**Guide for Colleges – Online Research Thesis Exam System.**

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

 [https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/#](https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/)

**PhD/MD**

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)

**Research Masters**

Section **8.3** (Arrangements for the Examination)

Section **8.5** (Examination Report)

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
Burren College of Arts - yvonne.oconnor@universityofgalway.ie
College of Business, Public Policy and Law – olivia.noone@universityofgalway.ie
College of Medicine, Nursing & Health Sciences – sharon.glynn@universityofgalway.ie
College of Science – cora.costello@universityofgalway.ie

**Graduate Studies** – graduatestudies@universityofgalway.ie

1. Log in t to <https://graduate.universityofgalway.ie/users/login/>
	1. Your User ID is your staff ID number e.g. 0123456s and your password is the password you log into your PC with.
	2. Following the on-line approval process, College will have final sign off on the Examiners, (and Chair for PhD/MD candidate).

## The Approval Guide The sequence that all **examiners** most go through to be approved

* **None** » No examiners have been submitted for approval yet, you should submit examiners for approval.
* **Pending GRC Approval** » Examiners have been submitted and are now awaiting the approval of the appointed GRC member.
* **Pending HOS Approval** » The GRC has approved the examiners. The Head of School must now approve the examiners.
* **Pending College Approval** » The Head of School has approved the examiners. College must now approve the examiners.
* **Pending College Dean Approval** » As a viva by video conference has been requested (only applicable to PhD and MD candidates) - the examiners and the request must be approved by the Dean.
* **Pending Dean of GS Approval** » As a viva by video conference has been requested (only applicable to PhD and MD candidates) - the examiners and the request must be approved by the Dean of Graduate Studies.
1. **Pending College Approval** – the College nominee will receive an auto email from the system – sample email below. To give approval, please follow the steps in the email.

**From:** Graduate Studies, University of Galway [mailto:no-reply@universityofgalway.ie]
**Sent:** Thursday, March 29, 2012 9:00 AM
**To:** XXXXXXX, AMM
**Subject:** PhD/MD Examiners Require College Approval

Dear AMM,

A PhD/MD candidate's (Smith John) examiners have been added to the system and your approval is required. Please click on the link below and login to approve these examiners at your earliest convenience.

<https://graduate.universityofgalway.ie/dashboard/>

Regards,

College of XXX

**Or**

**From:** Graduate Studies, University of Galway <no-reply@universityofgalway.ie>
**Sent:** Thursday 21 March 2019 11:51
**To:** XXXX
**Subject:** Research Masters Examiners Require College Approval/Caithfidh an Coláiste Scrúdaitheoirí Máistreacht Taighde a Fhaomhadh: XXX

Dear XXX,

A Research Masters candidate's (XXXX) examiners have been added to the system and your approval is required. Please click on the link below and login to approve these examiners at your earliest convenience.

<https://graduate.universityofgalway.ie/dashboard/>

Regards,

College of XXX

3) A second external examiner is appointed:

See regulation 18 of Appendix 1: Regulations for Higher Research Degrees in the University guidelines

4) Colleges can view and have edit rights, including a ‘***delete***’ function for records in their own College. *Any update to the record (approval of examiners section) will mean that this edit will have to go through the approval process again.*

**a)** Under the **approved/pending examiners**, Colleges can see the status of where the approval is at. A log is kept of the date when the examiners were approved by College.

» View [approved/pending examiners](https://graduate.universityofgalway.ie/phd_examiner_report/external_examiners_by_college/4/)

| **Name** | **Student** | **Status** | **Approved (by College)** |
| --- | --- | --- | --- |
| Sandra Donohue | AM Forde(1234567) | [Pending College Approval](https://graduate.universityofgalway.ie/phd_examiner_report/external_examiners_by_college/1/#approval-process) (75%) | -  |
| [John](https://graduate.nuigalway.ie/phd_examiner_report/external_examiner/190/1/) Smith | [Sandra](https://graduate.nuigalway.ie/postgrad/requires_approval/approve/92/) Donohue (7654321) | [Approved](https://graduate.universityofgalway.ie/phd_examiner_report/external_examiners_by_college/1/#approval-process) (100%) | 12:16, 27th March 2012 |

**b)** To **edit**, go to **approved/pending** e**xaminers**, you will see the links below.

» view [approved/pending examiners](https://graduate.universityofgalway.ie/phd_examiner_report/external_examiners_by_college/4/) Click on the **students name** to access the record for editing (Scroll down to the bottom of the screen to **‘modify these examiners’.** If Examiners were already approved, you will need to start the approval process again.

| **External Examiner Name** | **Student** | **Status** | **Approved (by College)** |
| --- | --- | --- | --- |
| [Sandra](https://graduate.nuigalway.ie/phd_examiner_report/external_examiner/281/1/) Donohue | [Joe](https://graduate.nuigalway.ie/postgrad/requires_approval/approve/240/) Bloggs (000000000) | [Approved](https://graduate.universityofgalway.ie/phd_examiner_report/external_examiners_by_college/1/#approval-process) (100%) | 20:35, 22nd October 2012  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**c)** To **delete**, go to view e**xaminer reports**, you will see the links below.

» view [examiner reports](https://graduate.universityofgalway.ie/phd_examiner_report/by_college/6/) – go to the students’ record that you wish to delete and click on the delete link

| **Student** | **Supervisor** | **Status** | **Report Sections** |
| --- | --- | --- | --- |
| Jane Doe | Joe, Bloggs | Received | [ [view](https://graduate.universityofgalway.ie/phd_examiner_report/report/28/) ] [ [supervisor](https://graduate.universityofgalway.ie/postgrad/project_details/326/325/) ] [ [examiner](https://graduate.universityofgalway.ie/phd_examiner_report/examiner/28/) ] [ [print](https://graduate.universityofgalway.ie/phd_examiner_report/pdf/28/) ] [ [delete](https://graduate.universityofgalway.ie/postgrad/remove/28/) ]  |
|  |  |  |  |

**d)** To view status of report – go to **view examiners reports**

### Examiner Report Status (available at the end of the page)

|  |  |
| --- | --- |
| **Pending** | The student has been added to the system. No work has been done on this student's examiner report.  |
| **In Progress** | The examiners have started working on the report, but they have not submitted it to Exams yet.  |
| **Signatures Due** | The report has been completed. The examiners need to submit their signature page to the Exams Office.  |
| **Received** | The Exams Office have received the signature page, and this Examiner Report is now complete.  |

**f)** To view
» view [**late candidates**](https://graduate.nuigalway.ie/postgrad/not_got_extension/4/) - The students listed are all students that have exceeded their time limit. Their approved status indicates whether their extension has been approved or not.

5) **Online Examiners report and Digital Signatures**

a) When the online Joint Examiners’ report has been submitted, and all digital signatures received, the College Nominee will receive an email confirming this.

b) 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.