Notice of Intention to Submit for Examination – PGR4

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.

Submission Deadlines

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.

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

Name of Candidate			
ID Number		**Current Registration Mode**	Full-time ☐ Part-time ☐
Date of Entry onto the Programme		**Number of Months Completed**	
Title of Award Sought	DBA ☐ DProfElite ☐ DPsych ☐ EdD ☐ PhD ☐ MA ☐ MEng ☐ MSc ☐ LLM ☐ MPhil ☐ MBS ☐ MEd ☐		
Thesis Format[1]	Monograph ☐ Publication ☐ Artefact ☐ 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[2]			
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.*		

[1] Guidance on Thesis formats is available to view on Section 9 of the Academic Regulations for Postgraduate Degrees by Research and Thesis.
[2] EdD registration sits at Faculty level, please list DCU Institute of Education where this is applicable.

DCU
Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University

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Continued: A. CANDIDATE DETAILS & DECLARATIONS (To be completed by Candidate) **Please indicate that the above information is accurate and demonstrate acknowledgement of the declarations below by populating your signature:**	
i.	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.
ii.	I confirm that the word length of the thesis to be submitted will be within the limits set out in the Academic Regulations for Postgraduate Degrees by Research Thesis or the Guidelines for PhD by Publication or PhD/MA by Artefact or Creative Performance/Practice.
iii.	I confirm that an initial discussion has taken place with my Principal Supervisor(s) about the arrangements for the viva voce (where applicable), and that I am aware of the academic regulations pertaining to that process (Sections 8.4.3 and 11.3.3) as well as the approved procedures[3] for conducting a hybrid or fully online viva voce examination.
Sign: _____ **Candidate**	**Print:** _____ **Date:** _____

B. CONFIDENTIALITY OF THE THESIS & EXAMINATION PROCESS

(To be completed by Principal Supervisor(s))

The Letter of Invitation issued to External Examiner(s) following approval by GRSB, includes a standard confidentiality clause, suitable for most academic and Intellectual Property (IP) protection purposes. Further information on this and examples where bespoke Non-Disclosure Agreements may be required is available at http://www.dcu.ie/registry/non-disclosureagreements.shtml

When considering the response here, consideration should be given to the Guidelines on Applying for Temporary Restriction of Access to Research Theses.

Please indicate whether a bespoke Non-Disclosure Agreement is required, **tick the relevant box**. *If yes, Registry will notify DCU Innovate to contact the Principal Supervisor(s).*	YES ❒	NO ❒

C. SUPERVISOR(S) ACKNOWLEDGEMENT & DECLARATION

Please indicate your acknowledgement of the declarations below by populating your signature. (*To be completed by Principal Supervisor(s)*)

i.	I/We herewith acknowledge that the above-named candidate has completed their period of study and research for the above degree and is eligible to submit their thesis for examination.
ii.	I/We confirm that an initial discussion has taken place with the Candidate about the arrangements for the viva voce (where applicable), that I/We are aware of the academic regulations pertaining to that process (Sections 8.4.3 and 11.3.3) as well as approved procedures[3] for conducting a hybrid or fully online viva voce examination.

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

Insert additional signature lines if required and identify that person's role. Independent Panel Member(s) and Secondary Supervisor(s) are not required to sign this form.

[3] Procedures for conducting a viva voce online or using videoconferencing facilities must be followed where exceptional circumstances arise to conduct a hybrid or fully online examination.

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D. NOMINATION OF EXAMINERS (*To be completed by Principal Supervisor(s) and Head of School*) ***N.B.*** *Please refer to Section 10 APPOINTMENT OF EXAMINERS FOR RESEARCH DEGREES of the Academic Regulations and the DCU Conflict of Interest Policy. The* ***Head of School*** *must ensure that all examiners have required independence as outlined in these policies.*

D (i) Nominated Internal Examiner

The Internal Examiner should be experienced in supervising research students and be independent of the research, the student, and the other examiner(s).

