

# Thesis Submission Guidelines

---

Thesis submissions are administered by the Library Thesis Office (LTO) in partnership with Registry.

On this page you will find information about:

- Preparing your thesis submission
- Submitting your thesis
- Viva
- Outcome of your thesis and award

Please note:

- In order to have your thesis examined, you will need to submit the Examination Entry Form prior to submission.
- The Thesis Submission Form needs to be submitted with your thesis.
- All the forms you need are [available on iProgress](#), or you can obtain them by emailing the Registry at [researchdegrees@icr.ac.uk](mailto:researchdegrees@icr.ac.uk).

## Before submission

---

The Examination Entry Form should be completed and submitted to Registry at least four months prior to thesis submission. The form includes a section to be completed by your supervisor, where they can record whether there are issues that require a confidentiality agreement to be drawn up with your examiners. If there are, your supervisor will need to discuss this with the examiners and draw up a formal agreement.

### Statement concerning joint work

Your thesis may contain work carried out in collaboration with others. If it does, you need to include a statement at the start of your thesis that makes clear what work was done by you and what by your collaborators.

### Statement concerning work previously submitted for another award

If your thesis incorporates any work you previously submitted for a degree, or a similar award, at the ICR or any other institution, you need to include a statement at the start of your thesis that details this.

### Statement of impact

As a result of the impact of COVID, you may have experienced disruption that limited the amount of experimental work that you could complete.

We are therefore telling examiners that students who were registered during the period of COVID-related disruption may include a 'Statement of Impact' at the start of their final theses.

Each copy of the statement should be:

1. no more than two sides of A4 paper; and should note the disruption experienced, and the impact on your work;
2. included in your final thesis, immediately following the thesis abstract; and
3. signed by you and your supervisor as a true record of the disruption experienced.

In order to continue being of PhD/MD(Res) standard, your final thesis should explain the rationale for any experiments that it was not possible to complete or start, and the possible implications of their results or lack of them. Note that you should view this as part of normal good practice in scientific report and thesis writing, in which you have a discussion section where you draw attention to any limitations of the work, explain the reasons (which may/may not be associated with the time-limited nature of the project) and discuss the implications for future work. The Statement of Impact is not a replacement for this section; it provides a way to supplement and draw the assessor's or examiner's attention to the issue if you wish.

## Submission

---

All students must submit by the deadline set out in the [Code of Practice](#), which is four years from the start of the registration (or as applicable for part-time students). Theses that are submitted after the deadline will not be accepted. If you require clarification on your thesis deadline, please contact [researchdegrees@icr.ac.uk](mailto:researchdegrees@icr.ac.uk) and/or refer to your [iProgress](#) milestones. You should submit a PDF copy of your thesis via [ZendTo](#) to the LTO at [theses@icr.ac.uk](mailto:theses@icr.ac.uk). The passphrase should be sent in a separate email. You will also need to include with your thesis the Thesis Submission Form which contains the thesis abstract and the word count declaration.

## Viva

---

The LTO will send your thesis to the two examiners. Once this has been done, you will receive an email stating that the thesis has been sent. **It is your supervisor's responsibility to arrange the viva and notify the LTO of the date.** Once your thesis is submitted to the LTO, if we are not aware of the viva date we will contact your supervisor. However, if you are aware of the date that has been arranged, please inform the LTO.

It is your decision whether or not your supervisor attends the viva, and you should specify this on the Examination Entry Form.

For guidance on the viva, visit [the University of South Wales Graduate School website](#) which has a series of videos and resources to help students prepare for their viva. In addition, there are a number of books on how to study for a research degree, including chapters on preparing for a viva, in the Study Skills section of the ICR Library in Sutton (W 18).

## Outcome

---

After the viva, the examiners will send their report to the LTO. You should wait for the LTO to officially inform you of their decision.

If the result is a pass with minor amendments to your thesis, the LTO will inform you of the amendments required and the details of which examiner(s) to send them to. You will need to inform the LTO when these amendments are submitted.

Usually the internal examiner will sign off your amendments, but sometimes both examiners will request to see them. Occasionally the examiners are happy for the supervisor to sign off the amendments. Once the examiners have signed off the amendments, the LTO will inform you and ask you to submit the final thesis.

