

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



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## 1. Introduction

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

- preparation of and the recommended layout, form, and presentation of graduate research degree theses.
- submission of graduate research degree theses.
- examination of graduate research degree theses.
- 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 are 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:

1. A traditional thesis.
2. 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.
3. 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 (Appendix 1) 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 "This 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 title 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 Other Lists:** Lists of tables, figures, diagrams, photographs, abbreviations etc . If a thesis contains such lists it is required that a separate list of each item, as appropriate, is provided immediately after the Table of Contents page(s). Such lists must give the page number of each item on the list.

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

**2.3.5 Statement of Original Authorship:** The following statement of original authorship shall immediately follow the abstract page, "I hereby certify that the submitted work is my own work, was completed while registered as a candidate for the degree stated on the Title Page, and I have not obtained a degree elsewhere on the basis of the research presented in this submitted work".

**2.3.6 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. Appendix 2 "Principles for the Production of Alternative Thesis Format' provide additional guidance on acknowledging such collaborations.

**2.3.7 Publications from the work (if relevant):** List any publications or articles submitted for publication from the research described in the thesis

**2.3.8 Acknowledgements (if required):** Dedication, acknowledgment and similar can be included as the final page

## 2.4 Thesis and Bibliography

**2.4.1 Thesis :** 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, chapters describing each part of the research and a concluding or discussion chapter. It is recommended that candidates discuss word or page limits for the chapters with their supervisor(s) and Research Studies Panel, as norms will vary across disciplines.

**2.4.2 Bibliography:** The style of bibliographic citations and references may be chosen by the candidate but must be consistent throughout the thesis.

## 2.5 Copyright

Students must ensure that material that is authored by a third-party that is used in their thesis is free of any copyright restrictions and/or they have obtained a licence or permission to use these materials. Students should ensure that any such licence/permission extends to the use of the materials by The University for administrative purposes, including examination and preservation of their work. Furthermore, if the student intends to make their electronic thesis available to others for download they should ensure the licence for use of these third party materials extends to this use. Alternatively, students may make available to others a redacted version of their thesis which excludes the third-party material. Information on copyright can be found in UCD Library website <https://libguides.ucd.ie/copyright>.

## 2.6 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](#).

### 2.6.1 Assistive Technologies:

There are a range of Assistive Technologies which may help students in preparing 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 the Graduate Research Degree Thesis

### 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 3.1.2.

#### 3.1.1 Extension of Graduate Research Registration<sup>4</sup>

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 time periods.

Please note that it is normally expected that students seeking an extension will do so when they have reached the period of maximum registration for their programme i.e. a student applies to the Graduate Research Board retrospectively for an extension based on circumstances that have arisen during the programme. The Graduate Research Board will not accept extension submissions mid programme. For this reason it is advised that students 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 to allow the appropriate time to be added on to their 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 canceled 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 extenuating circumstances in the context of either programme.

<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!/W\\_HU\\_MENU.P\\_PUBLISH?p\\_tag=GD-DOCLAND&ID=126](https://sisweb.ucd.ie/usis!/W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=126)

<sup>4</sup> Further information on thesis extensions can be found here: <https://www.ucd.ie/graduatestudies/aboutus/faqsforgraduateresearchstudents/thesisextensions/>

### 3.1.2 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 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.

### 3.1.3 Application Procedure for Extensions/Leave of Absence

Both the School and the Graduate Research Board have responsibility for reviewing and granting student applications seeking extensions or Leave of Absence

Students can apply for an extension or Leave of Absence, to the Graduate Research Board via their SISWeb. On SISWeb, students are asked to confirm that they have discussed this request with their supervisor and obtained their agreement. Any supporting documentation for a request must be sent into School directly, all documentation submitted is treated as strictly confidential and is only available to staff administering this request. 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. The student will receive email notifications as the request is progressed from the School through to the Graduate Research Board.

### 3.1.4 Thesis Embargo Application

Upon award of a research degree by the ACCE (Academic Council Committee for Examinations), a digital copy of a UCD research thesis is automatically deposited in the Research Repository UCD (RRU) and, without an embargo being set, is immediately publicly available to view.

UCD is a signatory to the National Principles for Open Access and all research degree theses completed at the University are expected to be made publicly available as soon as possible following the award of a degree. This allows the University to demonstrate the quality of its research and the rigour of its research degree programmes. Therefore, the default position of the University is to not place an embargo on a research thesis.

However, should the author of their research thesis wish to delay its online dissemination via the RRU for a valid reason including future publication of some or all of the content of the thesis or the thesis contains confidential or sensitive materials, an application for an embargo can be made to the Graduate Research Board. Please note that an embargo on a thesis can only be sought prior to submission of the thesis for examination which is normally three months in advance of the expected thesis submission date. The application must have the support of the student's Principal Supervisor and be accompanied by relevant supporting documentation.



