

CARD FEE 2024-25 – Terms and Conditions

Annual registration

Continuing research students must engage with the annual progression process by the end of June¹, complete their registration for 2024-25 in August and pay the appropriate research fee (if self-funding).

Should a student wish to change registration status from full-time to part-time or vice versa, this must be indicated when going through the annual online PGR2 process. A change in registration status is not permitted to happen during the academic year.

When registering in August, continuing students will only be able to select the EU/non-EU fee that is associated with their full-time or part-time registration (*ie. they won't be able to select a reduced fee such as the Card Fee*).

Making an application for the CARD FEE

The Card Fee is a scheme run by the Graduate Studies Office (GSO), in cooperation with colleagues in Registry including Student Fees. 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 2024-25 is €150.

Students who are coming to the end of their research master's or PhD and whose thesis for examination will be submitted between Monday 2nd September and Friday 6th December 2024 (Card Fee deadline) are invited to make an application for the Card Fee.

Applications are to be submitted via a signed **CARD FEE DECLARATION** to be emailed to the GSO (scholarships.graduatestudies@dcu.ie) by **Friday 28th June 2024**. GSO will acknowledge receipt of the Card Fee Declaration and confirm eligibility.

The €150 Card Fee should then be paid on or before **Friday 26th July 2024** at which point Fees will record your status as a Card Fee applicant for 2024-25.

¹ Card Fee applicants must follow usual registration procedures. To facilitate a student's registration for the 2024-25 academic year the online PGR2 annual progression report should be completed (with Head of School approval having been obtained) by **Friday 28th June 2024**. Card Fee applicants will then register during the period from mid-to-late August 2024 (dates TBC).

As part of the Card Fee application process, a PGR4 must also be submitted to Registry (postgraduate.research@dcu.ie) by **Thursday 1st August 2024** if not already done. A PGR4 spans academic years and is valid for 12 months from the date of approval.

Qualification as a Card Fee student for 2024-25 is finally confirmed upon submission of the thesis for examination in the format required by Registry by **Friday 6th December 2024**. The GSO will liaise with Fees directly after the Card Fee deadline to confirm those who have qualified and who haven't.

Those students who have applied for the Card Fee in a previous academic year but have yet to submit their thesis for examination, are eligible to apply again but must submit a 2024-25 Card Fee Declaration and pay the €150 Card Fee by Friday 28th July 2024.

Note that to apply for the Card Fee, students must be in good standing with respect to their research fees by the end of the 2023-24 academic year.

***It is recommended that students intending to submit a thesis for examination by Friday 30th August 2024, also submit a Card Fee Declaration.**

Card Fee: eligibility

The table below outlines research student eligibility for the Card Fee, calculated on their year of registration in 2024-25. 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 2024-25 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
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
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Card Fee: how to apply

Applicants must:

1. submit a **CARD FEE DECLARATION** to GSO (scholarships.graduatestudies@dcu.ie) by **Friday 28th June 2024**.
2. pay €150 for the Card Fee to Fees by **Friday 26th July 2024**. Alternatively include a subcost code for fees on the Card Fee Declaration.
3. submit a **PGR4 Intention to Submit Thesis for Examination** to Registry (postgraduate.research@dcu.ie) by **Thursday 1st August 2024** for the August GRSB meeting.
4. 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 1st August 2024** for the August GRSB meeting.

Payment of €150 Card Fee

Where an applicant is to pay the Card Fee themselves, they should pay this directly to Fees by **Friday 26th July 2024**. Details on how to pay can be obtained at the following link <https://www.dcu.ie/fees/fee-payment-options> 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 thesis for examination to Registry in the format required – this may be one electronic PDF copy or two soft bound copies - on or before **Friday 6th December 2024**. Students should make contact with the Student Awards team in Registry at postgraduate.research@dcu.ie in advance of submission of the thesis for advice on submission. Students who submit by 6th December 2024 will likely graduate in Autumn 2025.

Applicants who submit by the deadline and therefore qualify for the Card Fee do not receive confirmation of this from the GSO but GSO will contact Fees on their behalf to ensure that the applicant's fee status for 2024-25 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. GSO will notify Fees of those applicants who have qualified for the Card Fee and those who have not after the Card Fee deadline has passed. Applicants cannot change registration status at this point. Registration status can only be changed at the beginning of the academic year, as indicated in "Annual registration" above.

In line with current protocol, Fees will then 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 outstanding fees to be agreed with Fees (email fees@dcu.ie).

Any fees debt in respect of non-engagement/withdrawal will, eventually, be referred to an outside agency for collection.

Full Resubmission

Applicants who submit their thesis for examination by the Card Fee deadline, but subsequently require a **full resubmission** 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 2024-25. 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 submit a new application for the Card Fee 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 submitted a thesis for examination by 30th August 2024 are considered to be in the examination period and will instead qualify for an **Examination Fee** (Exam Fee). Exam Fee students will pay **€150 fees** for 2024-25. There is no paperwork associated with the Exam Fee. Exam Fee students must register as usual for 2024-25 but are **exempt** from the annual PGR2 progression process.

The Exam Fee should be paid directly to Fees by **Friday 30th August 2024**. Details on how to pay can be obtained at the following link <https://www.dcu.ie/fees/fee-payment-options> although the automated 'Easy Pay' telephone service is recommended for paying the Exam Fee – phone **01 253 0219**.

Early submission of thesis for Spring 2025 graduation

Those who qualify for the Card Fee will mostly graduate in Autumn 2025. Some may graduate in **Spring 2025** if they have submitted their thesis for examination by an **early** Registry submission deadline of **Thursday 10th October 2024** and go on to submit their final hard-bound thesis by **Wednesday 8th January 2025**.

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

TIMELINE for Card Fee qualification

Requirement	Deadline for submission	Details
Registry – PGR2	Friday 28th June 2024	PGR2 report on DCU Loop
Card Fee Declaration	Friday 28th June 2024	Card Fee Declaration to GSO (scholarships.graduatestudies@dcu.ie)
Payment of Card Fee	Friday 26th July 2024	https://www.dcu.ie/fees/payment-methods or Easy Pay - 01 253 0219
PGR4 (as necessary)	Thursday 1st August 2024	PGR4 to Registry (postgraduate.research@dcu.ie)
PGR14 (as necessary)	Thursday 1st August 2024	PGR14 to Registry (postgraduate.research@dcu.ie)
Thesis for examination	Friday 6th December 2024	Submit to Registry – contact postgraduate.research@dcu.ie in advance.
Thesis for examination: (early Registry deadline - possibility of Spring 2025 graduation)	Thursday 10th October 2024	Submit to Registry - contact postgraduate.research@dcu.ie in advance. Hard bound to be submitted by Wednesday 8th January 2025.

Summary – Examination Fee

When applicable?	Application process?	Registration requirements?
<p>Where the thesis for examination has been submitted to Registry (postgraduate.research@dcu.ie) before Friday 30th August 2024 a student can avail of the €150 Examination Fee covering 2024-25</p>	<p>There is no paperwork to be completed in respect of the Examination Fee. If you have submitted a thesis for examination before Friday 30th August please contact the Graduate Studies Office – email scholarships.graduatestudies@dcu.ie</p>	<p>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 Friday 30th August 2024 the student must register for 2024-25</p>