

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 These rules apply to all material, whether in the form of a thesis, or of published or unpublished work, submitted for Research degrees, including: DSc, DLitt, DEng, PhD, PhD (Integrated), MD, DDS, LLD, DBA, EdD, DEdPsy, DAppEdPsy, EngD, MPhil, LLM.
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 Graduate School. 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 at the appointment of the examiners.
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.

On receipt of the Examination Entry Form, the Graduate School will certify 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 Graduate School
 - a) An electronic copy of the thesis.
 - b) Where work other than a thesis is required, one copy shall be submitted, unless directed by the Graduate School to submit a second copy.
 - c) 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: The 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](#)'. 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 the electronic version will be made available. If a longer restriction is required, a candidate should contact the Graduate School to request extended restriction. Requests must comply with the criteria set out in the Freedom of Information Act 2000.