



UCD REGISTRY

Clárann UCD

***Update: Research Degree Thesis -
Paper-based submissions discontinued from 1 September 2021***

This email has been circulated to: Heads of School, School Managers, Graduate Research School Administrators, research degree Supervisors

CC: Graduate Studies, Graduate Research Board (GRB), ACCE members

Dear Colleagues

We would like to draw your attention to two items in relation to research degree submissions.

1. Forthcoming changes in research degree thesis submission and examination processes.

From 1 September 2021, research thesis submissions for examination in softbound paper format will no longer be accepted. After this date, all research theses should be submitted for examination using the [eThesis Examination System](#). Additionally, paper-based post-examination joint degree reports and corrections sign-off forms will not be accepted if sent by email or mail; joint degree reports and approval of any required revisions must be submitted and actioned via the eThesis Exam System.

The university has endorsed the use of eThesis Examination system for the following reasons:

- The system workflow is aligned with the university's Academic Regulations to ensure the examination process is compliant.
- Submission and examination is possible from any geographical location.
- Security, GDPR compliance and Data protection are ensured through the system.
- Faster processing times from submission to award date.
- Greater transparency and tracking throughout the process for all stakeholders.
- Enhanced data reporting on UCD research degrees.
- Wide dissemination and enhanced discoverability of research following transfer to the UCD Research Repository (RRU) on award approval.

Please note:

- This information will shortly be communicated to all graduate research students who are in the final stages of their degree. Fee submission deadlines can be found on the [Fees website](#).
- At the conclusion of the examination process, all students must continue to submit a physical, final hard bound thesis to the Student Desk, to be archived in the UCD library.
- Thesis embargoes for the RRU can be set up within the eThesis Exam system through application to [Graduate Research Board](#). See new [Thesis Embargo Policy](#) (approved 3 June 2021).

Exceptional circumstances:

Where a pre-exam research thesis or the post-exam joint degree report cannot be submitted via eThesis Exam system due to exceptional circumstances, a written request to use paper-based format must be made. A clear rationale for this request must be provided to acce@ucd.ie by the Supervisor/Chair of the Examination Committee. Guidance can be found on the [eThesis Website](#).

What ongoing support will be available?

Assessment will be providing ongoing support on the use of the eThesis Exam System for students, staff and Faculty. There is a dedicated email for eThesis technical support ethesis@ucd.ie. Both the [eThesis Student webpage](#) and the [eThesis Staff webpage](#) contain guidebooks, FAQs and checklists for all users to support them through the eThesis submission and examination process. A [zoom drop in clinic](#) schedule will be available ahead of the 3 September submission deadline.

2. ACCE Submission and Meeting dates 2020/21

The confirmed ACCE submission and meeting dates are now available on the [Assessment website](#).

The ACCE:

- approves Intern Examiners for the examination of taught modules
- approves Research Degree Examination Committees, including Special Extern Examiners
- nominates Subject Extern Examiners to the NUI
- oversees assessment practices across the University
- acts as the University's examination board dealing with the award of Research Degrees

3. eThesis Zoom Clinics Tuesday 31 Aug - Friday 03 Sept 2021

The eThesis has zoom clinics taking place to offer one to one support for students and staff going through the eThesis Submission Process. The schedule can be found on our [eThesis Staff Website](#) .

Please circulate this email to all relevant staff in your School, and contact ethesis@ucd.ie if you have any questions in relation to electronic submissions.

Kind Regards,

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UCD Assessment



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