**Research Degree Submission Forms**

The completion of these forms is required for all Research Degree initial submissions and resubmissions following the completion of any amendments.

The first two forms should be completed by the PGR and the Main Supervisor should fill in the final form. The PGR should submit all forms as one document to the School Research Office, along with any accompanying documentation and/or material, and the Turnitin receipt. If you are submitting for the award of PhD by Publication, you must also complete and submit the Joint Authorship Declaration form.

Please be aware that no alterations to your submission will be permitted once it has been accepted for examination.

**Coversheet and Candidate Declaration Form**

Please ensure that you provide the full title of your thesis exactly as presented on your submission. Subject to the recommendation of the Examiners, this title is exactly as it will appear on your degree certificate.

# Candidate’s Details

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| Student Name: |  | |
| Student Number: |  | |
| School: |  | |
| Intended Award: |  | |
| Collaborating Establishment:  (if any) |  | |
| Main Supervisor: |  | |
| Co-Supervisor: |  | |
| Co-Supervisor: |  | |
| Title of Thesis: |  | |
| Date of Submission: | Select | |
| Submission Type: | Select | |
| Are you submitting a [Covid-19 Impact Statement](https://www.hud.ac.uk/media/assets/document/registry/forms/pgr/Covid-19ImpactStatementGeneralGuidance.docx) alongside your thesis? | | Yes  No |

If you will be submitting additional documents/files alongside your thesis, please confirm the names of all files hereso that we can make sure that all material is sent to the examiners:

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# Candidate’s Declaration

I, the above named, confirm that:

1. I acknowledge that the submission of this thesis and any accompanying documentation and/or material, hereafter referred to as the ‘Work’, for examination is at my sole discretion and by submitting this Work I am confirming that I have complied with the regulations and associated policies of the University of Huddersfield, including those concerning submission, extenuating circumstances procedures and research misconduct;
2. The Work has been prepared in accordance with the University’s criteria for the submission of work for postgraduate research awards;
3. The Work presented is wholly my own, unless otherwise clarified as part of the submission, and it is correctly referenced as required by the appropriate referencing protocols;
4. Where the Work is based on work done by myself jointly with others, as part of a collaborative group project or a PhD by Publication submission for example, I have clearly indicated the extent of the collaboration and what I have contributed myself via the completion of the Joint Authorship Form;
5. Please select **one** option, as appropriate:

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| --- | --- |
| (✓) |  |
|  | This Work has been done wholly while in candidature for a research degree at this University. |
|  | This Work includes research previously undertaken as a candidate for a research degree at another University, or any other institution, and I have obtained the agreement of all institutions involved. |

1. Please select **one** option, as appropriate:

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| --- | --- |
| (✓) |  |
|  | This Work has not been submitted for a comparable academic award (in full or in part). |
|  | This Work covers a wider field of study than work previously submitted for a degree or comparable award, at this University of any other institution, and I have clearly indicated which work has been incorporated in the thesis and as an attachment to this declaration form. |

1. Please select **one** option, as appropriate:

|  |  |
| --- | --- |
| (✓) |  |
|  | This Work does not include parts that have been published prior to submission. |
|  | This Work includes parts which have been published prior to submission and I have clearly indicated which work has been incorporated in the thesis by:   1. Including a list of any publications arising from the work and a statement of my contribution to each paper listed, which I have provided at the start of the thesis; 2. Referencing the published work clearly throughout the thesis; 3. Not infringing copyright of any journal I have published in. |

1. The final version of my Work **has/has not\* (\*delete as appropriate)** been uploaded to the University’s Turnitin site and a copy of the submission receipt has been appended to my work.

In the unlikely event that you have been unable to upload your Work to Turnitin as the file size exceeds the limit permitted, you should confirm this in the box provided below and provide a print out of the error message. You should also contact [registryresearch@hud.ac.uk](mailto:registryresearch@hud.ac.uk) and we will arrange an alternative method for submission. With the exception of a University system failure, it is highly unlikely that there will be any other ground on which non-submission to Turnitin would be accepted and candidates should bear in mind that failure to submit Work to Turnitin will result in you being withdrawn for non-submission.

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1. This is the final version of my Work and it **has/has not\* (\*delete as appropriate)** been seen by my Supervisor;

If your Supervisor has not seen the final version, please provide a brief explanation as to why not:

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1. I have at least one durable backup copy of the final version of my Work that is retained in a secure location away from University property and can be provided electronically if required.

