**Send to the Secretary of the appropriate College Postgraduate Studies Committee at least two months before the date of submission**

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| --- | --- | --- | --- |
| The Degree of  (Doctorate, MPhil, MSc by Research) |  | | |
| in the College of  (delete which colleges are not applicable) | Humanities & Social Science / Science & Engineering / Medicine & Veterinary Medicine | | |
| Name in full:  *(initials not sufficient)* |  | | |
| Matriculation number (UUN): | S | School |  |
| Address:  (to which your examination results will be sent. Please ensure your details are up to date on MyEd.) |  | | |
| Title of thesis  *(the exact wording which will appear on your thesis)* |  | | |

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| --- | --- | --- | --- |
| Date: |  | Signature: |  |
| Print full name: |  | | |

**Students must inform their Supervisor of their intention to submit**

**For completion by (Principal) Supervisor**

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| I confirm that the above named student has discussed with me their intention to submit their thesis |

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| Date: |  | Supervisor’s signature: |  |
| Print full name: |  | | |

1. Full details of the regulations relating to submission of thesis can be found in the Assessment Regulations for Research Degrees which are available via <http://www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment>

2. This form, duly completed, together with the form “Access to a Thesis and Publication of Abstract” and one copy of the “Abstract of Thesis” form should be sent to the Secretary of the appropriate College Postgraduate Studies Committee at least two months before the date of submission. Students will not be examined if they remain in debt to the University, and any outstanding fees should be paid to the Fees Office.

3. The attention of students is drawn to the following University regulations governing submission of theses:

*Regulation 22:* "Where material to be included in a thesis has been published before the thesis is submitted, the student must acknowledge the fact of such publication.”

*Regulation 24:* "Students must not include in their work submitted for assessment any work which has been submitted previously to gain a degree or professional qualification unless a clear statement is made as to the precise extent of the work.”".

*Regulation 25:* " Every student must incorporate a signed declaration form in the thesis submitted for assessment, stating:

a. that the thesis has been composed by the student; and

b. either that the work is the student’s own, or if the student has been a member of a research group, that the student has made a substantial contribution to the work, such contribution being clearly indicated;

c. that the work has not been submitted for any other degree or professional qualification except as specified".

*Regulation 14.1 (submission for assessment):* At least two, soft-bound copies of each thesis containing an abstract and one electronic copy of each thesis, abstract and lay summary must be submitted to the relevant College Office. If more than two examiners are appointed then additional copies of the thesis will be required. Only the submission sent by the College Office is assessed by the examiners.

*Regulation 47.4 (final submission after assessment):* Further details on the submission of theses are available in the *Code of Practice for Supervisors and Research Students* and from the Edinburgh Research Archive (ERA) at www.era.lib.ed.ac.uk.