

Faculty of Science & Engineering

A GUIDE TO POSTGRADUATE RESEARCH THESIS/DISSERTATION SUBMISSION & EXAMINATION

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PREPARING TO SUBMIT A THESIS/DISSERTATION

- **How do I give *Notice of Submission*?**
The *Notice of Submission (Student)* form should be completed via eProg. You will find the form in the 'examination summary' section of your eProg record (eProg > my eProg > my examination summary).
- **When should I give *Notice of Submission*?**
Students must complete the *Notice* form giving at least six weeks and up to a maximum of six months' notice of their intention to submit their thesis/dissertation.
- **What happens after I have given *Notice of Submission*?**
Your Main Supervisor will be asked to complete the *Notice of Submission (Supervisor)* form, also on eProg. After this has been submitted, the eThesis submission window for your electronic submission will automatically open. You will receive an automatic email from the eThesis submission system to notify you as soon as the window is open. This email will be sent to your University email address. Your Main Supervisor will also now be able to complete the *Nomination of Examiners* form on eProg.
- **I would like to submit my thesis/dissertation in Journal Format – what do I need to do?**
You should discuss this with your supervisor. If you decide to submit in this format, you should note your thesis format as 'Journal Format' when completing the *Notice of Submission* form on eProg.
- **My 'Main Supervisor' or name is incorrect on eProg – how can this be amended?**
You should contact your School PG Administrator who will be able to amend the student record system. **PLEASE NOTE:** it can take up to **48 hours** for amended information to show on the eProg system.
- **I would like to change the title of my thesis from that which is on my grant/sponsorship proposal – how do I do this?**
You should ensure that you have received permission from your Supervisor/Sponsor etc. to amend your thesis title. The new title can be entered onto the *Notice of Submission (Student)* form on eProg and you should also notify your School PG Administrator so that they can update the student record system.
- **When is my thesis/dissertation submission deadline date?**
You will find your end/deadline date on eProg, in the 'details' section. ***BOTH* the electronic *AND* paper copies must be submitted by this date** – as such, all eThesis submission windows will close **3 days prior** to the deadline date. This will allow time for you to print, bind and submit your thesis on (or before) your deadline date.
- **I will no longer be able to submit my thesis on the date I have given on my *Notice of Submission* form. What should I do?**
You can submit your thesis/dissertation on a date which is different to the intended date on your *Notice* form. However, we would advise that you notify your Supervisor if you will be submitting on a much later date (s/he may have informed the examiners of your intended submission date and may wish to update them). You must, however, ensure that you submit on or before your actual submission deadline date.
If you have submitted your *Notice* form before registering for a submission pending period, please notify the Graduate Education Office (your eThesis submission window will need to be manually amended to reflect your new submission deadline date).
- **I am trying to complete the *Notice of Submission* form but my address is showing as 'UNKNOWN' – what should I do?**
You must ensure that your '*mailing*' and '*home*' address details are entered on the student record system and that they are up-to-date. You can add or amend any of your contact details via '*My Manchester*' (student portal). **PLEASE NOTE:** it will take up to **48 hours** for any changes/additions made to your contact details via '*My Manchester*' to show on your eProg *Notice* form.
- **I have already submitted the *Notice of Submission* form but my address has now changed – what should I do?**
You can update your address details held on the student record system at any time via '*My Manchester*' (student portal). The address details for any result letters etc. will always include the current address as given on the student record system. **PLEASE NOTE:** any updates made to your address details via the student portal will not be reflected on your eProg *Notice* form (i.e. the addresses given on your *Notice* form will not be updated after the form has been submitted).

