

Guidance & Instructions for Completion of Form

- Please refer to the [Guidance on Electronic Completion & Submission of PGR Forms](#) prior to completion of the report. Only typed forms will be accepted.
- Completed reports must be submitted to postgraduate.research@dcu.ie at least two weeks in advance of the Graduate Research Studies Board (GRSB) meeting. [Please click here for Registry submission deadlines](#)
- All applications for entry to DCU postgraduate research programmes must be submitted via the university's [Student Application Portal](#) and are subject to the normal eligibility requirements for research programmes.
- Where advanced entry is proposed, the Supervisor should indicate that a PGR15 is pending review by GRSB on the *Research Supervisor Assessment* form on [Student Application Staff Portal](#).

A. Candidate Details

Name of Candidate	
Application ID Number	
Previous DCU Student ID Number (If applicable)	

B. Current Programme Information (To be completed by the applicant)

Institution		Programme (PhD-track, PhD, MA, MSc etc.)	
Date of Entry		Current Year of Study (Year 1, Year 2 etc.)	
Number of Months Research Completed		Mode of Registration (please tick as appropriate)	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>

Rationale for transferring to DCU:

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C. Applicant Declaration:

i) I enclose written statements from my current institution confirming:

- That my current supervisor in my institution supports this transfer (no IP transfer issues etc.)
- The duration of my current research studies in that institution;
- That I have maintained good progress in my studies to date and met progression requirements;
- That I am in good financial standing with that institution;
- That I am not currently subject to any disciplinary proceedings;
- Did your current research studies require University Ethical approval? If yes, please provide the appropriate ethical submission and the institutional approval letter.

ii) My studies are funded and I enclose written evidence of permission from the funding body to move the fellowship or source grant to DCU.

OR

My studies are self-funded.

Sign: _____

Print: _____

Date: _____

Applicant

D. Proposed DCU Registration (To be completed by Proposed Principal Supervisor)					
Research Programme	DBA <input type="checkbox"/>	DProfElite <input type="checkbox"/>	Dpsych <input type="checkbox"/>	EdD <input type="checkbox"/>	PhD <input type="checkbox"/>
	MA <input type="checkbox"/>	MEng <input type="checkbox"/>	MSc <input type="checkbox"/>	LLM <input type="checkbox"/>	MPhil <input type="checkbox"/>
	MBS <input type="checkbox"/>	MEd <input type="checkbox"/>			
School					
Proposed Registration Date¹		Mode of Registration (please tick as appropriate)		Full-time <input type="checkbox"/>	
				Part-time <input type="checkbox"/>	
Study Period on Entry (Year 2, Year 3 etc.)		Applicant will be Resident in Ireland		Yes <input type="checkbox"/>	
				No ² <input type="checkbox"/>	
If entry to the full PhD register (rather than PhD-track) is proposed, please provide the rationale (Include, where relevant, details of any transfer/confirmation processes undertaken at the current institution):					
Where University Ethical approval was granted by the previous Institution, please provide details below attesting that the research conducted to date was carried out in line with that approved:					
Supervisor(s)	Principal/ Joint Principals	Secondary Internal (where relevant)	Secondary External (where relevant)	Independent Panel Member	

E. Proposed DCU Registration (To be completed by Proposed Principal Supervisor)		
Sign: _____	Print: _____	Date: _____
Principal Supervisor(s)*		
Sign: _____	Print: _____	Date: _____
Head of School/Nominee (A Nominee may be the Research Convenor or Deputy Head of School)		
Countersignature: _____	Print: _____	Date: _____
*Where the Principal Supervisor is also the Head of School, a countersignature is required (e.g. a Research Convenor or Deputy Head of School).		
Note: Insert additional signature lines if required and identify the role of that person.		

Data Protection Notice

Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the Registry Data Protection Notice, which can be viewed at the following website address: <https://www.dcu.ie/registry/data-protection-notice.shtml>

¹ If approved, the registration date will normally be used as the basis for determining minimum and maximum timescales for assessment and registration (e.g. a candidate who registers as a full-time year 2 student in January will normally be deemed to have completed 17 months of study: they will be permitted to submit PGR4 after 31 months and will reach their maximum registration period in August of Year 5).

² If candidate will be residing abroad, a PGR13 form and remote supervision agreement are also required.