

## Theses for Imperial College Research Degrees

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Guidance and notes on the submission, format and requirements of theses submitted for the degrees of MPhil, PhD, MD(Res) and EngD.

### 1. General Information

- 1.1. Your [My Imperial](#) student portal now provides you with access to a new tile called *Research Degree Milestones*. Here you are able to view information about your Early Stage Assessment, Late Stage Review, Examination Entry and Thesis Submission milestone status.
- 1.2. For the requirements of a thesis (including any length limitations), the current regulations for the appropriate degree award should be consulted. You can access the current College regulations via the [Academic Governance](#) webpages.
- 1.3. Following submission and examination of the thesis, examiners may require candidates to make minor amendments to otherwise successful theses. You will be advised of any revisions required to your thesis either by your examiners directly, or the Registry Assessment Records Team.
- 1.4. All theses submitted for examination after 1 March 2013 will automatically be made open access in Spiral (the College's digital repository), following award conferral and upon expiry of any agreed embargo period.
- 1.5. Please note, if you are a Tier 4 student and you complete your programme before the end date of your visa, the College will be required to report your early completion to UKVI (UK Visas and Immigration) and this will result in your visa being curtailed (cancelled).
- 1.6. If at any stage you are uncertain what to do, please contact the Registry Assessment Records Team ([assessment.records@imperial.ac.uk](mailto:assessment.records@imperial.ac.uk))

### 2. Thesis Submission Guidance

- 2.1. The decision to submit a thesis rests with the candidate alone.
- 2.2. Candidates are required to submit their thesis electronically, via the Research Degree Milestones tile in [My Imperial](#).
- 2.3. The Registry Assessment Records Team will receive automatic confirmation of your submission and will provide your examiners with a digital copy of your thesis.
- 2.4. **On no account should candidates submit their thesis directly to the examiners (or indirectly via their supervisor).**
- 2.5. Further guidance on preparing the thesis for submission can found on the Library's Scholarly Communication [webpages](#).

## 3. Thesis Declaration Form

- 3.1. When you are ready to submit your thesis for examination, you must also complete a Thesis Declaration Form.
- 3.2. The Thesis Declaration Form is available under the Thesis Submission milestone in the *Research Degree Milestones* tile in [My Imperial](#).
- 3.3. As part of this process, candidates will be asked to declare any thesis embargo requirements, in accordance with the College's [Access to Research Degree Theses by Other Scholars](#).

## 4. Presentation

- 4.1. Electronic copies of theses should be easily legible for examiners and illustrate information, diagrams, tables etc. clearly.
- 4.2. You must make every effort to correct errors before submission; it is not the task of examiners to act as editors and/or proof-readers of a thesis.
- 4.3. Page content should be centred, so that margins are equal distant from the edge of page. Double or one-and-a-half spacing should be used, except for indented quotations or footnotes where single spacing may be used.
- 4.4. All pages must be numbered in one continuous sequence, i.e. from the title page to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything included in the document, including maps, diagrams, blank pages, etc.
- 4.5. The title page must bear the following information:
  - The approved title of the thesis (as confirmed at the point of examination entry)
  - The candidate's full name, as registered at the College
  - Imperial College London, and the name of the Department
  - The degree for which the thesis is submitted (e.g. PhD)
- 4.6. Any formatting information not explicitly outlined in this document is up to the judgement of the student, and reasonable solutions will be accepted.

## 5. Statement of Originality

- 5.1. Candidates must include a short statement in your own words, that the work is your own and that all else is appropriately referenced.
- 5.2. The Statement of Originality should appear at the beginning of the thesis.

## 6. Copyright Declaration

- 6.1. As your thesis will be made available for public reference, the College requires a copyright statement to be included at the beginning of your thesis.

6.2. Candidates are permitted to choose from any of the Creative Commons Licences when publishing their thesis on Spiral. Further information and guidance can be found on the [Selecting a Creative Commons Licence](#) webpage.

6.3. If no specific licence is required, candidates are advised to use the following:

**‘The copyright of this thesis rests with the author. Unless otherwise indicated, its contents are licensed under a Creative Commons Attribution-Non Commercial 4.0 International Licence (CC BY-NC).**

**Under this licence, you may copy and redistribute the material in any medium or format. You may also create and distribute modified versions of the work. This is on the condition that: you credit the author and do not use it, or any derivative works, for a commercial purpose.**

**When reusing or sharing this work, ensure you make the licence terms clear to others by naming the licence and linking to the licence text. Where a work has been adapted, you should indicate that the work has been changed and describe those changes.**

**Please seek permission from the copyright holder for uses of this work that are not included in this licence or permitted under UK Copyright Law.’**

6.4. Candidates are advised to complete the online course offered by the Imperial College Graduate School, *Ensuring Integrity 3: Copyright (Doctoral Students)*, accessible [here](#).

## 7. Abstract

7.1. The title-page should be followed by an abstract consisting of no more than 300 words.

## 8. Table of Contents

8.1. The abstract should be followed by a full table of contents (including any additional material supplied separately to the main body of the thesis) and a list of tables, figures, photographs and any other materials.

## 9. Appendices

9.1. The appendices should be at the end of your thesis after your bibliography. It should include:

- Any data that the examiners may wish to refer to, but that they will not examine.
- Students must include copies of all permission documents showing that they have permission to republish all the third party copyrighted works in their thesis. Guidance on identifying third party copyright works, and on seeking permission to reproduce, can be found [here](#).

## **10. Illustrative material**

- 10.1. Any additional illustrative material to be provided to your examiners alongside your thesis submission may be provided to the Registry Assessment Records Team via email ([assessment.records@imperial.ac.uk](mailto:assessment.records@imperial.ac.uk)).

## **11. Copyright, plagiarism and other IP checks**

- 11.1. Before submission, candidates must to ensure that the thesis:
- Does not contain any instances of plagiarism
  - Does not infringe on copyright laws and that you have permission to reproduce your own published works and any third party works within your thesis (papers, images, figures, maps etc.)
  - Adheres to any sponsorship agreements regarding disclosure/acknowledgement of results
  - Ensures patient confidentiality/anonymity

## **12. Final Thesis Submission**

- 12.1. It is a requirement for the award of the degree that copies of successful theses are deposited in the College Library in electronic format.
- 12.2. After the examination is successfully completed and the subsequent approval of any minor corrections required by the examiners, the final version of your thesis must be submitted to [Spiral](#), the College's digital repository.
- 12.3. Bound copies of the final thesis, or electronic copies in any other format are no longer required.
- 12.4. Please note that the College cannot confer the degree award until the final submission has been received and the examiners have confirmed that the required amendments to the thesis have been made.
- 12.5. To facilitate long term storage, your final thesis must be in PDF/A format with all fonts embedded.
- 12.6. Please do not include your signature in your final thesis.
- 12.7. For further information on preparing your final thesis for submission to Spiral and creating your PDF file, please refer to the Library's Open Access [webpages](#) and [FAQs](#).
- 12.8. All submissions made to Spiral will be reviewed by the Assessment Records Team prior to being released to the Library for processing.
- 12.9. The final thesis will be made publicly available upon expiry of any embargo period as agreed via the Thesis Declaration process (see point 3).
- 12.10. Theses submitted in any format other than indicated above will not be accepted and may result in the award of the degree being delayed.