
eThesis Examination System Guidebook

Supervisors & Schools



UCD Registry
Clárann UCD



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Overview of Process

Step	Action	Who is responsible?
1	Fees and Registration check	Student & School contact student desk
2	Programme Compliance check Exam Committee members check	Supervisor & Graduate Research Administrator in School
3	Supervisor permits upload of thesis	Supervisor
4	Thesis upload	Student
5	Thesis sign-off for examination	Supervisor
6	Thesis reviewed for examination	Exam Committee
7	Viva Voce	Student & Examination Committee
8	Final report upload, containing recommendation on examination outcome	Exam Committee
9	revision details and recommendation for student	Student & Chair - outside eThesis Exam system
10	Revisions (if required)	Student & Nominated member of Exam Committee
11	Approval of revisions (and upload of final thesis for RRU)	Student & Nominated member of Exam Committee
12	Submission of hardbound Thesis	Student
13	Decision on examination award outcome	ACCE
14	Issue of Award Outcome Letter	Registrar
15	Electronic thesis copy transferred to RRU	eThesis Exam System (Consent of Student required)



eThesis Exam System Guidebook - Supervisor & Schools

These guidelines outline the parameters within which a graduate research degree thesis can be submitted on the eThesis Exam system for examination.

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.



Supplemental guides

- [eThesis FAQs](#) on the UCD Assessment website
- Please refer to the following guides as you progress through the eThesis Submission Process: [Guidelines for Preparation, Submission, Examination and Dissemination of Research Degree Theses](#) (Particularly Section 5)
- [UCD Academic Regulations](#) (Particularly section 7)
- [Policy: Thesis in Graduate Research Programmes](#) (click Download Document)
- [Thesis Embargo Guidelines and Policy](#)



Supervisor

Prerequisites for uploading to the eThesis Exam System

The candidate prepares a thesis under the direction of the Principal Supervisor, and Co Supervisor(s) if relevant, with the support of the Research Studies Panel.

See [Policy](#) section 6.2 for an outline of the responsibilities of the Supervisor.

See [Guidelines](#) Section 4 for further details on Thesis submission prerequisites.

Supervisors - Request the Head of School to nominate examiners for approval to the Governing Board, and subsequently to the ACCE, at least three months prior to expected thesis submission by the candidate.

Remind your student to check that their fees and registration are up to date. Your student can check their current status in their [SISWeb](#). The student can contact the [Student Desk](#) for further assistance on this matter if needed.

Please be aware of the [Thesis embargo procedure](#) in advance of eThesis submission. For those candidates who wish to restrict access to their research on [Research Repository Database \(RRU\)](#) for a period of time, the candidate needs to have applied for, and secured the approval of the [Graduate Research Board](#).

Supervisors are to provide guidance to the student in applying for a thesis embargo. This embargo is to be done in advance of the submission process. Consult the [GRB](#) and the [RRU website](#) for further assistance.

