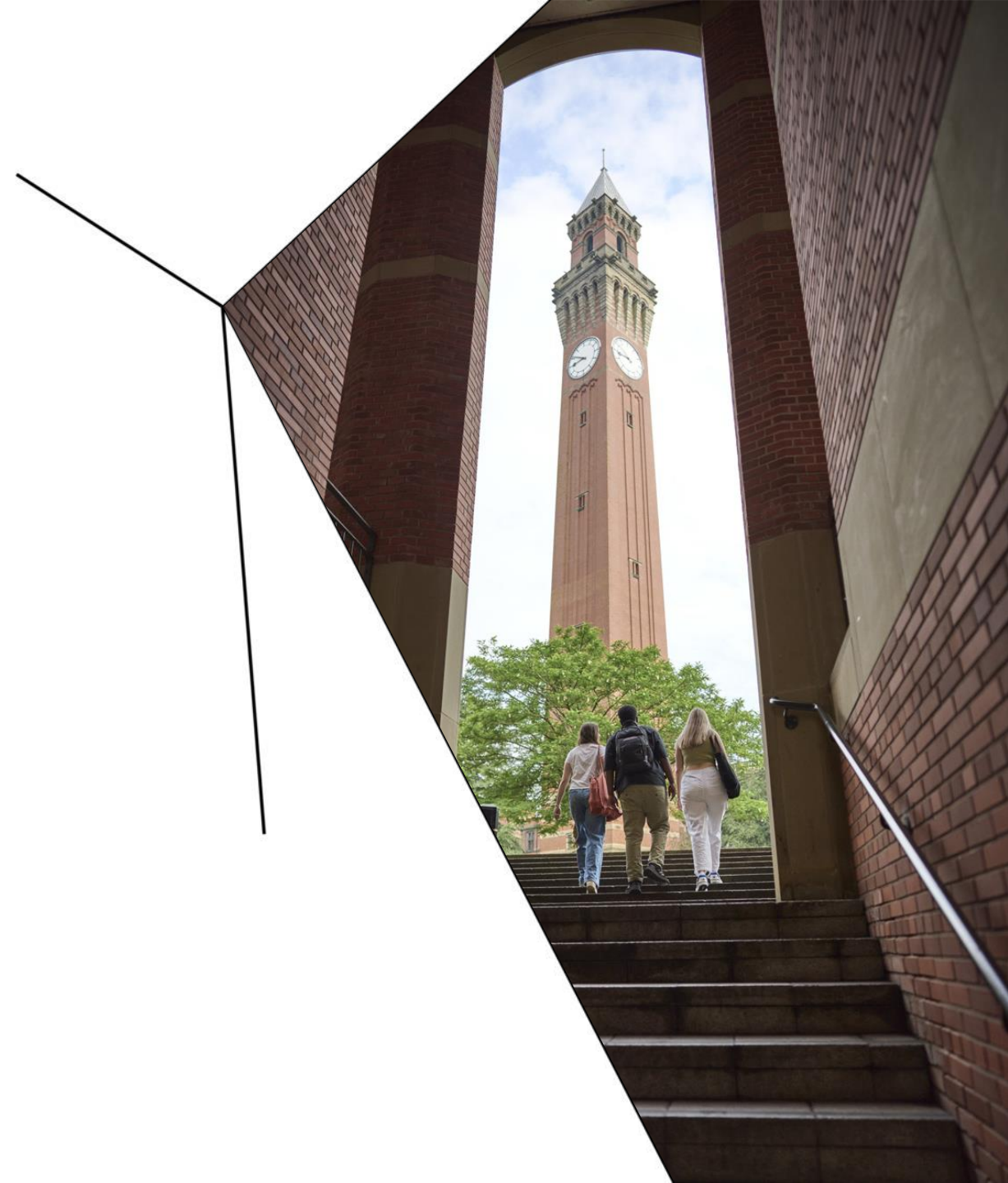


Preparing for your thesis submission

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](#).



