SUBMISSION OF ELECTRONIC FINAL THESIS

FOR ALL POSTGRADUATE RESEARCH STUDENTS

(Liverpool Hope students only)

**GUIDANCE**

* This form must NOT be completed until the student has been informed, by email from administration@hope.ac.uk, that the examiners have recommended them for their award, and that the final approved copy of the thesis is to be submitted.
* Students must submit the completed form to the PGR Administration Team (PGR@hope.ac.uk).
* Students must ALSO email an electronic copy of the thesis, in PDF format, to PGR Administration Team (PGR@hope.ac.uk).
* Students must also upload the electronic version of the thesis to the Hope's Institutional Research Archive, HIRA. Details of which will be sent to the candidate by email from the Sheppard-Warlock Library team following electronic submission of the final thesis to pgr@hope.ac.uk.
* On receipt of the form, the electronic PDF copy of the thesis and confirmation that the student has uploaded their thesis to HIRA, the PGR Administrator should:
* sign and date the Declaration, and email the completed form to registrarsoffice@hope.ac.uk;
* No student will be eligible to graduate until the Registrar [or Nominee] has confirmed that a fully completed form has been received.

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| ***To be completed by the student*** |
| **Name** |  |
| **Liverpool Hope Student ID Number** |  |
| **Liverpool Hope Subject**  |  |
| **Director of Studies** |  |
| **Degree for which the thesis is submitted [select one]** | MPhilPhDEdD |
| **Title of thesis** |  |
| **STUDENT DECLARATION*** I have submitted an electronic copy of my thesis, in PDF format to PGR@hope.ac.uk.
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| ***To be completed by the Research Administration staff receiving the thesis*** |
| **STAFF DECLARATION*** I have received the electronic copy of the thesis.
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* I confirm that the form has been completed accurately.
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