­ **Polasaí agus Nósanna Imeachta / Policies and Procedures**

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| --- | --- |
| **Code** | **QA284** |
| **Title** | **PhD\_Research Masters\_MD thesis submission** |
| **Policy Owner** | Director of Registry |
| **Date** | February 2023 |
| **Approved By** | Director of Registry |

1. **Purpose**

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 prior to submission of soft bound thesis by contacting**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:

Date:

**Research Master Thesis and MD submission:**

Please ensure your fees are cleared prior to submission of soft bound thesis by contacting**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:

Please contact the Examinations Office by emailing:

thesissubmission@universityofgalway.ie with any PhD, MD, Research Masters queries.

1. **Description**
2. **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 2023 Ceremony, please note the provisional deadline for submission of Hardbound thesis 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 Monday 24th April 2023. Following approval of corrections from internal examiner, you can then submit your final hardbound thesis to the Examinations Office.** Submission can bein 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 Examinations Office, 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**.
3. <https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/relevantofficialformsforstudents/>

5.1

**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 ARAN as per the instructions at:**

[**https://libguides.library.nuigalway.ie/openaccesspublishing/aranandphdtheses**](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@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 24th April 2023**, or the Conferring office **after the 24th April 2023.**

Conferring office email: conferring@universityofgalway.ie

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

Students who do not meet this deadline, the next available conferring will be in **November 2023.**

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

<https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/>

1. **Responsibilities**

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| **Name** (Office or position) | **Responsibility**  |
| Director of Registry | Policy Owner |
| Exam Office | Olivia O Reilly PhD, Frances McCann MD and Research Masters |
| Student Registry Helpdesk | Student Registry Helpdesk accepts physical copies on behalf of the Exams Office and input the student details to the Thesis Tracker. |
| Conferring  | Exams send a list of students to Conferring who are eligible to be conferred. This is at the end of the process. |
| Fees |  Fee clearance of student’s thesis submission (Research Masters/Doctorate) based on notification of the confirmed submission date by the Thesis Office team of the Exams Office |
| College Office  | Arts - Yvonne O'Connor, Medicine- Aileen Connolly, Science and Engineering- Cora Costello, Nursing - Katherine Pigott |
| Academic Staff  | Supervisor of the PhD /MD/Masters |
| Library  |  ARAN e-thesis Upload - Trish Finnan, Hardbound theses Marie Bohan |

1. **Related Documentation**

1. <https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/>
2. <https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/relevantofficialformsforstudents/>