Appendix 5i: Process from softbound PhD/MD Thesis to Conferring

Start of submission process

External Examiner(s) identified at least 6 months before expected date

Examiners and Chair are approved by relevant approvers via the **online research thesis exams system** The supervisor is responsible for the overall examination process.

Thesis is approved for examination by supervisor and GRC member **[EOG-021]**

Candidates must be registered at the time of submission of thesis for examination

Submission of thesis for examination
When ready to submit your **soft bound thesis PhD/MD**, you are required to:
e-mail a PDF version of the thesis to thesissubmission@universityofgalway.ie.
The thesis must be accompanied with a scanned version of the Approval for Examination form **(EOG021). Examinations Office will contact the Fees Office for fee clearance**

On receipt of fee clearance from the Fees Office, the Examinations Office will email the thesis to examiners.

Examination of thesis by examiners

Pre-Viva Report
A short written preliminary report (GS060) is prepared by each examiner before the Viva and sent to the chair

Viva Examination
Examination of thesis by examiners within two months of submission of softbound thesis. Duration is normally >1 hour and <3hours. Note: In the case of a referred recommendation the 2nd Viva can be waived.

As soon as is practical after the Viva, the Chair provides feedback to the candidate on the outcome. If Refer outcome Chair informs Dean of College immediately after Viva

Standing Committee Decisions
Award PhD/MD
Award PhD/MD but insist on typographical corrections (1 month)
Award PhD/MD but insist on content corrections (1 month)
Award PhD/MD but insist on content corrections (3 months)
Refer, permit submission of a revised thesis with 2nd viva required (1 year)
Award Masters Degree
Award Masters Degree but insist on typographical corrections
Award Masters Degree but insist on content corrections
Reject, with no recommendation as to resubmission

If no corrections required

If corrections required

If Refer outcome Dean of College informs student of the decision of Standing Committee of Academic Council

* Refer permits submission of a revised thesis.
* Student must register to continue their programme until they submit a revised thesis for examination.
* A candidate can only re submit once.

Corrections
The Internal Examiner will provide the student with a list of corrections after the viva

Corrections completed
Internal examiner confirms in writing via email to thesissubmission@universityofgalway.ie that corrections are made.
Student can submit "hardbound" thesis to the examinations office.

Decision of Standing Committee
Signed reports received at least 8 days prior to Standing Committee of Academic Council meeting are considered. Standing committee makes decisions on awards.

Examiners Report Submission
Examiners submit report via the Online Examiner System within two weeks of the viva. Digital signatures are required and Chair ensures report is completed correctly

Final Submission of Thesis
Submit a hardbound copy together with a signed copy of the Library Submission Form EOG-051.
In person at the 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

Issuance of the Award Letter from Deputy President & Registrar permits use of title (Dr.)

Upload of thesis to Research Repository Email researchrepository@universityofgalway.ie to request a password and an account will be created. File format must be PDF for upload

Conferring List of students eligible to confer sent by Exams Office to Conferring Office

Conferring office send Fees office a list of eligible PGR conferring candidates for fee clearance

Fees clearance confirmed from Fees office to Conferring office

Conferring