- I have given *Notice of Submission* on eProg – why is my eThesis submission window not open?**
 The eThesis submission window will automatically open as soon as your Supervisor has submitted the *Notice of Submission (Supervisor)* form on eProg. You will receive an automatic email from the eThesis submission system to notify you as soon as the window is open. This email will be sent to your University email address.
- I have been granted permission to submit late by the Faculty Postgraduate Research Degrees Panel and have given *Notice of Submission* on eProg – why is my eThesis submission window not open?**
 If you have been granted permission to submit a thesis/dissertation late, your eThesis submission window must be manually opened by the Faculty Graduate Education Office. You must give *Notice of Submission* on eProg *and* pay the late submission fee before the window can be opened. The fee must be paid online via the University's **estore** system (<http://estore.manchester.ac.uk/>). From the **estore** homepage, you should select the '*Faculty of Science & Engineering*' option, and then select the 'late submission fee' payment. The Faculty Graduate Education Office will automatically receive notification from the *estore* system as soon as you have paid.
- My eThesis submission window has expired – what should I do?**
 Your eThesis submission window will close 3 days prior to your end date. If a window is opened and you subsequently register for the submission pending period, your eThesis submission window will not be automatically extended. You should contact the Faculty Graduate Education Office who will be able to manually open a new window for you.
- How should my thesis/dissertation be formatted? What are the preliminary pages which must be included?**
 Your thesis/dissertation must be submitted in accordance with the University's *Presentation of Theses/Guidance for the Presentation of Dissertations: Master of Science (MSc) by Research and Master of Enterprise (MEnt)* policies. Information regarding formatting can be found in section 3 of the policies. You **must** also include the required preliminary pages in the thesis/dissertation, **presented in the order given in the policies**. Further information on these required pages can be found in section 4 of the policies.
- Can I place an embargo on my eThesis?**
 The University's [Presentation of Theses policy](#) requires that all final Postgraduate Research eTheses are made Open Access no longer than 12 months after submission, unless an exception to the policy is required for reasons of sponsorship, sensitive content etc. This aligns with the University's [Publications policy](#) which applies to all students and employees of the University. The default access level for PGR theses/dissertations is therefore 'open access with 12 month embargo'.
- My research has been funded by a Research Council (EPSRC, BBSRC, NERC, STFC etc.) – can I place an embargo on my thesis?**
 Research Councils expect that a full text version of the thesis/dissertation should be available in the institutional repository no longer than 12 months after the award of the degree. There may, however, be exceptions to this requirement where there are clear reasons (e.g. a contract exists between the University and sponsor which includes a thesis embargo agreement).
- How do I set the access level for my eThesis?**
 All examination/re-examination copies of theses/dissertations are '*closed access*' by default. When you submit the **first examination** electronic copy of your thesis/dissertation to the institutional repository, you will be asked to give your preferred access level for your **final** (post-examination) submission. Your supervisor will then be asked to either approve or override the access level. You will be notified by email once your Supervisor approves or overrides your preferred access level. You can only select your preferred access level for your final eThesis once. This selection is retained in the submission system, even if you are required to complete examination submission again. Further information on access levels for electronic theses/dissertations can be found on the eThesis Support Service website. It is advisable to begin discussions with your Supervisor/Sponsors etc. about the access level before you submit the *Notice* form.
- My research has been funded by a Research Council (EPSRC, BBSRC, NERC, STFC etc.) – do I need to acknowledge this?**
 Yes. When depositing the electronic copy of your thesis/dissertation, you will be asked to enter the sponsor name and the name of the funding Research Council. *If you have received funding from a Research Council, you must enter this on the institutional repository.* This is done as part of step 2 of the electronic submission process ('*Enter metadata describing your thesis*'). The funding should also be

noted in the 'Acknowledgments' page of your thesis/dissertation e.g. 'This work was supported by [Grant number xxxxx]'.

- **Will I lose access to facilities (IT, email, library etc.) after I have submitted?**

No. All PGR students retain access to facilities up until they have graduated from the University. Your student card will still work, even if the date on it (your registration end date) has expired. If you require a new card, you will be able to obtain a '*completing card*' from the Student Services Centre.

TIPS & REMINDERS WHEN PREPARING TO SUBMIT A THESIS/DISSERTATION

- Begin preliminary discussions with your Supervisor/Sponsors etc. regarding the access level for the final version of your thesis/dissertation.
- Ensure that your address details ('*mailing*' and '*home*' addresses) have been added to your record and are up-to-date.
- If your name or 'Main Supervisor' details need to be amended, please contact your School PG Administrator.
- There are two systems which are used in the submission/examination process. The *Notice of Submission (Student)* form is submitted on **eProg**. The electronic copy of a thesis/dissertation will be submitted to the **Institutional repository** (via '*My Manchester*').

USEFUL LINKS

- *Presentation of Theses* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7420>
- *Guidance for the Presentation of Dissertations: Master of Science (MSc) by Research and Master of Enterprise (MEnt)* <http://documents.manchester.ac.uk/display.aspx?DocID=7441>
- eThesis Support Service <http://www.library.manchester.ac.uk/using-the-library/staff/research/services/electronic-theses/>
- *Examination of Doctoral Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7445>
- *Examination of MPhil Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7446>
- Decide whether to make your eThesis submission available to others <http://www.library.manchester.ac.uk/using-the-library/staff/research/services/electronic-theses/available-to-others/>

SUBMISSION OF THESES/DISSERTATIONS

- **What is an eThesis submission?**

An eThesis submission has three elements: a plain text metadata record describing the origin, themes and content of the thesis; one single Portable Document Format (PDF) file containing the full-text of the thesis/dissertation; and a clear declaration from the author stating the level of access others are granted to the full-text and metadata record.

- **Is there a limit to the size of file I can submit?**

Yes, the file size limit has been set at 50 megabytes. Exceptionally, larger files may be accepted and you should contact the **eThesis Support Service Team** about this (telephone: 0161 275 8728 or email: uml.scholarlycommunication@manchester.ac.uk)

- **What do I need to submit?**

Your thesis/dissertation must be submitted electronically in **Portable Document Format (PDF)** to the Institutional repository. In addition, you are required to submit two (three for EngD/EntD degrees) identical paper copies of the thesis/dissertation **printed from the electronic version**. You must ensure that the *'electronically generated approved cover page'* is bound into your theses/dissertations (before the title page). **BOTH the electronic AND paper copies must be submitted by your deadline date.**

- **How do I deposit the electronic copy?**

Once your eThesis submission window has been opened, the eThesis submission system portlet on 'My Manchester' (student portal) will display a message which tells you: that you have an open submission window, when your submission window was opened, and for how long it will remain open. When you are ready to start your eThesis submission, select the 'eThesis submission wizard' link. Full information can be found on the eThesis Support Service website. If you have any problems with this, the **eThesis Support Service Team** will be able to help/advise (telephone: 0161 275 8728 or email: uml.scholarlycommunication@manchester.ac.uk)

- **Where do I deposit the electronic copy?**

The electronic copy must be submitted via the eThesis submission system portlet on your 'My Manchester' (student portal) homepage. It **must not** be submitted directly to *Pure*.

