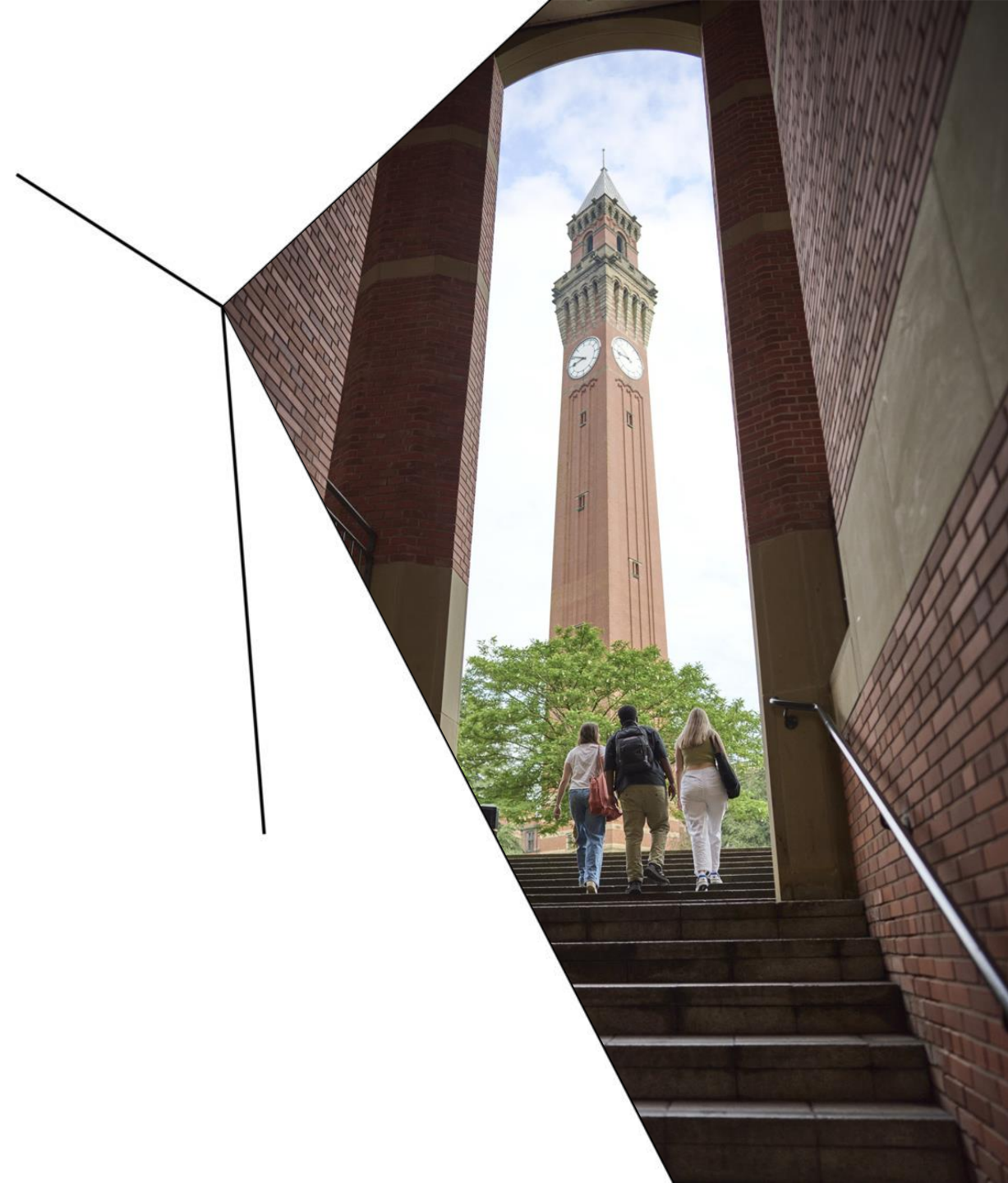


Preparing for your thesis submission

Research Student Administration
Registry
Academic Services



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Thesis examinations: regulations and deadlines

- The relevant regulation to look at is section 7 of the University regulations: Assessment, Progression and Award (7.4 Research Degree Programmes – Assessment and Award)
- There is also a code of practice on the assessment of research degree theses
- See our [page on regulations and codes of practice](#)

Do you know your submission deadline?

It is the **end of your maximum period of registration**

- You can find this at the top of your online GRS2 form or
- The 'programme' tab on online registration

For information on extensions to submission deadlines [see the extensions web page](#).



