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**PLEASE READ CAREFULLY BEFORE COMPLETING**

SUBMISSION FORM

FORM OF APPLICATION FOR EXAMINATION OF A THESIS/DISSERTATION FOR

DEGREES IN THE FACULTY OF GRADUATE RESEARCH

PART A - To be completed in FULL by the Candidate (please use BLACK INK or TYPE)

|  |  |  |  |
| --- | --- | --- | --- |
| Name *(in full)* |  | |  |
| Student Number |  | | |
| Submit myself for examination for the degree of |  | | |
| In the Faculty of |  | | |
| Title of thesis/dissertation |  | | |
| Date of initial registration for the degree |  | | |
| I am in receipt of a loan from Student Finance England for this programme of study | Yes/No | | |
|  |  | | |
| Number of files to upload (including format)  Theses should be uploaded as 1 PDF wherever possible |  | *E.g.* ***Total 4 documents:***  *1x PDF Thesis, 1x Excel Appendix, 2x Word Appendix* | |
| Thesis printing instructions  *We will offer to send a printed copy of your thesis to your examiners. Please state any special printing instructions in terms of colour printing for applicable pages of your thesis.* |  | *E.g. Print pages 12, 13, 25 and 47 in colour.* | |

1 I will submit 1 electronic copy of the thesis/dissertation for examination. I understand the submitted copy will be shared with the examiners for the purposes of the examination process only.

1. I confirm the thesis is in a form prescribed in the University’s [Statement of Procedures: Presentation of Theses/Dissertations for Degrees in the Faculty of Graduate Research](http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Jpgthesis.pdf) and embodies the results of research on which my candidature for the degree is based.
2. I confirm I have read the [Handbook for Examination of Postgraduate Research programmes](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgrexaminations/)
3. I confirm I have read the [Statement of Procedures: Periods of Registration and Changes to Registration Status for Graduate Research Students](http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Gpgrregproc.pdf)
4. I certify that the thesis/dissertation submitted does not include any material for which a degree has previously been conferred upon me and that I have identified any work which is not my own.
5. I understand that the decision on my thesis/dissertation rests with the examiners alone and that a favourable view from my supervisor(s) cannot guarantee the award of the degree for which I am being examined.
6. I understand that the award of my degree will not be conferred until I have satisfied the requirements for final submission after examination, as set out in the above *‘Statement of Procedures – Presentation of Theses/Dissertations for Degrees in the Faculty of Graduate Research’*.
7. I agree that the University will regard the electronic version of my thesis, as submitted to the University’s online repository [ORE](http://as.exeter.ac.uk/library/resources/openaccess/ore/), as the definitive copy. Please note the University is a participating institution in the British Library’s [EThOS](http://ethos.bl.uk/Home.do;jsessionid=89B7E02965C9B187E68CF4CC6A12EEFC) service and a copy of your ORE submission will be shared with them (subject to any existing embargoes). For further information see <http://as.exeter.ac.uk/library/resources/openaccess/e-theses/>

***\* Tick relevant boxes***

9a  \* I wish to place an embargo on my thesis to be made universally accessible via ORE, the online institutional

repository, for a standard period of 18 months because I wish to publish papers using material that is

substantially drawn from my thesis. (NB: This option is only available if submitting electronically and will take

effect from the date the thesis is uploaded to ORE)

9b  \* I wish to place an extended embargo on my thesis and withhold consent for my thesis to be publicly available on ORE or to the British Library until (maximum 5 years initially)

for the following reason(s) **#:**

**# A letter or email from your supervisor supporting the embargo must be attached.**

*N.B: see* <https://www.exeter.ac.uk/students/administration/examsandassessment/pgr/e-theses/embargo/>

*Unless an embargo is requested your thesis on ORE will have universal online accessibility.*

*An extended embargo may be required if your thesis contains any of the following:*

* + *unprotected intellectual property which you, your sponsor or any other 3rd party has the intention to use*
  + *sensitive information that may need to be withheld from public view*
  + *commercially sensitive material that may belong to your project sponsor*

*Please contact* [*pgradmin@exeter.ac.uk*](mailto:pgradmin@exeter.ac.uk) *if you require any further advice.*

