

CHAPTER 4

Examinations and Award Criteria

4.1 Introduction

Research degrees at TU Dublin are awarded when a student has successfully completed both elements of their programme ie Element 1, Original Research and Element 2, Professional Skills Development. In all cases, Element 1 is assessed on the basis of a submitted thesis and a *viva voce* examination is also required for award of PhD, DMus and MPhil. Element 2 is described in detail in Chapter 2 and the minimum ECTS for element 2 are given below.

4.2 Programme Duration and Award Criteria

4.2.1 PhD Awards

The degree of PhD is awarded only when a student has successfully completed their research programme and when the work conducted has been assessed on the basis of a submitted thesis and *viva voce* examination.

In addition, a full-time PhD graduate research student, over the course of the 4 year programme and a part-time PhD graduate research student, over the course of the 6 year programme, must accumulate 20 ECTS by completion of RI and 3 training weeks/modules.

4.2.2 DMus Awards

The degree of DMus is awarded only when a student has successfully completed their research programme and when the work conducted has been assessed on the basis of a submitted thesis and *viva voce* examination.

In addition, a full-time DMus graduate research student, over the course of the 4 year programme and a part-time DMus graduate research student, over the course of the 6 year programme, must accumulate 20 ECTS by completion of RI and 3 training weeks/modules.

4.2.3 Professional Doctorate Awards

A Professional Doctorate degree is awarded only when a student has successfully completed their research programme and when the work conducted has been assessed on the basis of a submitted thesis and *viva voce* examination.

In addition, a Professional Doctorate graduate research student, over the course must complete the required ECTS in Year 1 and 2 for their award. The requirements for each Professional Doctorate degree are detailed in the Student Handbook. All Professional Doctorate students must complete the Research Integrity (RI) module.

4.2.4 MPhil Awards

The degree of MPhil is awarded only when a student has successfully completed their research programme and when the work conducted has been assessed on the basis of a submitted thesis and *viva voce* examination.

In addition, a full-time MPhil graduate research student, over the course of the 2 year programme, and a

part-time MPhil graduate research student, over the course of the 3 year programme, must accumulate 10 ECTs by completion of RI and 1 training week/module.

4.2.5 PgDip(Res) Awards

The degree of PgDip(Res) is awarded only when a student has successfully completed their research programme and when the work conducted has been assessed on the basis of a submitted thesis. For all candidates for the PgDip (Res) award, the examiners normally examine the thesis only. After the PgDip (Res) thesis has been examined the examiners may decide that a *viva voce* examination is required.

In addition, a full-time PgDip (Res) graduate research student, over the course of the 1 year programme, and a part-time PgDip (Res) graduate research student, over the course of the 2 year programme, must accumulate 5 ECTs by completion of RI.

4.3 Thesis Characteristics

TU Dublin requires that a thesis be submitted in English or Irish for examination in written format, with supporting materials as appropriate.

The thesis presented for examination is required to be the student's own work and must not have been previously submitted, either in whole or in part, for a separate award from TU Dublin or any third level institution. Any results, insights, conclusions, design, etc. of others that are used in the work must be properly referenced and credited according to the general practices of the discipline concerned. If the work carried out is part of a collaborative project, the thesis should clearly show the candidate's specific contribution and the extent of collaboration involved. Unacceptable practices such as plagiarism or fabrication of results will, following enquiry, usually result in retraction of an award or immediate disqualification and expulsion.

The finish date is determined according to section 4.2 above and is the maximum duration allowed starting from the date of first registration. The official date of submission of a thesis is the date the thesis is received by the Graduate Research School Office. The student must be properly registered and all fees paid at the time of submission.

4.3.1 Characteristics Expected of a Thesis for the Award of PgDip (Res) (Level 9 NFQ)

A PgDip (Res) thesis is a comprehensive and coherent account of the work done, including the context and background of the work, methodology used and a critical appreciation of the results of the work and their relevance to the field. It is normally a substantial written report and may include other elements such as models, designs, artistic compositions, audio-visual or multimedia materials etc., depending on the discipline and nature of the project.

