



UCD Registry
Clárann UCD

e-Thesis

Student introduction to
preparing and
submitting an e-Thesis



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e-Thesis – Student guide



What is the e-Thesis process and system?

The e-Thesis process manages how UCD research theses are examined. You can submit your thesis online via [SISWeb](#), your supervisor signs off on the electronic copy, and your examiners are sent your thesis automatically.

What's new?

- You don't need to bring three printed copies of your thesis to the Student Desk: you will upload a digital copy into 'My Thesis and Supervisors' in SISWeb.
- Your supervisor will sign off on your thesis electronically.
- Your thesis is sent instantly to your examiners.
- Any thesis corrections will be submitted online.



What's stays the same?

- You still have to comply with the academic standards and requirements of your programme, and with the University's regulations.
- You have to submit your thesis before [your fee deadline](#).
- You will still have a viva voce, if required for your degree.
- You have to submit a hardbound copy of your thesis to the Student Desk.
- You can still go to your supervisor, research manager or the Student Desk for guidance.



e-Thesis – Submission checklist

Three months before submission

- Are all your fees paid?
- Have you completed all of the credits needed for your award?
- Check with your supervisor whether your Exam Committee is in place.
- Have you checked the [Graduate Theses Policy](#) to find out the formatting requirements?



One month before submission

- Work with your supervisor to make sure you're ready to submit your thesis.
- Have you checked any copyright requirements in your thesis: do you have permission to use images, etc?
- Have you discussed with your supervisor about whether a library embargo is relevant?

The week of submission

- Has your supervisor authorised you to submit your thesis?
- Check that your details are correct: your name on SISWeb will appear on your parchment, and your home address will be used for your award letter.
- Have you written your abstract, prepared keywords, and generated an [ORCID](#)?
- Check that your registration is correct.
- Have you saved your thesis, including appendices, as a single PDF file and checked the formatting?





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