
eThesis Examination System Guidebook

Students



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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	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	Work on revisions (and preparation of thesis for RRU)	Student & Nominated member of Exam Committee
11	Upload of final thesis and approval of final thesis for award consideration and 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	Assessment / UCD Library



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

Please refer to the following guides as you progress through the eThesis Submission Process:

- [eThesis FAQs](#) on the UCD Assessment website
- [Thesis in Graduate Research Programmes Policy](#)
- [UCD Academic Regulations](#) (Particularly section 7)
- [Policy: Thesis in Graduate Research Programmes](#) (click Download Document)
- [Thesis Embargo Guidelines and Policy](#)



Supervisor AND Student

Prerequisites for uploading to the eThesis Exam System

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

Track your thesis regularly throughout the process using the eThesis submission page status updates. The responsibility of each candidate is outlined in section 6.1 of the [Policy for Theses in Research Degree Programmes](#).

Check that your fees and registration are up to date. You can check your current status in your [SISWeb](#). Students 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 Exam system submission. For candidates who wish to restrict access to their research on 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. Consult with your supervisor, the [GRB](#) and the [RRU website](#) for further assistance.

Students will be required to accept a [disclaimer](#) when submitting their thesis in relation to the authorship of it and

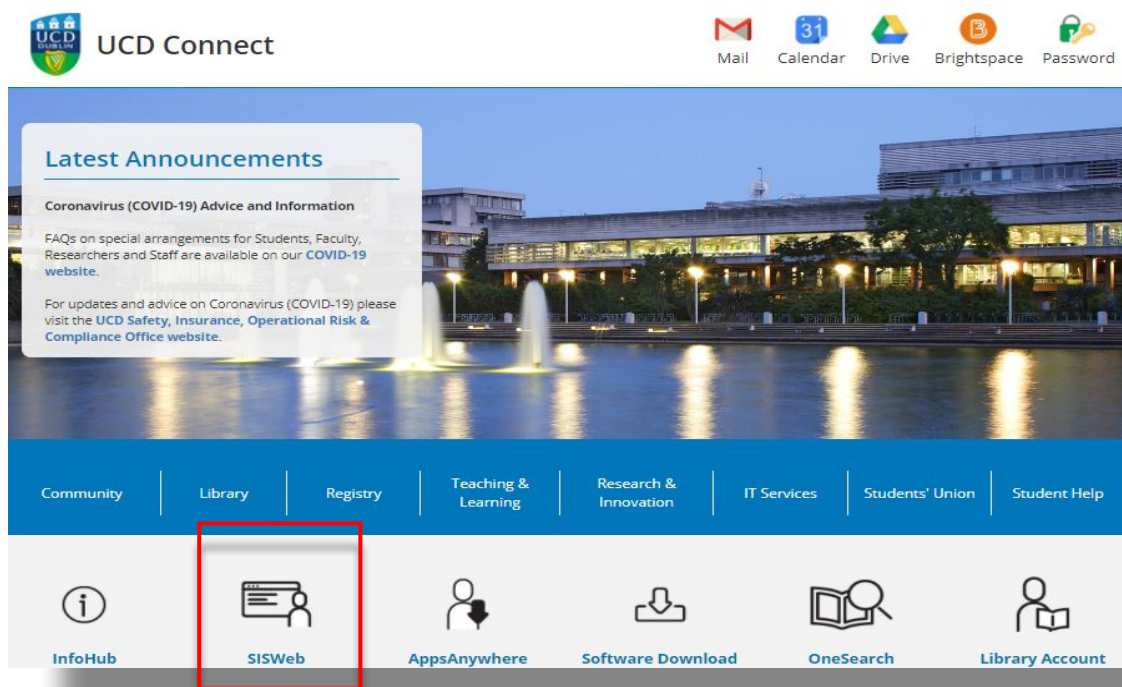
Information relating to the disclaimer can be found here:

- [Intellectual Property Policy](#)
- [University Repository \(RRU\)](#)
- [Copyright and Related Rights Act, 2000](#)
- [CC licence](#)



Student

Accessing the eThesis Exam system



Go to www.ucd.ie/connect and click on the **SISWEB icon**. Log in with your username and password

Click into **Registration Fees & Assessment**



Accessing the eThesis Exam system

Registration, Fees & Assessment



› **UView - Your Student Record**

View your full academic record ☆

› **Programme Fees & Payments**

View your programme fees and make a payment using a credit/debit card ☆

› **My Registration**

Click to enter the UCD Online Registration System ☆

› **My Official Documents**

Online access to certificates of attendance, transcripts and others or purchase official printed copies ☆