- The thesis should demonstrate that the student has gained a range of the following skills:
- An understanding of the theory and methodology in the discipline;
- Knowledge of specialisation in the field;
- Specialist skills and their application in research and/or advanced practice in the field;
- Planning ability;
- Implementation of complex processes relating to the field;
- Problem-solving skills.

4.3.2 Characteristics Expected of a Thesis for the Award of MPhil (Level 9 NFQ)

An MPhil thesis is normally a substantial written report but may encompass models, designs, artistic compositions, audio visual and multimedia materials etc., depending on the discipline and nature of the project. The thesis should demonstrate that the student has gained a range of the following skills:

- A systematic understanding of knowledge, at, or informed by, the forefront of a field of learning.
- A critical awareness of current problems and/or new insights, generally informed by the forefront of a field of learning.
- A range of standard and specialised research or equivalent tools and techniques of enquiry.
- An ability to select from complex and advanced skills across a field of learning; develop new skills to a high level, including novel and emerging techniques.
- Skills to act in a wide and often unpredictable variety of professional levels and ill-defined contexts.
- Skills to take significant responsibility for the work of individuals and groups; lead and initiate activity.
- An ability to learn to self-evaluate and take responsibility for continuing academic/professional development.
- Skills to scrutinise and reflect on social norms and relationships and act to change them.

4.3.3 Characteristics of a thesis for the PhD (Level 10 NFQ)

A PhD thesis is normally a substantial written report but may also encompass models, designs, artistic compositions, audio-visual and multimedia materials etc., depending on the discipline and nature of the project. The thesis should demonstrate that the student has gained a range of the following skills:

- A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of a field of learning.
- The creation and interpretation of new knowledge, through original research, or other advanced scholarship, of a quality to satisfy review by peers.
- A significant range of the principal skills, techniques, tools, practices and/or materials which are associated with a field of learning; develop new skills, techniques, tools, practices and/or materials.
- Skills to respond to abstract problems that expand and redefine existing procedural knowledge.
- Personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent contexts.
- An ability to communicate results of research and innovation to peers; engage in critical dialogue; lead and originate complex social processes.
- Skills to critique the broader implications of applying knowledge to particular contexts.
- An ability to scrutinise and reflect on social norms and relationships and lead action to change.

4.3.4 Characteristics of a thesis for the DMus (Level 10 NFQ)

The Doctor of Music (Performance) programme is designed for outstanding performers, who wish to address doctoral-level questions relating to their performance. A DMus (Performance) thesis is performance-led, integrating performance and other research outputs, including the substantial written report, scholarly editions, catalogues, artistic compositions, audio-visual and multi-media materials etc depending on the nature of the project to produce original research in the field of music performance. The thesis should demonstrate that the student has gained a range of the following skills:

- A systematic acquisition and understanding of a substantial and challenging repertoire which is at the forefront of the principal instrumental/vocal field.
- The creation and interpretation of new knowledge, through original research, or other advanced scholarship, of a quality to satisfy review by peers.
- A significant range of music performance experience, new skills, techniques, and practices in music

performance.

- Skills to respond to abstract problems that expand and redefine existing procedural knowledge.
- Personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent contexts.
- An ability to communicate results of research and innovation to peers; engage in critical dialogue; lead and originate complex social processes.
- Skills to critique the broader implications of applying knowledge to particular contexts.
- An ability to scrutinise and reflect on social norms and relationships and lead action to change.

4.3.5 Characteristics of a thesis for the Professional Doctorate (Level 10 NFQ)

A Professional Doctorate thesis is normally a substantial written report but may also encompass models, designs, artistic compositions, audio-visual and multimedia materials etc., depending on the discipline and nature of the project. The thesis should demonstrate that the student has gained a range of the following skills:

- A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of professional practice and a field of learning.
- The creation and interpretation of new knowledge, through original research, or other advanced scholarship, of a quality to satisfy review by peers.
- A significant range of the principal skills, techniques, tools, practices and/or materials which are associated with professional practice and a field of learning; develop new skills, techniques, tools, practices and/or materials.
- Skills to respond to abstract problems that expand and redefine existing procedural knowledge.
- Personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent contexts.
- An ability to communicate results of research and innovation to peers; engage in critical dialogue; lead and originate complex social processes.
- Skills to critique the broader implications of applying knowledge to particular contexts.
- An ability to scrutinise and reflect on social norms and relationships and lead action to change.

