



## Examiner Guidelines for the Examination of a Master's Thesis (where no viva voce takes place)

As per DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis, in the case of a thesis submitted for the award of a Master's degree, a viva voce is not normally required but may be requested by examiners.

The following outlines the key stages and the process in the examination of a Master's by Research thesis, **where no viva voce has been requested**. This is intended as guidance only and DCU's Academic Regulations for Postgraduate Degrees by Research and Thesis take precedence at all times and in all cases.

1. The student submits the relevant number of softbound copies of the thesis to the Registry, along with associated paperwork.
2. The softbound copies of the thesis are distributed to the examiners by Registry. A Supervisor or Student should in no instance send the thesis directly to an examiner.
3. Each examiner reviews the thesis separately and independently.
4. The External Examiner completes their report – section B1 in the PGR6.
5. The Internal Examiner completes their report – Section B2 in the PGR6.
6. Once both reports are complete, they can be exchanged and a discussion can take place between examiners regarding the recommendation to be made and any corrections required (this usually takes place by email/phone).
7. Once an agreement is reached on the recommendation, Section C should be completed by the Internal Examiner in consultation with the External Examiner. Both examiners must ensure they have signed and dated Section C.
8. The Internal Examiner is responsible for collating the list of corrections / revisions (if required) in Section D1 and verifies these with the External Examiner before communicating with the student. The Internal Examiner is responsible for informing the student of the recommendation, including informing them of the necessary corrections / revisions where relevant.
9. Corrections / revisions are completed by the student and revised copies should be submitted to the Internal Examiner who will distribute a copy to the External examiner if required, as detailed in section C of the PGR6.
10. The revised thesis is reviewed and, if required, a discussion on corrections can take place between the examiners. The thesis should be reviewed only to establish the extent to which the Examiners' recommendations have been met. If required corrections/ revisions have been addressed, the relevant Examiner/s must sign Section D2, indicating as such. If required corrections/ revisions have not met the recommendations outlined, then both the internal and external examiner can submit an alternative recommendation in Section D2 of the form. When all relevant sections (Section A through to Section D2) have been completed and signed, the Internal Examiner must send the completed PGR6 form to Registry.
11. The Internal Examiner also informs the student of the recommendation following submission of corrections. DCU Registry formally notifies the student of the outcome of the examination process after the next scheduled Faculty Awards Board for Research Degrees meeting.

**Note:** Section B3, E1 and E2 are not completed where there is no viva voce examination.