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| *INTENTION TO SUBMIT A PhD RESEARCH THESIS* |  Degree Committee for POLIS |
| **Are you registered as a Full or Part-time student?** |
| **Full Time (X)** | **Part-time (X)** |
|  |  |

**To be completed by the student.**

**Applications should be made in advance of your intended submission date.**

**Please attach one copy of your thesis summary/ abstract to this form.**

**The abstract should be approximately one side of A4 and should include your name and the title of your thesis.**

**The abstract should be a consise summary of your thesis, covering the major points, content and scope of your argument, the theoretical framework or scholarly point of departure, as well as the methodology, and type of evidentiary basis. It should be able to stand alone.**

**Please return your application to: The PhD administrator in POLIS** **phdadmin@polis.cam.a.uk**

**On receipt of the completed form and summary, the Degree Committee will contact your department requesting nominations of prospective examiners. Once your examiners are confirmed, DO NOT send them electronic copies of your thesis; they must receive hard copies only, which will be send to them by your department.**

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| **1** | **Surname (Family Name)**  | **Forenames(s)** | **Title** |
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| **2** | **Address**  | **email** |
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| **3** | **Department/Faculty** | **4** | College |
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|  |  |  |  |  |
| **5** | **Degree for which you are registered as a candidate** |
|  |  |  |  |  |
| **6** | **Title of thesis (Please print clearly)** |
|  |  |  |  |  |
| **7** | **Expected date of submission** |
|  |  |  |  |  |
| **8** | **Proposed date of departure from UK (if applicable)** |
|  |  |  |  |  |
| **9** | **If you are at present residing abroad please state when you will be able to return to the UK for your oral examination**  |
|  |  |  |  |  |
| **10** | **Student’s preference (in-person – default, video conference - optional, or no preference).** |
|  |  |  |  |  |
| **11** | **I confirm that the information which I have given in this application is complete and true** |
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|  |  |  |  |  |  |
| Signature: |  | Date: |  |  |

See overleaf for information about voluntary disclosure of any additional requirements you may have for the viva

**Voluntary disclosure of additional requirements of relevance to viva**

**examinations for programmes examined by thesis and oral only.**

The Degree Committee wishes to ensure that all candidates are examined appropriately.

You will have been invited when you applied for admission to disclose any disability or chronic illness. Whether or not you did disclose at the time, you may wish to do so now, or to update this information, so that we are aware of any additional requirements required for your viva. The examiners will be supplied with the information from this form, rather than any previous disclosure of disability. For example, if you need a BSL interpreter or wheelchair access you might find it helpful if the examiners know this.

If you have dyslexia or other specific learning difficulties, you might wish the examiners to be aware of this when they conduct the viva. However, please bear in mind that the Degree Committee expects you to have taken all reasonable means available to make sure that your written work has been checked for spelling and other typographic problems *before* it is submitted for examination.

Please note that the examiners do not take into account any disability when judging the merit of the thesis itself – this stands on its own merits as a piece of written work.

**Disclosure at this stage is entirely voluntary and for the purpose of the viva examination only.**

*If you wish the examiners to be aware of any disability or chronic illness when arranging or conducting the viva examination, please complete the following* *(place a tick in the box to the left of the relevant statement):*

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|  | I have two or more impairments and/or disabling medical conditions (08) |  | I have a physical impairment or mobilityissues (e.g. difficulty using arms/using awheelchair or crutches) (56) |
|  | I have a Specific Learning Difficulty (e.g. Dyslexia/Dyspraxia/AD(H)D (51) |  | I am deaf or have a serious hearingimpairment (57) |
|  | I have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder (53) |  | I am blind or have a serious visualimpairment uncorrected by glasses (58) |
|  | I have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy (54) |  | I have a disability, impairment or medical condition not listed above (96) |
|  | I have a mental health condition (e.g. depression/schizophrenia/anxiety disorder) (55) |  |  |
| ARRANGEMENTS FOR ADDITIONAL REQUIREMENTSIf you have disclosed a disability or chronic illness that requires additional arrangements, such as rest breaks, access or specific equipment to be made for the viva examination, please tell us what these are: |
| Name (please print) | Signature | Date |

Completed forms will be forwarded to the University’s Disability Resource Centre who will advise on what additional requirements should be made. You may be contacted by the DRC if additional information is required, or to provide you with an offer of additional support.

If you and your supervisor are unsure about what assistance might be available for helping with production of a well-presented thesis, please consult the Disability Resource Centre’s website <http://www.admin.cam.ac.uk/univ/disability/students/dyslexia.html>, or ask your College Tutor.