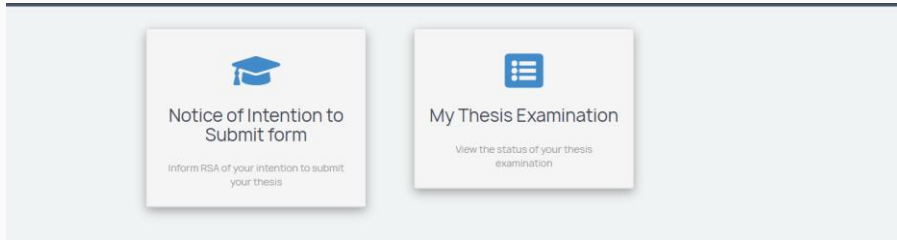
Intention to submit

- Submit your Notice of Intention to Submit (NOITS) form **three months before** your proposed submission date
- From April 2026, the Notice of Intention to Submit form is online. You can complete your form here: <https://servicenow.bham.ac.uk/tps>
- This link can also be found on our [Notice of Intention Submit intranet page](#).
- Please note submitting the NOITS form late may delay your thesis examination.



Completing Notice of Intention to Submit

- Once you log in, you will see two tiles as below, select the form:



- The form will pre-populate your preferred name and ID number.
- Select your programme, type in your thesis title.
- Indicate your proposed submission date in the form DD-MM-YYYY. Entering any other form (i.e. DD/MM/YYYY) will result in an error.
- Indicate your supervisor(s), whether you have a RAP, and if you have ever been a member of staff at UoB.
- If you select 'Yes', you will need to provide details of your UoB employment.
- Agree to the declarations
- Press the 'Submit' button in the top right of the page.
- If you encounter any issues, please contact RSA at pgrstudentrecords@contacts.bham.ac.uk.



Notice of Intention to Submit

* indicates required

Name on Degree Certificate ?

The spelling of your name as shown below will be used on your Degree Certificate. The name on your Degree Certificate should match that shown on other official documentation, such as your birth/marriage certificate, passport. If either your name or student id is incorrect, you need to update these details via the [online registration](#) pages which will update your details in all university systems. Please wait **48 hours** for any change to take effect. It is **not possible** to alter these details on this form. ✖

Student ID

* Programme ?

Resubmission ?

Thesis previously submitted for examination

* Thesis title ?

* Proposed submission date ?

You must provide your proposed submission date. If this date is outside of the permitted submission period, you will not be able to submit this form. Please contact the Registry if you need to submit early or late. ✖

DD-MM-YYYY 📅

* Lead Supervisor ?

Other Supervisors ?

* Reasonable Adjustment Plan (RAP) status ?

Do you have a Reasonable Adjustment Plan (RAP) in place or an application for a RAP pending, which contains VIVA-related adjustments? ✖

None RAP in place RAP application pending

* Are you currently or have previously been a member of university staff?

Yes No

* Declarations ?

You must agree to these declarations in order to submit this form. This is part of the university's academic code of practice. ✖

I am aware that my thesis will be checked for plagiarism via plagiarism detection software

I have ensured that any contractual obligations to funders, collaborators and sponsors, and all ethical requirements have been fulfilled with respect to this thesis

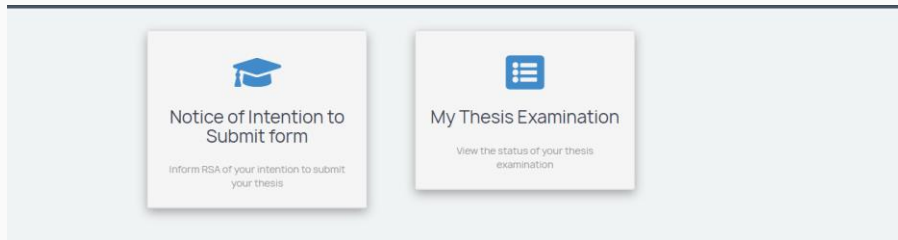
Submit



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Completing Notice of Intention to Submit

- Once you have submitted your form it will trigger an email to yourself, your supervisor and to RSA.
- You and your supervisor will be able to follow your examination through the 'My Thesis Examination' tile.



