

Dublin City University Postgraduate Research Studies**Notification of Intention to Submit Thesis for Examination**

(Please Type)

Current Academic Year 20__/20__

SECTION A1 To be completed by Candidate

Name of Candidate:		
Student ID Number:		
Date of Entry to Research Programme:		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Title of Award Sought: <i>(Please tick as appropriate)</i>	PhD <input type="checkbox"/> EdD <input type="checkbox"/> DBA <input type="checkbox"/> DMusPerf <input type="checkbox"/> DPsych <input type="checkbox"/> MA <input type="checkbox"/> MBS <input type="checkbox"/> MEng <input type="checkbox"/> MSc <input type="checkbox"/> LLM <input type="checkbox"/>	
Title of Thesis:		
Name(s) of Supervisor(s):		
School:		

I herewith give three months notice of my intention to submit the above thesis for examination for the award of the degree stated above and I have appended a typed 200-word abstract of my work.

I further confirm that the length of the thesis to be submitted will be within the maximum limit set out in the Academic Regulations for Postgraduate Degrees by Research & Thesis

90,000 words of text for Doctorate 45,000 words of text for Masters
*(Please tick as appropriate)*Signature: _____
Postgraduate Candidate

Date: _____

SECTION A2 To be completed by Internal Supervisor(s)

I/We herewith acknowledge that the above named candidate has completed his/her period of study and research for the above degree and is eligible to submit his/her thesis for examination.

Signature: _____
Supervisor

Date: _____

Signature: _____
Co-Supervisor

Date: _____

N.B. Examiners' Reports and Recommendations will be referred to the next meeting of the relevant Faculty Awards Board for Research Degrees. There will be two meetings per calendar year of each of the Faculty Awards Boards for Research Degrees scheduled in advance of each of the two graduation ceremonies. The meetings are timed to facilitate consideration and approval by Academic Council of the outcomes of the examination process. The fixing of the above dates thus provides clear benchmarks to candidates for postgraduate degrees by research planning to submit their theses.

N.B. On completion, this form should be returned to Student Awards, Registry, at least **two weeks** in advance of the scheduled meeting of the Graduate Studies Board (GSB). See Schedule of Meetings at <http://www.dcu.ie/timetables/>

SECTION B Nomination of Examiners (see also Section C)**To be completed by Supervisor(s) and Head of School**

N.B. Please refer to **Section 8 Appointment Procedures** of the Academic Regulations for Postgraduate Degrees by Research & Thesis at http://www.dcu.ie/info/regulations/postgraduate_regulations_h.shtml and the **Conflict of Interest Policy** at http://www.dcu.ie/rss/research_policies.shtml. **It must be ensured that no issues arise that would preclude nominees from acting as examiners.**

Nominated Internal Examiner (Who should not be the Internal Supervisor)

Name:	
Qualifications:	
Nature of Current Post:	
School:	

Nominated External Examiner (N.B. Please also complete outline CV page 4)

Name:	
Qualifications:	
Nature of Current Post / Responsibilities:	
Reasons for Appointment: (please give details of expertise in field etc.)	

The above-mentioned is herewith recommended for appointment as External Examiner for the candidate referred to in Section A and **has no associations with DCU that are in contravention of regulations.**

The candidate is/was is not/was not (tick as appropriate) a member of staff of the University as defined in Section 8.2 of Academic Regulations for Postgraduate Degrees by Research and Thesis.

Signed: _____
Head of School / Nominee

Date: _____

Print name: _____

Countersignature*: _____

Date: _____

Print name: _____

*Where the Head of School is also an Internal Supervisor, a countersignature will be required.

Note: A Nominee may be the Research Convenor, Associate Dean for Research or Deputy Head.

N.B. On completion, this form should be returned to Student Awards, Registry, at least **two weeks** in advance of the scheduled meeting of the Graduate Studies Board (GSB). See Schedule of Meetings at <http://www.dcu.ie/timetables/>

SECTION C Additional Examiners

To be completed by Supervisor(s) and Head of School (as required)

Academic Regulations for postgraduate degrees by research and thesis provide for the appointment of additional examiners. In the case of a candidate who is/was a member of the staff of the University, it is a requirement to have the examination conducted by two External Examiners. If it is intended or required to appoint additional examiners, details of those nominated to act in this capacity should be given below.

Nominated Additional Internal Examiner

Name:	
Qualifications:	
Nature of Current Post:	
School:	

Nominated Additional External Examiner (N.B. Please also complete outline CV page 4)

Name:	
Qualifications:	
Nature of Current Post / Responsibilities:	
Reasons for Appointment: <i>(please give details of expertise in field etc.)</i>	

The above-mentioned is herewith recommended for appointment as External Examiner for the candidate referred to in Section A and **has no associations with DCU that are in contravention of regulations.**

Signed: _____ Date: _____
Head of School / Nominee

Print name: _____

Countersignature*: _____ **Date:** _____

Print name: _____

*Where the Head of School is also an Internal Supervisor, a countersignature will be required.

Note: A Nominee may be the Research Convenor, Associate Dean for Research or Deputy Head.

N.B. On completion, this form should be returned to Student Awards, Registry, at least **two weeks** in advance of the scheduled meeting of the Graduate Studies Board (GSB). See Schedule of Meetings at <http://www.dcu.ie/timetables/>

Outline <i>Curriculum Vitae</i> for Nominated External Examiners for Research Students

Title	
First Name	
Surname	
Current Position in home institution	

CONTACT DETAILS	
Home institution	
Contact Address	
Telephone	
E-mail	
Webpage	

Academic and Professional Qualifications	
Main Research Interests	

Five publications of particular relevance to the area covered by the candidate's research. <i>(Please give full citation and date of publication)</i>
1.
2.
3.
4.
5.

Nature and extent of experience of examining research candidates

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