4.4 Recommended format, length and presentation

The body of the thesis should be printed single-sided on good quality white A4 size paper. Letter quality, Times New Roman, 12 point, black type should be used with double line spacing. On each page there should be a left-hand margin of at least 40 mm and a right-hand margin of at least 20 mm. All pages should be numbered consecutively throughout the text and appendices, starting at the table of contents, with the page numbers central at the bottom of each page, at least 10 mm above the edge of the page.

A PhD or DMus thesis should not exceed 600 pages or 100,000 words, a Professional Doctorate should not exceed 450 pages or 75,000 words, an MPhil thesis should not exceed 300 pages or 50,000 words and a PgDip thesis should not exceed 150 pages or 25,000 words including all references and appendices. Students should refer to their supervisor(s) for further clarification and the norms in the discipline area.

4.4.1 Thesis Cover

All copies of the thesis are submitted in electronic format. The title page, in Times New Roman, must have the following inscription:

- The full title of the thesis (in 20 point type) together with any subtitles;
- The name of the candidate;
- The award for which the thesis is submitted (PgDip (Res), MPhil, PhD, DMus);
- The full denomination of Technological University Dublin;
- The year of submission;

4.4.2 Thesis Format

The structure of a thesis will depend on the discipline area and supervisors will advise students on a recommended structure.

The elements of all theses should be set out in the following order:

- Title page
- Abstract
- Declaration Page
- Acknowledgements (if any)
- Abbreviations List (if any)
- Table of Contents
- Table of Illustrations, Figures, etc.
- Chapters in Sequence
- References/Bibliography (if not given at the end of each chapter)
- Appendices (if any)
- List of Publications (if any)

4.4.2.1 Title page

The title page should display the:

- Full title of the thesis, with any subtitles, in Times New Roman 20 point type in black text;
- Name and qualifications of the candidate;
- Award for which the thesis is submitted (PgDip (Res), MPhil, or PhD, DMus);
- The full denomination of Technological University Dublin;
- Name(s) of the supervisor(s);
- School to which the candidate is principally affiliated;

- Month and year of submission.

4.4.2.2 Abstract

The thesis should include a single-page abstract of the work.

4.4.2.3 Declaration Page

A thesis must be entirely the work of the student and the use of paid editing and/or professional proof reading services are not permitted in any circumstances. A page containing the following declaration, appropriately completed is required. If this declaration is not completed and signed then the thesis will not be examined:

I certify that this thesis which I now submit for examination for the award of _____, is entirely my own work and has not been taken from the work of others, save and to the extent that such work has been cited and acknowledged within the text of my work.

This thesis was prepared according to the regulations for graduate study by research of Technological University Dublin and has not been submitted in whole or in part for another award in any other third level institution.

The work reported on in this thesis conforms to the principles and requirements of the TU Dublin's guidelines for ethics in research.

*(The following sentence may be **deleted** if access to the thesis is restricted according to section 4.8)*

TU Dublin has permission to keep, lend or copy this thesis in whole or in part, on condition that any such use of the material of the thesis be duly acknowledged.

Signature _____ Date _____
Candidate

4.4.2.4 Acknowledgements (if any)

Personal acknowledgements may be expressed.

4.4.2.5 Abbreviations List (if any)

A list of abbreviations and symbols used in the thesis should be provided, together with their meanings, definitions and/or the terms they represent.

4.4.2.6 Table of Contents

There should be a table of contents including the number and title of each chapter of the numerically referenced chapter subsection headings, references and appendices with corresponding page numbers.

4.4.2.7 Table of Illustrations, Figures, etc.

All illustrations, photographs, figures, tables, graphs and/or diagrams should be provided with reference numbers and legends.

4.4.2.8 Chapters in Sequence

The main headings for the chapters should be given in capital letters. Subsidiary headings should use initial capital letters only. Footnotes in each chapter should be numbered consecutively.

4.4.2.9 References/Bibliography

References should be thorough and comprehensive and a single form of referencing should be used throughout the thesis. The format used should accord with the norms and accepted standards for the discipline.

