Thesis workflow: Pre-submission and submission

Transfer of status

Dept guidance re etheses

Start to write thesis

Dept guidance re etheses

Obtain copyright permissions for 3rd party copyright material

Confirmation of Status (D.Phil Students only)

Dept guidance re etheses

Check for sensitive material and IP in thesis

Complete thesis write-up

Submit appointment of examiners form, GSO.3

Check ORA Help & Info website & consult supervisor and/or Research Services Office if unsure about sensitive content

Do you need to apply for dispensation of thesis consultation?

Yes

No

Complete form GSO3C to apply for dispensation from consultation of thesis *

Dispensation from consultation granted

Dispensation from consultation not granted

Submit thesis to exam schools for examination with GSO.3a or b and GSO.26

Check for uncleared 3rd party copyright material in thesis

Check ORA Help & Info website & consult supervisor and/or ORA@bodleian.ox.ac.uk if unsure

Leave to supplicate granted

Yes

No

Not permitted to deposit thesis in Bod or ORA

Deposit hard copy of thesis to Exam Schools. Include dispensation from consultation if approved

Exam Schools procedures

Deposit digital copy of thesis with ORA. Set embargo if relevant

Bodleian Library procedures

ORA procedures

ORA metadata for thesis

OLIS catalogue record for thesis

* **Electronic Copy** - If your Division has an automatic embargo in place, this is only required if you need the embargo to go beyond the 3 year limit
Hard Bound Copy – Embargo/dispensation from consultation needs to be applied for by all Divisions using form GSO.3c

Check for sensitive material and IP in thesis

Obtain permissions for 3rd party copyright material

Shaded boxes are actions by student