

Library Theses Office

The Library Theses Office (LTO) is responsible for the administration of theses submissions by ICR doctoral students, in conjunction with Registry. After the Entry Form has been submitted to Registry (see below), the LTO manages the submission process until the award letter is sent.

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 are available on iProgress (iprogress.icr.ac.uk), or you can obtain them by contacting the Registry (researchdegrees@icr.ac.uk).

The LTO is based at the Sir John Beckwith Library, Brookes Lawley Building, Sutton. You can contact the LTO on 020 8722 4230 (extension 4230) or by email (theses@icr.ac.uk).

Before submission

The MPhil/PhD/MD(res) Entry Form (which includes the Description of Thesis and Reproduction of Thesis forms) should be completed and submitted to Registry at least four months prior to thesis submission. 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 Deputy Dean and should be submitted along with the Entry Form.

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

Coronavirus

The temporary revised procedures under the current coronavirus emergency is updated at this link:

<https://nexus.icr.ac.uk/Lists/ICR%20Tasks/DispForm.aspx?ID=833>

Statement of impact

Accounting for the impact of the coronavirus

- You may have experienced disruption that limits your ability to tie up loose ends, by limiting the amount of experimental work that you can complete.
- As a consequence, we will be telling examiners that students may include a **'Statement of Impact'** at the start of any final theses submitted by students who were registered during the period of COVID-related disruption.
- 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.

Setting out your thesis

Please read the binding notes (see below) which will give you all the guidance you require on the layout and binding of your thesis. The UoL has produced a recommended list of binders (see below).

One omission is the format of References, and this is because the UoL do not specify how bibliographies should be structured. The advice of the LTO is to consult previous theses from ICR candidates held in both the Sutton and Chelsea libraries. The references list for PhD theses is usually cumulated at the end of the complete text. For MD(Res) theses the references are usually added at the end of each chapter.

A further point not covered in the binding notes is the font style and size, this is because the UoL do not specify. The LTO would recommend Arial, size 12.

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.

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). Please note that as of August 2014 theses that are submitted after the deadline will not be accepted.

You should submit two copies of your thesis to the LTO in person. The format should be soft bound in medium blue with gold lettering on the spine. There are three additional forms which need to be completed and handed in with your thesis: Abstract of Thesis, Cover Sheet and Word Limit.

The copies can be submitted to any member of the Library staff at the Library in Sutton or to a member of Academic Services at 123 Old Brompton Road. You will receive a signed and dated copy of the Thesis Submission Form.

Viva

The LTO will send the copies of your thesis to the two examiners. When this has been done, you will receive an email stating that the copies of the thesis have 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. When you have been informed of the date of the viva, please notify the LTO of the date. You should also take a copy of your thesis with you to the viva examination.

Guidance

The Good Viva (<https://nexus.icr.ac.uk/notices/Pages/Learning-Development-Resources-of-the-Month-%E2%80%93-Webinars.aspx>) is 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 the ICR Library (W 18).

It is your decision whether or not your supervisor attends the viva, and you should specify on the Entry Form

Outcome

After the viva, the examiners 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. Once the examiners have signed off the amendments, the LTO will inform you and ask for a final submission of the thesis.

If the result is a straight pass, the LTO will inform you and ask for a final submission of the thesis. If the result is a referral, you will need to resubmit your thesis and perhaps 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 hand in a hard bound copy of the final amended version of your thesis in blue binding with gold lettering on the spine, and an electronic version in a single PDF file.

Once the print and e-copy of the thesis have 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 Entry Form.

Addresses for contact

The address that you provide in your Entry Form is where the UoL will post your certificate (after your degree has been awarded). If you would like to change this address, please contact theses@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.

Information for supervisors

The supervisor should complete and submit the Appointment of Examiners Form to Registry four months prior to the thesis submission. The Deputy Dean will need to approve the form and once approved, Registry will forward it to the LTO for processing.

Notes on the appointment of examiners

Please note that it's expected that at least one examiner will have previous experience examining for the relevant research degree from the UoL. Similarly, external examiners from abroad are expected to have experience of examining in the UK. It is expected that none of the appointed examiners have assessed students for the same supervisor in the previous three years.

When applicable, travel and accommodation expenses will be covered for a maximum of £250 for the external examiner, £25 for the internal examiner. If it is likely that expenses will exceed this threshold, the department will need to absorb the costs. The LTO will process examiner expense claims.

Submission and arrangement of the viva

Once the student hands in the two copies of their thesis to the LTO you will receive an emailed letter asking you to contact the examiners to arrange the viva. You should inform the student and the LTO of the date and venue of the viva.

Summary of processes for thesis submission and examination

When	Form / Document	Submitted by	Submitted to	Notes
Four months prior to submission	<ul style="list-style-type: none"> • MPhil/PhD/MD(res) Entry Form • Description of thesis • Reproduction of the thesis • Restriction of access to the thesis (if applicable) 	Student	Registry	Once approved by Deputy Dean, form is forwarded to the LTO
Four months prior to submission	<ul style="list-style-type: none"> • Appointment of examiners form 	Supervisor	Registry	Once approved by Deputy Dean, form is forwarded to the LTO
Upon submission	<ul style="list-style-type: none"> • Soft-bound thesis (two copies) • Abstract of the thesis • Cover sheet • Word limit form 	Student	LTO	<p>LTO forwards theses to previously approved appointed examiners. LTO approaches supervisor so that he/she arranges viva.</p> <p>Note that examiner expenses are dealt with directly by LTO.</p>
Final submission	<ul style="list-style-type: none"> • Hard bound copy of the final amended version of the thesis in blue binding (one copy) • Electronic version in a single pdf file (one copy) 	Student	LTO	<p>LTO sends award letters to both student and supervisors. Registry requests UoL to issue certificate.</p> <p>Note that UoL take up to 3 months to issue.</p>

