Thesis workflow: Pre-submission and submission

1. Start to write thesis
2. Obtain copyright permissions for 3rd party copyright material
3. Check for sensitive material and IP in thesis
4. Check ORA Help & Info website & consult supervisor and/or ORA@bodleian.ox.ac.uk if unsure
5. Submit appointment of examiners form, GSO.3
6. Do you need to apply for dispensation of thesis consultation?
   - Yes: Complete form GSO3C to apply for dispensation from consultation of thesis *
   - No: Leave to supplicate granted
7. Dispensation from consultation granted
8. Dispensation from consultation not granted
9. Submit thesis to exam schools for examination with GSO.3a or b and GSO.26
10. Check for uncleared 3rd party copyright material in thesis
11. Leave to supplicate granted
12. Deposit hard copy of thesis to Exam Schools. Include dispensation from consultation if approved
13. Not permitted to deposit thesis in Bod or ORA
14. Deposit digital copy of thesis with ORA. Set embargo if relevant
15. ORA procedures
16. ORA metadata for thesis
17. ORA procedures
18. ORA metadata for thesis
19. OLIS catalogue record for thesis
20. Exam Schools procedures
21. Bodleian Library procedures

* 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

Shaded boxes are actions by student

Last updated 12 January 2011