

PGR Students Thesis Submission (RDC.3S) Instructions

Introduction

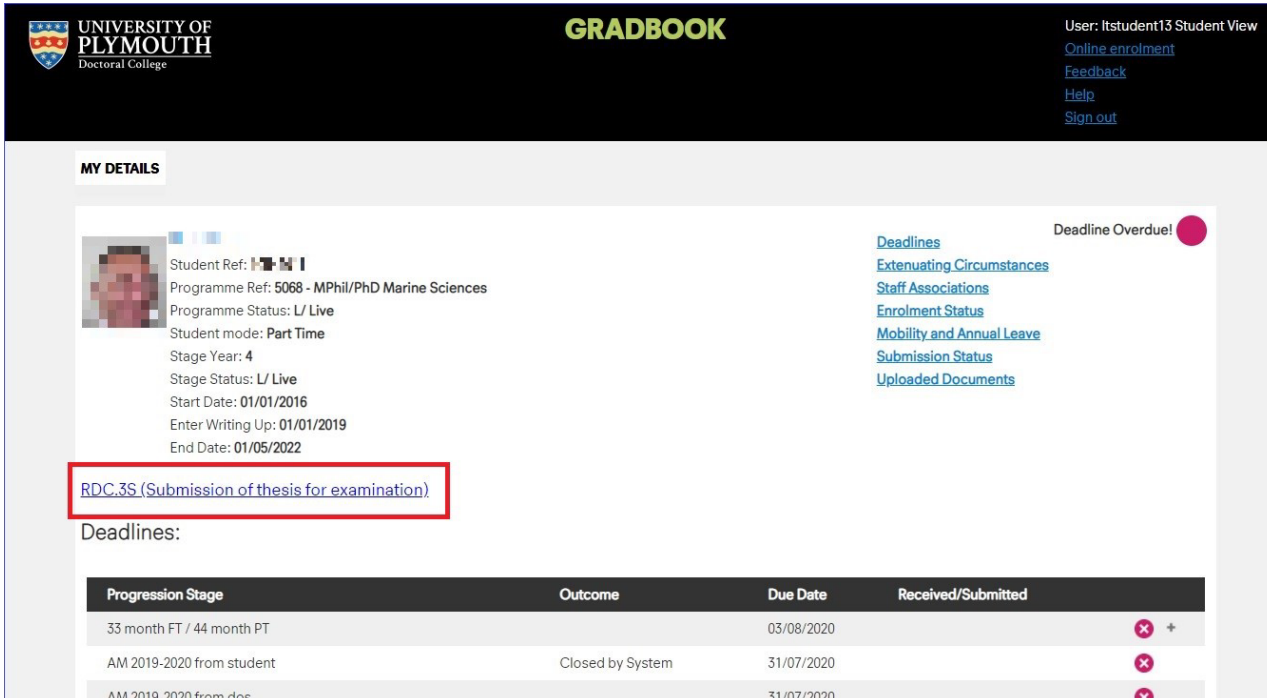
This guide will provide instructions on how to submit your Submission of Research Thesis Declaration form (RDC.3S) and your Thesis for examination.

Please note if the submission page is closed at any time during completion, the progress will be lost, so please ensure you complete the whole form (up to pressing the green 'Finalise Submission' button) in order to ensure your submission is properly recorded.

The RDC.3S (Submission of thesis for examination) link will appear above the Deadlines table in GradBook when it is permitted for you to submit your thesis for examination.

If you are not already signed in with Microsoft (using Single-Sign In) this will take you to a page where you must log in using your University credentials.

Note: This link will only be displayed during the permitted submission dates.




UNIVERSITY OF PLYMOUTH
Doctoral College

GRADBOOK

User: Itstudent13 Student View
[Online enrolment](#)
[Feedback](#)
[Help](#)
[Sign out](#)

MY DETAILS




 Student Ref: [redacted]
Programme Ref: 5068 - MPhil/PhD Marine Sciences
Programme Status: L/ Live
Student mode: Part Time
Stage Year: 4
Stage Status: L/ Live
Start Date: 01/01/2016
Enter Writing Up: 01/01/2019
End Date: 01/05/2022

[RDC.3S \(Submission of thesis for examination\)](#)

Deadlines:

Deadline Overdue!

[Deadlines](#)
[Extenuating Circumstances](#)
[Staff Associations](#)
[Enrolment Status](#)
[Mobility and Annual Leave](#)
[Submission Status](#)
[Uploaded Documents](#)

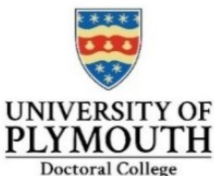
Progression Stage	Outcome	Due Date	Received/Submitted
33 month FT / 44 month PT		03/08/2020	 +
AM 2019-2020 from student	Closed by System	31/07/2020	
AM 2019-2020 from dos		31/07/2020	

Complete the Upload form

Whilst completing the form, please do not navigate using the Back and Refresh buttons on your browser. Doing so will reset any changes, and you will need to restart the form from the beginning.