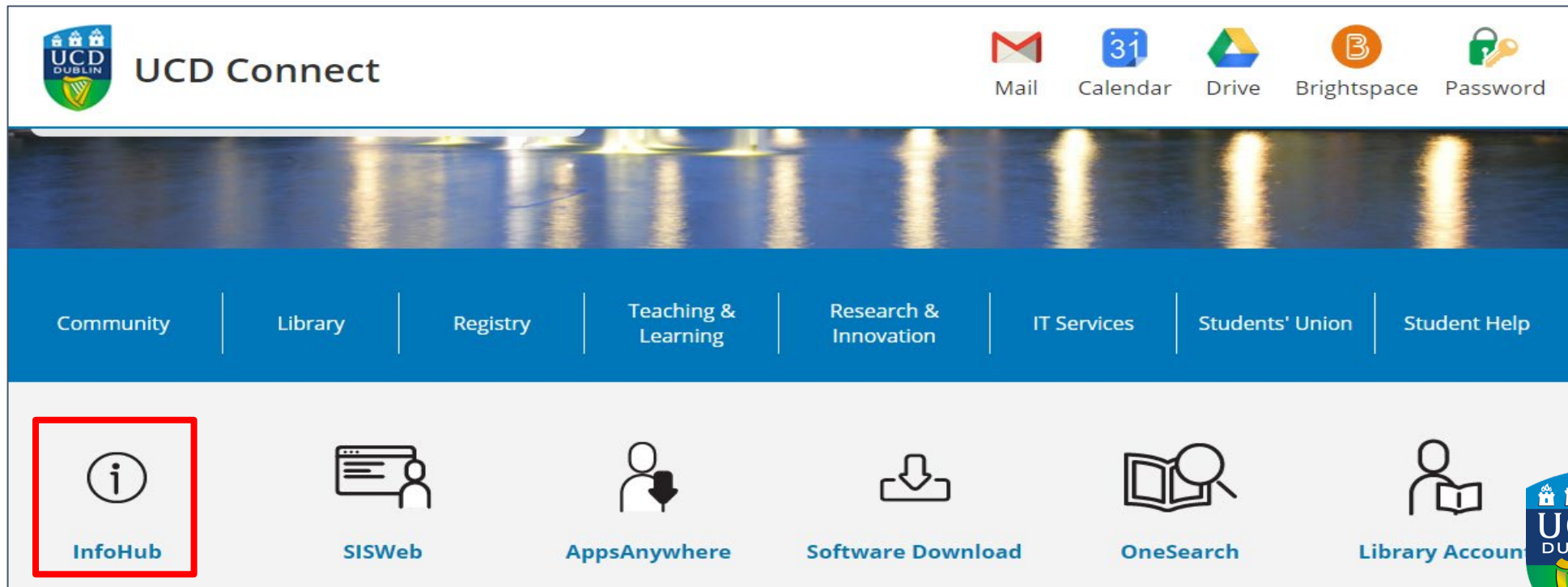


Supervisor

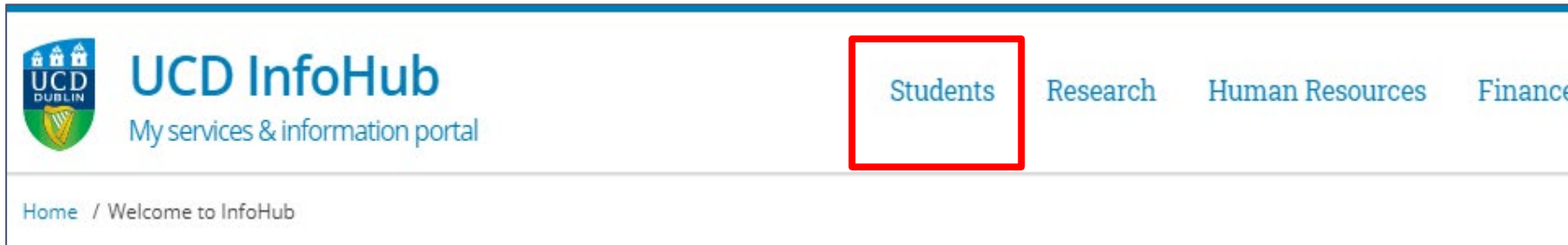
Accessing the eThesis Examination System

Supervisors complete their tasks in [My Graduate Research Students](#)

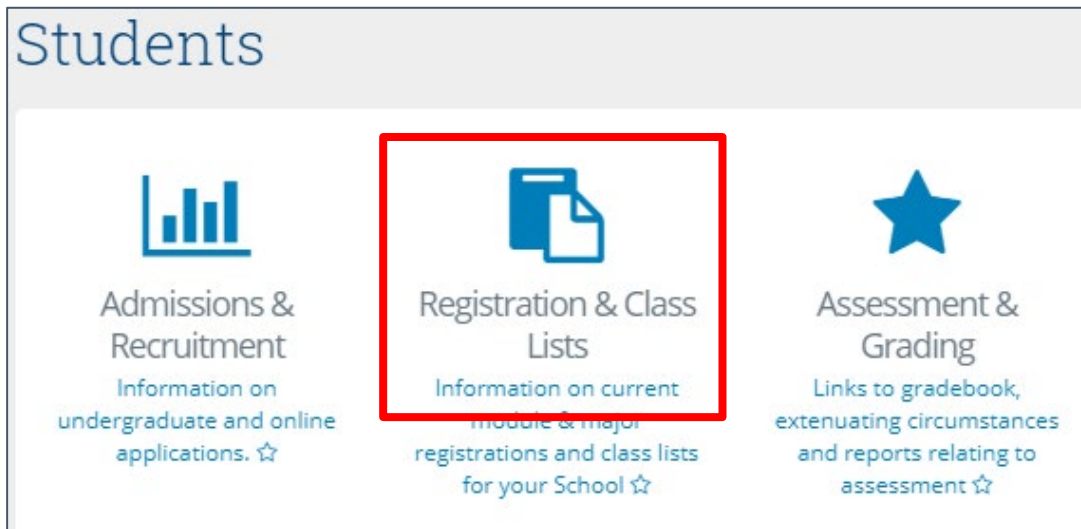
Supervisors can access the eThesis Examination completing the steps on this slide and the next slide



Accessing the eThesis Examination System



The screenshot shows the top navigation bar of the UCD InfoHub website. On the left is the UCD Dublin logo with the text "UCD InfoHub" and "My services & information portal". To the right are navigation links: "Students", "Research", "Human Resources", and "Finance". The "Students" link is highlighted with a red rectangular box. Below the navigation bar, the text "Home / Welcome to InfoHub" is visible.



