eThesis Examination System Guidebook

Exam Committee Members

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eThesis Exam System Guidebook- Exam Committee

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Please note: eThesis can be issued with an **embargo**. Theses issued will be transferred to the Research Repository Database.

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Guidebook Colour Key

This guidebook uses a colour key to indicate who is responsible for completing tasks at key points in the eThesis Exam System process.

Intern Examiners and Extern Examiners

Chair of Exam Committee

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Supplemental guides

Please refer to the following guides as you progress through the eThesis Submission Process:

- eThesis FAQs on the UCD Assessment website

- Thesis in Graduate Research Programmes Policy

- UCD Academic Regulations (Particularly section 7)

- Policy: Thesis in Graduate Research Programmes (click Download Document)

- Thesis Embargo Guidelines and Policy

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Accessing the eThesis Exam System

Chair and Intern Examiners - Go to **My Exam Committee Tasks** Log in with your **Connect username** and **password**.

Extern Examiners - You will have received an email with your login details to **My Exam Committee Tasks**. This includes a link to login and your username. Please check your inbox (it could be in your spam folder). You can login in via the link in that email. Your username is your assigned 'V' number. There is a reset password function available if needed.
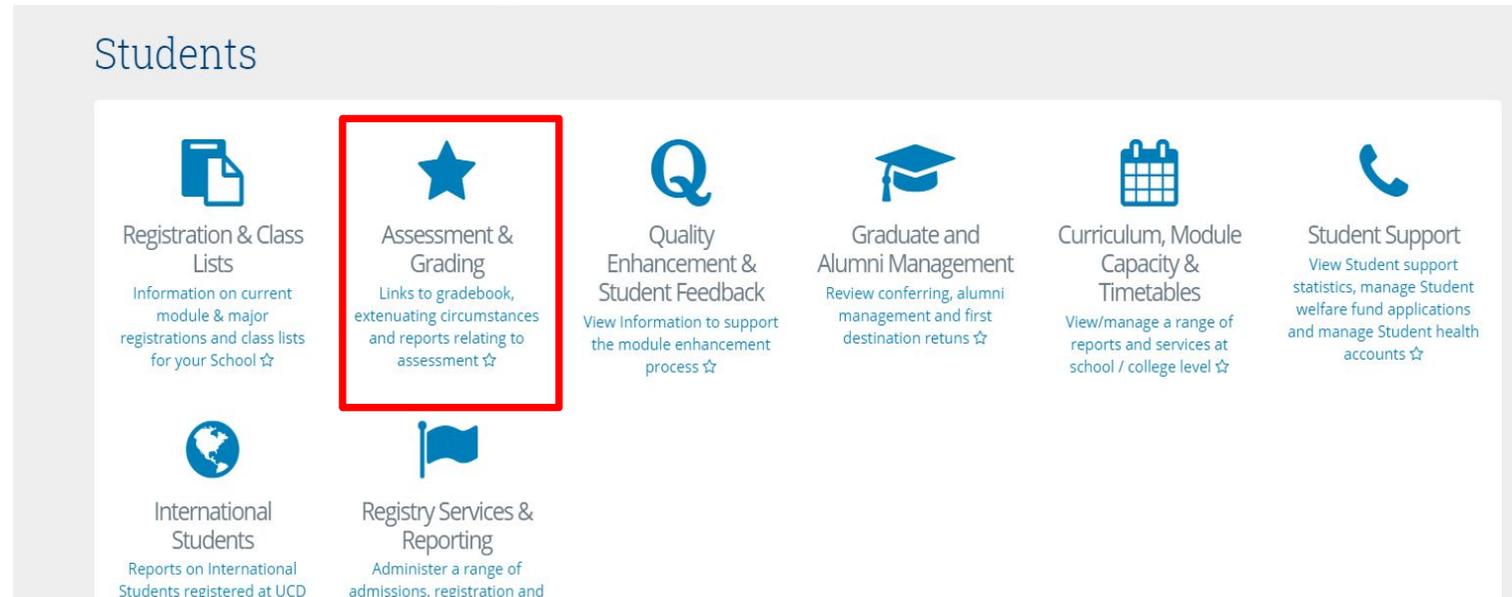
If you cannot locate your login email please contact ethesis@ucd.ie for assistance.