The procedure for requesting an embargo can be found here  
[https://www.ucd.ie/graduatestudies/t4media/Procedure\\_for\\_Placing\\_Embargo\\_on\\_Research\\_Degree\\_Theses\\_AMENDED.pdf](https://www.ucd.ie/graduatestudies/t4media/Procedure_for_Placing_Embargo_on_Research_Degree_Theses_AMENDED.pdf)

Further information on Thesis embargos can be found here:  
[:https://www.ucd.ie/graduatestudies/aboutus/faqsforgraduateresearchstudents/thesisembargoes/](https://www.ucd.ie/graduatestudies/aboutus/faqsforgraduateresearchstudents/thesisembargoes/)

### **3.2 Thesis Submission**

IN UCD all theses are submitted to the University for examination as a pdf file via the online eThesis Examination system. The eThesis Examination System facilitates the processing of research theses from initial submission, through examination process, to Academic Council Committee on Examinations (ACCE) decision resulting in the student being conferred with an Award. Further information on the eThesis Examination System can be found here  
<https://www.ucd.ie/registry/staff/registryservices/assessment/ethesisexaminationsystem/>



## 4. Examination of the Graduate Research Degree Thesis

Candidates for PhD and professional doctorates must be examined through a *viva voce* examination by their 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/professional doctorate *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. To avail of such 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](#).

### 4.1 Appointment of Examination Committee

The Examination Committee shall consist of a Chair, an Intern and an Extern Examiner(s). The members of the Examination Committee should be appointed and approved at least three months prior to submission by the candidate of the graduate research degree thesis. The specific requirements for the constitution of the Examination Committee for all graduate research degrees are outlined the Policy for research Degree Examination ( add link when available).

### 4.2 Guidelines for the conduct of Virtual and Hybrid *Viva Voce* Examinations

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

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 the 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 expected that this assessment is a blend of in-person and virtual attendance normally with the candidate and UCD members of the Examination Committee attending in-person and on campus and 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 (See Appendix 3: Virtual *Viva* Logistics)).

- 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 voce* 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 that 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.
- 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*.
- The *viva voce* should not be recorded. If the default is for IT Platform to record a session and this should be switched off by the Chair.
- 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*.
- 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' .
- The Examiners' report must include a statement that the *viva voce* was conducted virtually.

#### 4.3 Procedures Aligned with Fully In-Person *Viva Voce* Examinations

- The Chair is responsible for ensuring all the arrangements for conducting the *viva voce* are in place. 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 to the University in good time, prior to the *viva voce* examination. 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 room to allow the Examiners to discuss a recommendation.
- 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.

#### 4.4 Possible Outcomes of the Examination

After the thesis is examined the Examination Committee will recommend one of the following outcomes for approval by ACCE.

- 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 of the Graduate Research Degree Thesis

### 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 ( see Section 3.1.4), and is immediately publicly available to view.

### 5.2 Hardbound 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. If they don't match, the student should contact their School office.
- 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 title page should confirm to section 2.3.1

#### 5.2.2 Submission of Hardbound Thesis

The hardbound thesis can be submitted to the University 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.



**Title: “The detailed study of a specific topic in a specific discipline”**

**Mary Smith, BSc**

**Student Number: 12345678**

**This thesis is submitted to University College Dublin in fulfillment 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 principles 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 the document presents high level guidelines on this thesis format. Students, in Schools that use this format, should ensure that they consult their supervisor/Research Studies Panel (RSP) for guidance on local norms and practices regarding the number of papers, quality of papers and where reference to shared research has occurred (statement of authorship etc).

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

A decision on the thesis format should be made by the student in consultation with their supervisor(s) and other members of the Research Studies Panel. It is recommended that the decision normally be made at the time of the Stage Transfer Assessment when the research plan is clearly defined, and research is underway.

#### 2. Number of Papers

It is recommended that the thesis normally comprise three or more publishable papers but 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 format may be more appropriate.

#### 3. 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. 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 but should be adapted to ensure a consistent and uniform presentation style throughout the thesis. Candidates should be aware of copyright issues and discuss these with their supervisor(s) and RSP members. To avoid such issues, it is recommended that the penultimate version of a paper accepted for publication – rather than the final version – be adapted for inclusion in the thesis. Candidates may use digital object identifiers (DOIs) to link to forthcoming or published papers so that these may be easily accessed by the examiners.

iii. Review papers that provide background material may be included but only if the candidate is the first author. Such papers generally do not count as original contributions unless they provide substantive meta-analyses.

iv. Methods papers may be included where new methods have been developed by the candidate as part of their research.

#### **4. Originality of Research**

In line with the University requirement that doctoral research is 'original research' the papers included in the thesis should not include research by a fellow student that has been presented or will be presented for examination in another thesis.

#### **5. Authorship, Supervisor Involvement & Acknowledgements**

The student should normally be the sole author, or the lead/primary author of papers 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 (often the principal investigator/s) the papers should include the supervisor/s as author/s. Where papers have been jointly authored or multi-authored, the nature and extent of the candidate's contribution and the contribution of any co- authors should be formally stated in the thesis. It is recommended that the student discuss College and/or discipline specific guidelines with their supervisor and Research Studies Panel. The form below provides a mechanism for collecting this information.

## Acknowledgement of Authorship (Template)

The form below provides a useful mechanism for collecting the information needed to ensure that shared authorship is appropriately acknowledged in a thesis (and acts as a guide to the minimum information that should be included in an acknowledgement of authorship). This form can be completed for each paper included in a thesis.

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>.

<b>1.Student Details</b>	
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Author	Contribution
	% Contribution: __Brief outline of contribution:
	% Contribution: __Brief outline of contribution:



## Appendix 3: Virtual Viva Logistics

### A. 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).

### B. 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.

### C. 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.

### D. IT Platform Logistics

- The Chair should have a contingency plan in place prior to the viva if the IT Platform does not work e.g. a 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.