DCU
Ollscoil Chathair Bhaile Átha Cliath
Dublin City University

Request for Extension to Maximum Registration Period OR Re-admission to the Research Programme – PGR14

Postgraduate Research Studies

Academic Year 2025/2026

Guidance & Instructions for Completion of Form

- 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 reports 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

Regulation

- Section 5.4 of Academic Regulations for Postgraduate Degrees by Research and Thesis states if a student does not submit a final approved thesis to Registry within the maximum period stipulated, they must seek permission from the Graduate Research Studies Board to be allowed to continue their studies. Such extensions will be granted in exceptional cases only.

A. TYPE OF REQUEST - Select one option only, 1 or 2 *(To be completed by the Candidate)*

1. Extension to Maximum Registration Period ❒		**2.** Re-admission to the Research Programme ❒	
Have you previously requested an extension having fallen outside the maximum registration period?	Yes ❒ No ❒ If Yes, give details, _____	Have you previously requested readmission having disengaged with the research programme?	Yes ❒ No ❒ If Yes, give details, _____

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

Student Details		**Registration Status**	
Student I.D.		Award	
Name of Candidate		Study Period	
School[1]		Registration Mode	Full-time ❒ Part-time ❒
Date of Entry onto Research Programme			
Date of Disengagement (if applicable)			

If any year was different to the current registration mode (i.e. full-time, part-time), please indicate the year & mode:

Please indicate number of years of registration to date:

If any registration time was partly or wholly deferred, please indicate the year/semester(s):

I hereby seek permission from GRSB for (Select one option only, 1 or 2):

1. One year extension to the maximum period stipulated ❒
2. Re-admission to the research programme ❒

Sign: _____ Print: _____ Date: _____
Postgraduate Candidate

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

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C. DETAILS OF EXTENSION OR RE-ADMISSION REQUEST, THESIS PREPARATION & SUBMISSION *(To be completed by Principal Supervisor(s))*

Please provide a summary of exceptional circumstances pertaining to this case.
Details which may be considered sensitive personal information by the candidate **must NOT be included**.
If necessary, evidence of medical or personal circumstances may be provided separately, for information of the GRSB Chairperson.

Please indicate:

- Current stage of thesis preparation, supports being put in place to ensure timely completion, anticipated submission timeframe date and the current relevance of the research topic (particularly if this case is a re-admission).
- For re-admission requests, please indicate when the candidate intends to return to the programme, the year of study and registration mode (full-time or part-time).

Note below any conditions attaching to this request.

D. ENDORSEMENT BY PRINCIPAL SUPERVISOR(S) AND HEAD OF SCHOOL

Both the Principal Supervisor(s) and Head of School (or nominee) must indicate their support for the student's registration to be extended beyond the maximum period allowed OR re-admission to the research programme by signing below.

In the case of an EdD Candidate, the Programme Chair must also indicate agreement by signing below.

Sign: _____ Print: _____ Date: _____
Principal Supervisor(s)

Sign: _____ Print: _____ Date: _____
Head of School or 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).

Sign: _____ Print: _____ Date: _____
EdD Programme Chair (In the case of an EdD application, the Programme Chair must also indicate agreement)

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