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Accessing the eThesis Exam System

On the **Students** page, select **Assessment & Grading** from the list of icons.

Click on **My Exam Committee Tasks**.

You can make '**My Exam Committee Tasks**' a favourite by clicking on the star next to it. This will move a direct link for **My Exam Committee Tasks** to your home page in InfoHub to make future access easier.

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Intern Examiners and Extern Examiners

Examination of the Graduate Research Degree Thesis

Once the Supervisor approves the student's thesis for examination, all members of the Exam Committee (Chair, Intern Examiner and Extern Examiner(s)) receive a notification by email.

The email states:
- The student's thesis is available for examination
- Details on how to access the thesis within eThesis Exam System. (Please check your spam/ junk folder if you cannot locate the email in your inbox).

At this point, the thesis will be visible in **My Exam Committee Tasks** on InfoHub. To view the thesis, click **View Thesis** in the My Students section in My Exam Committee Tasks.

My Students

Student	ID Number	Thesis Title	Committee Role	Click to
			Internal Examiner	View Thesis
			Chair of Examination Committee	View Thesis

Note to Chair - please ensure all Exam Committee Members have received notification on reviewing the thesis. If they have not, contact ethesis@ucd.ie

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Intern Examiners and Extern Examiners

Examination of the Graduate Research Degree Thesis

The role of the Exam Committee is to review the thesis. First, the Intern & Extern Examiners must complete separate Preliminary Examination reports. This task must take place in advance of the *viva voce* examination, where applicable. See Research Degree Theses Guidelines Section 5.3 for reference. Generally speaking a viva voce is not required for a Research Masters or MD. See Guidelines 5.2. However, the Joint Final Report form needs to be completed to progress the submission. For the viva voce date where a viva is not required, just add in today's date.

Preliminary Thesis Report

Add or view preliminary reports in the table below. Please note: Your colleague's prelim report will only become visible once all exami exam committee can see the prelim reports as they are added.

Student	ID Number	Report Status	EC Member	EC Type	Click to
				Internal Examiner	View Recommendation
				Special Extern Examiner	Add Recommendation

Please note: the Chair's option to complete the Degree Report will not appear until the Preliminary Examination Reports have been completed and added to the system. In the case of a research master's degree, the Intern Examiner can also act as the Chair of the Examination Committee.

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Intern Examiners and Extern Examiners

Completion of Preliminary Examination Reports

To complete the Preliminary Examination Report, go to **My Exam Committee Tasks**, click on **Add Recommendation**.

This will bring you to the Preliminary Examination Report online form where the report must be filled in.

Please note that this is a high level summary report. Examiners are encouraged to share more detailed comments and revisions required (as needed) outside the eThesis Exam System.

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Intern Examiners and Extern Examiners

Completion of Preliminary Examination Reports

Notes on completing the online form include:

- * Red asterisk are mandatory fields

- Text boxes have a 4,000 character limit per box, which is shown at the bottom right of the text boxes. Exceeding this limit will result in '*an unexpected error has occurred*' when you hit submit

- Please note special characters e.g $%^&*, Greek Alphabet, shapes and symbols often take up more than one character.

- Notepad++ provides an accurate character count

Preliminary Research Degree Report

Student*

Summary*

Please include a brief summary of the thesis.

4000 characters left

Have any Academic Papers been published?*
○ Yes
○ No
○ Unknown
Have any Academic Papers been published arising from the Research?

Strengths*

Please outline the strengths of the thesis.

4000 characters left

Weaknesses*

Please outline any weaknesses of the thesis.

4000 characters left

Corrections Required

Worthy of Publication*
○ Yes, in whole
○ Yes, in part only
○ No
Is the thesis worthy of publication as a work of serious scholarship?

Submit

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Intern Examiners and Extern Examiners

Completion of Preliminary Examination Reports

The Preliminary Report button will switch to **View Recommendation** when the Preliminary Report is completed, an example of a completed report is below. Please note that the Preliminary Report form cannot be edited or amended once submitted.

The Intern and Extern can only view each other's reports when all reports have been submitted. The Chair will receive automatic emails once the Intern and Extern Examiners have submitted their Preliminary Examination Reports.

