**Change of Supervisory and/or Panel Member Arrangements**

On completion, **this form must be submitted to the** **Faculty Office** to be included in the papers for the next Faculty Research Committee (FRC) meeting.

Upon approval, the Faculty Office will notify Registry of the necessary changes required on the system.

***(N.B. Only typed forms will be accepted. Submit to the Faculty Research Committee)***

1. **CANDIDATE DETAILS** *(To be completed by Principal Supervisor(s)):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Candidate** |  | | |
| **Student ID Number** |  | | |
| **Date of Entry into the Research Programme** |  | **Current Registration Mode**  (please tick as appropriate) | Full-time ❒  Part-time **❒** |
| **Title of Award Sought**  (please tick as appropriate) | DBA **❒**  DMusPerf **❒** DPsych **❒** EdD **❒** PhD **❒**  MA **❒** MEng **❒**  MSc **❒**  LLM **❒** MPhil **❒** MBS **❒**  MEd **❒** | | |
| **School** |  | | |

1. **CURRENT PANEL ARRANGEMENTS**

*(Relevant sections to be completed by Principal Supervisor(s)):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Supervisor(s)** | **Principal/**  **Joint Principals** | **Secondary Internal (where relevant)** | **Secondary External (where relevant)** |
|  |  |  |
| **Current Independent Panel Member(s)** |  | | |

1. **PROPOSED PANEL ARRANGEMENTS**

*(Relevant sections to be completed by Principal Supervisor(s)):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Supervisor(s)** | **Principal/**  **Joint Principals** | **Secondary Internal (where relevant)** | **Secondary External\***  **(where relevant)** |
|  |  |  |
| **Proposed Independent Panel Member(s)** |  | | |
| **Reason(s) for the change:** | | | |

**\***If there is a new addition of a Secondary **External Supervisor**, please provide their email address and affiliation in the space provided on the next page.

**Secondary External Supervisor Details (where relevant)**

|  |  |
| --- | --- |
| **Email Address** |  |
| **Affiliation** |  |

1. **STUDENT AGREEMENT**

|  |
| --- |
| I am in agreement with the changes as outlined in Section C, Proposed Panel Arrangements  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_\_\_  **Postgraduate Candidate** |

1. **CURRENT & PROPOSED PANEL AGREEMENT** (including those to be removed from panel)

|  |
| --- |
| I/we are in agreement with the changes as outlined in Section C, Proposed Panel Arrangements  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_  **Supervisor or Other Panel Member Signature**  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_  **Supervisor or Other Panel Member Signature**  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_  **Supervisor or Other Panel Member Signature**  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:** \_\_\_\_\_\_  **Supervisor or Other Panel Member Signature**  Insert additional signature lines if required. |

1. **HEAD OF SCHOOL ENDORSEMENT**

|  |
| --- |
| I am in agreement with the changes as outlined in Section C, Proposed Panel Arrangements  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. Research Convenor or Deputy Head of School). |

**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>