INFORMATION ON THE INITIAL SUBMISSION OF PHD THESES

You should be in discussion with your supervisor about your submission date as 6 weeks prior to the date you submit your supervisor will send the nomination of your examining committee to the Registry (Postgraduate) Office, this will allow us to process your thesis more efficiently. At this time you should also be discussing embargo options with your supervisor, there are four options for permitting/restricting access to the final copies of your thesis. More information on this can be found below. When you are ready to submit please bring your thesis directly to Registry.

Information on binding can be found on the Print & Design webpage (link below) and Appendix II of the Policy for supervisors and students in research postgraduate programmes: http://www.st-andrews.ac.uk/printanddesign/binding/

The Print and Design Unit at the University has the facility for you to email them an electronic copy of your thesis and they will print and bind your thesis (please contact printanddesign@st-andrews.ac.uk (01334) 463020 or printunit@st-andrews.ac.uk (01334) 463030).

Please be aware however that you will also need to make arrangements with your supervisor to ensure that there are handwritten signatures in the declarations in the three copies* from both you and your supervisor (these may be scanned, copied or faxed).

Each copy of a thesis presented for examination must contain the following:

- A title page with the title of the thesis, the name of the candidate, the name of the degree and the date of submission – two versions are available and can be found on the following webpage:
  http://www.st-andrews.ac.uk/ggstudents/academic/theses/
- An abstract of the thesis of not more than 300 words. (In the exceptional case of a thesis written in a foreign language a summary in English of between 2,000 and 3,000 words is required as well as the abstract.)

The declaration form must be countersigned by your supervisor. If you require restricted access, please ensure you use the appropriate wording for the declarations as this will act as part of your request for an embargo.

The declarations in your thesis must specify access to the thesis or alternatively you can request an embargo, this is pertinent if you intend to publish the thesis or if there is sensitive information. You should consult with your supervisor on this matter, the options are below. When you have selected the correct option, please eliminate the other options from the declaration page. You should then sign the declarations and have them countersigned by your supervisor.

For any further information you require please consult the ‘Policy for supervisors and students in research postgraduate programmes’, especially consulting Appendix II: http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/.

INFORMATION ON THE PRESENTATION OF PHD THESES

The thesis or portfolio should be presented for examination in loose-leaf binding; an appropriate binding can be produced quickly and inexpensively by the Print and Design Unit. Three copies* of the thesis or portfolio must be submitted; in the event of a successful submission one copy is returned to the candidate by the Convener of the Examining Committee.

Unless the Pro Dean has given permission for another format to be used, every thesis shall be word-processed in single, 1.5 or double line spacing. Double-sided submission is encouraged. The margins may be no narrower than 30 mm.

A thesis for the degree of PhD shall normally not exceed 80,000 words (excluding bibliography and appendices). This includes footnotes and edited original documents and texts. Permission to exceed the word limit must be obtained from the Pro Dean well in advance of submission.

Students may submit supplementary data in the form of a CD. The CD should be placed in a protective envelope and housed in a wallet that is firmly attached to the rear inside cover of each copy of the thesis or portfolio. The data may be presented in any suitable modern package, but students are also advised to present their data as a text file in which individual items of numeric data are separated by commas. The latter format is readable by all data analysis packages.

Students may present graphic data in coloured form, for example, graphs, photographs, chemical structures.

The thesis must be written in English unless, in the case of the PhD and according to guidance above, the Pro Dean has given special permission for another language to be used.

### Checklist

- * 3 softbound copies (4 copies if you have 2 External Examiners or separate Convener from Internal Examiner
- Signed declarations in each copy with the correct embargo information – including supporting statement if embargo requested

### Registry – Postgraduate Research Contact Details

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