Guidance on Electronic Completion & Submission of Postgraduate Research (PGR) Forms

Form Templates

Form templates are published at the start of each academic year. Only up-to-date and current form templates will be accepted. Forms are available for download in either Word or PDF format at https://www.dcu.ie/registry/application-forms-registry

Form Completion

Forms cannot be accepted if they are not fully complete. It is essential that each section is completed by the relevant person indicated on the form. Where signatures are required, they must be populated.

Incomplete forms cannot be processed and will be returned for completion and resubmission.

Note on Student details: It is recognised that not all of the Student information (normally required in Section A of a form) is readily available. Where the Student or Supervisor is missing a piece of information, it can be gathered by the Faculty office or queried with Registry.

Electronic Signatures

Signatures will be accepted in the following formats:

1. Jpeg signature (using copy and paste or inserting an image function).
2. Populated signature on a scanned form (where the form is completed physically and then scanned to PDF).

Please see appendix for examples of the above.

Typed signatures on Forms, in any style of font, will not be accepted.

Submission of Forms

When the form is complete, we request that you save the final copy as a PDF and label it with the type of form, the school name and the Student name e.g. PGR4 - Biotechnology - Mary Byrne.

Postgraduate research forms (PGR) for consideration by the Graduate Research Studies Board (GRSB) should continue to be submitted via email to postgraduate.research@dcu.ie

The associated Registry paper deadlines for submission of these forms are published at https://www.dcu.ie/registry/postgraduate-research-registry

GRSB Outcome

Following submission of a form to GRSB, the outcome will be issued by email from postgraduate.research@dcu.ie to the Principal Supervisor(s) within the week following the meeting. Date of GRSB meetings can be viewed at University Schedule of Meetings.

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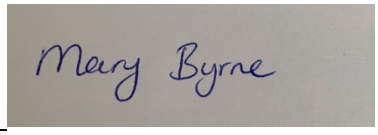
Appendix

1. Jpeg signature (using copy and paste or inserting an image function).

Sign:  Print: Mary Byrne Date: 1st September 2022

2. Populated signature on a scanned form (where the form is completed physically and then scanned to PDF).

CURRENT ACADEMIC YEAR 2022/ 2023

Notice of Intention to Submit for Examination

On completion, this form should be returned to Student Awards, Registry at least two weeks in advance of the scheduled meeting of the Graduate Research Studies Board (GRSB). See OVPAA Schedule of Meetings.

The PGR4 provides at least 3 months notice of a student's intention to submit for examination. However, if this submission is delayed, the appointments held within are valid for a 12 month period from date of approval. Where a PGR4 expires, approval of examiners must be sought from GRSB through re-submission of a PGR4 form.

(N.B. Only typed forms will be accepted by GRSB. Please print single-sided.)

A. CANDIDATE DETAILS & DECLARATION *(To be completed by Candidate)*

Name of Candidate			
ID Number		**Current Registration Mode** (please tick as appropriate)	Full-time ☐ Part-time ☐
Date of Entry onto the Research Programme		**Number of Months Research Completed**	
Title of Award Sought (please tick as appropriate)	DBA ☐ DMusPerf ☐ DPsych ☐ EdD ☐ PhD ☐ MA ☐ MEng ☐ MSc ☐ LLM ☐ MPhil ☐ MBS ☐ MEd ☐		
Thesis Format[1]	Monograph ☐ Publication ☐ Artefact ☐ Creative/Performance Practice ☐		
Title of Thesis			
School			
Supervisor(s)	**Principal/ Joint Principals**	**Secondary Internal** (where relevant)	**Secondary External** (where relevant)
Independent Panel Member(s)*			
Early Appointment of Examiners for Creative / Performance Practice Components	*If examiners are required to attend creative / performance practice in advance of thesis submission, please outline the circumstances and indicate the respective timescales for the practice and thesis components.*		

* Independent Panel Member(s) and Secondary Supervisor(s) are not required to sign this form.

I herewith give three months notice of my intention to submit the above thesis for examination for the award of the degree stated above and I have appended a typed 300-word abstract of my work.

I further confirm that the word-length of the thesis to be submitted will be within the maximum limit set out in the Academic Regulations for Postgraduate Degrees by Research & Thesis e.g. 45,000 Masters, 90,000 PhD.

Sign: Mary Smith Print: Mary Smith Date: 30/08/2022

Postgraduate Candidate