- **My research has been funded by a Research Council (EPSRC, BBSRC, NERC, STFC etc.) – do I need to acknowledge this?**

Yes. When depositing the electronic copy of your thesis/dissertation, you will be asked to enter the sponsor name and the name of the funding Research Council. *If you have received funding from a Research Council, you must enter this on the Institutional repository.* This is done as part of step 2 of the electronic submission process (*'Enter metadata describing your thesis'*). The funding should also be noted in the 'Acknowledgments' page of your thesis/dissertation e.g. 'This work was supported by [Grant number xxxxx]'.

- **I am practising my submission via the eThesis 'Dummy Submission Wizard' and my name is incorrect – what should I do?**

Full name details are NOT given on the 'dummy submission wizard' but your name should be correct when you submit to the eThesis submission window.

- **I cannot see the eThesis submission portlet on My Manchester (student portal) – why is this?**

You may need to add the *eThesis submission* portlet to your Student Portal home page:

Go to 'My Manchester' at <http://my.manchester.ac.uk> and log in using your usual University username and password. Once logged, in go to the bottom right of the page to 'PGR Services Quick Links' and click on 'Electronic Submission System' box. It is recommended that you use *Firefox* or *Chrome* when depositing your thesis.

If you have any problems with this, the **eThesis Support Service Team** will be able to help/advise.

- **Can I send an electronic copy of my thesis direct to my examiners?**

No. You **must not** send a thesis/dissertation direct to the examiners. All theses/dissertations must be officially submitted electronically (via the Institutional repository) and paper copies submitted to the Faculty Graduate Education Office, C4 Sackville Street Building. Examiners are not permitted to examine any thesis/dissertation which has not been officially submitted.

- My name is incorrect on the eThesis submission window – how can I change this?**
 You should contact your School PG Administrator, who will be able to amend your details on the student record system if needed. In some cases, the details on the eThesis submission system are taken from the University's Human Resources (HR) staff system. If you have ever been added to the HR system (e.g. you have been employed as a demonstrator, research associate etc.) and your name is incorrect on the eThesis submission window, you will need to contact HR to ask that they amend your record.
- I have deposited my electronic copy – what should I do now?**
 Successful submission of the electronic copy will generate a confirmation screen on the eThesis submission system. From this screen you should download and then print two copies (three for EngD/EntD degrees) of your thesis/dissertation **and** the '*electronically generated approved cover page*'. **Please ensure that you select the option to print the thesis copy with the cover page.** This cover page **must** be bound into your thesis/dissertation (before the title page). The paper copies **must** be identical to the electronic copy. **The paper copies must be submitted on or before your deadline date.**
- I have deposited the wrong copy of my thesis/dissertation to the Institutional repository – what should I do?**
 Please contact the Graduate Education Office, C4 Sackville Street Building (tel: 0161 306 9191 or email: eps-subs@manchester.ac.uk) *immediately*. We will be able to "reject" the deposited copy and open a new eThesis submission window for the correct version.
- What are the acceptable binding options for the paper copies of my thesis/dissertation?**
 The two approved binding options are:

 - ✓ Standard hard-binding: sewn or glued, **with gold lettering on the spine**
 - ✓ Temporary soft-binding: acetate or plain card front cover, soft plain card rear cover, glued spine, or channel bound, **with gold lettering on the spine****THE UNIVERSITY DOES NOT ACCEPT SPIRAL OR RING-BOUND THESES/DISSERTATIONS, EVEN FOR EXAMINATION COPIES.**
- Are there any funds available to cover the costs of printing and binding the thesis/dissertation copies?**
 Unfortunately, there are no funds at Faculty or University level to cover the costs. You could check with your School PG Administrator to see if there is any help available within the School.
- Where do I submit the paper copies of my thesis/dissertation? Do I have to submit them in person or can someone do this on my behalf? Can I post the copies?**
 The paper copies should be submitted to the Faculty Graduate Education Office, C4 Sackville Street Building. They can be submitted by someone on your behalf or posted to the office: Academic Services (Graduate Education), C4 Sackville Street Building, Faculty of Science & Engineering, The University of Manchester, Manchester, M13 9PL (if sending by courier, please use the postcode M1 3BU). **PLEASE NOTE: your thesis/dissertation must be received by the Faculty Graduate Education Office on or before your deadline date.** If the theses/dissertations are received after your deadline, they may be rejected.
- When is the Faculty Graduate Education Office open?**
 The office is open Monday to Friday from 10am to 4pm.
- My submission deadline falls on a date when the University is closed – what should I do?**
 The University is closed at certain times of the year (i.e. UK bank holidays and over the Christmas period). If your deadline falls on a date when the University will be closed, you should ensure that you submit the electronic copy of your thesis/dissertation before your Electronic Submission window closes. The Faculty Graduate Education Office will then accept the bound paper copies on the **first working day** after the closure.
- I have submitted the paper copies – what happens next?**
 The Faculty Graduate Education Office will process your submission. The electronic copy will be acknowledged on the eThesis submission system and you will receive an automatic email (sent to your University email address) to confirm that this has been done. You should keep this email as the receipt for your thesis/dissertation submission.