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| --- | --- |
| **PGR Signature:**  (Click the pale grey box to upload an e-signature) |  |
| **Date:** | Select |

**University Repository Form**

This form is to be read and completed by the Postgraduate Researcher (PGR). If you have any questions about the form or have any issues with accessibility, please contact: [oa@hud.ac.uk](mailto:oa@hud.ac.uk).

**Guidance to Complete This Form**

**What is Pure?**

Pure is the University’s Research Output Repository. When your thesis is deposited in Pure, it will normally be made available for anyone to read, save copies, and share. This does not affect your right to publish your work elsewhere. Files may be stored in Pure or in Box with a link to the Pure record. Box is where the University stores some academic staff research outputs and datasets.

**What is an embargo?**

An embargo is a restriction of access. When your thesis is deposited in Pure, anyone will be able to access it via the internet. If you would like to delay when your thesis is made publicly available, you can request an embargo. You may wish to do this if you would like time to prepare publications from your thesis or if there are commercially sensitive interests.

**What is an indefinite restriction of access?**

This means that the thesis will be unavailable for public view via the internet for an indefinite period. There will still be a publicly viewable record of your thesis in Pure that includes your name, and other details of the thesis, for example the title of the thesis, date, level of degree (masters or doctoral), and a publicly viewable abstract, etc. This information is referred to as **metadata**. You may want to choose this option if your thesis contains confidential or sensitive information.

**What if someone wants to view my thesis online?**

For most theses, it will be appropriate to make them publicly available. But for some theses, it may be appropriate to restrict public access. The University of Huddersfield is subject to the Freedom of Information Act 2000. This Act gives a general right of access to all information held by the University, including information held in the University’ Research Repository. As a matter of normal practice, we will only make your thesis available in accordance with the restrictions you have placed upon it. However, if someone specifically asks to see it, we must give them access unless it qualifies for an exemption under the Act. If this is applicable to your thesis, you will be able to choose an option below.

**What is a Creative Commons license?**

When your thesis is deposited in Pure, it can be made publicly available immediately or after an embargo period. A Creative Commons license lets readers know under what conditions they can re-use the information in your thesis. The default license is CC BY-NC-ND. This license means if anyone wants to use some information from your thesis, credit must be given to you as the author, only non-commercial uses of your thesis are permitted, and no derivatives or adaptations of your thesis are permitted. For more information about the licenses, visit: https://creativecommons.org/about/cclicenses/. To request a different license, contact staff in Research, Innovation and Knowledge Exchange by emailing oa@hud.ac.uk.

**What is the Declaration?**

At the end of this form, you will be asked to read and sign a Declaration that allows us to deposit your thesis in Pure and outlines the terms and conditions of access. Please read it and tick the box next to each paragraph to indicate you have read and agree with the contents. The form and Declaration will refer to **the ‘Work’**, which includes the main text of your thesis and, if applicable, any digital supplementary materials that accompany the thesis.

**After reading the guidance on the previous page, please fill in the following information:**

1. Full Name: Click or tap here to enter text
2. Student Number: Click or tap here to enter text
3. Title of the Work (must match the final submission title):

Click or tap here to enter text

1. Level of degree (tick one box only):  Master’s  Doctoral
2. Abstract: Copy and paste the final abstract from your Work below. The abstract will be made publicly available. If there is any confidential or sensitive information in your abstract, please remove it or submit an altered abstract for public view:

Click or tap here to enter text

1. Your School: Select an option
2. Name of Supervisor(s): Click or tap here to enter text
3. Optional: Enter up to three keywords or terms related to your Work. This will help your Work to appear in internet searches:

Click or tap here to enter text

1. Optional: If your Work has been sponsored by another institution or organisation, type the name here (e.g. you were in receipt of a funded Research Council bursary):

Click or tap here to enter text

1. Please select **one** of the following options regarding the public availability of your Work by ticking the relevant box and if applicable, selecting an option. If someone asks to view your Work, we will use this information to decide whether or not to refuse the request:

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| --- | --- | --- |
|  |  | Make my Work publicly available immediately with a CC BY-NC-ND license. (This option will be suitable for most theses). |
|  | Select an option | Material from my Work is due for publication, or I am actively seeking to publish this material and request that the Work be embargoed for a period of up to a maximum of two years and normally only where this is specified as a condition of the publisher. The Work should be made publicly available at the end of the embargo period with a CC BY-NC-ND license. |
|  | Select an option | Release of the Work would substantially prejudice the commercial interests of any person. The Work should be embargoed for a period of up to a maximum of ten years. The Work will be made available with a CC BY-NC-ND license at the end of the embargo period. |
|  |  | The Work includes people’s sensitive personal information or information that was obtained under a promise of confidentiality. The Work should be placed under restricted access indefinitely. |
|  |  | Other (please specify): Click or tap here to enter text |

**The Declaration**

Please read, tick all boxes to confirm you have read, understood, and agreed to the points listed below. Please insert the relevant information and sign and date the form below:

I, **Insert full name here** “The Depositor”, would like to deposit my research degree thesis entitled **Insert full thesis title exactly as it appears on your final submission** thereafter referred to as the “Work”, in the University of Huddersfield Research Repository. The Work is covered by this agreement and when I deposit my Work, whether personally or through an assistant or other agent, I agree to the following:

**Non-exclusive Rights:**

Please tick the box

Rights granted to the University Repository through this agreement are entirely non-exclusive and royalty-free. I am free to publish the Work in its present version or future versions elsewhere.

I agree that the University Repository administrators or any third party with whom the University Research Repository has an agreement to do so may, without changing content, translate the Work to any medium or format for the purpose of future preservation and accessibility.

**Deposit in the University Repository:**

Please tick the box

I understand that Work deposited in the University Repository will, unless under embargo or indefinite access restriction, be accessible to a wide variety of people and institutions - including automated agents - via the World Wide Web.

I understand that once the Work is deposited, metadata will be publicly available and will be incorporated into public access catalogues. This citation to the Work will always remain visible, although the author retains the right to update the Work. The British Library Electronic Theses On-line System (EThOS) will also harvest metadata about my thesis.

Removal of the item from the University Repository may be possible after discussion with staff in Research, Innovation and Knowledge Exchange, who shall also make efforts to ensure removal of the Work from any third party with whom the University Repository has an agreement.

**I agree as follows:**

Please tick the box

* That I am the author of the Work and have the authority to make this agreement and to hereby give the University of Huddersfield the right to make available the Work in the way described above.
* That I have exercised reasonable care to ensure that the Work is original and does not to the best of my knowledge break any UK law or infringe any third party’s copyright or other Intellectual Property Right.
* The University of Huddersfield does not hold any obligation to take legal action on behalf of the Depositor, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.
* That I understand that the decision to deposit the Work is dependent upon the conferment of my award and is entirely at the discretion of the University of Huddersfield.
* That I am responsible for ensuring that the University of Huddersfield is provided with the final version of the Work and that the University of Huddersfield cannot be held responsible if an incorrect version of the Work is published.

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| **PGR Name:** | Click or tap here to enter text |
| **PGR Signature:**  (Click on icon in pale grey box to upload a digital signature) | Shape  Description automatically generated with low confidence |
| **Email Address:**  This will only be used to contact you if we have any questions about your completed form or Declaration | Click or tap here to enter text |
| **Date:** | Click or tap here to enter text |

**Research Degree Supervisor’s Declaration**

The PGR’s Main Supervisor should complete this form.

To the best of my knowledge, I confirm that:

1. The thesis and any accompanying documentation and/or material, hereafter referred to as the ‘Work’, was produced in accordance with the University of Huddersfield’s regulations and associated policies;
2. Any NDAs, restrictions or embargoes on the submitted Work are listed below and have been previously communicated to the candidate for inclusion on the University Repository Form:

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1. If the work includes parts which have been published by the student prior to submission, I have checked that:
2. the work includes a list of any publications arising from the work and a statement of contribution to each paper listed (this should be provided at the start of the thesis)
3. the published work is clearly referenced.
4. Please confirm that:

|  |  |
| --- | --- |
| (✓) |  |
| Yes  No | The Supervisory team has had sufficient opportunity to comment on the Work prior to submission |
| Yes  No | I have seen the final version of the thesis prior to submission. |

Where the supervisory team believes there have been insufficient opportunities to comment on the Work and/or where the final version of the Work has not been seen prior to submission, please provide details below:

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| **Full Name:** |  | | **Date:** | Select |
| **Signature:**  (Click the pale grey box to upload an e-signature) | |  | | |