



### **Covid-19 guidelines for the submission of a soft bound and hard bound copies of a research thesis.**

Where the University has restricted access to campus for students and subsequently where a Research student may not be in a position to present in person to the Graduate School the soft bound copy of their thesis for Examination and subsequently their final hardbound thesis the student should follow the guidance notes below:

- Please note that in order for the thesis to be circulated for examination, the nomination of examiners form ([PGR-1 form](#)) must be completed and signed-off by the relevant persons. This PGR-1 form (which should be opened in Adobe Reader) facilitates electronic signatures must be completed and submitted (if not already done so) via email to (Marie Beaumont, [marie.beaumont@ul.ie](mailto:marie.beaumont@ul.ie) ) and copy [gpsresearch@ul.ie](mailto:gpsresearch@ul.ie)
- The supervisor (on behalf of the student) must submit a PDF version of the thesis via email (subject of the email should indicate submission of research thesis: student name, faculty, department/school) to [marie.beaumont@ul.ie](mailto:marie.beaumont@ul.ie) copying [gpsresearch@ul.ie](mailto:gpsresearch@ul.ie). The supervisor(s) must confirm via within the aforementioned email the names and email contact details of the examiners.
- The Graduate School (Marie Beaumont, [marie.beaumont@ul.ie](mailto:marie.beaumont@ul.ie) ) will forward via an email the PDF copy of the soft bound thesis for review by the examiners. A delivery and read receipt should be applied to the emails to the examiners, these receipts will confirm delivery of the email and PDF copy of the thesis.
- When the restrictions on access to the campus have been lifted the students should revert to submitting the soft bound copies of the thesis along with a copy of the Submission of Thesis PGR-4 form to Marie Beaumont level 2 Engineering Research Building, these soft bound copies of the thesis will be sent to the examiners.
- When the viva voce examination has taken place the completed and signed PGR-6 form and report will be emailed to [marie.beaumont@ul.ie](mailto:marie.beaumont@ul.ie) copying [gpsresearch@ul.ie](mailto:gpsresearch@ul.ie) by the chairperson. It is important to ensure that the student receives a written copy of the report.
- In terms of the submission of the final PDF version of the corrected thesis. Following the *Viva Voce* Examination, when the minor changes or amendments have been completed by the student and submitted via the chairperson for signed-off by the relevant examiner, the completed and signed examiners (PGR-6 ) form and final PDF version of the thesis should be submitted **by Wednesday 17 November 2021** via email to [Marie.Beaumont@ul.ie](mailto:Marie.Beaumont@ul.ie) and [gpsresearch@ul.ie](mailto:gpsresearch@ul.ie)
- While the regulations state: *The two copies of the final hard-bound thesis must be submitted to the Graduate School prior to the meeting of the University Examination Board.* Currently the two final hardbound versions of the thesis cannot be submitted to Graduate School, Graduate & Professional Studies (GPS) while the University is closed.

- As advised above, all Research Students whose award was approved at the December University Examination Board are required under the University's Academic Regulations to submit two hard bound copies of their thesis.
- **Advice in relation to the timelines for the submission of the two hard bound theses will be provided at a later date.**
- We wish to advise that the two hard bound theses, (which should be the identical to the final PDF version submitted prior to the December Examination Board), should be submitted via trackable courier or trackable post.
- It is important that you keep a record of the tracking number so that the parcel can be verified as delivered to following address: FAO, Marie Beaumont, Graduate and Professional Studies, c/o of Goods Inwards Dept, Main Building, University of Limerick, Limerick, V94 T9PX, Ireland.
- The Graduate & Professional Studies Office will collect the theses from goods inwards during the aforementioned timelines.
- Please remember to sign the declaration page within the hard bound theses confirming that the thesis is your own work.
- If you have any queries relating this matter, please email [GPSResearch@ul.ie](mailto:GPSResearch@ul.ie)

#### **Guidelines on the use of Video Conferencing (VC) to undertake *Viva Voce* Examinations.**

- Please note PhD viva voce examination may be undertaken via video conference
- Guidelines on the use of Video Conferencing (VC) at University of Limerick Viva Voce Examinations for Research Students are available [here](#)
- Video conferencing should be organised only where the facilities at the remote location are at least of an equal standard to those available at University of Limerick. In order to eliminate potential technical compatibility issues. UL Information Technology Department (ITD) recommends the use of a Polycom System Skype for Business, Microsoft Teams or Vscene (apple mac).
- When undertaking a video conference or Skype for Business Microsoft Teams or Vscene (apple mac) at UL, a call requesting the VC service and technical support must be logged on <https://itdservicesdesk.ul.ie> using the viva voce examination form in the Audio Visual Services section at least two weeks in advance of the examination.
- In no circumstances should video conferencing take place where a test call from the remote location(s) before the examination has not worked properly. In this instance the Chairperson of the examination panel must advise via email all the participants that the examination will be rescheduled.

- Where either the appointed external or the appointed internal examiner advise at short notice that they are unable to attend the *viva voce* examination, the examination must be deferred.
- When the viva voce examination has been completed, the appropriate examiners form PGR-5 Form Examiners' report Masters by Research & Thesis or PGR-6 Form Examiner report-Doctor of Philosophy available are available [here](#).
- These forms which facilitate electronic signatures must be completed and submitted via email to (Marie Beaumont, [marie.beaumont@ul.ie](mailto:marie.beaumont@ul.ie) ) and copy [gpsresearch@ul.ie](mailto:gpsresearch@ul.ie)