

eThesis FAQs

- I am an Imperial College student. How do I submit my thesis?
Go to www.eThesis.co.uk and select that you are an Imperial College student (on the eThesis website, click on the 'binding' tab and then select the Imperial College banner).
You will be taken through the correct route of submission (you should choose 'wire-bound' copies).
For the delivery option, choose the '**Free pick up**' from eThesis option, but **do not** pick the copies up. Leave them with eThesis. This ensures that Imperial pays for the delivery, not you.
- Do I have to use eThesis?
Yes. If you are registered as an Imperial College student, it is listed in the regulations that you must submit through eThesis.
Failing to do so and submitting via any other means (e.g. directly to examiners) could **INVALIDATE** your viva. This could result in serious delays to receiving your degree or even **RE-TAKING** the viva.
- How much will it cost?
The price of your thesis copies is dependent on the number of colour and black and white pages to be printed. Pricing information can be found at <http://www.ethesis.co.uk/prices-delivery.asp>
- How will my thesis get to my examiners?
When you place your order, you will receive an email confirmation. The Registry will also receive this confirmation so that we know exactly when you have submitted (please ensure you have selected that you are an Imperial College student – the Registry will not get this confirmation otherwise).
When we are ready for the thesis to be sent, we will inform eThesis of the relevant details and they send the thesis copies out directly from their offices.
- I submitted my thesis ages ago but it still hasn't been sent out – what's happening?
On occasion, we may still be processing your paperwork and are not yet ready for the copies to be sent. This is usually because we are waiting on confirmation from your examiners that they are happy to examine your thesis (we must have this confirmation in writing before the copies are sent).
eThesis will not send your copies without our authorisation – if you have any questions about this then contact the Research Degrees team in the Registry (research.degree@imperial.ac.uk) – *eThesis cannot negotiate with you.*
- What if my viva date is approaching?
Your viva date should not be confirmed until your thesis has been sent out.
If you are concerned then please let us know, we will do all we can to speed the process up.
If you have submitted through eThesis, please do not send another copy to your examiners, this could also **INVALIDATE** your viva examination.
- How will I know when my thesis has been sent?
We will email you as soon as the copies are sent. Your supervisor will also receive an email asking them to arrange/confirm a viva date, and your examiners will be emailed with the relevant information/forms.