

## 3L.1 SUBMISSION OF THESIS/DISSERTATION POLICY AND PROCEDURE FOR RESEARCH DEGREES

### THE THESIS

- i. The thesis embodying the results of the candidate's research, together with an abstract of it, may be sent to the Registry Officer at any time after the beginning of the final term of the prescribed period of study. The thesis must be accompanied by a completed 'Notice of Intention to Submit a Thesis for a Higher Degree' form.
- ii. The thesis shall be written in English unless prior permission has been obtained. Reference to sources shall be made in such a manner as to be readily identifiable. A list of books and other sources used to prepare the thesis shall be included in it. The literary form of the thesis must be satisfactory and the text free from typographical errors. It should be suitable for publication in whole or in part, either as submitted or in amended form. (See Rules for the Form and Submission of Theses for Higher Degrees.)

### NOTICE OF INTENTION TO SUBMIT A THESIS

- iii. Some months prior to the intended submission date for a thesis, the candidate and supervisor should begin to consider the matters raised in the 'Notice of Intention to Submit a Thesis for a Higher Degree'. A fully completed and signed copy of the 'Notice of Intention to Submit' form must be submitted to Registry in the week before the copies of the thesis are delivered there, or, at the latest, actually with the copies of the thesis.
- iv. The examination process can only go forward once the Registry Officer has received the form, and candidates should bear this in mind during their final work to complete their theses, so as to avoid delays. Care should be taken in relation to the section 'Retention of Thesis'. It is normal that a successful thesis is made widely available to other scholars and researchers, for the good dissemination of knowledge, and this is in fact required by most of the research councils as a term of their funding. Exceptionally a candidate may request that access to his/her thesis be restricted. The most likely acceptable reasons are:
  - a. it is intended to be published in a book or a journal form at a future date and it is reasonable that it should be withheld until that date or two years from this date, whichever is sooner
  - b. the contents constitute a trade secret, or its disclosure would be likely to prejudice the commercial interests of any person;
  - c. disclosure would be likely to endanger an individual's health or safety;
  - d. publication would cause the candidate or third parties mentioned in the text to be open to persecution eg racial, ethnic, political.
- v. If the student wishes to apply for restriction of access this would be done via completion of the 'Restriction on Access' form detailing the reasons for the application and the period for which the restriction is required. The Research Officer should bring the application to the next Research Committee for approval

## **FINAL OR NEAR-FINAL DRAFT**

- vi. In order for Section D of the 'Notice of Intention to Submit a Thesis for a Higher Degree' to be signed, the supervisor should have been able to see a final or near-final copy of the thesis in a timely way before the intended submission date. The candidate should submit three copies of the thesis (two wire/comb bound, and one unbound) to the Registry Officer. The form and content of the thesis shall conform to the 'Rules for the Form and Submission of Theses for Higher Degrees'
- vii. A candidate shall not be permitted to submit as his/her thesis a thesis which is being submitted for a degree in another university or for which a degree has already been conferred on him/her in this or any other university. A candidate shall not be precluded, however, from incorporating work which s/he has already submitted for a degree in this or any other university, or work which has been published previously, provided that:
  - a. he/she indicates which work has been so incorporated;
  - b. the work must **not** have been published in the same form as it appears in the thesis.

## **EARLY SUBMISSION**

- viii. A thesis may not normally be submitted until the end of the prescribed period of study. Early submission requires the approval of the Research Committee, to whom application may be made via the Research Officer in the area of study.

## **APPROVAL OF EXAMINERS**

- ix. Section B of the 'Notice of Intention to Submit a Thesis for a Higher Degree' must be completed giving the names of the recommended internal examiner and confirming the name of the approved external examiner (recorded on the 'External Examiner Nomination and Approval Form: Higher Degrees and Research Degrees'). Section B must be signed by the supervisor and the Research Officer, and then returned to the Registry Officer. The regulations for the approval of examiners are given in Section M.

## **SUBMISSION**

- i. A candidate must submit to the Registry Officer:
  - a. Three copies of the thesis in the required form, including the title page and abstract. Two copies should be soft-bound (e.g. wire/comb bound), and the third should be unbound.

- b. A statement showing what part, if any, of the material offered has previously been submitted by the candidate for the degree in this or any other university, and if joint work is submitted, what part of it is the candidate's independent contribution. The usual form of this declaration of originality will be:

*I hereby declare that my thesis/dissertation entitled . . . is the result of my own work and includes nothing which is the outcome of work done in collaboration except as declared in the Preface and specified in the text, and is not substantially the same as any that I have submitted, or, is concurrently submitted for a degree or diploma or other qualification at the University of Buckingham or any other University or similar institution except as declared in the Preface and specified in the text. I further state that no substantial part of my thesis has already been submitted, or is concurrently submitted for any such degree, diploma, or other qualification at the University of Buckingham or any other University or similar institution except as declared in the Preface and specified in the text.*

**Signature:**

**Date:**

- ii. It is the student's responsibility to ensure that each copy has been accurately and fully copied and properly collated. Where this has not been done, and work is required by the Registry Officer, a charge for any such work may be imposed. These rules also apply to resubmission and also to major modifications not amounting to resubmission.
- iii. The Registry Officer is responsible for sending the thesis, together with 'Instructions to Examiners for Higher Degrees' and the report forms, to the internal and external examiners. The examiners' report and final recommendation, together with the copies of the thesis, should be returned to the Registry Officer. The Registry Officer is responsible for ensuring that due internal process is carried out with regard to the examiners' final recommendation. The Registry Office communicates the final result to the candidate.
- iv. If the degree is awarded, the Registry Officer will arrange for the binding of the copy of the thesis to be deposited in the library; one of the comb-bound copies will be deposited with the Department; and one copy will be retained by the first supervisor. If a candidate is successful, the unbound copy of the thesis will be bound in boards with a blue cloth back and bear the name of the candidate, the style of the degree, and the year of submission upon successful examination and will be deposited in the University Library. Of the two soft-bound copies, one will be retained by the candidate's supervisor, and one will be retained by the Department.
- v. If the thesis requires modification or resubmission prior to the award of the degree, one copy of the thesis as originally submitted will be returned to the student, but the other two copies may be retained by the University in order to ensure that any modifications or changes have been made in accordance with the examiners' advice. When the modifications have been made the student must resubmit a further three copies incorporating the modifications as outlined in the Rules for the Format of Theses.