DCU
Ollscoil Chathair Bhaile Átha Cliath
Dublin City University

Application for Transfer to OR Confirmation on the PhD Register – PGR3

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

- Independent Panel Members and Secondary Supervisors are not required to sign this form.
- The Independent Panel Member cannot act as the Internal Examiner for confirmation or transfer (re Section 8.2.1 of Academic Regulations)

A. CANDIDATE DETAILS

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 Completed to date of Oral Examination**	
Current Registration Status (please tick as appropriate)	Masters ❒	PhD-track ❒	
Anticipated Thesis Format (please tick as appropriate)	Monograph ❒ Artefact ❒	Publication ❒ Creative/Performance Practice ❒	

If publication format is selected above, please list the publications that have already been submitted and/or accepted:

Author(s)	Date	Title	Publication Outlet	DOI (if available)	Status (Submitted or Accepted)

Title of Thesis			
School[1]			
Supervisor(s)	**Principal/ Joint Principals**	**Secondary Internal** (where relevant)	**Secondary External** (where relevant)
Independent Panel Member(s)*			
Internal Examiner(s)**			

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

B. EVALUATION

As these reports constitute a formal record of an important university process, comments should allude to the specifics of the project, and be reasonably detailed as per 8.2.2 of the Academic Regulations. This does not preclude provision of annotated documents or other extensive feedback on minor issues directly to the student.

The Principal Supervisor(s) together with Internal Examiner(s) nominated by the Head of School are required to:

i. evaluate critically the student's written submission on the programme of research carried out to date and **jointly** complete a report;

ii. subject the student to an oral examination to determine progress, potential and suitability for confirmation/transfer and to ascertain whether or not the future work envisaged is likely to be appropriate to merit consideration for the award of a PhD.

Please confirm that the following has been conducted in accordance with the Academic Regulations, by ticking the boxes:

Evaluation completed jointly by Principal Supervisor and Internal Examiner.	Yes ❒	No ❒
An oral examination was carried out for the purposes of the transfer / confirmation exercise.	Yes ❒	No ❒

i) Report on Written Submission

(to be completed jointly by Principal Supervisor(s) and Internal Examiner(s), using the statements provided-circa 300 words)

a) Please summarise the research conducted to date as presented in the report:

b) Please indicate if the candidate's progress to date has been deemed satisfactory and outline the reasons for the supervisor(s) and examiner(s) decision.

c) If this process is being conducted outside the regulated timeline (Ref: 8.2.1) an explanation is required. Please provide the reason and any modifications to the workplan that have been discussed and agreed in order to get the candidate back on track for timely completion. Details which may be considered sensitive personal information by the candidate must NOT be included.

d) Please outline why the programme of envisaged research, **provides** or **fails to provide**, a satisfactory basis to meet the intended standard at a PhD level:

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ii) Report on Oral Examination (to be completed jointly by Principal Supervisor(s) and Internal Examiner(s), using the statements provided-circa 300 words)	
Date of Oral Examination:	
a) Please provide detail on the manner in which the candidate engaged with any questions and/or issues raised by the supervisor(s)/examiner(s) during the Oral Examination:	
b) Provide confirmation that there was discussion during the oral examination on the candidate's use ~~(~~or non-use~~)~~ of Gen AI tools and that the examination panel is satisfied that the candidate understands their responsibility in this regard as outlined in the Guidance for Postgraduate Research Students and Supervisors on Declaring and Reporting Use of Generative Artificial Intelligence (Gen AI) Tools, including responsibility to declare and report such usage in their thesis~~.~~	
c) Please provide detail of the discussion on the candidate's dissemination plans, including papers already published, papers to be published and conference or other dissemination activities. Where appropriate, provide guidance here for the candidate on recommended publication activities and outlets for the coming years of doctoral research.	

*Please indicate if the **award** is subject to any **joint agreements**. If so, give details:*

C. COMMENTS (to be completed jointly by Principal Supervisor(s) and Internal Examiner(s))

i. The Principal Supervisor(s) and Internal Examiner(s) are asked to provide below details of specific guidance, which may be of assistance to the student in their future programme of research:

OR

ii. If the outcome of the confirmation procedure is unsuccessful or requires a re-attempt, the Principal Supervisor(s) and Internal Examiner(s) are asked to provide below details of specific reasons for this decision or guidance which may be of assistance to the student in their future programme of research:

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D. RECOMMENDATIONS

The Principal Supervisor(s) and Internal Examiner(s) are asked to indicate their recommendation by placing a tick (✓) in the relevant box(s).

i. ❒ We concur with the recommendations stated in this report and certify that the candidate **should** Confirm on/Transfer to the PhD Register.

Or

ii. ❒ We concur with the recommendations stated in this report and certify that the candidate **should not** Confirm on/Transfer to the PhD Register.

*If the recommendation is for the candidate **not** to confirm/transfer please also indicate if one of the following is applicable by placing a tick (✓) in the relevant box(s).*

❒ We further concur that the candidate may undergo a second transfer process within 6 months.

❒ We further concur that the candidate is recommended to transfer to the Masters Register and complete such research as will allow him/her to graduate with a **Masters** degree.

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

Sign:_____ Print:_____ Date: _____
Internal Examiner(s)

Insert additional signature lines if required and identify the role of that person.

E. ENDORSEMENT BY HEAD OF SCHOOL

All applications for transfer to or confirmation on the PhD Register must carry the endorsement of the Head of School and a copy of the report must be provided to the candidate. This should be indicated by completion of the statements below.

I concur with the recommendations stated above:

Sign:_____ Print: _____ Date:_____
Head of School or Nominee (A Nominee may be the Research Convenor or Deputy Head)

Countersignature*: _____ Print: _____ Date: _____
*Where the Principal Supervisor or the Internal Examiner is also the Head of School, a countersignature is required (e.g. by a Research Convenor or Deputy Head of School).

F. STUDENT ACKNOWLEDGEMENT

I have read and note the recommendations stated above:

Sign: _____ Print: _____ Date: _____
Student

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