› **My Examination Results**

View your examination results ☆

› **Past Examination Question Papers**

Search for past UCD exam papers in the newly enhanced archive ☆

› **My Temporary Exam Support Application**

Submit details to Access and Lifelong Learning for Temporary Exam Support application ☆

› **My Exam Supports**

Shows any examination supports which you receive ☆

› **My Indicative In-Trimester Grades**

Lists marks / grades for assessment components that have

› **My Thesis and Supervisors**

Click here to view details on your thesis and supervisors and to add meeting details. ★

Click into **My Thesis and Supervisors**



Student

Submitting your Thesis

When your supervisor permits you to submit your thesis, you will receive an email inviting you to submit your thesis in SISWeb. Go to **My Thesis and Supervisors** section in your SISweb to begin to complete your online form and the upload process.

Please ensure your name and address are correct and up to date. This can impact the details on your award letter and Degree Parchment.

If needed, you can update your address details in the My Profile section of SISWeb. To update your name, contact the [Student Desk](#). In order for your name to be updated on the UCD system, you will be asked to provide a government issued ID which confirms your name (passport, drivers license, etc.)

Thesis Submission

When you are entitled to submit your thesis, a 'Submit Thesis' button will appear below. Once your thesis has been submitted, its status during the approval and examination process will be displayed below.

Status

You may submit your thesis for examination.

[Submit Thesis](#) [Check Address Click here](#)

For help with the above information, please email assessment@ucd.ie



registry
in UCD

Student

Altering the Thesis Title

When you click on the **Submit Thesis** button, you can edit your thesis title if necessary

Submit Thesis - Alter Thesis Title

You may alter the title of your thesis here before you upload and submit it. To update and/or continue to the thesis upload page, click the 'Continue' button.

Student*	<input type="text" value="Name and Student Number"/>
Thesis Title Line 1*	<input type="text" value="Fusarium langsethiae oat infection and mycotoxin"/>
Thesis Title Line 2	<input type="text" value="production under field conditions"/>
Thesis Title Line 3	<input type="text"/>
Thesis Title Line 4	<input type="text"/>



Notes on the Submit Thesis Screen (screenshot on next slide)

- You will be required to enter a brief **abstract** of a maximum of 4,000 characters.
- Enter up to a maximum of **four keywords**.
- Add your **ORCID**. If you do not have one set up, further information can be found at this website: <https://orcid.org/register>.
- Browse your files to find your finalised thesis PDF and upload your thesis.
- Read the Disclaimer carefully before clicking the 'Submit Thesis' button
- **Only ONE file** can be uploaded i.e the thesis, appendices etc need to be **combined into one** file. See details on [merging into one file](#)
- You can only upload your thesis once, even if there is time left before the deadline. This must be the version for examination, as agreed with your supervisor.
- It is important to read the **declaration** on the screen before submitting your thesis.
- Once your thesis has been submitted and accepted by your supervisor, it cannot be withdrawn from the examination process.



Student

Completing online form and submitting the Thesis

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

No file chosen

Complete the fields in the online form, attach your thesis document by clicking the browse icon.

Note - If you upload the wrong document, please contact your supervisor immediately for assistance. The supervisor can reject the unwanted file and you can then upload the correct version.



Student

Completing online form and submitting the Thesis

Disclaimer

By clicking the 'Submit Thesis' button, I understand that:

- a) The work submitted by me is my own work, was completed while registered as a candidate for my research degree and I have not obtained a degree elsewhere on the basis of the research presented in this submitted work.
- b) Where the submitted work is based on work done by myself jointly with others, I certify that a substantial part is my own original work, the extent of which is indicated in the title page of the submitted work.
- c) In line with UCD's [Intellectual Property Policy](#) I am depositing my work in the [University Repository \(RRU\)](#) via eThesis system and understand that in so doing that I (the author(s), copyright owner or assignee):
 - Grant a worldwide non-exclusive, royalty free, irrevocable, perpetual licence to UCD to make the work available online via the UCD repository and to translate the work to any medium for format for the purpose of preservation or accessibility within the confines of the [Copyright and Related Rights Act, 2000](#).
 - Acknowledge that I understand that the electronic copy of my e-thesis, when available online, will be subject to the terms of use permitted by the specified [licence](#).

Submit Thesis

By clicking the 'Submit Thesis' button you will be declaring your agreement to the content of the disclaimer. Please read the disclaimer carefully before clicking the 'Submit Thesis' button.

