

## **XVIII. Rules for the Submission of Work for Higher Degrees**

1. These rules apply to all material, whether in the form of a thesis, or of published or unpublished work, submitted for Research degrees, including: DSc, DLitt, DEng, PhD, PhD (Integrated), MD, DDS, LLD, DBA, EdD, DEdPsy, DAppEdPsy, EngD, MPhil, LLM.
2. Where a thesis is required by the regulations for the degree it must be submitted in the form described under *Rules for the Form of Theses* and must include, as a preface, an abstract of the work, not exceeding 300 words, in a form suitable for publication.
3. Two soft bound copies and an electronic copy of the thesis must be submitted for examination. The submitted copies of the thesis become the absolute property of the University.
4. The soft bound copies will normally be sent to the examiners. Additionally, where requested, an electronic copy may also be sent.
5. Candidates must submit a higher degree examination entry form or statement which contains, where appropriate:
  - a) a declaration that the thesis is the candidate's own work and has correctly acknowledged any work of others, in accordance with University and school guidance on good academic conduct, and that no part of the material offered has been previously submitted for a degree of other qualification in this or any other University.
  - b) a statement showing where joint work is included and what part of it is the candidate's independent contribution;
  - c) a statement from the academic supervisor of any candidate required to undertake supervised study certifying that the candidate has satisfactorily completed the required programme;
  - d) a statement certifying that all financial obligations to the University have been fulfilled by the student.
6. If a candidate is successful, one hardbound copy of the thesis must be submitted for deposit in the University Library. In addition, an electronic copy of the thesis will normally be required in a format that adheres to the guidance issued by the University Library. Thereafter the thesis is subject to the University Library's regulations and rules.
7. Candidates submitting a doctoral thesis must also sign a thesis deposit licence, which can be obtained from the relevant graduate school administrator. Bibliographic details of all theses are sent to the British Library, and electronic copies will be added to the national EThOS database.
8. On the direction of the relevant graduate school committee, a second hardbound copy of the thesis may be requested for deposit with the school/institute most concerned with it.

9. Where work other than a thesis is required, two copies shall be submitted.

10. The copyright in all material submitted for a higher degree remains with the candidate.

11. If a candidate wishes to request a restriction on public access to their thesis, they should complete a 'Request to restrict access to a thesis' form. available from their graduate school administrator, or from [www.ncl.ac.uk/students/progress/staff-resources/pg-research/exam.htm](http://www.ncl.ac.uk/students/progress/staff-resources/pg-research/exam.htm)

Requests must comply with the criteria set out in the Freedom of Information Act 2000.

12. Copies of theses or published and unpublished work and accompanying documents for degrees should be submitted via the relevant graduate school administrator.