

## Thesis submission checklist for postgraduate research degrees



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| Name: |  |
| USN:  |  |

You are required to follow the University's specified format and inclusion criteria when preparing your thesis for submission. These requirements are set out on the Cambridge Students website:

- [MPhil by Thesis](#)
- [PhD, BusD, EdD, MD, VetMD, MSc, MLitt](#)

You may be required to make corrections or revise your thesis after examination if you do not adhere to the specified requirements. In addition, for doctoral students, non-compliance may complicate deposition of your final thesis in the University's repository and therefore delay formal approval of award of the degree.

Please complete this checklist to confirm that your thesis meets each of the requirements. If you have any questions about the requirements, contact your Degree Committee for advice.

You should submit your completed checklist as a separate file alongside your thesis submission.

| I confirm that my thesis:   | Initial or tick to confirm |
|---|----------------------------|
| 1. Meets the prescribed word limit and stylistic requirements of my Degree Committee <sup>1</sup><br><br><b>DO NOT submit a thesis that does not comply with the word limit</b> unless you have been granted formal approval to exceed the word limit through a CamSIS application or by your Degree Committee.   |                            |
| 2. Includes the following compulsory pages at the start of the thesis, in this order: <ul style="list-style-type: none"><li>• Title page</li><li>• Preface including declaration</li><li>• Abstract or brief summary of the thesis</li><li>• [if applicable] list of additional materials that were approved for submission alongside the thesis</li></ul>  |                            |
| 3. Title page displays the following text only, in this order: <ul style="list-style-type: none"><li>• Full title of the thesis</li><li>• Your full legal name (as it appears on my passport, marriage certificate, or deed poll)</li><li>• College name</li><li>• Date of submission (month and year)</li><li>• Statement using this specific wording:<br/><br/>This thesis is submitted for the degree of Doctor of [Philosophy / Business / Education / Medicine / Veterinary Medicine] /<br/>Master of [Science / Letters / Philosophy]<br/><br/>(select the degree for which you are a candidate)</li></ul> Optionally you may include the <a href="#">University logo</a> . |                            |

<sup>1</sup> [Word limits | Cambridge students](#) or for MPhil by thesis: Special Regulations in [Ordinances, Chapter VII](#)

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| 4. Preface includes a declaration using the specified wording:<br><br>This thesis is the result of my own work and includes nothing which is the outcome of work done in collaboration except as declared in the preface and specified in the text. It is not substantially the same as any work that has already been submitted, or is being concurrently submitted, for any degree, diploma or other qualification at the University of Cambridge or any other University or similar institution except as declared in the preface and specified in the text. It does not exceed the prescribed word limit for the relevant Degree Committee. |  |
| 5. [if applicable] Includes a list of additional materials that have been formally approved for submission alongside the thesis through a CamSIS application or by the Degree Committee.  |  |
| 6. Includes details of any approved <a href="#">independent ethical review</a> of my research (e.g. name of approving body, ethical approval reference number).   |  |
| 7. Is written in British English, apart from quotations and recognised technical formulae.  |  |
| 8. Uses A4 portrait format with 1.5 spaced type.  |  |
| 9. Includes any photographs or other illustrations in the body of the thesis.   |  |
| 10. Has been thoroughly checked for spelling, grammar, and typographical errors.  |  |
| 11. Properly <a href="#">acknowledges and references the work of others</a> .   |  |
| 12. Clearly indicates any work undertaken in <a href="#">collaboration</a> with others and the extent/nature of that collaboration.   |  |
| 13. Only includes <a href="#">copyright material</a> where I have permission to do so.  |  |
| 14. Is saved as a single file in the electronic format and naming style specified by my Degree Committee.   |  |

#### **Accompanying documents to upload with the thesis**

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| 15. Completed and signed 'Statement of Length and Declaration form' to upload as a separate file.   |  |
| 16. [optional] Research Impact Statement to upload as a separate file.  |  |
| 17. [if applicable] <a href="#">Additional materials</a> , where formal permission has been granted through a CamSIS application or by the Degree Committee, to upload as a separate file.<br><br>Any additional materials submitted without prior permission will not be examined. |  |