**Guide for Chair of the Viva – Online Research Thesis Exam System.**

The link to the **University Research Degree Guidelines**

<https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/>

Section **6.3.2** (Approval of Examiners)

Section **6.5** (PhD Examination Report outcomes) and Section **7.2.4** (MD Examination Report outcomes)

Section **6.6** (Revisions)

Section **6.7** (Final Thesis Submission)

Dates of the **Standing Committee of Academic Council** are available

<https://www.universityofgalway.ie/graduate-studies/staff/onlineresearchthesisexamsystem>

**College Nominees**College of Arts, Social Sciences and Celtic Studies – [yvonne.oconnor@universityofgalway.ie](mailto:yvonne.oconnor@universityofgalway.ie)  
Burren College of Arts - [yvonne.oconnor@universityofgalway.ie](mailto:yvonne.oconnor@universityofgalway.ie)   
College of Business, Public Policy and Law – [olivia.noone@universityofgalway.ie](mailto:olivia.noone@universityofgalway.ie)   
College of Medicine, Nursing & Health Sciences – [sharon.glynn@universityofgalway.ie](mailto:sharon.glynn@universityofgalway.ie)   
College of Science – [cora.costello@universityofgalway.ie](mailto:cora.costello@universityofgalway.ie)

**Examination Office: Please go to** <http://www.universityofgalway.ie/exams/thesissubmission/>

1. Once you have been approved as the Chair of the Viva, you will receive an automatic email from the online System

Sample Email

-----Original Message-----

From: Graduate Studies, University of Galway [<mailto:no-reply@universityofgalway.ie>]

Sent: Thu 8/9/2012 1:06 PM

To: Chairperson

Subject: PhD/MD Examiners Approved: Student Name

Dear Chairperson (title and name will appear),

I would like to thank you for agreeing to act as the chairperson for the PhD/MD Viva of ‘student name’ at University of Galway.

You will find the details of the external/internal examiners below:

Student Details

Student: First Name Surname

Student: 00000000000

College: College of Arts, Social Sciences, & Celtic Studies

Thesis Title:

External Examiner #1 (and #2 if applicable)

Name: Prof. Joe Bloggs

Email: [joebloggs.ie](mailto:c.forsdick@liverpool.ac.uk)

Affiliation: University of Liverpool

Internal Examiner #1

Name: Prof. Sandra Donohue

Email: [sandra.donohue@universityofgalway.ie](mailto:sandra.donohue@universityofgalway.ie)

Please note that you now have access to view the PhD/MD Examination record for (student) on the Online PhD/MD Examiner System.

Login URL: <https://graduate.universityofgalway.ie/users/login/>

Username: Your User ID is your staff ID number (1111111s)

Password: Your password is the password you log into your PC with

Please note that the Examiners have been asked to inform you as chair of the viva, in case of any possible conflict of interest. The Examiners have also been asked to each send a short pre-viva report on the thesis to you as chair.

Please go to the QA245 University Guidelines for Research Programme <https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/>- Section 6.3.4 Approval of Chair of the viva and 6.3.5 Role of the Chair of the viva to view the role and responsibilities of the Chair.

Yours sincerely,

Dean of Graduate Studies

1. Log in to <https://graduate.universityofgalway.ie/users/login/>
2. Your User ID is your staff ID number e.g. 0123456s and your password is the password you log into your PC with.

This is the view the Chairperson will see:

## Chairperson

| **Name** | **Student ID** | **Status** |  |
| --- | --- | --- | --- |
| Sandra Donohue | 00000000 | Approved | [ [view report](https://graduate.universityofgalway.ie/phd_examiner_report/report/113/) ] [ [print report](https://graduate.universityofgalway.ie/phd_examiner_report/pdf/113/) ] |
| Aine Ni Lionnain | 11111111 | Approved | [ [view report](https://graduate.universityofgalway.ie/phd_examiner_report/report/103/) ] [ [print report](https://graduate.universityofgalway.ie/phd_examiner_report/pdf/103/) ] |

* 1. Once the Joint Examiners’ report is submitted online, all in attendance will receive an email with unique links to digitally sign this report.
  2. You will need to click on your unique link and log onto the system and digitally sign to confirm “I was present at the Viva”
  3. If you wish to view who has digitally signed at any time you can do by accessing the view report or print report links online for the student in question.
  4. Once all in attendance at the Viva have digitally signed the online Examiners’ report, you will receive an email confirming this.
  5. The online report will be considered at the Academic Council Standing Committee. Only completed reports that are received **at least eight days prior** to a Standing Committee meeting will be considered at that meeting otherwise they will be considered at the following meeting.
  6. The University of Galway is subject to the Freedom of Information Acts (2014) and Data Protection Acts (1988 and 2018) (the “Acts”).

