DCU
Ollscoil Chathair Bhaile Átha Cliath
Dublin City University

# Notice of Intention to Reside/Carry out Research Abroad – PGR13

Postgraduate Research Studies

## Academic Year 2025/2026

**Guidance & Instructions for Completion of Form**

- Section 1 of the PGR13 Agreement should be completed by the Student. Section 2 should be completed by the Principal Supervisor before signatures are sought from all parties.
- Please refer to the Guidance on Electronic Completion & Submission of PGR Forms prior to completion of the report. Only typed forms will be accepted.
- Completed forms must be submitted to postgraduate.research@dcu.ie at least two weeks in advance of the Graduate Research Studies Board (GRSB) meeting. Please click here for Registry submission deadlines
- Please refer to the Graduate Studies Office website for guidance in terms of completing this agreement and for guidance in respect of the remote supervision of research students.
- Where residing abroad for the full period of registration is being requested, the Supervisor should indicate that a PGR13 is pending review by GRSB on the **Academic Review Form** on the Student Application Staff Portal.

**Regulation**

- Section 4.6 of the Academic Regulations for Postgraduate Degrees by Research and Thesis states that Supervisors, on behalf of registered students, or new applicants not covered by a joint supervision or award agreement but wishing to reside and undertake research outside Ireland for a period of six months or more, must **inform** the Graduate Research Studies Board, and for those wishing to reside and undertake research outside Ireland for the full period of registration, must be **approved** by the Graduate Research Studies Board, where in either case details are provided as to the rationale for registration abroad rather than locally to DCU, and arrangements for supervisor oversight of the field, experimental or other work. Such arrangements are also subject to the requirements detailed in section 7.15.

# Section 1

**(To be completed by Student)**

## SUMMARY OF STUDENT DETAILS

**Please indicate if you are a new applicant to DCU or a currently registered student:**

| ❒ New Applicant | ❒ Currently registered student |
|---|---|

| | | | |
|---|---|---|---|
| **Name** | | | |
| **Student ID Number** | | | |
| **Date of Entry into the Research Programme** *For new applicant indicate proposed start month and year* | | **Current Registration Mode** *For new applicant indicate proposed mode* | Full-time ❒ Part-time ❒ |
| **School**[1] | | | |

**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] EdD registration sits at Faculty level, please list DCU Institute of Education where this is applicable.

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Postgraduate Research Studies

**Academic Year 2025/2026**

## Section 2

**(To be completed by Principal Supervisor)**

## Agreement of Intention to Reside/Carry out Research Abroad

AGREEMENT BETWEEN

DUBLIN CITY UNIVERSITY (DCU)

and

INSERT STUDENTS NAME HERE

## 1. PREAMBLE

The (proposed) Principal Supervisor should complete this document, with support from the Programme Administrator if the registration is part of a Collaborative Provision Agreement or Joint Award Agreement.

Please complete the required fields (highlighted in yellow). If details are missing, the form will be returned.

This Agreement refers to regulations 4.5, 4.6 and 4.7 of DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis that stipulate that, in normal circumstances, research students registered at DCU will reside in Ireland. Funder regulations regarding residency in Ireland should be consulted and adhered to, where applicable.

This Agreement is entered into by and between Dublin City University (DCU), with a registered address at Dublin 9, Ireland and INSERT STUDENT'S NAME, with an address at INSERT STUDENT'S ADDRESS.

For the purposes of this Agreement (referred to herein as "the Agreement") Dublin City University is referred to as "DCU" or "the University". INSERT STUDENT'S NAME is referred to as "the Student". DCU and the Student are referred to collectively as the "Parties" or individually as "Party".

The INSERT NAME OF DCU SCHOOL is undertaking the Agreement on behalf of DCU, with contact details as follows: INSERT CONTACT DETAILS FOR DCU SCHOOL/ LINKED COLLEGE.

Whereas: INSERT STUDENT'S NAME is a [*delete as appropriate*] current registered research student of DCU / an applicant to become a registered research student of DCU.

## 2. PURPOSE OF AGREEMENT

The purpose of the Agreement is to set out the conditions for the supervision of a DCU-registered postgraduate research student undertaking a research degree while residing at a location outside of Ireland for part or all of the period of registration.

