Thesis Submission Guidelines

Thesis submissions are administered by the Library Theses Office (LTO) in partnership with Registry.

On this page you will find information about:

- Preparing your thesis submission

- Submitting your thesis

- Viva

- Outcome of your thesis and award

Please note:

- In order to have your thesis examined, you will need to submit the Examination Entry Form prior to submission.

- The Thesis Submission Form needs to be submitted with your thesis.

- All the forms you need are available on iProgress, or you can obtain them by emailing the Registry at researchdegrees@icr.ac.uk.

If you are supervising a thesis submission, please see our Information for supervisors page.

Before submission

The Examination Entry Form should be completed and submitted to Registry at least four months prior to thesis submission. The form includes a section to be completed by your supervisor, where they can record whether there are issues that require a confidentiality agreement to be drawn up with your examiners. If there are, your supervisor will need to discuss this with the examiners and draw up a formal agreement.

Statement concerning joint work

Your thesis may contain work carried out in collaboration with others. If it does, you need to include a statement at the start of your thesis that makes clear what work was done by you and what by your collaborators.

Statement concerning work previously submitted for another award

If your thesis incorporates any work you previously submitted for a degree, or a similar award, at the ICR or any other institution, you need to include a statement at the start of your thesis that details this.

Self-Plagiarism: Reusing material from papers you have authored

If you wish to re-use material (text, figures, tables, etc.) from papers you have authored, you may do so without treating them as cited material provided that the papers were written after you registered for your degree and done as part of your degree. The material must be integrated into the thesis so that it makes sense in context. It will help you and the examiners if you explain

where the material has been published by you elsewhere (e.g. "This section is based on my article...").

If the paper was co-authored, acknowledge the co-authors' contribution and use quotation marks where appropriate to indicate text or other material that is not your own.

Papers you authored before you began your degree should be treated the same way as a paper authored by someone else. Cite the work as a reference, and either reword the original text or use quotation marks when referring to specific points verbatim. You should not imply that the work was done as part of your thesis or that it should be judged as part of your thesis.

Declaration of own work

Your thesis must include the following declaration immediately after the title page:

"I declare that the work presented in this thesis is my own. Where I have received significant assistance from other people or tools, or information has been derived from other sources, I have clearly indicated this in the thesis."

The use of proofreading or other minor assistance that does not affect authorship, scientific reasoning, or technical competence is acceptable and does not need to be acknowledged. Further examples of acceptable and unacceptable types of assistance are provided in the ICR's Guidance on plagiarism and the use of generative AI.

Submission

All students must submit by the deadline set out in the Code of Practice, which is four years from the start of the registration (or as applicable for part-time students). Theses that are submitted after the deadline will not be accepted. If you require clarification on your thesis deadline, please contact researchdegrees@icr.ac.uk and/or refer to your iProgress milestones.

You should submit a PDF copy of your thesis via ZendTo to the LTO at theses@icr.ac.uk. The passphrase should be sent in a separate email. You will also need to include with your thesis the Thesis Submission Form which contains the thesis abstract and the word count declaration.

Viva

The LTO will send your thesis to the two examiners. Once this has been done, you will receive an email stating that the thesis has been sent. **It is your supervisor's responsibility to arrange the viva and notify the LTO of the date**. Once your thesis is submitted to the LTO, if we are not aware of the viva date we will contact your supervisor. However, if you are aware of the date that has been arranged, please inform the LTO.

It is your decision whether or not your supervisor attends the viva, and you should specify this on the Examination Entry Form.

For guidance on the viva, watch The Good Viva, a 30 minute video provided by the Learning and Development Team. In addition, there are a number of books on how to study for a research degree, including chapters on preparing for a viva, in the Study Skills section of the ICR Library in Sutton (W 18).

Alternatively, visit the University of South Wales Graduate School website which has a series of videos and resources to help students prepare for their viva.

Outcome

After the viva, the examiners will send their report to the LTO. You should wait for the LTO to officially inform you of their decision.

If the result is a pass with minor amendments to your thesis, the LTO will inform you of the amendments required and the details of which examiner(s) to send them to. You will need to inform the LTO when these amendments are submitted.

Usually the internal examiner will sign off your amendments, but sometimes both examiners will request to see them. Occasionally the examiners are happy for the supervisor to sign off the amendments. Once the examiners have signed off the amendments, the LTO will inform you and ask you to submit the final thesis.

