

**Research Thesis – Intention to Submit**

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| Student name: |  |
| Student ID number: |  |
| Programme name: |  |
| Academic Unit: |  |

**Instructions:**

In most circumstances, students would be expected to complete at least 3 years (or part-time equivalent) of supervised research and pass the 3rd Progression Review milestone before submitting their thesis. However, in some circumstances, students may choose to submit their thesis earlier.

Students are eligible to submit their thesis once they have:

1. Passed the Confirmation milestone *(for Doctoral candidates only)*

and

1. Completed the minimum period of candidature for their degree

Please refer to your programme’s regulations for details on the minimum periods of candidature. <http://www.calendar.soton.ac.uk/sectionV/sectV-index.html>

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**Notice of Intention to Submit a Research Thesis**

You are required to give at least 2 months' notice of your intention to submit a thesis to allow for sufficient time for the nomination of examiners process to take place. No arrangements for the examination process will take place until you have notified us of your intention to submit by completing this form.

If you are returning from suspension and intend to submit your thesis, you must give the required two months’ notice using this form. This form may only be used to give notice if you are in active registration.

If you wish to attend graduation in July you must give notice no later than 31st January. If you wish to attend graduation in December (where permissible) you must give notice no later than 31st July. Please refer to your PGR handbook for more information about graduation.

You should discuss with your supervisor at this stage any potential embargo period so that after the viva, and when any corrections have been completed, you can request an embargo period if necessary using the ‘Permission to Deposit’ form. Please refer to your programme’s regulations for details on embargo periods (<http://www.calendar.soton.ac.uk/sectionV/sectV-index.html>). The ‘Permission to Deposit’ form can be obtained from the Library website (<http://library.soton.ac.uk/thesis>).

You may find it useful to refer to the Quality Handbook ‘Completion of research degrees’ guidance (<http://www.southampton.ac.uk/quality/index.page>).

If you are a University of Southampton member of staff please tick this box and describe your role below □

**Intention to Submit**

\*I wish to give notice of my intention to submit a thesis for the degree (e.g. PhD, MPhil, DM) of:

\*Full thesis title:

**Inviting your supervisor to attend the viva**

Normally, members of the supervisory team will not be present at the viva. However, you may if you wish invite **one** member of your supervisory team to attend but they will not be allowed to play an active role in the examination (<http://www.calendar.soton.ac.uk/sectionV/code-practice.html>). If you wish to invite a supervisor to the viva, you must submit your request **in writing** to your faculty’s Graduate School Office.

**We recommend you keep a copy of this form for your records.**

|  |  |
| --- | --- |
| Student name: |  |
| Signature: |  |
| Date: |  |

**Please return the completed form to the Graduate School Office.**

**Office process**

Please process as follows:

1. Check the student is in active registration and is eligible to submit (refer to the Faculty’s PGR Handbook for guidance).
2. Enter the appropriate codes in the SHANCRS form in Banner (see the PGR Administration Guide for guidance)
3. Check the thesis title in the SHAQPNO form in Banner and amend if necessary
4. Email to confirm receipt of this Intention to Submit form
5. Save a copy of the email in the student’s e-file
6. Send the Nomination of Examiners form to the supervisor, if not already received.

*Form revised July 2013 and approved by UPC*

*Form revised January 2014 and approved by AQSC Chair’s Action (removal of 4-month intention to submit notice period for University of Chichester students)*

*Form revised July 2017*