Submission and Resubmission of Thesis

Scope
All full and part-time research students, including those registered on a validated research degree programme, 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.
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The following statements should be read alongside the University’s Regulations for Doctoral Programmes and Masters Degrees by Research. They should also be read alongside the University’s Regulations on the Physical Format, Binding and Retention of Theses. They are intended to provide further clarity on the policies and processes that assure the quality and enhancement of research degree provision across the University and which are outlined in the Framework for Research Degrees Provision.

The University's Research Degree Framework and Regulations apply equally to partnership provision unless different arrangement 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.

Submission of Thesis

Principles

- Students may submit their thesis at any time between the completion of the prescribed minimum and maximum periods of candidature permitted by the regulations for the degree on which they are registered. Students may apply for an extension of candidature should it not be possible to submit the thesis within the maximum period of study;

- The initial submission of the thesis should be in a temporary soft bound form in order to ensure that examiners do not feel constrained about recommending minor revisions which will improve the overall quality of the thesis in its final version;

- Three copies of the thesis should normally be submitted;

- The submission must be accompanied by a thesis receipt form which is usually signed by both the student and the first supervisor. The student signs to testify the following:
  - that the thesis is their own work;
  - that the material has not been submitted in fulfilment of the award of any other Degree or qualification.

  The first supervisor signs to testify the following:
  - that the student has met the minimum period of candidature
  - that the thesis is the work of the candidate;
  - that the thesis is suitable in presentation and content for onward submission to the appointed examiners

- A student who wishes to submit their thesis without the support of their first supervisor must submit the completed portion of the thesis receipt form to the Senior Tutor/Director of Research. The Senior Tutor/Director of Research will obtain written confirmation from the first supervisor of their advice not to submit.

Resubmission of Thesis

Principles

- A student may be required to carry out amendments to their thesis before they may be awarded the degree. Examiners may recommend either minor or major amendments;

- Students are normally given six months in which to complete minor amendments unless the examiners have specified otherwise. Students are normally given twelve months in which to complete major amendments unless the examiners have specified otherwise;
Students may request an extension to the period in which they are required to re-submit their thesis for further examination should circumstances arise where they are unable to meet the deadline. Students should apply to the Senior Tutor/Director of Research for an extension at least three months ahead of the date by which the thesis is due to be resubmitted and should provide any relevant information, including appropriate documentation, in support of their application. The Senior Tutor/Director of Research should seek the approval of the examiners before any extension is approved.

Minor amendments

- Students must submit an outline of any minor amendments to the School/Departmental research administrator who will forward the amendments to the relevant examiners according to the joint report for approval.

Major amendments

- Students must resubmit the original thesis with the major amendments attached or a new revised thesis with the major amendments incorporated into the thesis to the School/Departmental research administrator. The option for students to resubmit the old thesis with the amendments attached is to prevent them incurring additional expense. The School research administrator will forward the amendments to the relevant examiners according to the joint report for approval;
- Students are required to sign another Thesis Receipt Form and to reobtain the signature of their supervisor when they resubmit their thesis.

Final submission

- Students must submit a hard copy of their thesis upon written confirmation from the examiners that any amendments have been completed to their satisfaction. Students are also invited to submit an electronic copy of their thesis to be retained in the University Institutional Repository and to be entered into EThOS through the British Library. Students must sign a Thesis Deposit Agreement confirming that they accept that the thesis will be submitted to the University Institutional Repository and that the thesis will be made available through EThOS.