


| Research Thesis Examination Process   |              |                               |
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## Summary of Key Administrative Tasks in Post-Graduate Research Admission to Thesis Examination Process

### Revision History

| Revision | Date       | Revision Description DCRT# | Originator                                      |
|----------|------------|----------------------------|---|
| 01       | 01-08-2018 | Adopted                    | Academic Quality Manager-<br>Registrar's Office |
| 02       | 21/12/2018 | Released for discussion    | Academic Quality Manager-<br>Registrar's Office |
| 03       | 4/06/2019  | TU Dublin Compliance       | Academic Quality Manager-<br>Registrar's Office |
|          |            |                            |   |

## 1. Purpose

This document outlines the key administrative task by stage of the Research Thesis Examination Process at TU Dublin Blanchardstown.

## 2. Scope

This procedural document is relevant to academic staff supervising research projects leading to the award of Masters or PhD and to administrative staff within the Registrar's Department.

## 3. Reference

| References |   |
|------------|---|
| 2MP19      | Research policy   |
| 3AD12      | Academic Programme tuition fees   |
| 3AD13      | Procedure for admission of postgraduate students to Masters by Research and PhD programmes                        |
| 3AS05      | Examination regulations   |
| 3AS06      | Academic programme assessment policy and procedure  |
| 3AS10      | Examination script inspection, and result recheck and appeals process   |
| 3AS34      | Procedure for submission and assessment of Masters and PhD theses   |
| 3CD07      | Operational details for registered postgraduate students (Postgraduate student handbook)                          |
| 3GB13      | Academic Council and Academic Council subcommittees terms of reference  |
| 3HS04      | Student responsibilities for health and safety  |
| 3IT13      | Computer usage policy   |
| 3LB01      | Library usage policy  |
| 3RD01      | Research ethics and code of good research practice  |
| 3RD02      | Intellectual property policy  |
| 3RD03      | Research student appointment and training   |
| 3SS03      | Student Charter   |
| 3SS04      | Student disciplinary procedures   |
| 3SS05      | Policy on sexual harassment and bullying of students at the Institute   |
| 3SS09      | Student appeals board   |
| 3SS11      | Alcohol consumption policy  |
| 4FAD06     | PG1: Application form for admission to postgraduate programme at the Institute.                                   |
| 4FAD07     | Application to transfer from Masters by research to the doctoral register   |
| 4FAD17     | Application for ethical clearance of a project  |
| 4FAS05     | PG3 Nomination of external and internal examiners for higher degrees by thesis                                    |
| 4FAS06     | PG4 Intention to submit Masters or PhD thesis   |
| 4FAS07     | PG5: Internal or external examiners report on thesis for degree of Masters or Doctorate of Philosophy by research |
| 4FCD04     | PG2: Annual review of progress: Student return  |
| 4FCD05     | PG2a: Annual review of progress: Director of Studies return   |

| STAGE OF POSTGRADUATE PROGRAMME  | OUTLINE OF REQUIREMENTS/TASKS   | RESPONSIBILITY   | STORED BY  | APPROVED BY        |
|--|---|--|--|--------------------|
| Admission – Temporary Registration   | <ul style="list-style-type: none"> <li>(1) Application for pre registration is submitted to the LINC Centre to recognise the project allowing the student to prepare for registration (Pre PG1 4FAD23)</li> <li>(2) Application submitted by LINC to R&amp;PSC and copied to Admissions</li> <li>(3) Application approved at R&amp;PSC</li> </ul>   | Supervisor and Student                                   | LINC (sent to Secretary R&PSC & copied to Admissions)                                    | R&PSC              |
| Admission:   | <ul style="list-style-type: none"> <li>(4) Application form for admission to postgraduate programme at the Institute, PG1 (4FAD06) &amp; 4FAD17 submitted by the Supervisor to the R&amp;PSC through the LINC centre.</li> <li>(5) Application considered by the Research and Postgraduate Studies Subcommittee of Academic Council (R&amp;PSC) as per 3AD13 at the next sitting.</li> <li>(6) Ethics form noted at R&amp;PSC meeting and forwarded to ethics committee if appropriate</li> </ul> | Supervisor and Student                                   | 4FAD06 (PG1) & 4FAD17 (ethics) LINC (sent to Secretary R&PSC & copied to Admissions)     | R&PSC              |
| Registration:  | <ul style="list-style-type: none"> <li>(1) Enrolment with the Institute and Registration with Joint Graduate School takes place after R&amp;PSC approval.</li> <li>(2) New students/supervisors given orientation with Institute and relevant procedures governing postgraduate programmes (3RD01, 3RD02, 3RD03, 3CD07.)</li> </ul>   | Registrar's Office<br><br>Registrar's Office             | Registrar's Office   | Registrar's Office |
| Supervision & Progress Monitoring:   | <ul style="list-style-type: none"> <li>(1) Supervisor completes License to Supervise course every 3 years</li> <li>(2) Annual review of progress- Student return , PG2 (4FCD04)</li> <li>(3) Annual review of progress- principal supervisor's return, PG2a (4FCD05).</li> <li>(4) Annual evaluation encompassing a report and presentation on progress</li> </ul>  | Supervisor<br><br>Student<br><br>Supervisor<br><br>R&PSC | Supervisor<br><br>Registrar's Office<br><br>Registrar's Office<br><br>Registrar's Office | N/A                |
| Confirmation & Transfer Examination: (Structured PhD, Allowed after minimum of 12 months registration as postgraduate student) | <ul style="list-style-type: none"> <li>(1) Application for confirmation on PhD register and nomination of External Examiner for confirmation Assessment (Examiners must be Non TU Dublin member) PGR3C</li> <li>(2) Assessment – presentation and report</li> <li>(3) Report from external examiner PGR 3D noted at R&amp;PSC</li> <li>(4) Transfer exam required instead of confirmation exam if student registered on Masters register and needs to transfer to PhD register PGR3B</li> </ul>   | Supervisor<br><br><br>Registrar's Office                 | Registrar's Office<br><br><br>Registrar's Office   | N/A                |

