



## Guidelines on Thesis Submission

### 1. Duration of Study

The University of Glasgow has a four year limit for full-time submission and six years for part-time students from the start date to the submission of a PhD thesis. The regulations governing the minimum and maximum duration of study are contained in the University Calendar and are noted below for information. The duration of study is calculated from the date when the student first registered taking account of periods of part-time study and periods of approved suspensions of study.

Degree	Duration	Writing up
PhD	36 months full-time or 60 months part-time	maximum 12 months
EngD	48 months full-time	maximum 12 months
MSc	12 months full-time / 2 academic years full-time or 24 months part-time	maximum 12 months

### 2. Notification of Intention to Submit a Thesis for Examination

The Graduate School expects students to submit the '*Notice of Intention to Submit a Thesis for a Higher Degree by Research*' not later than three months in advance of their completion date. This form, which is available from the Graduate School web site, initiates the identification and appointment of a Committee of Examiners for each thesis and, where appropriate, allows an interval for the Graduate School to investigate and resolve any concerns affecting timely submission. Recommendations for the appointment of examiners are made on behalf of the University Senate and examination of the thesis cannot commence until formal approval of the nominees. Any student who does not comply with this arrangement may be interviewed by representatives of the Graduate School and note that that failure to provide appropriate notice of submission of at least three months may lead to a delay in the examination of the thesis.

The candidate must submit a **digital copy** (via file transfer to [scieng-gradschool@glasgow.ac.uk](mailto:scieng-gradschool@glasgow.ac.uk)) of his or her thesis for examination within the timescale indicated on this notice, which will be sent to examiners alongside the examination paperwork.

The candidate must also submit a copy of the Thesis Access Declaration available on the Graduate School web site. This form will prompt consideration of any embargoes on access to the final thesis. More information on restricting access to your thesis is available at <http://theses.gla.ac.uk/restrict.html>.

A late submission fee is imposed on any candidate who fails to submit his or her thesis within the prescribed timescale, as detailed in the University Calendar. The form of binding must be such that the pages of the thesis are securely held together: 'Velo' binding, or similar, is recommended; spring-back binders are **not** suitable.

*Please see Appendix I below on the Format of Thesis.*

### 3. Status of the Supervisor's Signature on the Intention to Submit Notice

The signature of the supervisor confirms that the work has been undertaken by the candidate in accordance with the regulations for the degree and 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 provide a statement of any circumstances which arose in the course of the research which in his or her opinion should be made known to the Convener of the Committee of Examiners or if the thesis has been submitted against his or her advice.

#### **4. Examination Procedures**

The Graduate School Office distributes the copies of the thesis: one to the Convener, one to the Internal Examiner and one to the External Examiner. Both examiners are required to provide a formal independent pre-oral report on the candidate's thesis and a preliminary recommendation which should be submitted in advance of the oral examination. The initial recommendation may be subject to revision in the light of the oral examination.

The regulations for the degrees of PhD & EngD require each candidate to present himself/herself for oral examination on the subject matter of the thesis. If the thesis has been submitted for the degree of MSc, an oral examination is at the discretion of the examiners.

The Convener will make arrangements for the oral in consultation with the examiners and the candidate. It is important that examination candidates are available for oral examination and that notification of any periods of absence abroad are advised in advance to the Graduate School Office.

Details of the Examination process can be found in the Guidance Notes which accompany the University Calendar and accessed at <http://www.gla.ac.uk/services/senateoffice/calendar>.

#### **5. Recommendation to the Graduate School**

At the conclusion of the oral examination the examiners will agree a joint report and submit a recommendation to the Graduate School.

#### **6. Standard Policy and Procedure for Examination of Theses**

1. Candidate provides the Graduate School with a "Notification of Intention to Submit" application which should be submitted no later than 3 months in advance of completion date.
2. On receipt of this form, the Graduate School invites the relevant Head of School (or their nominee) to nominate a Committee
3. The candidate submits their thesis to the Graduate School Office as a digital copy. It is distributed to the Committee of Examiners.
4. The convener makes arrangements for the oral examination and informs the Graduate School Office of the date.
5. Pre-oral Reports are submitted to the Convener prior to the oral examination.
6. The Convener and both examiners are required to be in attendance throughout the oral examination; the supervisor may be present at the request of the candidate only.
7. At the conclusion of the oral, both examiners and the Convener agree the examination result which is notified to the Graduate School together with the examiners' pre-oral and post-oral reports.

#### **7. Deposit of Approved Thesis**

After addressing any required corrections to the satisfaction of the examiner(s), the Graduate School will contact the student confirming the examination process is complete and submission of the requisite copies of the final version can occur:

- PhD - Upload of an electronic (pdf) copy to the library (sent to the library via file transfer if embargo is present)
- EngD - Upload of an electronic (pdf) copy to the library (sent to the library via file transfer if embargo is present)
- MSc by research - Upload of an electronic (pdf) copy to the library (sent to the library via file transfer if embargo is present)

The final version of the thesis must contain a statement to the effect that the thesis has been composed by the student.

In order to upload your thesis, registration at <http://theses.gla.ac.uk> is required, see Appendix II below. If you have been granted permission to restrict access to your thesis, registration is still required, but instead of uploading an electronic version, you will send the electronic version to the library via file transfer. Full information on depositing the electronic version of your thesis is available at <http://theses.gla.ac.uk/gettingstarted/deposit.html>.

- A letter of award will not be issued until the appropriate electronic copies of the thesis have been deposited.

