UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH | Doctoral College

Submission and Final Examination of a Research Thesis

The supervisor(s) and Head of Department complete a nomination of examiners form (PGR-1). The primary supervisor informally identifies the proposed examiners	At least 12 weeks prior to the University Examination Board
Submission of a PDF copy of the thesis and a completed PGR-4 form to the Doctoral College . The Doctoral College forward the thesis to the examiners' and includes a schedule of key dates and examiners' report form (PGR-5 for Masters or PGR-6 for PhD)	8-10 weeks prior to the University Examination Board
PhD candidates are advised of the date and format of the V*iva Voce* by their supervisor(s). The *Viva Voce* takes place and the student is informed of the outcome of the *Viva Voce* on the day	5-8 weeks prior to the University Examination Board
Following the V*iva Voce*, the examiners' complete and submit the PGR-6 report form to the Doctoral College. For Masters: The examiners' sign off on the PGR-5 form and return the report to the Doctoral College	2-4 weeks prior to the University Examination Board
Masters/PhD Candidates make the changes to the minor errors and any prescribed amendments within prescribed time period for reconsideration and formal sign-off via email by the internal and/or external examiner. For a UL staff sign-off is completed by one external examiner	2 -3 weeks prior to the University Examination Board.
Hard bound Copy (black for Masters and Heritage Green for PhD) and one electronic copy of final thesis are submitted to the Doctoral College. Where relevant, the thesis embargo form should be completed. The Doctoral College notify Academic Registry of the candidates to be presented to the University Examination Board.	As per the Doctoral College final submission dates associated with the relevant Examination Board. Please see note below in stage 6
The University Examination Board convenes. Subsequently, the Doctoral College forward one hard copy and the electronic copy to the UL Library	University Examination Board

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The chart on the previous page summarises the stages and indicative timelines involved in the submission and examination of a research thesis. Stages 1 to 7 inclusive apply to PhD theses while all stages except stage 3 apply to Research Masters. The PGR Forms and embargo forms referred to in this process are available from Postgraduate Research Forms.

Additional information relating to Thesis Submission information is available from (Research Thesis Submission). Please note: Candidates should also review the Academic Regulations Chapter 5 Appendix 2 Procedures for the Preparation and Submission of Master's and Doctoral Theses available via (link).

Stage 1 (PhDs and Masters):

Stage 1 occurs at least 12 weeks prior to the University examination board meeting. The supervisor(s) and Head of Department complete a nomination of examiners form (PGR-1). Prior to this stage, the supervisor(s) will have informally contacted potential examiners and the Assistant Dean Research concerning their availability. Academic Council approves the nomination of examiners.

Stage 2 (PhDs and Masters):

Stage 2 occurs 8–10 weeks prior to the University examination board meeting. On agreement with their supervisor, the candidate submits an electronic PDF copy of their thesis and a completed PGR-4 form a where relevant the embargo form to the Doctoral College (PGRThesisSubmission@ul.ie). The Doctoral College formally contacts the internal and external examiners, providing them with copies of the thesis, a schedule of key dates, the examiners' report form (PGR-5 for master's or PGR-6 for PhD) and any other necessary documentation.

Stage 3 (PhDs only):

Stage 3 involves the viva voce examination and must take place 5–8 weeks prior to the University examination board meeting. The supervisor advises the PhD candidate of the date and format of the viva voce. The Assistant Dean Research or nominee of the respective college/department chairs the viva voce examination panel, except in interdisciplinary cases, where the Associate Vice President Doctoral College (AVPDC) may be required chair the examination panel.

At the conclusion of the *viva voce* examination, the panel will decide on the outcome and determine the final recommendations. Following the panel's deliberations, the chairperson will normally ask the candidate and supervisor into the room and verbally inform the candidate of the outcome of the examination and the recommendation of the panel, subject to ratification by Academic Council.

Candidates may be verbally advised of any corrections and/or prescribed amendments these may include additional work. The candidate must be informed that any additional requirements will be communicated via the chairperson to them in writing by means of an annotated copy of the thesis, a typed list or both within the timeline outlined below.

The timeline for the submission via the chairperson of minor corrections and/or prescribed amendments (including responses to any comments emanating from the examiners' report(s) along with the revised copy of the thesis submitted to the examiner(s) for reconsideration by the appropriate examiner commences when the candidate receives the examiners' report in writing.

Stage 4 (PhDs and Masters) For PhDs:

Following the viva voce, the examiners complete and submit the PGR-6 report form via the Chairperson to the Doctoral College. For Masters: The examiners sign off on the PGR-5 report form and return it to the Doctoral College (PGRThesisSubmission@ul.ie).

Stage 5 (PhDs and Masters):

In cases where the examiners recommend that minor errors for correction, the internal examiner must confirm in writing via email to the Doctoral College (PGRThesisSubmission@ul.ie) that all such corrections were completed. In cases where amendments to the thesis are required, the internal and/or external examiner must confirm in writing to the Doctoral College that the amendments were completed within six months of the viva voce examination. **The revised final and corrected PDF version of the thesis is submitted to the relevant examiner(s) for consideration at least 2 weeks before the final submission date to Doctoral College. Advice in relation to the timelines for the submission of the two hand-bound thesis is provided by Doctoral College on submission of the final corrected PDF**.

For UL staff members with two external examiners', one external examiner must confirm in writing to the Doctoral College that any corrections and amendments were undertaken. In relation to the examiners' recommendations if a candidate does not resubmit the revised version of their thesis to the Doctoral College (PGRThesisSubmission@ul.ie) within the prescribed time-period, the examination process will be deemed to have been concluded, unless the candidate has applied in writing to the Associate Vice President Doctoral College for an extension to the relevant time-period.

Stage 6 (PhDs and Masters):

Prior to the University examination board meeting. Master's and PhD candidates must submit a 'hard bound' copy (black hard bound cover for master's and Heritage Green hard bound cover for PhD) and one electronic copy of the final version of the thesis to Doctoral College, (PGRThesisSubmission@ul.ie).

The specific deadline date(s) for the submission of the final corrected thesis, including written confirmation from the examiner(s) of any prescribed amendments or corrections for the relevant examination board from are available from (Research Thesis Submission)

Where relevant the thesis embargo form should be completed at this stage. The Doctoral College notify Academic Registry of the candidates to be presented to the University Examination Board. If requested, the Doctoral College will ensure that the relevant Assistant Dean(s) Research, Assistant Dean(s), Academic Affairs and Academic Staff associated with the thesis are notified in writing of the candidates who are to be presented to the examination board.

The Final corrected PDF thesis is submitted to the Doctoral College. At this stage, the students are advised re the submission of the final hard bound copy of their thesis (black for master's and Heritage Green for PhD). Where relevant the thesis embargo completed and signed form should be submitted. The Doctoral College notify Academic Registry of the candidates to be presented to the University Examination Board.

Stage 7 (PhDs and Masters):

The University Examination Board is convened to make final award recommendations to Academic Council. Subsequently, the Doctoral College will forward one copy of the hardbound thesis to the supervisor. In addition, one hard copy and one electronic PDF thesis is submitted to the UL library.