

Quick guide to submitting

Quick Guide to Submitting your Thesis

- Students need to give formal notice that they intend to submit. The notice of submission form can be found on eProg, under 'Examination Summary'. Paper copies of the form are no longer accepted. Forms must be completed no less than six weeks before your intended submission date.
- Please ensure that your correspondence address is correct. If you change your contact details on notice of submission form, it can take up to 48 hours for the information to update onto eProg.

Task Name	Completed	Due	Role	Action
Notice of Submission (Student)	29/07/2013		EGR Student	View Update
Notice of Submission (Supervisor)		12/08/2013	Main Supervisor	Edit

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- After you have submitted this form, your supervisor will be automatically notified to approve and nominate your examiners. This will trigger the eScholar submission window to be opened. Your window will not be active until your supervisor has completed their part of the form.
- The Graduate Education office will notify you by email about submitting your thesis online using eScholar and confirm that the electronic submission window is open. This appears on your student portal page (after you have logged in to My Manchester.) You need add a new tab by selecting the 'add tab' button on your main portal page and searching for 'ETD'. This is where you will submit your thesis.
- Once your thesis has been submitted electronically, you need to print the eScholar coversheet and your thesis for binding. Two copies need to be submitted to the Graduate Education Office, room C4, Sackville Building, Sackville Street.

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- During the submission and examination process you can monitor progress using the Examination Summary in eProg which is updated by the Faculty of EPS Graduate Education Office.
- Following your examination, you will be required to submit the final corrected version of your thesis electronically via eScholar, then print and submit two hard bound copies to the Faculty Graduate Education Office.
- Please note the eScholar submission window **closes 3 days before your end date**. This is to give you time to print and bind your thesis before your final submission date.

Useful links:

Presentation Guidelines: <http://documents.manchester.ac.uk/display.aspx?DocID=7420>

eScholar FAQs: www.escholar.manchester.ac.uk/

Thesis binding at the Joule library:

<http://www.library.manchester.ac.uk/ourservices/servicesweprovide/binding/>

Contact details for EPS Graduate Education Office

Room C4, Sackville Building, Sackville Street

Tel+44 (0)161 306 9191 email eps-subs@manchester.ac.uk