CURRENT ACADEMIC YEAR 2018 / 2019

Application for Transfer to OR Confirmation on, the PhD Register

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](http://www.dcu.ie/ovpaa/ac.shtml)

(N.B. Only typed forms will be accepted by GRSB. Please print single-sided.)

A. CANDIDATE DETAILS

<table>
<thead>
<tr>
<th>Name of Candidate</th>
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<tbody>
<tr>
<td>ID Number</td>
</tr>
<tr>
<td>Date of Entry onto the Research Programme</td>
</tr>
<tr>
<td>Current Registration Status (please tick as appropriate)</td>
</tr>
<tr>
<td>Anticipated Thesis Format (please tick as appropriate)</td>
</tr>
<tr>
<td>Title of Thesis</td>
</tr>
<tr>
<td>School</td>
</tr>
<tr>
<td>Supervisor(s)</td>
</tr>
<tr>
<td>Independent Panel Member(s)*</td>
</tr>
<tr>
<td>Internal Examiner(s)**</td>
</tr>
</tbody>
</table>

* Independent Panel Member(s) and Secondary Supervisor(s) are not required to sign this form.

** The Independent Panel Member cannot act as the Internal Examiner for confirmation or transfer (ref Section 8.2.1 of the Academic Regulations for Postgraduate Degrees by Research and Thesis).

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. 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 ☐
**CURRENT ACADEMIC YEAR 2018 / 2019**

An oral examination was carried out for the purposes of the transfer / confirmation exercise. | Yes ☐
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**i) Report on Written Submission**
(to be completed jointly by Principal Supervisor(s) and Internal Examiner(s), circa 300 words)

**ii) Report on Oral Examination**
(to be completed jointly by Principal Supervisor(s) and Internal Examiner(s), circa 300 words)

<table>
<thead>
<tr>
<th>Date of Oral Examination:</th>
</tr>
</thead>
</table>

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

**C. COMMENTS (IF APPLICABLE)**
The Principal Supervisor(s) and Internal Examiner(s) are asked to provide below details of specific guidance, if any, which may be of assistance to the student in his/her future programme of research:

**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).

☐ We concur with the recommendations stated in this report and certify that the candidate **should** progress to the PhD Register.

☐ We concur with the recommendations stated in this report and certify that the candidate **should not** progress to the PhD Register.  

(where relevant, also indicate if below is applicable)

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

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1 A student may undergo a second transfer process within 6 months.
CURRENT ACADEMIC YEAR 2018 / 2019

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 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