

## PGR Thesis Submission and Examination

### How to give notice of intention to submit your thesis

#### Background

Students wishing to give notice of intention to submit a research thesis must do so using the service request feature on Qsis for which instructions follow below. Note that there will be no requirement to submit original or electronic copies of any document as part of the service request. The PGR8 form “Notice of intention to submit a Thesis”, which had been in use for several years, has been withdrawn.

#### Submitting a Notification of Intention Service Request

To submit your service request you will need to complete the following steps:

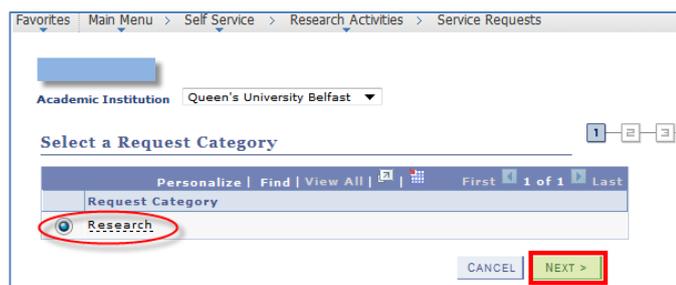
1. Log on to Qsis at <https://qsis.qub.ac.uk>. Refer to the pagelet entitled ‘Intention to Submit’ on the right side of your home page which gives guidance on the requirements for giving notice and a link to submit your request.



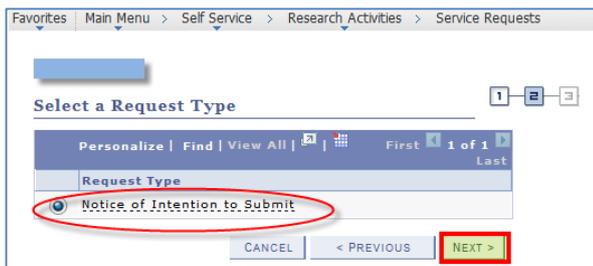
2. Select the **Click here to submit/review your request** link.
3. Click on **Create New Request**.



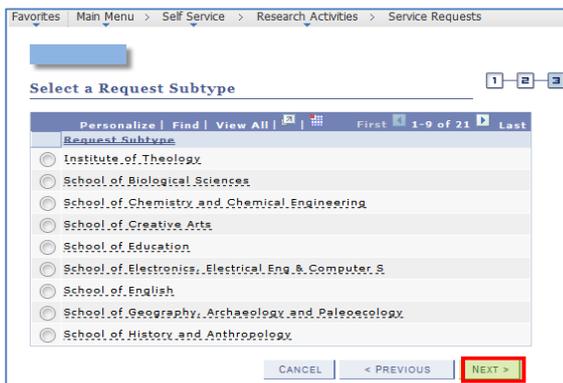
4. Select a Request Category of **Research** and click on **Next**.



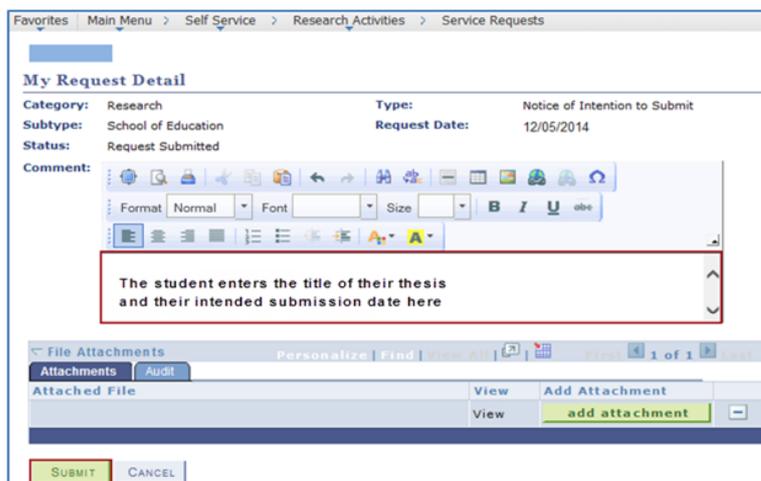
- Select a Request Type of **Notice of Intention to Submit** and click on **Next**.



- Select your School or Institute (if yours is not visible, click on **View All** in the banner). Click on **Next**.



- You will be directed to a page in which you are required to enter, in the **Comment** section, your thesis title and intended submission date (in the format dd/mm/yyyy).



- Once you have entered your thesis title and intended submission date as shown above, click on **Submit** to apply a status of 'Request Submitted' to your request (see below) and to direct the request to the School or Institute which you previously selected.



Your request has now been submitted and you can return to your Qsis home page using the 'Home' link in the top right corner of your screen.

### What happens after I submit my Notification of Intention to Submit request?

Your School will be aware that you have submitted your request and will commence the approval process. However, your School may wish to seek further information from you and may return your request to you, with comments. You therefore cannot consider your Notification of Intention to Submit to be approved until it appears on your service request list as “Approved” (see image below). **For these reasons it is important that you review the status of your request at regular intervals.**

### How do I review the status of my request?

To review your request, use the same link on your Qsis home page as you used when you first submitted your service request i.e. **Click here to submit/review your request**<sup>1</sup>. This will present the ‘My Service Requests’ page and you will see your service request, including its status of “Request Submitted”. Each change of status for your service request will be listed on this page (see possible status entries further below). The details of any entry on the list, including comments, can be displayed by clicking on the relevant **Notification of Intention to Submit** link.

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
2	<a href="#">Notice of Intention to Submit</a>	Biological Sciences	28/02/2014	Approved	28/02/2014
1	<a href="#">Notice of Intention to Submit</a>	Biological Sciences	24/02/2014	Request Submitted	24/02/2014

The possible status entries are:

Status	Description and actions to be taken by you, if any
Request Submitted:	This initial status is applied once you have submitted your Notice of Intention to Submit service request.
Awaiting Student Response:	Your School is requesting a response from you before proceeding. Select the relevant Request Type entry and read/respond to the comments therein.
Awaiting School Response:	Others involved in the process of approving your request have asked your School for additional information.
Reassign:	Your request was directed to the wrong School initially and has now been reassigned to another School.
Cancelled:	Your request has been cancelled.
Rejected:	Your request has been rejected and removed
Approved:	Your request has been approved and your request has moved to the next stage, Nomination of Examiners.

If you require assistance with accessing or completing the Notification of Intention to Submit service request, please contact our Student Helpline Number 028 9097 3223 or email [reghelp@qub.ac.uk](mailto:reghelp@qub.ac.uk)

If you have any queries regarding the status of your Notification of Intention to Submit service request, please contact your School Office.

1. As an alternative to using this link you can navigate to the Service Requests page by following these menu selections:  
**Self Service > Research Activities > Service Requests**