## Sample of Information required for the Online PhD/MD Examiner Joint Report (to be completed by Examiners)

## Candidate & Supervisor(s)

**PhD/MD Candidate:  Pre-populated by the Supervisor**

**Thesis Title: Pre-populated by the Supervisor**

**Supervisor(s):  Pre-populated by the Supervisor**

## Summary of Thesis

This will be pre-populated by the Supervisor (*can be view in online “View” or “Print view” of report*)

## Graduation Ceremony Text

This will be pre-populated by the Supervisor (*can be view in online “View” or “Print view” of report*)

|  |
| --- |
| **Examiners' Report**  Report must have a minimum of 300 words, excluding the listing of corrections and publications arising from the research undertaken, under the required headings: |
| **The contribution the work performed makes to knowledge and scholarship** |
|  |
| **Candidate's demonstrated capacity for original and critical thought, and depth and breadth of knowledge and understanding of the relevant field(s) of study:** |
|  |
| **Candidate's performance at the viva:** |
|  |
| **Candidate's expertise with respect to relevant methodologies and techniques:** |
|  |
| **The extent to which the thesis contains matter suitable for publication:** |
|  |
| **The structure, written style and overall presentation of the thesis:** |
|  |
| **The nature of corrections to the thesis required (if any):** |
| **Publication of Work** |
| **Are the findings of the thesis worthy of publication as a work of serious scholarship?** |
| As a whole or in part  No   |  | | --- | | **Recommendation (PhD)** | | **Award PhD  Award PhD, but insist on typographical corrections (1 month)  Award PhD, but insist on corrections in content (1 month)  Award PhD, but insist on corrections in content (3 months)  Refer (permit submission of a revised thesis with second Viva required - 1 year)  Award a Master's degree  Award a Master's degree, subject to typographical corrections  Award a Master's degree, subject to corrections in content  Reject (with no recommendation as to resubmission)**  **Recommendation (MD)**  **Award MD**  **Award MD, but insist on typographical corrections (1 month)**  **Award MD, but insist on corrections in content (1 month)**  **Award MD, but insist on corrections in content (3 months)**  **Refer, permit submission of a revised thesis with second viva required (1 year)**  **Award a Master’s degree**  **Award a Master’s degree, subject to typographical corrections**  **Award a Master’s degree, subject to corrections in content Reject, with no recommendation as to resubmission.** |  Examiners Details pre-populated by supervisor – Approved online  **Examiners' Terms & Conditions Notification**  **Prof. X**, (external examiner) prepared a preliminary short independent written report before the viva of **(student name)** and that this is available to the Dean of Graduate Studies if requested.  **Prof. Y**, (internal examiner) prepared a preliminary short independent written report before the viva of **(student name)** and that this is available to the Dean of Graduate Studies if requested.  Top of Form   |  |  | | --- | --- | | **Additional Information**  Please note under QA245 University Guidelines for Research Degree Programmes <https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/> The report of the Examiners shall be submitted to the Examinations Office **within two weeks of the oral examination** for consideration by the Standing Committee at its next meeting. | | | **Oral Examination Date:** |  | | **Did the supervisor(s) attend the oral examination?** | | |  | Supervisor name | |  | co-supervisor name (only one can attend the Viva) |  |  | | --- | | **Supplementary Report**  As the report recommends that the PhD not be awarded to the Candidate this section must be completed. | | **An explicit description of the areas of weakness and/or under-performance must be given:** | |  | | **Courses of action required by the examiners before resubmission must be made clear: e.g. requirements for extra work, scale of rewriting, rectification of deficiencies in candidate�s knowledge etc..** | |  |  |  |  |  |  | | --- | --- | --- | --- | | **If** **Refer, permit submission of a revised thesis with second viva required (1 year) is selected as the Examiners’ recommendation, a supplementary report will appear and will need to be completed. Please see below**   |  | | --- | | **Supplementary Report**  As the report recommends that the PhD/MD not be awarded to the Candidate this section must be completed. | | **An explicit description of the areas of weakness and/or under-performance must be given:** | | **Courses of action required by the examiners before resubmission must be made clear: e.g. requirements for extra work, scale of rewriting, rectification of deficiencies in candidate's knowledge etc.** |   **Submit Final Report TO Exams** | | **IMPORTANT:** Once you click on the *Submit Final Report to Exams* button below, **neither you nor any of the other examiners will be allowed to make modifications again**. Please ensure that all information above is correct and accurate before clicking this button. If you would like to save your work and continue again later, then please click on the *Save Draft Report* button. | | It is important that in order for the Examinations Office to progress the final report for consideration by Standing, that the button Submit Final Report to Exams is selected. If this is not done, the Examinations Office will not be able to 'view' the on-line report and submit for Standing. |   Bottom of Form |