This specific remote supervision agreement is being put in place to allow the student to reside abroad for the following reason(s). Please indicate all that apply – please tick (✓)::

| | |
|---|---|
| ❒ | To return / to remain outside Ireland for personal, family, financial, employment or academic reasons (academic reasons applies only to when part or all of the PhD programme is delivered abroad, in agreement with DCU). |
| ❒ | For the purpose of collecting data/accessing research subjects not available locally and specific to the research context. |
| ❒ | For the purpose of accessing specialised equipment or resources not available locally. |
| ❒ | To spend time in another institution, research facility or enterprise. |

Please provide details below supporting the need for this request. Please be explicit as to the reason(s).

Please indicate which of the following circumstances – please tick (✓):[2]

| | | |
|---|---|---|
| **a.** | ❒ | Joint Supervision Agreement[3] |
| **b.** | ❒ | Joint Award Agreement[4] |
| **c.** | ❒ | Collaborative Provision Agreement (e.g. PNU)[5] |
| **d.** | ❒ | Professional Doctorate that has prior approval at programme level for candidates to reside abroad |
| **e.** | ❒ | None of the above apply in this case |

Please specify any other conditions applicable to the Student during the period of their registration, e.g. are there any **learning blocks** requiring the Student to attend in person in DCU, or any periods of time during which they are expected to be present at DCU?

[2] Please refer to the following documents: DCU's Principles on Collaborative Provision; DCU's Collaborative Provision Policy; DCU's Position on Research Supervision and Awards in Collaboration with Other Institutions
[3] Joint Supervision means a DCU Supervisor and Supervisor external to DCU have agreed to jointly supervise a DCU-registered student;
[4] Joint Award refers to an approved DCU partnership where DCU gives a joint or double award in collaboration with another external institution
[5] Collaborative provision agreement here refers to an approved DCU partnership with an external institution who co-supervises the PhD programme, one example being the DCU-PNU PhD agreement

## 3. PERIOD/LENGTH OF REMOTE STUDY

Please indicate the period of time by ticking (✓) the most appropriate option and complete any required sections highlighted in yellow:

Normal minimum and maximum registration periods will apply, as outlined in DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis.

| | |
|---|---|
| ❒ | Permission to remotely supervise the student is being sought for **the entire duration of the Student's registration at DCU**, commencing from the first date of registration at DCU. |
| ❒ | Permission to remotely supervise the student is being sought **for the following period**, outside which the student will be normally resident in Ireland:<br><br>**FROM:** INSERT MONTH AND YEAR<br><br>**TO:** INSERT MONTH AND YEAR |

## 4. ADMISSION, REGISTRATION, DURATION AND LOCATION OF STUDY

DCU admission and registration regulations, requirements and procedures apply.

Please indicate type of research registration – please tick (✓):

| | |
|---|---|
| ❒ | PhD |
| ❒ | PhD-Track |
| ❒ | Masters by Research |
| ❒ | Professional Doctorate (Please also indicate the type):<br>❒ Doctor of Education<br>❒ Doctor of Elite Performance (Sport)<br>❒ Doctor of Psychotherapy |

## 5. DURATION OF AGREEMENT AND AMENDMENTS

For temporary agreement to reside abroad, the Agreement will be effective from the date of commencement to the end date listed above or on de-registration, on unsuccessful outcome; or on termination by any one of the parties to this Agreement, whichever is earliest.
For agreement pertaining to the full duration of the programme, the Agreement will be effective from the date of registration of the Student in DCU. It will terminate on the award approval by the Academic Council; on de-registration; on unsuccessful outcome; or on termination by any one of the parties to this Agreement, whichever is earliest.
By mutual agreement the terms of this Agreement may be reviewed to take account of any changes agreed by all parties to this Agreement. This Agreement may be amended or modified by written agreement by each Party, or their nominated representative. Any such amendments must be notified to GRSB.

## 6. FEES PAYABLE

Note: Where applicable, funder terms and conditions on residency must be adhered to. It is the responsibility of the student to ensure compliance with Revenue rules regarding the tax exemption status of their scholarship, if one is held. Further details can be found at: https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/education/scholarship-exemption/index.aspx

Please indicate the mode of study that the student will be undertaking – please tick (✓):

| | |
|---|---|
| ❒ Full-time | ❒ Part-time |

Applicable registration and tuition fees are payable to DCU on behalf of the Student for the duration of the period of registration. In the case of this Agreement registration and tuition fees will be payable by – please tick (✓):

| | |
|---|---|
| ❒ Student | ❒ Other |

If "Other" selected above, please specify source of funding and cite the relevant terms and conditions document.

