

### **How can I submit my PhD/Research Masters/MD thesis?**

Electronic means will be used to facilitate submission and examination of research theses. The Examinations office will accept research theses as pdfs (equivalent to soft-bound version) by email.

#### **PhD Submission:**

If you are ready to submit your soft bound thesis (PhD), you are required to e-mail a PDF version of the thesis to [thesissubmission@universityofgalway.ie](mailto:thesissubmission@universityofgalway.ie).

The thesis must be accompanied with a scanned version of the Approval for Examination form (EOG020).

#### **Please state clearly the following in your e mail**

Candidate Name:

Student No:

Course/Instance Code:

Thesis Title:

Degree:

College:

School:

Supervisor(s) Name:

Date:

#### **Research Master's Thesis and MD submission:**

If you are ready to submit your **soft bound thesis (Research Masters and MD)**, you are required to e-mail a **PDF** version of the thesis to [thesissubmission@universityofgalway.ie](mailto:thesissubmission@universityofgalway.ie) .

MD's must be accompanied with a scanned version of the Approval for Examination form (EOG020). Research Masters must be accompanied with a scanned version of EOG021.

#### **Please state clearly the following in your e mail**

Candidate Name:

Course Code/Instance Code:

Student No:

Thesis Title:

Degree:

College:

School:

Supervisor(s) Name:

Date:

Please contact the Examinations Office by emailing:

[thesissubmission@universityofgalway.ie](mailto:thesissubmission@universityofgalway.ie) with any PhD, MD, Research Masters queries.

**\*\*Students, where the decision has been made at Standing Committee of Academic Council to award a PhD/MD/Research Masters and who wish to confer during the August 2024 Ceremony, please note the provisional deadline for submission of Hardbound thesis along with Library Form (EOG 051) and E-Thesis is the close of business on Friday 14<sup>th</sup> June 2024. Following approval of corrections from internal examiner, you can then submit your final hardbound thesis to the Examinations Office.** Submission can be in person at the Student Registry Helpdesk <https://www.nuigalway.ie/student-registry-helpdesk/> **OR** by Post using registered/track mail facility to Hardbound Thesis Submission, Student Registry Helpdesk, University of Galway, University Road, Galway, Ireland. H91 TK33. **Students ready to submit their final version thesis – must submit one physical Hardbound PhD/MD/Research Masters together with a signed copy of the Library Submission Form.**  
[www.nuigalway.ie/media/graduatestudies/files/relevantofficialforms/eog\\_051.docx](http://www.nuigalway.ie/media/graduatestudies/files/relevantofficialforms/eog_051.docx)

**Examination Office** web link: <http://www.universityofgalway.ie/exams/>

Please contact the Examinations Office by emailing:

- [thesissubmission@universityofgalway.ie](mailto:thesissubmission@universityofgalway.ie) with any PhD queries
- [thesissubmission@universityofgalway.ie](mailto:thesissubmission@universityofgalway.ie) with any MD/Research Masters queries.

**Students must also submit their thesis to RESEARCH REPOSITORY as per the instructions at:**

'How to submit PhD/MD/Research Masters' Theses to the University of Galway Research Repository Please See

<https://libguides.library.universityofgalway.ie/openaccesspublishing/aranandphdtheses>

LibGuides: Open Access Publishing: Submit your PhD/MD/Research Masters' Theses to the Research Repository

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[libguides.library.universityofgalway.ie](http://libguides.library.universityofgalway.ie)

**You are advised not to make arrangements to attend the Conferring ceremony unless you have received an invitation from the Conferring Office.**

If you wish to check if you are eligible to confer you will need to contact the Examinations office **prior to the 14<sup>th</sup> June 2024**, or the Conferring office **after the 14<sup>th</sup> June 2024**.

Conferring office email: [conferring@universityofgalway.ie](mailto:conferring@universityofgalway.ie)

Conferring Office website: [www.universityofgalway.ie/conferring](http://www.universityofgalway.ie/conferring)

Students who do not meet this deadline, the next available conferring will be in **Winter 2024**.

PhD Examination process is covered under section 6, MD Examination Process is covered under section 7 and Research Masters Examination Process under section 8 of the University Guidelines for Research Degree Programmes

[http://www.nuigalway.ie/media/graduatestudies/files/university\\_guidelines\\_for\\_research\\_degree\\_programmes.pdf](http://www.nuigalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf)