

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:

Please ensure your fees are cleared and you are registered in the academic year you submit in. For fee clearance please contact fees@universityofgalway.ie

When you have received clearance from fees office you can then submit your soft bound thesis to the exams office.

'Advancement to the stage where your thesis is sent to the examiners will not take place until fee clearance has been received from the fees office'

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.

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 Thesis and MD submission:

Please ensure your fees are cleared and you are registered in the academic year you submit in. For fee clearance please contact fees@universityofgalway.ie

When you have received clearance from fees office you can then submit your soft bound thesis to the exams office.

'Advancement to the stage where your thesis is sent to the examiners will not take place until fee clearance has been received from the fees office'

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.

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:

Date:

Supervisor(s) Name:

Please contact the Examinations Office by emailing:

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 June 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 Thursday 18th April 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 EOG-051 for PhD's and MD's and Library Submission Form EOG-052 for Research Master Submission.**

www.nuigalway.ie/media/graduatestudies/files/relevantofficialforms/eog_051.docx

www.nuigalway.ie/media/graduatestudies/files/relevantofficialforms/eog_052.docx

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

Please contact the Examinations Office by emailing:

- thesissubmission@universityofgalway.ie with any PhD queries
- 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

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

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 18th April 2024**, or the Conferring office **after the 18th April 2024**.

Conferring office email: conferring@universityofgalway.ie

Conferring Office website: www.universityofgalway.ie/conferring

Students who do not meet this deadline, the next available conferring will be in **Autumn/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