|  |
| --- |
| **Completion of Form**Completed reports must be submitted to graduatestudies@dkit.ie at least two weeks in advance of the Graduate Research Studies Board (GRSB) meeting.  |
| **Submission Deadlines**The PGR4 provides at least 3 months notice of a student’s intention to submit for examination. However, if this submission is delayed, the appointments held within are valid for a 12 month period from date of approval. Where a PGR4 expires, approval of examiners must be sought from GRSB through re-submission of a PGR4 form. |

|  |
| --- |
| 1. **CANDIDATE DETAILS & DECLARATIONS** (*To be completed by Candidate)*
 |
| **Name of Candidate** |  |
| **ID Number** |  | **Current Registration Mode** (please tick as appropriate) | Full-time ❒ Part-time **❒** |
| **Date of Entry onto the Research Programme** |  | **Number of Months Research Completed** |  |
| **Title of Award Sought**(please tick as appropriate) | PhD **❒**  MA **❒** MEng **❒**  MSc **❒**  MBS **❒**  MEd **❒** MPhil r  |
| **Thesis Format[[1]](#footnote-1)**(please tick as appropriate) | Monograph **❒** Publication **❒** Artefact **❒**  Creative/Performance Practice **❒**   |
| **Title of Thesis** |  |
| **School** |  |
| **Supervisor(s)** | **Principal/****Joint Principals** | **Secondary Internal (where relevant)** | **Secondary External (where relevant)** |
|  |  |  |
| **Independent Panel Member(s)\*** |  |
| **Early Appointment of Examiners for Creative / Performance Practice Components** | *If examiners are required to attend creative / performance practice in advance of thesis submission, please outline the circumstances and indicate the respective timescales for the practice and thesis components.* |

|  |
| --- |
| **Please indicate that the above information is accurate and demonstrate acknowledgement of the declarations below by populating your signature:** |
| 1. I herewith give three months’ notice of my intention to submit the above thesis for examination for the award of the degree stated above and I have appended a typed 300-word abstract of my work.
 |
| 1. I confirm that the word-length of the thesis to be submitted will be within the maximum limit set out in the Academic Regulations for Postgraduate Degrees by Research & Thesis e.g. 45,000 Masters, 90,000 PhD.
 |
| 1. I confirm that an initial discussion has taken place with my Principal Supervisor(s) about the arrangements for the viva voce (where applicable), and that I am aware of the academic regulations pertaining to that process (Section 13.3) as well as the approved procedures[[2]](#footnote-2) for conducting a hybrid or fully online viva voce examination.
 |
| **Sign:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Print:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_ **Candidate** |

|  |
| --- |
| 1. **SUPERVISOR(S) ACKNOWLEDGEMENT & DECLARATION**

**Please indicate your acknowledgement of the declarations below by populating your signature.** (*To be completed by Principal Supervisor(s))*  |
| 1. I/We herewith acknowledge that the above-named candidate has completed their period of study and research for the above degree and is eligible to submit their thesis for examination.
 |
| 1. I/We confirm that an initial discussion has taken place with the Candidate about the arrangements for the viva voce (where applicable), that I/We are aware of the academic regulations pertaining to that process (Section 13.3) as well as approved procedures2 for conducting a hybrid or fully online viva voce examination.
 |
| Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­\_\_\_\_\_\_\_ **Principal Supervisor(s)**Insert additional signature lines if required and identify that person’s role. Independent Panel Member(s) and Secondary Supervisor(s) are not required to sign this form.  |