The screenshot shows the "Students" page on the UCD InfoHub website. The page title "Students" is at the top left. Below it are three main service tiles: "Admissions & Recruitment" (with a bar chart icon), "Registration & Class Lists" (with a document icon and highlighted by a red box), and "Assessment & Grading" (with a star icon). Each tile includes a brief description of the service. Below these tiles, a link "My Graduate Research Students" is highlighted with a red box.

› My Graduate Research Students
Details of graduate students that you supervise ☆



Supervisor

Ensure programme compliance is completed prior to upload

For the supervisor to permit thesis upload in the eThesis Exam system, programme compliance must be present within Infohub.

See [Guidance on Compliance Checking in Preparation for Thesis Submission](#) for further details. For additional support on compliance, contact your School Administrator or the Graduate Research Board. If you have any additional queries in relation to the eThesis Exam System then please contact ethesis@ucd.ie

My Graduate Research Students

This is the list of current students that you are assigned to as their supervisor

ID	Name	Academic Year Description	Unit Full Name	Major Code	Description	Status	Click to
16210908	Aileen Test D001	Academic Year 2018/2019	School of Agriculture and Food Science	D001	PhD Agriculture & Food Science FT	Registered	View Thesis Details

Programme Compliance must have been approved in advance of this stage, otherwise your student will not appear in the **My Graduate Research Students** list.

Status	Click to
Registered	View Thesis Details



Supervisor

Check Exam Committee members match those on student record

Click **Exam Committee** to check the Intern and Extern examiners, and Chair, match the student record. If there is an error, please email acce@ucd.ie

My Thesis and Supervisors

My Thesis

Student Name ↑↓	Student No ↑↓	Type ↑↓	Thesis Title ↑↓	Thesis Upload ↑↓	Examination Committee ↑↓
Aileen Test D001	12345678	Major Thesis	Thesis Title	Allow Student Thesis Upload	Exam Committee

Exam Committee



Supervisor

Supervisor permits upload of thesis

When satisfied that the candidate's thesis is of submission standard for examination and that all compliance issues have been addressed:

1. Enable the candidate to upload their thesis to the eThesis Exam System.
2. Following upload, provide approval for the submission of the thesis for examination. ([Section 6.2 of Guidelines](#))

Click **Allow Student Thesis Upload** to enable the student to upload the Thesis from their SISweb. The student is notified of this permission by automated email.

My Thesis and Supervisors

My Thesis

Student Name ↑↓	Student No ↑↓	Type ↑↓	Thesis Title ↑↓	Thesis Upload ↑↓	Examination Committee ↑↓
Aileen Test D001	12345678	Major Thesis	Dietary Quality in Irish Childr	Allow Student Thesis Upload	am Committee

The Supervisor is notified by automated email once the student has completed the online form and uploaded their thesis on the system.



Student

Student uploads thesis

This screen is visible to the student. The student can complete the online form and upload the thesis via their SISweb.

Supervisor Note - If the student uploads the wrong document, they can contact you for assistance. The supervisor can reject the unwanted file and the student can upload the correct one.

Submit Thesis - Upload and Submit

Enter thesis details, upload your thesis file and click the 'Submit Thesis' button; your thesis must be a PDF file.

Student*

Abstract*

4000 characters left

Highlight the main points discussed in this thesis

Keywords*

Please separate each keyword with a comma (e.g. THESIS,KEYWORD.EXAMPLE). The maximum number of keywords allowed is 4.

ORCID

For more information on ORCID click <https://orcid.org/>

Thesis File*

No file uploaded

Browse...



Submit Thesis

I hereby certify that the submitted work is my own work, was completed while registered as a candidate for my research degree and I have not plagiarised the research presented in this submitted work. Where the submitted work is based on work done by myself jointly with others, I certify that a list of the names of the other contributors is included in the title page of the submitted work, the extent of which is indicated in the title page of the submitted work.



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Supervisor

Thesis Academic Integrity

As Principal Supervisor, you must also confirm through the eThesis Exam System that the research has been carried out, and that the final draft of the thesis, as submitted, has been prepared for examination under your guidance.