Recommendation

Student:	–Testy –Mctest
ID Number:	10260676
School:	School of Biomolecular and Biomedical Science
College:	College of Science
Thesis Title:	Using text to direct the Supervisor to check the Exam Committee is correct_for testing
Exam Committee Member:	Chair Name
Exam Committee Role:	Internal Examiner 1
Report Type:	Preliminary
Summary:	FAB
Have any Academic Papers been published?:	No academic papers Published
Strengths:	None
Weaknesses:	None
Corrections Required:	
Worthy of Publication:	Yes, in part only
Additional Notes:	

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Exam Committee

Pre Viva Voce Preparation

Note: With respect to the examination of Research Masters and Doctor of Medicine theses, a viva voce examination is required only on the request of the Head of School (or the MD Committee), or at the behest of the examiners.

It is recommended that pre-viva consultation about the Preliminary Examination Report take place between the Exam Committee members.

Through the eThesis Exam System, the Chair of the Examination Committee can ensure that the preliminary reports from each examiner are accessible and shared between members of the Examination Committee in advance of the viva voce examination.

Please note: the Chair's option to complete the Joint Degree Report will not appear until the Preliminary Examination Reports have been completed. In the case of a research master's degree, the Intern Examiner can also act as the Chair of the Examination Committee.

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Exam Committee & Student

Viva Voce Examination

The viva voce examination of the Student thesis, if applicable, takes place in person (face to face) or remotely by video call where applicable. See virtual viva voce examinations for further details.

The possible recommendations are outlined in the University's Academic Regulations (7.69). See (7.70) and the following

NB - The purpose of a post-examination joint Degree Report is to provide a high-level report of the overall examination process for award consideration. A more in-depth list of revisions should be presented to the student by the appropriate Exam Committee Members, separate from the eThesis exam system.

See Guidelines 5.3.2 for further details on this process.

With respect to the examination of Research Masters and Doctor of Medicine theses, where a viva voce examination is required only on the request of the Head of School (or the MD Committee), or at the behest of the examiners, a candidate will continue to be a registered student until such time as a final decision of the Academic Council Committee on Examinations has been made.

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Exam Committee & Student

Thesis Examination Phase Overview

- A joint Degree Report is compiled by the Chair of the Exam Committee. This will include the recommendations of all Exam Committee members

- Where, in the opinion of the examiners, revisions or revisions are required, the Chair of the Examination Committee (or nominee – normally an Intern Examiner) shall be responsible for detailing these directly to the student

- Additionally, where, in the opinion of the examiners, revisions or revisions are required, the Chair of the Examination Committee (or nominee – normally an Intern Examiner) shall be responsible for ensuring that all revisions or revisions have been made

- The student uploads the final version of the thesis and the nominated Exam Committee member approves this version (which will later transfer to the RRU, UCD's online research repository)

- The joint Degree Report is considered by the Academic Council Committee on Examinations (ACCE) and, if satisfactory, is awarded.

- The Supervisor and Head of School receive an email notification on the award recommendation from ACCE

- The final thesis transfers via eThesis Exam System to the RRU

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Chair of Exam Committee

Post Viva Voce: Completion of Joint Degree Report

When the examination is complete, the Chair is responsible for overseeing the compilation of a high-level joint Degree Report, in consultation with and on behalf of all examiners. The report content should contain commentary on the academic standard of the thesis, the candidate's performance in the viva voce examination (where relevant) (7.69) and the rationale for the award recommendation. This is submitted via the eThesis Exam System.

Criteria to consider when completing the Degree Report include:

✔ is the report adequate in length? (500 words minimum for Doctorals, 200 words minimum for Research Masters)

✔ is the report a joint report? There should be no references in the singular, e.g. 'I believe that this thesis'….

✔ was the report written post viva-voce? There should be no references that indicate the report was written before the viva-voce examination

✔ do the Examiners believe the publication worthiness ticked reflect the content of the report?

✔ there is a clear indication to recommend award in the rationale section

✔ there are no revisions listed in the 'Rationale' section of the report

✔ the 'Weaknesses' section of the report contains only a **high-level summary** of revisions/revisions – an itemized list of revisions/revisions should be communicated directly to the student in a separate document.

