

ATTENTION PHD, MD AND RESEARCH MASTERS STUDENTS.

(This notice is for students who were put forward for conferring in June 2020 and November 2020 and June and Autumn 2021)

This notice is to advise that you must now submit your Library Copy-hard bound thesis.

Your thesis can be submitted in one of two ways:

- 1) ***In person*** to the Student Registry Help Desk – Please note to do this you must use the Student Registry Help Desk Bookable appointment Service.
Click [here](#) to make a front desk appointment
- 2) ***By post***: Post your hardbound thesis to the following address:

**HARDBOUND THESIS SUBMISSION
EXAMINATIONS OFFICE
ARAS UI CHATHAIL
NATIONAL UNIVERSITY OF IRELAND GALWAY
UNIVERSITY ROAD
GALWAY, IRELAND
H91 TK33**

We strongly recommend using registered/track mail facility if posting your thesis.

POINTS TO NOTE:

- A copy of the Library Form – EOG051 (PhD and MD) and EOG052 (Research Masters) must be submitted on a separate A4 page with your hard bound thesis. These forms are available from Graduate Studies Website:
http://www.nuigalway.ie/media/graduatestudies/files/relevantofficialforms/eog_051.docx
http://www.nuigalway.ie/media/graduatestudies/files/relevantofficialforms/eog_052.docx
- The copy of the final bound thesis must be bound within boards with leaves permanently secured. The cover of the copies of the final bound thesis must bear the title of the thesis, candidate's name, degree awarded and the date of submission (year of initial/pre-viva submission). The spine bears the candidate's name, the degree awarded and the date of submission (year of initial/pre-viva submission).
- For updates in relation to the University Campus please click on the Alerts Web page: <http://www.nuigalway.ie/alert/studentfaqs/postgraduateresearchstudentsfaqs/>.
- In order to facilitate the logging and recording of your submission, we would appreciate if you can ensure you have completed the submission of your final bound thesis and Library Form by the end of **November 2021**.