

XIV. 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 These rules apply to all material, whether in the form of a thesis, or of published or unpublished work, submitted for Research degrees, including: DSc, DLitt, DEng, PhD, PhD (Integrated), MD, DDS, LLD, DBA, EdD, DEdPsy, DAppEdPsy, EngD, MPhil, LL.M.
2. Where a thesis is required by the regulations for the degree it must be submitted in the form described in the section '*XV 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. An electronic copy of the thesis must be submitted for examination to the relevant graduate school administrator. The submitted electronic copy of the thesis become the absolute property of the University.
4. An electronic copy of the thesis will normally be sent to the examiners, unless it has been previously agreed to provide a soft-bound copy to the external examiner
5. Candidates must submit a research degree examination entry form or statement, along with the electronic copy of thesis, 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 and complied with the required terms of the research degree programme;
 - d) a statement certifying that all financial obligations to the University have been fulfilled by the student.
6. Candidates recommended for an award must submit the following to the relevant graduate school administrator.
 - a) a hard-bound copy of the thesis or deposit in the University Library. (On the direction of the relevant graduate school committee, a second hard-bound copy of the thesis may be requested for deposit with the school/institute most concerned with it.)
 - b) an electronic copy of the thesis.
 - c) where work other than a thesis is required, one copy shall be submitted, unless directed by the relevant graduate school administrator to submit a second copy.

- d) a completed Library Deposit Licence for Print and Electronic Theses, available from: <https://www.ncl.ac.uk/students/progress/student-resources/PGR/keyactivities/Award.htm>.

Bibliographic details of all theses are sent to the British Library, and electronic copies will be added to the national EThOS database.

Note:

Both the hard-bound and electronic copy of the thesis should be in a format that adheres to the guidance in the 'Guidelines for the Submission and Format of Theses' available at: <https://www.ncl.ac.uk/students/progress/student-resources/PGR/FormsPolicies>. Thereafter the thesis is subject to the University Library's regulations and rules.

7. The copyright in all material submitted for a higher degree remains with the candidate.
8. All theses have a standard period of restriction for consultation of 6 months, following which both the print and electronic version will be made available. If a longer restriction is required, a candidate should contact the relevant Graduate School Administrator. Requests must comply with the criteria set out in the Freedom of Information Act 2000.