**
Application to submit an integrated thesis (articles-based thesis)**

**(Social Sciences Division)**

***Staff notice:*** *This form contains personal data and may contain sensitive information. Please ensure that downloaded or printed copies are stored securely. Please retain information only for as long as you need it and then dispose of it confidentially. Further advice about handling student data can be found* [*here*](https://academic.admin.ox.ac.uk/student-data)*.*

**Student notice:** Please check the course handbook and relevant [Examination Regulations](https://examregs.admin.ox.ac.uk/Contents) for your research degree to ensure your department and programme accepts theses in this format, and the deadline by which permission is required.

Please complete SECTIONS 1 and 2, and ensure SECTION 3 is completed by your supervisor and SECTION 4 by your department. When Sections 1-4 are complete, send the form, together with any supporting documentation required, to the relevant Graduate Studies Administrator in your Department.

**Please keep a copy of the approved form** as you will need to submit a copy when you apply for appointment of examiners for your final thesis submission.

Guidance for Divisional Boards on integrated theses is available in Annex B of the [Policy and Guidance on Research Degrees](https://academic.admin.ox.ac.uk/research-degrees).

**Important notes:**

* Please ensure this form remains in Word format. There is no need to convert to pdf or print this form.
* Where signatures are required, an electronic signature will suffice.

**SECTION 1: STUDENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Title (Mr/Mrs/Miss/Ms/etc): |  |
| First name (in full): |  | Student number: |  |
| College/Hall: |  | Faculty/Department |  |
| Programme of study: |  |
| Email address: |  |
| Thesis Title:  |  |
| Please tick the boxes as appropriate: | ❑ Transfer of Status achieved/waived ❑ Confirmation of Status achieved |

**SECTION 2: FURTHER INFORMATION TO BE PROVIDED BY THE STUDENT**

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| Please set out the reasons for this application in consultation with your supervisor, referring to following documents and policies: your departmental/course handbook, and the relevant Special Regulations that apply to your programme. |
| **A.** | **Please describe briefly the planned format of your thesis and your rationale for submitting an integrated thesis.** |
|  |
| **B.** | **Are you planning to include any co-authored papers in your thesis? If, yes, provide full details. Please check the** [**Special Regulations**](https://examregs.admin.ox.ac.uk/Contents) **for your programme regarding what is permitted.** |
|  |
| **C.** | **Please provide full details of any paper(s) within your planned thesis that has/have been written for publication, been submitted for publication, and/or already been published (where applicable).** |
|  |

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**SECTION 3** – to be completed by the supervisor

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| I confirm that the student has discussed this application with me and I support the submission of an integrated thesis, as per the details provided in Section 2. |
| **Comments:** |  |
| Signature: |  | Date: |  |
| Full name: |  |

**SECTION 4** – to be completed by the Director of Graduate Studies (or equivalent and/or on behalf of the departmental Graduate Studies Committee)

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| □ The department approves the submission of an integrated thesis. |
| □ The department **does not** approve the submission of an integrated thesis. |
| **Comments:**  |  |
| Signature: |  | Date: |  |
| Full name: |  |

**Following departmental approval, this form should be returned to the student to upload as part of their application for appointment of examiners. A copy should also be kept within the student’s file in the department for reference.**

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| **OFFICE USE ONLY****Copy sent to:**❑ Student ❑ Supervisor / Department ❑ Research Degree Examinations Office |

June 2023