

# Thesis Submission & Viva Voce: SPIRe Student Guide

## Overview

All relevant information on the thesis preparation and submission process, as well as the Viva Voce process can be found via five main sources:

- 1) [A dedicated eThesis website \(including FAQ\)](#)
- 2) [Graduate Studies webpage](#)
- 3) [eThesis Student Guidelines](#)
- 4) [Thesis Submission Deadlines](#)
- 5) [The Viva Voce](#)

It is very important that you rely on these as your **first and primary** sources of information, particularly as these pages are updated regularly with new info which may not be reflected in the guidelines below.

Below simply serves as additional detail and reminders of the key aspects.

*Latest revision: 18<sup>th</sup> February 2021*

## Thesis Submission

Given current circumstances, the eThesis process is the primary means of submission right now and what this document will focus on.

However, there are, generally, two ways of submitting your thesis and both are outlined below.

1. via the UCD eThesis System: please [see here](#) for further information.

Through the system, you will be able to submit your thesis electronically, verify authorship and programme compliance, and track progress through all stages of the examination process.

2. via hard copy: *(note:subject to restrictions due to COVID-19: please see [FAQ](#) for further info)*

You submit to the Student Desk in the Tierney Building as many soft bound copies of the thesis as there are members on your Examination Committee. There are usually three people on the Examination Committee i.e. internal examiner, extern examiner and the Chair of the Examination Committee. The members of your examination committee are listed on the "UView - Student Enquiry" Screen on your UCD student SIS Web account under the heading "Other Advisors". The theses must be accompanied by a completed Research Degree Examination Form signed by both you and your Principal Supervisor (download [Research Degree Examination Form](#) /access [here](#) in our Documents & Files).

### Preparation for Thesis Submission: Examination Committee

- An examination committee will need to be appointed to review your thesis.
- There is no specific timeframe for this but, as a rule, you should start consulting with your supervisor about **3 months in advance of submission** to discuss nomination of a Special Extern.
- Once you have decided on a special extern, your supervisor should liaise with the PhD administrator who will provide him/her with **two templates** that need to be filled out. One template collates the student details (name, number, RSP, etc) and the details of the examination committee (Chair, internal examiner, special extern) and the second template is to be sent to the special extern for completion. When both templates have been returned to the PhD Administrator, the internal examiner and chair are populated on Banner and the special extern is nominated on InfoHub for approval.
- The special extern nomination goes through two approval processes: the first is Graduate Research Board (GRB) approval. Following this, it goes to the Academic Council Committee on Examinations (ACCE). GRB and ACCE submission dates for 2020/21 are appended at the bottom of this document.
- **NOTE:** ACCE does not meet over the summer so if you intend to submit in September 2021, the last deadline for submitting your Special Extern and examination committee for approval is the June 24 ACCE meeting. This means that your submission would have to be approved by the GRB at the 2<sup>nd</sup> June meeting, so the actual submission deadline is **19<sup>th</sup> May**. Given that the PhD administrator puts the nomination through on your behalf, your supervisor should provide the two templates a few days in advance of the 19<sup>th</sup> in case there are any issues that need to be resolved.

- **You are still eligible to submit your thesis even if you do not have an exam committee in place.** However, your thesis will sit in the system until the committee is convened and approved. Once formal approval is in place, the thesis will be circulated to the exam committee for review.
- The date and time on which you first submit your thesis will be taken as your submission date, even if your supervisor isn't available to accept. It is recommended that you engage with your supervisor in advance of submission to agree a timeline so that this situation does not occur. **If the supervisor does not provide you with confirmation to upload your eThesis by the submission deadline, then you will incur additional fees until confirmation is provided.** It is very important, therefore, to agree a timeline for submission in advance with your supervisor. Students can apply for extenuating circumstances. Consult with the School and Graduate Research Board to apply.
- Assuming a successful submission, your registration status will change to FA (For Assessment)

### Preparation for Thesis Submission: Compliance

- You must be programme and fees compliant to submit your thesis.
- Generally programme compliance will be conducted by the GRB when the exam committee is approved. When the GRB check compliance they review the following:
  1. Student has active/enrolled registration status for the current academic year/trimester.
  2. Student's registration period for their programme is in line with regulations or the student has an approved extension.
  3. Student has progressed to Stage 2 (PhD students)
  4. Student has earned at least 30 taught credits (PhD students). **Note that the SPIRe requirement is 50 taught credits.**
  5. Student has completed Research Integrity training if admitted **after 31 Aug 2019.**

[Click here for further information on Research Integrity Training](#)

- GRB does not check fee compliance specifically, although they generally would not sign off on a student if there was a fee hold on the record. **It is your responsibility to ensure that your record is in good standing in relation to Fees.** Check your fee statement on SisWeb and if you have any questions, contact the [Student Desk](#).
- You should ensure that the correct name, address etc is on your record. If any changes are required, these should be done via the Student Desk.
- You should also ensure that your RSP and Thesis title details are correctly noted on your record – liaise with the PhD administrator if either need updating.