For more details on completing the joint Degree Report see Guidelines 5.4

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Chair of Exam Committee

Post Viva Voce: Completion of Joint Degree Report

The Exam Committee recommendation is subject to the approval of the Academic Council or its relevant committee (ACCE). The Academic Council or its relevant Committee can accept the recommendation of the Examination Committee or can ask the Examination Committee to reconsider its decision. (7.70)

Award recommendations are summarised below:

1. Award Degree – no revisions required
2. Award Degree – revisions required
3. Revise thesis and submit for re-examination*
4. Do not award Degree – recommendation the candidate transfers to an appropriate graduate programme
5. Do not award Degree
6. No unanimous agreement reached

* This recommendation will incur additional fees as the student will have to register for additional trimesters.

Further information available in the Academic Regulations 7.69 and following.

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Chair of Exam Committee
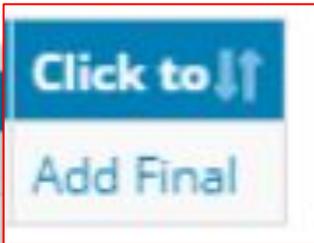
Post Viva Voce: Completion of Joint Degree Report

To complete the joint Degree Report via the eThesis Exam System go to **My Exam Committee Tasks** on InfoHub, scroll to the section named **Final Research Degree Report**. Next, click on **Add Final.**

Please note: the Chair's ability to complete the joint Degree Report ('Add Final') will not appear until these Preliminary Examination Reports have been completed by an Intern and Extern Examiner(s).

Final Research Degree Report

Below is a list of Exam Committee members for the students of whom you are Chair. You can view whether they have added their thesis report section. Click the 'View Preliminary' link to view recommendations entered by a committee member. Click 'Add Final' button will not appear unless at least one preliminary recommendation has been added.

Student	ID Number	Type of Recommendation	EC Member	EC Type	Click to
~Testy ~Mctest	10260676	Final not added	David Kissane	Chair of Examination Committee	Add Final

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Chair of Exam Committee

Post Viva Voce: Completion of Joint Degree Report

The Chair clicks '**Add Final**' to be brought to the online form: Final Research Degree Report.

Please do not press 'back' button during report completion.

To complete the report, hit the blue **'submit'** button at the bottom of the form.

This report, once approved and thesis revisions completed, is the joint Degree Report that is presented for consideration at the ACCE monthly meetings.

Submit

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Intern Examiners and Extern Examiners

Approval of the Joint Degree Report

After the joint Degree Report has been submitted, both the Intern and Extern examiners receive an automatic email notification to give approval, with a link to **My Exam Committee Tasks**.

Intern/Externs are asked to review the report by clicking **View Final**. Refer to Guidelines Section 5.4 for opinion/ decision consistency.

If satisfied, the Extern and Intern tick the box and click on the **Approve** button to approve the report (this is the equivalent of signing a paper report).

Please note that the 'Submit Feedback' button, located on the bottom right corner of the page, is unrelated to the eThesis Exam System.

EC Approve Final Recommendation

Student	ID Number	Click to	Approve
Aileen Test D001	16210908	View Final	☐

1 rows took .02 seconds to run 📊 Export to Excel

Final Research Degree Report

Below is a list of Exam Committee members for the students of whom you are Chair. You can view whether they have added their p... thesis report section. Click the 'View Preliminary' link to view recommendations entered by a committee member. Click 'Add Final' b... button will not appear unless at least one preliminary recommendation has been added.

Student	ID Number	Type of Recommendation	EC Member	EC Type	Click to
Aileen Test D001	16210908	Final	Chair Name	Chair of Examination Committee	View Final

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Chair of Exam Committee

Chair and Nominee contact student if revisions required

Where revisions are recommended by the examiners, the Chair of the Exam Committee (or nominee – normally the Intern Examiner) shall communicate this directly to the student. Please note that this communication is done separately from the eThesis System.

The Chair also assigns and introduces the student to the Exam Committee member who will oversee any revisions required. See Guidelines 5.5.

Details on the extent and nature of the revisions, as well as the timeframe for completing revisions, should also be communicated directly to the student by the Chair and nominated Exam Committee Member. This is done separately from eThesis Exam System report.

The nominee overseeing revisions should liaise with the student to establish a work plan for these revisions.