If the result is a straight pass, the LTO will inform you and ask you to submit the final thesis. If the result is a referral, you will need to resubmit your thesis and possibly attend a further viva within 18 months.

If a student wishes to appeal against the outcome of a viva examination they should follow the [academic appeals procedure](#).

The LTO will send you the E-Thesis Deposit Agreement to complete and return. On this form you can indicate whether the thesis embargo period needs to be extended beyond the default 6 month period. You should discuss with your supervisor whether an extension is needed.

## Final submission and award

---

Once a final submission has been requested by the LTO, you must submit a single PDF file to the LTO at [theses@icr.ac.uk](mailto:theses@icr.ac.uk). If you have been unable to get copyright permissions for any third-party material contained in your thesis, include an additional copy of your thesis from which the copyrighted material has been redacted.

Once the e-copy of the thesis and the completed E-Thesis Deposit Agreement have been received by the LTO, an award letter signed by the Deputy Dean will be sent to you informing you of the award of your degree. The award certificate will be sent to you from the UoL. The date of the degree award will usually be the date the award letter was signed.

Please note that the UoL may take up to three months to process and send the certificate. Certificates are sent by the UoL via recorded delivery to the address

you provided on the Examination Entry Form. If you need to change this, please see the section below.

### Addresses for contact

---

The address that you provide on your Examination Entry Form is the one used by the UoL to post out your certificate once your degree has been awarded. It is also the address that Registry will use to contact you regarding the ICR Award Ceremony, which usually takes place around July each year. It is important for you to inform us if your address changes. If you would like to change this address, please contact [researchdegrees@icr.ac.uk](mailto:researchdegrees@icr.ac.uk).

### Thesis format

---

**Page Format:** The page format should be A4 size paper (210 x 297 mm).

**Font:** The UoL do not specify font style and size but the LTO recommends Arial, size 12.

**Layout:** Margins at the binding edge must be not less than 40 mm (1.5 inches) and other margins not less than 20 mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

**Pagination:** All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything in the volume, including diagrams, blank pages, etc.

**Title Page:** The title page must bear the officially-approved title of the thesis; the candidate's full name as registered; and the name of the Institute and the degree for which it is submitted.

**Abstract:** The abstract should be no more than 300 words.

**Table of Contents:** In each copy of the thesis the abstract should be followed by a full table of contents and a list of tables, images and any other materials.

**Supplementary Materials:** If there are any supplementary materials accompanying your thesis, such as spreadsheets, please provide these in a digital format when you submit your thesis. If you have any materials that can't be sent in a digital format, please contact the LTO to discuss this.

**Reference Format:** The UoL do not specify how bibliographies should be structured but the LTO advises that you consult previous theses from ICR candidates held in the library. The references list for PhD theses is usually at the end of the complete text. For MD(Res) theses the references are usually added at the end of each chapter.

**Word Limit:** This depends on which degree you are registered for. In all cases the word count includes footnotes, but excludes the bibliography and appendices.

- PhD – 100,000 words
- MPhil – 60,000 words
- MD(Res) – 50,000 words

Thesis resources: Ebooks (you can access these externally via your EZproxy login)

---

- [How to Get Your PhD : A Handbook for the Journey](#) by Gavin Brown
- [How to Publish Your PhD](#) by Sarah Caro
- [Writing and Publishing a Scientific Research Paper](#) by Subhash Chandra Parija and Vikram Kate
- [The Study Skills Handbook](#) by Stella Cottrell
- [Getting a PhD : An Action Plan to Help Manage Your Research, Your Supervisor and Your Project](#) by John Finn and the Food Development Agency
- [How to Write Better Essays](#) by Bryan Greetham
- [How to Survive Your Viva: Defending a Thesis in an Oral Examination](#) by Rowena Murray
- [How To Write A Thesis](#) by Rowena Murray
- [Cite Them Right : The Essential Referencing Guide](#) by Richard Pears and Graham Shields
- [How To Get A Phd : A Handbook for Students and Their Supervisors](#) by Estelle Phillips and Derek.S. Pugh
- [How to Write a Review](#) by Cecilia Minden and Kate Roth

*Revised March 2023*