



Swansea University  
Prifysgol Abertawe

## NOTICE OF INTENTION TO SUBMIT

All candidates are required to give at least **3 CALENDAR MONTHS'** notice to the Faculty of their intention to submit

I wish to give notice of my intention to submit a thesis for the degree of:

PhD     EngD     ProfDoc     MD     MPhil     MRes

MA/MSc/LLM by Research

<b>Candidate's Name:</b>	<b>Student Record Number:</b>
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<b>Start Date:</b>	<b>Minimum Candidature Date:</b>	<b>Maximum Submission Date:</b>
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<i>Has approval been granted if the thesis is to be submitted prior to the Minimum Candidature Date (early submission)?</i>	Y	N
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**Faculty:**

<b>Members of Staff:</b> Y            N	<b>If member of staff, give job title and affiliation:</b>
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**Current First Supervisor:**

**Other Supervisors (list all individuals who have been involved in the supervision of the candidate):**

**Thesis title:**

<b>Bar on Access Required:</b> Y            N <i>Prior to submission the Student must submit a request for a bar on access to the Faculty. The request must state the title of the work, and the reasons for a bar being placed.</i>	<b>Language of thesis:</b>  <b>Language of oral examination:</b>	<i>Has approval been granted if thesis is to be submitted in language other than English / Welsh?</i> Y            N
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Details of any special provisions required at oral examination:

**Format of the viva:**

\*Face to Face     On-line e.g. Zoom     \*Hybrid (mix of face-to-face and on-line)   
*\*For face to face and hybrid viva's a waiver must be signed by the student and examination board.*

**Proposed \* submission date:**

(You may approximate e.g. end of the month if unsure of a specific date).  
\* Please note- you are **not** formally bound by this date to submit (unless this is your maximum candidature date). This information will be used to ensure that the necessary parties involved in initiating the examination process are aware of this impending submission and can make the necessary arrangements. If your proposed submission date changes significantly (e.g. by more than four weeks), please inform your main supervisor and designated member of staff in the Faculty.

<b>Candidate's signature:</b>	<b>Date:</b>
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<b>Supervisor's signature:</b>	<b>Date:</b>
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**Supervisor Comments:**

**PLEASE COMPLETE AND RETURN TO YOUR FACULTY**

# SWANSEA UNIVERSITY

## Notice of Intention to Submit (NITS) Form Guidance Notes

### Regulations

A Notice of Intention to Submit (NITS) form must be completed by all research students who intend to submit a thesis for examination by viva voce. Completed forms should be forwarded to the designated member of staff in the Faculty not less than **THREE MONTHS** before the expected submission date of the thesis.

After a NITS form has been completed the student will normally no longer be able to apply for an extension of candidature.

### Procedures

1. The student obtains and completes a NITS form three months prior to the expected submission date;
2. The student records whether approval has been granted if the thesis is to be submitted prior to the student's minimum candidature date (see Guide to Research Degree Candidature for details on early submission);
3. The student records whether a request for a bar on access will be or has been requested;
4. The student indicates whether he/she will require any special provision for the oral examination;
5. The student indicates whether the thesis will be submitted in Welsh and whether the oral examination will be in Welsh;
6. The student indicates whether the thesis will be submitted in a language other than English / Welsh (permission to do so should be obtained at the time of confirmation of candidature, see Guide to Progress Monitoring of Research Students) and whether the oral examination will be in a language other than English / Welsh;
7. The student's supervisor countersigns the completed NITS form - if the supervisor has any comments/concerns about the student's intention to submit, these should be noted on the NITS form in the appropriate box – if the student is submitting prior to the minimum candidature date (see 2 above), the supervisor should include a specific comment on this;
8. The student submits the completed NITS form to the designated member of staff in the Faculty;
9. The Faculty should forward a copy of the NITS form to [PGRexaminations@swansea.ac.uk](mailto:PGRexaminations@swansea.ac.uk);
10. When a NITS form has been completed the Faculty should begin the process of nominating the external examiner and Internal Examiner (see Guide to Examination of Research Degrees for guidance on nominating examiners).