



Quality and Standards Manual

Handbook G: Postgraduate Research Degrees

Thesis Submission Policy

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1. Purpose

1.1 The Postgraduate Research thesis must be submitted in the correct format and with appropriate consideration of copyright, intellectual property rights, and open access.

2. Submission of Thesis

2.1 The Candidate must complete the following in order:

2.1.1 Upload an electronic copy of their thesis to Turnitin with the main body of the text as a single file. The Candidate must adhere to the Turnitin 40MB limit and ensure the integrity of the electronic version. This is the official submission and no amendments or additions can be made to it.

2.1.2 Email the Student Administration Office at pgr@chester.ac.uk to confirm that the thesis has been submitted to Turnitin.

2.2 The Student Administration Office arranges for the thesis to be sent to the Examiners and Independent Chair.

2.3 If the maximum submission date is on a non-working day, the candidate must submit their thesis on the next working day.

2.4 The Candidate can take a soft-bound copy into the viva examination.

3. Copyright

3.1 Copyright in the thesis belongs to the candidate, unless ownership of copyright is transferred.

3.2 The thesis can be embargoed, if required by third-party funding terms or if the University is pursuing evaluation, exploitation or protection of intellectual property.

3.3 In accordance with normal academic custom, the results of the PGR project can be published by the University and the supervisor(s). The Candidate can present and publish the methods and results of the project, provided that they give the University advance notice of any disclosure. The University can delay the proposed publication or presentation if, in its reasonable opinion, such delay is necessary to secure protection of intellectual property rights.

3.4 The Research and Innovation Office can deal with queries about the copyright of the thesis and rights to publish such material: researchoffice@chester.ac.uk

4. Intellectual Property Rights (IPR)

4.1 IPR arising from the research belongs to the Candidate unless:

- a person other than the University owns or is entitled to the IPR;
- the Candidate has worked in collaboration with others and this led to joint creation of IPR or interdependent IPR. If so, the Candidate can be required to assign IPR to the University or place the results in the public domain without restriction;
- the Candidate is a member of staff of the University, in which case the University is entitled to the IPR (unless a specific agreement states otherwise);
- the IPR resides in databases, computer software, firmware, courseware and related material which can reasonably be considered to possess commercial potential.

4.2 The University has a non-exclusive, royalty-free, perpetual licence to use material which falls within clause 4.1 for teaching, research and other academic purposes.

4.3. The University is the proprietor of the registered trademark of its name and logo (armorial bearings) and has goodwill and reputation to protect. The Candidate must not publish, post or commercially exploit in any form or medium any matter in which

they are entitled to the IPR under 4.1 in any form which mentions the name or logo of the University or any member of staff, without the University's consent to the form and context. The Candidate must make their request in advance.

5. Confidentiality

5.1 The full thesis must be submitted for examination. If the Candidate or their sponsor believes that parts of the thesis are particularly confidential, the Candidate must inform the Student Administration Office prior to submission of the thesis. The Student Administration Office informs the Examiners of the confidential section. The Examiners must treat the thesis as privileged and confidential information.

5.2 Following a successful defence at the viva examination, if a student or their sponsor believes that elements of the thesis are confidential, they can request restrictions on the thesis deposited in ChesterRep.

6. Requirements for Modifications following First Examination of the Submitted Thesis

6.1 The Candidate submits the modified version to Turnitin, following the guidance in section 2.

7. Requirements for Full Resubmission following First Examination of the Submitted Thesis

7.1 The resubmitted thesis follows the requirements in section 2.

8. Submission of the Successfully Examined Thesis to ChesterRep

8.1 Candidates must e-mail an electronic version of their final thesis, in a non-editable pdf format, to the Student Administration Office in Registry Services along with a signed copy of the **Thesis Deposit Form** (available from the Student

Administration Office) within four weeks of receiving notification of their success in their examination or successful completion of modifications.

8.2 The Candidate is not awarded their degree until the Student Administration Office has received a copy of the final thesis and the award is confirmed by the University Awards Assessment Board.

8.3 The Student Administration Office arranges for the thesis to be deposited in [ChesterRep](#) (the institutional research repository) and in [EThOS](#) (the British Library's Electronic Theses Online Service).

8.4 Candidates whose final work is of a non-standard format, such as those arising from the arts and media disciplines, must seek advice from Registry Services regarding what elements may or may not be deposited.

8.5 A hardbound copy of the thesis is not required.

8.6 The Candidate can request that access to their thesis be restricted access by completing the relevant section of the Thesis Deposit Form. The Principal Supervisor and Senior Faculty PGR Tutor must support any restrictions on access. To support the open access agenda on research outputs, the University only allows the Candidate to restrict access to their electronic thesis if:

- future publication of the thesis or part of the thesis is planned;
- the release of the thesis would substantially prejudice the commercial interests of any person including the author, the University, or an external company;
- the thesis includes material that was obtained under a promise of confidentiality;
- the thesis contains details of procedures and methods which may affect the competitiveness of a line of research if made available online;
- the thesis contains material whose copyright belongs to a third party and the gaining of approval to publish the material electronically would be onerous or expensive; and the removal of the copyright material would compromise the

thesis;

- the thesis contains information which might endanger the physical or mental health or the personal safety of an individual or group;
- the thesis contains sensitive or confidential information that may contravene an individual's right to privacy or the General Data Protection Regulations (2018).