

# Guidelines for Preparation, Submission, Examination and Dissemination of Research Degree Theses



## 1. Introduction

These Guidelines are intended to provide guidance for graduate research students and supervisors in relation to:

- the recommended layout, form, and presentation of graduate research degree theses,
- the process of preparing and submitting graduate research degree theses for examination.
- the process of examining graduate research degree theses.
- the process of dissemination of graduate research degree theses.

These guidelines also outline the parameters within which a graduate research degree thesis can be submitted for examination, to ensure that both the process of thesis submission and examination is conducted in a transparent, effective, and timely manner. It further identifies the responsibilities of students and the University where a student:

- a) requires an extension to their thesis submission deadline due to extenuating circumstances; or
- b) has not completed their thesis by their submission deadline and has not been granted extenuating circumstances.

## 2. Preparation of the Graduate Research Degree Thesis

The candidate will prepare a thesis under the direction of the Principal Supervisor, and Co-supervisor(s) if relevant, with the support of the Research Studies Panel.

In line with the Academic Regulations, Schools should articulate the range of acceptable formats in which Master's or Doctoral research may be submitted for examination. For example:

- A traditional thesis.
- A collection of papers of a publishable/peer reviewed standard describing a coherent programme of research, accompanied by a critical and theoretical overview of the work presented in the papers.
- A substantial collection of original creative material, together with a written thesis that contextualises the work within an academic framework.

Appendix 2 of this document articulates Guidelines for Theses as a Collection of Papers if this is an acceptable format in the relevant School, which can be used in conjunction with local norms and practices.

All formats in which Master's or Doctoral research may be submitted for examination must be consistent with the needs of the research project, as recommended by the Principal Supervisor, and

Research Studies Panel, and as approved by the Graduate Research Board.

The following guidelines for preparation of the traditional thesis format also apply to any thesis component of any other format (as outlined above). These guidelines may, again, be further supplemented by School-specific guidelines.

Research theses will normally be accepted by the University via the eThesis examination system. The University acknowledges, however, there may be circumstances where this may not be possible and guidance should be sought from Assessment, UCD Registry where this is the case.

## 2.1. Language of Thesis

Theses should normally be written in English. In exceptional circumstances, a School may request permission from the Academic Council on Examinations (ACCE) to present a thesis that is written in another language where there is a clear academic justification for doing so, e.g. where the language is directly linked to the research project, or where there is a clear benefit to the impact and dissemination of the research.

Likewise, the oral examination should normally be conducted in English, except in cases where there are pedagogical reasons for it to be held in another language, or where there is a formal agreement in place that requires the viva to be conducted in another language. Permission should be sought from ACCE for a viva to be conducted in a language other than English. Thesis Abstracts, Examiner's Reports and Recommendations must be written in English.

## 2.2. Typographical Detail

The cover page of the thesis shall include the candidate's name, the title of the thesis, the year and the degree award sought. See Appendix 1 for an example of a cover page.

- 2.2.1. **Layout:** Margins at the binding edge shall be not less than 30mm and other margins not less than 20mm. One-and-a-half spacing shall be used, except for indented quotations and footnotes, where single spacing may be used.
- 2.2.2. **Font:** The recommended font shall be a sans serif font (including Arial, Helvetica, Tahoma or Trebuchet) and shall not be less than 11pt. Footnotes shall not be less than 9pt.
- 2.2.3. **Length:** The appropriate length of the thesis shall be agreed between the candidate and the Principal Supervisor in accordance with the traditions of the discipline.
- 2.2.4. **Page Numbering:** Pages shall be numbered consecutively throughout the substantive text of the thesis, including appendices. Prefacing pages shall also be numbered consecutively, but utilising the Roman numeral format (i., ii., iii., iv., v., etc.). Page numbers shall be right justified at the bottom of the page. If there is more than one volume, each volume shall carry its own pagination.
- 2.2.5. **Hardbound Copy Printing:** The final hardbound copy of the thesis shall be printed **single-sided**.

## 2.3. Preliminaries

- 2.3.1. **Title Page:** The title should describe the content of the thesis accurately and concisely. The title page of every volume shall give the following information in the order listed:
  - The full title of the thesis and subtitle, if any.
  - The full name of the author (followed, if desired, by any qualifications).
  - The candidate's UCD student number.

- That "The thesis is submitted to University College Dublin in fulfilment of the requirements for the degree of [Research Masters or Doctor of...(insert as applicable)].
- The School(s) in which the research was conducted.
- Name(s) of the Head(s) of School(s) in which the research was undertaken.
- Name(s) of the Principal Supervisor, and Co-supervisor(s) if relevant, of the research.
- The month and year of submission of the thesis to the University for examination.
- If a thesis is submitted for re-examination, the resubmission month and year should be listed on the cover page.

2.3.2. **Table of Contents:** The table of contents shall immediately follow the title page. It should list the title of each chapter and the main sections in each chapter together with the relevant starting page numbers.

2.3.3. **Abstract:** There shall be a summary abstract of the thesis (of approximately 300 words) immediately following the Table of Contents page(s).

2.3.4. **Collaborations:** Where the research activity for the thesis was undertaken jointly with others, the name of such collaborators or co-authors must be listed immediately following the statement of original authorship page, including a short description of the nature of the contribution made by each author, including the candidate. The 'Guidelines on Theses as a Collection of Papers' provide additional guidance on acknowledging such collaborations.

## 2.4. Supports for Students with Disabilities

All students with a disability or significant ongoing illness in UCD have the opportunity to receive relevant reasonable accommodations and supports. These supports may include academic supports such as awareness supports for Supervisor(s) and module coordinators of taught modules, and supports for timed examinations and/or the *viva voce* examination. To avail of these supports students must provide documentary evidence of a disability and attend a short Needs Assessment with UCD Access & Lifelong Learning. Further information is available on [the Access & Lifelong Learning website](#).

### 2.4.1. Assistive Technologies:

There are a range of Assistive Technologies which may help students in preparation and writing the thesis. Assistive Technologies can benefit all students and in particular students with disabilities or specific learning difficulties.

All UCD students have access to [SensusAccess](#), a file conversion tool that allows students to convert files into the format which is most accessible and useful e.g. an mp3 to listen to on the go. Students also have access to [Ally](#), a feature in Brightspace that allows a student to download course materials for taught modules in the format which best meets their needs.

UCD Students also have access to [Endnote](#), a software programme that helps to organise your research. Endnote allows you to store and manage your references, add references manually or download them directly from databases and library catalogues, and to insert references and automatically create bibliographies for your thesis.

There are a range of both free and paid tools available which can assist with proofreading, reading documents aloud, dictating, planning and organization, mind-mapping etc. You can read more about the range of Assistive Technology tools on [the UCD Access & Lifelong Learning website](#).

### 3. Submission of Theses

#### 3.1 Pre-Thesis Submission: Leave of Absence and Extension of Graduate Research Registration

Students on graduate research programmes are normally expected to submit their thesis by the appropriate thesis submission deadline for their programme and within the maximum period of registration<sup>1</sup> as outlined in University Academic Regulations. Information regarding the submission deadlines for graduate research theses, which are aligned with the approved University term dates, is available on the Fees section of the Registry website.<sup>2</sup>

The University recognises that students may experience unforeseen extenuating personal, medical or academic circumstances that may prevent them from meeting their thesis submission deadline, and in such instances, a student may apply for an extension of their registration period in accordance with UCD's Policy on Extenuating Circumstances.<sup>3</sup> In some cases, it may be appropriate for the student to apply for Leave of Absence for a period of time away from their research programme, see Section 3.1.1.

Students on graduate research programmes seeking an extension of their registration should communicate with their Principal Supervisor and other members of their Research Studies Panel as soon as is reasonably possible. In the event that an extension is sought on the basis of extenuating circumstances then an exemption from fees may be sought to accompany this extension. Such extensions are typically sought/granted by trimester. Please note that it is normally expected that students seeking such an extension will have reached the period of maximum registration for their programme. In the event of a student seeking an extension on the basis of extenuating circumstances then supporting documentation must be provided that confirms the period of time you were unable to work on your programme. For this reason, it is advised that students to keep detailed records of periods of extenuating circumstances, illness, etc, as supporting documentation which can be submitted to the Graduate Research Board when seeking an extension after 4 years to allow the appropriate time to be added on to the registration period as a no-fees extension.