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Intention to submit

- Submit your Notice of Intention to Submit (NOITS) form **three months before** your proposed submission date
- Download the NOITS form from the [Notice of Intention to Submit web page](#)
- After you submit the NOITS form, we send a form to your supervisor so that they can nominate your examiners
- If you submit the NOITS form late this may delay your thesis examination
- If you believe your thesis contains material that shouldn't be shared online for a period of time, you will need to ask for access to your thesis to be restricted. Discuss this with your supervisor before submitting the NOITS form. You should make a request to restrict access at this point. You will find forms and guidance about restricted access on the NOITS webpage above.



Nomination of examiners

- Your supervisor is responsible for nominating your examiners and for filling in the nomination of examiners form
- The criteria for who can act as an examiner are set out in section 4 of the [code of practice on the assessment of research degree theses](#)
- Your supervisor should consult you on the choices of examiner (see section 2.4 of the code of practice on the assessment of research degree theses above).



Published papers and alternative format theses

You may include published papers in your thesis but please note that:

- the material you include from published papers must be integrated into the body of the thesis or included as an appendix
- the material must be identified as having been published in a paper and must be referenced.

Please see our [alternative format thesis guide](#) the section **Previously published or submitted work**.



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Thesis format

The Libraries and Learning Resources team has produced a [guide to formatting your thesis](#)

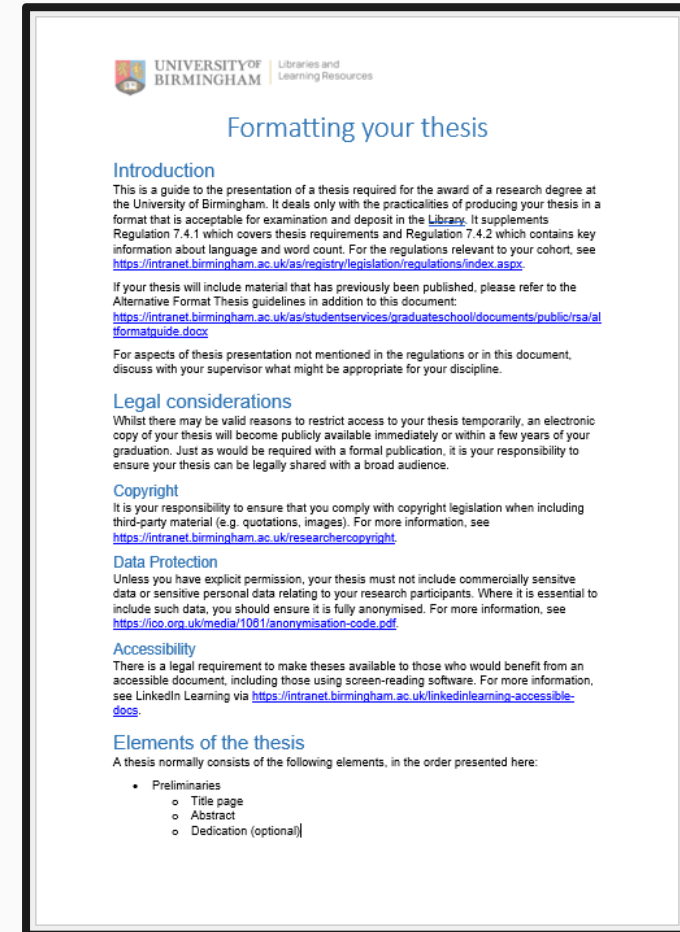
It includes information on:

