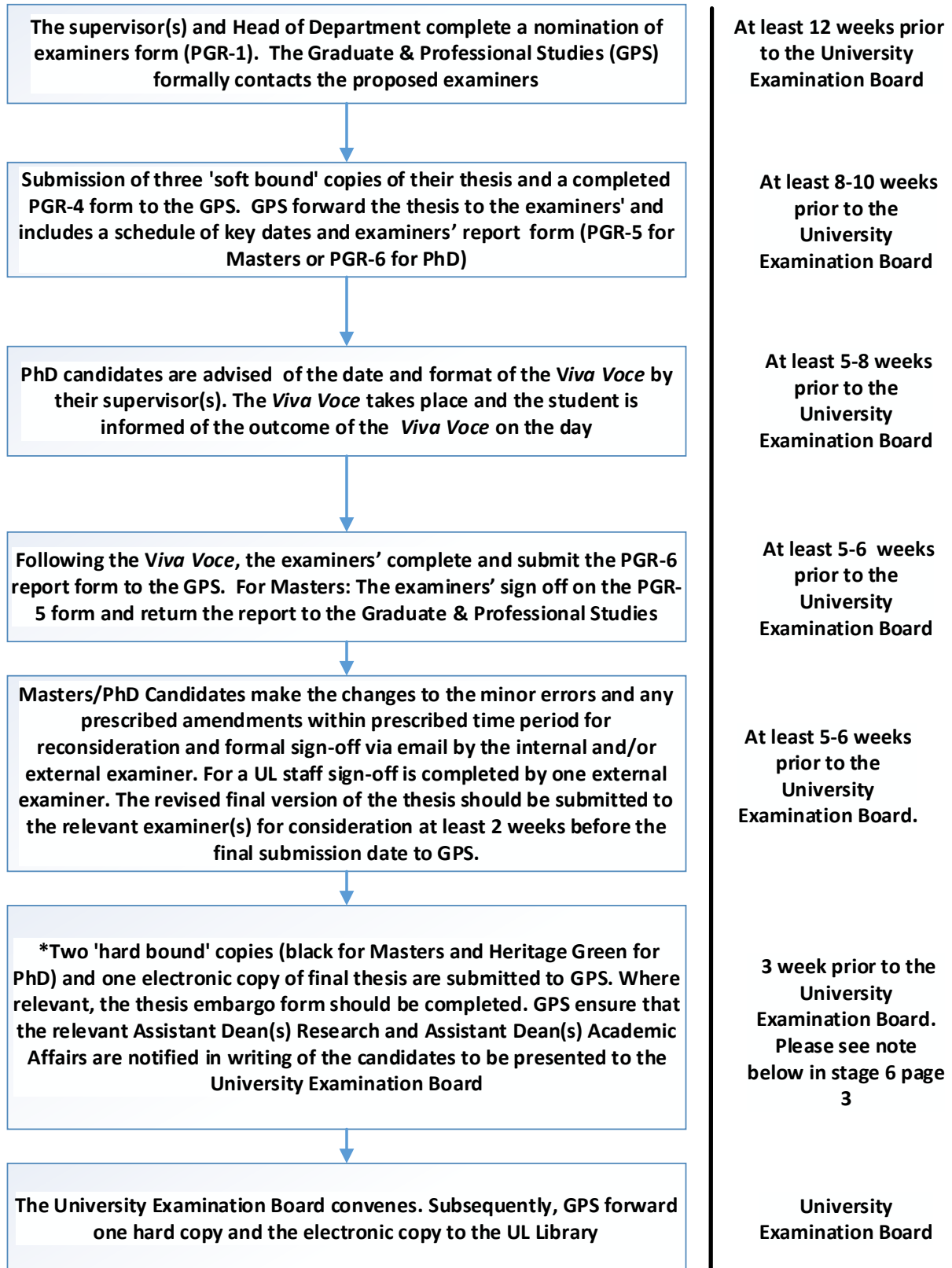


## Submission and Final Examination of a Research Thesis



## **Submission and Final Examination of a Research Thesis Procedure**

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:

<https://www.ul.ie/gps/postgraduate-research-forms>

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

<https://www.ul.ie/gps/codes-practice-and-regulations>

Research Thesis Submission information <https://www.ul.ie/gps/research-thesis-submission>

### **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. Graduate & Professional Studies (GPS) formally contact the internal and external examiners to confirm their availability.

### **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 three 'soft bound' copies of their thesis and a completed PGR-4 form to the GPS. GPS 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 Masters 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 Dean Graduate & Professional Studies may be required chair the examination panel.

At the conclusion of the *viva voce* 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 which may include additional work. The candidate will 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 aforementioned 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 GPS. **For Masters:** The examiners sign off on the PGR-5 report form and return it to GPS.

#### **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 GPS 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 GPS that the amendments were completed within six months of the *viva voce* examination. **The revised final version of the thesis should be submitted to the relevant examiner(s) for consideration at least 2 weeks before the final submission date to GPS.**

For UL staff members with two external examiners', one external examiner must confirm in writing to the GPS 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 GPS within the prescribed time period, the examination process will be deemed to have been concluded, unless the candidate has applied in writing to the Dean Graduate & Professional Studies for an extension to the relevant time period.

#### **Stage 6 (PhDs and Masters)**

Stage 6 occurs one week prior to the University examination board meeting. Masters and PhD candidates must submit **two** 'hard bound' copies (black hard bound cover for Masters and Heritage Green hard bound cover for PhD) and one electronic copy of the **final** version of the thesis to GPS. Where relevant the thesis embargo form should be completed at this stage. If requested, GPS 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. ***\*Please note, during the Covid-19 pandemic, hard bound theses must be submitted prior to the relevant Graduation, GPS will advise via email in relation to this process.***

#### **Stage 7 (PhDs and Masters)**

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