**Note :** It is the responsibility of students on graduate research programmes to apply for an extension in order to continue beyond the maximum period of registration for their programme. A graduate research student's registration may be cancelled or result in a recommendation for discontinuation when:

- they do not submit their thesis by the submission deadline for their programme, and
- they do not apply for an extension or for permission to continue in their programme, and
- they are absent from the University for a period of greater than three months without notifying the University, and
- where they fail to reply within 30 days to a registered letter posted to the last permanent postal address held by the University or an email sent to their last notified email address.

In instances where students are registered concurrently to more than one programme (under the conditions outlined in the Academic Regulations), this may not be used as a rationale for applying for

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<sup>1</sup> Maximum period of registration refers to the period of time during which a research degree student is expected to be registered to their programme of study, as set out in the relevant regulations.

<sup>2</sup> Fees Section of the Registry Website: <https://www.ucd.ie/students/fees/>

<sup>3</sup> Policy on Extenuating Circumstances: [https://sisweb.ucd.ie/usis/IW\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=126](https://sisweb.ucd.ie/usis/IW_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=126)

extenuating circumstances in the context of either programme.

Further information on thesis extensions can be found here:

<https://www.ucd.ie/graduatestudies/aboutus/faqsforgraduateresearchstudents/thesisextensions/>

### **3.1.1 Leave of Absence**

The purpose of the leave of absence is to enable and facilitate a student to take an approved and specified period of time off, in trimester blocks, before returning and completing the programme. Students on graduate research programmes seeking Leave of Absence<sup>4</sup> should communicate with their Principal Supervisor and other members of their Research Studies Panel as soon as is reasonably possible. Graduate research students may apply for a Leave of Absence period equivalent to one trimester if the period of time requested spans two trimesters. The student must apply for Leave of Absence to the Graduate Research Board. If Leave of Absence is approved, the student's participation on the research programme is suspended. The student is not registered in the University and this period will not be counted toward their registration period of the programme. At the end of the Leave of Absence, the student will need to re-register to the University prior to their return.

### **3.1.2 Extension of Graduate Research Registration<sup>5</sup>**

Students who are entering Year 5 FT or Year 7 PT PhD or Year 3 FT or year 5 PT for Master's by Research must apply to extend their registration in the programme because they have exceeded the maximum registration period stated in the academic regulations (7.10, 8.12 and 9.10). These applications are made, via their School to the Graduate Research Board (GRB).

In the event that an extension is sought on the basis of extenuating circumstances then an exemption from fees may be sought to accompany this extension. Such extensions are typically sought/granted by trimester. Please note that it is normally expected that students seeking such extensions will have reached the period of maximum registration for their programme.

In the event of a student seeking an extension on the basis of extenuating circumstances then supporting documentation must be provided that confirms the period of time you were unable to work on your programme for. Additional information on the UCD policy on Extenuating Circumstances can be found at [https://hub.ucd.ie/usis!/W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=126](https://hub.ucd.ie/usis!/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=126).

Before applying for an extension, it is recommended that a student first raises the matter with their supervisor(s). After discussions with their supervisor(s), the student must apply for an extension in advance of the thesis submission deadline with supporting documents, via the School, and it must be approved by the relevant School and the Graduate Research Board. It is suggested that students make such an application at least two months before their original submission date to allow for a timely response. The granting of an extension to registration is a separate matter from any stipend the student might receive, students should consult their supervisor or their funding agency about the status of a stipend (if applicable).

### **3.1.3 Application procedure**

Both the School and the Graduate Research Board have responsibility for reviewing and granting student applications seeking extensions or Leave of Absence. Students should document and report as much information as possible in the application procedure to allow for detailed analysis of the

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<sup>4</sup> Leave of Absence Policy: [https://sisweb.ucd.ie/usis!/W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=129](https://sisweb.ucd.ie/usis!/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=129)

<sup>5</sup> Information on extensions can be found at <https://www.ucd.ie/graduatestudies/aboutus/faqsforgraduateresearchstudents/thesisextensions>

situation. Information on how to initiate an application can be sought from the Principal Supervisor or relevant School Office.

All requests must be supported by the Principal Supervisor and the relevant Head of School (or their nominee) to which the graduate research student is registered. Where the support of the Principal Supervisor is not forthcoming, the student may appeal directly to the Head of School, supplying all associated documentation. Where the support of the Head of School to which the graduate research student is registered is not forthcoming, the student may appeal directly to the Graduate Research Board, supplying all associated documentation.

