**OLLSCOIL MHÁ NUAD MAYNOOTH UNIVERSITY**

**EXAMINATIONS OFFICE VERSION 3: 11/06/2024**

**MAYNOOTH UNIVERSITY RECOMMENDATIONS FOR THE PRESENTATION OF DOCTORAL THESIS**

1. **THESIS:** A statement of investigation or research presenting the author's findings and any conclusions reached, submitted by the author in support of his candidature for a higher degree, professional qualification or other award.
2. ***PRE VIVA EXAMINATION*:** Students are required to submit a password protected electronic copy of the final draft of their thesis in one pdf file with Completed Submission Forms to research.theses@mu.ie The copy of the thesis should include an Abstract, not exceeding 300 words in length. Submission Forms are available on the Examinations Office website [Postgraduate Information](https://www.maynoothuniversity.ie/exams/postgraduate-information)
3. ***POST VIVA EXAMINATION* NUMBER OF COPIES:** Following examination and corrections of the thesis the **ONE** hard bound copy and **ONE** electronic copy (on CD/DVD/USB) should be lodged. The electronic copy should be one PDF file mirroring the hard bound copy. Please DO NOT turn in a separate PDF file for each chapter, or for each item in the thesis (abstract, contents, etc.). The only extra files permitted are multi-media files e.g. audio or visual files.
4. **BINDING:** The thesis shall be bound within boards. The binding shall be of a fixed kind in which leaves are permanently secured. The boards shall have a sufficient rigidity to support the weight of the work when standing upon a shelf.
5. **COVER TITLE:** If the outside front board bears the title of the work it should be in at least 24pt (8 mm.) type. The name and initials of the candidate, the qualification and the year of submission may also be shown. If the cover material bears any design, the design shall be clear of any lettering.
6. **SPINE TITLE:** The spine of the work shall bear in at least 24 pt (8 mm.) type, if practicable, the surname and initials

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1. **TYPE:** Theses shall be presented in a permanent and legible form in typescript or print. Copies presented by xerographic or comparably permanent processes are acceptable.
2. **PAPER:** A4 size paper which is EC standard and specified in BS 400 should be used.
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4. **PAGINATION:** Pages shall be numbered consecutively through the thesis, including appendices, but excluding photographs and/or diagrams which are not embodied in the text. Page numbers shall be located centrally at the bottom of the page,approximately 10 mm. above the edge.
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1. **TABLE OF CONTENTS:** The table of contents shall immediately follow the title page.
2. **SUMMARY:** There shall be a summary of the thesis of approximately 300 words.