There is an Academic Integrity statement on the front page (where all students are listed). You can **Review submitted thesis**, then your thesis approval certifies academic integrity.

My Thesis and Supervisors

My Thesis

Student Name	Student No	Type	Thesis Title	Thesis Upload	Examination Committee	Submitted Thesis Approval
Redacted		Major Thesis	Dietary Quality in Irish Children	Thesis uploaded	Exam Committee	Review submitted thesis

Submitted Thesis Approval

[Review submitted thesis](#)



Thesis sign-off for examination

My Thesis and Supervisors

My Thesis

Student Name	Student No	Type	Thesis Title	Thesis Upload	Examination Committee
		Major Thesis	Dietary Quality in Irish Children	Thesis uploaded	Exam Committee

Submitted Thesis Approval

Review submitted thesis

The supervisor can accept or reject the thesis via the eThesis submission system. Completing this next step within Review Submitted Thesis makes the thesis available for examination by the Exam Committee.

If the Exam Committee has not yet been approved and set up in the system when your student submits their thesis, we advise that you contact your School Admin to check when the Exam Committee will be approved.

It is **essential** that you return to [My Graduate Research Students](#) to approve the thesis for examination when the Exam Committee is in place.



Supervisor

Thesis sign-off for Thesis Examination

Approve Submitted Thesis

Below are details about the student's thesis. Click the 'View Thesis' link to download and review. Click the 'Approve' button to approve uploaded thesis and to email members of the Exam Committee.

The 'Approve' button will only appear if the Exam Committee has been set up.

Student ↑↓	ID Number ↑↓	Thesis Title ↑↓	Date Signed Off ↑↓	Date Uploaded ↑↓	Click to ↑↓	Examination Committee ↑↓
Aileen Test D001	16210908	Dietary Quality in Irish Children	23 Oct 2019	23 Oct 2019	View Thesis	Exam Committee



run [Export to Excel](#)

Please review the submitted eThesis carefully. Confirm with your student that the correct version of their eThesis is uploaded to the eThesis system. **Reject** the document if it is the incorrect version so the student can upload the proper document. **Approve** within **Review Submitted Thesis** makes the thesis available for examination by the Exam Committee.



Exam Committee & Student

Thesis Examination Phase Overview

- The thesis examination (viva voce) is carried out in private with only the candidate and the Examination Committee in attendance (the Principal Supervisor or Co-Supervisor(s) may be invited to attend the viva voce examination at the request of the student, as an observer(s)).
- Where revisions or revisions are required, the Chair (or nominee – normally an Intern Examiner) are 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. Note: Revise Thesis and Submit for Re-examination recommendation may incur additional fees. Student can contact their School for assistance.
- 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, UCDs 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



Important Note: Research Repository Database (RRU)

See RRU & GRB website for further details:

RRU - <https://researchrepository.ucd.ie/>

GRB - https://intranet.ucd.ie/graduatestudies/t4media/Guide_10_Embargo_V2_updated161112020.pdf

Graduate Studies & GRB [Thesis Embargo Guidelines and Policy](#)

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 students 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.

For further support with the RRU, please contact research.repository@ucd.ie



Important Note: Thesis Embargo Application

Please note: some publishers want students to wait for a set period of time ("embargo period") before making their paper available in Research Repository UCD. See [UCD Research Repository](#) for further details.

This embargo, if required, is a prerequisite to be addressed before the eThesis is uploaded to the system for examination. This application is carried out through the Graduate Research Board. Please consult with your Head of School if you believe a thesis embargo for the RRU is required.

If an embargo is required, as a Supervisor, you will need to:

- Provide guidance to your student on the process required for requesting an embargo.
- The Governing Board may have specific requirements in relation to requesting an embargo, therefore it is recommended you consult them as soon as you are aware your student will require one.
- Any request submitted to the relevant Governing Board will need your formal endorsement as well as that of the Head of your School. A rationale for the embargo will be required.
- Ensure your student submits their embargo request in sufficient time prior to their thesis submission. Consult with the respective Governing Board for their timelines in relation to this.
- The maximum embargo period currently permitted by the University is five years.

Once approved, the embargo details are recorded by the Governing Board as part of the Programme Compliance stage, see step 1 of the eThesis Process Overview.

Once embargoed, only brief bibliographic details of the thesis will appear on the repository. The full-text only becomes available on RRU when the embargo period expires.



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 approve 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 Exam 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



Important Note: Do not change from eThesis to Paper Submission

Once an initial submission is made through eThesis Exam System, it is strongly recommended that the submission is completed and not switched to the paper submission process.

A final version of the thesis must be uploaded after revisions/revisions, which will be approved online by the Examiner overseeing revisions.