Information relating to the disclaimer can be found here:

- [Intellectual Property Policy](#)
- [University Repository \(RRU\)](#)
- [Copyright and Related Rights Act, 2000](#)
- [CC licence](#)



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Supervisor

Supervisor approves the Thesis for Examination Phase

Thesis Submission

When you are entitled to submit your thesis, a 'Submit Thesis' button will appear below. Once your thesis has been submitted, its status during the approval and examination process will be displayed below.

If you feel you should be entitled to submit, please contact the Student Desk.

Status

Thesis uploaded and awaiting approval by Supervisor.

For help with the above information, please email assessment@ucd.ie

After upload, your thesis will be sent to your Supervisor via the eThesis Exam system. The version uploaded must be the one that both you and the Supervisor have agreed upon offline.



Supervisor

Supervisor approves the Thesis for Examination Phase

If satisfied, the Supervisor will approve the thesis for examination within the system. By doing this, your thesis is then made available to the Exam Committee for examination.

The Exam Committee are notified by automatic email and your status in SISweb (green font in the above image) is updated accordingly.

You will receive an automated email once this part of the process is complete.

Please note: If the Exam Committee has not yet been approved and set up in the system when you submit your thesis, we advise that you contact your Supervisor to check with School Admin when the Exam Committee will be approved.

It is **essential** that your supervisor returns to [My Graduate Research Students](#) to approve the thesis for examination when the Exam Committee is in place. You will receive an automated email when this has been done.



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. Students 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, UCD's 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.



Completing the Viva Voce, if applicable

Note: With respect to the examination of Research Masters and Doctor of Medicine theses, a viva voce examination is required only on the request of the Head of School (or the MD Committee), or at the behest of the examiners.

The viva voce examination takes place in person (face to face) or remotely by video call where applicable. See [virtual viva voce examinations](#) for further details

The possible recommendations or outcomes of the viva voce are outlined in the University's [Academic Regulations](#) (7.69). Also see (7.70) and following

Award recommendations are summarised below:

1. Award Degree – no revisions required
2. Award Degree – revisions required
3. Revise thesis and submit for re-examination*
4. Do not award Degree – recommendation the candidate transfers to an appropriate graduate programme
5. Do not award Degree
6. No unanimous agreement reached

* This recommendation will incur additional fees as the student will have to register for additional trimesters. Contact your School for further assistance on this registration process.



Chair (or Nominee) contacts student, if revisions required

Where revisions are recommended by the examiners, the Chair of the Exam Committee (or nominee – normally the Intern Examiner) shall communicate this directly to you.

The Chair also assigns and introduces you to the Exam Committee member who will oversee any revisions required.* See [guidelines 5.5](#).

Details on the extent and nature of the revisions, as well as the timeframe for completing revisions, should also be communicated directly to you by the Chair or Nominated Exam Committee Member. This is done offline and not through the eThesis Exam system report.

The nominee overseeing revisions should liaise with you to establish a work plan for these revisions.

A note on the Exam Committee recommendation: Revise Thesis and Submit for Re-examination:

If the above recommendation is accepted by the ACCE, you shall be required to maintain your registration while the revised thesis is being completed. **Being registered for additional trimesters will incur fees.** Your supervisor will be informed after the ACCE meeting. Contact your School for further assistance on this registration process.



Student & Examiner Overseeing revisions

Student completes revisions, if required

The revisions are undertaken outside of the eThesis Exam system, before the final revised version of the thesis is uploaded in the eThesis Exam system. (There can be no comments, red text, feedback notes etc. in the final revised version).

This is accompanied by the thesis revision online form that is visible to the student on the eThesis Exam system.

When agreed, you upload your Final Thesis PDF in "My Thesis and Supervisors". You also complete a high-level summary of the revisions (max 1000 characters), and if necessary, update the abstract and keywords (see next slide for a view of the Thesis revisions Form).

Note 1: This thesis will become available on the RRU database if and when the thesis embargo is lifted. Students and Nominee are to ensure the final, clean, revised version is successfully uploaded at this point (No comments, red text, feedback notes etc).

Note 2: ACCE support staff do not have visibility of this page or the revised version of the uploaded final thesis. It is the responsibility of the Student and Exam Committee nominee to confirm the correct version has been uploaded. Please contact research.repository@ucd.ie if you require further assistance in the matter.