Name		**Qualifications**	
Nature of Current Post		**School**	

Please indicate how the nominated Internal Examiner meets the criteria for examination, by ticking the relevant boxes below:

Has supervised research students from early stage to completion for the award being sought.	Yes ❒	No ❒
Has supervised at least three research students from early stage through the confirmation/transfer stage.	Yes ❒	No ❒
Has experience in the examination of research students for the award being sought.	Yes ❒	No ❒
Has completed all three[4] elements of professional development for examiners (course & exam shadowing with reflection).	Yes ❒	No ❒

D (ii) Nominated External Examiner

Note: *Reciprocal examining arrangements between the University and other colleges/institutions in the same subject area should be avoided, as should disproportionate dependence on any specific School or Department in a given institution. Typically, a year should elapse between appointments involving the same Schools/Departments.*

Title	
First Name	
Surname	
Home Institution	
Home Department	
Nature of Current Post / Responsibilities	
Academic and Professional Qualifications	
Main Research Interests and Reasons for Appointment (Please outline relevancy of expertise to the research area of the candidate).	
Location If the nominee will be travelling a long distance, please advise why an appropriate examiner at closer proximity could not be identified.	
Contact Number	
E-mail	
Link to online academic profile	

4 The three professional development courses are: (1) Supervising Masters and Doctoral Students (2) Examining Research Students (3) Chairing a Research Viva Voce. Registration is through DCU Grow, Learning & Development.

Continued: D (ii) Nominated External Examiner
List five publications of relevance to the area covered by the candidate's research.

No.	Author(s) – please list full names	Full Citation	Year of Publication
1			
2			
3			
4			
5			

If *all* of the most relevant publications (listed above) are more than 5 years old, please also provide some evidence of recent research activity.

Nature and extent of experience of supervising or examining research candidates
Please indicate experience relative to the candidate's award for examination, by ticking the relevant boxes below:

Principal supervision of research candidates to completion	Yes ❒	No ❒
Joint supervision of research candidates to completion	Yes ❒	No ❒
Examination of research candidates	Yes ❒	No ❒

In the case where the nominated External Examiner does not have experience in supervision and/or examination at this level, please elaborate on any related professional experience and their suitability to act in this capacity:

E. NOMINATED ADDITIONAL EXTERNAL EXAMINER

(To be completed by Principal Supervisor(s) and Head of School)

In the case of a candidate who is/was a member of staff of the University, it may be a requirement to have the examination conducted by two External Examiners (ref Section 10.2.3).

Where it is determined by a Head of School that a Candidate requires an additional External Examiner, please use the D(ii) template to populate the required information and paste below.

F. HEAD OF SCHOOL DECLARATION

Please indicate your acknowledgement of the declarations above by populating your signature. Items d) and e) require a response. Please tick the appropriate boxes.

a) The above-mentioned Internal and External Examiner(s) are herewith recommended for appointment for the candidate referred to in Section A.

b) I confirm that I am not aware of any reciprocal examining arrangements that exist between DCU and the nominated college/institution, as outlined in Section 10.2.6.

c) The External Examiner has no associations with DCU that are in contravention of the Academic Regulations (10.2.10)

d) The candidate is/was ❒ **OR** is not/was not ❒ *(tick as appropriate)* a member of staff of the University as defined in Section 10.2.3 of Academic Regulations for Postgraduate Degrees by Research and Thesis.

e) The examining team[5] does ❒ **OR** does not ❒ (*tick as appropriate*) include a gender mix. *If the examining team does not include a gender mix, please outline why it has not been possible to achieve this:*

f) *Note: Examiner appointments are made based on an assumption that the nominee plans to come to DCU for the oral examination.*

I am fully informed of the academic regulations (Sections 8.4.3 and 11.3.3) pertaining to the arrangements for the viva voce as well as approved procedures[6] for conducting a hybrid or fully online viva voce examination.

Sign: _____ Print: _____ Date: _____

Head of School or Nominee

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

Countersignature[7]: _____ Print: _____ Date: _____

[5] Where a viva voce examination will be held, gender mix may be attained, where necessary, through the appointment of the Independent Chairperson.

[6] Procedures for conducting a viva voce online or using videoconferencing facilities must be followed where exceptional circumstances arise to conduct a hybrid or fully online examination.

7 Where the Principal Supervisor is also the Head of School, a countersignature is required (e.g. by a Research Convenor or Deputy Head of School)

G. NOMINATED INDEPENDENT CHAIRPERSON

(Required ONLY in the case of a PhD or Professional Doctorate)

A Chairperson should be experienced in doctoral supervision, and normally have supervised a student to completion.

The Independent Chairperson should be appointed by the Head of School in consultation with the candidate's Supervisor.

Title	
First Name	
Surname	
School	

H. ABSTRACT

Please include a typed 300-word abstract

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