References may be included at the end of each chapter or all references can be given in a dedicated chapter at the end of the main body of the text and before any appendices

4.4.2.10 Appendices (if any)

Appendices may consist of supporting material, lists, documents, commentaries, tables or other evidence, which, if included in the main text, would have interrupted the flow of the narrative.

4.4.2.11 List of Publications (if any)

A list of the student's publications relating to or arising from the research work should be included.

4.4.3 Alternative Thesis Format

A thesis can be submitted in the format of peer-reviewed publications in internationally-recognised journals and the student must have a substantial contribution to each publication. Normally in such cases the layout would be as follows:

- Initial pages as per sections 4.4.2.1 to 4.4.2.7 above;
- The first chapter giving the background to the work, containing a literature review, discussion of current state-of-the-art and the aims and objectives of the present work etc.;
- If the peer-reviewed publications presented later in the thesis, give summary details of the methodologies used, then a second chapter can included to give full details of all methods used in the research,;
- A minimum of 4 peer-reviewed publications in internationally-recognised journals which have been published or accepted for publication. These should be presented in the format recommended in section 4.4 above in separate chapters for each publication;
- The final chapter presenting the conclusions reached and containing a critical discussion of the publications presented in the preceding chapters and how the work advances knowledge beyond the current state-of-the-art.

A thesis can also be presented in the format of a mixture of, for example, two publications and a number of regular chapters. In all cases, the thesis must communicate background, methodology and results of the research in a coherent and logical fashion.

For artefact-based submissions, 'peer review' can include endorsement by the head of a museum, gallery and similar cultural institution that publicly curate, exhibit and disseminate creative practice.

4.4.4 Unbound Material

If material that constitutes part of the thesis cannot be conveniently submitted in bound form, the unbound material and its packaging shall both be marked with the author's name, initials and award for which the work is submitted, in such a way that it can readily be linked to the thesis. Reference to any such unbound material shall be made in the thesis.

4.5 Submitted Copies - The Property of TU Dublin

All copies of the thesis and all accompanying materials finally submitted become the property of TU Dublin.

4.6 Publication of Material from Thesis

Publication of material arising from the research work in reputable journals, at conferences and elsewhere, is a key aim of graduate research. Students are encouraged to publish new and unique material even in advance of the submission of the thesis. All publications should be lodged in the University repository Arrow. Students should discuss publications with their supervisor(s).

4.7 Intellectual Property/Copyright

The Intellectual Property policy of TU Dublin is available at: <https://www.tudublin.ie/research-innovation/innovation/staff-and-students/intellectual-property/>

All issues arising from protection of intellectual property and commercialisation of intellectual properties should be dealt with by the Technology Transfer Office and should be discussed with the supervisor(s).

4.8 Declaration Allowing Access to Thesis

At the time of submission, the student is required to sign a declaration allowing academic access to the thesis. If sufficient reason exists by way of commercial or other sensitivity of information contained within the thesis, the student or supervisor may request restricted access. This should be informed in writing to the Graduate Research School Office.

4.9 Thesis Submission and Examination

Step 1: Appointment of Examiners

At least 3 months prior to the finish date, the student and supervisor(s) are required to complete the PGR 4A [Nomination of Examiners] form which is endorsed and signed by the relevant Head of School. The completed form is forwarded to the relevant Head of Research, who must table all examiner nominations requests to their Academic Board for approval. Once Academic Board approval has been received, the signed PGR 4A form is sent to the Graduate Research School Office. The Graduate Research School Board on behalf of the University Programme Board has final approval of such requests.

The External Examiner

One person of suitable academic and/or professional standing, independent of the research project, the supervisor(s) and/or the graduate student, is nominated to be external examiner by the lead supervisor. The external examiner should normally:

- Be a recognised and qualified expert in the discipline;
- Show current research activity, demonstrated through outputs relevant to the discipline in the previous 4 years;
- Have a qualification at least of the level sought by the candidate;
- Have experience of successfully supervising graduate research students to a postgraduate award of this level;
- Have experience of examining at this level.