Student & Examiner Overseeing revisions

Student completes the revisions

Notes for completing the Thesis revision online form

- 1000 Character and 1000 bytes limit for the **Summary of revisions** Box.
- The **Abstract** and **Key words** can be amended during the revisions phase if needed.
- **Only ONE pdf file** can be uploaded using the browse button
- Please ensure the final revised version of the thesis is uploaded at this point (no revision comments, red font, etc).
- If there is no embargo and the thesis is approved by ACCE, the thesis will be transferred to the RRU database where it will be freely available for download.



Student & Examiner Overseeing revisions

Student completes revisions form and uploads Thesis

The screenshot shows the 'Thesis Corrections' form. At the top, it says 'Upload your corrected thesis here and click Submit Corrections. You may also amend the abstract for your thesis and keywords.' The form has several sections:

- Student***: A text box containing 'Aislinn Test D001 [Student - 16211691]'.
- Summary of Corrections***: A large empty text area with a '1000 characters left' indicator.
- Abstract***: A text area containing 'Testing' with a '3983 characters left' indicator. Below it is the instruction 'highlight the main points discussed in this thesis'.
- Keywords***: A text box containing 'Testing' with the instruction 'Please separate each keyword with a comma (e.g. THESIS.KEYWORD.EXAMPLE). The maximum number of keywords allowed is 4.'
- Thesis File***: A section with a 'Download.pdf' link, a 'Browse...' button, and a red warning message: 'Please ensure you select a file before uploading your thesis'.

At the bottom left of the form is a blue 'Submit Corrections' button.

The Thesis revisions form is a summary of the revisions to be completed by the student. Here the pdf version of the final revised thesis can be uploaded.



Recommendation is sent to ACCE meeting for review

You are notified by an automatic email if the nominated Examiner rejects the revised thesis. The nominated member is encouraged to contact you directly if they reject the thesis, to provide details and further instructions for the completion of the revisions.

Thesis Submission

When you are entitled to submit your thesis, a 'Submit Thesis' button will appear below.

Once your thesis has been submitted, its status during the approval and examination process will be displayed below.

If you feel you should be entitled to submit, please contact the Student Desk.

Status

For help with the above information, please email assessment@ucd.ie

Recommendation is gone to ACCE for review

If approved at the ACCE meeting, your thesis will be transferred from the eThesis Exam system and uploaded to the University's open access repository Research Repository UCD (RRU) [Guidelines](#) 5.6.

You also receive an automated notification email that states the degree award recommendation has been put forward for review. This status also displays on your own records.



Student Submits a Hardbound copy to the Student Desk

You are also required to submit a hardbound archival copy of your thesis to the UCD Student Desk for deposition in closed store in the Library.

See the 'Hard Copy Thesis' Section of the [Student Desk](#) Website for further Instructions



Student Submission Troubleshooting - Common issues

Please contact your Supervisor for further assistance if you encounter either of the following messages during the thesis submission process:

- Awaiting Governing Board programme compliance approval for examination
- Awaiting Supervisor sign-off before thesis may be submitted

"You must pay the required fees to submit your thesis"

Contact the [Student Desk](#) and your Supervisor for assistance

Cannot complete the upload – error message:

Check for the following

- Your abstract may be too long, only 4,000 characters are permitted. Some punctuations or symbols may take up more characters than expected.
- Your Pdf file name may be too long. Save file with your student number and date e.g. `Thesis_12345678_8May2020`

For eThesis Exam system guidance and technical support, please contact ethesis@ucd.ie

See Assessment Website eThesis FAQ for further assistance



Important Note: Research Repository Database (RRU)

See the following webpages for further details:

Information on [Thesis Embargoes](#)
[Research Repository Database](#)

A digital copy of a UCD research thesis is automatically deposited in the [Research Repository UCD \(RRU\)](#) upon Academic Council Committee on Examinations (ACCE) award of the research degree and, without an embargo being set, is immediately publicly available to view.

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.

In line with UCD's [Intellectual Property Policy](#) the your thesis is automatically deposited to the RRU database. Unless embargoed, your 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 **OpenAIRE**, Ireland's national research portal, and **DART Europe**, the European eTheses portal.

Students wishing to delay releasing their thesis to the 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 consult with your supervisor if you believe a thesis embargo for the RRU is required. Should the author of their research thesis wish to delay its online dissemination via the RRU an application for an embargo can be made to the University [Graduate Research Board](#).

Thesis Embargo: A thesis embargo will delay the release of a thesis to the RRU for a specific period. Once embargoed, only the title and the abstract of a thesis will appear in the RRU. The full text of the thesis will become available for public view when the embargo period expires.

This embargo is a prerequisite to be addressed before the eThesis is uploaded to the system for examination.

