



Instructions and notes on submission, format and binding of theses submitted
for the degrees of MRes, MPhil, Prof D and PhD

used throughout, except for indented quotations or footnotes where single spacing may be used.

6. ~~CHAPTER 6: THE THESIS~~

All pages must be numbered from the first to the last page in one continuous sequence, i.e. from the title page to the last page, in Arabic numerals from 1 onwards. This sequence must include everything bound in the thesis, including figures, diagrams, blank pages, bibliography, appendices 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 if a hard bound copy of the thesis is required by the examiners.

the thesis to the oral examination paginated in the same way as the copies submitted to the examiners and adequately bound.

12. Binding

If examiners require hard copies of a thesis they will be asked if a spiral bound copy is sufficient. If they require a more formal copy, the thesis must

- be soft-bound with pages glued in;
- be covered in medium blue cloth (water resistant material);
- be lettered in gold up the spine with Degree (PhD) and Surname and Initials, with letters 16 or 18 point (.25 inch).

13. Binders

A list of binders are available from the Graduate School and can be found on the [Submission and Examination page RVC Learn](#).

14. Additional Information

Examiners often require candidates to make minor amendments to otherwise successful theses. They may either give you the annotated theses back after the oral examination or ask the Research Degrees Officer to do so.

If you are asked directly by your examiners to make amendments, you should forward an electronic copy of the revised thesis to the Research Degrees Officer who will pass it on to either the examiners or the supervisor, depending on who is to approve the corrections (this decision is made by the examiners and communicated in the examiners' report).

The Research Degrees Officer will not issue the result of the examination to successful candidates until the Graduate School has received the final electronic copy of the thesis and the examiners (or supervisor) have confirmed that any required amendments to the thesis have been made.

Once the examination is successfully completed, the library log an electronic copy of the thesis so that the research undertaken can be publicly available. A hard-bound copy should be printed and given to the supervisor(s), only if requested.

If at any stage you are uncertain what to do, please ask the Research Degrees Officer at the RVC.

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Appendix A

Student Declaration form

On submitting the thesis, a student will be required to insert the following signed Declaration into their bound thesis:

I certify that:

1. The thesis being submitted for examination is my own account of my own research;
2. My research has been conducted ethically;