**Code: QA284**

**Title: PhD & MD Thesis Submission (Softbound and Hardbound)**

**Date: 21st October 2016**

**Approval: Director of Academic Administration**

1. **Purpose**

Please review the enclosed document that provides background and purpose on Thesis production and submission

[**http://www.nuigalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/index.html**](http://www.nuigalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/index.html)

1. **Description**
2. **Students are advised to be familiar with the submission guidelines:**
	1. [University Guidelines for Research Degree Programmes](http://www.nuigalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf)
	2. [Fees Office Presentation](http://www.nuigalway.ie/exams/downloads/fees_presentation_cgill.ppt)

 **Student advised to visit Fees Office to clear any fees issues EOG020 to be signed off by Fees.**

**Students are advised to be familiar with the submission guidelines:**

* 1. [University Guidelines for Research Degree Programmes](http://www.nuigalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf)
	2. [Fees Office Presentation](http://www.nuigalway.ie/exams/downloads/fees_presentation_cgill.ppt)

**Student advised to visit Fees Office to clear any fees issues EOG020 to be signed off by Fees.

Student submits the following to the Student Information Desk:**\* 2 softbound copies of the thesis (**Staff members submit 3 copies**)

\* Abstract (separate or included in thesis)

\* 2 original copies of completed [Library Form **EOG051**](http://www.nuigalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/relevantofficialformsforstudents/)\* Completed [Approval Form **EOG020**](http://www.nuigalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/relevantofficialformsforstudents/)

SID Staff Member captures the Softbound Thesis submission on Thesis Tracker and CRM

SID Staff Member issues a Softbound Thesis receipt to the Student

SID Staff Member inserts a Receipt into the Softbound Thesis for the Exams Office

1. **Requirements**

**After Viva**
Submit 1 x hardbound thesis (with corrections letter if relevant) to the Student Information Desk

SID Staff Member captures the Hardbound Thesis submission on Thesis Tracker and CRM

SID Staff Member issues a Hardbound Thesis receipt to the Student

SID Staff Member inserts a Receipt into the HardboundThesis for the Exams Office

Student is required to upload electronic copy of thesis to library  (applies to all thesis after external examiner approval is granted

**Code: QA284**

**Title: Research Masters Thesis Submission**

**Date: 21st October 2016**

**Approval: Director of Academic Administration**

1. **Purpose**

Please review the enclosed document that provides background and purpose on Thesis production and submission

[**http://www.nuigalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/index.html**](http://www.nuigalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/index.html)

1. **Description**

**Students are advised to be familiar with the submission guidelines:**

* 1. [University Guidelines for Research Degree Programmes](http://www.nuigalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf)
	2. [Higher Degree's - Exams Office Presentation](http://www.nuigalway.ie/exams/downloads/higher_degrees_presentation_june_2010.ppt)
	3. [Fees Office Presentation](http://www.nuigalway.ie/exams/downloads/fees_presentation_cgill.ppt)

Students need to be registered for the academic year in which they are submitting their softbound copy

Students submit 3 copies of softbound Thesis.

Abstract (separate or included in thesis).

Library form **EOG052**  to be submitted with the Thesis

SID Staff Member captures the Softbound Thesis submission on Thesis Tracker and CRM

SID Staff Member issues a Softbound Thesis receipt to the Student

SID Staff Member inserts a Receipt into the Softbound Thesis for the Exams Office

1. **Definitions**
2. **Requirements**

**External Examiner Corrections**

Thesis is corrected by an internal and external examiner

Students submit 1 hardbound copy of Thesis

SID Staff Member captures the Hardbound Thesis submission on Thesis Tracker and CRM

SID Staff Member issues a Hardbound Thesis receipt to the Student

SID Staff Member inserts a Receipt into the Hardbound Thesis for the Exams Office