

## **Theses for Imperial College Research Degrees**

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- 1. Checklist, instructions and notes on submission, format, requirements and binding of theses submitted for the degrees of MPhil, PhD, MD(Res) and EngD.**
  - 1.1.** Theses have to be in a suitable format to endure the examination process. They should be easily legible for examiners, provide sufficient room for notes/comments and illustrate information, diagrams, tables etc clearly.
  - 1.2.** With this in mind, theses submitted for viva voce examination, should also be economical to both the student and the environment.
  - 1.3.** Examiners sometimes require candidates to make minor amendments to otherwise successful theses. They will either give you the theses back after the oral examination or ask the Registry to do so. **If you are asked directly by your examiners to make amendments, you should check with them whether to give your corrected theses to the examiners, your supervisor or the Registry.**
  - 1.4.** Once the examination is successfully completed, copies of the thesis are deposited in Imperial College London's library so that the research undertaken can be publicly available. Further information is available [here](#).
  - 1.5.** Please note, if you are a Tier 4 student and you complete your programme before the end date of your visa the College will be required to report your early completion to UKVI (UK Visas and Immigration) and this will result in your visa being curtailed (cancelled).
  - 1.6.** **If at any stage you are uncertain what to do, please contact the Research Degrees Team, Registry.**
  - 1.7.** For the requirements of a thesis (including any length limitations), the current [Regulations](#) for the appropriate Degree should be consulted.
  - 1.8.** **Every candidate submitting a thesis must do so in accordance with the following instructions (*tick when requirement has been met*):**

**1.  Number of Copies**

Candidates should submit their thesis electronically, via The Elvaston Group's eThesis website: [www.ethesis.co.uk](http://www.ethesis.co.uk). Two VIVA copies should be ordered (refer to pricing information) and the 'delivered to Imperial' free shipping option should be chosen. This ensures Imperial College pays for the delivery of your thesis to the examiners. A candidate may be required to order a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process. Each candidate is required to bring one additional copy to the oral examination paginated in the same way as the copies submitted to the University and adequately bound (this student copy does not need to be produced by eThesis).

**Any formatting information that is not explicitly outlined in these guidance notes is up to the judgement of the student, and reasonable solutions will be accepted.**

**2.  Presentation**

Theses must be presented in a permanent and legible form in typescript or print; with the exception that mathematical or similar formulae may be inserted neatly by hand. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis. In no circumstances should 'Sellotape' or similar materials be used for any purpose.

You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a thesis.

**3.  Paper**

A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Pages may be printed double-sided for theses over 100 pages (for theses under 100 pages, it is recommended that pages are printed single-sided)

**4.  Layout**

Page content should be centred, so that margins are equal distant from the edge of pages/binding. eThesis only require approximately 1cm for binding so centred text should be used. Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

**5.  Pagination**

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis (see also Section 10 below).

**6.  Title Page**

The title page must bear the following information:

- The officially-approved title of the thesis
- The candidate's full name, as registered
- Imperial College London, and the name of the Department
- The degree for which the thesis is submitted.

7.  **Declaration of Originality**

You must include a short statement in your own words, that the work is your own and that all else is appropriately referenced. This should appear at the beginning of the thesis.

8.  **Copyright Declaration**

As your thesis will be made available for public reference, the College requires a copyright statement to be included at the beginning of your thesis. This should be either the one below or another statement from the [Selecting a Creative Commons Licence](#) webpage.

**'The copyright of this thesis rests with the author. Unless otherwise indicated, its contents are licensed under a Creative Commons Attribution-Non Commercial 4.0 International Licence (CC BY-NC).**

**Under this licence, you may copy and redistribute the material in any medium or format. You may also create and distribute modified versions of the work. This is on the condition that: you credit the author and do not use it, or any derivative works, for a commercial purpose.**

**When reusing or sharing this work, ensure you make the licence terms clear to others by naming the licence and linking to the licence text. Where a work has been adapted, you should indicate that the work has been changed and describe those changes.**

**Please seek permission from the copyright holder for uses of this work that are not included in this licence or permitted under UK Copyright Law.'**

Note: PhD students are now permitted to choose from **any** of the Creative Commons Licences when publishing their thesis on Spiral. The [Selecting a Creative Commons Licence](#) webpage contains information to help you make this choice. You are also advised to complete the online course offered by the Imperial College Graduate School, **Ensuring Integrity 3: Copyright (Doctoral Students)**, which is accessible [here](#).