The completed, revised version of the thesis is uploaded by the student to the eThesis System

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Student & Examiner Overseeing Revisions

Student completes the revisions, if required

The revisions are undertaken outside the eThesis Exam System, before the <u>final revised version</u> of the thesis is uploaded in the eThesis Exam System. (There can be no comments, red text, feedback notes etc. in the final revised version).

This is accompanied by the thesis revision online form that is <u>visible to the student</u> on the eThesis exam system.

When agreed, the student uploads their Final Thesis PDF in "My Thesis and Supervisors". The student completes a high-level summary of the revisions (max 1000 characters), and if necessary, updates the abstract and keywords (see next slide for a view of the Thesis revisions Form).

Note 1: This thesis will become available on the RRU database if and when the thesis embargo is lifted. Students and Nominee are to ensure the final, clean, revised version is successfully uploaded at this point (No comments, red text, feedback notes etc). See Thesis Embargo Guidelines and Policy

Note 2: ACCE support staff do not have visibility of this page or the revised version of the uploaded final thesis. It is the responsibility of the Student and Exam Committee nominee to confirm the correct version has been uploaded. Please contact research.repository@ucd.ie if you require further assistance in the matter.

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Student & Examiner Overseeing revisions

Student completes the revisions, if required

The Thesis revisions form is a summary of the revisions completed by the student. The PDF version of the final revised thesis can then be uploaded by the student.

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Student & Examiner Overseeing revisions

Exam Committee Members approve or reject revisions

The Chair must **nominate** an Exam Committee member to Approve or Reject the revisions. Only the nominated member should login to '**My Exam Committee Tasks**' to undertake this task.

As a courtesy, all members of the Exam Committee will be automatically notified by email once the student has uploaded the final revised version of their thesis. However, **only** the nominated member should Approve or Reject revisions.

Thesis Corrections

Below is a list of students who have uploaded required corrections to their thesis. Please agree which member of the Exam Committee will approve corrections.If you have been nominated to approve corrections please click the appropriate link to view, approve or reject corrections.

Student	Corrections	Click Thesis PDF	Approve Corrections	Reject Corrections	Corrections Indicated
~Testy ~Mctest	P1 P2 P3	View Thesis	Approve	Reject	Corrections have been uploaded

The student is notified by an automatic email if the nominated member rejects the revised thesis. The nominated member is encouraged to contact the student directly if they reject the thesis, to provide details and further instructions for the completion of the revisions.

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Chair of Exam Committee

eThesis Exam System complete pending ACCE approval

Some points to consider:

The joint Degree Report will not be presented to ACCE for consideration unless:

1) Joint Degree Report is approved by both Intern and Extern Examiners
    a - must have Preliminary Thesis Reports completed in online form*
    b - must have Final Research Degree report competed in online form

2) Thesis revisions approved
    a - student upload final thesis

This is the responsibility of the Chair.

A report for ACCE cannot be generated unless the process has been completed in full. Please ensure the steps in this guidebook are completed. Contact ethesis@ucd.ie for further support if needed.

*Only applicable to Research Masters and MDs is a Viva Voce is due to take place.

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eThesis submission Complete pending ACCE approval

An acknowledgement email is sent to the Chair to indicate that the joint Degree Report has been put forward for consideration at the next monthly ACCE meeting.

The student also receives an automated notification email that states the degree award recommendation has been put forward for review. This status also displays on the student's own record.

Thesis Submission

When you are entitled to submit your thesis, a 'Submit Thesis' button will appear below.
Once your thesis has been submitted, its status during the approval and examination process will be displayed below.

If you feel you should be entitled to submit, please contact the Student Desk.

Status

For help with the above information, please email assessment@ucd.ie

Recommendation is gone to ACCE for review

If approved at the ACCE meeting, the candidate's thesis will be transferred from the eThesis Examination System and uploaded to the University's open access repository Research Repository UCD (RRU) Guidelines 5.6.

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Important Note: Thesis Embargo Application

For those candidates who wish to restrict access to their research on RRU for a period of time, the candidate may have applied for, and secured the approval of the relevant Governing Board for such a thesis embargo (Guidelines Section 4)

Late thesis embargo application will be assisted by the Principal Supervisor and School. An application will be made to the Graduate Research Board, including the rationale for the embargo application.

