## Notification of intention to submit

### Scope
All full and part-time research students, including those registered on a validated research degree programme, who are three months from submitting their thesis, academic staff with a responsibility for the supervision and examination of research students and administrative staff who have a role in supporting academic staff in their role. Additionally, all internal and external examiners with a responsibility for examining research students.

### Senate Regulations:
- Regulation 24 – Doctoral Programmes
- Regulation 23 – Masters Degree by Research

### Date approved/re-approved
APPSC 22 April 2009, minor updates Education Committee 15 June 2012

### Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Graduate School Committee, as required.

**To be read in conjunction** with Section 9 of the University's Quality Manual, in particular the following:
- Policy on the Appointment of Examiners
- Policy on the Submission and Resubmission of Thesis
- Policy on the Viva voce or oral examination
- Guidance on Examiners' Duties
- Notes for Students on the Viva voce examination.

### Equality and Diversity statement
City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
Notification of Intention to Submit

The following should be read alongside the University's Regulations for Doctoral Programmes and Masters Degrees by Research and the Framework for Research Degrees Provision.

The University's Research Degree Framework and Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to students.

Principles

- Students must give at least 3 months’ notice of intention to submit before submitting their thesis for examination. This will allow for examiners to be appointed and arrangements for the viva to be made in preparation for the actual submission;

- Students are required to sign a Notification of Intention to Submit form in order to testify:
  - that the thesis is their own work;
  - that the material has not already been submitted in fulfilment of the award of any other Degree or qualification.

- Notification of intention to submit should be in consultation with the supervisor(s);

- A student may indicate readiness to submit their thesis without the support of their first supervisor. In this case, the supervisor is asked to indicate in writing why they do not support the submission at the given time.