Ensure you submit your thesis embargo request in sufficient time prior to thesis submission. Your Supervisor can consult with the respective Governing Board for their timelines in relation to this.

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).

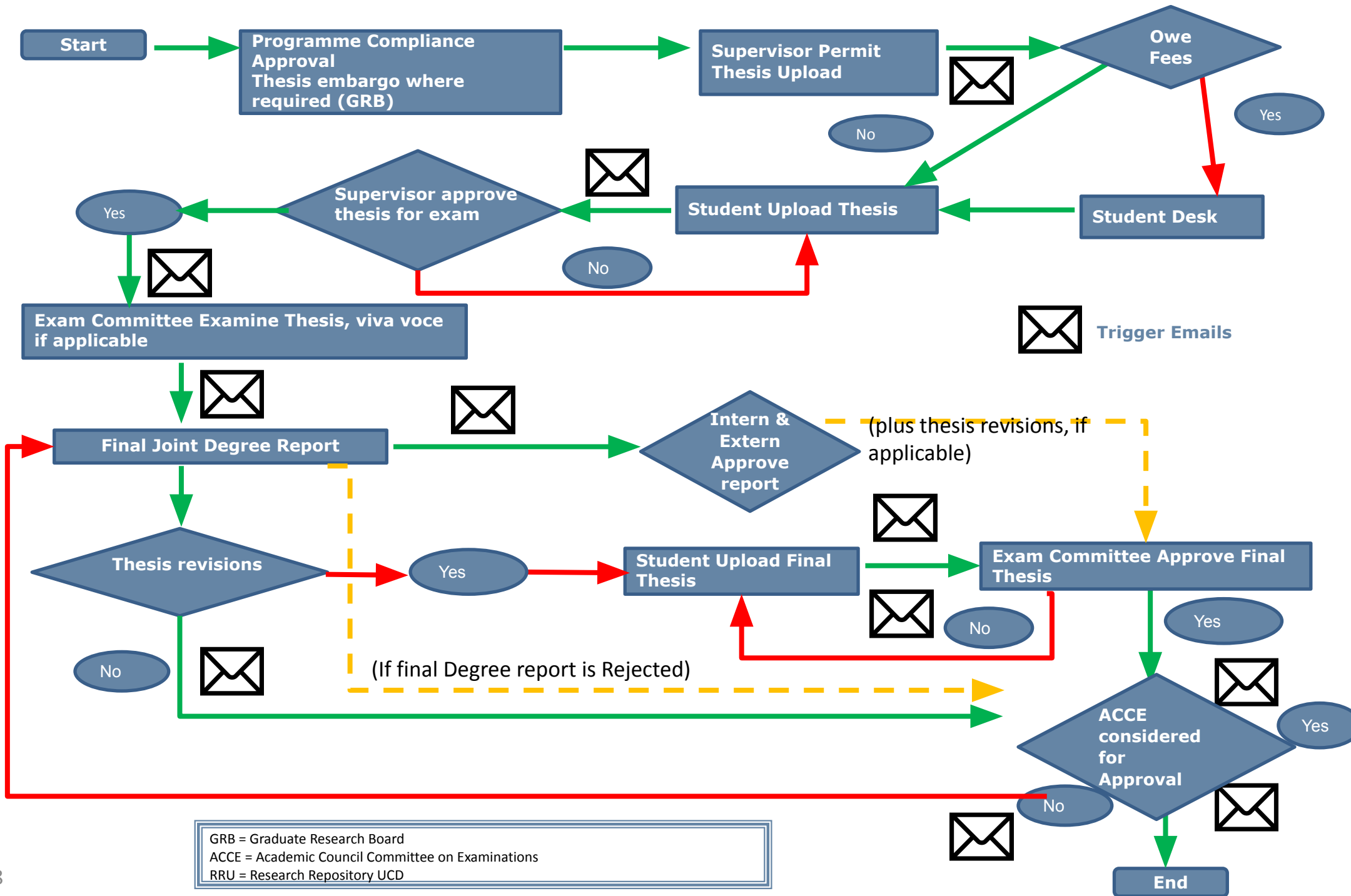
Conferring Unit

- Student conferred



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 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 <ul style="list-style-type: none"> • General Information • Terms of Reference • Committee Meeting Dates 	http://www.ucd.ie/registry/assessment/ https://www.ucd.ie/registry/staff/registrieservices/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



GRB = Graduate Research Board
 ACCE = Academic Council Committee on Examinations
 RRU = Research Repository UCD

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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