**STUDENT REQUEST TO CONDUCT RESEARCH BY DISTANCE**

**Research Students**

This form should be completed by research students who are seeking to conduct research and commence their PhD, MD or MSc by Research from a distance on a temporary basis.

Please return completed form to the Director of Postgraduate Teaching & Learning Office via email to Teresa Fox at GRADAPPS@TCD.IE and Prof Lina Zgaga at ZGAGAL@TCD.IE

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| **PART A: FOR COMPLETION BY THE STUDENT & SUPERVISOR** |
| **Privacy Statement**: This form together with all supporting documentation are submitted on the understanding that the data contained therein are used solely for the purposes of the consideration of the postgraduate student’s request for temporary remote research and learning. This information may be sent by the Office of Postgraduate Teaching & Learning, to the Head of School, Academic Registry, and/or Dean of GSO for the purpose of seeking advice and approval. Further details on the data protection regulations pertaining to these materials can be found at <http://www.tcd.ie/privacy/>. You are asked to read these carefully and indicate your consent below to the submission of all documentation relevant to your appeal subject to these regulations. |
| **Student Signature** |  |
| **Date** |  |
| **Supervisor Signature** |  |
| **Date** |  |

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| **PART B: GENERAL INFORMATION** |
| **Name of Student** |  |
| **Email of Student** |  |
| **Student Number**  |  |
| **Degree (PhD, MD, or MSc)** |  |
| **Part Time or Full Time (PT or FT)** |  |
| **Name of Supervisor (or Advisor if MD)** |  |
| **Email of Supervisor (or Advisor if MD)** |  |
| **Year & Month Started** |  |
| **Expected Year of Completion** |  |

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| **PART C: REQUEST TO CONDUCT RESEARCH BY DISTANCE** |
| **TO BE COMPLETED BY THE STUDENT** |
| **Reason for requesting to conduct research by distance (please outline with as much details as possible).** |  |
| **Please indicate exactly how the research will be conducted (please outline with as much details as possible).** |  |
| **Please confirm all infrastructure is available to conduct research by distance (e.g. space, computer, internet access, etc).** |  |
| **Please indicate exactly the date in-person research is planned to commence. This should simply indicate the day, month and year e.g. Thu 22nd Jan 2021.** |  |
| **TO BE COMPLETED BY THE SUPERVISOR** |
| **Please confirm a Thesis Committee is in place or will be established within the first few months of study. Please provide names and emails of the Thesis Committee if known.** |  |
| **PLEASE CONFIRM THE FOLLOWING** | **Please tick** |
| **We can confirm that sufficient technology is in place to engage in learning from a distance** |  |
| **We have discussed the challenges faced in distance research and how to overcome these** |  |
| **We have agreed to meet virtually and the platform to be used (ideally no less than once per 4 wk)** |  |
| **We have discussed what materials should be accessed early on and how to access the Library** |  |
| **We have spoken about joining University/School webinars i.e. orientations, social engagement** |  |
| **We have discussed the benefits of working on taught PhD elements e.g. CA7000 Research Integrity in an Era of Open Scholarship, the Graduate Teaching Assistant module, and any modules offered by the School that will be available online.**  |  |

**Note**: If required this form will be send by the Office of Postgraduate Teaching & Learning

to Head of School, Academic Registry, Dean of GSO for approval of your case.

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| **OFFICE USE ONLY** |
| Director PGTL approved (indicate name) |  |
| Date Approved |  |

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| **FOR OFFICE USE ONLY: DOCUMENT CONTROL - SCHOOL OF MEDICINE** |
| **Prepared by:** | **Kumlesh K. Dev (Director, PGTL, School of Medicine)** |
| **Reviewed by:** | **Lina Zgaga (Associate Director, PGTL, School of Medicine)** |
| **Approved by:** | **Dara O'Mahony (Postgraduate Administrator, PGTL, School of Medicine)** |
| **Next Review Date** | **This document was approved by the Postgraduate Teaching and Learning Committee (PGTL), School of Medicine who will review every two years. This document, may be subject to quality appraisal such as the School review. The next review date of this document will be October 2021.** |
| **VERSION HISTORY** | **Version 1 – Oct 2019, Version 2 – Feb 2020, Version 2 – Apr 2020, Version 3 – Sep 2020** |