|                                       |   |  |   |   |
|---------------------------------------|---|--|---|---|
| Thesis Submission for Masters & PhD:  | <ol style="list-style-type: none"> <li>(1) Nominated Internal and External Examiners PG3 (4FAS05) proposed to R&amp;PSC.</li> <li>(2) Intention to Submit Thesis PG4 (4FAS06) submitted to R&amp;PSC.</li> <li>(3) Thesis submitted to Registrar's Office</li> <li>(4) Thesis dispatched to Internal/External Examiners with Reporting Template PG5 (4FAS07). <b>Allow at least 6-8 weeks</b> for examiners' reports.</li> <li>(5) Appointment of Independent Chair for Examination Board (Registrar)</li> </ol>  | <p>Supervisor</p> <p>Supervisor and Student</p> <p>Student</p> <p>Registrar's Office</p> <p>Registrar's Office</p>                           | <p>Registrar's Office</p> <p>Registrar's Office</p> <p>Registrar's Office</p> | <p>Head of School, noted by R&amp;SPC &amp; final approval by Registrar's Office. Approved by Registrar; noted by R&amp;PSC</p> <p>Registrar's Office</p> |
| Thesis Examination                    | <ol style="list-style-type: none"> <li>(1) Date Set for Exam Board Meeting (Registrar)</li> <li>(2) Docs reviewed include: <ul style="list-style-type: none"> <li>• PG5 Internal and External Examiner reports on thesis,</li> <li>• Report from candidate on issues raised in PG5s,</li> <li>• Confirmation that required changes have been applied (HoS)</li> </ul> </li> <li>(3) Final hard bound copy of thesis (Exam board chair) Number submitted as per process</li> </ol>   | <p>Registrar's Office</p> <p>Head of School</p> <p>Student</p>   | <p>Exams Office</p> <p>Registrar's Office</p>                                 | <p>Exam Board</p>   |
| Oral Examination ( <i>Viva Voce</i> ) | <ol style="list-style-type: none"> <li>(1) All PhD students undertake Viva with the two examiners and an Independent Chair.</li> <li>(2) PG6 4FAS22 form submitted to QQI if student is registered with QQI</li> <li>(3) PG5 internal and external examiners reports considered and final recommendation drawn.</li> <li>(4) The following actions are required upon successful Viva: <ol style="list-style-type: none"> <li>(a) Broadsheet signed by Examiners, Chair and Registrar.</li> <li>(b) Candidate addresses issues raised in the PG5s and at viva session, and provides written report on how and where corrections have been effected in revised thesis.</li> <li>(c) HoS confirms corrections in writing, and revised hardbound thesis submitted to Registrar's Office.</li> </ol> </li> </ol> | <p>Registrar's Office</p> <p>Registrar's Office</p> <p>Registrar's office</p> <p>Registrar's Office</p> <p>Student</p> <p>Head of School</p> | <p>Registrar's Office</p> <p>Registrar's Office</p> <p>Registrar's Office</p> | <p>Registrar's Office</p> <p>Registrar's Office</p> <p>Registrar's office</p> <p>Registrar's Office</p> <p>Head of School</p>                             |

|   |  |                           |                           |                           |
|---|--|---------------------------|---------------------------|---------------------------|
| <p>Submission of Outcome to QQI and Award of Degree</p> | <p>Online submission through QQI QHelp Portal: <a href="https://qhelp.qqi.ie/SignIn">https://qhelp.qqi.ie/SignIn</a></p> <p>Registrar's Office to submit:</p> <ul style="list-style-type: none"> <li>(1) Signed Examination Broadsheet</li> <li>(2) External Examiner Reports (2 if candidate is staff member)</li> <li>(3) Internal Examiner Report (not required if candidate is staff member)</li> <li>(4) Independent Chairperson's report (4FAS25)</li> <li>(5) Written confirmation that the student's thesis has been lodged with the Institute library.</li> </ul> | <p>Registrar's Office</p> | <p>Registrar's Office</p> | <p>Registrar's Office</p> |
|---|--|---------------------------|---------------------------|---------------------------|