- **Will I lose access to facilities (IT, email, library etc.) after I have submitted?**

No. PGR students retain access to facilities up until they have graduated from the University. Your student card will still work, even if the date on it (your registration end date) has expired. If you require a new card, you will be able to obtain a 'completing card' from the Student Services Centre.

TIPS & REMINDERS WHEN SUBMITTING A THESIS/DISSERTATION

- The thesis/dissertation **must** be presented in accordance with the instructions set out in the University's *Presentation of Theses/Guidance for the Presentation of Dissertations: Master of Science (MSc) by Research and Master of Enterprise (MEnt)* policies. **Please make sure that you follow this policy (and not the format/presentation of any previously submitted thesis).** If your thesis/dissertation is not correctly presented, bound or if any of the preliminary pages are missing, your submission may be rejected by Faculty Graduate Education Office staff.
- **Remember:** your eThesis submission window will close **3 days prior** to your submission deadline date.
- Practise your electronic submission – the '*Dummy submission wizard*' enables you to practise your electronic submission at any time (even if your submission window is not open).
- The spine of your thesis/dissertation **must** be inscribed in gold lettering.
- The University will not accept any theses/dissertations in spiral or ring binding.
- **BOTH the electronic AND paper copies must be submitted by your deadline date.**
- Has my Supervisor nominated examiners? What is the current status? **Remember: you can check the status of your examination at any time via the 'examination summary' section of your eProg record.** The summary will show which 'tasks' have been completed, which 'task' is currently pending and who is responsible for completing it. Further information is given in appendix 1.
- The **eThesis Support Service Team** <http://www.library.manchester.ac.uk/services-and-support/staff/research/services/electronic-theses/contact/>

USEFUL LINKS

- *Presentation of Theses* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7420>
- *Guidance for the Presentation of Dissertations: Master of Science (MSc) by Research and Master of Enterprise (MEnt)* <http://documents.manchester.ac.uk/display.aspx?DocID=7441>
- eThesis Support Service <http://www.library.manchester.ac.uk/using-the-library/staff/research/services/electronic-theses/>
- *Examination of Doctoral Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7445>
- *Examination of MPhil Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7446>
- Human Resources <http://www.staffnet.manchester.ac.uk/employment/>

EXAMINATION OF THESES/DISSERTATIONS

- **When will my thesis/dissertation be sent to the examiners?**
The Graduate Education Office can only forward your thesis/dissertation for examination once the *Nomination of Examiners* form has been submitted (by your Supervisor) on eProg AND approved by the School PGR Director. You can check the status of your thesis/dissertation – and to see when it was dispatched to the examiners – via the ‘*examination summary*’ section of your eProg record.
- **When will my examiners receive my thesis/dissertation? Can it be sent by special delivery?**
The copy for the external examiner(s) is normally sent by courier service and is usually delivered within 48 hours of dispatch (slightly longer if it is an overseas address). The copy for the Internal Examiner is sent via internal mail and is usually delivered within a couple of days.
- **According to my ‘*examination summary*’, my thesis/dissertation has been dispatched to the examiners – what happens next?**
Your examiners will read the thesis/dissertation and will arrange a date for your oral examination. For MPhil, the oral examination requirement will be waived **in some cases**. For MSc by Research, a student may exceptionally be required to attend an oral examination.
- **How long will it take to examine my thesis/dissertation?**
The oral examination must take place without undue delay, normally within 12 weeks. If an oral examination is not held, the examiners are asked to examine the thesis/dissertation and return their report within 8 weeks.
- **How will I be notified about my oral examination?**
Once the date has been arranged, the Internal Examiner will normally notify you of the date, time, venue etc. S/he will also complete the ‘*oral examination notification*’ form on eProg. Once this form has been submitted, the Faculty Graduate Education Office will be able to produce an official *Oral Examination Notice*. A copy of this notice will be sent to your University email address.
- **Can I contact my examiners prior to the oral examination?**
No. Students should not make any contact with their examiners (regarding the thesis/examination) prior to the oral examination, other than to confirm their availability.
- **I have had my oral examination – what happens next?**
The examiners will complete a ‘*joint examiner report*’ form and then upload their examination paperwork to eProg. The examiners’ report and their recommendation will then be forwarded to the Faculty Postgraduate Research Degrees Panel for ratification. ***The result is not official until it has been ratified by the PGR Panel.***
- **What recommendations can the examiners make?**
You can find the examination recommendations for your degree in Part 5 of the examination policy.
- **I have had my oral examination and have been informed by the examiners of my result – why is the final eThesis submission window not open?**
If you are notified at the end of your oral examination (or by email etc.) of the examiners’ recommendation, you should be aware that this result is **provisional**. All examiner recommendations are subject to ratification by the Faculty Postgraduate Research Degrees Panel. You will receive official notification, in writing, from the Faculty Graduate Education Office once the examiners’ recommendation has been ratified.
- **I have received an email from the Graduation Team inviting me to register for graduation but I have not yet received my result – what should I do?**
Students can register for the graduation ceremonies while awaiting their result. However, you will only be allowed to attend the ceremony if your degree has been awarded (i.e. officially published) by the ceremony date.

