Thesis submission – by 48th month for full-timers and by 72nd for part-timers

It is College policy that no full-time student registered for research degree study will be permitted to submit their thesis for examination later than 48 months after initial registration for full-time students (72 for part-timers), unless there are genuine mitigating circumstances.

For late submission, a Late Case Form is required. Please contact the Postgraduate Manager for advice.

You can find this date on My.Imperial.ac.uk.

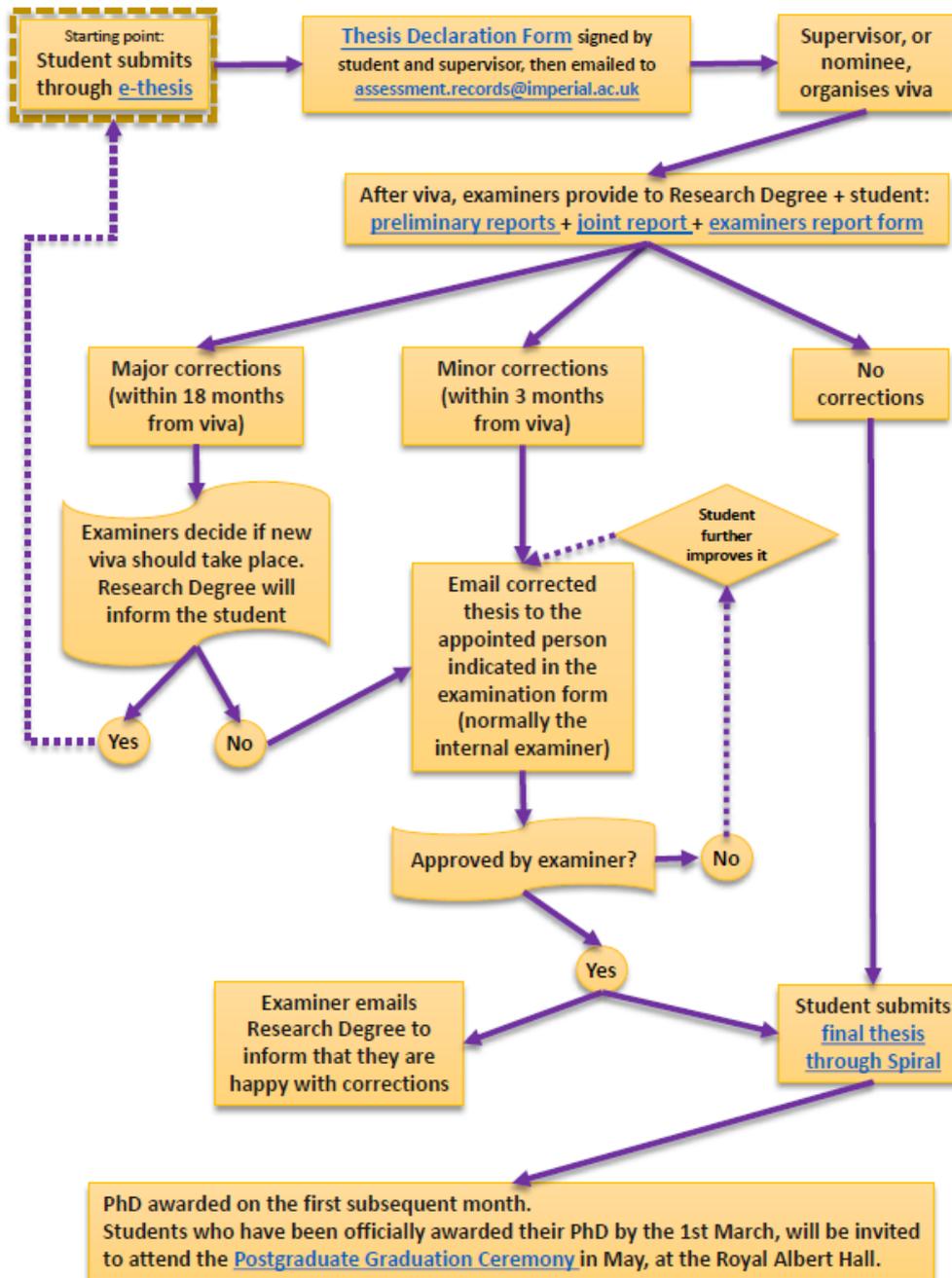Please click on the link below for full instructions on thesis submission:

http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/

Once you have submitted your examination entry forms, you will be told when your entry has been processed and advised of the next stages. Please note: you are required to submit your thesis by your submission deadline, regardless of whether you have been contacted by Registry or not at this stage.

In summary, the process is as follows:

Thesis Submission and Viva Flowchart

Starting point:
Student submits through e-thesis
→
Thesis Declaration Form signed by student and supervisor, then emailed to assessment.records@imperial.ac.uk
→
Supervisor, or nominee, organises viva

After viva, examiners provide to Research Degree + student:
preliminary reports + joint report + examiners report form

Major corrections (within 18 months from viva)

Examiners decide if new viva should take place. Research Degree will inform the student

Yes   No

Minor corrections (within 3 months from viva)

Email corrected thesis to the appointed person indicated in the examination form (normally the internal examiner)

Student further improves it

No corrections

Approved by examiner?   No

Yes

Examiner emails Research Degree to inform that they are happy with corrections

Student submits final thesis through Spiral

PhD awarded on the first subsequent month.
Students who have been officially awarded their PhD by the 1st March, will be invited to attend the Postgraduate Graduation Ceremony in May, at the Royal Albert Hall.

Viva

Once you have submitted your thesis, the Registry will ensure that copies are provided to your examiners, in advance of your viva examination.

Your supervisor, or another member of staff in your department/division, will be responsible for organising the viva and making all the necessary arrangements.

When your viva has taken place, you may be informed of the outcome by the examiners. You may be asked to make some minor corrections to your thesis before submitting the final copies and being awarded your degree.

Please read the Success Guide for postgraduate research students for more advice on preparing for your viva:

💻 www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/thesis-submission-and-viva/preparing-for-your-viva/

E-theses: Requesting an Embargo

In some cases, it may be necessary to delay the release of a thesis to the public by applying for an embargo.

If you decide that your thesis should have an embargo, discuss this with your supervisor and tick the appropriate box on the Thesis declaration form.

Reasons for requesting an embargo include:

- You plan to publish your thesis
- To avoid invalidating a potential patent application, see Intellectual Property
- It contains commercially sensitive research or research with confidentiality obligations
- It contains information collected under the promise of confidentiality and anonymity e.g. patient information
- It shows evidence of animal experimentation and release to the public would pose a significant risk to the researchers involved or to Imperial staff and students
- It contains information of significance for national security

For further information please contact the Research Degrees team

💻 www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/

Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse.

Plagiarism is considered academic misconduct and must be avoided, with particular care on coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

For further information, please see:

💻 www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources.

💻 www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/turnitin/about-turnitin/

The Graduate School, in conjunction with the Library, has developed an online plagiarism awareness course. It aims to equip Imperial PhD students with a working knowledge of the concept of plagiarism and how to avoid it. This enables students to use and share information ethically, with academic integrity and in accordance with Imperial College's Examination & Assessment: Academic Integrity Policy.

💻 www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/online-courses/

Collusion:

This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

Exam offences

Exam offences include behaviour such as bringing authorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you.

Dishonest practice

Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill or other individual to submit as your own), attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment.