# Submission of a Soft Bound Thesis for Examination

* This form must not be submitted until an Intention to Submit Form has been sent and acknowledged.
* The form must be signed by the Director of Studies. Students must email the form, together with an electronic copy of the thesis, in PDF format, to research@stmarys.ac.uk.
* Students must also submit at least two soft-bound paper copies of the thesis to Research Services.
* On receipt of the form and the copies of the thesis, Research Services will:
* if the form has been fully completed, and the DoS has selected ”Yes” for the final question -forward the thesis to the examiners;
* if the form has not been fully completed, or the DoS has selected ”No” for the final question -return the form to the student, and warn that the thesis cannot be forwarded to the examiners until a suitably amended form has been received, and that this may delay the examination.
* Students are also advised that the final outcome will be communicated via their St Mary’s University email.

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| ***To be completed by the student*** |
| **Name** |  |
| **Student Registration Number** |  |
| **Institute/Faculty** |  |
| **Director of Studies** |  |
| **Date of examination (if known)** |  |
| **Degree for which the thesis is submitted**  | MPhil [ ]  DMin [ ] PhD [ ]  DProf S&C [ ] EdD [ ]  |
| **Title of thesis** |  |
| **Number of copies of the thesis submitted** | **Soft Copies** |  | **Electronic Copies** |  |
| ***Signature of student*** | ***Date*** |
|  |  |

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| ***To be completed by the Director of Studies*** |
| ***Name*** | ***Signature*** | ***Date*** |
|  |  |   |
| I can confirm that the student has successfully completed their (Vitae) Research Skills Phase 3 or equivalent (Please check as appropriate) | Yes [ ]  | No [ ]  |