## 7. FINANCIAL PAYMENTS

When applicable, stipend payments will not be made through DCU while the Student is residing outside of Ireland. In the case of this Agreement, please indicate which of the following applies – please tick (✓):

| | |
|---|---|
| ❒ | NO STIPEND: Applicable where the Student will reside outside of Ireland for the duration of the degree, or is self-funded and will receive no stipend payments through DCU |
| ❒ | PART STIPEND: Applicable where the Student is funded from a DCU held budget, will reside in Ireland for part of the degree and will receive stipend payments through DCU while they are in Ireland |
| ❒ | FULL STIPEND: Applicable where the Student is funded from a DCU held budget, will reside in Ireland for part of the degree and will receive stipend payments through DCU while they are in Ireland and remotely located. |

## 8. SUPERVISION

The Student will have a supervisory panel as described in DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis. The Panel will participate in formal decision-making with respect to the Student's progress. The Student's supervisor(s) (herein referred to as "the Supervisor(s)"),is/are:
(insert additional rows where required)

| **Role** | **Name** | **Affiliation** (include School/Dept and Institution Name) |
|---|---|---|
| **Principal / Joint Principal Supervisors** | | |
| **Internal Secondary Supervisor** (if applicable) | | |
| **External Secondary Supervisor** (if applicable) | | |

## 9. RESPONSIBLITIES

**Supervisor(s) Responsibilities**
The Supervisor(s) undertake(s) to carry out to the full extent the role of supervisors, as described in DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis. This includes a responsibility to consult as a panel on the Student's progress and research work on a regular basis. The Supervisor(s) undertake to ensure that the student has taken the compulsory Research Integrity course and to discuss the DCU Research Data Management Plan with the student.

**External Supervisor(s) Responsibilities**
Any Supervisor based at the other University/Organisation agrees to abide by their responsibilities as outlined in DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis, and all other University policies in force at any given time, in order to successfully comply with the remote supervision arrangement.

**Please provide details of the supports and responsibilities of the External Supervisor as well any DCU training they must complete:**

**Student Responsibilities**
The Student agrees to abide by their responsibilities as outlined in DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis, and all other University policies in force at any given time.

The Student will notify the Supervisor(s) and School Secretary of any change of address or contact details. The student must also update their DCU record via the Student Apps page.

The Student will log into their DCU student email account on a regular basis to stay abreast of University announcements and notifications of relevance.

Periods of leave and change of residence (if it impacts on the research) will be agreed with the Supervisor(s).

Having regard to the remote supervision arrangement, the Student will ensure Supervisor(s) access to any relevant primary data and/or facilities/field sites being used in their research in order to facilitate evaluation of the methodologies being used and the rigour and integrity of analysis, and to discuss the DCU Research Data Management Plan with the Supervisor(s).

**Please provide details relevant to the project data management below:**

## 10. COMMUNICATION

Please complete the required fields (highlighted in yellow) and the communication schedule below.

The Student and Supervisory Panel undertakes responsibility to maintain regular contact.

At a minimum there will be remote communication on a monthly basis and more frequently when required, in addition to at least one annual review meeting. The Supervisor(s) or the Student may request face-to-face meetings as they deem necessary. Costs associated with this meeting, if in DCU, will be borne by the Student.

Appropriate technological means for effective communication will be employed, and frequency will be monitored by the Principal Supervisor to ensure compliance with University regulations and this Agreement and reported on within the annual progress report.

Specific details of the communication schedule for the Student are as follows:

| Year / Study Period | Frequency, Location & Responsibility | Remote communication, e.g., email, video calls, etc. | Face-to-face meetings in DCU | Other meeting locations (please specify) |
|---|---|---|---|---|
| **Year 1** | Frequency | | | |
| **Year 2** | Frequency | | | |
| **Year 3** | Frequency | | | |
| **Year 4** | Frequency | | | |

## 11. PROGRESSION & REGISTRATION

The Supervisor(s) and Student will fully engage with the Annual Review process (PGR2) no later than the end of June each year, where applicable. The Student will register with DCU as a continuing student at the beginning of each new academic year following satisfactory progression. When required, the Supervisor(s) and Student will conduct the Transfer/Confirmation examination within the timeframe specified in DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis. This examination is normally conducted in person at DCU. Costs associated with this meeting in DCU will be borne by the Student.

