

Rules for the Form of Theses (Research Degrees)

(1) A candidate shall submit the thesis in a condition suitable for preservation in the University Library. A candidate should consult the Head of Library Academic Services as to the proper form of binding for the thesis or to the format of the electronic thesis submission.

(2) Two copies are required of the candidate. If a candidate is successful one copy of the thesis shall be deposited in the University Library and shall be allowed to leave it only on conditions approved by the Senate. The second copy shall be deposited with the School most concerned with the thesis. Candidates should submit the Library copy of the final version of their thesis, as approved by their Examiners, in electronic format in portable document format (pdf) on a CD, DVD or USB flash drive. The electronic copy must be submitted at the same time as the printed copy and should be identical to the printed version, which is deposited with the School. Where redaction of material from the thesis has been approved by the University a copy of the redacted version of the thesis must also be submitted on the CD, DVD or USB flash drive.

For hard copies of the thesis

(3) The texts of theses shall, as far as possible, be typewritten on ISO A4 size paper of good quality and bound in a fixed binding of boards with black cloth back or other suitable binding. The volume shall bear the name of the candidate, the title of the thesis, the name of the degree for which the thesis is submitted and the date of submission. The title page should include the following words: "This copy of the thesis has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with the author and that use of any information derived there-from must be in accordance with current UK Copyright Law. In addition, any quotation or extract must include full attribution."

(4) Diagrams, maps and similar documents may be submitted in a portfolio of any size and must bear equally the particulars mentioned in rule (3) above.

(5) A candidate may with the permission of the Academic Director of Research Degree Programmes submit recorded material, such as audiotape, videotape and film, of not more than one hour's running length as supporting evidence. This must be in addition to a written thesis and not a substitute for any part of it. The examiners may require candidates to deposit copies of the recorded material with the thesis in the Library and in the appropriate School. Work submitted in non-book material form should be in a durable form suited to preservation over long periods. The item should be provided with an appropriate container approved by the Head of Library Academic Services and bearing on its exterior the particulars listed above (3).

In the case of the Professional Practice programme in the School of Art, Media and American Studies

(6) A substantial part of the thesis may be curatorial, archival, educational or creative in content. This will be represented in the thesis submission by a substantial dossier of practical work presented in an appropriate, accessible and enduring format.

For all candidates

(7) A candidate shall initially submit a thesis in electronic format and in a secure soft binding sufficiently durable for the assessment process. No Pass List will be issued after successful assessment until the thesis has been resubmitted in the form outlined in rules (1) to (5) above and the candidate has confirmed that no changes, other than any required by the examiners, have been made to any part of the thesis from that previously assessed. The Pass List will not be issued until both the print version and electronic version of the thesis have been deposited with the University.

(8) Whether soft-bound, hard-bound or in electronic format, all submitted research degree theses must be prepared in accordance with the instructions set out in the 'Research Degrees Policy Document 3: Submission, Presentation, Consultation and Borrowing of Theses'.