The School shall review the application and all relevant supporting documentation. If satisfied that the student should receive an extension or permission to continue in the programme, the School shall submit all relevant documentation, accompanied by its recommendation including an agreed work plan if necessary (in the case of applications for extension of registration in the programme), to the Graduate Research Board.

## 4. Examination

Candidates for PhD must be examined through a *viva voce* examination by a PhD Examination Committee. The *viva voce* will normally be held within two months of the receipt of the thesis by the examiners.

Research Master's and MD theses are normally examined without a *viva voce* examination. Only on the request of a Head of School, or at the behest of the examiners, a *viva voce* examination may be arranged for research Master's and MD students. The procedure for such a *viva voce* examination shall be equivalent to that employed for a PhD *viva voce* examination.

All students with a disability or significant ongoing illness in UCD have the opportunity to receive relevant reasonable accommodations and supports. These supports may include academic supports such as awareness support for faculty members and support for timed examinations and/or the *viva voce* examination. Students must provide documentary evidence of a disability and attend a short Needs Assessment with UCD Access & Lifelong Learning. Further information is available on [the Access & Lifelong Learning website](#).

### 4.1 Guidelines for the conduct of Virtual Viva Voce Examinations

Normally the *viva voce* examination for doctoral candidates and other research degree candidates, where applicable, will take place at a University College Dublin campus. However, under exceptional circumstances, a *viva voce* may be conducted virtually.

Reasons for conducting a *viva voce* virtually include:

- The most suitable Extern Examiner is (a) located at a significant distance from the University thus prohibiting travel or (b) unable to travel.
- Pandemic associated travel restrictions beyond the control of the candidate, Extern Examiner, Chair of Examination Committee or Intern Examiner.
- The candidate has returned to their home country and is unable to travel to Ireland.

In the event that the need for a virtual/hybrid *viva* is identified, it is now expected that that this assessment would be a blend of in-person and virtual attendance with the emphasis on the student and UCD members of the Examination Committee attending in person and on campus normally in the same room (unless one of the reasons above, or another of similar significance, applies).

The Chair of the Examination Committee should ensure that all of the following guidelines are in place before, during and after a virtual *viva voce* examination.

- Approval for conducting a virtual *viva voce* is through the Chair of the Graduate Research Board.
- Written agreement must be obtained by all parties to conduct the *viva voce* virtually. In particular, the candidate MUST support the decision to conduct the *viva voce* virtually. If all parties do not agree, the *viva voce* must be delayed until an in-person viva can be held. The 'Virtual Viva Voce Request Form' can be found [here](#).
- Use of a virtual *viva voce* cannot be used as grounds for appeal. Normally the Extern Examiner is the member of the examining committee that is participating in the *viva voce* virtually. Normally the Chair, the Intern Examiner and candidate are in the same location. In exceptional Circumstances the *viva voce* may be conducted virtually across multiple sites. Specifically, each member of the Examination Committee, including the candidate, can be based at a different site. Where a *viva voce* is to be held both on campus and virtually it is recommended the Chair of the Examination Committee is present with the candidate on campus.
- Zoom is the recommended online platform to be used and is supported by UCD IT Services.
- In each location, measures should be taken so that appropriate conditions are in place ensuring minimal disruption, security and integrity of the examination.
- All parties should be able to see one another at all times during the *viva voce* examination.
- No *viva voce* is to be conducted by audio or phone.
- A virtual private network (VPN) may be required where the intellectual property of the thesis needs to be protected.
- If a presentation is required, this may be facilitated through screen sharing or distributing the presentation to members of the Examination Committee through the Chair of the Examination Committee.
- The *viva voce* must not be recorded.
- Time differences must be considered to ensure that the candidate is not disadvantaged.
- A test of the virtual platform must be conducted prior to the commencement of the *viva voce*.
- Normally, if communication is broken during the *viva voce* and a connection cannot be re-established, the examination must be terminated and re-scheduled. However, where the Examination Committee agrees that a truncated *viva voce* provides the basis for a positive recommendation, this recommendation may be taken. No recommendation to fail a candidate can be taken where a *viva voce* is interrupted.
- Any re-scheduled examination should normally take place within one month of the original *viva voce*.
- The Examiners' report must include a statement that the *viva voce* was conducted virtually.

