

CARD FEE 2022-23 – Terms and Conditions

Research students must complete their registration for 2022-23 in August 2022¹ and pay the appropriate research fee. Those full-time and part-time students who are coming to the end of their research master's or PhD and whose soft bound thesis will be submitted between 12th September 2022 and 9th December 2022 are invited to **make an application** for the Card Fee. **Qualification** as a Card Fee student for 2022-23 will only be confirmed upon submission of the soft bound thesis in the format required by Registry by **Friday 9th December 2022**.

The Card Fee is a scheme run by the Graduate Studies Office (GSO), in cooperation with the Fees office and Registry. It facilitates a student's progression through the closing stages of their research degree by enabling them, when qualifying conditions are met, to avail of a reduced fee instead of the usual fee associated with their year of study. The Card Fee for 2022-23 will be **€150**.

Card Fee: eligibility

The table below outlines research student eligibility for the Card Fee, calculated on their year of registration in 2022-23. Those students with mixed full-time/part-time registration periods over the course of their study should contact the GSO:

Cohort	Year of registration in 2022-23 to be eligible for Card Fee	DCU Maximum Registration Period	Fee payment requirements for Card Fee
PhD full-time <i>Mixed registration or deferred study periods contact GSO</i>	Years 5+	5 years	Must have paid at least 4 years full-time fees
PhD part-time <i>Mixed registration or deferred study periods contact GSO</i>	Years 6+	7 years	Must have paid at least 5 years part-time
Masters by research full-time <i>Mixed registration or deferred study periods contact GSO</i>	Years 3+	3 years	Must have paid at least 2 years full-time fees

¹ Card Fee applicants must follow usual registration procedures. To facilitate a student's registration for the 2022-23 academic year an online PGR2 should be completed by Friday 15th July 2022. Continuing students will register during the period 15th to 28th August (TBC).

Masters by research part-time <i>Mixed registration or deferred study periods contact GSO</i>	Years 4+	5 years	Must have paid at least 3 years part-time fees
Professional Doctorate	Years 5+	6 years	Must have paid at least 2 years full-time & 2 years part-time fees

Card Fee: how to apply

Applicants must:

1. submit a **CARD FEE DECLARATION** to the Graduate Studies Office (scholarships.graduatestudies@dcu.ie) on or before **Monday 8th August 2022**.
2. submit a **PGR4 Intention to Submit Thesis for Examination** to Registry (postgraduate.research@dcu.ie) by **Thursday 4th August 2022**.
3. Where students have exceeded the DCU Maximum Registration Period (see table above) a **PGR14** will need to be submitted to Registry (postgraduate.research@dcu.ie) by **Thursday 4th August 2022**.

Payment of Card Fee

Where an applicant is to pay the Card Fee themselves, they should pay this directly to the Fees office by **Thursday 1st September 2022**. Details on how to pay can be obtained at the following link <https://www.dcu.ie/fees/payment-methods> although the automated 'Easy Pay' telephone service is recommended for paying the Card Fee – phone **01 253 0219**.

Alternatively, a subcost code to cover the €150 should be included on the Card Fee Declaration.

Card Fee qualification

Applicants will only qualify for the Card Fee upon submission of their soft bound thesis to Registry in the format required on or before **Friday 9th December 2022**. (Students should make contact with Registry at postgraduate.research@dcu.ie in advance of soft bound submission). Students who submit by 9th December 2022 will have the opportunity of next graduating in Autumn 2023.

Applicants who have met the deadline do not receive confirmation as such from the GSO that they have qualified for the Card Fee. The Fees office however will be contacted on their behalf to ensure that their fee status for 2022-23 is updated.

Card Fee deadline not met

In the event that an applicant does not meet the Card Fee deadline, their fees will revert to the full fee appropriate to their full-time or part-time year of study. The GSO will notify the Fees office of those applicants who have qualified for the Card Fee and those who have not. Applicants cannot change registration status at this point. Registration status can only be changed at the beginning of the academic year.

In line with current protocol, the Fees office will write to those applicants who have not qualified (and who are responsible for paying their own outstanding fees), giving them a 7-day period in which to make contact and after this, if no contact is made, the applicant's account will be blocked. Note that it may be possible for an individual payment plan for the outstanding fees to be agreed with the Fees office (fees@dcu.ie).

If the applicant does not make contact with the Fees office, the GSO will contact Heads of Schools to make them aware of the applicant's fees situation and to ascertain if the student still wants to engage in their research or will be withdrawing. Any outstanding fees debt in respect of non-engagement/withdrawal will, eventually, be referred to an outside agency for collection.

Full Resubmission

Applicants who submit their soft bound thesis and attain Card Fee status for 2022-23, but subsequently require a **full resubmission** of the thesis following their VIVA, will have their Card Fee status relinquished at this point and will pay the full fee appropriate to their registration status for 2022-23. This is in keeping with the *DCU Executive Statement on Research Fees* from January 2013 and the outstanding amount is to be paid directly following the VIVA. It will be possible for the applicant to apply for the Card Fee again in the next academic year. (Students can apply for the Card Fee more than once but can only qualify once).

€150 Examination Fee

Research students who have completed their registration for 2022-23 and who have already submitted a soft bound thesis before 12th September 2022 are considered to be in the examination period and will instead qualify for the **Examination Fee** and pay **€150 fees** for 2022-23 (same amount as the Card Fee). There is no paperwork associated with the Examination Fee. A Card Fee application is therefore not applicable.

Graduation Dates

Those who qualify for the Card Fee will mostly graduate in Autumn 2023. Some may graduate in *Spring 2023* if they have submitted their soft bound thesis by an early Registry submission deadline of **Thursday 13th October 2022** and go on to submit their final hard-bound thesis by **Wednesday 11th January 2023**. Note that these are provisional dates to be approved by Academic Council and will be updated when available at the following Registry webpage:

<https://www.dcu.ie/registry/postgraduate-research-registry>

Summary – for Card Fee qualification

Requirement	Deadline for submission	Details
Online PGR2 (registration for 2022-23)	Friday 15 th July (all students)	via pgr2online.dcu.ie
PGR4	Thursday 4 th August 2022	Submit to Registry (postgraduate.research@dcu.ie)
PGR14 (where necessary)	Thursday 4 th August 2022	Submit to Registry (postgraduate.research@dcu.ie)
Card Fee Declaration	Monday 8 th August 2022	Submit to Graduate Studies Office (scholarships.graduatestudies@dcu.ie)
Soft bound submission – early deadline	Thursday 13th October 2022 <i>(date to be approved)</i>	Submit to Registry - contact postgraduate.research@dcu.ie in advance. Possible Spring 2023 graduation.
Final Soft bound submission deadline for Card Fee	Friday 9th December 2022	Submit to Registry – contact postgraduate.research@dcu.ie in advance. Students likely to graduate in Autumn 2023.
Card Fee to be paid to Fees by 1st September 2022 in cases where student is to pay		

Summary – Examination Fee

When applicable?	Application process?	Registration requirements?
Where the soft bound thesis has been submitted to Registry (postgraduate.research@dcu.ie) before 12th September 2022 a student can avail of the €150 Examination Fee covering 2022-23	There is no paperwork to be completed in respect of the Examination Fee. If you have submitted a soft bound thesis before 12 th September 2022 please contact the Graduate Studies Office – email scholarships.graduatestudies@dcu.ie	All research students must be fully registered up until such point as they submit their hard bound thesis. If the hard bound hasn't been submitted by 1st September 2022 the student must register for 2022-23