

#### Guidance & Instructions for Completion of Form

- Please refer to the [Guidance on Electronic Completion & Submission of PGR Forms](#) prior to completion of the report. Only typed forms will be accepted.
- Completed reports must be submitted to [postgraduate.research@dcu.ie](mailto:postgraduate.research@dcu.ie) at least two weeks in advance of the Graduate Research Studies Board (GRSB) meeting. [Please click here for Registry submission deadlines](#)
- Independent Panel Members and Secondary Supervisors are not required to sign this form.
- The Independent Panel Member cannot act as the Internal Examiner for confirmation or transfer (re Section 8.2.1 of Academic Regulations)

### A. CANDIDATE DETAILS

<b>Name of Candidate</b>					
<b>ID Number</b>		<b>Current Registration Mode</b> (please tick as appropriate)	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		
<b>Date of Entry onto the Research Programme</b>		<b>Number of Months Completed</b>			
<b>Current Registration Status</b> (please tick as appropriate)	Masters <input type="checkbox"/>	PhD-track <input type="checkbox"/>			
<b>Anticipated Thesis Format</b> (please tick as appropriate)	Monograph <input type="checkbox"/>	Publication <input type="checkbox"/>	Artefact <input type="checkbox"/> Creative/Performance Practice <input type="checkbox"/>		
<b>If publication format is selected above, please list the publications that have already been submitted and/or accepted:</b>					
<b>Author(s)</b>	<b>Date</b>	<b>Title</b>	<b>Publication Outlet</b>	<b>DOI (if available)</b>	<b>Status (Submitted or Accepted)</b>
<b>Title of Thesis</b>					
<b>School<sup>1</sup></b>					
<b>Supervisor(s)</b>	<b>Principal/ Joint Principals</b>	<b>Secondary Internal (where relevant)</b>	<b>Secondary External (where relevant)</b>		
<b>Independent Panel Member(s)*</b>					
<b>Internal Examiner(s)**</b>					

<sup>1</sup> EdD registration sits at Faculty level, please list DCU Institute of Education where this is applicable

#### 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 as per 8.2.2 of the [Academic Regulations](#). This does not preclude provision of annotated documents or other extensive feedback on minor issues directly to the student.

**With reference to Academic Regulation 8.2.1, please provide an explanation here if the confirmation exercise was conducted beyond the expected timeline**

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 <input type="checkbox"/>	No <input type="checkbox"/>
An oral examination was carried out for the purposes of the transfer / confirmation exercise.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### i) Report on Written Submission

(to be completed jointly by Principal Supervisor(s) and Internal Examiner(s), using the statements provided-circa 300 words)

- a) Please summarise the research conducted to date as presented in the report:

- b) Please indicate if the candidate's progress to date has been deemed satisfactory and outline the reasons for the supervisor(s) and examiner(s) decision:

- c) Please outline why the programme of envisaged research, provides **or** fails to provide, a satisfactory basis to meet the intended standard at a PhD level:

#### ii) Report on Oral Examination

(to be completed jointly by Principal Supervisor(s) and Internal Examiner(s), using the statements provided-circa 300 words)

**Date of Oral Examination:**

*Please provide detail on the manner in which the candidate engaged with any questions and/or issues raised by the supervisor(s)/examiner(s) during the Oral Examination:*

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

#### **C. COMMENTS** (to be completed jointly by Principal Supervisor(s) and Internal Examiner(s))

- i. The Principal Supervisor(s) and Internal Examiner(s) are asked to provide below details of specific guidance, which may be of assistance to the student in his/her future programme of research:

**OR**

- ii. If the outcome of the confirmation procedure is unsuccessful or requires a re-attempt, the Principal Supervisor(s) and Internal Examiner(s) are asked to provide below details of specific reasons for this decision or guidance 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).

- i.  We concur with the recommendations stated in this report and certify that the candidate **should** Confirm on/Transfer to the PhD Register.

Or

- ii.  We concur with the recommendations stated in this report and certify that the candidate **should not** Confirm on/Transfer to the PhD Register.

If the recommendation is for the candidate **not** to confirm/transfer please also indicate if one of the following is applicable by placing a tick (✓) in the relevant box(s).

- We further concur that the candidate may undergo a second transfer process within 6 months.  
 We further concur that the candidate is recommended to transfer to the Masters Register and complete such research as will allow him/her to graduate with a **Masters** degree.

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 or the Internal Examiner 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>