

## Thesis Submissions

Templates for your thesis and poster can be found on Blackboard, along with any other forms you may need. See below screen shot.

The Thesis Marking scheme is also on Blackboard. The examiners will use this to mark your thesis and poster prior to your viva. Some of you have queried the 'Style and Presentation' section, this relates to the style and presentation of your written thesis and poster and is not relevant to your actual viva.

The screenshot displays the Blackboard interface for the 'THESIS' course. On the left is a navigation menu with categories like 'Computational Software Techniques in Engineering MSc 2013-14 (SOE-13-MSC-C-ST)', 'Announcements', 'Home Page', 'Course Information', 'Course Documents', 'SEMINARS', 'Option', 'Computer Aided Engineering(CAE)', 'Distributed Computing & e-Science(DCeS)', 'Digital Signal & Image Processing(DSIP)', 'Software Engineering for Technical Computing (SETC)', 'Common to ALL Options', 'Common Modules to ALL options', and 'COURSE MANAGEMENT'. The 'THESIS' link is highlighted in the menu. The main content area is titled 'THESIS' and has tabs for 'Build Content', 'Assessments', and 'Tools'. It contains several sections: 'Forms' with attached files like 'MSo Project Contract 2012.docx', 'SoEResearchContractProposalTermsandConditions.docx', 'Thesis Choice Form 2012-2013.docx', 'ConfidentialityAgreementInvolvingStudent.docx', and 'RestrictingAccessToThesisForm.pdf'; 'Thesis Marking Scheme 2013-2014'; 'Thesis Template and User Guide' with attached files like 'word2010\_thesis\_template\_user\_guide[1].pdf', 'word2010\_thesis\_template\_single.docx', and 'WritinganMSoThesis.pdf'; 'Thesis Poster Template' with an attached file 'LASTNAME firstname STUDENT NUMBER Poster template.ppt'; and 'Submitting Your Thesis' with a submission deadline of 15:00hrs Monday 18th August 2014.

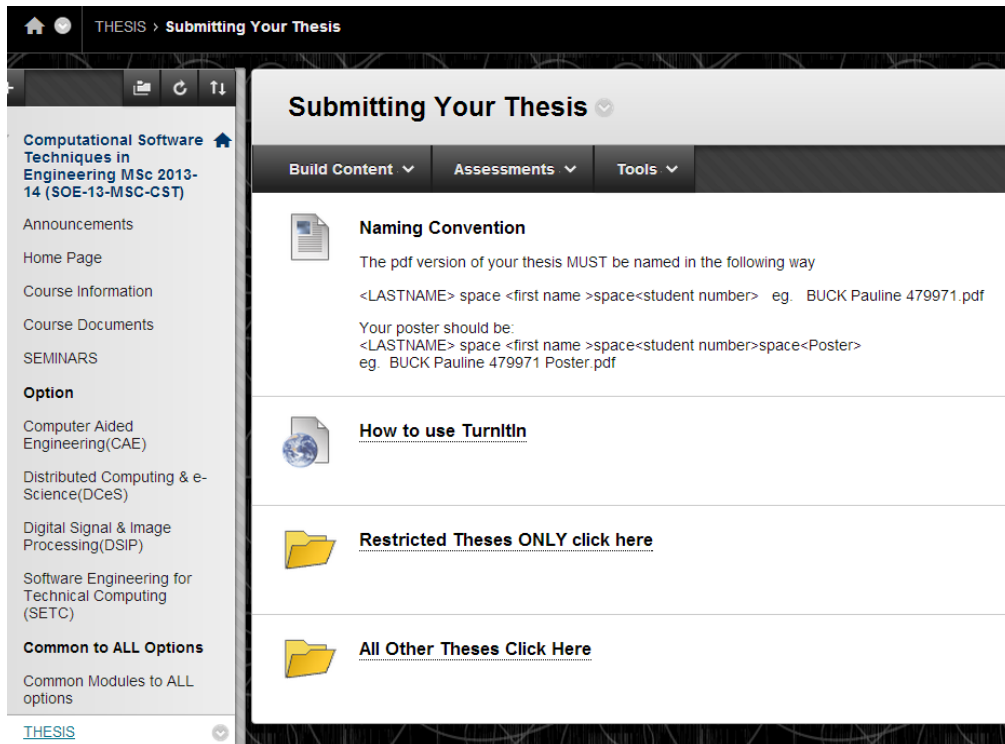
### Submission

This year our submission process will be electronic via BlackBoard, NO hard copies are required.

