

Notice of Intention to Submit (or resubmit) A Thesis for Examination



THE UNIVERSITY
of EDINBURGH

**Send to the Secretary of the appropriate College Postgraduate Studies Committee at
least two months before the date of submission**

The Degree of <i>(Doctorate, MPhil, MSc by Research, LLM by Research)</i>			
in the College of <i>(delete which colleges are not applicable)</i>	<i>Arts, Humanities & Social Sciences / Science & Engineering / Medicine & Veterinary Medicine</i>		
Name in full: <i>(initials not sufficient)</i>			
Matriculation number (UUN):	S	School/Deanery	
Title of thesis <i>(the exact wording which will appear on your thesis)</i>			
Joint PhD Programme:	YES / NO (delete as appropriate) If Yes, please state		
Have you been employed as member of UoE staff at any time during your research degree: <i>(this does not include tutor or demonstrator role)</i>	YES / NO (delete as appropriate) If Yes, please state role/dept.		
I confirm all my address and contact details are up to date in MyEd <input type="checkbox"/>			
For Edinburgh College of Arts only			
Please specify programme type:		Practice / Theory (delete as appropriate)	
Reasonable Adjustments Supervisors are responsible for communicating relevant adjustments to the Chair of the oral examination. If you would like to make the Examiners aware of any relevant adjustments or need adjustments for the viva voce, please discuss with your Supervisor who will then pass this onto the Examination panel or Graduate School as appropriate.			
Date:		Signature:	
Print full name:			

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Students must inform their Supervisor of their intention to submit

(Instead of a signature we can accept an email from the supervisor confirming the student has discussed their notice of intention to submit.)

For completion by (Principal) Supervisor

I confirm that the above named student has discussed with me their intention to submit their thesis

Date:

Supervisor's
signature:

Print full name:

1. Full details of the regulations relating to submission of thesis can be found in the Assessment Regulations for Research Degrees which are available via <https://registryservices.ed.ac.uk/academic-services/policies-regulations/regulations>
2. This form, duly completed, together with the form "Access to a Thesis and Publication of Abstract" and one copy of the "Abstract of Thesis" form should be sent to the Secretary of the appropriate College Postgraduate Studies Committee at least two months before the date of submission. Students will not be examined if they remain in debt to the University, and any outstanding fees should be paid to the Fees Office.
3. The attention of students is drawn to the following University regulations governing submission of theses:

Regulation 17.1 (submission for assessment): "The thesis, containing an abstract and lay summary, must be submitted to the relevant College Office. Only the submission sent by the College Office is assessed by the examiners."

Regulation 32: "Where material is to be included in a thesis, research project or dissertation has been published before the thesis, research project or dissertation is submitted, the student must acknowledge the fact of such publication."

Regulation 34: "Every student must incorporate a signed declaration in the thesis, research project or dissertation submitted for assessment, stating:

- (a) that the thesis, research project or dissertation has been composed by the student, and
- (b) either that the work is the student's own, or, if the student has been a member of a research group, that the student has made a substantial contribution to the work, such contribution being clearly indicated, or
- (c) that the work has not been submitted for any other degree or professional qualification except as specified, and
- (d) that any included publications are the student's own work, except where indicated throughout the thesis and summarised and clearly identified on the declarations page of the thesis ."

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Regulation 44.5 (final submission after assessment): Further details on the submission of theses are available in the Code of Practice for Supervisors and Research Students and from the Edinburgh Research Archive (ERA) at <https://era.ed.ac.uk/> .

Document control

Related policies/regulations: Postgraduate Assessment Regulations for Research Degrees	
If you require this document in an alternative format please email Academic.Services@ed.ac.uk	Date last revised: 17.09.2024

K:\AAPS\D-AcademicAdministration\02-CodesOfPractice,Guidelines&Regulations\24-
MainReferencesCopiesPolicies\01-Current\Assessment BOE SCC & Feedback\Forms\NITS