***Only typed forms will be accepted.***

#### Application for Transfer / Advanced Entry to Postgraduate Research Programme

Please refer to [Guidance on Electronic Completion & Submission of PGR Forms](https://www.dcu.ie/registry/postgraduate-research-academic-regulations-guidelines-registry). Completed forms must be submitted to Student Awards, Registryat [postgraduate.research@dcu.ie](mailto:postgraduate.research@dcu.ie) at least **two weeks** in advance of the Graduate Research Studies Board (GRSB) meeting. Please [click here](https://www.dcu.ie/registry/postgraduate-research-registry) for Registry submission deadlines.

***Note:*** *All applications for entry to DCU postgraduate research programmes* ***must*** *be submitted via the Student Application Portal and are subject to the normal eligibility requirements for research programmes. Where advanced entry is proposed, the Supervisor must indicate on the* ***School Assessment Form*** *on the* ***Student Application Portal*** *that the applicant has a PGR15 pending.*

|  |  |
| --- | --- |
| **Name of Candidate** |  |
| **Application ID Number** |  |
| **Previous DCU Student ID Number** (If applicable) |  |

1. **Candidate Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** |  | **Programme**  (PhD-track, PhD, MA, MSc etc.) |  |
| **Date of Entry** |  | **Current Year of Study**  (Year 1, Year 2 etc.) |  |
| **Number of Months Research Completed** |  | **Mode of Registration**  (please tick as appropriate) | Full-time ❒  Part-time **❒** |
| **Rationale for transferring to DCU:** | | | |
|  | | | |

1. **Current Programme Information** (To be completed by the applicant)

**Applicant Declaration:**

1. I enclose written statements from my current institution confirming:

❒ That my current supervisor in my institution supports this transfer (no IP transfer issues etc.)

❒ The duration of my current research studies in that institution;

❒ That I have maintained good progress in my studies to date and met progression requirements;

❒ That I am in good financial standing with that institution;

❒ That I am not currently subject to any disciplinary proceedings;

❒ Did your current research studies require University Ethical approval? If yes, please

provide the appropriate ethical submission and the institutional approval letter.

1. ❒ My studies are funded and I enclose written evidence of permission from the funding body to

move the fellowship or source grant to DCU.

**OR**

❒ My studies are self-funded.

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_

**Applicant**

1. **Proposed DCU Registration** (To be completed by Proposed Principal Supervisor)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Research Programme** | | DBA **❒**  DProfElite **❒** DPsych **❒** EdD **❒** PhD **❒**  MA **❒** MEng **❒**  MSc **❒**  LLM **❒** MPhil **❒** MBS **❒**  MEd **❒** | | | | | |
| **School** | |  | | | | | |
| **Proposed Registration Date[[1]](#footnote-1)** | |  | | **Mode of Registration**  (please tick as appropriate) | | Full-time ❒ Part-time **❒** | |
| **Study Period on Entry**  (Year 2, Year 3 etc.) | |  | | **Applicant will be Resident in Ireland** | | Yes ❒  No[[2]](#footnote-2) ❒ | |
| **If entry to the full PhD register (rather than PhD-track) is proposed, please provide the rationale**  (Include, where relevant, details of any transfer/confirmation processes undertaken at the current institution): | | | | | | | |
|  | | | | | | | |
| **Where University Ethical approval was granted by the previous Institution, please provide details below attesting that the research conducted to date was carried out in line with that approved:** | | | | | | | |
|  | | | | | | | |
| **Supervisor(s)** | **Principal/**  **Joint Principals** | | **Secondary**  **Internal (where relevant)** | | **Secondary**  **External (where relevant)** | | **Independent Panel Member** |
|  | |  | |  | |  |

1. **Principal Supervisor and Head of School Agreement**

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| --- |
| Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_\_\_\_  **Principal Supervisor(s)\***  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_\_\_  **Head of School/Nominee** (A Nominee may be the Research Convenor or Deputy Head of School)  Countersignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_  \*Where the Principal Supervisor is also the Head of School, a countersignature is required (e.g. a Research Convenor or Deputy Head of School).  Note: Insert additional signature lines if required and identify the role of that person. |

**Data Protection Notice**

Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the Registry Data Protection Notice, which can be viewed at the following website address: <https://www.dcu.ie/registry/data-protection-notice.shtml>

1. **FOOTNOTES**

   If approved, the registration date will normally be used as the basis for determining minimum and maximum timescales for assessment and registration (e.g. a candidate who registers as a full-time year 2 student in January will normally be deemed to have completed 17 months of study: they will be permitted to submit PGR4 after 31 months and will reach their maximum registration period in August of Year 5). [↑](#footnote-ref-1)
2. If candidate will be residing abroad, a PGR13 form and remote supervision agreement are also required. [↑](#footnote-ref-2)