On completion, this form should be returned to Student Awards, Registryat 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>

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

*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 (GRSB), providing details of the rationale for registration in DCU rather than locally, 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Candidate** |  | | |
| **Student ID Number** |  | | |
| **Date of Entry into the Research Programme** |  | **Current Registration Mode**  (please tick as appropriate) | Full-time ❒  Part-time **❒** |
| **School** |  | | |

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

|  |
| --- |
| **Period of time you wish to reside abroad.** |
|  |

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

|  |
| --- |
| **Funding Implications** **while residing/carrying out research aboard** |
|  |

|  |
| --- |
| *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**:** \_\_\_\_\_\_\_\_\_\_\_\_\_  **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. |

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 (refer to the Graduate Studies Office for a template of this agreement).

**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.

Whereas: Dublin City University (DCU), founded in 1989, is a dynamic, research-intensive institution. Radical in its strategy from the outset, it is characterised by a focus on innovation and entrepreneurship, close engagement with the enterprise sector in its research and education activities, and the ability to move quickly and effect change. DCU has five Faculties: Science & Health, Engineering & Computing, Humanities & Social Sciences, DCU Business School, DCU Institute of Education and linked colleges. DCU is home to a number of world-class research centres that focus on translating their outputs into societal and economic benefits and is committed to continuing its vigorous contribution to the development of Ireland as a globalised knowledge society.

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 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.

**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.

**Admission, Registration, Duration and Location of Study**

DCU admission and registration regulations, requirements and procedures apply. The Student will be admitted to Dublin City University in **INSERT Name of DCU school/LINKED COLLEGE** and registered on the (please tick):

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

in the **DCU school/LINKED COLLEGE**, to undertake the following type of research programme (please tick):

* PhD
* PhD through collaboration with enterprise
* EdD Doctor of Education
* DBA Doctor of Business Administration
* DPsych Doctor of Psychotherapy
* DMusPerf Doctor of Music in Performance
* LLM Master of Laws
* MA Master of Arts
* MBS Master of Business Studies
* MSc Master of Science
* MEng Master of Engineering
* MEd Master of Education
* MPhil Master of Philosophy

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 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 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)

|  |
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**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

**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 partner University / Organisation: | Name: |
| School / centre: |
| Institution name & address: |
| Other Supervisor based at partner 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.

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 basis (**DELETE AS APPROPRIATE**), in addition to at least one annual face-to-face meeting. 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 | 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 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.

**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*. 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. 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 inorder 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.

**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: |  | | |
| Address: |  | | |
|  |  | | |
| 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*