

## Procedures for PhD *viva voce* examinations School of Medicine

All *viva voce* examinations will be examined through a *PhD Viva Committee* structure.

### PhD Viva Committee

It is the responsibility of the Supervisor to nominate examiners and a chair.

**External Examiner:** an expert external to the University, and not a collaborator in the student's or supervisor's research. In conjunction with the internal examiner this examiner will assess the candidate.

**Internal Examiner:** a member of TCD academic staff, but is not necessarily a member of the School of Medicine. The internal examiner will examine the thesis with the extern. The internal examiner is also tasked with communicating thesis corrections, where appropriate, to the candidate after the *viva voce*.

**Chairperson:** a member of TCD academic staff of at least TCD academic grade Associate Professor. The role of the Chair is to clarify College regulations, where appropriate, and to ensure that the *viva voce* is conducted in a courteous and professional manner. The Chair must intervene if the examiners do not adhere to these regulations.

The Director of Postgraduate Teaching and Learning may be available to act as chair (please contact [DTLPMed@tcd.ie](mailto:DTLPMed@tcd.ie) at least 3 weeks ahead of viva).

### Presentation

Prior to the *viva voce* examination the candidate will give a presentation (up to 40 mins duration) which will be open to any interested parties within or outside of the School of Medicine. This presentation can be chaired by the viva chair or internal examiner. Whilst the internal and external examiners will attend this presentation, it is envisaged that most of their questioning of the candidate will occur during the *viva voce* examination. The presentation provides an opportunity for the PhD candidate to share their research findings with members of the School. A notice advertising the PhD research presentation should be sent to Ms. Mary O'Neill (e-mail: [mednews@tcd.ie](mailto:mednews@tcd.ie)) for circulation to members of the School.

### Viva Voce examination

The *viva voce* examination will take place immediately following the presentation.

While there is no specified length for a *viva voce* examination, when examination exceeds 2.5 hours the Chair should offer the student and examiners a comfort break of 10 minutes.

The examiners will evaluate the merits of the thesis and submit independent reports and examination decision form (blue sheet included in thesis, also appended overleaf) to the Dean of Graduate Studies. Hard copies can be

submitted to the Dean at Academic Registry, Trinity College Dublin 2. Reports can be submitted to gsothese@tcd.ie.

General procedures for examination of a thesis will be as indicated in the College Calendar (Part 2, section 2.14).

**Note:** It is the responsibility of the *internal examiner* to liaise with the external examiner and chairperson and organise the time and venue for the research presentation/*viva voce* examination.

**Entertainment:** If a pre- or post- viva meal is to be offered to the examiners (and other parties) it is the responsibility of the supervisor to pay for the meal. Such meals are not paid for by the School postgraduate office or the College Graduate Studies office. The external examiner is, however, welcome to recoup expenses for their meals.

**EXAMINATION DECISION FORM**

**UNIVERSITY OF DUBLIN  
TRINITY COLLEGE**

**EXAMINATION OF A CANDIDATE FOR THE DEGREE of Ph.D.  
(TO BE USED FOR A RE-EXAMINATION ALSO)**

**PLEASE COMPLETE & RETURN AFTER THE VIVA VOCE**

NAME OF CANDIDATE: \_\_\_\_\_

DATE OF VIVA VOCE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**DECISION:**

**(PLEASE TICK RELEVANT BOX)**

- 1) **the degree should be awarded for the thesis as it stands**
- 2) **the degree should be awarded, subject to minor corrections being made to the thesis**   
The internal examiner is responsible for ensuring that the corrections are made to the thesis within two months of the date of the result letter being issued. It is important that the Academic Registry be notified by email to [gso.theses@tcd.ie](mailto:gso.theses@tcd.ie) when the corrected thesis has been approved.
- 3) **the thesis should be referred back for revision**   
In this case the candidate is required to re-register and pay a revision fee and to submit the revised thesis for re-examination by both examiners within six months. However the attention of examiners is drawn to the provision in the Calendar that revised theses may be submitted up to an absolute maximum of two years from the original date of submission in exceptional circumstances and with the prior permission of the Dean of Graduate Studies. No *viva voce* examination will be held during re-examination of the thesis. This option is not available if the thesis has already been referred back for revision.
- 4) **a lower degree (M.Sc., M.Litt.) should be awarded**   
(If necessary following minor corrections to the thesis)
- 5) **the thesis should be failed (i.e. rejected).**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Full name and address (please print): \_\_\_\_\_  
\_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**A FINAL REPORT TAKING ACCOUNT OF THE VIVA VOCE EXAMINATION MUST BE ATTACHED TO THIS DECISION FORM AND SENT TO THE ACADEMIC REGISTRY, WATTS BUILDING, TRINITY COLLEGE, DUBLIN 2, IRELAND**