

## Electronic Thesis Submission - Temporary Policy in Response to Impact of Coronavirus Outbreak

### Context

This policy statement covers the submission of postgraduate research theses and dissertations<sup>1</sup> by electronic means only and is intended for application during the period when access to University campuses is restricted, making physical submission impossible or difficult. This policy replaces the arrangements specified in the [‘Presentation of theses/dissertations for degrees in the Faculty of Graduate Research: statement of procedures’](#) with regard to temporary bound copies of the thesis for examination, including but not limited to those specified in Sections 5, 8 and 9. It will be reviewed after three months and may be amended in part or in full to meet changing requirements at that time.

All other requirements governing the presentation and submission of theses remain as stated in the examination regulations [Handbook for Examination of Postgraduate Research programmes](#), [‘Presentation of theses/dissertations for degrees in the Faculty of Graduate Research: statement of procedures’](#).

Theses must be prepared as defined in section 5. [‘Presentation and Arrangement of Theses/Dissertations’](#) and presented electronically as a PDF file. Where a hard copy of the thesis is required by the examiners the University will be responsible for its production, provided that the student’s PDF file conforms to the stated formatting requirements. Supporting material such as datasets, visual or audio material, if applicable, may be submitted electronically as supplementary files in any standard file format.

This policy applies to the submission of all theses and dissertations, including major amendments, minor amendments and resubmissions.

Students who have any concerns with regard to electronic submission of their thesis should discuss these with their supervisory team, and may also seek more information from the PGR Support Team via [pgradmin@exeter.ac.uk](mailto:pgradmin@exeter.ac.uk). Students are not required to submit their thesis electronically, but should note that as electronic submission is the only option currently available this will delay their thesis submission. If delaying the submission (for first examination) or resubmission of their thesis means that they will not be able to submit their thesis within their required time-frame it is important that they seek advice from their College PGR Support Team with regard to applying for an extension or deferral as appropriate.

### Procedure

- PGR Administration will provide candidates with written guidance explaining how and where to upload their PDF thesis and supplementary material.
- Once the thesis has been uploaded, the student will no longer have access to amend it. Theses will be held securely on the University’s SharePoint site and all access to the documents will be managed by the PGR Administration team.
- Theses will be provided to examiners electronically through a secure portal. They might also be printed and provided to examiners in hard copy, if requested. Examiners will be required to hold the documents securely and destroy all electronic and printed copies of theses in their possession when the examination process is complete.

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<sup>1</sup> For the purposes of this policy statement, the use of the terms “thesis” or “theses” also constitutes reference to dissertation or dissertations where this is the pertinent requirement of the programme in question.

- Failure to adhere to the specified formatting requirements may delay the examination process.
- Where appropriate, examiners will be asked to sign a confidentiality agreement prior to receiving theses electronically or in hard copy. If this creates a delay in sending a thesis, the student will be informed.

When resubmitting a thesis for a second examination, a fee must also be paid before the files will be provided to examiners. The details of when and how to do so will be provided by the PGR Administration office.

- With regard to recommendations of further work required the Board of Examiners' report must provide a record of written feedback to the student including any additional work required, in accordance with the requirements set out in section 8.9 of the ['Handbook for Examination of Postgraduate Research programmes'](#).

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7<sup>th</sup> August 2020