



Queen's University
Belfast

Student Records Office

Queen's University Belfast
Belfast
BT7 1NN
Tel 028 9027 3082/3/6
Fax 028 9024 7895
s.records@qub.ac.uk
www.qub.ac.uk

APPLICATION FORM

SUBMISSION OF THESIS FOR THE DEGREE:

FACULTY: **DEPARTMENT:**

Student No:	Surname:	First Names:	Title

Title of Thesis:

.....

.....

Address for use until result is known:	Telephone Number:

Home Address:	Telephone Number:

Previous degrees:	University from which obtained:

If successful I intend / do not intend to be present at the
Graduation Ceremony in July / December 20.....

Signature of Candidate Date of submission 20.....

This form should be completed and accompany your thesis when it is being submitted to the Student Records Office. Any outstanding fees require to be paid before the examination of your thesis.

OFFICE USE ONLY

Date Submitted:

Academic Council:

Are Fees Paid:

Result:

Receipt No:

Data Base:

QUEEN'S UNIVERSITY BELFAST

DECLARATION FORM FOR SUBMISSION OF HIGHER DEGREE BY RESEARCH

I declare that

- (i) the thesis is not one for which a degree has been or will be conferred by any other university or institution;
- (ii) the thesis is not one for which a degree has already been conferred by this University;
- (iii) the work for the thesis is my own work and that, where material submitted by me for another degree or work undertaken by me as part of a research group has been incorporated into the thesis, the extent of the work thus incorporated has been clearly indicated.
- (iv) the composition of the thesis is my own work.

Signed:

Date:

SUMMARY OF THESIS

Candidates for higher degrees are required to submit a typed summary on this form, and return the completed form to the Examinations Officer at the time of submitting the thesis. This summary will be submitted to the examiners for their approval.

Please note that:

- (a) The summary should *not exceed 300 words* and should be typed in *double spacing*.
- (b) No summary will be published unless the degree has been awarded.
- (c) Note for examiners: *the summary must be approved and the form signed by both the internal and external examiners.*

TITLE OF DEGREE:

SURNAME OF CANDIDATE (Block Letters Please)

OTHER NAMES (In Full)

FACULTY: DEPARTMENT:

EXACT TITLE OF THESIS

.....

.....

Declaration to be signed by candidate

I submit this summary of thesis for inclusion in the University's annual publication of summaries of theses.

Signed

Date

To be completed by examiners

(External Examiner(s)) *Date*

(Internal Examiner(s)) *Date*

Title of degree aimed at

Faculty

Initials and Surname of Candidate

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Exact title of thesis

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SUMMARY

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Exact title of thesis

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SUMMARY

INFORMATION SHEET & AGREEMENT FORM

Dissertation Abstracts International—Section C (Worldwide)

BACKGROUND & PRODUCT INFORMATION

Dissertation Abstracts International A and B

Dissertation Abstracts International (DAI) is an unparalleled and well-established information service for dissertation literature. *DAI* is divided into two sections, namely Section A (Humanities & Social Sciences) and Section B (Sciences & Engineering). *DAI-A* and *B* list over 3000 dissertations each month, most of them from North American and British institutions. Full manuscripts are microfilmed and made available for sale. The author or university pays a fee for this service.

DAI Section C

The purpose of *DAI-C* is to enhance the value of the *DAI* service by increasing its worldwide coverage and thus respond to the recognized need for an expanded source for dissertation literature. *DAI-C* publishes abstracts *free of charge*; full manuscripts are *not* microfilmed or made available for sale. *DAI-C* is a bibliographic information service only, but the quarterly issues are distributed widely.

Section C is devoted to dissertations from throughout the world in all disciplines. Publication started in 1976 and is quarterly. The internal organization of material within Section C is by subject and each issue includes author and keyword indexes. For all titles, including those in foreign languages, English keywords are used for the generation of the subject indexes to avoid dispersing synonymous terms (e.g., railway, chemin de fer, Eisenbahn, ferrovia) throughout a single-sequence index or creating more than one index sequence. A cumulated author index is issued at the end of the volume year. Beginning with 1988 issues, *DAI-C* data is also included in *Dissertation Abstracts Online*, *Dissertation Abstracts Ondisc*, and the annual *Comprehensive Dissertation Index*.

Benefits of Contributing to DAI Section C

The results of much of the research carried out at institutions of advanced education are embodied in doctoral dissertations, and it is in the interests of authors, librarians, and other academics, including post-graduate students conducting doctoral research, that information should be disseminated concerning recently completed doctoral research. The *DAI* system has been developed to achieve this end, and Section C has adopted all of its features. The chief benefits of the system are set out below:

Bibliographic Control—Full bibliographic details are given: author, dissertation title, degree date, institution, language of text, and, where known, number of dissertation pages.

