**Thesis workflow: Pre-submission and submission**

1. **Confirmation of Status (D.Phil Students only)**
   - Obtain copyright permissions for 3rd party copyright material
   - Check for sensitive material and IP in thesis
   - Submit appointment of examiners form, GSO.3
   - Complete form GSO3C to apply for dispensation from consultation of thesis *
   - *Dispensation from consultation granted/Dispensation from consultation not granted*
   - Submit thesis to exam schools for examination with GSO.3a or b and GSO.26
   - Check for uncleared 3rd party copyright material in thesis
   - Leave to supplicate granted
   - Deposit hard copy of thesis to Exam Schools. Include dispensation from consultation if approved

2. **Transfer of status**
   - Start to write thesis
   - Deposit hard copy of thesis to Exam Schools.
   - Include dispensation from consultation if approved

3. **Dept guidance re etheses**
   - Check ORA Help & Info website & consult supervisor and/or ORA@bodleian.ox.ac.uk if unsure

4. **Check for sensitive material and IP in thesis**
   - Check ORA Help & Info website
   - Consult supervisor and/or Research Services Office if unsure about sensitive content

5. **Complete thesis write-up**
   - Check ORA Help & Info website & consult supervisor and/or ORA@bodleian.ox.ac.uk if unsure

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*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