#### **4.2 Procedures aligned with in-person *viva voce* examinations**

- The Chair is responsible for ensuring all the arrangements for conducting the *viva voce* are in place. In a virtual *viva voce*, the role of the Chair includes verifying the identity of the student, observing the student for signs of stress and adhering to University *viva voce* regulations.

- Extern and Intern Examiners must submit their preliminary reports in good time. The Extern and Intern Examiners must read each other's individual report in advance of the *viva voce*. At the start of the *viva voce* examination and before the candidate is admitted to the examination, the Chair, Extern Examiner and Intern Examiner should discuss their approach to the viva.
- Following the *viva voce*, the candidate must leave the virtual meeting to allow the Examiners to discuss a recommendation. They can be placed 'on hold'.
- Once a recommendation is agreed, the candidate is invited to re-join the meeting to be advised of the outcome of the examination.
- If the Examiners agree on the recommendation, a joint report is submitted by the Chair to the ACCE via the eThesis Examination System.
- If the Examiners do not agree on the recommendation, separate reports are submitted by the Chair to the eThesis Examination System.

NB: these guidelines should be used in conjunction with the UCD Academic Regulations and Policy for Research Degree Examination

- If the default is for IT Platform to record a session and this should be switched off by the Chair. The viva should not be recorded.

#### **4.3 Possible Outcomes of the Examination**

- a) Award the [Research Masters / MD / Doctoral] degree – no revisions required
- b) Award the [Research Masters / MD / Doctoral] degree – revisions required
- c) Revise thesis and submit for re-examination
- d) Do not award the [Research Masters / MD / Doctoral] degree – recommendation that the candidate transfer to an appropriate graduate programme
- e) Do not award the [Research Masters / MD/ Doctoral] degree.

### **5. Dissemination**

#### **5.1 Research Repository UCD**

When the degree is awarded by the Academic Council Committee on Examinations (ACCE), a digital copy of a UCD research thesis is automatically deposited in the Research Repository UCD (RRU), unless an embargo has been set, and is immediately publicly available to view.

#### **5.2 Hard-bound copy**

It is a requirement for the award of a research degree that a printed copy of the thesis is also deposited in UCD Library to be archived in closed store.

The hardbound thesis should be submitted when: a) the student's Exam Committee has approved the final thesis or any required revisions, and b) at least four weeks in advance of the student's potential conferral date.

See [UCD Conferring Schedule](#) for details.

### 5.2.1 Presentation requirements for hardbound thesis

- The thesis should be printed one-sided
- The title of the hardbound thesis must match the title on SISWeb and the title under which the thesis was examined, unless the Exam Committee required a title change as part of required revisions.
- The year on the hardbound thesis should be the year the degree is approved by ACCE (not the year the degree was started, nor the year the thesis was initially submitted for examination).
- The hardbound cover must have the student name, thesis title, award type, and year of award. The title page within the thesis should contain the student number.

Your hardbound thesis can be submitted as follows:

- In person to the UCD Student Desk, see details on [their location and opening hours](#)
- Via the drop box in the Tierney Building foyer (Building 74 on the [UCD Map](#))
- Via registered post to: Student Desk, Tierney Building, University College Dublin, Belfield, Dublin 4, D04 V1W8.

## **Appendix 1 - Sample of cover sheet**



**The detailed study of a specific topic in a specific discipline**

**By**

**Mary Smith, BSc**

**UCD Student Number: 12345678**

**The thesis is submitted to University College Dublin in fulfilment of the requirements for the degree of Doctor of Philosophy/Masters degree/MD in xxxx.**

**UCD School of xxxx**

**Head of School:** Professor John Smith

**Principal Supervisor:** Dr Sean Smyth

**May, 2023**

## Appendix 2: Production of Alternative Thesis Format

### Introduction

The Academic Regulations note that a Supervisor may make arrangements for the examination of theses presented in alternative formats. These guidelines refer to the alternative format described as:

*“a collection of papers of publishable/peer reviewed standard, describing a coherent programme of research, accompanied by a critical and theoretical overview of the work presented in the papers”* (UCD Academic Regulations) .