The same external examiner cannot be used by a supervisor for any two consecutive student candidates or in any period of 12 consecutive months. This also applies to all individual members of a team of supervisors. The external examiner cannot have acted as the transfer or confirmation examiner for the

candidate. For an examination for a PhD based on prior publications, the external examiner cannot have acted as the external reviewer for the initial application.

Former postdoctoral researchers and/or employees of TU Dublin may act as external examiners 3 years after leaving the University. In such cases, the proposed examiner must not be currently supervising any graduate research students in any school at TU Dublin.

If the external examiner does not meet all the criteria specified, a letter of explanation defending the proposed appointment should be provided, together with the examiners curriculum vitae and evidence of track record, for consideration of the Academic Board and the Graduate Research School Board. In such cases, the experience and qualifications of the internal examiner must complement those of the proposed external examiner. Only in exceptional cases will an external examiner who does not meet all of the above criteria be appointed.

External Examiners shall declare any interest, relationship or other circumstance which might constitute a conflict of interest, or which might be seen as inappropriate for the role of External Examiner. Failure to do so could lead to retraction of an award if a conflict of interest comes to light at a later date.

Through a process of informal contact, the supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as their availability within an approximate six-week period after the intended submission date of the thesis.

The Internal Examiner

A member of the staff of TU Dublin, independent of the research project, supervisor(s) and/or the graduate student, is nominated by the supervisor(s) to be internal examiner. The internal examiner must

- Have a qualification at least of the level being sought by the candidate;
- Have knowledge and research ability in the discipline.

In cases where the external examiner does not meet all the criteria specified in section 4.9, the experience and qualifications of the internal examiner must complement those of the proposed external examiner.

In addition, when a student submits a thesis in Irish, both examiners must be suitably expert in Irish to examine at the level of the award.

The supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as their availability within an approximate six-week period after the intended submission date of the thesis.

If a suitable internal examiner is not available, then a 2nd external examiner may be appointed. When the student is also a member of staff of TU Dublin, a 2nd external examiner must always be appointed in place of the internal examiner. In both of these cases, the 2nd external examiner must, at a minimum, meet the criteria described above for an internal examiner and it must be clearly indicated on the PGR 4A form which external examiner is acting in the role of internal examiner.

Step 2: Submission of the Thesis

Each student is responsible for the quality of their own work. The thesis must be entirely the work of the student and the use of paid editing and/or professional proof reading services are not permitted in any circumstances. However, students are advised to heed the advice of the supervision team prior to submission. In the event of any member of the supervisory team not considering a dissertation to be ready for submission, a student has the right to ignore this advice and submit. This course of action is strongly

discouraged. Conversely, the agreement of the supervisor(s) and Head of School to submit the thesis is no guarantee of a successful outcome to the examination process.

At least six weeks prior to the proposed date of the examination, the student should submit an electronic copy of their thesis and the completed PGR 4B [Confirmation of Suitability of Thesis] form, to the Graduate Research School Office. When completing form PGR 4B possible dates for the *viva voce* examination should be suggested.

In order to facilitate delivery and examination of the thesis by the examiners, an examination should not take place within the five week period following submission of the thesis.

The thesis and all other documentation will only be available in electronic format and the Graduate Research School Office will ensure that all material is sent to examiners within the first week following submission.

The internal and external examiners will endeavour to complete the examination of the work within four weeks, or earlier, of receiving the thesis. Each examiner will complete an individual typewritten preliminary report on the thesis prior to the examination and will return it to the designated chairperson on the day of the *viva voce*.

Discussion of the thesis between examiners and the student and supervisors is not acceptable at any time prior to the examination. The examiners can of course discuss the thesis between themselves.

If a student elects to submit their thesis without their supervisors' consent, and if examiners have not already been nominated, the Head of the Graduate Research School, in consultation with the relevant Head of School, will complete the PGR 4A [Nomination of Examiners] form. In such cases, two external examiners, of suitable academic and/or professional standing and meeting the criteria as described in step 1 of section 4.9 of the regulations, will be nominated and the Graduate Research School Board approves such requests on behalf of the University Programme Board.

Step 3: Examination

An examination may not proceed until approval from the Graduate Research School Board has been received.

