DCU
Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University

Change of Supervisory and/or Panel Member Arrangements – R103

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 form. Only typed forms will be accepted.
- **Completed forms 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.
- All Current and Proposed panel members should sign this form.

A. 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 ☐ DProfElite ☐ DPsych ☐ EdD ☐ PhD ☐ MA ☐ MEng ☐ MSc ☐ LLM ☐ MPhil ☐ MBS ☐ MEd ☐		
School[1]			

B. CURRENT PANEL ARRANGEMENTS *(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)			

C. PROPOSED PANEL ARRANGEMENTS *(To be completed by Principal Supervisor(s)):*

It is important that Section 7 of the Academic Regulations is reviewed where a proposed change to a panel is taking place. Some key considerations are:

- It is the responsibility of the Head of School to ensure that appropriate supervision remains in place in situations where a supervisor or independent panel member leaves the University (Section 7.7)
- Where a principal supervisor retires or resigns from the University, the supervisor is encouraged to continue supervising the students, but as a secondary supervisor (Section 7.7.1)
- Where a supervisor is absent (e.g. on sabbatical leave) for part of the duration of the student's research, it will be the School's responsibility to determine whether a replacement supervisor is needed for the period in question (Section 7.7.2)

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

Please provide sufficient information on the reason(s) for the change (as part of this please consider Section 7 of the Academic Regulations):

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

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Secondary External Supervisor Details **(where relevant)** *If there is a new addition of a **Secondary External Supervisor**, please provide their email address and affiliation	
Email Address	
Affiliation	

D. STUDENT AGREEMENT

I agree with the changes as outlined in Section C, Proposed Panel Arrangements

Sign: _____ Print: _____ Date: _____
Postgraduate Candidate

E. CURRENT & PROPOSED PANEL AGREEMENT *(All Current and Proposed panel members should sign, 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.

F. HEAD OF SCHOOL ENDORSEMENT

I agree 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