University of London – List of Binders

All of the binders listed below offer a theses binding service:

- Inclusion on the list offers no guarantee that the work will be carried out to the University of London specification.
- It is the responsibility of the candidate to ensure that the work is carried out to the standards laid in "Instructions and Notes on Submission, Format and Binding for Research Degrees"

THE OTTER BINDERY:

Address: Unit D7, Fair Oaks Airport, Chertsey Road, Woking, Surrey, GU24 8HX

Telephone: 01932 845 976

Website: www.otterbookbinding.com

Full email print and delivery service, 2 hour option

PRIORY BINDERS:

Address: 37 Invincible Road, Farnborough, Hants., GU14 7QU

Tel/Fax: 01252 515843

Email: priorybindery@ntlworld.com

Website: www.priorybindery.com

Grays Bookbinders

Windsor House, 26 Willow Lane, Mitcham CR4 4NA

Tel: 020 8640 1449.

<http://www.graysbbb.co.uk/>

R.G. SCALES

THE DOCUMENT CENTRE:

Address: 92, Southwark Bridge Road, Southwark, London SE1 0EX (Nr London Bridge Underground)

Telephone: 020 7928 9738, 0845 345 9181 or Freephone 0800 358 7770

Email: info@document-centre.co.uk

Website: www.document-centre.co.uk

Produced from any medium all on digital B&W/Colour m/cs. Same day service available. Free delivery to Senate House. All types of binding, all to specification. Branch at Legastat Ltd, 57-59 Carey Street, London WC2A 2JB tel: 0207 405 9178

COLLIS-BIRD & WITHEY:

Address: 1 Drayton Park, London N5 1NU

Telephone: 020-7607-1116

Website: www.thesisbookbinding.co.uk

Photocopying. Will do fast service. All to specification.

BLISSETT BOOKBINDERS:

Address: Roslin Road, London W3 8DH (2 minutes from Acton Town tube station)

Telephone: 020 8992-3965

Email: admin@blissetts.com

Website: www.thesisonline.co.uk (to submit online and save on printing) / www.blissetts.com

Binding and travel to and fro. 6 / 24 / 48 hour services available. Free Delivery to Senate House.

Copying service available

(colour / b&w). All to specification.

KEYPOINT BOOKBINDERS LTD:

Address: 9 Railway Street, London N1 9EE

Telephone: 020 7837 4833

Folding, gathering, perfect binding, thread sewing, case binding, journal binding, ring binders, specialist box making.

WALTER NEWBURY (PARTNERS) LTD:

Address: Dagenham Business Centre, Unit 19, 123 Rainham Road North, Dagenham, Essex, RM10 7FD

Telephone: 020 8472 0526

E-mail: info@walternewbury.co.uk

Website: www.walternewbury.co.uk

Free delivery. Copy from E-mail, disc or hard copy. b&w / colour

ETHESIS:

Website: www.ethesis.co.uk

2 working day or 5 working day service. Free delivery to Senate House and free pick up from our Central London Office at The Elvaston Group, 9 Elvaston Mews SW7 5HY.

CITY BINDERS:

Address: City Binders, 1st Floor, 39 Ludgate Hill, London, EC4M 7JN

Telephone: 020 7248 7990

Email: info@citybinders.co.uk

Website: www.citybinders.co.uk

All your thesis needs from printing to submission. 7 hour thesis-binding service available.

A.J .BOOKBINDING CO. LTD:

Address: 5 Athole Terrace, Bensham Grove, Thornton Heath, Surrey CR7 8DX.

Telephone 020 8653 5877

Theses bound to University specifications at reasonable cost. Same day service available by arrangement.

THE WYVERN BINDERY:

Address: 56-58, Clerkenwell Road, London EC1M 5PX

Telephone: 020 7490 7899

THE PRINTING CENTRE:

Address: 30 Store Street, London WC1E 7BS

Telephone: 020 7636 8723

Fax: 020 7636 8726

Guaranteed turnaround. Copying service available. B&w and colour form. Disk or hard copy. All to specification.

THE ELVASTON GROUP:

Address: 9 Elvaston Mews, London SW7 5HY

Telephone: 020 7581 0334

Email: sales@theelvastongroup.co.uk;

Website: www.noblemacmillan.co.uk

Next day and 3 day service for soft and hard bound copies, all to University specification. Printing service available from disc or email.

J MUIR & CO:

Address: 64-68 Blackheath Road, Greenwich, London SE10 8DA.

Telephone: 020 8692 7565

Fax: 020 8692 2072

E-mail: jmuirbookbinders@yahoo.com

Will do fast service - all types of binding to specification

THE BOOK BINDER:

Address: c/o Kall Kwik Printing, 51 High Holborn, London WC1V 6EP

Telephone: 020 7242 3252

Website: www.the-book-binder.co.uk

All binding to specification. Internet and full digital copying services. Free delivery to Senate House and local Institutes.

GB BOOK BINDING LTD:

Address: Unit 23, Abbey Park Industrial Estate, Premier Way, Romsey, Hampshire, SO51 9AQ

Telephone/Fax: 01794 522820

Email: gbbook@btconnect.com

Website: www.gbbookbinding.org.uk

BOOKBINDERS OF LONDON LTD

Address: 11 Ronalds Road, Highbury, London N5 1XJ

Tel: 020 7607 3361

Website: www.bookbindersoflondon.com

Specialist thesis binders. Print and bind, 2 day, next day, 6 hour, 4 hour, 2 hour, 1 hour services. High end full colour digital.