

eThesis Supervisor Checklist

This checklist provides a summary of the tasks and preparation to be completed by a Supervisor prior to the submission of a Graduate Research thesis. The [complete guidebook](#) will take you through the entire process.

At least 3 months prior to submission:

- Gain approval for the nomination of the Examination Committee; in conjunction with the relevant Head of School. All members are required to be approved by the Graduate Research Board (GRB) and subsequently by the Academic Council Committee for Examinations (ACCE).
- Ensure you are [familiar with the eThesis system](#) and all relevant [University regulations and policies](#) in order to provide guidance to your student.
- Provide information on [thesis embargoes](#) to your student. Approval must be secured from the [Graduate Research Board](#).
- Remind your student to check that their fees and registration are up to date in SISWeb.
- Check within '[My Graduate Research Students](#)' in Infohub that your student has programme compliance.
- Be aware of the [thesis fee submission deadline](#) and agree timelines for submission with your student.

One month prior to submission:

- Work closely with your student to ensure the thesis is ready for submission and allow sufficient time for both you and your student to finalise checks.
- Check within [the eThesis system](#) that the Examination Committee is now approved.
- Please note, if the student Exam Committee was not in place when the student submitted, you will need to go back into the system to approve the thesis for examination.

Week of submission:

- Click 'Allow Student Thesis Upload' in [My Graduate Research Students](#) to enable the student to upload the thesis from their SISweb.
- When the student submits their thesis, you will receive an automatic email to indicate it is now available for you to review. Ensure the agreed version has been uploaded (if not reject it and it will be returned to the student); that Academic Integrity standards have been met; and, when satisfied, [approve the thesis for examination](#).



The timelines and tasks outlined are for guidance purposes only and may vary depending on programme of study.

UCD Registry
Clárann UCD

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Useful Information

The Supervisor does not participate in the examination phase but will receive an email upon ACCE award approval.

Some common considerations during and post the examination phase are:

- The point of contact for the student during examination is the Exam Committee Chair.
- If an Examination Committee member is suddenly ill or unavailable:
 - Chair replacement – submit [Change of Chair Form](#) to GRB for urgent approval, then ACCE for noting (See ACCE Meeting Dates, Membership, Forms and Policies section for the form)
 - Intern replacement – submit [Change of Intern](#) to GRB for urgent approval and ACCE for urgent approval (See ACCE Meeting Dates, Membership, Forms and Policies section for the form)
 - Extern Examiner replacement – [full nomination process](#), may need to reschedule viva voce
- Viva Voce – Chair liaises with student on viva voce. Supervisors can only attend as an observer by student request. The School and Chair need to seek permission from the GRB to hold a [viva voce virtually](#).
- Revisions - Communicated directly to student by Exam Committee Chair. The nominated member of the Exam Committee, usually the Intern, certifies the corrections have been carried out by the student after the student uploads their corrected version on their thesis to the system
- Final thesis upload issues
 - No eThesis access - current registration For Assessment Only (no fees) needed [contact Student Desk](#) or ethesis@ucd.ie.
 - Error message for upload - the student exceeded the character count limit on information/corrections text box.
- Recommendation to Revise Thesis and re-submit for Examination
ACCE approval - student registers fully (with fees) - supervisor works with the student to prepare thesis for re-examination

