Submission of a Research Thesis for Examination

Students wishing to submit their thesis for examination may submit an electronic copy of the thesis with completed Submission Forms to research.theses@mu.ie. The thesis should be password protected. The password should be forwarded to research.theses@mu.ie in a separate email.

Doctoral Submission Forms:

1. **Form A (Doctoral Thesis Approval for Examination):** confirms approval for examination of the final draft of your Doctoral thesis and that the minimum credit requirements for modules under the Structured Research Programme as required by Maynooth University, have been successfully completed.

   This form may be signed electronically by the student, supervisor and head of department. Students should obtain “Confirmation to submit” by emailing the Student Records Office at registration@mu.ie and the Fees Office at joan.orioordan@mu.ie. Students are advised to put the words “Confirmation of Registration for Thesis Submission” in the subject field of each email.

2. **Form B (Doctoral Thesis Examination Submission):** certifying that the thesis is your own work and that you have not obtained a Degree in Maynooth University or elsewhere on the basis of this Doctoral Thesis. This form maybe signed electronically by the student.

The Doctoral Thesis submission forms are available on the Examinations Office website, under the category ‘Doctoral Degrees’, subheading ‘Submission Forms for Doctoral Degree’.

Conducting Viva Voce Examination

Under the current COVID-19 restrictions it is not appropriate to convene a viva voce examination by means of a face-to-face meeting.

Departments should contact students who are due to undertake their viva voce examination outlining two options:

1. **The student may choose to have the viva voce examination delayed until the current restrictions are lifted.** No additional fee will be involved; or

2. **The student may choose to have the viva voce examination held by teleconferencing.** For the duration of the COVID-19 restrictions, permission to do this from the Dean of Graduate Studies is not required.

The student must reply to the department by email

   1. Confirming that they wish to delay the viva voce examination until the current restrictions are lifted, or
   2. Confirming consent for the viva voce to proceed through the use of teleconferencing.

The department will advise the Chair and the examiners of the student’s confirmed option in relation to undertaking the viva voce examination.

If the student chooses the teleconferencing option, then:
• The Head of Department of the doctoral student (or a nominee of the Head) is responsible for making the necessary arrangements and liaising with all involved regarding the scheduling of the viva voce examination via teleconferencing;

• The Chair is responsible for ensuring the all necessary arrangements for conducting the viva voce examination are in place.

• A multi-point teleconferencing system should be used to allow all of the participants to be in different locations. Maynooth University has licenses for the MS Teams product, and recommends use of this software. If using MS Teams, it will be the responsibility of the Chair to create a Team for the viva voce examination. Alternative methods or systems may be used if there is a pressing reason. If the student is required to make a presentation, this may be facilitated through screen-sharing or distributing the presentation to members of the Examination Board through the Chair.

• The technology should be tested in advance of the viva voce examination by all parties.

• The viva voce examination must not be recorded.

• If communication is broken during the viva voce examination and a connection cannot be re-established, the examination should be terminated and re-scheduled. However, where the Examination Board agrees that a truncated viva voce examination provides the basis for a positive recommendation, this recommendation may be taken. No recommendation to fail a student can be taken where a viva voce examination is not completed.

• The examiners’ report should include a statement that the viva voce examination was conducted through the use of online teleconferencing facilitates, with all parties in different physical locations.

• When the examiners’ report is completed, each member of the panel should sign a scanned copy of the report, scan and email to the chair who will forward to research.theses@mu.ie, in lieu of signing the report.

Ratification of Award by Electronic Submission

When a viva voce examination is successfully completed, the University will proceed to ratify the outcome as communicated in the Report on the Recommendations of the Examiners. The steps to commence this ratification process are:

**Thesis:** The student must submit an electronic copy (PDF file) that will be identical to the final hardbound copy of the thesis to research.theses@mu.ie. This must incorporate any changes required following the viva voce examination. The thesis should be password protected. The password should be forwarded to research.theses@mu.ie in a separate email. The internal examiner (or internal and external examiner, as applicable) must also confirm by email to research.theses@mu.ie that all changes have been incorporated.

• The e-thesis should be accompanied by **Doctoral Submission Form C (Thesis Depositor Examination Form):** The Copyright declaration made by the student also permits the thesis to be deposited in the Institutional eTheses Archive managed by the Library (MURAL). Confirming that
the electronic copy (on CD/DVD/USB) consists of one PDF file mirroring the hard bound copy. This form may be signed electronically by the student and supervisor.

- In the case where a student intends to withhold access to the thesis from the Library Institutional Repository (MURAL). Support of the supervisor via email must also be submitted with Form C to graduate.studies@mu.ie for the Dean’s signature. Form C will then be sent to research.theses@mu.ie on behalf of the student by the Graduate Studies Office copying in the student on the submission of Form C to the Examinations Office.

- The Examinations Office will follow up with the student requesting the submittal of three hardbound copies/CD/USB by the agreed date which must be lodged with the Examinations Office at least four weeks prior to conferring.

This electronic process will facilitate confirmation of the award of the degree.

The table below provides indicative dates.

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<thead>
<tr>
<th>FACULTY MEETING</th>
<th>E THESIS SUBMISSION DEADLINE</th>
<th>HARD BOUND THESIS SUBMISSION</th>
<th>GRADUATION CEREMONY</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/12 May 2020</td>
<td>4 May 2020</td>
<td>7 August 2020</td>
<td>September 2020</td>
</tr>
<tr>
<td>24 June 2020 Exam Board</td>
<td>12 June 2020</td>
<td>7 August 2020</td>
<td>September 2020</td>
</tr>
<tr>
<td>2/3 September 2020</td>
<td>23 August 2020</td>
<td>5 October 2020</td>
<td>October 2020</td>
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NB: These guidelines should be used in conjunction with the Code of Practice for Viva Voce Examinations.