

A quick guide to thesis submission for PhD students

When can I submit my thesis?

The minimum approval time for a PhD is three years full-time or six years part-time. You are required to register for the minimum period you were originally approved for and should submit your thesis at the earliest opportunity following the end of this approved period of study.

How much time is allowed for me to complete my PhD?

You are allowed six years from the date of acceptance. If you do not complete the Degree within six years from the date of acceptance then you must apply to the College/Faculty, presenting the justification for an extension. This permission for extension needs to be approved by your supervisor and the relevant College/Faculty. To do this a *Change Request Form for Research Students* must be completed and returned to the Graduate Studies Office.

Can I download PhD forms from a website?

Yes, all forms are available from our website at

http://www.ucc.ie/en/graduatestudies/current/thesis/submission_forms/.

What is the first step in submitting my thesis?

You need to notify the [Graduate Studies Office](#) of your [Intention to Submit](#) at least three months prior to your proposed date of thesis submission. You will also need to state whether you wish to be examined under the 'Old' or 'New' Regulations. This notice of intention is a trigger for the Graduate Studies Office to write to the Department, asking for extern and intern nominations for the PhD examination. Should you wish to submit your thesis before the three months, you can do so. Similarly, you can submit anytime after the 3 months but this may result in a delay in examining your thesis. Hence, the three months notice is not a strict deadline.

What is the main difference between 'Old' and 'New' PhD Examination Regulations?

The main difference is the constitution of the Examination Board. Under the 'Old' regulations, your supervisor will act as an internal examiner, whereas in the 'New' regulations your supervisor will not act as an internal examiner. More detailed information can be found on page two of the intention to submit notice.

Where and who do I send my Intention to Submit Form to?

Helen Buckley in the Graduate Studies Office, 2nd Floor West Wing, University College Cork. / h.buckley@ucc.ie. The office is opened Monday – Friday, from 9.15am -1.00pm and 2.10pm – 5.00pm.

If I do not submit my soft bound copies within the three months notice, must I submit another Intention to Submit form?

There is no expiry date on the Intention to Submit form -- if you submit your thesis 6 to 12 months after your Intention to Submit notice, the notice of intention is still valid, so you do not need to submit another Intention to Submit form.

Once I submit my intention to submit form, what happens next?

The next step is to submit;

- two/three soft bound copies of your thesis (depending on whether you are being examined under the old or new regulations).
- [PhD Submission Form](#). The PhD submission form has three sections, section 1 to be completed by you, section 2 to be completed by the Supervisor and section 3 to be completed by the Head of Department.

Must I submit copies of my thesis in person?

You don't have to submit in person, someone else can submit on your behalf or you can submit by post. Please note that at the time of submission, a [submission form](#), must also be submitted.

How many soft bound copies do I need to submit?

The number of copies that you will need to submit will depend on the number of examiners; a copy for each examiner should be submitted to the Graduate Studies Office. If you are being examined under the old regulations where your supervisor is the examiner, you must submit at least three copies. If you are being examined under the New Regulations, you must submit at least two copies.

Is there a standard layout for my thesis?

Yes, details are outlined on our website

http://www.ucc.ie/en/graduatestudies/current/thesis/S_PhD_Thesis/. You should also check within your Department for any specific requirements regarding font size, referencing etc and you may also find it useful to look at other examples of theses submitted to your Department/Discipline.

Should the soft bound copies be spiral-bound or gum-bound?

The soft bound copies can either be spiral-bound or gum-bound.

Can I print the soft bound copies double sided?

For the examiners, the soft bound copies must be printed on single sided paper. However, for the final hardbound copy if it is your preference the thesis can be printed on double sided paper, special guidelines given below.

I want to make a particular conferring, when should I submit my soft bound copies?

In general, it takes an average time of three to four months from date of submission of soft bound copies to notification of result. Often students have some corrections to make prior to submission of the hardbound thesis. This hardbound must be received at least one month before the date of conferring. If you are anxious to make a particular conferring you should make this known to the Department in advance. You should also liaise with your supervisor on the dates for the ACGSC meetings to ensure that your examiners report is approved in time for a particular conferring ceremony.

What happens to my soft bound copies after submitting to Graduate Studies Office?

The Graduate Studies Office will send a copy of thesis to each of the examiners (extern and interns), together with the appropriate examiner report forms.

Who will inform me about the Viva-Voce Examination?

Your Supervisor(s) is responsible for making arrangements for the viva -voce Examination, and for communicating same to you. In cases where the Supervisor will not be present at the Examination, the Internal Examiner will make the arrangements.

How soon after submission will my Viva-Voce examination take place?

This will depend on the examiners availability for examining. However, there is an expectation that the Viva-Voce examination will normally take place within three months of submission. You should liaise with your Department/School about this, particularly if you are anxious to make a particular conferring date.

Once the Viva has taken place, what will happen next?

The examiners will return an Examiners Report to the Graduate Studies Office, giving one of the following recommendations:

- Award, no corrections needed
- Award, on condition minor corrections are carried out
- Award, on condition major corrections are carried out
- Reject, but permit submission of a revised thesis
- Reject, but allow the award of a lower degree
- Reject

The report will go before the Academic Council Graduate Studies Committee meeting for formal approval. [Academic Council Graduate Studies meeting dates](#) are available on our website.

When will I hear about my result?

In most cases the Examiners will tell you your result informally after the Viva-Voce. This result remains provisional until it has been approved by the Academic Council Graduate Studies Committee. Once this happens the Graduate Studies Office will formally write to you with the recommendation.

