

Research Thesis – Intention to Submit

***Please complete all sections and return the completed form to your Doctoral College (Faculty) Team. It is recommended that you retain a copy of this form for your own records.***

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| Student name: |  |
| Student ID number: |  |
| Degree: |  |
| Faculty: |  |
| School: |  |

**Guidance notes:**

You are required to give at least two months' notice of your intention to submit a thesis to allow for sufficient time for the nomination of examiners process to take place. No arrangements for the examination process will take place until you have notified us of your intention to submit by completing this form.

The decision to submit the thesis must be your own. You should take note of supervision advice but this advice should not be taken as an indication that the final thesis will fulfil the requirements of the examiners. In most circumstances, a research student would be expected to complete at least 36 months (or part-time equivalent) of supervised research and pass the Third Progression Review milestone before submitting their thesis. In exceptional circumstances, when a research student has successfully completed their Second Progression Review (Confirmation of Doctoral Candidature) and where they are able to submit a thesis of sufficient quality, a research student may be permitted to submit a thesis earlier than the specified minimum period of candidature. Please refer to the [Regulations for Research Degrees](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/regulations) (Section 6: Duration of Research Degrees) for details of the minimum periods of candidature.

If you are returning from suspension and intend to submit your thesis, you must give the required two months’ notice using this form. This form may only be used to give notice if you are in active registration. A form submitted by a research student who is not in active registration will be rejected.

If you wish to attend graduation in July, you must give notice no later than 31st January. If you wish to attend graduation in December (where permissible), you must give notice no later than 31st July. Please consult with your Doctoral College (Faculty) Team for more information about graduation.

You should discuss with your supervisor at this stage any potential embargo period so that after the *viva voce*, and when any corrections have been completed, you can request an embargo period if necessary using the [*Permission to Deposit Thesis form*](https://www.southampton.ac.uk/~assets/doc/quality-handbook/Permission%20to%20deposit%20thesis%20-%20form.docx). Please refer to the [Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/candidature-supervision) (Section 23: Access to the Thesis) for details of embargo periods.

Thesis templates and other guidance on preparing your thesis can be obtained from the [Library website](http://library.soton.ac.uk/thesis). You may also find it useful to refer to the documents [Producing your thesis – a guide for research students](https://www.southampton.ac.uk/~assets/doc/quality-handbook/Producing%20your%20thesis%20-%20a%20guide%20for%20research%20students.pdf) and [Submitting your thesis – a guide for research students](https://www.southampton.ac.uk/~assets/doc/quality-handbook/Submitting%20your%20thesis%20-%20a%20guide%20for%20research%20students.pdf).

**Intention to Submit**

\*I wish to give notice of my intention to submit a thesis for the degree (e.g. PhD, MPhil, DM) of:

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\* Full thesis title:

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If you are a University of Southampton member of staff, please tick this box and describe your role below □

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| Student’s Signature: |  |
| Date: |  |

**Inviting your supervisor to attend the *viva voce***

Normally, members of the supervisory team will not be present at the *viva voce*. You may ask that one member of your supervisory team be invited to attend, but should note that they will not be permitted to play an active role in the examination (see paragraphs 22.1 to 22.2 of the [Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/doctoral-college/pgr-code-of-practice-2022.page)). Any such request must be submitted **in writing** to your Doctoral College (Faculty) Team for consideration by the Faculty Director of the Graduate School.

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| ***For action by the Doctoral College (Faculty) Team***1. Check the student is in active registration and is eligible to submit.
2. Enter the appropriate codes in the SHANCRS form in Banner (see the PGR Administration Guide for guidance)
3. Check the thesis title in the SHAQPNO form in Banner and amend if necessary
4. Email to confirm receipt of this Intention to Submit form
5. Save a copy of the email in the student’s e-file
6. Send the Nomination of Examiners form to the supervisor, if not already received.
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