- page layout and
- referencing

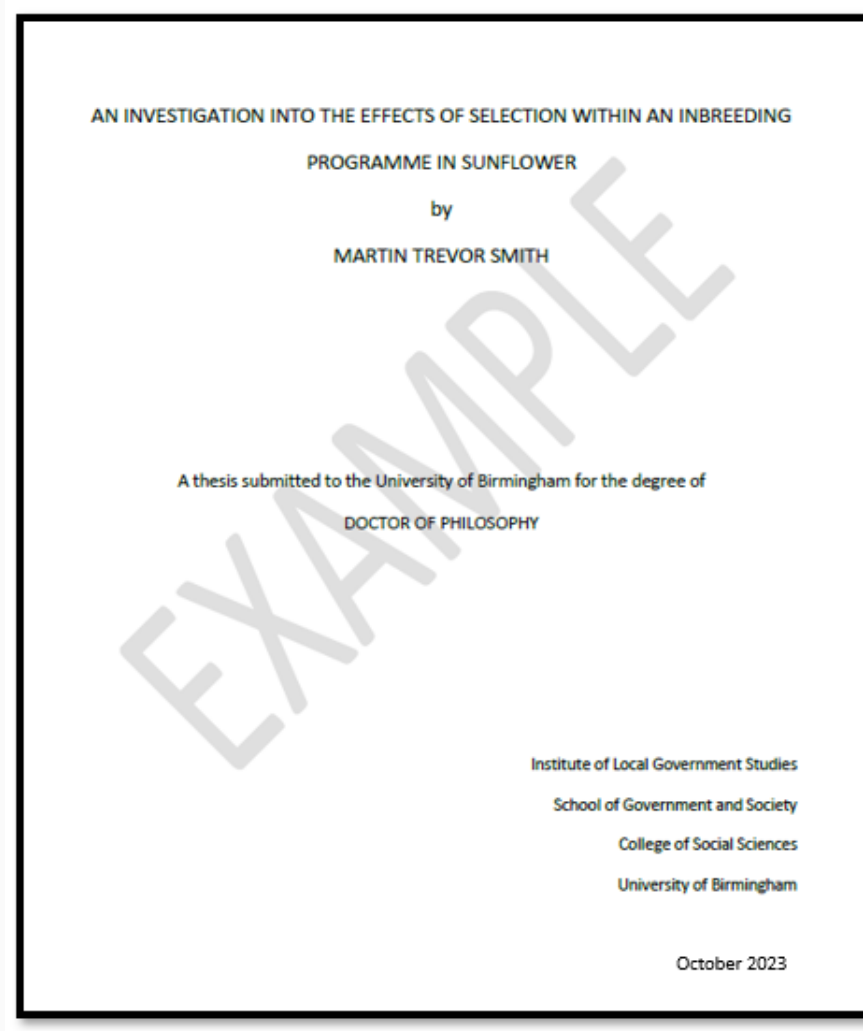
Your thesis must be written in English.



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Sample thesis title page



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What do I need to submit?

What to submit to your School

- An electronic copy of your thesis, which you should submit on Canvas. Your School can advise you on how to do this

What to submit to us in Research Student Administration

- Declaration form
- Degree congregation choice form
- Third party declaration form (if this applies to you)

These forms are available through links on the [Submitting your thesis webpages](#).



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Must I submit a printed copy of the thesis?

- We **don't require** printed copies of your thesis. The examination will be conducted using the electronic copy of the thesis you submit to Canvas for the plagiarism check. For details on how to submit your thesis on Canvas, please contact the PGR administrator in your School
- However, **your examiners may request a printed copy**. If they do, we (in Research Student Administration) will ask you to submit your thesis in printed form as well

If your examiner(s) request printed copies please note the following:

- Examination copies should be soft bound
- The temporary binding must be sufficiently secure to ensure that pages do not fall out during the examination process.



Thesis word count

The following parts of the thesis are **not** included in the word count:

- Abstract
- Acknowledgements
- Contents pages
- Appendices
- Tables, diagrams and figures (including associated legends)
- List of references
- Bibliography
- Footnotes and endnotes
- Any bound published material



Thesis word count

The maximum word count for each qualification is set out in regulation 7.4.2(d)

We cannot accept for examination a thesis that exceeds the word count set out in our regulations unless you have gained approval from the Research Progress and Awards Sub Panel first.

College:	MRes	MA/MSc by Research)	MPhil MLitt	Professional Doctorates eg EdD, DSW	PhD	PhD with Integrated Study	EngD
Arts and Law, Social Sciences	20,000	40,000	60,000	50,000	80,000	80,000	-
Dentistry, Health Sciences and Medicine; Life & Environmental Sciences; <u>Engineering & Physical Sciences</u>	15,000	30,000	40,000	40,000	50,000	50,000	50,000
<i>*Registered Students conducting research in certain specified areas within the Colleges of Medical and Dental Sciences and Life and Environmental Sciences may on occasion be permitted to have higher word limits, <u>i.e.</u> 80,000 for a PhD thesis and 60,000 for an MPhil thesis, 40,000 for an MA/MSc by research and 20,000 for an MRes thesis. Such permission will be granted for sound academic reasons and notified to the Senate or delegated authority at the beginning of the Registered Student's registration. If the editing of a text together with a narrative constitutes the <u>thesis</u> then the wordage of the text should not be included in the wordage of the thesis.</i>							



What happens next?

