# Notice of Intention to Submit a Doctoral or MPhil Thesis

Students who intend to submit a thesis for the degree of MPhil, PhD, EdD, DMin or DProf should, in liaison with their Director of Studies, complete this form and submit it electronically to the Faculty/Institute PGR lead, for approval. Signed, completed forms should be emailed to Research Services via research@stmarys.ac.uk. Paper forms will not be accepted.

Research Services must receive the form not less than TWO MONTHS before the thesis is expected to be submitted.

When the Head of Research Services [or nominee] is content that the completed form satisfies the requirements for transferring the student to the Submission Pending stage:

the student’s registration status will be amended;

the Faculty/Institute may begin to arrange the examination;

the student must submit to Research Services, normally by the date shown below, two soft bound copies of the thesis and one PDF copy.

**Section A – To be completed by the Candidate**

|  |  |
| --- | --- |
| Name of candidate |  |
| Student registration number |  |
| Institute/Faculty |  |
| Degree (please tick) | MPhil  PhD  EdD  DMin ☐ DProf ☐ |
| Name of supervisors |  |
| Are you a member of staff? | Yes  No |
| If you answered yes to above, please give details |  |
| Date of registration |  |
| Date thesis will be submitted by |  |
| Title of thesis (note that any change to this title must be approved by Research Services) |  |

Please ensure that Research Services hold your up to date contact details.

## **Section B - Institute/Faculty Sign-off**

We confirm that the candidate is eligible for entry to the examination and that the thesis title is suitable.

|  |  |
| --- | --- |
| Signature of Director of Studies |  |
| Date |  |

|  |  |
| --- | --- |
| Signature of Institute/Faculty PGR Lead |  |
| Date |  |