TIPS & REMINDERS ON EXAMINATIONS

- Students must be available to attend the oral examination from the time that the thesis/dissertation is submitted. Students may only delay their oral examination in very exceptional circumstances and must apply to the Faculty Graduate Education Office for permission. Further information on oral examinations can be found in the examination policies.
- What is the current status of my examination? **Remember: you can check the status at any time via the 'examination summary' section of your eProg record.** The summary will show which 'tasks' have been completed, which 'task' is currently pending and who is responsible for completing it. Further information is given in appendix 1.

USEFUL LINKS

- *Examination of Doctoral Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7445>
- *Examination of MPhil Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7446>

EXAMINATION RESULTS

- **I have had my oral examination – what happens next?**

Examiners are asked to return their joint report within 5 working days of the oral examination (or within 8 weeks of thesis dispatch if an oral examination is not held). Once the Faculty Graduate Education Office has received all the required report documentation, the recommendation will be forwarded to the Faculty Postgraduate Research Degrees Panel for ratification. **The recommendation must be ratified before it is an official result.**
- **How will I know if/when the examiners have returned their report?**

The 'upload completed reports' task on the 'examination summary' section of your eProg record will show as completed (the date the report was uploaded/returned will be noted on there).
- **How long will the ratification process take?**

The majority of recommendations are approved by the Chair of the Postgraduate Research Degrees Panel (under 'Chair's Action') before the Panel meets. This is usually done within 1 – 2 weeks of the report being received. However, in some cases (and for all recommendations of Biii and below), the recommendation will be considered by the entire Panel at its next meeting. The Postgraduate Research Degrees Panel usually meets on the first Wednesday of each month (except August).
- **How will I receive my official result notification?**

All result letters are sent by email to your University email address. If you require a hardcopy of the letter, you should contact the Faculty Graduate Education Office (eps-subs@manchester.ac.uk).
- **What will my final/resubmission deadline be?**

If your result is for the degree to be awarded (Ai), you will be given a final submission deadline date of 10 working days from the date of the result letter. If your result is for the degree to be awarded subject to completion of minor corrections (Aii), your final submission deadline date will be 4 weeks from the date of the result letter. For resubmissions, the deadline will be 6 or 12 months from the date of the result letter (depending on the approved resubmission result). The resubmission period for MSc by Research is 4 months from the date of the result letter. More information on the recommendations can be found in Part 5 of the examination policies.
- **Can I have a copy of the 'joint examiner report' form?**

Students are entitled to see all examiner reports **once the recommendation has been approved by the Faculty Postgraduate Research Degrees Panel**. If you would like a copy, your request should be emailed to the Faculty Graduate Education Office (eps-subs@manchester.ac.uk). **PLEASE NOTE:** you must wait until you have received your official result letter before requesting a copy of the examiner report forms.
- **Can I have the original copies of my thesis/dissertation?**

In some cases, the examiners will return their thesis/dissertation copies to the Faculty Graduate Education Office. You can check with the office to see if they have been returned and to arrange collection (eps-subs@manchester.ac.uk). Unfortunately, the Faculty Graduate Education Office is unable to return theses/dissertations by post. If you are unable to collect the theses/dissertations from the office, a nominated person can collect them on your behalf (they should bring with them an email or letter of authority from yourself when collecting).
- **I have received an email from the Graduation Team inviting me to register for graduation but I have not yet submitted my final thesis/dissertation – what should I do?**

Students can register for the graduation ceremonies before the degree has been awarded. However, you will only be allowed to attend the ceremony if your degree has been awarded (i.e. officially published) by the ceremony date.

TIPS & REMINDERS ON RESULTS

- Your result letter will be sent by email (to your University email address).
- What is the current status of my examination? **Remember: you can check the status at any time via the 'examination summary' section of your eProg record.** The summary will show which 'tasks' have been completed, which 'task' is currently pending and who is responsible for completing it. Further information is given in appendix 1.

USEFUL LINKS

- *Examination of Doctoral Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7445>
- *Examination of MPhil Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7446>
- *Resubmission and Re-examination of Postgraduate Research Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7447>

RESUBMISSION OF THESES/DISSERTATIONS

If you receive a referral result - B(i), B(ii), B(iii) or, for doctoral degrees, C(iii) result - you will be required to resubmit a revised thesis/dissertation for re-examination. THE RESUBMITTED COPIES OF YOUR THESIS/DISSERTATION WILL BE RE-EXAMINED BY BOTH/ALL EXAMINERS. A further oral examination and/or further research may be required.