If the result is a straight pass, the LTO will inform you and ask you to submit the final thesis. If the result is a referral, you will need to resubmit your thesis and possibly attend a further viva within 18 months.

If a student wishes to appeal against the outcome of a viva examination they should follow the academic appeals procedure.

The LTO will send you the E-Thesis Deposit Agreement to complete and return. On this form you can indicate whether the thesis embargo period needs to be extended beyond the default 6 month period. You should discuss with your supervisor whether an extension is needed.

Final submission and award

Once a final submission has been requested by the LTO, you must submit a single PDF file to the LTO at theses@icr.ac.uk. If you have been unable to get copyright permissions for any third-party material contained in your thesis, include an additional copy of your thesis from which the copyrighted material has been redacted.

Once the e-copy of the thesis and the completed E-Thesis Deposit Agreement have been received by the LTO, an award letter signed by the Deputy Dean will be sent to you informing you of the award of your degree. The award certificate will be sent to you from the UoL. The date of the degree award will usually be the date the award letter was signed.

Please note that the UoL may take up to three months to process and send the certificate. Certificates are sent by the UoL via recorded delivery to the address you provided on the Examination Entry Form. If you need to change this, please see the section below.

Addresses for contact

The address that you provide on you Examination Entry Form is the one used by the UoL to post out your certificate once your degree has been awarded. It is also the address that Registry will use to contact you regarding the ICR Award Ceremony, which usually takes place around July each year. It is important for you to inform us if your address changes. If you would like to change this address, please contact researchdegrees@icr.ac.uk.

Thesis format

Page Format: The page format should be A4 size paper (210 x 297 mm).

Font: The UoL do not specify font style and size but the LTO recommends Arial, size 12.

Layout: Margins must be not less than 20 mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

Pagination: All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything in the volume, including diagrams, blank pages, etc.

Title Page: The title page must bear the officially-approved title of the thesis; the candidate's full name as registered; and the name of the Institute and the degree for which it is submitted.

Abstract: The abstract should be no more than 300 words.

Table of Contents: In each copy of the thesis the abstract should be followed by a full table of contents and a list of tables, images and any other materials.

Supplementary Materials: If there are any supplementary materials accompanying your thesis, such as spreadsheets, please provide these in a digital format when you submit your thesis. If you have any materials that can't be sent in a digital format, please contact the LTO to discuss this.

Reference Format: The UoL do not specify how bibliographies should be structured but the LTO advises that:

- The citation should include the lead author's surname and the publication year, e.g., (Smith, 2025), (Jones, Okoye and Herrero, 2019). If there are more than three authors, append *et al.* after the lead author's surname, e.g., (Jones *et al.*, 2021]).

- In the bibliography, list all the authors, except where there are more than ten authors, in which case add *et al.* after the tenth author's name, e.g., (Smith Q., Flynn M., Ross T., Blanc L., Kraus R., Li E., Wang B., Kim S., Tran J., Ono K. *et al.*, 2016).

The references list for PhD theses is usually at the end of the complete text. For MD(Res) theses the references are usually added at the end of each chapter.

Word Limit: This depends on which degree you are registered for. In all cases the word count includes footnotes, but excludes the bibliography and appendices.

- PhD – 100,000 words
- MPhil – 60,000 words
- MD(Res) – 50,000 words

Thesis resources: Ebooks

- How to Get Your PhD : A Handbook for the Journey by Gavin Brown

- How to Publish Your PhD by Sarah Caro

- Writing and Publishing a Scientific Research Paper by Subhash Chandra Parija and Vikram Kate

- The Study Skills Handbook by Stella Cottrell

- Getting a PhD : An Action Plan to Help Manage Your Research, Your Supervisor and Your Project by John Finn and the Food Development Agency

- [How to Write Better Essays](#) by Bryan Greetham

- [How to Survive Your Viva: Defending a Thesis in an Oral Examination](#) by Rowena Murray

- [How To Write A Thesis](#) by Rowena Murray

- [Cite Them Right : The Essential Referencing Guide](#) by Richard Pears and Graham Shields

- [How To Get A Phd : A Handbook for Students and Their Supervisors](#) by Estelle Phillips and Derek.S. Pugh

- [How to Write a Review](#) by Cecilia Minden and Kate Roth

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