# Notice of Intention to Submit a PhD, EdD or MPhil Thesis

**GUIDANCE**

* Students who intend to submit a thesis for the degree of MPhil, PhD, or EdD should, in liaison with their Director of Studies, complete this form and submit it electronically to the University Registrar*, via* registrarsoffice@hope.ac.uk. A copy should be emailed to the relevant Faculty. Paper forms will not be accepted.
* The University Registrar must receive the form not less than TWO MONTHS before the thesis is expected to be presented.
* When the University Registrar [or nominee] is satisfied that the completed form satisfies the requirements for transferring the student to the Submission Pending stage:
	+ the student’s registration status will be amended;
	+ the Faculty may begin to arrange the examination;
	+ the student must submit to their Faculty Research Administration staff, normally by the date shown below, three soft bound copies of the thesis and one locked electronic copy.

|  |
| --- |
| ***To be completed by the student*** |
| **Name** |  |
| **Student ID Number** |  |
| **Department** |  |
| **Faculty** |  |
| **Director of Studies** |  |
| **Other Members of the Supervisory Team**  |  |
|  |
| **Approximate date of submission** |  |
| ***Title of thesis*** |  |
| ***Signature*** | ***Date*** |
|  |  |
| Ensure that all your contact details are up to date. You can check and amend your contact details via your SRM. Please note that the final outcome will be communicated to you via your SRM.  |

|  |
| --- |
| ***To be completed by the Director of Studies*** |
| Name | Signature | Date |
|  |  |  |
| I can confirm that the student has successfully completed Part Two of the Research Skills programme (Please tick as appropriate) | Yes | No |