

## CURRENT ACADEMIC YEAR 2019/2020

### Notice of Intention to Reside/Carry out Research Abroad

On completion, this form should be returned to Student Awards, Registry at least **two weeks** in advance of the scheduled meeting of the Graduate Research Studies Board (GRSB). See Schedule of Meetings <http://www.dcu.ie/ovpaa/ac.shtml>

*Section 4.5 of the Academic Regulations for Postgraduate Degrees by Research and Thesis states that Supervisors, on behalf of registered students, or new applicants not covered by a joint supervision or award agreement but wishing to reside and undertake research outside Ireland for a period of six months or more, must inform the Graduate Research Studies Board, and for those wishing to reside and undertake research outside Ireland for the full period of registration, must be approved by the Graduate Research Studies Board, where in either case details are provided as to the rationale for registration abroad rather than locally to DCU, and arrangements for supervisor oversight of the field, experimental or other work. Such arrangements are also subject to the requirements detailed in section 7.15.*

***(N.B. Only Typed Forms will be accepted by GRSB. Please print single-sided.)***

Note: Please ensure an **agreement as per Section 7.15 of the Academic Regulations has been attached**, prior to submission of the item to Registry. Please refer to the Graduate Studies Office website for [guidance](#) in terms of completing this agreement and for guidance in respect of the remote supervision of research students;

#### A. Candidate Details (To be Completed by Candidate)

Name of Candidate			
Student ID Number			
Date of Entry into the Research Programme		Current Registration Mode (please tick as appropriate)	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
School			

Reason for residing abroad and rationale for registering in DCU rather than locally?

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Period of time you wish to reside abroad.

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**B. Supervisor Oversight & Funding Implications (To be completed by Principal Supervisor)**

Arrangements for supervisor oversight of the field, experimental or other work

Funding Implications while residing/carrying out research abroad

**C. Agreement by all Parties**

*The Student, Principal Supervisor(s) and Head of School are asked to indicate their agreement for the candidate to reside/carry out research abroad, and that the guidelines for remote supervision in section 7.15 of the Academic Regulations for Postgraduate Degrees by Research and Thesis will be adhered to, by signing below:*

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**Student**

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Supervisor(s)**

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**External Supervisor(s)**

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

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

Insert additional signature lines if required and identify that person's role.

**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>

AGREEMENT BETWEEN  
DUBLIN CITY UNIVERSITY (DCU)  
and  
**STUDENT**  
FOR THE SUPERVISION OF A  
POSTGRADUATE RESEARCH STUDENT, LOCATED REMOTELY

**PREAMBLE**

This Agreement is entered into by and between Dublin City University (DCU), with a registered address at Dublin 9, Ireland and **INSERT STUDENT'S NAME**, with an address at **INSERT STUDENT'S ADDRESS**. For the purposes of this Agreement (referred to herein as "the Agreement") Dublin City University is referred to as "DCU" or "the University", **INSERT STUDENT'S NAME** is referred to as "the Student", and DCU and the Student are referred to collectively as the "Parties" or individually as "Party". Where the document refers to "DCU" this also includes linked colleges.

The **INSERT NAME OF DCU SCHOOL/LINKED COLLEGE** is undertaking the Agreement on behalf of DCU, with contact details as follows: **INSERT CONTACT DETAILS FOR DCU SCHOOL/LINKED COLLEGE**.

Whereas: **INSERT STUDENT'S NAME** is a [delete as appropriate] current registered research student of DCU/an applicant to become a registered research student of DCU.

**PURPOSE**

The purpose of the Agreement is to set out the conditions for the supervision of a DCU-registered postgraduate research student undertaking a research degree while residing at a location outside of Ireland for part or all of the period of registration.

This specific remote supervision agreement is being put in place to allow the student to reside abroad for the following reason/s:

- ☐ For the purpose of collecting data/accessing research subjects not available locally and specific to the research context.
- ☐ For the purpose of accessing specialised equipment or resources not available locally.
- ☐ To spend time in another institution, research facility or enterprise.
- ☐ To return to their home country/to remain in their home country for personal, family, financial or employment reasons.

Please elaborate below, describing the details supporting the need for this request:

**Insert details relevant to the request here, according to the reason selected above**

### SCOPE

The Agreement details the conditions for the admission, registration, support and supervision of **INSERT STUDENT'S NAME** while undertaking his/her DCU research degree.