For all candidates for the PgDip (Res) award, the examiners normally examine the thesis only. After the PgDip (Res) thesis has been examined, the examiners may decide that a *viva voce* examination is required. In the case of an MPhil or PhD or DMus candidate a *viva voce* is always required.

An independent chairperson is nominated by the Graduate Research School Office from a pool of senior staff who have obtained the license to chair research examinations.

The Chairperson should:

- Be a full-time member of staff of TU Dublin;
- Have obtained the license to chair research examinations;
- Ideally have a qualification of at least the level sought by the candidate and/or have experience of successfully supervising graduate research students to a postgraduate award of this level and/or have experience of examining at this level.

The Chairperson's role is to manage and preside over the oral examination, ensuring that the regulations are followed and that the PGR 4C [Examination Report] is completed and sent to the Graduate Research

School Office. The Chairperson should also provide advice on the regulations to the examiners and student when necessary. The independent Chairperson shall not have any role in determining the result.

The Graduate Research School Office arranges the date and venue for the *viva voce* examination, in consultation with the Chairperson and the examiners and notifies the student accordingly. Normally all *viva voce* examinations take place on campus. The External Examiner may, however, request to hold the examination online, using the University's approved system. In such cases, all other participants, including the Chairperson, the internal examiner, the student and the supervisor(s), if invited, must be present at the on-campus venue.

A preparatory meeting should be held prior to the *viva voce* and should allow sufficient time to

- Agree the approach of the *viva voce* examination – the content and conduct
- Review the written preliminary reports
- Agree the management of post-*viva voce* examination paper work.

Present at the *viva voce*, are the chairperson, the two examiners and the student. With the agreement of the examiners and the candidate, supervisors may attend the *viva voce* examination, but cannot intervene at any stage unless asked by the examiners to provide clarification. Supervisors do not participate in the final decision and should leave the room while such deliberations take place.

The *viva voce* examination is conducted in private session and should include a short presentation (max. 15 minutes) of the student's work. A systematic interview of the student by the two examiners will then be conducted. The *viva voce* is meant to ensure that the candidate meets the criteria for the award being sought. The *viva voce* examination and all documentation should normally be completed within 1 to 2 hours.

A DMus examination must include a substantial live performance element and the format will be dictated by the individual research project. The two examiners and chairperson must be in attendance and normally the live performance will not exceed 90 minutes in duration and will be followed by the systematic interview of the student by the two examiners, in private session.

Step 4: Results of Examination

The PGR 4C [*Examination Report*] must be typewritten and completed immediately following the *viva voce*. If corrections are required to the thesis a precise typewritten list must be provided and attached to form PGR 4C. The Chairperson will return the completed form to the Graduate Research School Office. This report covers both the thesis and oral examination and concludes with a recommendation from the examiners.

The examiners may make one of the following recommendations:

1. The award is recommended with no corrections required in the thesis;
2. The award is recommended subject to minor corrections to the thesis;
3. The award is not recommended but following major corrections the thesis may be re-submitted for re-examination;
4. The award is not recommended but the candidate is recommended for a lower award;
5. No award be made;
6. No award be made but a revised thesis may be submitted for examination for a higher award;
7. Permission be given to the candidate to withdraw the thesis without penalty.

The Chairperson will, immediately after the examination, verbally notify the student of the recommendation of the examination panel (which is subject to approval by the Graduate Research School Board).

Where the two examiners are incapable of reaching an agreed decision following examination, a third, independent examiner will be nominated by the Head of the Graduate Research School. The nomination will be considered and approved by the Graduate Research School Board, on behalf of the University Programme Board. In order to ensure fairness to the student this third examiner will be independent of and have had no role in the first examination. The third examiner will be provided with a copy of the report from the first examination and can elect to examine the thesis or the student or both. The recommendation of the third examiner in respect of the award will be final.

Where a student elects to submit their thesis without their supervisors' consent and in the event of Recommendation Number 2, the student alone will be required to make the recommended minor corrections to the thesis and to submit the corrected thesis to the Graduate Research School Office who will forward it to the internal examiner.

Where a student elects to submit their thesis without their supervisors' consent, and in the event of Recommendations Numbers 3, 4 and 5, the Head of School in which the student is registered will be asked to make alternative supervision arrangements.