- RSA will create a nomination of examiners form to send on to your examiners.



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).



Theses including publications (previously alternative format)

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

- work must be clearly integrated into the thesis (or appendix) and properly referenced (see [Regulation 7.4.1](#) (g)).
- work already submitted for another qualification cannot be included unless all conditions in [Regulation 7.4.1](#) (f) are met.
- We encourage you to discuss inclusion of published work with your supervisor if unsure.

If you are considering including published papers in your thesis, please read the [guidelines on integrating publications into a research thesis](#)



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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Formatting your thesis

Introduction

This is a guide to the presentation of a thesis required for the award of a research degree at the University of Birmingham. It deals only with the practicalities of producing your thesis in a format that is acceptable for examination and deposit in the [Library](#). It supplements Regulation 7.4.1 which covers thesis requirements and Regulation 7.4.2 which contains key information about language and word count. For the regulations relevant to your cohort, see <https://intranet.birmingham.ac.uk/as/registry/legislation/regulations/index.aspx>.

If your thesis will include material that has previously been published, please refer to the Alternative Format Thesis guidelines in addition to this document: <https://intranet.birmingham.ac.uk/as/student-services/graduateschool/documents/public/rsa/af-formatguide.docx>

For aspects of thesis presentation not mentioned in the regulations or in this document, discuss with your supervisor what might be appropriate for your discipline.

Legal considerations

Whilst there may be valid reasons to restrict access to your thesis temporarily, an electronic copy of your thesis will become publicly available immediately or within a few years of your graduation. Just as would be required with a formal publication, it is your responsibility to ensure your thesis can be legally shared with a broad audience.

Copyright

It is your responsibility to ensure that you comply with copyright legislation when including third-party material (e.g. quotations, images). For more information, see <https://intranet.birmingham.ac.uk/researchercopyright/>.

Data Protection

Unless you have explicit permission, your thesis must not include commercially sensitive data or sensitive personal data relating to your research participants. Where it is essential to include such data, you should ensure it is fully anonymised. For more information, see <https://ico.org.uk/media/1061/anonymisation-code.pdf>.

Accessibility

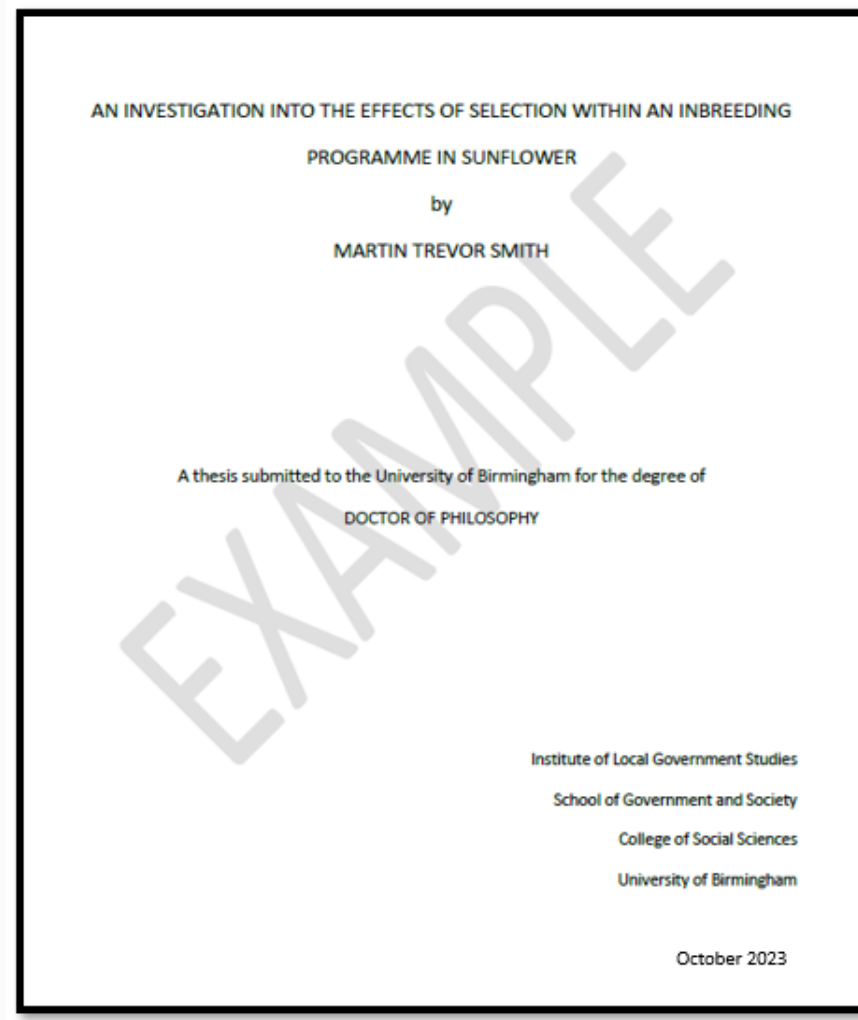
There is a legal requirement to make theses available to those who would benefit from an accessible document, including those using screen-reading software. For more information, see LinkedIn Learning via <https://intranet.birmingham.ac.uk/linkedinlearning-accessible-docs>.