### Preparation for Thesis Submission: Other items

#### ORCID

- When submitting, the system will ask you for your **ORCID number**. For more information on ORCID and how to register, look at the following two sites:  
<https://libguides.ucd.ie/orcid>

## Thesis Embargo

- For candidates who wish to restrict access to their research on the Research Repository Database (RRU) for a period of time, the candidate should have applied for, and secured the approval of the Graduate Research Board. **This embargo is to be done in advance of the submission process.**
  - Embargo requests can be submitted in two ways:
    1. As a note in an Exam Committee nomination form on InfoHub.
    2. As a direct email to the Graduate Research Board (Jennifer.sullivan@ucd.ie), including an email forwarded from the supervisor.
  - The key pieces of information required are:
    - Your student number
    - Duration of embargo
    - Reason for the embargo
    - Approval of supervisor (via forwarded email)
  - Please note that you need to check the possible embargo-requirements set out by your publisher if you are planning to submit material that you already published/plan to publish soon.

## Thesis Presentation

- Follow the link to access [Thesis Guidelines for Research Degrees](#) and the [Theses in Graduate Research Programmes Policy](#)

## Thesis Submission:

- If possible, try to submit your thesis **in advance of the submission deadline**. Anything can happen on the day and if, for example, you find yourself unable to submit because of programme compliance issues or a technical glitch, that is stress that you could do without!
- It is important that you liaise closely with your supervisor around the time of submission. S/he must enable you to upload your thesis in the system before you can submit. Once they have done this, you will receive an automatic email informing you that you can submit. Following submission of the thesis, the supervisor must approve it before it can be circulated to the exam committee. You can only upload the thesis once, so it is imperative that you have agreed the final version with your supervisor in advance.
- As noted above, the supervisor can only approve the thesis for examination if the exam committee has been set up. Until then, it will sit 'in limbo' in the system. If your exam committee is not approved until **after** thesis submission, remind your supervisor that s/he must go into InfoHub to approve the thesis for examination so that it can be accessed by the exam committee.
- If you have difficulty or receive an error message, when submitting, there is a full list of [Student FAQs](#) available.

## Viva Voce

- The [Graduate Studies webpage](#) provides full information on the Viva Voce process.
- The Viva normally takes place **within two months** of receipt of the thesis by the examiners.
- It is the responsibility of the Chair of the Examination committee to coordinate with the examiners and the student to arrange a suitable date for the viva.
- At the moment, due to Covid-19, vivas may take place virtually or semi-virtually.
- Post-viva, if revisions are required, these are done and approved offline. The Chair will nominate a member of the committee (usually the internal examiner) to liaise with the student to oversee and approve the corrections.
- Wherever possible, do not change from eThesis to Paper Submission – to do so may cause you problems down the line. Your final, corrected thesis should be uploaded and approved online.

Good luck!!

See following page for GRB and ACCE Meeting Dates for 2020/21

Graduate Research Board submission & meeting dates for 2020-2021

**Submission Date**

**Meeting Date**

9 Sep 2020

25 Sep 2020 (Rescheduled from 23/9)

14 Oct 2020

28 Oct 2020

11 Nov 2020

25 Nov 2020

2 Dec 2020

16 Dec 2020

20 Jan 2021

3 Feb 2021

17 Feb 2021

3 Mar 2021

16 Mar 2021

31 Mar 2021

14 Apr 2021

28 Apr 2021

19 May 2021

2 Jun 2021

16 Jun 2021

30 Jun 2021

14 Jul 2021

28 Jul 2021

11 Aug 2021

26 Aug 2021

## ACCE Meeting Schedule 2020/21

Submission Deadline	Meeting Date
Thursday 3 September 2020	Thursday 17 September 2020; 11 am
Thursday 1 October 2020	Thursday 15 October 2020; 11 am
Thursday 5 November 2020*	Thursday 19 November 2020; 11 am
Thursday 3 December 2020	Thursday 17 December 2020; 11 am
Thursday 14 January 2021	Thursday 28 January 2021; 11 am
Thursday 11 February 2021	Thursday 25 February 2021; 11 am
Thursday 11 March 2021	Thursday 25 March 2021; 11 am
Thursday 8 April 2021	Thursday 22 April 2021; 11 am
Thursday 6 May 2021**	Thursday 20 May 2021; 11 am
Thursday 10 June 2021***	Thursday 24 June 2021; 11 am