DCU
Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University

Notice Application for Transfer / Advanced Entry to Postgraduate Research Programme – PGR15

Postgraduate Research Studies

Academic Year 2026/2027

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
- All applications for entry to DCU postgraduate research programmes must be submitted via the university's Student Application Portal and are subject to the normal eligibility requirements for research programmes.
- Where advanced entry is proposed, the Supervisor should indicate that a PGR15 is pending review by GRSB on the *Research Supervisor Assessment* form on Student Application Staff Portal.

A. Candidate Details

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

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

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:

C. Applicant Declaration:

i) 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.

ii) ❒ 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

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D. 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[1]			
Proposed Registration Date[2]		**Mode of Registration** (please tick as appropriate)	Full-time ❒ Part-time ❒
Proposed Study Period on Entry (Year 2, Year 3 etc.)		**Applicant will be Resident in Ireland**	Yes ❒ No[3] ❒
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**

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

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] EdD registration sits at Faculty level, please list DCU Institute of Education where this is applicable.
[2] 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).
[3] If candidate proposes to reside abroad, a PGR13 and remote supervision agreement must be submitted to GRSB for consideration and subsequent approval.