### UCL open logoUCL STUDENT AND REGISTRY SERVICES

Research Degrees

Student Administration

**Submission of Thesis Form for Supervisors**

**Information:**

This form is provided to offer protection to supervisors in rare cases where students submit theses against the advice of their supervisors. This form is not a required authorisation for a candidate to submit a thesis and it is at the discretion of the individual supervisor whether he/she signs and returns the form to Student and Registry Services.

**Guidelines:**

1. This form should be retained by the Principal Supervisor ***until he/she has read the final draft of the thesis.***
2. Immediately after the Principal Supervisor has read the final draft of the thesis, he/she should complete and sign the form and it should be copied to the student and Head of Department. The form should then be returned to Research Degrees, Student and Registry Services.
3. In cases where the student fails to show the final draft of the thesis to the supervisor and/or submits the thesis without the supervisor’s knowledge, the form should be signed and returned by the supervisor as soon possible after the submission and preferably before the viva examination takes place.
4. In all cases, supervisors should not disclose to examiners that the thesis has been submitted against their advice.

**Supervisor’s Statement**

*(name of candidate)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I have read the final draft of the thesis of the above candidate.\*

The above candidate has not shown me the final draft of the thesis.\*

The thesis of the above candidate was submitted without my knowledge.\*

*\*delete as applicable*

1. The thesis of the above candidate is being submitted / was submitted

**WITH / WITHOUT\*** my recommendation.

*\*delete as applicable*

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal Supervisor)*

*Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name of Principal Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Return to:* Research Degrees, Student Administration, Student and Registry Services, UCL, Gower Street, London WC1E 6BT**