- **I have been asked to present a revised thesis/dissertation – what should I do now?**
The result letter will clearly state the deadline for resubmission of your thesis/dissertation and whether a further oral examination/research is required. You will also receive a statement/list of required revisions from the examiners. Your Supervisor will be able to provide advice about the required revisions and you may ask the Internal Examiner for clarification on any of the points raised in the revision list which are unclear. **PLEASE NOTE:** the Internal Examiner will be available only to provide clarification of the required revisions and **must not** be asked to review the thesis/dissertation again prior to official resubmission.
- **Can I send the revised thesis to my examiners so that they can check the corrections before resubmission?**
No. You **must not** send a revised thesis/dissertation direct to the examiners. All revised theses/dissertations must be officially resubmitted electronically (via the Institutional repository) and paper copies resubmitted to the Faculty Graduate Education Office, C4 Sackville Street Building. Examiners are not permitted to examine any thesis/dissertation which has not been officially resubmitted.
- **When is my thesis/dissertation resubmission deadline date?**
You will find your resubmission deadline in the result letter from your first examination. **BOTH the electronic AND paper copies must be resubmitted by this date.**
- **How do I give Notice of Resubmission?**
The *Notice of Resubmission (Student)* form should be completed via eProg. You will find the form in the 'examination summary' section of your eProg record.
- **When should I give Notice of Resubmission?**
Students must complete the *Notice* form at least six weeks before they intend to resubmit a thesis/dissertation. You must also pay the resubmission fee payment at the same time as giving *Notice of Resubmission*.
- **How do I pay the resubmission fee?**
A resubmission fee **must** be paid for all theses/dissertations which are presented for re-examination (regardless of whether a further oral examination is required or not). The required resubmission fee is dependent on the result following first submission and will be noted on your result letter. The fee must be paid online via the University's **estore** system (<http://estore.manchester.ac.uk/>) at the time of giving *Notice of Resubmission* on eProg. From the **estore** homepage, you should select the 'Faculty of Science & Engineering' option, and then select the appropriate resubmission fee payment.
- **What happens after I have given Notice of Resubmission?**
Your Main Supervisor will be asked to complete the *Notice of Resubmission (Supervisor)* form, also on eProg. After this has been submitted, the eThesis submission window for your electronic resubmission will automatically open. You will receive an email from the eThesis submission system to notify you as soon as the window is open. Your Main Supervisor will also now be able to complete the *Confirmation of Examiners* form on eProg.
- **What do I need to resubmit?**
Your revised thesis/dissertation must be submitted electronically in **Portable Document Format (PDF)** to the Institutional repository. In addition, you are required to resubmit two identical paper copies (three for EngD/EntD degrees) of the revised thesis/dissertation **printed from the electronic version**. The procedure for this is the same as for your first submission. You must ensure that the '*electronically generated approved cover page*' is bound into your theses/dissertations (before the title page). **BOTH the electronic AND paper copies must be submitted by your resubmission deadline date.**
- **Do I need to inform the Faculty Graduate Education Office that I have paid the fee?**
No. Providing you have paid the fee via the Faculty of Science & Engineering section on estore, the Faculty Graduate Education Office will automatically receive notification as soon as you have paid.

- **My School/Supervisor will be paying the resubmission fee for me – what needs to be done?**
Your Supervisor (or School PG Administrator/Director) should inform the Faculty Graduate Education Office in writing that the resubmission fee will be paid on your behalf. The School should provide the Faculty Graduate Education Office with an account code which can be used to pay the fee.
- **I have given *Notice of Resubmission* on eProg – why is my eThesis submission window not open?**
The eThesis Submission window will automatically open as soon as your Supervisor has submitted the *Notice of Resubmission (Supervisor)* form on eProg. You will receive an automatic email from the eThesis Submission system to notify you as soon as the window is open. This email will be sent to your University email address.
- **I have been granted permission to resubmit late by the Faculty Postgraduate Research Degrees Panel and have given *Notice of Resubmission* on eProg – why is my eThesis submission window not open?**
If you have been granted permission to resubmit a thesis/dissertation late, your eThesis submission window must be manually opened by the Faculty Graduate Education Office. You must give *Notice of Resubmission* on eProg *and* pay both the late submission fee *and* resubmission fee before the window can be opened. The fees must be paid online via the University's **estore** system (<http://estore.manchester.ac.uk/>). From the **estore** homepage, you should select the '*Faculty of Science & Engineering*' option, and then select the 'late submission fee' payment, along with the appropriate resubmission fee payment. The Faculty Graduate Education Office will automatically receive notification from the *estore* system as soon as you have paid.
- **Which year should be noted on the spine and title page of a revised thesis/dissertation?**
This should be the year in which you **resubmit** your thesis/dissertation for re-examination.
- **What are the acceptable binding options for the paper copies of my revised thesis/dissertation?**
The two approved binding options are:
 - ✓ Standard hard-binding: sewn or glued, **with gold lettering on the spine**
 - ✓ Temporary soft-binding: acetate or plain card front cover, soft plain card rear cover, glued spine, or channel bound, **with gold lettering on the spine**

THE UNIVERSITY DOES NOT ACCEPT SPIRAL OR RING-BOUND THESES/DISSERTATIONS, EVEN FOR RE-EXAMINATION COPIES.
- **I have resubmitted my thesis/dissertation and have received an email from the Graduation Team inviting me to register for graduation. I have not yet received my result – what should I do?**
Students can register for the graduation ceremonies while awaiting their result. However, you will only be allowed to attend the ceremony if your degree has been awarded (i.e. officially published) by the ceremony date.

TIPS & REMINDERS WHEN RESUBMITTING A THESIS/DISSERTATION

- **BOTH the electronic AND paper copies must be resubmitted by your deadline date.**
- All theses/dissertations which are resubmitted for re-examination will be examined by **BOTH/ALL** examiners (not just the Internal Examiner), even if a further oral examination is not required.
- Resubmission fees must be paid **before** you resubmit a thesis/dissertation. If you resubmit and have not paid the fee, the Faculty Graduate Education Office will not be able to process your thesis/dissertation or forward it to the examiners for re-examination.

