

DKIT Graduate Studies Office

Card Fee Scheme

Context: The Card Fee scheme facilitates full-time and part-time research students' progression through the closing stages of their research degree by enabling them, when qualifying conditions are met, to avail of a reduced fee (EUR150) instead of the usual fee associated with their year of study.

In 2023-24 the Card Fee scheme applies only beyond specific registration periods:

- > 4 years full-time PhD or > 2 years full-time Masters, or
- > 5 year part-time PhD or > 3 years part-time Masters

The scheme is administered by the Graduate Studies Office in cooperation with the Fees Office and Registrar's Office. Applicants must be in good standing in respect of fees.

Terms and Conditions: Research students must complete their registration for 2023-24 in September 2023¹ and pay the appropriate research fee. Those full-time and part-time students who are coming to the end of their research master's or PhD and whose soft bound thesis will be submitted between 8th September 2023 and 8th December 2023 are invited to **make an application** for the Card Fee. **Qualification** as a Card Fee student for 2023-24 will only be confirmed upon submission of the soft bound thesis in the format required by the Graduate Studies Office (GSO) by **Friday 8th December 2023**.

The Card Fee is a scheme run by the Graduate Studies Office (GSO), in cooperation with the Fees office and Registrar's Office. It facilitates a student's progression through the closing stages of their research degree by enabling them, when qualifying conditions are met, to avail of a reduced fee instead of the usual fee associated with their year of study. The Card Fee for 2023-24 will be **€150**.

Card Fee: eligibility

The table below outlines research student eligibility for the Card Fee, calculated on their year of registration in 2023-24. Those students with mixed full-time/part-time registration periods over the course of their study should contact the GSO:

¹ Card Fee applicants must follow usual registration procedures. To facilitate a student's registration for the 2023-24 academic year an online annual progress monitoring form PGR2 should be completed by 20th June 2022 through their Graduate Research Programme Boards. Continuing students will and must register during the registration period.

Cohort	Year of registration in 2023-24 to be eligible for Card Fee	DKIT Maximum Registration Period	Fee payment requirements for Card Fee
PhD full-time <i>Mixed registration or deferred study periods contact GSO</i>	Years 5+	5 years	Must have paid at least 4 years full-time fees
PhD part-time <i>Mixed registration or deferred study periods contact GSO</i>	Years 6+	7 years	Must have paid at least 5 years part-time
Masters by research full-time <i>Mixed registration or deferred study periods contact GSO</i>	Years 3+	3 years	Must have paid at least 2 years full-time fees
Masters by research part-time <i>Mixed registration or deferred study periods contact GSO</i>	Years 4+	5 years	Must have paid at least 3 years part-time fees
Professional Doctorate	Years 5+	6 years	Must have paid at least 2 years full-time & 2 years part-time fees

Card Fee: how to apply

Applicants must:

1. submit a **CARD FEE DECLARATION** to the Graduate Studies on or before **Friday 11th August 2023**.
2. submit a **PGR4 Intention to Submit Thesis for Examination** to DKIT GRSB by the June GRSB meeting
3. Where students have exceeded the DKIT Maximum Registration Period (see table above) a **PGR14** will need to be submitted and approved by DKIT GRSB in June 2023

Payment of Card Fee

Where an applicant is to pay the Card Fee themselves, they should pay this directly to the Fees office during **September 2023**. Alternatively, a sub account project cost centre code to cover the €150 should be included on the Card Fee Declaration.

Card Fee qualification: Applicants will only qualify for the Card Fee upon submission of their soft bound thesis to the GSO in the format required on or before **8th December 2023**. (Students should make contact with the GSO in advance of soft bound submission). Students who submit by 8th December 2023 will have the opportunity of next graduating in Autumn 2024.

Applicants who have met the deadline do not receive confirmation as such from the GSO that they have qualified for the Card Fee. The Fees office however will be contacted on their behalf to ensure that their fee status for 2022-23 is updated.

Card Fee deadline not met: In the event that an applicant does not meet the Card Fee deadline, their fees will revert to the full fee appropriate to their full-time or part-time year of study. The GSO will notify the Fees office of those applicants who have qualified for the Card Fee and those who have not. Applicants cannot change registration status at this point. Registration status can only be changed at the beginning of the academic year.

In line with current protocol, the GSO office will write to those applicants who have not qualified (and who are responsible for paying their own outstanding fees), giving them a 7-day period in which to make contact and after this, if no contact is made, the applicant's account will be blocked. If the applicant does not make contact, the GSO will contact Heads of Schools to make them aware of the applicant's fees situation and to ascertain if the student still wants to engage in their research or will be withdrawing.

Full Resubmission: Applicants who submit their soft bound thesis and attain Card Fee status for 2023-24, but subsequently require a **full resubmission** of the thesis following their VIVA, will have their Card Fee status relinquished at this point and will pay the full fee appropriate to their registration status for 2023-24. It will be possible for the applicant to apply for the Card Fee again in the next academic year. (Students can apply for the Card Fee more than once but can only qualify once).

€150 Examination Fee: Research students who have completed their registration for 2023-24 and who have already submitted a soft bound thesis before 8th September 2023 are considered to be in the examination period and will instead qualify for the **Examination Fee** and pay **€150 fees** for 2023-24 (same amount as the Card Fee). There is no paperwork associated with the Examination Fee. A Card Fee application is therefore not applicable.

Summary – for Card Fee qualification

Requirement	Deadline for submission	Details
Online registration for 2023-24	September 2023	As advised by the Graduate Studies Office
PGR4	June GRSB DKIT 2023	Submit to Graduate Studies Office
PGR14 (where necessary)	June GRSB DKIT 2023	Submit to Graduate Studies Office
Card Fee Declaration	Monday 8 th August 2023	Submit to Graduate Studies Office
Final Soft bound	Friday 8 th December	Submit to Graduate Studies Office.

submission deadline for Card Fee	2023	Students likely to graduate in Autumn 2024.
Card Fee to be paid to Fees during September 2023 in cases where student is to pay		

Summary – Examination Fee

When applicable?	Application process?	Registration requirements?
Where the soft bound thesis has been submitted to the Graduate Studies Office before 8th September 2023 a student can avail of the €150 Examination Fee covering 2023-24	There is no paperwork to be completed in respect of the Examination Fee. If you have submitted a soft bound thesis before 8 th September 2023 please contact the Graduate Studies Office	All research students must be fully registered up until such point as they submit their hard bound thesis. If the hard bound hasn't been submitted by 1st September 2023 the student must register for 2023-24

Version Control

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