

Appendix 10: Submission of the Thesis

All copies of the thesis must be submitted to Registry Services, accompanied by a 'Submission and Receipt of Research Degree Thesis Form'. Theses that do not meet the requirements detailed below will not be accepted and will be returned to the student.

To successfully submit a thesis, a student must ensure they are currently enrolled, and that they have no outstanding academic fees to pay (outstanding fees or enrolment may cause delay to the thesis being sent for examination).

The thesis may not contain work that has been previously submitted for another award.

The thesis shall include a statement of the student's objective and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.

The thesis will include evidence (in the appendix) that the appropriate ethical approval has been granted.

The thesis title is approved when RASC appoints the examiners. Any request to change the title after this point must be made in writing to RASC and before the thesis is submitted for the viva.

Research Degrees Involving Creative Work

A student may undertake a programme of research in which the student's own creative work forms a substantive part of the intellectual enquiry. Such creative work may be in any field (for instance, art, design, engineering and technology, architecture, creative writing, musical composition, film, dance, and performance), but shall have been undertaken as part of the registered research programme. In such cases, the presentation may be partly in other than written form.

The thesis will comprise creative work and an associated commentary or documentation will form the thesis. The commentary, setting the creative work within its relevant theoretical, critical or design context, shall conform to the usual scholarly requirements and be of appropriate length.

For a PhD involving creative writing, the creative component will be volume or book length to suit the genre (e.g. novel, collection of poetry or stories, play, biography). The final submission shall be accompanied by a permanent record of the creative work, to be submitted in digital format (as for example, webpage, video, photographic record, CD, DVD, musical score, diagrammatic representation).

The application for approval of the examination arrangements shall contain a statement as to the scope and nature of the creative work and advice on how it will be demonstrated during the examination.

Preparing to Submit

Once a thesis is formally submitted, it will be forwarded to the examiners without amendment. Students shall be responsible for deciding whether to submit the thesis for examination. This decision should take account the opinion of the supervisory team who should see the entire draft submission at least two months before the intended submission date to advise about any final changes that need to be made and whether the thesis is at a stage when submission is appropriate.

Although a student would be unwise to submit the thesis for examination against the advice of the Director of Studies, it is their right to do so.

An opinion that the thesis is ready for submission must not be taken as a guarantee that a degree will be awarded and a decision to award a degree rests wholly with the examining team.

The supervisor has the right to record onto the 'submission and receipt of research degree thesis form' that they do not support submission of the thesis in its current form.

Students who submit their thesis against supervisor(s) advice do so at their own risk and will be asked to sign a statement acknowledging:

- a) That in submitting their thesis against supervisor(s) advice they do so at their own risk.
- b) That any complaints about supervision or disagreements with supervisor(s) over thesis submission do not constitute grounds for appealing against an examination decision.
- c) That there will be no change in supervision, should the examination outcome require revisions.