**Attendance of the Supervisor at the Viva**

10  I would like to invite the following Supervisor to be in attendance at my viva voce exam:

Name of nominated Supervisor:

*Note: Only one member of the supervisory team may attend the viva and this should normally be the 1st (lead) supervisor. They will be present as an observer only. Please refer to the* [*Handbook for Examination of Postgraduate Research Programmes*](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgrexaminations/) *for the full regulations governing the attendance of a Supervisor at a viva.*

*Please also note that it may not always be possible for your supervisor to attend your viva.*

**Viva Availability**

11  Please confirm below any forthcoming dates when you will be unavailable to attend a *viva voce* exam during standard working hours e.g. due to pre-booked hospital appointments, religious observances, jury duty etc, Students are expected to be flexible to accommodate the *viva* arrangements and a restriction on dates could lead to a delay in the viva.

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**Individual Learning Plan (ILP) - if applicable**

12a  I have agreed an ILP with the University’s [Wellbeing Services or with an AccessAbility Advisor](https://www.exeter.ac.uk/students/wellbeing/accessability/support/) and would like the contents to be considered in accordance with the regulations governing [Assessing Candidates with Disabilities](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgrexaminations/#assessing).

12b  I will be applying for an ILP or an updated ILP with the University’s [Wellbeing Services or with an AccessAbility Advisor](https://www.exeter.ac.uk/students/wellbeing/accessability/support/). Once agreed, I would like the contents to be considered in accordance with the regulations governing [Assessing Candidates with Disabilities](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgrexaminations/#assessing).

**To be completed in full by the Candidate:**

***Please ensure that your contact details are up to date in iExeter and check your University account regularly during the examination process.***

***Scanned signatures will be accepted or an email from the signatory in lieu of an original/scanned signature.***

|  |  |
| --- | --- |
| Name in full (print) |  |
| Signature |  |
| Date |  |

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

***Please check with your Faculty Office that you are correctly recorded in SITS as the 1st Supervisor (S1) or 2nd Supervisor (S2) and that the percentage weighting is also correct. This information will be used for the REF.***

**Confidentiality Agreement:**

It is a requirement of the project sponsor that the contents of this thesis/dissertation are not made publicly available due to commercial sensitivities. *If selected, the External Examiner will be sent a confidentiality agreement form to sign by the PGR Administration Office prior to receiving a copy of the thesis/dissertation.*

Please tick A1 or A2 as applicable.

A1  I certify that I have seen and commented on a copy of the draft thesis/dissertation *(see 1.13 of the Code of Good Practice - Supervision of Postgraduate Research Students)*

A2  For submissions by Publication: I certify that the thesis/dissertation meets the requirements of the University Regulations governing degrees by Publication and that I have seen and commented on a copy of the draft thesis.

B I certify that the student is aware of the following Teaching Quality Assurance Manual Codes of Good Practice and Statements of Procedure:

* [*Code of Good Practice: Supervision of Postgraduate Research Students*](http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf)
* [*Statement of Procedure: Presentation of a Thesis/Dissertation for degrees in the Faculty of Graduate Research*](http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Jpgthesis.pdf)
* [*Handbook for Examination of Postgraduate Research programmes*](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgrexaminations/#exam)

C Attendance of the Supervisor at the Viva – please refer to Part A, point 10.

*Supervisors should make every effort to attend a student’s viva if invited to do so and must contact the Internal Examiner to be included in the viva arrangements. Only one member of the supervisory team may attend the viva and this should normally be the 1st (lead) supervisor. They will be present as an observer only. Please refer to the* [*Handbook for Examination of Postgraduate Research programmes*](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgrexaminations/#exam) *for the full regulations governing the attendance of a Supervisor at a viva.*

***NB: If the student has requested an extended embargo by ticking box 9b above please attach your letter or email of support or email*** [***pgradmin@exeter.ac.uk***](mailto:pgradmin@exeter.ac.uk) ***directly.***

***Scanned signatures will be accepted or an email from the signatory in lieu of an original/scanned signature.***

|  |  |
| --- | --- |
| 1st Supervisor signature (or email confirmation) |  |
| Print Name |  |
| Date |  |
| 2nd Supervisor signature (or email confirmation) |  |
| Print Name |  |
| Date |  |