eThesis Student Checklist

This checklist provides a summary of the tasks and preparation to be completed by a Student prior to the submission of a Graduate Research thesis. The entire process is outlined in the [complete guidebook](#).

Part 1: Pre Exam Phase

At least 3 months prior to submission:

- ❏ Ensure you are [familiar with the eThesis system](#) and all relevant [University regulations and policies](#).

- ❏ Be aware of the [embargo procedure](#) (if applicable) and the [Research Repository Database (RRU)](#).

- ❏ Check that your fees and registration are up to date in SISWeb.

- ❏ Ensure you have completed all necessary modules and programme requirements.

- ❏ Agree all the necessary preparations and required timelines with your Supervisor.

One month prior to submission:

- ❏ Check the [thesis fee submission deadline](#) and allow sufficient time for both you and your Supervisor to undertake final checks on your thesis.

- ❏ Work closely with your Supervisor to ensure the thesis is ready for submission.

- ❏ Check your Uview to see if your Exam Committee has been approved (ie. Chair, Intern and Extern).

Week of submission:

- ❏ Inform your Supervisor you are ready to upload. Combine your entire thesis into one pdf file. You will receive an automatic email to indicate your Supervisor has approved your thesis for upload.

- ❏ Ensure your name and address in SISWeb are correct and up to date and add your abstract, keywords, and ORCID.

- ❏ Read the disclaimer carefully before clicking the submit button. Ensure you receive the auto email indicating your Supervisor has approved your thesis for examination.

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

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Part 2: Examination phase

❏ If your Exam Committee was not in place when you submitted, check that your Supervisor has gone back into the system to approve the thesis for examination.

❏ If you are awaiting a viva voce date, please contact the Exam Committee Chair.

❏ If you have not received the examination outcome and/or revisions list (if required), please contact the Chair.

Part 3: Post Exam Phase
If no revisions are required

❏ The Examination Process is now complete, submit your hardbound thesis to the UCD Student Desk.

If revisions are required

❏ After the examination, complete the revisions provided by the Chair (or Nominee). Revisions are completed outside of the eThesis Exam system.

❏ When revisions are complete, login to SISweb, complete the online summary form and upload the final revised version of the thesis to the eThesis Exam system. (There can be no comments, red text, feedback notes etc. in the final revised version).

❏ The nominated Examiner certifies that the revisions have been made in accordance with the instructions given

❏ Submit your hardbound thesis to the UCD Student Desk.

Final Award Steps

❏ Your Exam Committee's award recommendation is sent to ACCE for consideration at the next scheduled meeting.

❏ The eThesis Exam system sends an automated email to the Student, Chair, Supervisor and Head of School once ACCE has approved the degree.

❏ You will be granted access to your transcript after the ACCE approves the award.

❏ Your award is processed by the ACCE support team and your details are shared with the UCD Conferring Unit.

❏ You need to submit your hardbound thesis in person or by registered post to Student Desk in Tierney Building in advance of your Conferral date.

❏ Your thesis transfers to Research Repository Database (RRU) unless an embargo was put in place prior to submission.

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