What do I do when my recommendation is Award, on condition minor corrections are carried out?

You should liaise with your supervisor regarding the corrections. Once the corrections are carried out you can submit your final hardbound thesis to the Graduate Studies Office, together with a letter from **your supervisor** confirming that the corrections have been carried out (or the internal examiner in the case of the new regulations).

What do I do when my recommendation is Award, on condition major corrections are carried out?

You should liaise with your supervisor (or the internal examiner in the case of the new regulations) regarding the corrections. Once the corrections are carried out you submit you can submit your final hardbound thesis to the Graduate Studies Office, together with a letter from **all** examiners confirming that the corrections have been carried out to their satisfaction.

When do I submit my final hardbound?

As soon as you have defended your thesis and received your result, you can submit your final hardbound to the Graduate Studies Office.

What else should I submit with my Hardbound?

- Should your award be conditional of corrections, a letter from **supervisor/examiners** confirming that the corrections have been carried out to their satisfaction should also be submitted.
- One Summary/Abstract of thesis on diskette/cd/memory stick not exceeding 300 words. The electronic format of your abstract is then given to the library so that it can be uploaded onto the library database.
- [Library Permission Form](#)

Are there guidelines on how the final copy should be hardbound?

Yes, the copy of the thesis shall be bound within boards. The binding shall be of a fixed kind in which leaves are permanently secured. The boards shall have sufficient rigidity to support the weight of the work standing upon a shelf. The layout of the hardbound cover should be:

Front cover	Spine
1/4 way down - Full Title of Thesis 1/2 way down - Full Name	Left Hand Side - Degree Middle - Name Right Hand Side - Year (this is the year you submit your hard-bound to the Graduate Studies Office i.e. <u>not</u> the year you submitted your soft bound copies for examination)

Can I print my final hardbound on double sided paper?

If it is your preference, the final hardbound copy can be printed on double sided paper. For double sided printing a high weight of paper is advised e.g. 80g/m² is usually used for photocopying but 100g/m² is recommended for double sided printing. For double sided printing the left hand margin on odd pages should be set at 4cm and the right hand margin on even pages should be set at 4cm.

How many hardbound copies of my thesis should I submit? One – this copy is eventually lodged in the University library by the Graduate Studies Office.

Can the Summary/Abstract of thesis be on a CD or memory stick?

Yes, the abstract can be in any electronic format i.e. CD, memory stick, floppy disk etc.

What is the Library Permission Form?

This is a form that should be submitted with your corrected hardbound thesis to the Graduate Studies Office, so that your thesis can be lodged in the University library.

Can I restrict library access to my thesis?

If your work contains confidential or sensitive information, an embargo may be requested. In such cases, a letter of support from your supervisor must be submitted to Helen Buckley in the Graduate Studies Office with hard bound copy.

Is there a deadline for submitting the hardbound copy of my thesis?

At least four weeks in advance of the conferring date. Conferring's for PhD students take place four times per year;

➤ Spring – March / April	➤ Autumn – September
➤ Summer – June	➤ Winter – December

As soon as the conferring dates have been scheduled, the website will be updated

<http://www.ucc.ie/en/current/conferrings/ConferringCeremonySchedules/>.

When am I eligible to graduate?

You will be eligible to graduate once you have submitted your corrected hardbound thesis to the Graduate Studies Office and you have no fees outstanding. If you have a specific query in relation to fees, you can contact the [Fees Office](#), tel at Tel: +353 (0)21 4903929.

Who will let me know about the conferring?

The [Office of Media and Communications](#) will send a conferring information pack by post to your college-registered home address 2 – 4 weeks prior to the ceremony. This pack will contain all the information needed for the conferring day, and include tickets to the ceremonies and receptions. If you would like to check a list of frequently asked questions (FAQ's) in relation to UCC's conferring ceremonies, please visit; <http://www.ucc.ie/en/current/conferrings/ConferringDayInformation/>. If you have a specific query in relation to UCC's conferring ceremonies, please contact: The Office of Media and Communications, UCC, Tel: + 353 (0)21 490 2413 , Email: conferrings@ucc.ie.

Where can I find the University Regulations in relation to PhDs?

University regulations can be found in the University Calendar on the following weblink <http://www.ucc.ie/calendar/postgraduate/Doctor/index.html>. The following is also a link to doctoral examination guidelines <http://www.ucc.ie/en/media/Doctoral-Examination-Guidelines-for-AC-final.pdf>.

First step in submitting my thesis:

Submit **Intention to Submit Form** to Graduate Studies Office (GSO) 3 months prior to proposed date of thesis submission. You will need to state whether you wish to be examined under the 'old' or 'new' regulations.



After submitting my intention to submit, what do I do next?

Submit the following to Graduate Studies Office:

1. Two/Three soft bound copies of your thesis (depending on whether you are being examined under the 'old' or 'new' regulations)
2. PhD Submission form (this must be signed by your supervisor and Head of Department/School)



After submitting soft bound copies, what happens next?

Supervisor arranges the Viva-Voce examination and communicates details to you.



What happens after the Examination?

The Examiners Report is returned by the Supervisor/Internal Examiner to the GSO for approval at the Academic Council Graduate Studies Committee. Once approved, GSO will formally write to you with the Recommendation.



Final Step in Submission of Thesis:

Once you have received a recommendation of 'Award' or 'Award, on condition minor corrections are carried out', you submit:

1. One Corrected Hardbound Copy
2. Letter from Supervisor/Internal Examiner that the corrections have been carried out
3. Library Permission Form
4. Summary/Abstract of thesis on diskette not exceeding 300 words