**Guidelines for the submission of an PDF and final corrected PDF version including the hardbound copies of a postgraduate research thesis.**

Where a Postgraduate Research (PGR) student intends to submit the PDF copy of their thesis for Examination and subsequently their final corrected PDF version as well as the hardbound thesis, all PGR students should follow the guidance notes below:

- Please note that for the thesis to be circulated for examination, the nomination of examiners form (PGR-1 form) must be completed and signed-off by the relevant persons. This PGR-1 form (which should be opened in Adobe Reader) facilitates electronic signatures, must be completed and submitted (if not already done so) via email to (PGRThesisSubmission@ul.ie)

- The supervisor (on behalf of the student) must submit a PDF version of the thesis via email (subject line of the email should indicate submission of research thesis: student name, faculty, department/school) to (PGRThesisSubmission@ul.ie) The supervisor(s) must confirm within the aforementioned email the names and email contact details of the examiners.

- The Doctoral College (PGRThesisSubmission@ul.ie) will forward via an email the PDF copy of the bound thesis for review by the examiners. A delivery and read receipt should be applied to the emails to the examiners, these receipts will confirm delivery of the email and PDF copy of the thesis.

- When the viva voce examination has taken place the completed and signed PGR-6 form and report will be emailed to the Doctoral College (PGRThesisSubmission@ul.ie ) by the chairperson. It is important to ensure that the student receives a written copy of the report.
- In terms of the submission of the final PDF version of the corrected thesis. Following the *Viva Voce* Examination, when the minor changes and/or amendments have been completed by the student and submitted via the chairperson for signed-off by the relevant examiner, the completed and fully signed examiners (PGR-6 ) form and final PDF version of the thesis should be submitted via email to (PGRThesisSubmission@ul.ie) in line with the timelines outline on the Doctoral College website ( Research Thesis Submission ).

- All Research Students whose award was approved at the relevant University Examination Board are required under the University's Academic Regulations to submit two hardbound copies of their thesis. **Advice in relation to the timelines for the submission of the two hardbound theses will be provided which the final corrected PDF version of the thesis is submitted.**

- Please remember to sign the declaration page within the hardbound theses confirming that the thesis is your own work. The two hardbound theses, (which should be the identical to the final corrected PDF version submitted prior to the relevant Examination Board).

- Where the final hardbound copies thesis is submitted via trackable courier or trackable post. It is important that you keep a record of the tracking number so that the parcel can be verified as delivered to following address: FAO, Marie Beaumont, Doctoral College c/o of Goods Inwards Dept, Main Building, University of Limerick, Limerick, V94 T9PX, Ireland. If you have any queries relating to this matter, please email (PGRThesisSubmission@ul.ie).