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| **Ref: RDSS (Jan 2024)** |



# Submission and Receipt of Research Degree Thesis

\*Registry will send copies to the examiners within 5 working days of receipt of the thesis, **provided that:**

**i)** examination arrangements have formally been approved and submitted to Registry, **ii)** that the thesis meets with the regulations in terms of presentation and word length **iii)** that the thesis contains evidence of ethical approval and any amendments to that approval, in the form of an approval letter(s), from the relevant ethics panel, **iv)** the student is fully enrolled and **v)** there are no outstanding academic fees to pay.

The date of formal submission of the thesis will be the date of receipt of the thesis in Registry, provided that the above conditions have been met. When a thesis is submitted and does not meet the conditions outlined above, the thesis will be lodged until all conditions have been met.

**If examination arrangements are not in place, the student should contact their Director of Studies (DoS) as a matter of urgency.**

## **TO BE COMPLETED BY THE CANDIDATE**

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| **Name:** |  |
| **Title of thesis:** |  |
| **Award Sought:** | Choose an item. |
| **Word Count:** *For word count information please see relevant section in regulations that apply to award sought:**9.11 Regulation for the Degree Award Master of Philosophy/Doctor of Philosophy effective Aug 2023. 9.11 Regulations for the Degree Award Professional Doctorate effective Aug 2023* *4.14 Regulation for the Degree Award PhD by Published Work effective Aug 2023.**8.11. Regulation for the Degree Award of Doctor of Medicine (MD).* |  |

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| **Collaborating Institution/Agency:** Did the research project involve work, or support from, external University, Institute or Company? (Please tick) | **Yes** [ ]  **No** [ ]  |
| If **YES**, has the collaborating institution/agency had sight of the finished thesis? |  |

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| I confirm that:* the above word count is accurate and **does not** exceed the maximum length set in the regulations. [ ]
* I am fully enrolled and do not have any outstanding academic fees to pay. [ ]
* the thesis contains evidence of ethical approval from the relevant ethics panel. [ ]

If you are submitting your thesis against supervisor(s) advice you do so at your own risk. Any complaints about supervision or disagreements with supervisor(s) over thesis submission do not constitute grounds for appealing against an examination decision. There will be no change in supervision, should the examination outcome require revisions.*Candidate Date*  |

## **TO BE COMPLETED BY THE DIRECTOR OF STUDIES**

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| I confirm that this copy of the thesis conforms to accepted standards of coherence, structure, and presentation and in that respect is fit to be submitted for examination. *Director of Studies Date*  |

## **TO BE COMPLETED BY REGISTRY**

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| **Date of receipt of the above thesis in Registry:** |  |
| **Number of copies received:**  |  |
| **Thesis received by (name):**  |  |
| **Examination arrangements in place:**  |  **Yes** [ ]  **No** [ ]  |
| **Word count within regulations:**  |  **Yes** [ ]  **No** [ ] If unsure, please see relevant section of regulation noted above. |
| **Thesis contains evidence of ethical approval:** | **Yes** [ ]  **No** [ ]  |
| **Student is fully enrolled:** | **Yes** [ ]  **No** [ ]  |
| **Outstanding academic fees to pay:** | **Yes** [ ]  **No** [ ] If unsure, please check with the Finance department. |
| **Thesis will be issued to examiners within 5 days:**  |  **Yes** [ ]  **No** [ ]  |