



## UCD REGISTRY

### Clárann UCD

#### *eThesis Exam Process Support and Resources*

*This email has been circulated to: Heads of School, School Managers, School Administrators (students), Graduate School Directors, Graduate School Managers, Student Advisors, Innovation Academy*

**CC:** UCD Registry, Graduate Studies Office

Dear Colleagues

Ahead of the Graduate research degree thesis submission date on **Friday, 7 May**, please find below details on the resources and support available for students, supervisors and staff.

#### **Who do I contact if I have a question?**

The eThesis Implementation Group (eTIG), Assessment, UCD Registry are hosting **live drop-in clinics** on the below dates for all related queries.

Date	Time	Group
Thursday, 29 April	10.30am -12pm	Supervisors & Staff
Thursday, 29 April	2.30 - 4pm	Students
Friday, 30 April	10.30am -12pm	Students
Friday, 30 April	2.30 - 4pm	Supervisors & Staff
Thursday, 6 May	10.30am -12pm	Students
Thursday, 6 May	2.30 - 4pm	Supervisors & Staff
Friday, 7 May	10.30am -12pm	Supervisors, Staff & Students
Friday, 7 May	2.30 - 4pm	Supervisors, Staff & Students

To drop into one of these sessions and meet with a member of the Assessment team please log into the below link;

[Join Zoom Meeting](#)

Meeting ID: 681 7912 9289

Passcode: 249427

The drop-in clinic hours for all dates are; 10.30am- 12.00 (midday) and 2.30pm-4.00pm

#### **What support & training materials are available?**

Please see our [eThesis website](#) which is updated regularly and contains the following support and training materials:

**Masterclass Recording and Presentation-New!** This masterclass recording and presentation is aimed at supervisors and examination committee members and gives an overview of the entire eThesis journey.

**Checklists-New!** We have developed a checklist for students and supervisors which summarises the steps required pre-submission date.

**FAQs-** See both our staff and student FAQs to assist you in queries you may have.

**Email Support and eThesis Website-** for all technical support queries please contact [ethesis@ucd.ie](mailto:ethesis@ucd.ie). General queries from students should be directed to the [UCD Student Desk](#).

Please forward this email if it will be of interest to any relevant faculty, staff and students in your School. Details have also been sent to all graduate research degree students registered to their third/fourth year.

We hope the above resources will prove helpful to you.

Kind Regards,

Karen McHugh  
Director of Assessment  
UCD Assessment



[assessment@ucd.ie](mailto:assessment@ucd.ie)



[UCD Registry Website](#)

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