### PERIOD/LENGTH OF REMOTE STUDY

- ☐ Permission to remotely supervise the student is being sought for the entire duration of the Students registration at DCU, commencing from the first date of registration at DCU.
- ☐ Permission to remotely supervise the student is being sought for the following period, outside which the student will be normally resident in Ireland: **INSERT PROPOSED RESIDING ABROAD PERIOD WITH DATES IF KNOWN**

### ADMISSION, REGISTRATION, DURATION AND LOCATION OF STUDY

DCU admission and registration regulations, requirements and procedures apply. The Student will be admitted to/is registered at Dublin City University in **INSERT NAME OF DCU SCHOOL/LINKED COLLEGE** and registered on the:

- ☐ PhD Register
- ☐ PhD-track Register
- ☐ Research Masters Register
- ☐ Professional Doctorate Register

to prepare a research thesis entitled: **INSERT THESIS TITLE**

The period of candidature will commence from the date of DCU registration in the academic year commencing **INSERT MONTH/YEAR**. Normal minimum and maximum registration periods will apply, as outlined in DCU's *Academic Regulations for Postgraduate Degrees by Research and Thesis*.

### LENGTH OF AGREEMENT AND AMENDMENTS

The Agreement will be effective from the date of registration of the Student in DCU. It will terminate on the award approval by the Academic Council; on de-registration; on unsuccessful outcome; or on termination by any one of the parties to this Agreement, whichever is earliest. By mutual agreement the terms of this Agreement may be reviewed to take account of any changes agreed by all parties to this Agreement. This Agreement may be amended or modified by written agreement by each Party, or their nominated representative.

### FEES PAYABLE

The Student will undertake/is undertaking the research degree on a **full-time / part-time (DELETE AS APPROPRIATE)** basis. Applicable registration and tuition fees are payable to DCU on behalf of the Student for the duration of the period of registration. In the case of this Agreement registration and tuition fees will be payable by (**please tick**):

- ☐ The Student
- ☐ Other (please specify source of funding and cite the relevant terms and conditions document)

## FINANCIAL PAYMENTS

Stipend payments will not be made through DCU while the Student is residing outside of Ireland. In the case of this Agreement, the following applies (please tick):

- ☐ NO STIPEND: Applicable where the Student will reside outside of Ireland for the duration of the degree, or is self-funded and will receive no stipend payments through DCU
- ☐ PART STIPEND: Applicable where the Student is funded from a DCU held budget, will reside in Ireland for part of the degree and will receive stipend payments through DCU while they are in Ireland
- ☐ FULL STIPEND: Applicable where the Student is funded from a DCU held budget, will reside in Ireland for part of the degree and will receive stipend payments through DCU while they are in Ireland and remotely located<sup>1</sup>.

## SUPERVISION

The Student will have a supervisory panel as described in DCU's *Academic Regulations for Postgraduate Degrees by Research and Thesis*. The Panel will participate in formal decision-making with respect to the Student's progress. The Student's supervisor(s) (herein referred to as "the Supervisor(s)"), based at DCU is/are:

DCU-based Principal Supervisor:	Name:
	School / centre:
DCU-based Secondary Supervisor, if applicable:	Name:
	School / centre:
Supervisor based at other University/Organisation, if applicable:	Name:
	School / centre:
	Institution name & address:
Supervisor based at other University/Organisation, if applicable:	Name:
	School / centre:
	Institution name & address:

The Supervisor(s) undertake(s) to carry out to the full extent the role of supervisors, as described in DCU's *Academic Regulations for Postgraduate Degrees by Research and Thesis*. This includes a responsibility to consult as a panel on the Student's progress and research work.

<sup>1</sup> It is the responsibility of the student to ensure compliance with Revenue rules regarding the tax exemption status of their scholarship. Further details can be found at: <https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/education/scholarship-exemption/index.aspx>

Any Supervisor based at the other University/Organisation agrees to abide by their responsibilities as outlined in DCU's *Academic Regulations for Postgraduate Degrees by Research and Thesis*, and all other University policies in force at any given time, in order to successfully comply with the remote supervision arrangement.

Insert details of the supports and responsibilities of the Supervisor based at the other University/Organisation, if applicable

The Student agrees to abide by their responsibilities as outlined in DCU's *Academic Regulations for Postgraduate Degrees by Research and Thesis*, and all other University policies in force at any given time. Having regard to the remote supervision arrangement, the Student will ensure Supervisor(s) access to any relevant primary data and/or facilities / field sites being used in their research in order to facilitate evaluation of the methodologies being used and the rigour and integrity of analysis. Specifically:

Insert any details relevant to the project / location here

The Student undertakes responsibility to maintain regular contact with the Supervisor(s). At a minimum there will be remote communication on a **monthly/fortnightly/quarterly** basis (**DELETE AS APPROPRIATE**), in addition to at least one annual review meeting, must be conducted face-to-face. Costs associated with this meeting, if in DCU, will be borne by the Student. The Supervisor(s) or the Student may request additional face-to-face meetings as they deem necessary. **Insert here arrangement for payment related to costs associated with any such meetings, and cap on the number.** Appropriate technological means for effective communication will be employed, and frequency will be monitored by **INSERT NAME OF DCU PRINCIPAL SUPERVISOR** to ensure compliance with University regulations and this Agreement and reported on within the annual progress report. Specific details of the communication schedule for **INSERT STUDENT'S NAME** are as follows:

COMMUNICATION SCHEDULE:		Remote communication, e.g., email, video calls, etc.	Face-to-face meetings in DCU	Other (please specify)
Year 1	Frequency			
	Location			
	Responsible			
Year 2	Frequency			
	Location			
	Responsible			
Year 3	Frequency			
	Location			

	Responsible			
Year 4	Frequency			
	Location			
	Responsible			

In addition:

- The Student will notify the Supervisor(s) and School/Linked College Secretary of any change of address or contact details. The student must also update their DCU record via the Students Apps Page.
- The Student will log into his/her DCU student email account on a regular basis to stay abreast of University announcements and notifications of relevance.
- Periods of leave and change of residence (if it impacts on the research) will be agreed with the Supervisor(s).
- Any difficulties which may arise within a supervisor/student relationship will be dealt with in the context of relevant DCU policies and procedures.
- Either a DCU supervisor or the student may request a face-to-face meeting if they deem it necessary.

#### PROGRESSION & REGISTRATION:

The Supervisor(s) and Student will fully engage with the Annual Review process in July each year. The Student will register with DCU as a continuing student at the beginning of each new academic year following satisfactory progression.

#### TRAINING, LIBRARY & ACCESS TO RESOURCES

Both Parties acknowledge the inherent constraints on access to DCU training opportunities, physical facilities and other student supports while the Student is residing outside of Ireland.

The Student will take responsibility for undertaking training, where required, and as deemed appropriate to the research degree for which he/she is registered, as described in DCU's *Academic Regulations for Postgraduate Degrees by Research and Thesis*. Training needs and professional development planning will be reviewed on an annual basis as part of the annual review process. The current professional development/training plan for the candidate is outlined here:

Insert details here as to how the professional development/training requirements of the candidate will be met.

The University has no financial liability in this regard. The Student accepts that access to DCU Library e-resources is subject to the contract negotiated with the providers, and may be limited for remote users.

#### EXAMINATION

The research degree will be assessed on the basis of a written thesis, and a *viva voce* examination if applicable, in accordance with DCU *Academic Regulations for Postgraduate Degrees by Research and Thesis*. The submission of the thesis is subject to satisfactory progression requirements and in accordance with DCU's regulations. The *viva voce* examination will take place in DCU and associate travel expenses

will be borne by the student. All examination results and recommendations are subject to final approval and confirmation by Academic Council.

#### **AWARD AND GRADUATION**

If successful, the Student will be awarded a single parchment issued by DCU, and the degree will be conferred at a graduation ceremony at DCU.

#### **INTELLECTUAL PROPERTY AND COPYRIGHT OWNERSHIP**

The Student and Supervisor(s) will comply with DCU's policies on intellectual property in order to protect the research and the publication of research results. All proposed publications arising from the Student's research work will have the approval of the Supervisor(s) prior to publication. DCU must be appropriately acknowledged in all publications, presentations and any publicity-related material. Irish and EU regulations will apply regarding the filing, registration of copyright, description and reproduction of the thesis.

#### **ETHICAL ISSUES, LEGAL JURISDICTIONS CONSIDERATIONS**

The Student and Supervisor(s) must detail that all ethical and legal requirements of DCU, Ireland and the host country been addressed to identify any potential issues. Details of prior approval from the DCU Research Ethics Committee is required, regardless of where the research is being conducted.

Insert any relevant details here

#### **INSURANCE AND VISA CONSIDERATIONS**

The Student and Supervisor(s) must detail any Insurance and visa concerns while the Student is residing outside of Ireland and detail how these will be addressed to avoid potential issues.

Insert any relevant details here

#### **DISPUTE RESOLUTION**

Both Parties agree to discuss and negotiate in good faith to resolve any dispute. Any legal proceedings arising from this Agreement will be conducted in accordance with the laws of Ireland.

#### **SIGNATURES**

##### **The Student:**

Title, Name:

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Address:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Supervisor at Dublin City University:**

Title, Name: \_\_\_\_\_

School/College: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Secondary Supervisor at Dublin City University (if applicable):**

Title, Name: \_\_\_\_\_

School/College: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Other Supervisor at Dublin City University (if applicable):**

Title, Name: \_\_\_\_\_

School/College: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Head of School\* at Dublin City University (or his/her nominee) :**

Title, Name: \_\_\_\_\_

School/College: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*\*or Executive Dean where Head of School is one of the Supervisors*

**Supervisor based at other university/organisation (if applicable):**

Title, Name: \_\_\_\_\_

School/College: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor based at other university/organisation (if applicable):**

Title, Name: \_\_\_\_\_

School/College: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_