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Useful Contacts	Contact Details
Academic Council Committee for Examinations (ACCE)	acce@ucd.ie
Assessment, UCD Registry	assessment@ucd.ie
UCD Student Desk	ucd.ie/askus
IT Helpdesk	ithelpdesk@ucd.ie
School Contact Information	http://www.ucd.ie/collegesandschools/
UCD Staff Directory	Staff directory
Graduate Research Board	grb@ucd.ie
Research Repository UCD	Research.repository@ucd.ie
UCD Graduate Studies	graduatestudies@ucd.ie

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Important Note: Research Repository Database (RRU)

See RRU website for further details; https://researchrepository.ucd.ie/
RRU email - research.repository@ucd.ie

A submitted eThesis that is awarded at an ACCE meeting will be automatically transferred to the **Research Repository UCD (RRU).** This makes the eThesis freely available for viewing and download.

What is Research Repository UCD (RRU) ?

Research Repository UCD is a digital archive of UCD's scholarly research output. Managed by UCD Library, RRU collects, preserves and disseminates the intellectual output of the university.

The student's thesis will be made available under the terms of a Creative Commons BY-NC-ND licence. This permits users to share and re-use content, as long as the author is appropriately attributed. Content may not be altered in anyway or used for commercial purposes.

Once archived on RRU, a citation and link to the thesis will appear on both **RIAN**, Ireland's national research portal, and **DART Europe**, the European eTheses portal.

Students wishing to delay releasing their thesis to RRU have an option of placing an **embargo** on their research.

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Important Note: Do not change from eThesis to Paper Submission

Once a student has made an initial submission through the eThesis Exam System, it is strongly recommended that the Exam Committee facilitates the student in completing through the eThesis Exam System.

If the Joint Final Report and/or Thesis revisions Sign-off Form are only submitted in paper copy to ACCE instead of electronic submission through the eThesis Exam System in InfoHub, this causes several issues;

1. The student is unable to upload their revised thesis in the system. Although the hardbound thesis can be submitted to the UCD Library, it will be archived and not be widely available for access.
2. The final thesis will not transfer to the Online Research Repository UCD (RRU) https://researchrepository.ucd.ie/
3. This risks an incomplete draft, i.e. pre-viva voce version of the thesis to transfer to the RRU.
4. The record is incomplete in the eThesis Exam System.

When facilitating an eThesis Exam System submission, there is no requirement to submit a paper copy of the Joint Final Report and/or Thesis revisions Sign off Form. If paper versions are submitted in error for an eThesis Exam System submission, the relevant Exam Committee will be asked to enter the report content on Infohub. Guidance and support is available if any difficulties are encountered: ethesis@ucd.ie

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Actions Taken During thesis submission & examination

GRB
- ❏ Programme Compliance approved
- ❏ If required, thesis Embargo applied

Supervisor and Student
- ❏ Supervisor permits thesis upload
- ❏ Student uploads pre-exam thesis
- ❏ Supervisor approves thesis for examination

Exam Committee and Student
- ❏ Intern and Extern Examiners add preliminary Reports in online form
- ❏ Chair enters Final joint Degree Report in online form
- ❏ Intern and Extern Examiners approve Final joint Degree Report
- ❏ Student uploads Final Thesis, after revisions approved with Nominee separate from eThesis System
- ❏ Chair or Exam Committee Nominee approves the uploaded Final Thesis
- ❏ Student submits final hardbound copy of thesis to the Student Desk