Click the link to complete the Upload form. Please note that if the link is not enabled in GradBook (*i.e.* it is greyed out) this is because your minimum submission period to upload your thesis has not been met.

The RDC.3S will display some information about you, such as Name, Student Reference Number, Faculty and Programme. If any of this information is incorrect, please contact the [Doctoral College](#) to report it. Your Faculty and Programme will be displayed in the drop down boxes. In the event that you are enrolled on more than one PGR Programme, please ensure you select the correct Faculty and Programme you wish to submit for. This will be confirmed to you in your email receipt.



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SUBMISSION OF RESEARCH DEGREE THESIS DECLARATION
Rdc.3S

Please fill in and submit the form. Progress does not save until the end, so be sure to complete every step of the form.

Research Degree Candidates must fill in this form and submit it together with their thesis online. The Doctoral College will not be able to process the thesis unless the form has been received and all other requirements have been fulfilled.

Name

Student Reference Number

Faculty

Faculty of Science and Engineering ▼

Programme

5068 MPhil/PhD Marine Sciences ▼

I hereby declare that I agree to submit my research thesis online for final examination. I furthermore declare that I have read and understood the regulations regarding the examination of the research thesis contained in the Research Degree Handbook and that the work has been completed in accordance with the University's regulations and code of ethics.

In the second part of the form you must make sure you tick all the items, both the mandatory and the non-mandatory ones that are included in your thesis.

I understand that the Doctoral College will not process the thesis unless all the starred (*) items (compulsory items) are included in the thesis.

I have included in the thesis the following (please tick boxes):

*Copyright Statement

☐

*Title Page

☐

*Abstract (heading to include full name and full title of thesis)

☐

*List of contents, tables, illustrations, etc.

☐

Acknowledgements (if applicable)

☐

*Author's declaration (signed and dated)

☐

*Word count (included in the author's declaration page)

☐

*Text, divided into chapters, sections, etc.

☐

Appendices (if applicable)

☐

*List of references/bibliography

☐

DOI numbers of publications (if applicable)

☐

*Do you have, or are you likely to have in the near future, a contract of employment with the University of Plymouth?

☐ Yes

☐ No

*Confirmation of Visa/Immigration status:

☐ I have a Tier 4/Student visa and plan to remain in the UK post-submission

☐ I have a Tier 4/Student visa and plan to leave the UK post-submission

☐ I do not hold a Tier 4/Student Visa

Please indicate whether you have, or are likely to have a contract of employment with the University in the near future.

Please also indicate whether you have a Tier 4/Student Visa and are planning to leave the country following submission of your thesis. This ensures that certain relevant information regarding the steps following your submission is sent to both you and your Director of Studies.

Type your name and click 'Upload File' once all the mandatory fields have been completed.

Please type out your name in the field below (in lieu of a signature) to confirm you have checked your Thesis and are ready to submit:

*Name

Please complete all mandatory fields marked by a red *

A TurnItIn Originality Report is mandatory. If you would like help submitting a Turnitin Originality Report with your thesis, please see [Student Turnitin Help Materials](#) for guidance.



SUBMISSION OF RESEARCH DEGREE THESIS DECLARATION Rdc.3S

Submission of your Research Degree Thesis is compulsory.

Please confirm that you are submitting your Research Degree Thesis by ticking the box below:

*Research Degree thesis

☐

Please confirm if you are submitting a Turnitin originality report, or you intend to within 24 hours of submission by ticking the relevant box to below:

Turnitin originality checking report

☐

My Turnitin Originality Report is not generated and I will submit this separately in the next 24hrs (see submission instruction documents)

☐

By signing below I confirm that the research degree thesis and the thesis submitted via Turnitin to provide the originality checking report are the same version, the only exception being having removed any media content in the thesis, where required, to allow the Turnitin checking.

[Continue](#)

Uploading your files

On this page, you can upload your actual Thesis document and supporting documentation. Please specify how many files in total you will be uploading in the 'Number of Documents' box. This is so that your Director of Studies and the Doctoral College know how many files to expect from you, and can reach out to you if you forget to upload a file (i.e. you state that you will upload 5 documents, but the Doctoral College only receive 4).

You can drag and drop multiple files at once onto the 'Upload Files' button, or click it to bring up a File Select pop-up. There is no longer a File Size limit for uploading files this way.