Your thesis **MUST** be submitted by Monday 18th August 2014 at 15:00hrs unless you have an agreed extension.

### Prior to submitting

Please ensure your thesis and poster have the correct naming convention and that you are familiar with using TurnItIn. Blackboard has details relating to this under Thesis/Submitting Your Thesis. See below screen shot.



### The Submission Process

About ten days prior to submission date, your EVE accounts will receive a task titled 'Thesis Submission'. This document has various sections you need to complete prior to submission. It will also require the TurnItIn ID allocated to your thesis so please remember to complete this part prior to uploading it. Once all documents have been received you will sent the signed confirmation section of the EVE task form via email.

### Documents You will Need Ready in Order to Submit

- Your thesis in pdf format
- Your poster in pdf format
- EVE task form

### Ready to Submit?


#### Restricted Theses


For those who have a restricted thesis please follow the 'Restricted Theses ONLY click here' folder. Follow each of the steps shown in the screen shot below. Your thesis will not be accessible to anyone other than the examiners. We must have a copy of your thesis in order for the examiners to award you a grade. If your company are unwilling to allow an electronic version please contact the course administrator on [CSTEAdmin@Cranfield.ac.uk](mailto:CSTEAdmin@Cranfield.ac.uk).


THESIS > Submitting Your Thesis > **Restricted Theses ONLY click here**


**Restricted Theses ONLY click here**


Build Content ▾ Assessments ▾ Tools ▾

 **STEP 1 If not already submitted, place restricted access form here**  
The RestrictedAccessToThesisForm (which can be found under thesis/forms) should have been completed prior to submission, if not please fill in now with as much detail as possible and submit here

 **STEP 2 Restricted Thesis - Submit here, will not be accessible to anyone other than examiners**  
>> [View/Complete](#)

 **STEP 3 Submit your poster here**

 **STEP 4 Submit your COMPLETED EVE task form here**

 **STEP 5 DVD to the admin office**


**Computational Software Techniques in Engineering MSc 2013-14 (SOE-13-MSC-CST)**  
Announcements  
Home Page  
Course Information  
Course Documents  
SEMINARS  
**Option**  
Computer Aided Engineering(CAE)  
Distributed Computing & e-Science(DCeS)  
Digital Signal & Image Processing(DSIP)  
Software Engineering for Technical Computing (SETC)  
**Common to ALL Options**  
Common Modules to ALL options  
THESIS


## All Other Theses


For everyone else please click on 'All Other Theses Click Here' folder. The below screen shot shows you each of the steps you need to complete.


**All Other Theses Click Here**

Build Content ▾ Assessments ▾ Tools ▾

 **STEP 1 - Submit a pdf of your thesis through this Turnitin link**  
>> [View/Complete](#)

 **STEP 2 Submit your poster here**

 **STEP 3 Submit your COMPLETED EVE task form here**  
Login to your EVE account.  
Complete the task for thesis submission.  
Place a signed scanned copy of your completed form in here.  
We will then sign and return a copy once we have confirmed you have submitted your thesis and poster.

 **STEP 4 Post your CD/DVD to the admin office**  
Please ensure ALL of the following materials are on your DVD/CD.  

- all your thesis report materials (PDF + doc/latex/OO/figure etc. source files)
- all your thesis poster materials (PDF + powerpoint/latex/OO/figure etc. source files)
- all your thesis code and executables
- all of your project data (copy of) unless it is too big to go on the DVD
- a reasonable README file type instructions for using your code/executables with the data
- all your materials and videos from your thesis presentation (PDF+powerpoint/latex/OO/figure etc. source files)

post to:  
Pauline Buck  
Whittle Building (52)  
School of Engineering  
Cranfield University  
Cranfield  
Beds  
MK43 0AL

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**Common to ALL Options**  
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**THESIS**  
Ass **THESIS** ✓  
**Resources**  
Avoiding Plagiarism  
External Resources  
Library Resources  
**Student Information**  
Student Portal (EVE)  
Student Life @ Cranfield

If you have any further queries please contact your supervisor or the course administrator.