

Guidance & Instructions for Completion of Form

- Please refer to the [Guidance on Electronic Completion & Submission of PGR Forms](#) prior to completion of the form.
- Completed forms must be submitted to postgraduate.research@dcu.ie or a physical copy can be submitted to Registry, Henry Grattan Building, Glasnevin.

Regulation

- Section 9.2.3 of the Academic Regulations for Postgraduate Degrees by Research and Thesis states that the electronic copy shall be uploaded to a secure web space (DORAS) by the Principal Supervisor. The Candidate and Principal Supervisor are required to sign a PGR12 declaration form confirming that an e-version of the approved thesis has been submitted to the Library. While an electronic signature is required in completing this form, your name should be populated **in typed format only** on the declaration page of your e-thesis.

Instructions for depositing a thesis (for Principal Supervisor)

- In order to deposit a thesis please go to <http://doras.dcu.ie/theses/deposit.html> and follow the step-by-step guide for depositing a thesis. Should you have any queries about this procedure please contact the DORAS Manager at doras@dcu.ie.

A. CANDIDATE DETAILS (To be completed by the candidate)

Name	
Student ID Number	
Title of Award Sought	DBA <input type="checkbox"/> DProfElite <input type="checkbox"/> DPsych <input type="checkbox"/> EdD <input type="checkbox"/> PhD <input type="checkbox"/> MA <input type="checkbox"/> MEng <input type="checkbox"/> MSc <input type="checkbox"/> LLM <input type="checkbox"/> MPhil <input type="checkbox"/> MBS <input type="checkbox"/> MEd <input type="checkbox"/>
Title of Thesis	
School¹	
Contact Number	
Postal Address	

¹ EdD registration sits at Faculty level, please list DCU Institute of Education where this is applicable.

B. CANDIDATE DECLARATIONS (To be completed by the candidate)

Please indicate your agreement with the declarations below by populating your signature

THESIS DECLARATION

This declaration must also be maintained in the thesis (both e-thesis and final hardbound thesis), positioned immediately following the Title Page.

I hereby certify that this material, which I now submit for assessment on the programme of study leading to the award of (insert title of degree here e.g. Doctor of Philosophy) is entirely my own work, and that I have exercised reasonable care to ensure that the work is original, and does not to the best of my knowledge breach any law of copyright, and has not been taken from the work of others save and to the extent that such work has been cited and acknowledged within the text of my work.²

E-THESIS AND NAME FORMAT DECLARATION

I hereby confirm to Dublin City University that,

- an e-version of the approved thesis has been provided to my Principal Supervisor for upload to the Library repository DORAS.
- My name populated on the Declaration Page of my e-thesis is **in typed format only**.
- Where any other names have been included in the thesis (e.g. Authorship Declarations), they have been populated **in typed format only**.

CANDIDATE SIGNATURE

(by populating your signature you are demonstrating agreement with the above declarations)

Sign: _____ Print: _____ Date: _____

C. E-THESIS ITEM NUMBER & PRINCIPAL SUPERVISOR DECLARATIONS

(To be completed by Principal Supervisor)

E-THESIS DETAILS

Date of Submission of e-Thesis to DORAS:

Item ID No.:

Please indicate if a period of restriction has been requested and a PGR8 form submitted to Registry

Yes

No, not required

PRINCIPAL SUPERVISOR(S) DECLARATIONS

(by populating your signature you are demonstrating agreement with the above declarations)

I hereby confirm that,

- the above candidate has submitted an e-version of the approved thesis and I have uploaded this copy to DORAS.
- I have reviewed the Declaration Page and the candidate name appears only **in typed format**.
- Where any other names have been included in the thesis (e.g. Authorship Declarations), they have been populated **in typed format only**.

Sign: _____ Print: _____ Date: _____

Principal Supervisor(s)

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>

² For Students submitting their work in Irish, please replace the English Thesis Declaration with the Irish language version. This is available in Section 9.4.4 (e) of the Academic Regulations for Postgraduate Degrees by Research and Thesis.