Assessment, Registry
- ❏ ACCE support staff deliver Final joint Degree Report to ACCE Meeting
- ❏ Unless embargoed, electronic thesis is automatically transferred to Research Repository Database (RRU).
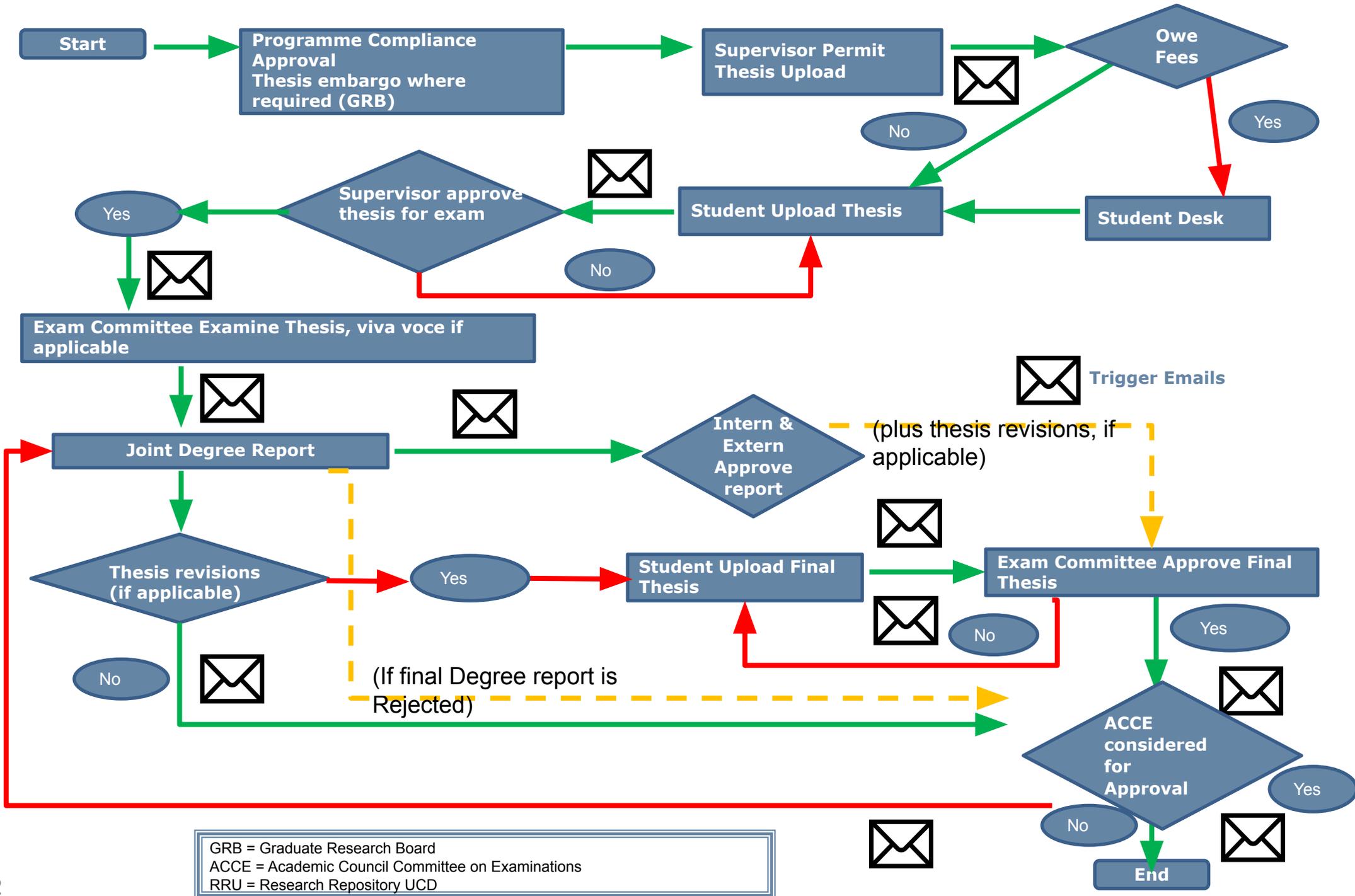
Conferring Unit
- ❏ Student conferred

