Research Thesis Digital Submission (RTDS) application

Dear student,

You have been given access to the new Research Thesis Digital Submission (RTDS) application, a safe and secure application that you can use to submit a digital copy of your research thesis and additional materials, and which your examiners may then use to return corrections, referrals or notes to you. RTDS is being piloted by Medical Sciences Division (MSD) graduate students and examiners for the Hilary and Trinity terms 2017, before it is rolled out to the wider University in 2018.

Submitting a digital copy of your thesis is optional but if you choose to do so, then RTDS **must** be used as the method for sharing it, any other mechanisms for sharing the digital copy (e.g. email, Dropbox) are **not** permitted (see the 'Submission of examiners' copies' section of the Research examinations web page).

Use of RTDS to upload a thesis digitally does not change the formal requirement to submit a printed copy to the Exam Schools as detailed in the Examination Regulations 2016, and this remains the official copy. The minimum time between both examiners receiving the official copy of the thesis and a viva date remains at 4 weeks (as referred to under 'the oral examination or viva' section of the Research examinations web page).

You can access RTDS from this web link:
https://student.rtds.ox.ac.uk

How RTDS works
If you submit your research thesis and additional materials via the RTDS application, an automated email will notify you that your files have been successfully uploaded. Your examiner will then receive a notification that the files are available for download, and can add notes to the files, before opting to return them to you via RTDS. You will then receive an automated email to inform you that the files have been returned from the examiner.

Pilot with Medical Sciences Division
You can use the application at any point during the Medical Sciences Division pilot (for the Hilary and Trinity 2017 deadlines). You will be supported in your use of RTDS by the Frequently Asked Questions and Quick Reference Guides, which will be available from within the RTDS application.

Feedback via a short survey
You will be asked to fill in a short survey on your experience of using the application. Responses will be checked after the Hilary and Trinity 2017 deadlines to be fed into a review of this pilot, and the survey remains open until the end of 2017:

   https://oxford.onlinesurveys.ac.uk/rtds-pilot-msd-students

The survey takes no more than five minutes to fill in. Your answers will be treated as confidential, but if you would like to leave your contact details, it would help us if we need to find out more about any issues you may raise.

What you will gain through using RTDS

- You will be using a simple, safe and secure system from which you can send your thesis and additional materials; receive corrections, referrals or notes from your examiners; and return a corrected thesis.
- Automated email notifications to inform you when your files are successfully uploaded to RTDS or have been returned by the examiner, meaning you do not have to continually return to the system to check these steps in the process.
- One location for you and your examiners to share files, and a single source of corrections for you to work from.

Queries

I hope that you will find RTDS useful. If you have any queries about using RTDS, please contact the Submissions and Research Degrees Team (phone: +44 (0)1865 (2)86384/(2)86382 or email: researchdegrees@admin.ox.ac.uk).

Thank you, in advance, for taking part in the RTDS pilot.

Best wishes,
David

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