

14. Submission of Thesis and Any Other Work

14.1 The thesis must be presented in accordance with the requirements of Regulation 15.

14.2 It is the responsibility of the student to ensure that the thesis and/or any other work is submitted to the Graduate School Office within the maximum period permitted to the student under Regulation 7.1.

14.3 The thesis must be the result of the student's own work. The requirement does not preclude a student obtaining limited assistance with proof reading. When such help is obtained it must be with the prior approval of the supervisor who must be satisfied that the spirit of the 'own work' requirement is not breached.

If a student employed a professional proof-reader for their research thesis the following definition applies:

A proof-reader may only ensure that the meaning of the author is not misrepresented due to the quality and standard of the English used. This can include correcting spelling and basic grammar errors. Inaccuracies in academic content should not be corrected.

14.4 For the oral examination, the student should forward onto the Graduate School Office as many identical copies of the glue-bound thesis as there are examiners, and must bring to the oral examination a further identical copy for his/her own use. If under Regulation 17.4 the student has requested his/her supervisor to be present then a further copy shall be provided to them. The theses shall adhere to Regulation 15.6.

14.5 In addition to the printed copies students will be required to submit an electronic copy of the thesis which is identical in content to the printed version for computerised analysis according to the procedure defined by the Graduate School Office.

14.6 The submission of the thesis shall be accompanied by a statement on form VIVA DECL, which covers the originality of the work and its compliance with the requirements regarding registration.

14.7 It is the right of the student to submit their thesis for examination against the advice of their supervisory team. However, in such circumstances it is likely the University will seek advice from an independent internal assessor prior to dispatching to the examination team. The Director of the Graduate School upon advice from the Faculty Head of Research Students holds the right to decide the thesis is not ready for examination or to allow the thesis, in the case of PhD theses to be examined for MPhil. In such circumstances the student may be given a final opportunity to revise the thesis.

14.8 No student shall attempt to contact examiners or potential examiners concerning the examination or concerning any matter which could affect the examination.

14.9 After successful completion of all stages of the examination, one hard bound copy and an electronic copy of the thesis shall be submitted to the Graduate School Office in partial fulfilment of the conferment requirements and this shall adhere to all the requirements of Regulation 15.6.

14.10 A student must include in the submission the text of any published work produced as part of the programme of work, of which he/she is the author, provided that;

- a) the work is relevant to the submission; and
- b) the text contains details of the publication.

Reports on work relevant to the submission, which had been carried out before a student's registration for the degree, can be appended to the submission, appropriately annotated, if this is necessary to make the submission complete and understandable.