CARD FEE 2023-24 – Terms and Conditions

Annual registration

Continuing research students must engage with the annual progression process by the end of June, complete their registration for 2023-24 in August[i] 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 done when going through the annual online PGR2 process in June (deadline for submission of online PGR2 Wednesday 28th June 2023). A change in registration status is not permitted to happen during the academic year.

When going through the registration process in August, continuing students will only be able to select a full 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 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 2023-24 will be €150.

Students who are coming to the end of their research master's or PhD and whose thesis for examination will be submitted between 1st September 2023 and 8th December 2023 (Card Fee deadline) are invited to make an application for the Card Fee.

Applications should be submitted via a signed **CARD FEE DECLARATION** form to be emailed to the GSO (scholarships.graduatestudies@dcu.ie) on or before **Friday 30th June 2023.** GSO will acknowledge receipt of the Card Fee Declaration – and confirm eligibility for Card Fee status.

The €150 Card Fee should then be paid on or before **Friday 28th July 2023** where the student is self-funding. Fees will then update your record as a Card Fee applicant for 2023-24.

As part of the Card Fee application process, a PGR4 must also be submitted to Registry (postgraduate.research@dcu.ie) by **Thursday 3rd August 2023** if not already done. (A PGR4 remains valid for 12 months once approved).

Qualification as a Card Fee student for 2023-24 is finally confirmed upon submission of the thesis for examination in the format required by Registry by **Friday 8th**

December 2023. 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 and who have yet to submit their thesis for examination, are eligible to apply again but must make a **new application** – ie. submit a 2023-24 Card Fee Declaration and pay the €150 Card Fee by 28th July 2023.

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 2022-23 academic year.

*It is recommended that students, yet to submit a thesis for examination but who intend on submitting by 31st August 2023, 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 2023-24. 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 2023-24 to be eligible for Card Fee	DCU Maximum Registration Period	Fee payment requirements for Card Fee
PhD full-time *Mixed registration or deferred study periods contact GSO*	Years 5+	5 years	Must have paid at least 4 years full-time fees
PhD part-time *Mixed registration or deferred study periods contact GSO*	Years 6+	7 years	Must have paid at least 5 years part-time
Masters by research full-time *Mixed registration or deferred study periods contact GSO*	Years 3+	3 years	Must have paid at least 2 years full-time fees
Masters by research part-time *Mixed registration or deferred study periods contact GSO*	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 **Friday 30th June 2023.**

2. pay the €150 for the Card Fee to Student Fees in Registry, where self-funding, by **Friday 28th July 2023.** If the €150 is being covered from a subcost code, GSO will share this information with Student Fees by the end of July.

3. submit a **PGR4** *Intention to Submit Thesis for Examination* to Registry (postgraduate.research@dcu.ie) by **Thursday 3rd August 2023.**

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 3rd August 2023.**

Payment of €150 Card Fee

Where an applicant is to pay the Card Fee themselves, they should pay this directly to Student Fees in Registry by **Friday 28th July 2023.** 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 thesis for examination to Registry in the format required on or before **Friday 8th December 2023**. (Students should make contact with the Student Awards team in Registry at postgraduate.research@dcu.ie in advance of submission of the thesis). Students who submit by 8th December 2023 will have the opportunity of next graduating in Autumn 2024.

Applicants who have met the deadline do not receive confirmation as such from the GSO that they have qualified for the Card Fee. Student Fees however will be contacted on their behalf to ensure that their fee status for 2023-24 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 Student Fees in Registry 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, Student Fees in Registry 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 the outstanding fees to be agreed with Student Fees (fees@dcu.ie).

If the applicant does not make contact with Student Fees, the GSO will contact Heads of Schools to make them aware of the applicant's fees situation and to ascertain if the student is still engaged 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 thesis for examination by the Card Fee deadline, 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 2023-24. 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 completed their registration for 2023-24 and who have submitted a thesis for examination by 31st August 2023, are considered to be in the examination period and will instead qualify for an **Examination Fee** and pay **€150 fees** for 2023-24 (same amount as the Card Fee). There is no paperwork associated with the Examination Fee. Students in this position should email the GSO on scholarships.graduatestudies@dcu.ie to confirm their position but a Card Fee application is therefore not applicable.

Graduation Dates

Those who qualify for the Card Fee will mostly graduate in Autumn 2024. Some may graduate in *Spring 2024* if they have submitted their thesis for examination by an *early* Registry submission deadline of **Thursday 12th October 2023** and go on to submit their final hard-bound thesis by **Wednesday 10th January 2024.**
https://www.dcu.ie/registry/postgraduate-research-registry

TIMELINE for Card Fee qualification

Requirement	Deadline for submission	Details
Registry – PGR2	**Wednesday 28th June 2023**	PGR2 report on DCU Loop
Card Fee Declaration	**Friday 30th June 2023**	Submit to Graduate Studies Office (scholarships.graduatestudies@dcu.ie)
Payment of Card Fee	**Friday 28th July 2023**	https://www.dcu.ie/fees/payment-methods or Easy Pay - 01 253 0219
PGR4 (where necessary)	**Thursday 3rd August 2023**	Submit to Registry (postgraduate.research@dcu.ie)
PGR14 (where necessary)	**Thursday 3rd August 2023**	Submit to Registry (postgraduate.research@dcu.ie)
Thesis for examination: **early deadline,** possibility of Spring 2024 graduation	**Thursday 12th October 2023**	**Submit to Registry** - contact postgraduate.research@dcu.ie in advance. *Possible Spring 2024 graduation – hard bound to be submitted by* **Wednesday 10th January 2024.**
GSO Final thesis for examination submission deadline for Card Fee	**Friday 8th December 2023**	**Submit to Registry** – contact postgraduate.research@dcu.ie in advance. Students likely to graduate in Autumn 2024.

Summary – Examination Fee

When applicable?	Application process?	Registration requirements?
Where the thesis for examination has been submitted to Registry (postgraduate.research@dcu.ie) before **Thursday 31st August 2023** a student can avail of the €150 Examination Fee covering 2023-24	There is no paperwork to be completed in respect of the Examination Fee. If you have submitted a thesis for examination before Thursday 31st August 2023 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 **Thursday 31st August 2023** the student **must** register for 2023-24

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[i] Card Fee applicants must follow usual registration procedures. To facilitate a student's registration for the 2023-24 academic year an online PGR2 should be completed by Wednesday 28th June 2023. Continuing students will then register during the period from mid-to-late August 2023 (dates TBC).