Abstracts—A second level of depth is provided by abstracts, which enable researchers to decide whether the consultation of a complete text is necessary for their own work.

Complete Texts—Information is given on the availability of copies of dissertations, provided the author has submitted publisher information.

Subject Access—A keyword indexing system is employed to offer subject access to dissertations recorded. Since a doctoral dissertation is frequently the author's first significant published work, this is a more useful tool than author indexes alone.

Current Awareness—Even the most comprehensive reading and the most cultured "grapevine" cannot guarantee that a researcher is always up-to-date. *DAI* offers assistance in a sometimes elusive sphere of literature.

To the above, which are valid for authors and users alike, one may also add, from the author's point of view, a sense of satisfaction that his/her work is being properly noticed and will be readily accessible to other researchers.

ProQuest Company
Dissertations Publishing—DAI-C
300 North Zeeb Road
Ann Arbor, Michigan 48106-1346 USA

734-761-4700 Telex 23 0235569

UMI[®]

Submission of Abstracts for Publication in DAI Section C

Eligibility

Any person from a recognized institution may submit abstracts of doctoral dissertations for publication in *DAI-C*, subject only to having the authority to grant the appropriate permission mentioned below. While a major objective of *DAI-C* is to provide a current awareness service, no limitation is imposed on the age of abstracts submitted.

Procedures

We have established certain basic procedures, which we request of persons submitting abstracts to *DAI-C*. Publication of abstracts in *DAI-C* is contingent on submission of the following in respect to each dissertation:

1. The abstract itself. It need not necessarily be an abstract produced by the author of the dissertation. Double-spaced typing on 8½" x 11" paper is preferred. Recommended length is 250 words. Under no circumstances can abstracts exceeding 350 words be accepted for publication. Diagrams may not be included. The publisher reserves the right to edit abstracts. As a safeguard, please remember to note on the abstract sufficient data to identify the dissertation to which the abstract relates.
2. A completed UMI dissertation agreement form, signed in the appropriate place by the owner of the copyright of the abstract. This form sets out basic data concerning the dissertation. The form also grants UMI permission to publish the abstract and must, therefore, bear an authorized signature.
3. A copy of the title page of the dissertation.

Language

We recommend that for maximum exposure worldwide, abstracts should be submitted for publication in English. Abstracts in other roman alphabet languages will be published as submitted, although we may not always be able to proof them adequately. Abstracts in non-roman alphabet languages cannot be published.

AGREEMENT FORM

Item 1: *Full Name*. This should be identical to the name on your title page. Your last name will be used to access your dissertation in indexes.

Item 6: *Degree Year*. The abstract cannot be published without a degree year.

Item 7c: *Titling your dissertation*. Your dissertation can be a valuable reference and research source for scholars, providing it can be retrieved easily. All doctoral dissertation titles are entered into a computer for production of keyword indexes. It is, therefore, of the utmost importance that an English translation of the title be provided and that the translated title of your dissertation be meaningful and descriptive of its content.

Item 8: *Subject category*. Select the 4-digit code that best describes the subject of your dissertation.

Item 9: *Language of dissertation*. If no language is specified, the dissertation will be listed as written in English.

FULL DISSERTATION PUBLISHING

Publication of a complete dissertation is an optional extra service for which UMI charges a nominal publication fee to cover the cost of creating, processing, and storing a master microfilm.

If you would like to have your manuscript microfilmed and the abstract published in *DAI-A* or *B*, please write for full publishing and pricing information.

Note: Supplies of these information sheets/agreement forms are available on request.

AGREEMENT FORM
DISSERTATION ABSTRACTS INTERNATIONAL (SECTION C)
DOCTORAL DISSERTATION ABSTRACTS

IMPORTANT: (a) Please read notes and instructions on page 1 before completing and signing this form.
(b) Please use typewriter or print clearly with black ink.
(c) Please remember to attach the abstract and a copy of the dissertation title page to this form.

PERSONAL DATA

1. Full name _____
(last name)

(first) (middle)
2. Country of citizenship _____
3. Email address _____

DOCTORAL DEGREE DATA

4. Full name of University conferring degree

5. Abbreviation for degree awarded (e.g., Ph.D., Ed.D., M.D., etc.)

6. Year degree awarded _____

DISSERTATION DATA

7a. Attach a copy of the dissertation title page and abstract to this Agreement form
7b. Additional keywords (not in dissertation title) for database access
1. _____
2. _____
3. _____
4. _____

7c. English translation of the title if original is not in English

8. Subject Category for dissertation. Enter 4-digit code from list.

9. Language of dissertation text

10. Number of dissertation pages

AVAILABILITY DATA (Published Dissertations)

11. ISBN (if Assigned) _____
12. Publisher's name and address (if published)

ABSTRACT ONLY PUBLISHING AGREEMENT

I, the undersigned, being the copyright owner of the abstract of the above-mentioned doctoral dissertation, hereby grant to UMI permission to publish and disseminate the abstract of the above-mentioned dissertation.