NOTE: This Sharepoint library is purely for uploads only. Files are automatically moved into a new location 2 hours after they are uploaded. As such items may disappear from the file list when refreshing/adding new items if the form takes too long to complete.

Please indicate how many documents you are uploading. This is to ensure that no files are missing from your thesis submission.

*Number of Documents:

2

You can drag and drop files into the box below. You will have one more chance to verify the files before they are uploaded.

[Upload Files](#) Or drop files

Find in folder

Name

supportingDocument_10074308.docx

testThesis_10074308.docx

Upload Files

supportingDocument_10074308.docx	18.4 KB	<div></div>	✓
testThesis_10074308.docx	18.4 KB	<div></div>	✓

Upload complete!

Done

Once the document has been successfully received, the 'Done' button will turn green on the pop-up. Any files uploaded using the drag and drop function, or the 'Upload Files' button will be displayed in the list, as shown above. There is no limit to the file types you can upload.

This uploader can potentially take a long time to upload large files as it is dependent on your internet upload speed, and the overall size of the file. This process can take approximately 10 minutes for a file 1GB in size, so please be patient with large files.

It is important that you wait until the upload is complete before moving away from the upload screen.



SUBMISSION OF RESEARCH DEGREE THESIS DECLARATION Rdc.3S

NOTE: This Sharepoint library is purely for uploads only. Files are automatically moved into a new location 2 hours after they are uploaded. As such items may disappear from the file list when refreshing/adding new items if the form takes too long to complete.

Please indicate how many documents you are uploading. This is to ensure that no files are missing from your thesis submission.

*Number of Documents:

You can drag and drop files into the box below. After a successful upload, files will be listed on this page.

You will have one more chance to verify the uploaded files on the next page, before you submit.

[Upload Files](#) Or drop files

Go, Done 10/11/2021

Name

supportingDocument_10574906.docx


testThesis_10574910.docx

Confirm Files

Once you have finished uploading all the necessary files, click the 'Confirm Files' button.

This will take you to a screen on which all of your uploaded files will be displayed. The number of files that are shown in the list must match the number of files you have stated that you uploaded on the File Upload page. If there are any issues, or you have forgotten to upload a file, you can return to the File Upload page by clicking the blue 'Return to Upload page'.

It may take a few minutes to register any uploaded files. If you have uploaded a file and it does not appear in the list, please wait for a couple of minutes before pressing the 'Refresh Files' button.





SUBMISSION OF RESEARCH DEGREE THESIS DECLARATION
Rdc.3S

Any uploaded files should appear in the list below when you click the 'Refresh Files' button. Please give a minute or so after uploading for the files to appear.

[Refresh Files](#)

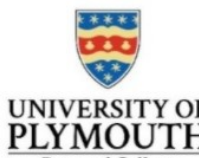
2 files detected

File Name
testThesis_ 
supportingDocument_ 

Please note that the number of files detected must match the number of files you have indicated you will upload above in order to continue.

[Return to Upload page](#)
[Finalise Submission](#)

Please ensure you are certain that you are ready to submit your thesis for examination, once submitted you will not be able to make amendments or resubmit. If you are ready to submit and have uploaded all necessary files, click the green 'Finalise Submission' button. You will be taken to the final screen that advises you have submitted successfully. You will also receive an email confirmation.



SUBMISSION OF RESEARCH DEGREE THESIS DECLARATION
Rdc.3S

Thesis submitted successfully. You should get an email receipt confirming the information you have provided, this will also be sent to your Director of Studies to notify them of your submission.
 You can now safely close this page.

An email receipt, similar to the one on the next page will be sent out to you, your Director of Studies, the Doctoral College inbox and UKVI Reporting if you have indicated you are a Tier 4/Student Visa student.

Thank you for submitting your thesis for examination.

A member of the Doctoral College team will process and check this submission in due course. Once this is done, you and your Director of Studies will be notified of the next steps.

Please do not contact the Doctoral College unless you have been waiting longer than 30 days.

You chose the following option for the inclusion of your Originality Report: Submitting Later

You have stated that you have uploaded 2 documents.

In addition to the mandatory boxes ticked, you have selected the following optional checkboxes:

Acknowledgements: No

Appendices: No

DOI Numbers of Publications: No

Contract of employment with the University: No

Tier 4/Student Visa holder leaving country: No

Faculty: Faculty of Science and Engineering

Programme: 5068 MPhil/PhD Marine Sciences

Please review this receipt, and if you notice any errors or incorrect information, please inform the [Doctoral College](#) of this as soon as possible, so the submission can be amended. If you do not receive this email, please double check your junk folder, and if you still cannot find it, then please report this to the [Doctoral College](#).

Note: If you have had any issues uploading a file or you have forgotten to include a document contact the [Doctoral College](#) for assistance.