Please note that this document presents high level guidelines on this thesis format. Examination Candidates, in Schools that use this format, should ensure that they take guidance from their supervisor/Research Studies Panel (RSP) on local norms and practices regarding the number of papers, quality of papers and, where relevant, acknowledgement of shared research with other researchers.

**Note: These guidelines apply to the Doctor of Philosophy (PhD), the Doctor of Medicine (MD), Research Masters and to Professional Doctorate degrees.**

### Principles of Alternative Thesis Format (Thesis as a Collection of Papers)

#### 1. Decision on Format

Examination Candidates should take guidance from their Principal Supervisor and RSP in deciding the thesis format. It is recommended that the decision is discussed at early RSP meetings and the final decision is made when the Examination Candidate's research is well advanced.

#### 2. Originality, Authorship & Acknowledgements

In line with the University requirement that doctoral research is 'original research', the Examination Candidate should normally be the sole author, or the lead/primary author of papers to be included in the thesis. In some disciplines sole authorship is the norm. In other disciplines, where research is typically undertaken within a research group overseen by the Supervisor(s) or Principal Investigator(s) the papers will include the supervisor(s) as author(s). Where papers have been jointly authored or multi-authored, the nature and extent of the Examination Candidate's contribution and the contribution of any co-authors must be described in detail using the 'Acknowledgement of Authorship Form'. It is recommended that the Examination Candidate discuss College- and/or discipline-specific authorship guidelines with their Principal Supervisor and RSP.

**Please note:** Acceptance of a paper in a peer-reviewed journal is not a guarantee of the candidate being successful in the examination, as the thesis examination is a separate process. PhD Examination Candidates are examined by viva voce examination and must be able to explain all data presented in their thesis, irrespective of the primary ownership of that data.

### **3. Number of Papers**

It is recommended that a research master's thesis would normally comprise a minimum of two publishable papers and a doctoral thesis would normally comprise three or more publishable papers. However, it is acknowledged that a 'normal' number may vary across specific disciplines. If it is not possible to identify at least two publishable papers, that can form the basis of a thesis of an appropriate length, then the 'traditional' monograph thesis format would be more appropriate.

The term 'publishable' means that the papers do not necessarily need to have been published. The papers can be drafted for submission to a peer-reviewed journal or submitted to, under review by, undergoing revisions for, accepted by, or published in a peer-reviewed journal.

### **4. Thesis Structure**

- i. As in a traditional monograph, candidates pursuing this alternative format should provide an overview of the thesis as a whole and a separate discussion of the research findings. Therefore, typically the thesis will – as appropriate to the discipline – describe the rationale for the research, include a literature review or theory chapter contextualizing the research, a separate methodology chapter as appropriate, and a concluding or discussion chapter. It is recommended that candidates discuss word or page limits for the introductory and concluding chapters with their supervisor(s) and Research Studies Panel, as norms will vary across disciplines.
- ii. Published papers should not normally be included in the body of the thesis as pdf files, but instead should be adapted so that font and spacing is consistent and uniform throughout the thesis.
- iii. Narrative review papers that provide background material may be included, but only if the candidate is the first author. Review papers generally do not count as original contributions unless they are systematic reviews or contain meta-analysis of data.
- iv. Methods papers may be included as original research where new methods have been developed by the candidate as part of their research degree.
- v. Candidates should be aware of copyright issues and discuss these with their supervisor(s) and RSP members. To avoid copyright issues, it is sometimes appropriate that the penultimate version of a paper accepted for publication – rather than the final version – be adapted for inclusion in the thesis. Candidates should include digital object identifiers (DOIs) to link to forthcoming or published papers, so that these may be easily accessed by the examiners.

UCD is a signatory to the National Principles for Open Access and all research degree theses completed at the university are automatically made public following the award of a degree unless a Thesis Embargo has been put in place. See [Research Thesis Embargoes Policy](#) for further information.

