

Library Theses Office

In partnership with Registry, we administer thesis submissions.

Here 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 a series of forms prior to submission.
- Other forms need to be submitted when you hand in your thesis.
- All the forms you need are [available on iProgress](#), or you can obtain them by [emailing the Registry](#).

If you are supervising a thesis submission, please see our [Information for supervisors page](#).

Before submission

The MPhil/PhD/MD(res) Entry Form should be completed and submitted to Registry at least four months prior to thesis submission, along with Description of Thesis and Reproduction of the Thesis forms. You can apply for a Restriction of Access to the Thesis for up to two years after the award date. This form will require authorisation by the Academic Dean and should be submitted along with the Entry Form.

If there are potential confidentiality issues with your examiners, your supervisor will need to liaise with the examiners and may need to draw up a formal agreement.

Statement of impact

As a result of the impact of COVID, you may have experienced disruption that limited the amount of experimental work that you could complete.

We are therefore telling examiners that students who were registered during the period of COVID-related disruption may include a 'Statement of Impact' at the start of their final theses.

Each copy of the statement should be:

1. no more than two sides of A4 paper; and should note the disruption experienced, and the impact on your work;

2. included in your final thesis, immediately following the thesis abstract; and
3. signed by you and your supervisor as a true record of the disruption experienced.

In order to continue being of PhD standard, your final thesis should explain the rationale for any experiments that it was not possible to complete or start, and the possible implications of their results or lack of them. Note that you should view this as part of normal good practice in scientific report and thesis writing, in which you have a discussion section where you draw attention to any limitations of the work, explain the reasons (which may/may not be associated with the time-limited nature of the project) and discuss the implications for future work. The Statement of Impact is not a replacement for this section; it provides a way to supplement and draw the assessor's or examiner's attention to the issue if you wish.

Submission

It is extremely important for all students to submit by the deadline set 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.

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. There are three additional forms which need to be completed and included with your thesis: Abstract of Thesis, Cover Sheet and Word Limit.

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, and listing the details of your examiners. The LTO will ask your supervisor to arrange the viva, who will subsequently inform you of the date and venue. Once you have been informed of the viva date, please notify the LTO of the date.

It is your decision whether or not your supervisor attends the viva, and you should specify this on the 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 PhD, including chapters on preparing for a viva, in the Study Skills section of both ICR Libraries (W 18).

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 the 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](#).

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 (see [Coronavirus Guidance for Students and Supervisors](#) for latest advice).

Once the e-copy of the thesis has 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 arranged to be sent to you from the UoL. The date of the degree award will usually be the last day of the month of the award letter date, or the last day of the following month.

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 in the MPhil/PhD/MD(res) Entry Form. If you need to change this, please see the note below on addresses for contact.

Addresses for contact

The address that you provide in your MPhil/PhD/MD(res) Entry Form is where the UoL will post your certificate once your degree has been awarded. If you would like to change this address, please contact researchdegrees@icr.ac.uk.

The address that you provide in your Entry Form is also the address that Registry will use to contact you regarding the ICR Award Ceremony, which usually takes place around July of each year. Please contact researchdegrees@icr.ac.uk, who will be organising the event for more information.

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 at the binding edge must be not less than 40 mm (1.5 inches) and other margins 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. The title page should be followed by a signed declaration that the work presented in the thesis is the candidate's own.

Abstract: The signed declaration should be followed by an abstract of no more than 300 words. You should submit this to the LTO at the same time as you submit your thesis.

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 an 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 you consult previous theses from ICR candidates held in the library. 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

Please ensure that the Word Limit Form is submitted to the LTO together with your thesis. This form will need to be countersigned by your supervisor.

Revised September 2021