When you send us your thesis submission forms, we will respond with an email confirming that we have received them

We will send your thesis to the examiners after we have checked the following:

- that your School has confirmed that your thesis has passed the plagiarism check
- that the examiners nominated by your supervisors meet the criteria set out in University regulations
- that any taught requirements that you must meet have been accurately recorded by your School (if this applies to you)

We will send you an email to let you know when we have sent the thesis to the examiners

The examiners are asked to complete the examination within two months but sometimes this may be extended.



Viva examinations

- Viva examinations are a compulsory part of assessing all doctoral degrees
- For masters by research degrees: the examiners may or may not decide that a viva should be held. However, if they recommend that the student must revise and resubmit the thesis, or they reject it, a viva must be held
- The viva may be held in person at the University of Birmingham or by video conferencing
- An independent chairperson will be present at the viva
- The internal examiner will contact you to arrange a suitable date and time for your viva. If you do not have an internal examiner, the chairperson will be responsible for arranging it
- The examiners may confirm their provisional recommendation at the end of the viva

For more information see [our page on viva examinations](#).



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Possible viva outcomes

- Award
- Minor corrections
- Major corrections
- Revise and resubmit for original or lower degree
- Award lower degree with or without corrections
- Reject without opportunity for resubmission

You will receive an email from us confirming the outcome of your examination. This will include details of any action you need to take i.e. corrections to be completed and any deadlines.



Corrections

You will receive a letter from us confirming the outcome of your viva and the deadline for your corrections/resubmission (if applicable)

- **Minor corrections: one month** to complete.* These may be errors and omissions of a clerical nature, minor changes in phraseology, small improvements in descriptions or explanations or corrections of faults in subsidiary arguments
- **Major corrections: six months** to complete.* These may involve rewriting sections, correcting calculations or clarifying or amending arguments. It is expected that once the major corrections have been made the thesis will reach the required standard for the degree

You **don't** need to declare the word count of a corrected thesis

- **Revise and resubmit: one year** to complete.*

*Examiners may give a longer period.



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Revise and resubmit

If 'revise and resubmit' is the outcome of the viva, it could mean substantial revisions to the thesis are required involving, for example, rewriting sections, introducing significant new material, more experiments, calculations or research or profoundly correcting an argument.

- When resubmitting your thesis, you must resubmit all the forms that were required for your first submission
- The revised thesis must not exceed the word count
- A resubmission fee, currently £180, is payable on resubmission of the thesis
- Another full viva will be held.



Submitting minor and major corrections

- You must submit your thesis along with a document detailing how you have completed the corrections
- Minor corrections are checked by the internal examiner
- If two external examiners were nominated, one of them will be nominated to check the corrections
- Major corrections are checked by all examiners
- The corrected thesis should be submitted both to us in Research Student Administration and the examiners. The examination outcome letter will tell you if the examiners wish to have a printed copy
- **If you don't send corrections to us it may delay the final outcome being communicated to you.**



What happens after submission of corrections?

Following the submission of your corrected thesis we will write to you to:

- tell you whether your corrections have been completed to the satisfaction of the examiners
- tell you what the requirements are for your award
- confirm your deadline to provide the e-thesis to the library.



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Requirements for award of a research degree

In order to graduate:

- the process of examining the thesis must have been concluded
- the corrected thesis must have been approved
- you should have uploaded the final approved thesis to UBIRA, the [eTheses repository](#). When you deposit your thesis, you will be asked to select an access option. Discuss access options with your supervisor when submitting your notice of intention to submit (NOITS). The Scholarly Communications Services provide support and FAQs on the process and can be reached by email at ubira@lists.bham.ac.uk
 - you are no longer required to submit a hardbound copy of your final thesis
- all outstanding debts to the University must have been paid.



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Graduation

Degree congregations are held in **July** and **December** each year.

Degree congregation choice form

We ask you to submit this form when you submit your thesis. There are two options on it:

- I wish to have my degree conferred **in person** at a degree congregation (**P**)
- I **do not wish to attend** a degree congregation and wish to have my degree conferred in my absence (**A**)

You **won't** receive any invitation email to a degree congregation. Your response on the form tells us whether you plan to attend. The form also includes deadlines you must meet to be able to graduate in the July or December congregation

- If you have fulfilled the requirements for a degree congregation – but wish to defer your graduation to the congregation after that – please contact us in Research Student Administration
- You may use the title Doctor **after** your degree has been conferred.



