

**PLEASE READ CAREFULLY BEFORE COMPLETING**

CHANGE TO FORMAT OF SUBMISSION

APPLICATION FOR EXAMINATION OF AN ALTERNATIVE FORMAT THESIS/DISSERTATION FOR:

Degrees in the Faculty of Graduate Research

Please complete this form electronically[[1]](#footnote-1). This form should be used for considering applications to prepare theses in alternative formats both for applicants and registered students.

PART A - To be completed by the Candidate

I, (Name *in full*),

Student Number (where applicable):

Degree of:

in the College of:

Title of thesis/dissertation:

wish to propose that my thesis be submitted in the following format:

I certify that in doing so I believe I will be enhancing the value of my thesis.

Student Signature:

Date:

**PART B - To be completed by the (proposed) Supervisor(s)**

1 [x]  I certify that I consider the format for this thesis appropriate to the stated area of research, and that I have the necessary expertise to supervise it.

2 [x]  I certify that, to the best of my knowledge, it ought to be possible to appoint an exam board to assess the thesis in this format.

Will this thesis require assessment by the examiners on more than one occasion i.e. will any form of continuous assessment be involved (e.g. to assess an evolving series of drama productions)? If yes, please state the likely requirements for the examination:

Format of submission:

*(Specify the format in which submission must take place)*

Will this be accompanied by a commentary?

*(A commentary is required if the thesis will fall under format B.)*

1. *the presentation of part or all of the thesis in an alternative format e.g. it may be a multimedia document (e.g. an element or the thesis in its entirety, which is presented in a format appropriate perhaps for presentation at a conference)*
2. *A constructed text such as a piece of art, or a record of professional practice in the form of a series of case-studies, which must be accompanied by a commentary*

Guidelines for submission:

*(specifying any requirements for how it will be submitted, i.e. in what format will submission to examiners take place and in what format will the final submission into ERIC take place, if in doubt that the work is available in an appropriate format the matter should be raised with the ERIC administrator who will confirm what will be the best format to submit in, however most formats are supportable.)*

1st Supervisor Signature Date

Name:

2nd Supervisor Signature Date

(If applicable)

Name:

Please send this form to your College’s Graduate Research Administration Office, who will liaise with the Dean of the College and Faculty Support and Policy Development to consider this request.

College Graduate Research Administration Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­­­ \_\_\_\_\_\_\_\_\_\_\_

Dean of College: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­­­ \_\_\_\_\_\_\_\_\_\_\_

To the supervisor:

* Following approval you must prepare early for nomination of the examiners, to ensure that an examiner may be appointed who will be able to examine it in the alternative format, upon discussion of the nomination it should be made clear to the examiner the format in which they will receive the thesis, and they should confirm that they are happy to examine it in that format.

To the student:

* You must upload a copy of this form to your MyPGR record.
* You must append a copy of this form to your thesis Submission Form.
1. There is no need to provide a hard-copy of this form with signatures, providing that the email trail to which the form is attached evidences approval appropriately. [↑](#footnote-ref-1)