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# GS13: APPLICATION FOR CHANGE IN WORK PROGRAMME 2023-2026

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| **All personal information gathered will be processed in accordance with TUS privacy statements**  **Section A should be completed by the Research Student in conjunction with her/his principal supervisor.**  **Section B should be completed by the Principal Supervisor.**  **Section C should be completed by the Chairperson of the Faculty Research Committee**  **Section D** **to be signed by the Dean of Graduate Studies, Head of the Graduate School**  **For more information, please see part 2 of the TUS Postgraduate Regulations 2023-2026 especially part 2.7** |

**SECTION A: To be completed by the Research Student**

**Research Student and Programme Details:**

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| Research Student Name |  | |
| Research Student Number |  | |
| Programme Code and Title |  | |
| Title of Thesis |  | |
| Faculty and Department |  | |
| Research Institute/Centre/Group |  | |
| Principal Supervisor |  | |
| Date of commencement of Programme (date/month/year) |  | |
| Date of expected completion of programme |  | |
| Funding details (please include details of your funding source, whether you receive a stipend and if so, how much you receive per annum in total, including fees) |  | |
| Is a change in award type required if this application is approved? If you answered yes, please document. | **Yes** | **No** |

**Summary of progress to date:** Provide a brief description of the work completed to date including key project milestones attained (maximum 400 words)

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**Outline the reasons for the change in work programme** (maximum 250 words)

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**Proposed Programme of Research:** This information should be in the form of an abstract (250 words maximum)

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**Describe the proposed research including the methodologies to be employed, key milestones to be attained and dates.**

This should include who existing literature on the topic has been used to inform the proposal; what research methodologies will be employed; including revised timelines (if applicable), key milestones, methodology/data collection, laboratory work, performances or other relevant outputs and how you plan to achieve this (maximum 1000 words)

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**Outline your amended research plan as agreed with your principal supervisor:**

The research plan should be based on the agreement between the Supervisory Panel and the research student. The plan should include a schedule of work outlining the various stages of the project, indicating the time for achieving the stated aims and objectives, and including a GANTT Chart (maximum 800 words).

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**Give a brief description of the resources required for the new project and if they are currently available within your department/faculty/institute.**

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**How have the aims and objectives of the proposed programme of research changed (if at all)?** (maximum 300 words)

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**Outline any other differences in this proposal to that of the original research degree programme** (maximum 300 words)

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**If the application for change in work programme is approved, please confirm whether the following apply and state briefly how:**

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| Amended research degree programme title |  |
| ISCED Code for amended research degree programme[[1]](#footnote-1) |  |
| Changes to funding arrangements |  |
| Change required in supervisory team |  |

**What additional training will you require because of this change to work programme? (if any and if approved) (maximum 200 words)**

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**What impact will this change in work programme (if approved) have on your funding or resources? (maximum 250 words)**

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**Submission of Thesis:**

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| **Confirm expected date for submission of thesis (date/month/year)** |  |

**Research Applicants Declaration:**

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| I, the undersigned, declare that:   * The information given by me in this application is correct and that all relevant matters have been disclosed. * I am in good financial standing with TUS. * I have read and am aware of my responsibilities under the Research Degree Programme Regulations. * If admitted as a research student, I will abide by the Research Degree Programme Regulations and will remain in good financial standing with the Institute. * I have read and am aware of my responsibilities under the QQI framework-based award standards and Code of Good Research Practice. * I have agreed a research proposal and a first-year detailed plan with the proposed Supervisory Panel. * I understand that all personal information gathered will be used for assessment of the application and registration of the research degree programme and research student and will be processed in accordance with the TUS Student Privacy Statement. * I understand that the information provided will be retained by TUS on the TUS Postgraduate Register. * I consent to any personal data provided in this form being used to process my application and for registration of the research degree programme as outlined in this declaration.   Signature of Research Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Research Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**SECTION B: To be completed by the Principal Supervisor**

**Research Proposal Checklist: Please Tick**

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| Is the overall objective, conjecture or hypothesis of the new programme of work clear? | Yes No |
| Is there evidence that new knowledge will emerge from the research which corresponds to the level of study? | Yes No |
| Is there evidence that the student is familiar with the relevant literature (including patents where appropriate)? | Yes No |
| Has the feasibility of completing the research degree programme in the timeframe been assessed? | Yes No |
| Are the necessary resources in place within the institute, department, group or faculty? | Yes No |
| Is the research environment likely to be supportive for this proposal? | Yes No |
| Is it clear how the research will be conducted? | Yes No |
| Has the research approach been clearly articulated and written in a language that can be understood by persons that are not subject experts? | Yes No |
| Is it evident that there is a clear plan for the student to begin the work? | Yes No |
| Have specific questions been identified for investigation along the way? | Yes No |
| Is there a schedule which sets out clearly the review dates or milestones that need to be assessed along the way; a learning contract between the supervisor and the student? | Yes No |
| Is there evidence that the student will receive any training that may be required? | Yes No |

**If you have answered ‘No’ to any of the above, please provide details:**

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**Research Environment Checklist: Please Tick**

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| Is a change in the supervisory team required? | Yes No |
| Will the physical resources or research facilities need to be reviewed? | Yes No |
| Will the change in work programme affect the funding of this project? | Yes No |
| Is additional expertise from other collaborators required (including external and industry collaborators)? | Yes No |

**If you have answered ‘yes’ to any of the questions above, please provide details below:**

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**I hereby recommend this application for change in work programme**

Yes No

**Please note that supervisors must provide a brief written letter of support.**

Principal Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C: To be completed by the Chairperson of the Faculty Research Committee**

**Is this application approved by the Faculty Research Committee?**

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| **Yes** | **No** |

**If no, please give details briefly:**

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Signature of Chairperson of the Faculty Research Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION D:** **Signature of the Dean of Graduate Studies, Head of the Graduate School**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. A guide to the ISCED classifications can be found via the TUS website. [↑](#footnote-ref-1)