

CARD FEE 2021-22 – Terms and Conditions

€150 Card Fee

This 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 2021-22 will be **€150**.

Card Fee: eligibility

The Card Fee applies to full-time and part-time research students reaching the end of their research master's or PhD who will **1.** register for the 2021-22 academic year¹ and **2.** whose soft bound thesis will be submitted after 4th October 2021 and before 13th June 2022².

Students who have had a mix of full-time and part-time registration periods or who have had deferred periods of study should contact the Graduate Studies Office in the first instance to assess their eligibility.

The table below outlines research students eligible for the Card Fee, calculated on their year of registration in 2021/22:

Cohort	Year of registration in 2021-22 to be eligible for Card Fee	DCU Maximum Registration Period	Fee payment requirements for Card Fee
PhD full-time <i>Mixed registration period 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 period 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 period or deferred study periods contact GSO</i>	Years 3+	3 years	Must have paid at least 2 years full-time fees

¹ To facilitate a student's registration for the 2021/22 academic year an online PGR2 should be completed by Friday 16th July 2021

² Card Fee deadline for 2021-22 - date to be formally approved by Academic Council.

Masters by research part-time <i>Mixed registration period 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

1. Research students **must** complete a **CARD FEE DECLARATION** form, with the necessary electronic/original signatures, and email this to scholarships.graduatestudies@dcu.ie no later than **Monday 16th August 2021**.
2. Students must have submitted a **PGR4** *Intention to Submit* to Registry by **Friday 13th August 2021**.
3. Where students have exceeded the DCU Maximum Registration Period (see table above) a **PGR14** will need to be submitted to Registry, *ideally* by Thursday 3rd June 2021 but by **Friday 13th August 2021 at the latest**.

Payment of Card Fee

If the student is to pay the Card Fee themselves, they should pay this directly to the Fees Office by **Monday 6th September 2021**. The automated 'Easy Pay' telephone service is recommended for paying the Card Fee – phone **01 253 0219**.

Card Fee qualification

Card Fee qualification is confirmed upon submission of the soft bound thesis to Registry (in the format required with necessary supporting documentation) before **Monday 13th June 2022**. Students who submit by this date will have the opportunity of graduating in Autumn 2022.

Students 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 2021-22 is updated.

Card Fee deadline not met

In the event that a student doesn't 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 and Registry of those students who have qualified for the Card Fee and those who haven't.

Note that students 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 students who haven't 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 student's account will be blocked. Note that an individual payment plan for the outstanding fees may be agreed with the Fees office.

If the student does not make contact with the Fees office, the GSO will contact Heads of Schools to make them aware of the student'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.

Resubmission

Applicants who submit their soft bound thesis and attain Card Fee status for 2021/22, 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 current year of study ie. the year in which the Card Fee would have applied. 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.

€150 Examination Fee

Those students who have completed their registration for 2021-22 and who have submitted a soft bound thesis before 4th October 2021 will instead qualify for the Examination Fee and pay €150 fees for 2021-22 (there is no paperwork associated with the Examination Fee).

Graduation dates

Most Card Fee applicants will graduate in Autumn 2022. Some may graduate in Spring 2022 if they submit their soft bound thesis in **late October 2021³** and their **final hard-bound thesis in early January 2022³**

³ Approved dates will appear in due course at <https://www.dcu.ie/registry/postgraduate-research-registry>

Summary – for Card Fee qualification

Requirement	Deadline for submission	Details
Online PGR2 (registration for 2021-22)	Friday 16 th July 2021 (all students)	via pgr2online.dcu.ie
PGR4	Friday 13 th August 2021	Submit to Registry
PGR14 (where necessary)	<i>Ideally</i> Thursday 3 rd June 2021 but by Friday 13 th August 2021 at the latest	Submit to Registry
Card Fee Declaration	Monday 16 th August 2021	Email scholarships.graduatestudies@dcu.ie
Soft bound submission	Late October 2021 (date TBC = <i>Registry deadline for Spring 2022 graduation</i>)	Submit to Registry
Soft bound submission	Monday 13th June 2022 (date TBC). Final Card Fee deadline.	Submit to Registry. Students likely to graduate in Autumn 2022.
Card Fee to be paid to Fees Office by 6th September 2021 in cases where student is to pay		