

eThesis Report Writing Checklist

The first step is to work on a draft joint Degree report separately from the eThesis System. The [complete guidebook](#) will take you through the entire process.

Before the finalised version of the Joint Degree Report is uploaded to the eThesis Exam system, check the following:

- The report is a joint report written in the plural and does not contain instances of 'I', 'my', 'In my opinion' etc.
- A doctoral report is no less than 500 words in total.
- A masters-level report is no less than 200 words in total.
- The summary and commentary on the strengths and weaknesses is sufficient to permit the Academic Committee on Examinations (ACCE) to obtain a clear understanding of the student's work within the thesis.
- The content of the Weaknesses and Revisions sections must be distinct
- The degree award recommendation is aligned to the content of the strengths and weaknesses sections of the report.
- Revisions are a high-level summary (a more detailed revisions list is to be shared directly with candidate, this is done separate from the eThesis system).
- Indication whether the thesis is publishable.
- For degrees which do not require a viva voce examination, enter today's date (the date of report upload) in the viva-voce date section and state N/A in the commentary on performance section.



Please note:

- Each section of the report must be less than 4000 characters. Software such as this [bytes counter](#) can provide an accurate count.
- The eThesis Exam system will give an error message if the content is over the 4000 character or bytes limit in any section.

Following report upload:

- All Examiners receive an automated email asking them to approve the report.
- Examiners give online approval by entering a 'tick' AND pressing the 'Approve' box above the tick.
- Chairs who are also acting as Intern Examiners will receive an automated email as Intern to approve their report.

Following upload of a revised thesis by student (where applicable):

- All Exam Committee members are notified of this step by email as a courtesy. However, the revised version of the thesis is to only be approved (or rejected) by the member nominated for this task.
- The nominated Examiner certifies that the revisions have been made in accordance with the instructions given



Important: Any incomplete or inconsistent reports will be returned for revision by the ACCE and may result in a delay for approval.

**UCD Registry
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