USEFUL LINKS

- *Resubmission and Re-examination of Postgraduate Research Degrees* policy
<http://documents.manchester.ac.uk/display.aspx?DocID=7447>
- Fees charged to students for resubmission and re-examination of Research Degrees
<http://documents.manchester.ac.uk/display.aspx?DocID=7452>

FINAL SUBMISSION OF THESES/DISSERTATIONS

- **I have received a result which confirms that I have been recommended for the degree – what should I do next?**

For an **Ai result** (award degree with no corrections) - you should deposit a 'final' electronic copy of your thesis/dissertation. The eThesis submission window for this will be opened by the Faculty Graduate Education Office when your result letter is processed.

For an **Aii result** (award degree subject to minor corrections), you should make the necessary corrections to the satisfaction of your Internal Examiner. S/he will then confirm that the corrections have been completed by submission of the '*corrections sign-off*' form on eProg. The eThesis submission window for your final thesis/dissertation will be opened by the Faculty Graduate Education Office when the *corrections sign-off* form has been completed on eProg.

For Doctoral **C(i)** or **C(ii)** recommendations, the procedure is the same as for A(i) or A(ii) but you must ensure that your thesis is corrected to indicate that it is a Masters (MPhil) and not a Doctoral thesis.

- **Can I submit the final thesis/dissertation before my internal examiner has completed the '*corrections sign-off*' form on eProg.**

No - the Faculty Graduate Education Office is unable to open the final eThesis submission window until '*corrections sign-off*' has been completed on eProg by the internal examiner.

- **My research has been funded by a Research Council (EPSRC, BBSRC, NERC, STFC etc.) – do I need to acknowledge this?**

Yes. When depositing the electronic copy of your thesis/dissertation, you will be asked to enter the sponsor name and the name of the funding Research Council. *If you have received funding from a Research Council, you must enter this on the Institutional repository.* This is done as part of step 2 of the electronic submission process ('*Enter metadata describing your thesis*'). The funding should also be noted in the 'Acknowledgments' page of your thesis/dissertation e.g. 'This work was supported by [grant number xxxxx]'.
[grant number xxxxx]'

- **What is my deadline for submission of final thesis/dissertation?**

For an A(i) or C(i) (Doctoral degrees) result, you will be required to submit the final electronic copy within 10 working days from the date of your result letter.

For an A(ii) or C(ii) (Doctoral degrees) result, you will be required to complete the minor corrections and submit the final electronic copy within 4 weeks of the date on your result letter.

- **Can I extend the deadline for my final submission?**

Students are expected to be available in the period after the oral examination to submit final copies/complete minor corrections as part of their responsibilities in the examination of their degree. In very exceptional circumstances, students may apply to the Faculty Postgraduate Research Degrees Panel for permission to submit after their final deadline. The request form can be obtained from the Faculty Graduate Education Office.

- **What is the deadline in order to attend graduation?**

The deadline for graduation is set by the Graduation Team a couple of months before the ceremonies are held. As a general guide, the deadline date is normally during the last week in June (for July ceremonies) and during the last week in November (for December ceremonies). You can contact the Faculty Graduate Education Office for exact dates. The examination/re-examination process must be fully complete (i.e. the degree is awarded/published) by this deadline in order to ensure that your name is listed in the graduation ceremony programme. If your degree is awarded after the graduation deadline date, you may be allowed to attend the ceremony (subject to available places), but your name will not be included in the official programme (as it will already have been printed).

- **I have submitted the final copy – what happens next?**

The Faculty Graduate Education Office will process your submission. The electronic copy will be acknowledged on the eThesis submission system and you will receive an automatic email to confirm that this has been done.

TIPS & REMINDERS ON FINAL SUBMISSIONS

- You will be required to submit a 'final' electronic copy of your thesis/dissertation, even if you do not have any further corrections to make.

USEFUL LINKS

- Decide whether to make your eThesis submission available to others <http://www.library.manchester.ac.uk/using-the-library/staff/research/services/electronic-theses/available-to-others/>
- *Examination of Doctoral Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7445>
- *Examination of MPhil Degrees* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7446>
- *Presentation of Theses* policy <http://documents.manchester.ac.uk/display.aspx?DocID=7420>
- *Guidance for the Presentation of Dissertations: Master of Science (MSc) by Research and Master of Enterprise (MEnt)* <http://documents.manchester.ac.uk/display.aspx?DocID=7441>

