

6.10 Flowchart on the PhD Examination process (abridged from University Guidelines on Research Degree Programmes, 2011)

The final draft of the thesis must be approved and signed off by the supervisor(s), the candidate, and a member of the candidate's Graduate Research Committee or Head of School and the form (EOG 020) sent to the Examinations Office. The primary supervisor discusses with the Graduate Research Committee the choice of the external and internal examiners and chair of the *viva*, and the candidate is informed and may object, for specific reasons, to the appointment. Examiners must be approved by a member of the GRC and the Head of School before the approval of College can be granted.

Membership of Examination Board

External Examiner Shall have expertise in area Not be employed in NUI system or UL	or	External Examiners A second external examiner is appointed when the candidate to be examined is a fulltime member of staff of the University.
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Internal Examiner Any current member of academic staff (but not supervisor)
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Chair of the <i>viva</i> Normally the Established Professor of the relevant discipline but may nominate another staff member If Established Professor is supervisor, then an alternate chair must be appointed. In the event of vacancy, the Head of School, after consultation, will recommend a chair. Chair must be approved by College.
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Names of all Examiners and chair must be submitted to, and approved by, the College on the online PhD examination system. No changes in membership may be made without further approval of College.

Viva and Report

The *viva* arranged by the supervisor is normally held within two months of the submission of the thesis. A preliminary short written report is prepared independently **before** the *viva* by each examiner and sent to the chair of the *viva*. The external examiner normally leads the *viva* process.

Where the examiners are in agreement, they submit a joint online report with a recommendation for award or otherwise of the degree to the Examinations Office. This report must be filled out completely, must have a minimum of 300 words and must be a joint report where the examiners are in agreement.

Where the examiners are not in agreement, separate reports must be made, and all reports submitted together.

The report(s) of the examiners shall be submitted **within two weeks** of the oral examination (i.e., without waiting for completion by the candidate of any required corrections). **Standing Committee of Academic Council will only consider reports if the regulations above are applied. Deviations from this process may result in the candidate being subject to re-examination.**