Form RDC-Sub (2023)

# OXFORD BROOKES UNIVERSITY

**RESEARCH DEGREES COMMITTEE**

# Candidate’s Submission Form

This form should be completed by the candidate and Director of Studies and submitted to the Research Degrees Team via email to rdt-researchdegrees@brookes.ac.uk in pdf version (please see Regulations section 19 for format of thesis)

Full name of candidate:

*(Please note that the form of the name entered above will be used on the degree certificate)*

Current title of your research thesis:

Degree for which thesis is submitted:

I confirm that the total word count for this thesis is:

Name of any collaborating establishment(s):

Date of submission:

## 1 Material submitted for another award

either a) I declare that no material contained in the thesis has been used in any other submission for an academic award.

or b) I declare that the following material contained in the thesis formed part of a submission for the award of: (please state award, awarding body and material concerned)

**2 Concurrent registration for two or more academic awards** (regulation 8.3 refers)

either a) I declare that, while registered as a candidate for the University’s research degree, I have not been a candidate for another award.

or b) I declare that, while registered as a candidate for the University’s research degree, I have with the permission of the Research Degrees Committee, been a candidate for the following award of:

**3 Statement of any programme of formally assessed/examined studies that has been undertaken during this research degree programme, where a certificate has been issued** (regulation 8.3 refers; please append a copy of the certificate to this form as evidence that courses undertaken have been successfully completed)

 

1. **Not applicable**
2. **Yes (certificate attached)**

**4** **Plagiarism statement by the Candidate** (regulations 7.12 refers)

I confirm that all the research and findings presented in this thesis are my own work unless otherwise indicated through the use of a clear referencing system and that I have submitted elements of my thesis each year through Turnitin at Annual Progress Monitoring during the course of the programme.

 Signed by candidate . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**5 Submission statement by the Director of Studies** (1)

On behalf of the Supervisory Team, I confirm that I **have** / **have not** seen the final version of the candidate’s thesis.

The thesis **is** / **is not** being submitted for examination with my agreement.

 Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**6 Plagiarism statement by the Director of Studies**

On behalf of the Supervisory Team, I confirm that agreed elements of this student’s work **have** / **have not** been analysed by Turnitin each year as part of Annual Progress Monitoringduring the course of the programme and to the best of our knowledge the work presented in the thesis **is / is not** the student’s own work, unless otherwise stated by the use of a clear referencing system.

 Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

### 7 Confirmation of payment of fees

A member of the Research Degrees Team will confirm that they have checked the candidate’s records and confirm that there are no outstanding programme fees payable.

 Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

### 8 Requirement for Reasonable Adjustments at Viva

###  Please state whether you have any disability-related requirements for your viva. Reasonable adjustments need to be agreed upon and listed in an Inclusive Support Plan (ISP).

###

1. **Yes** - I require reasonable adjustments for a disability-related need. I have an ISP with agreed viva adjustments.
2. **Yes** - I require reasonable adjustments and I have an ISP but need to review it for the viva adjustments. 

 I will contact inclusivesupport@brookes.ac.uk



1. **Yes**-I require reasonable adjustments for a disability-related need, and I do not have an ISP. I will contact the Inclusive Support Service via their referral form: [**https://studentportal.pcmis.com/OXBDIS.html**](https://studentportal.pcmis.com/OXBDIS.html)
2. **No** I do not require reasonable adjustments for a disability-related need.

### 9 Full-time Student Route Students – Graduate Route visa

As an international student studying full-time on a student visa, please indicate whether you intend to apply for the [Graduate Route Visa](https://www.brookes.ac.uk/students/isat/visas/work-options/graduate-route-visa/)



1. **Yes -**  I would like to apply for the Graduate Route visa



1. **No** - I do not want to apply for the Graduate Route visa

(1) The submission of the thesis for examination shall be at the sole discretion of the candidate. While a candidate would be unwise to submit the thesis for examination against the advice of the supervisors, it is the candidate’s right to do so. Equally, candidates should not assume that a supervisor’s agreement to the submission of a thesis guarantees the award of the degree (regulation 15.4 refers).