

****How to submit your Soft bound Thesis during COVID 19 University closure****

Information on submitting soft bound thesis can be found on the Alerts webpage

www.nuigalway.ie/alert/studentfaqs/postgraduateresearchstudentsfaqs/

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@nuigalway.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:

Thesis Title:

Degree:

College:

School:

Date:

Examination Office

Please contact the Examinations Office by emailing:

thesissubmission@nuigalway.ie with any PhD submission queries.

Research Master 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@nuigalway.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 EOG052.

Please state clearly the following in your e mail

Candidate Name:

Student No:

Thesis Title:

Degree:

College:

School:

Date:

Examination Office

Please contact the Examinations Office by emailing:

thesissubmission@nuigalway.ie with any MD and Research Masters submission 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 Winter 2021 Ceremony, please note the **provisional deadline** for submission of ****Hardbound**** along with PhD/MD Library Form (EOG 051) or Research Masters Library Form (EOG 052) and E-Thesis (PhD/MD only) is the close of business on **Wednesday 13th October 2021**.**

Following approval of corrections from internal examiner, you can then submit your final “hardbound” thesis to the Examinations Office.

If you are ready to submit your **hardbound thesis**, you are required to e-mail a **PDF** version of the thesis (equivalent to the hardbound). For **PhD submission please email** ‘hardbound’ to thesissubmission@nuigalway.ie together with a signed scanned copy of the Library Submission Form **EOG-051**. For **Research Masters/MD’s submission please email** thesissubmission@nuigalway.ie together with a signed scanned copy of the Library Submission Form, **EOG-052** for Research Masters and **EOG -051** for MD’s

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

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

Please state clearly the following in your e mail

Candidate Name:

Student No:

Thesis Title:

Degree:

College: School:

Date:

Retain the hardbound copy of your thesis and submit it to the [Registry Helpdesk](#) once it reopens after the restrictions, which are in place due to COVID-19, are lifted.

Information on **how to submit during COVID 19 University closure** is at

www.nuigalway.ie/alert/studentfaqs/postgraduateresearchstudentsfaqs/

Examination Office

Please contact the Examinations Office by emailing:

- thesissubmission@nuigalway.ie with any PhD, MD and Research Masters queries.

Students must also submit their thesis to ARAN as per the instructions at:

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

How to submit your PhD/MD e-thesis to ARAN' and 'e-thesis submission FAQs' is available at the link above. For specific queries on e-thesis submission please contact Trish Finnan at aran@nuigalway.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 13th October 2021**, or the Conferring office **after the 13th October 2021**.

Conferring office email: conferring@nuigalway.ie

Conferring Office website: www.nuigalway.ie/conferring

Students who do not meet this deadline, the next available conferring will be in **Summer 2022**.

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