# Notification of submission of thesis/dissertation for examination of a research degree

This form acts as the trigger for the appointment of your examiners and should be submitted before you submit a thesis for examination. A delay in submitting this form can result in a delay in the examination process.

* The completed form should be submitted via [MyNottingham](https://mynottingham.nottingham.ac.uk/psp/psprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)
* Alternatively you can take this in person or post to your School/Department Administration office at University Nottingham Malaysia

**TO BE COMPLETED BY STUDENT:**

|  |
| --- |
| Student ID Number. . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Surname or family name (block letters) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Other names (in full) . . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . |
| Permanent (home) address . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  |
| Local address (if different from above) . . . . . . . . . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ..  |
| Title of degree for which you are a candidate (eg MPhil, PhD) . . . . . . . . . . . . . . . . . . . . . . . . .School/Dept. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  |
| Title of Thesis. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . |
| Proposed Submission Date[[1]](#footnote-1) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . |
| I declare that the thesis is the result of my own work which has been mainly undertaken during my period of registration for this degree at The University of Nottingham. I have complied with the word limit for my degree (as stated in the Quality Manual: <http://www.nottingham.ac.uk/academicservices/qualitymanual/researchdegreeprogrammes/index-page-research-degree-regulations.aspx>)[[2]](#footnote-2)Date . . . . . . . . . . . . . . . . . Signature of candidate . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  |

**TO BE COMPLETED BY SUPERVISOR:**

|  |
| --- |
| I confirm the following:* That the thesis is the result of work done mainly while the student has been registered as a student of The University of Nottingham for the above degree
* That the student has been given appropriate plagiarism guidance
* That if appropriate to the student’s discipline, the student is aware of the requirement to submit

all data collected during the period of study as a research student of this University, to their School prior to arrangement of the viva voce examinationIf appropriate for the particular course of study taken, I also certify that all required taught modules have been taken and satisfactorily completed by the candidate.I note the proposed date for submission of the thesis on the date given above. This does not imply approval of the thesis itself. If appropriate I will advise the student whether restriction of access is desirable.Date . . . . . . . . . . . . . . . . . Signature of supervisor. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .If you wish to add any comments, please do so in the space provided below. |

**University Examination Fees**

The University tuition fees include the fee for initial examination. If a student is recommended a referral after examination a fee is payable for any re-examination or for any initial examination where a University tuition fee has not been payable (e.g. staff candidates). Further information is given in the University’s Fees Schedule at https://www.nottingham.edu.my/Study/Fees-and-Scholarships/Fees-and-Scholarships.aspx.

**Additional Statement from Supervisor**

Please add any comments you wish relating to the submission here (in the event of an appeal, these may be made available to the Appeal Panel):

………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………

Signed:

………………………………………………………………………………………………………………………………………………………………

1. This is the date that you estimate you will be submitting. In order to not be classed as a late submitter, you must submit before your latest submission date. Please contact Student Services if you are unsure what your latest submission date is. [↑](#footnote-ref-1)
2. If the word limit is exceeded, it will be necessary to apply for special permission to the Quality and Standards Committee to be allowed to submit the thesis or your thesis may be withheld from examination. [↑](#footnote-ref-2)