If the eThesis Exam System is incomplete, it causes several issues:

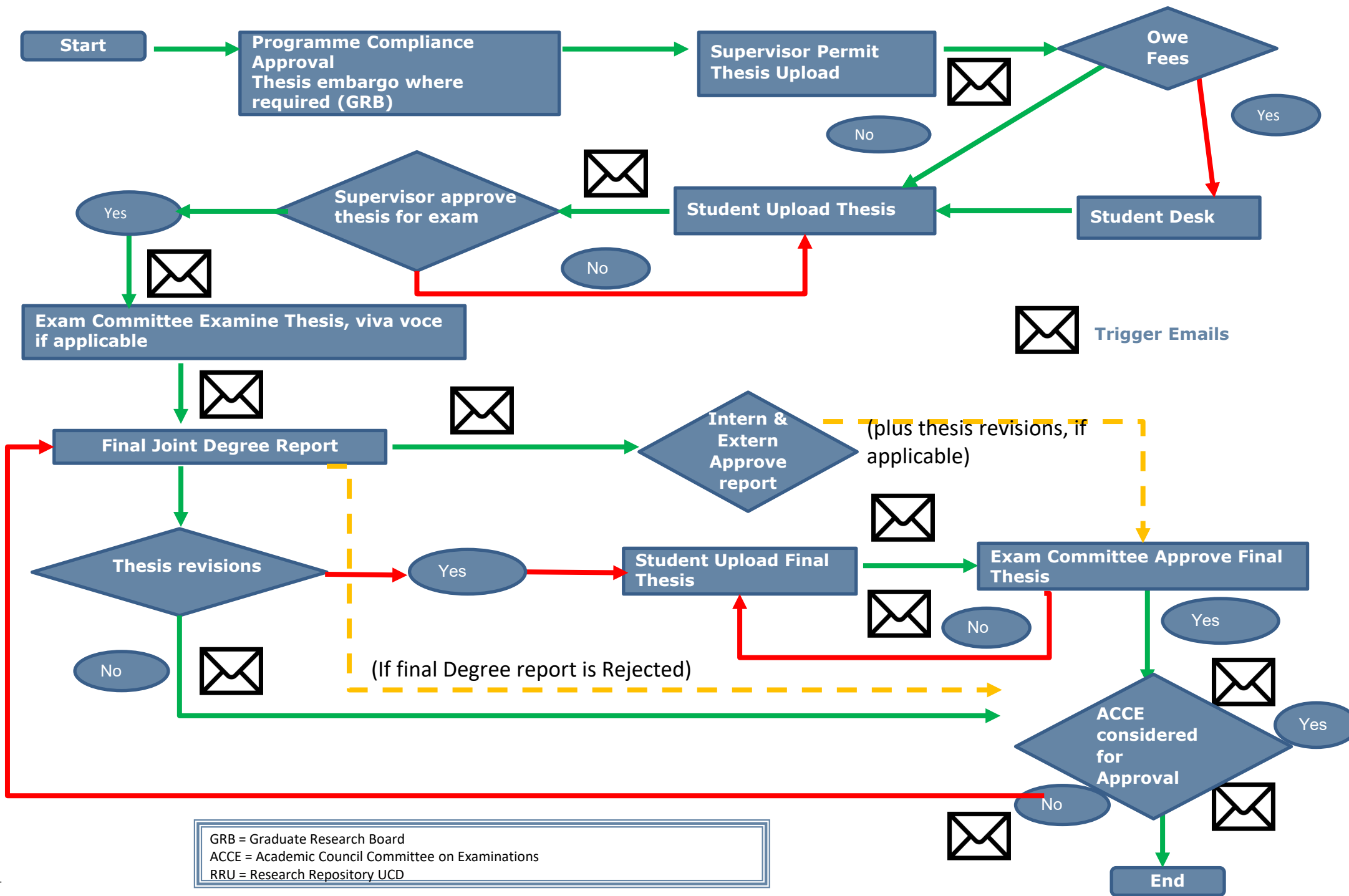
1. The thesis record is incomplete in the eThesis Exam System.
2. It will not be possible to generate a report for ACCE Award consideration.
3. The final thesis will not transfer to the Online Research Repository UCD ([RRU](#))
4. This risks an incomplete draft, i.e. pre-viva voce version of the thesis to transfer to the RRU.

Guidance and support is available if any difficulties are encountered: ethesis@ucd.ie



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



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 approve the revised Thesis

1

Thesis Submission Phase

- 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

3

Exam Phase

- 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

5

ACCE Approval

- 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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