9.  **Abstract**

The title-page should be followed by an abstract consisting of no more than 300 words.

**10.  Table of Contents**

In each copy of the thesis the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, figures, photographs and any other materials.

**11.  Appendices**

The appendices should be at the end of your thesis after your bibliography. It should include:

- Any data that the examiners may wish to refer to, but that they will not examine.
- Students must include copies of all permission documents showing that they have permission to republish all the third party copyrighted works in their thesis. Where no reply is received, you must append a copy of the letter / email seeking permission ([template document](#) on Library webpages).

**Illustrative material**

Illustrative material may be submitted in the following forms:

- a) Audio recordings: Compact cassette tape C60 or C90.
- b) Photographic slides: 35 mm in 2" x 2" frame
- c) Illustrative material in other forms (including videotapes) may be submitted at the discretion of the Academic Registrar. Enquiries should be made well in advance of the submission of the thesis to the Registry.

Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page (see Section 6 above).

Each copy of the thesis submitted must be accompanied by a full set of this material.

**Copyright, plagiarism and other IP checks**

Before submission, you need to ensure that your thesis:

- Does not contain any instances of plagiarism
- Does not infringe on copyright laws and that you have permission to reproduce your own published works and any third party works within your thesis (papers, images, figures, maps etc.)
- Adheres to any sponsorship agreements regarding disclosure/acknowledgement of results
- Does not disclose information currently part of a patent application

- Ensures patient confidentiality/anonymity

For further guidance see '[Preparing your thesis for submission to the Spiral Digital Repository](#)' or speak to your supervisor.

### **Thesis Declaration Form**

When you are ready to submit your thesis for examination (via eThesis – see below), you must also submit a [Thesis Declaration Form](#) directly to the Registry. This can be done by email or by post (see contact details below).

#### **15. Binding and submission**

##### **For the Viva copies** (See also point 1 – ‘Number of copies’):

In the first instance candidates should submit their thesis electronically at [www.ethesis.co.uk](http://www.ethesis.co.uk) and order two VIVA-bound copies of their theses selecting the ‘delivered to Imperial’ free shipping option:

- The theses will be printed, bound (using wiro-binding) and sent directly to the examiners by the eThesis team. Registry will receive automatic confirmation of your order and will send eThesis the examiners’ information.
- You need to submit a copy of your Thesis Declaration form. You and your supervisor need to sign the form (typed ‘signatures’ not accepted) and you should email it to: [research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)

##### **For the Final copy:**

Your final thesis must be submitted online by uploading to Spiral (the College’s digital repository). Your final thesis must be in PDF/A format and all fonts used **must be embedded** within the PDF file. Please do not include your signature in the thesis. For further information on preparing your final thesis for submission to Spiral and creating your PDF file, please refer to the Library’s Open Access [webpages](#) and [FAQs](#).

Please note that your submission will be checked by Research Degrees before being released to the Spiral team in the library, and your thesis will only be made available publicly on expiry of any agreed embargo. Bound copies of the thesis and copies on CD are no longer required. You do not need to submit any additional forms at final submission stage, so long as you have already submitted your [Thesis Declaration Form](#).

#### **CLICK HERE TO UPLOAD AND SUBMIT YOUR FINAL THESIS**

***Theses submitted in any other format will not be accepted and may result in the award of the degree being delayed.***

After the examination is complete and any required minor revisions have been approved, you should make sure that the final copy of your thesis is submitted to Registry via Spiral as soon as possible. The College will not issue the result of the examination to successful candidates until it has received the final submission and the examiners have confirmed that any

amendments to the thesis required by them have been made (please see introductory paragraph of this leaflet).

16.  For any other queries please contact:

**Research Degrees**

**Registry**

**Imperial College London**

**Level 3 Sherfield Building**

**South Kensington Campus**

**London**

**SW7 2AZ**

**Tel: 020 7594 6087**

**Email: [research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)**