

Notes of Guidance for Candidates for Research Degrees

Intention to Submit

Duration of Study

The regulations governing the minimum and maximum duration of study are contained in the University Regulations, Graduate Studies section. The duration of study is calculated from the date when the student first matriculated taking account of periods of part-time study and periods of approved suspensions from study approved by the Dean of Graduate Studies. Where the research has been undertaken on part-time basis or on a combination of full-time and part-time study, the Dean of Graduate Studies shall determine the maximum period of study permitted before submission of the thesis/dissertation. After the conclusion of the period of study as a full-time or part-time student, they shall matriculate as a thesis pending student. This status shall continue until submission of the thesis/dissertation.

Notification of Intention to Submit a Thesis for Examination

The College requires approximately three months to set up a Committee of Examiners appointed to examine a thesis/dissertation submitted for a higher degree by research. The form for this purpose is normally available from the Graduate School office or from the Graduate School web page. The candidate and the first supervisor should complete it at least three months before the completion date. Failure to provide the required notification of intention to submit will lead to a delay in the examination of the thesis/dissertation. Please note that students do not have 3 months from receipt of the Intention to Submit Form unless they plan to submit early.

Status of the signature of the Supervisor on the Intention to Submit form

The signature of the supervisor confirms that the work has been undertaken by the candidate in accordance with the regulations for the degree and that it is anticipated that it will be completed within the period specified. By signing the form, the supervisor is not expressing a view on the quality of the work. The supervisor may submit a report on any circumstances which arose in the course of the research which in their opinion should be made known to the Convener of the Committee of Examiners. The supervisor may also report if the thesis/dissertation has been submitted against their advice.

College of Social Sciences

Failure to Submit within the Time Specified

A financial penalty is imposed on a candidate who fails to submit a thesis/dissertation within the time specified on the form, Notification of Intention to Submit a Thesis. Details of the financial penalty are contained in the [University Regulations](#) under Annual Fees section 5.1.

Additional Fees

The annual fee covers registration, supervision of the research and examination. Additional fees are charged to certain categories of students and candidates who wish to resubmit a thesis/dissertation. Details of the additional fees are contained in the [University Regulations](#) under Annual Fees section 5.1.

Word Count

The regulations for some Colleges specify a maximum and a minimum number of words in the thesis/dissertation. If the thesis/dissertation does not comply with the regulations, the case for the longer or shorter length must be made by the candidate to the Dean of Graduate Studies in advance of the thesis/dissertation being sent to the Examiners.

Number of Copies

Three copies of the thesis/dissertation should be submitted to the Graduate School. A copy will be provided to each of the examiners and to the Convener of the Committee of Examiners. The copies may be soft-bound but must be sufficiently robust to survive postage and handling. An electronic PDF copy of the thesis/dissertation should also be submitted by the deadline.

It is important to ensure that additional papers are securely provided in a pocket at the back of the thesis/dissertation. It is not appropriate for the Supervisor or any other individual in the Department to send a copy of the thesis/dissertation in advance to the Examiners prior to the copy being sent with formal documentation by the Graduate School Administrator.

Please note that College of Social Sciences is currently processing electronic-only thesis/dissertation submissions. Please use the [University's file transfer system](#) to send your thesis/dissertation (as a PDF file) to the [Graduate School](#).