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Policies, Guidelines, Weblinks	Weblink
UCD Academic Regulations	http://www.ucd.ie/governance/resources/policypage-academicregulations/
UCD Policy on Thesis in Graduate Research Programmes	Theses in Graduate Research Programmes Academic Policy
UCD Guidelines for Preparation, Submission, Examination and Dissemination of Research Degree Theses	Guidelines for Preparation, Submission, Examination and Dissemination of Research Degree Theses
Graduate Research Board	https://www.ucd.ie/graduatestudies/graduateresearchboard/
UCD Graduate Studies Handbook	https://www.ucd.ie/graduatestudies/researchstudenthub/researchstudenthandbook/
Academic Council Committee for Examinations • General Information • Terms of Reference • Committee Meeting Dates	http://www.ucd.ie/registry/assessment/ https://www.ucd.ie/registry/staff/registryservices/assessment/academiccouncilcommitteeonexaminationsacce/
SISWeb login	https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SI-HOME
Thesis Submission Fee Deadlines	https://www.ucd.ie/students/fees/thesis/
ORCID Registration Information	https://orcid.org/register
Information on how to merge documents into one file	https://docs.microsoft.com/en-us/office/troubleshoot/word/merge-word-documents
Online Transcripts	https://www.ucd.ie/students/studentdesk/documents/transcript/
Research Repository UCD (RRU)	https://researchrepository.ucd.ie/
UCD Conferring Unit	http://www.ucd.ie/confer/
UCD Appeals	http://www.ucd.ie/secca/assessmentappeals/
Extenuating Circumstances Policy	https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=126
Plagiarism Policy	https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=222
Code of Practice for Supervisors and Research Degree Students	https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=10
Policy for Conflict Resolution for Supervisor(s) and Graduate Research Students	https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=11

eThesis Flowchart

```
Start → Programme Compliance Approval
        Thesis embargo where required (GRB) → Supervisor Permit Thesis Upload ✉ → Owe Fees
```

Owe Fees
- No → Student Upload Thesis
- Yes → Student Desk → Student Upload Thesis

Supervisor approve thesis for exam ✉
- Yes ✉ → Exam Committee Examine Thesis, viva voce if applicable
- No → Student Upload Thesis

Exam Committee Examine Thesis, viva voce if applicable ✉ → Joint Degree Report ✉ → Intern & Extern Approve report

(plus thesis revisions, if applicable)

✉ Trigger Emails

Joint Degree Report → Thesis revisions (if applicable)
- Yes → Student Upload Final Thesis ✉ → Exam Committee Approve Final Thesis
- No ✉ → ACCE considered for Approval

(If final Degree report is Rejected)

Exam Committee Approve Final Thesis
- Yes → ACCE considered for Approval
- No → Student Upload Final Thesis

ACCE considered for Approval
- No → Joint Degree Report
- Yes ✉ → End

GRB = Graduate Research Board
ACCE = Academic Council Committee on Examinations
RRU = Research Repository UCD

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The eThesis Journey

2 **Thesis Approval for examination**

Supervisor - My Graduate research Students

➔ Supervisor checks the Exam Committee members are correct
➔ Supervisor reads the declaration
➔ Supervisor checks the correct version of the pdf is uploaded
➔ Supervisor approves the eThesis for examination

4 **Post Exam Phase**

Exam Committee and Student

➔ Exam Committee submits joint Degree Report on the system
➔ Intern approves the joint Degree report
➔ Extern approves the joint Degree report
➔ If applicable - The Chair will assign an Exam Committee member to work with the student to complete any revisions. The revisions will be completed separate from the system
➔ Student uploads the revised thesis
➔ The Exam Committee Member assigned to oversee the revisions will approves the revised Thesis

1 **Thesis Submission Phase**

3 **Exam Phase**

5 **ACCE Approval**

Student, Supervisor & Graduate Research Board (GRB)

➔ Supervisor and GRB check programme compliance
➔ Supervisor conducts a plagiarism check
➔ Thesis embargo sought in advance of submission (Supervisor, School and GRB)
➔ Student saved entire thesis as one PDF
➔ Supervisor approves thesis upload for examination on system
➔ Student checks they are fees compliant
➔ Student checks name and address are up to date on system
➔ Student checks thesis title is up to date on system
➔ Student completes online submission form and uploads the thesis onto the system

Exam Committee Members

➔ Thesis made available for Exam Committee Members on system
➔ Exam Committee Members review the thesis
➔ If applicable - Exam committee members submit preliminary reports
➔ If applicable - *Viva Voce* conducted between Student and Exam Committee separate from the ethesis exam system

ACCE

➔ Joint Degree Report becomes accessible to the ACCE support team
➔ Report recommendation put forward for consideration at the next ACCE meeting
➔ All stakeholders contacted on the outcome
➔ Issue of Award Outcome Letter
➔ With student permission, the awarded thesis is added to the RRU

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