The Graduate Research School Board shall consider the recommendation taking account of the views of the examination panel and the Graduate Research School Office will provide written notification of the decision to the student.

Step 5: Thesis Corrections

A very small number of minor typographical and/or grammatical errors and/or minor formatting errors which can be corrected within a 3 day period do not constitute minor or major corrections. In such cases, the award can be recommended with no corrections to the thesis if the student assures the panel they will make the corrections prior to submission of the final thesis.

Minor corrections may take up to 3 months for full-time students to rectify. For part-time students, such corrections may take up to 6 months to rectify. They can be defined as a significant number of typographical and/or grammatical errors or minor formatting errors. Minor corrections may also include other changes to the thesis but do not require any additional significant research to be carried out.

Major corrections may take up to 1 year to complete and re-submission and re-examination of the thesis are required. Major corrections may involve additional research to be carried out and/or a major re-write of parts or all of the thesis.

The typewritten list of the precise corrections is given to the student and the internal examiner by the Chairperson immediately following the examination. The Graduate Research School Office will provide written notification of the result. Additional corrections or new issues cannot be raised by either examiner after the examination.

On completion of the recommended minor corrections, the student submits the corrected thesis in electronic format to the Graduate Research School Office who will forward it to the internal examiner. As with the initial submission of the thesis for examination, students are advised not to submit their corrected work unless it has been reviewed by the supervisors. Within 2 weeks of receiving the corrected thesis, the internal examiner will confirm that all the recommended corrections and revisions have been adequately

incorporated by signing the appropriate part of the PGR 4C [*Examination Report*], and returning it to the Graduate Research School Office. If the internal examiner confirms that the recommended corrections have not been made to the thesis, then the student is permitted one final submission of the suitably corrected thesis. Additional corrections or new issues cannot be raised by the internal examiner at this stage of the process, after the examination. The Internal examiner is obliged to liaise with the External Examiner in cases of any situation that puts the candidate in peril. If the second and final submission of the corrected thesis is not approved by the internal examiner, then the award is not recommended.

On completion of the recommended major corrections, the student submits the corrected thesis in electronic format to the Graduate Research School Office. As with the initial submission of the thesis for examination, students are advised not to submit their corrected work unless it has been reviewed by the supervisors. The Graduate Research School Office will ensure that the thesis and all documentation are sent to both examiners within the first week following the re-submission. The internal and external examiners will ensure they complete the examination of the work within the five week period following re-submission of the thesis. If required by the examiners, a second *viva voce* is convened. Both examiners must confirm that all the recommended corrections and revisions have been adequately incorporated by signing the appropriate part of the PGR 4C [*Examination Report*], and returning it to the Graduate Research School Office. If they confirm that the recommended corrections have not been made to the thesis then the student is permitted one final submission of suitably corrected thesis. Additional corrections or new issues cannot be raised by either examiner at this stage of the process, after the examination. If the second and final submission of the corrected thesis is not approved by the both examiners, then no award is made.

If at any stage following the first examination, any of the original examination panel is not available, for any reason, for a *viva voce* and/or thesis re-examination, then replacement examiners will be nominated and appointed following the procedure given in section 4.9 step 1 above. The replacement examiners will be provided with the report from the first examination.

Step 6: Awards

The Graduate Research School Office forwards the final recommendation of the examination panel to the Graduate Research School Board and to the University Programme Board for approval. The decision of the University Programme Board is final, and confirms the result of the examination. The Graduate Research School Office will communicate the final result to the student and supervisor.

The student submits the final thesis in electronic format to the Graduate Research School Office. Theses for which there is restricted access (see section 4.8) should be submitted to the Graduate Research School Office clearly marked “restricted access”. It is the responsibility of the supervisor(s) to clearly highlight IP issues related to the content of the thesis.

The electronic version of a thesis for public access will be lodged on Arrow, the TU Dublin Research Repository which can be accessed at <https://arrow.tudublin.ie/>

The relevant Examinations Office will notify the student and supervisor of details of the graduation ceremony.

4.10 Examination Appeals

Appeals against the recommendations of an examination panel or the decision of Academic Council shall be made in accordance with the appeals procedure set out in Appendix 2