AWARDING THE DEGREE

- **I have submitted the final copy of my thesis/dissertation and it has been acknowledged – when can I get confirmation of my degree?**
Once the final thesis/dissertation has been deposited and acknowledged, the Faculty Graduate Education Office will formally publish your award (i.e. add the degree to your record on the student system). The Faculty Graduate Education Office will then email an award confirmation letter to your University email address. Letters are normally emailed within 2-3 days of receiving the final thesis/dissertation, although it can take longer at busy periods (e.g. around graduation).
- **Where will my award confirmation letter be sent?**
All award confirmation letters are sent by email to your University email address. If you require a hardcopy of the letter, you should contact the Faculty Graduate Education Office (eps-subs@manchester.ac.uk).
- **When can I get my degree certificate?**
Degree certificates are presented at the graduation ceremonies. The ceremonies are organised by the Graduation Team in the Student Services Centre and take place twice a year, in July and December. Students who are unable to attend the ceremony may request that the Student Services Centre post the certificate. The Student Services Centre will automatically post certificates to any student who did not attend the ceremony (after the ceremony has taken place). If you require a degree certificate before the ceremony, you can purchase a duplicate copy in advance via **estore** (<http://estore.manchester.ac.uk/>).
- **How do I register for graduation? Can I defer my attendance to another ceremony?**
Registration for graduation will be online via the self-service function within 'My Manchester' (student portal). If you are unable to attend graduation, or wish to defer your attendance, then you should also confirm this via the registration process. Further information regarding graduation can be found at: <http://www.graduation.manchester.ac.uk/>
- **Who should I contact with queries about my degree certificate or graduation?**
The **Graduation Team** in the **Student Services Centre** are responsible for degree certificates and graduation ceremonies. They can be contacted by telephone on 0161 275 5000 (option 1) and email graduation@manchester.ac.uk or certificates@manchester.ac.uk.
- **I have an outstanding debt – what should I do?**
A degree will not be conferred upon any person who has a debt outstanding to the University. Your award confirmation letter and degree certificate will be withheld and you will not be eligible to attend the graduation ceremony until the debt has been paid. Students with a debt outstanding should contact their School PG Office or Student Services Centre in the first instance to arrange prompt payment.

TIPS & REMINDERS ON DEGREE AWARDS

- Queries regarding **graduation** or **degree certificates** should be forwarded to the **Graduation Team** in the Student Services Centre (telephone: 0161 275 5000, email: graduation@manchester.ac.uk or certificates@manchester.ac.uk)
- **Manchester Alumni Association – the organisation for all our former students**
Once you have graduated, you will be able to register as a full member of the Alumni Association and take advantage of the discounts/benefits available. Further information can be found at: <http://www.manchester.ac.uk/connect/alumni/>

USEFUL LINKS

- Graduation information <http://www.graduation.manchester.ac.uk/>
- Degree certificate/transcripts/award verification information <http://www.graduation.manchester.ac.uk/after-youve-graduated/copies-of-degree-certificates-and-transcripts/>

Appendix 1

Examination 'tasks' on the eProg 'examination summary'

(PLEASE NOTE: 'PGR Administrator' refers to the Faculty Graduate Education Office)

For first submission...

TASK NAME	COMPLETED	DUE	ROLE
<i>Notice of Submission (Student)</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Student
<i>Notice of Submission (Supervisor)</i>	dd/mm/yyyy	dd/mm/yyyy	Main Supervisor
<i>Nomination of Examiners</i>	dd/mm/yyyy	dd/mm/yyyy	Main Supervisor
<i>Record External Examiner Details</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Approval of Examiners</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Director
<i>Record Submission & Dispatch to Examiners</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Oral Examination Notice Form</i>	dd/mm/yyyy	dd/mm/yyyy	Internal Examiner
<i>Check/Publish Oral Examination Notice</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Upload Completed Reports</i>	dd/mm/yyyy	dd/mm/yyyy	Internal Examiner
<i>Check & Record Recommendation</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Corrections Sign-off Form (Aii recommendations)</i>	dd/mm/yyyy	dd/mm/yyyy	Internal Examiner
<i>Record Final Submission</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator

If a resubmission is required...

TASK NAME	COMPLETED	DUE	ROLE
<i>Notice of Submission (Student)</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Student
<i>Notice of Submission (Supervisor)</i>	dd/mm/yyyy	dd/mm/yyyy	Main Supervisor
<i>Nomination of Examiners</i>	dd/mm/yyyy	dd/mm/yyyy	Main Supervisor
<i>Record External Examiner Details</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Approval of Examiners</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Director
<i>Record Submission & Dispatch to Examiners</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Oral Examination Notice Form</i>	dd/mm/yyyy	dd/mm/yyyy	Internal Examiner
<i>Check/Publish Oral Examination Notice</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Upload Completed Reports</i>	dd/mm/yyyy	dd/mm/yyyy	Internal Examiner
<i>Check & Record Recommendation</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Notice of Resubmission (Student)</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Student
<i>Notice of Resubmission (Supervisor)</i>	dd/mm/yyyy	dd/mm/yyyy	Main Supervisor
<i>Confirmation of Examiners (Resubmission)</i>	dd/mm/yyyy	dd/mm/yyyy	Main Supervisor
<i>Record Submission & Dispatch to Examiners (Resubmission)</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Oral Examination Notice Form (Resubmission) (if further oral examination is required)</i>	dd/mm/yyyy	dd/mm/yyyy	Internal Examiner
<i>Check/Publish Oral Examination Notice (Resubmission) (if further oral examination is required)</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Upload Completed Reports (Resubmission)</i>	dd/mm/yyyy	dd/mm/yyyy	Internal Examiner
<i>Check & Record Recommendation (Resubmission)</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator
<i>Corrections Sign-off Form (Aii recommendations)</i>	dd/mm/yyyy	dd/mm/yyyy	Internal Examiner
<i>Record Final Submission</i>	dd/mm/yyyy	dd/mm/yyyy	PGR Administrator

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