#### **8. Graduation**

Graduation ceremonies are normally held twice a year. Candidates may graduate at any ceremony following the award of their degree, and must enrol at the Registrar's Office for the ceremony concerned. The dates of graduation ceremonies, and of the enrolment periods for each ceremony, are published on the Registry web site <http://www.gla.ac.uk/services/registry/students/graduation/>.

Wherever possible, candidates are expected to graduate in person. Where it is impossible for a candidate to graduate in person, he/she may apply for permission to graduate *in absentia* by completing the appropriate section of the graduation enrolment form.

## Appendix I: Format of Thesis

- (a) The thesis must include a summary of 250-1,000 words. The summary must be an adequate and informative abstract of the work.
- (b) As a general guide, it is suggested that an MSc thesis should normally be 75-100 pages in length, and a Ph.D. thesis normally 150-200 pages in length. The length of a thesis depends, however, on the topic, and candidates should follow the advice of their supervisors.
- (c) The thesis should be typed or printed in a permanent and legible form using a good quality printer: certain low density dot matrix printers are not suitable and, if in any doubt, candidates should consult their supervisors. Copies of the thesis may be produced by photocopying.
- (d) The layout and binding of the thesis should generally conform to the British Standards Institution's "Recommendations for the Presentation of Theses and Dissertations" (BS 4821:1990), but figures and tables may be produced on separate pages or embedded in the body of the text. Candidates should ensure that the figures and tables are of sufficient size to be easily legible. An informative legend should always be added **Copies of BS 4821 are available for consultation in the University Library.** The following are the main points:
  1. Theses should be typed or printed in a permanent and legible form - normal character size not less than 2mm. (See appendix A on character form).
  2. Good quality paper (range 70g/m<sup>2</sup>>100g/m<sup>2</sup>) of A4 size should be used. Margins should be not less than 15mm, and 40mm at binding edge. At least one-and-a-half spacing is desirable in typescript. The thesis can be printed single or double sided.
  3. Pages should be numbered in a single sequence through the thesis, in single and multi-volume works.
  4. The title page should give the full title of the thesis, the full name of the author, the degree for which the thesis is submitted, the organisation to which it is submitted, the University College or School in which the research was conducted, the month and year of submission. The volume number should also be given if the thesis is in more than one volume.
  5. The thesis should include a Declaration of Originality (see appendix 2.4 of the [University's Guidance Notes on University Regulations for the Degree of Doctor of Philosophy \(PhD\) by Research](#)).
  6. The abstract should be placed at the beginning of the thesis, following the title page, on a separate page.
  7. A table of contents should be provided, plus separate lists of tables and illustrations, and accompanying material if any. End matter may include appendices, glossary, list of references, bibliography, indices.
  8. Citations in the text should be linked to the list of references, preferably following the Vancouver system or the Harvard system which requires the author's name and date given in the text and the references listed in A-Z order. References should be given in full. Journal names may be abbreviated using the recognised abbreviation for each. Take advice from your supervisor on what system it is best to use for your particular discipline.
  9. Any abbreviations should be those in normal use; where necessary a key should be provided.
  10. The thesis should be firmly sewn and securely attached to its boards to ensure sufficient rigidity to support the weight of the work when standing on a shelf. The boards should be of dark coloured cloth. The author's name and the title of the thesis should appear on the front cover; and the author's name (including initials), the degree for which submitted and the year of submission should appear on the spine, lettered from top to bottom. The volume number (if any) should also be given on the spine.
  11. Illustrations of all kinds should normally be bound in with the thesis. Any material which cannot conveniently be bound should be packaged so that it can be kept with the thesis, and should be labelled in a similar way.

## Appendix II: Electronic Thesis Deposit - information for students

All students are required to submit an electronic copy of their thesis in addition to one bound copy. Theses will be made available online in the University's institutional repository. **Full details of what is required are available at [http://theses.gla.ac.uk/getting started](http://theses.gla.ac.uk/getting_started), and you should consult this web site before depositing your thesis.** This information sheet is a brief summary of some of the main points you should be aware of – **it must be read in conjunction with the information available at <http://theses.gla.ac.uk>.**

### In advance of submitting your thesis

- Ensure that you have made best efforts to contact any rights holders to gain permission to include 3rd party copyright material within the electronic version of your work. Please see the section on copyright at <http://theses.gla.ac.uk/> for full details.
- Talk to your supervisor about whether or not there is likely to be a reason to need to restrict access to your thesis for a limited period of time.
- If your thesis is commercially sponsored, check with your sponsors if they will permit you to make an electronic copy publicly available.
- Ensure that your thesis is in a suitable format for conversion to PDF.
- Consider attending the training course 'Using Word to prepare your thesis'
- Collect the 'Thesis Access Declaration' form from your Graduate School/Faculty Office and complete this. It must be co-signed by your supervisor.

### At the point of submitting the requisite number of soft bound copies of your thesis

- Return the Thesis Access Declaration form to your Graduate School

### Following the examination and completion of any required corrections

- Convert your thesis to PDF format
- Register to deposit your thesis at <http://theses.gla.ac.uk>
- Deposit your thesis following the guidelines provided at <http://theses.gla.ac.uk/information.html>

### Please note:

- You must deposit an electronic copy of your thesis in order to be permitted to graduate.
- The requirement to deposit an electronic copy of your thesis applies to all students.

If you need advice on any issues that are not covered by the information provided at <http://theses.gla.ac.uk> please e-mail [theses@lib.gla.ac.uk](mailto:theses@lib.gla.ac.uk).