Signature _____ Date _____

Notification to Faculty

You must notify your Faculty Office, well in advance of submitting your thesis, specifying the exact title of your thesis. This is the title under which you will be submitting. If there is any change in your title before you submit, the new title must be approved by your Faculty Office. This should all be done before 1 February for Summer graduation and before 1 May for December graduation.

Submission Dates for Soft Bound Thesis

Your thesis should be submitted not later than the following dates:-

For December Graduation: 15 September

For Summer Graduation: 1 May

Submitting of Soft Bound Thesis

Candidates presenting a thesis for a higher degree shall firstly submit soft bound copies to the Student Records Office. These copies can be bound in either spiral or soft binding. The numbers of copies required are normally 2 for PhD, MD and MPhil, and 3 for Higher Doctorates. The title of the thesis should be the title as approved by Academic Council. Every thesis submitted for a degree, diploma, exhibition or prize in the University shall include a statement from the candidate giving a list of authorities consulted in its composition and a brief summary of the work contained in the thesis. Theses are then forwarded to the internal and external examiners, by Student Records Office, along with the completed submission forms (see below).

Submission Forms for Submitting along with Soft Bounds

Before you submit your soft bound thesis to Student Records Office submission forms must be completed. These forms must be submitted with your thesis; it cannot be sent to your examiners until they have all been received fully completed.

They are as follows:-

Application Form,
Summary Forms, 2 copies
Agreement Form
Declaration Form

The Agreement Form should be completed for all theses except for Masters theses. Sections 11 & 12 of the Agreement Form are not to be completed.

The Student Records Office when dispatching the thesis for examination to the examiners shall send a copy of the summary and declaration forms submitted by the candidate.

Length of the Thesis

The Academic Council has agreed that the length of a thesis for PhD and MD should normally not exceed 80,000 words or 400 pages, and for MPhil should normally not exceed 50,000 words or 250 pages (single sided A4 pages).

Text and Layout of Thesis

The first page of the thesis must include the following:-

Author's full names
Degrees held by the author
Title of Thesis (as approved by Academic Council)
Degree for which it is offered,
Faculty to which it pertains
Date

Must be printed on good quality paper, size A4, single sided. The minimum margins should be a left margin of 4 cm (to allow for binding) and right, top and bottom margins of 2½ cm. The pages and illustrations must be numbered consecutively. The text may be presented in either one-and-a-half or double-line spacing on single sided pages.

A candidate shall also supply at the time of presentation of the thesis a signed statement (declaration form) stating that:

- (i) the thesis is not one for which a degree has been or will be conferred by any other university or institution;
- (ii) the thesis is not one for which a degree has already been conferred by this university;
- (iii) the work of the thesis is the candidate's own and that, where material submitted by the candidate for another degree or work undertaken by the candidate as part of a research group has been incorporated into the thesis, the extent of the work thus incorporated has been clearly indicated;
- (iv) the composition of the thesis is the candidate's own work.

Language of Thesis

Regulations regarding the language in which a thesis may be presented are as follows:

Application may be made to write a thesis in another language other than English where the language is relevant to the subject of the research. Application for permission should be made upon first registration to the Faculty Postgraduate Research Committee.

When permission is given the summary forms, the abstract of the thesis, and its title must be given in English as well as the other approved language.

Presentation of Successful Thesis - Hard Bound Copies

Where the examiners recommend the award of a degree and before the result is officially posted, the candidate shall submit two hard bound copies of the thesis to Student Records Office. Presentation is the same as for soft bound copies, with modifications made where applicable.

They should be in the manner of a book and include a Library Form (supplied by Student Records Office) certified by the internal examiner as containing all corrections required by the examiners. The Library Form should be bound into the front of each of the hard bound copies.

The final version of the thesis must have the candidate's name, year, and degree printed on the spine. The pages should be single sided in either one-and-a-half or double-line spacing.

Student Records Office will then deposit one copy with the University Library and one with the relevant School/Department. The Library copy will be made available to readers under such regulations as may be made for this purpose by the Library Committee.

General

All copies of theses presented whether or not adjudged by the examiners to deserve the degree shall remain the property of the University. Every candidate presenting a thesis may be required by the examiners to submit to an oral examination on the subject of the thesis.

Further Information

Any further information relating to the presentation of your thesis may be obtained from your supervisor, department or by referring to previous theses in the University Library. Information is also given in the booklet 'Guidelines for Postgraduate Research Students' available from Academic Council Office.