|  |
| --- |
| 1. **CONFIDENTIALITY OF THE THESIS & EXAMINATION PROCESS**

*(To be completed by Principal Supervisor(s))* |
| The Letter of Invitation issued to External Examiner(s) following approval by GRSB, includes a standard confidentiality clause, suitable for most academic and Intellectual Property (IP) protection purposes. For further information on this and examples where bespoke Non-Disclosure Agreements may be required please contact the Graduate Studies Office. |
| Please indicate whether a bespoke Non-Disclosure Agreement is required, **tick** **the relevant box**.*If yes, the Graduate Studies Office will notify the RDC to contact the Principal Supervisor(s).* | YES ❒  | NO ❒ |
| 1. **NOMINATION OF EXAMINERS** (*To be completed by Principal Supervisor(s) and Head of School)* ***N.B.*** *Please refer to Section 15 APPOINTMENT OF EXAMINERS FOR RESEARCH DEGREES of the* [Academic Regulations](https://www.dkit.ie/assets/uploads/documents/Policies-and-Guidelines/Academic-Policies/Research%20and%20Knowledge%20Exchange/DkIT-Academic-Regulations-for-Postgraduate-Degrees-by-Research-and-Thesis-DCU-Awards.pdf) *and* [DkIT's Conflict of Interest Policy](https://www.dkit.ie/about-dkit/policies-and-guidelines/regional-development-centre-policies/regional-development-centre-policies/conflict-of-interest-policy.pdf)

*The* ***Head of School*** *must ensure that all examiners have required independence as outlined in these policies.* |
| **D (i) Nominated Internal Examiner** *The Internal Examiner should be experienced in supervising research students and be independent of the research, the student, and the other examiner(s).*  |
| **Name** |  | **Qualifications** |  |
| **Nature of Current Post** |  | **School** |  |
| **If the nominee has not yet supervised a research student from early stage to completion for the award being examined, (or for a higher research award) please indicate by which method the nominee meets the requirement:** |
| Has supervised 3 candidates from early stage through the confirmation/transfer stage. | Yes **❒** | No **❒** |
| Has completed all elements of professional development for examiners (course & exam shadowing with reflection). | Yes **❒** | No **❒** |
| **D (ii) Nominated External Examiner** *(****N.B.*** *Please also complete CV template in Section F)* **Note:** *Reciprocal examining arrangements between the Institute and other colleges/institutions in the same subject area should be avoided, as should disproportionate dependence on any specific School or Department in a given institution. Typically, a year should elapse between appointments involving the same Schools/Departments.* |
| **Name** |  |  |
| **Home Institution** |  |  |
| **Home Department** |  |  |
| **Nature of Current Post / Responsibilities** |  |  |
| **Main Research Interests and Reasons for Appointment**(Please outline relevancy of expertise to the research area of the candidate). |  |  |
| **Location**If the nominee will be travelling a long distance, please advise why an appropriate examiner at closer proximity could not be identified. |  |  |

|  |
| --- |
| **D (iii) Head of School Declaration****Please indicate your acknowledgement of the declarations below by populating your signature. Items b) and c) require a response. Please tick the appropriate boxes.** |
| 1. The above-mentioned is herewith recommended for appointment as External Examiner for the candidate referred to in Section A and has no associations with DkIT or DCU that are in contravention of the regulations.
 |
| 1. The candidate is/was **❒ OR**  is not/was not **❒** (tick as appropriate) a member of staff of the Institute as defined in Section 15.2 of Academic Regulations for Postgraduate Degrees by Research and Thesis.
 |
| 1. The examining team[[3]](#footnote-3) does **❒ OR** does not **❒** (*tick as appropriate*) include a gender mix.

*If the examining team does not include a gender mix, please outline why it has not been possible to achieve this:* |
| 1. *Note: Examiner appointments are made based on an assumption that the nominee plans to come to DkIT for the oral examination.*

I am fully informed of the academic regulations (Section 13) pertaining to the arrangements for the viva voce as well as approved procedures[[4]](#footnote-4) for conducting a hybrid or fully online viva voce examination. |
| Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  **Head of School or Nominee**  Countersignature[[5]](#footnote-5): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ |

|  |
| --- |
| 1. **NOMINATED ADDITIONAL EXTERNAL EXAMINER**

(*To be completed by Principal Supervisor(s) and Head of School)* |
| In the case of a candidate who is/was a member of staff of the Institute, it may be a requirement to have the examination conducted by two External Examiners (ref Section 15.2.3). Where it is determined by a Head of School that a Candidate requires an additional External Examiner, please populate the following section **and** also a CV template (see section F) for the nominated additional External Examiner.  |
| **Name** |  |
| **Home Institution** |  |
| **Home Department**  |  |
| **Nature of Current Post /** **Responsibilities** |  |
| **Main Research Interests and Reasons for Appointment**(Please outline relevancy of expertise to the research area of the candidate).  |  |
| **Location**If the nominee will be travelling a long distance, please advise why an appropriate examiner at closer proximity could not be identified. |  |
| The above-mentioned is herewith recommended for appointment as External Examiner for the candidate referred to in Section A and has no associations with DkIT or DCU that are in contravention of regulations*.* Sign: Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ **Head of School or Nominee** Countersignature[[6]](#footnote-6): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| 1. **CURRICULUM VITAE - NOMINATED EXTERNAL EXAMINER(S)**
 |
| **Title/Post-Nominals** |  |
| **First Name** |  |
| **Surname** |  |
| **Contact Address (Please include postal address in full)** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Webpage** |  |
| **Academic and Professional Qualifications** |  |

|  |
| --- |
| **List five publications of relevance to the area covered by the candidate’s research.** |
| **No.** | **Authors (full names)** | **Full Citation** | **Year of Publication** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **If *all* of the most relevant publications (listed above) are more than 5 years old, please also provide some evidence of recent research activity.** |
|  |

|  |
| --- |
| **Nature and extent of experience of supervising or examining research candidates** Please indicate experience relative to the candidate’s award for examination, by ticking the relevant boxes below: |
| Principal supervision of research candidates to completion  | Yes **❒** | No **❒** |
| Joint supervision of research candidates to completion  | Yes **❒** | No **❒** |
| Examination of research candidates  | Yes **❒** | No **❒** |
| **In the case where the nominated External Examiner does not have experience in supervision and/or examination at this level, please elaborate on any related professional experience and their suitability to act in this capacity:** |

|  |
| --- |
| 1. **NOMINATED INDEPENDENT CHAIRPERSON**

(Required in the case of a PhD) |
| A Chairperson should be experienced in doctoral supervision, and normally have supervised a student to completion. The Independent Chairperson should be appointed by the Head of School in consultation with the candidate’s Supervisor.  |
| **Title/Post-Nominals** |  |
| **First Name** |  |
| **Surname** |  |
| **School** |  |
| **Telephone Ext.** |  |

|  |
| --- |
| 1. **ABSTRACT**

Please attach a typed 300-word abstract |

**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; [Data Protection Policies & Guidelines / Policies and Guidelines / About DkIT / DkIT - Dundalk Institute of Technology](https://www.dkit.ie/about-dkit/policies-and-guidelines/data-protection-policies-and-procedures.html)

1. 1

[Guidance on Thesis formats is available to view on Section 14 of the Academic Regulations for Postgraduate Degrees by Research and Thesis](https://www.dkit.ie/assets/uploads/documents/Policies-and-Guidelines/Academic-Policies/Research%20and%20Knowledge%20Exchange/DkIT-Academic-Regulations-for-Postgraduate-Degrees-by-Research-and-Thesis-DCU-Awards.pdf) [↑](#footnote-ref-1)
2. [Procedures for conducting a viva voce online or using videoconferencing facilities](https://www.dcu.ie/registry/postgraduate-research-academic-regulations-guidelines-registry#collapse-accordion-127156-9)  must be followed where exceptional circumstances arise to conduct a hybrid or fully online examination. [↑](#footnote-ref-2)
3. Where a viva voce examination will be held, gender mix may be attained, where necessary, through the appointment of the Independent Chairperson. [↑](#footnote-ref-3)
4. Procedures for conducting a viva voce online or using videoconferencing facilities must be followed where exceptional circumstances arise to conduct a hybrid or fully online examination. [↑](#footnote-ref-4)
5. Where the Principal Supervisor is also the Head of School, a countersignature is required [↑](#footnote-ref-5)
6. Where the Principal Supervisor is also the Head of School, a countersignature is required [↑](#footnote-ref-6)