**Application for Transfer to or Confirmation on, the PhD Register**

*(N.B. Only Typed Forms will be accepted by the GRSB)*

### A. CANDIDATE DETAILS

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Student ID Number</td>
<td></td>
</tr>
<tr>
<td>Date of Entry into the Research Programme</td>
<td>Numbers of Months Research Completed:</td>
</tr>
<tr>
<td>Current Registration Status (please tick as appropriate)</td>
<td>Current Registration Mode (please tick as appropriate)</td>
</tr>
<tr>
<td>Master’s ☐ PhD-track ☐ Professional Doctorate ☐</td>
<td>Full-time ☐ Part-time ☐</td>
</tr>
<tr>
<td>Title of Thesis</td>
<td></td>
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<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>Supervisor(s)</td>
<td>Principal/ Joint Principals</td>
</tr>
<tr>
<td>Other Panel Member(s)*</td>
<td></td>
</tr>
<tr>
<td>Internal Examiner(s)</td>
<td></td>
</tr>
</tbody>
</table>

* Other Panel members and Secondary Supervisors are not required to sign this form.

### B. EVALUATION

The Principal Supervisor(s) together with Internal Examiner(s) nominated by the Head of School are required to:

1. evaluate critically the written report submitted by the student on the programme of research carried out to date;
2. subject the student to an oral examination to determine progress, potential and suitability for confirmation/transfer and to ascertain whether or not the future work envisaged is likely to be appropriate to merit consideration for the award of a PhD.

As these reports constitute a formal record of an important university process, comments should allude to the specifics of the project, and be reasonably detailed. This does not preclude provision of annotated documents or other extensive feedback on minor issues directly to the student.

1) **Report on Written Submission** (to be completed jointly by Principal Supervisor(s) and Internal Examiner(s))

2) **Report on Oral Examination** (to be completed jointly by Principal Supervisor(s) and Internal Examiner(s))
C.  **ANTICIPATED THESIS FORMAT** *(Please tick as appropriate)*

- Traditional Format ☐
- by Publication ☐
- by Portfolio/Composition ☐

Please indicate if the **award** is subject to any joint agreements. If so, give details:

D.  **COMMENTS (IF APPLICABLE)**

The Principal Supervisor(s) and Internal Examiner(s) are asked to provide below details of specific guidance, if any, which may be of assistance to the student in his/her future programme of research:

E.  **RECOMMENDATIONS**

The Principal Supervisor(s) and Internal Examiner(s) are asked to indicate their recommendation by placing a tick (✓) in the relevant boxes.

☐ We concur with the recommendations stated in this report and certify that the candidate **should** progress to the PhD Register.

☐ We concur with the recommendations stated in this report and certify that the candidate **should not** progress to the PhD Register.¹

☐ The candidate may be invited to complete such research as will allow him/her to graduate with a **Master's** degree.

Sign: ___________________  Print: ___________________  Date: ____________

**Principal Supervisor(s)**

Sign: ___________________  Print: ___________________  Date: ____________

**Internal Examiner(s)**

*Insert additional signature lines if required and identify the role of that person.

F.  **ENDORSEMENT BY HEAD OF SCHOOL**

All applications for transfer to or confirmation on the PhD Register must carry the endorsement of the Head of School and a copy of the report must be provided to the candidate. This should be indicated by completion of the statements below.

I concur with the recommendations stated above:

Sign: ___________________  Print: ___________________  Date: ____________

**Head of School or Nominee** (A Nominee may be the Research Convenor or Deputy Head)

Countersignature*: ___________________  Print: ___________________  Date: ____________

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

G.  **STUDENT ACKNOWLEDGEMENT**

I have read and note the recommendations stated above:

Sign: ___________________  Print: ___________________  Date: ____________

**Student**

*Data Protection Notice*

Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the DCU Data Protection Policy which can be viewed at the following website address:


¹ A student may undergo a second transfer process within 6 months.