## Acknowledgement of Authorship Form

*This form must be completed for each paper to be included and placed in front of that paper in the thesis. The purpose of this is to ensure that shared authorship is appropriately explained in a thesis. Please review the [Guidelines for Theses from a Collection of Papers](#)<sup>1</sup> and [UCD Authorship Policy](#) when completing this form. A word version of this document is available on the [Graduate Studies Document Repository](#).*

<b>1. Examination Candidate Details</b>
<b>Examination Candidate Name:</b>
<b>Examination Candidate UCD Student Number:</b>
<b>Research Degree for which thesis is being submitted:</b>
<b>Title of Research thesis:</b>
<b>2. Details of the Paper</b>
<b>Title of Paper:</b>
<b>Current Status of the Paper:</b> <input type="checkbox"/> Drafted <input type="checkbox"/> Submitted. <input type="checkbox"/> Under review <input type="checkbox"/> Under revision <input type="checkbox"/> Accepted for publication <input type="checkbox"/> Published
<b>Name of Journal (if known):</b>
<b>Digital Object Identifier (if published):</b>
<b>AUTHOR CONTRIBUTIONS</b>
<b>Part A: Contribution of Examination Candidate</b> <i>A full description the Examination Candidate's intellectual and practical contribution to the research presented in the paper. It would be helpful for the Examination Committee if an estimated percentage of the candidate's contribution to this paper could be provided below. Each section of the paper should be listed separately i.e. Introduction, Methods, Figure 1, Table 2 etc. The examination candidate should either be the sole author/primary author or a major contributor to the paper. Please also review the <a href="#">UCD Authorship Policy</a> when completing this section.</i>
Percentage contribution of the candidate to the paper : ____%
<b>Description of Examination Candidate's contribution for each section of paper: (Max 500 words):</b>

<sup>1</sup> Available at from the Graduate Studies Document Repository at <https://www.ucd.ie/graduatestudies/documentrepository/>

**Part B: Contribution(s) of Co-Authors to this paper**

*Please outline briefly the intellectual and practical contribution of any co-authors to the paper.*

**Co-Author 1**

Name of Author No.1

-

Contribution of Co- Author No.1

*Brief outline of contribution: (Max 200 words)*

**Co-Author 2**

Name of Co-Author No. 2

-

Contribution of Co-Author No.2

*Brief outline of contribution: (Max 200 words)*

*Add more Co-Author details as required.*

**Signature of Supervisor**

Name of Principal Supervisor

-

*I confirm that the information provided in this form is an accurate reflection of the intellectual and practical contribution of the examination candidate to this paper. I can confirm that the student is a major contributor to this paper.*

**Signature of Principal Supervisor:**

Date:

**Submission Date for Thesis**

*Date thesis is submitted to the University for examination*

**Signature of Examination Candidate**

If you have a query about this document, contact details for the GRB supports for School can be found at <https://www.ucd.ie/graduatestudies/graduateresearchboard/>

## Appendix 3 Virtual Viva Logistics

### Testing the IT Platform

- The Chair of the Examination Committee should organise a preliminary meeting of the Examination Committee using the chosen IT Platform in advance of the *viva voce* to ensure that everyone can access the platform. The Chair should ensure that the practice meeting with the Examiners is operating correctly and allow sufficient time to do this. After the IT Platform has been shown to work, the Chair should spend time with the Extern and Intern Examiners discussing how the viva will run.
- The Chair should trial the meeting format (separately) with the candidate, including the ability to give a presentation and being placed on hold on the IT Platform. A trial run with candidates tends to make the student less nervous - so the student is familiar with how the technology works, how screen sharing works, how to come in and go out of a meeting (which the student will need to do at the end of the viva).

### Timing

- An examination can run in excess of 2.5 hours from beginning to end, thus a short break may be appropriate after 45 minutes or so.

### Computer logistics

- The Wi-Fi connection on all sides should be tested in advance to make sure it is functioning solidly.
- If using a laptop computer, ensure that the laptop has sufficient power and access to a power source & functioning charger.
- If a participant does not have a solid Internet connection, they should see if they can safely establish a connection elsewhere. If this cannot be resolved in a timely manner or the connection remains an issue, the viva may need to be rescheduled.

### IT Platform Logistics

- The Chair should have a contingency plan in place prior to the viva if IT Platform does not work e.g. plan to reschedule or use alternative technology. The viva should not be conducted by phone or audio.
- It is suggested that the Extern Examiner have an e-copy of the thesis to hand and to share the relevant page on screen when posing questions.
- Although the Chair should be on screen at all times, it is suggested that they are muted (with the volume on so they can hear).
- Supervisors, where invited to attend, should switch off video and mute themselves.