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Graduation deadlines

To graduate at a July congregation

You must submit your degree congregation choice form **by 1 March** and complete all the requirements for the award of your degree (including submission of the e-thesis) **by mid-June**

To graduate at a December congregation

You must submit your degree congregation choice form **by 1 October** and complete all the requirements for the award of your degree (including submission of the e-thesis) **by mid-November**



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My Thesis Progression

- RSA have been working with IT Services to develop a product that will allow you to monitor your progress from Notice of Intention to Submit to completion independently.
- This is expected to be available in the next couple of months.
- You will be able to see information relating to where in the examination process you are at (e.g. examination nomination, examination or post-examination), the dates that RSA are expecting to be in receipt of reports or outcomes, and your deadlines for submission and corrections.
- You'll be able to log on to My Thesis progression with your University credentials.
- You'll only be able to view this once the Notice of Intention to Submit form has been submitted.



Notice of Intention to Submit Form submitted

TPS0004671

Thesis Submission

Reference Number
[Redacted]

State
Verification

*Candidate
[Redacted]

Lead Supervisor
[Redacted]

*Programme
[Redacted]

Other Supervisors
[Redacted]

☐ Resubmission

*Thesis Title
[Redacted]

*Proposed Submission Date
[Redacted]

Submission Deadline
[Redacted]

Once you've submitted your Notice of Intention to Submit form it will show the information here, including your deadline date and the date you intend to submit.

You only need to submit one Notice of Intention to Submit form.



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Examiner Nomination and Approval

TPS0004671

Thesis Submission

Reference Number

State

*Candidate

*Programme

☐ Resubmission

*Thesis Title

*Proposed Submission Date

Submission Deadline

Maximum Word Count

*Nomination Deadline

Examiner Approval state reflects that we've received the examiner information from your supervisor and school.

Examiner Nomination state reflects that RSA are waiting for your examiner information to be shared with us. The nomination deadline is when we expect to receive this by. You'll also be able to see your maximum word count limit.

TPS0004671

Thesis Submission

Reference Number

State

*Candidate

*Programme

☐ Resubmission

*Thesis Title

*Proposed Submission Date

Submission Deadline

Maximum Word Count

*Nomination Deadline



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Thesis Submission

TPS0004671

Thesis Submission

Reference Number

State

Thesis Submission

*Candidate

Lead Supervisor

*Programme

Other Supervisors

☐ Resubmission

*Thesis Title

*Proposed Submission Date

Submission Deadline

*Maximum Word Count ⓘ

*Nomination Deadline ⓘ

Actual Word Count

Submission Date

☒ Student Declaration Submitted

Turnitin Date ⓘ

Once you've provided your submission forms to RSA and we have your examiner information your record will be put into Thesis Submission state.

The turnitin date will be populated once we have received the plagiarism check from your school.

Examination

Thesis Submission	
Reference Number	State
REDACTED	Examination
Thesis Sent ⓘ	Report Due Date ⓘ
REDACTED	REDACTED
	VIVA Date
	REDACTED

Once your thesis has been sent out for examination, this will reflect the examination state.

Along with all the previous information you will be able to see the above fields these show when we sent your thesis out, when we're expecting the outcome to be available and if known, your VIVA date.



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Post-examination

Thesis Submission

Reference Number

State

Final Recommendation ⓘ

Corrected Thesis Submitted ⓘ

Corrected Thesis Due Date ⓘ

Corrections Certificate Due ⓘ

Corrections Certificate Received

- When your outcome has been communicated to you, your record will reflect the examiners recommendation and the deadline date you have been issued.
- The corrected thesis submitted field will be updated when RSA have been copied into the email that you send to your examiners when submitting your corrections.
- Corrections Certificate due date will be populated with the deadline given to your examiners to return an outcome to us for your corrected thesis, the corrections certificate received field will be populated once we have this.



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Final Submission

Thesis Submission	
Reference Number	State
	Final Submission
Final Thesis Due ⓘ	Final e-Thesis Submitted ⓘ

At completion of your examination, you'll need to submit your e-thesis to the library, the above fields will show the date its due and the date it's been accepted by the library.

This isn't a requirement for students on an MRes (Masters of Research).



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For more information

[Thesis submission and examination webpages](#)

[Contact us via Student Help](#)



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£20 Amazon voucher

We would love to hear what you
thought. Please scan here to
complete [a short feedback form.](#)



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