Elements of the thesis

A thesis normally consists of the following elements, in the order presented here:

- Preliminaries
 - Title page
 - Abstract
 - Dedication (optional)

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](#).



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 will input your maximum word count to your 'My Thesis Examination' view when reviewing your NOITS submission.

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; Engineering & Physical Sciences	15,000	30,000	40,000	40,000	50,000	50,000	50,000

**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, i.e. 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 thesis then the wordage of the text should not be included in the wordage of the thesis.*



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](#).



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.



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.



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.



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**



My Thesis Examination

- A new product for you to follow your thesis examination.
- 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 Examination with your University credentials.
- You'll only be able to view this once the Notice of Intention to Submit form has been submitted.
- We have a dedicated FAQs page for you to refer to [here](#).
- All changes to this view are made manually by RSA, dependent on capacity, the information will be reflected correctly within 7 days of RSA receiving the relevant information.



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.



Examiner Nomination and Approval

TPS0004671

Thesis Submission

Reference Number [REDACTED]

State: Examiner Nomination

*Candidate [REDACTED]

*Programme [REDACTED]

Resubmission

*Thesis Title [REDACTED]

*Proposed Submission Date [REDACTED]

Submission Deadline [REDACTED]

Maximum Word Count [REDACTED]

*Nomination Deadline [REDACTED]

Lead Supervisor [REDACTED]

Other Supervisors [REDACTED]

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



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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 [REDACTED]

State: Examiner Approval

*Candidate [REDACTED]

*Programme [REDACTED]

Resubmission

*Thesis Title [REDACTED]

*Proposed Submission Date [REDACTED]

Submission Deadline [REDACTED]

Maximum Word Count [REDACTED]

*Nomination Deadline [REDACTED]

Lead Supervisor [REDACTED]

Other Supervisors [REDACTED]

Thesis Submission

TPS0004671

Thesis Submission

Reference Number

State

*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.



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Examination

Thesis Submission

Reference Number

State

Thesis Sent ⓘ

Report Due Date ⓘ

VIVA Date

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.



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
<input type="text"/>	Final Submission
Final Thesis Due ⓘ	Final e-Thesis Submitted ⓘ
<input type="text"/>	<input type="text"/>

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).



For more information

[Thesis submission and examination webpages](#)

[Contact us via Student Help](#)



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Leave us some feedback
for your chance to win a
£20 Amazon voucher

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



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