to defer

Information provided by R-32R form

- The period to be deferred is specified
- Reason for deferral is stated
- Expected Date of Return
- Signatures: Student, Supervisor, Head of School or Nominee

Registry Actions	Responsibility
Check form is complete and all required signatures are present	Student Awards (Claudine)
Pass on to Student Enrolment for processing	Student Awards (Claudine)
Copy to student's file	Student Awards (Claudine)
Update database as required CC to Finance	Student Enrolment (Triona / Jennifer /Gráinne)

R27 – Notification of Withdrawal from DCU

Purpose

- To inform the Registry of a research students intention to withdraw from the University
- To inform the Finance Office of a research student's withdrawal from the University
- To inform the Supervisor(s) of a research students intention to withdraw from the University

Information provided by R27 form

- Information including Student Name, ID number, programme, study period
- Declaration by the student of intention to withdraw, discharge of debts and that he/she is not in possession of books belonging to the University library
- Reason for withdrawal
- Finance Office section confirming that student has withdrawn, has returned all books to the library and whether or not there is an outstanding debt to the library
- Section for Internal Supervisor confirming that student has withdrawn

Registry Actions	Responsibility
Check that form is complete and that all required signatures are present	Student Awards (Claudine)
Pass to Student Enrolment for processing	Student Awards (Claudine)
Copy to student's file	Student Awards (Claudine)
Update database accordingly	Student Enrolment (Yvonne)
Pass relevant sections to Finance Office, Library and to Internal Supervisor	Student Enrolment (Yvonne)