## 12. TRAINING, LIBRARY & ACCESS TO RESOURCES

Both Parties acknowledge the inherent constraints on access to DCU transversal training opportunities, Graduate Training Elements, physical facilities and other student supports while the Student is residing outside of Ireland.

The Student will take responsibility for undertaking training, where required, and as deemed appropriate to the research degree for which he/she is registered, as described in DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis. Training needs and professional development planning will be reviewed on an annual basis as part of the annual review process.

The University has no financial liability in this regard. The Student accepts that access to DCU Library e-resources is subject to the contract negotiated with the providers and may be limited for remote users.

**Please outline the current professional development/training plan for the Student and how these requirements will be met below:**

## 13. EXAMINATION

The research degree will be assessed on the basis of a written thesis, and a viva voce examination if applicable, in accordance with DCU Academic Regulations for Postgraduate Degrees by Research and Thesis. The submission of the thesis is subject to satisfactory progression requirements and in accordance with DCU's regulations. The viva voce examination will take place in DCU and associated travel expenses will be borne by the student. All examination results and recommendations are subject to final approval and confirmation by Academic Council.

## 14. AWARD AND GRADUATION

If successful, the Student will be awarded a single parchment issued by DCU, and the degree will be presented at a graduation ceremony at DCU.

## 15. INTELLECTUAL PROPERTY & COPYRIGHT OWNERSHIP

The Student and Supervisor(s) will comply with DCU's policies on intellectual property in order to protect the research and the publication of research results. All proposed publications arising from the Student's research work will have the approval of the Supervisor(s) prior to publication. DCU must be appropriately acknowledged in all publications, presentations and any publicity-related material. Irish and EU regulations will apply regarding the filing, registration of copyright, description and reproduction of the thesis.

## 16. ETHICAL ISSUES, LEGAL JURISDICTIONS AND OTHER CONSIDERATIONS

The Student and Supervisor(s) agree that

- All ethical and legal requirements of DCU, Ireland and the host country will be considered.
- DCU Research Ethics Committee approval will be sought, when relevant, regardless of where the research is being conducted.
- DCU's Research Integrity course will be completed
- DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis will be adhered to at all times
- All associated policies will be read and followed
- Any difficulties which may arise within a supervisor/student relationship will be dealt with in the context of relevant DCU policies and procedures.

**Please provide any further relevant details below for noting:**

## 17. INSURANCE AND VISA CONSIDERATIONS

The Student and Supervisor(s) must detail any insurance and visa concerns while the student is residing outside of Ireland and detail how these will be addressed to avoid potential issues.

**Please provide any relevant details below:**

## 18. DISPUTE RESOLUTION

Both Parties agree to discuss and negotiate in good faith to resolve any dispute. Any legal proceedings arising from this Agreement will be conducted in accordance with the laws of Ireland.

## 19. AGREEMENT BY ALL PARTIES

The Student, Supervisor(s) and Head of School are asked to indicate their agreement for the Student to reside/carry out research abroad, and that the guidelines for remote supervision in the Academic Regulations for Postgraduate Degrees by Research and Thesis will be adhered to, by signing below.

In the case of an EdD, DProfElite or DPsych application, the Programme Chair must also indicate agreement.

**Student Agreement**

Sign: _____ Print: _____ Date: _____

**Principal Supervisor(s) Agreement**

Sign: _____ Print: _____ Date: _____

Sign: _____ Print: _____ Date: _____

**Internal Secondary Supervisor Agreement**

Sign: _____ Print: _____ Date: _____

**External Secondary Supervisor Agreement**

Sign: _____ Print: _____ Date: _____

**Head of School Agreement**
(A Nominee may be the Research Convenor or Deputy Head)

Sign: _____ Print: _____ Date: _____

**Programme Chair Agreement**
(In the case of an EdD, DProfElite or DPsych application, the Programme Chair must also indicate agreement)

Sign: _____ Print: _____ Date: _____