

Rules for the Submission of Work for Higher Degrees

1 Theses submitted for Research Degrees

A candidate must submit:

- (1) two copies of the work submitted, but doctoral candidates should see below. Any thesis must be written in English and presented in the required form.
- (2) three copies of an abstract of the thesis, not exceeding 300 words, in a form suitable for publication. If the candidate is awarded the degree, the University may publish this abstract in any manner approved by the Senate or by the Head of the School concerned.
- (3) a statement showing what part, if any, of the material offered has previously been submitted by the candidate for a degree in this or any other University and, if joint work is submitted, what part of it is the candidate's independent contribution.
- (4) a statement of the length of the thesis (which should include footnotes and the bibliography but not other, appendicised material) or of the length of the critical analysis where such an analysis is required.
- (5) a certificate from the primary supervisor that any required taught courses have been satisfactorily completed.
- (6) for the degrees of PhD by Publication, and of Doctor of Medicine where the candidate is submitting a body of published work, the bound copies of the work submitted must include a list of the publications on which the assessment for the degree is to be based, a critical analysis of the work submitted and, where multiauthored works are included in the list, written evidence of the candidate's own original contribution to the work in respect of:
 - (a) design of the investigation;
 - (b) conduct of the research;
 - (c) analysis of the outcome;
 - (d) preparation of the work for publication.

Copies of all the published work to be assessed must also be included, either bound together with the above or separately contained.

- (7) One copy of the thesis/submission shall be deposited in the University Library and the other in the School concerned.

Candidates should submit the Library copy of the thesis as an electronic copy 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 final version of the printed copy and should be identical to the printed version. 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.

The Library may also, in exceptional circumstances, accept a hard copy of the thesis where the form of the submission makes it difficult to accept in purely digital format, for example, where there are multiple objects that cannot be digitised. The Library will provide advice on this and exceptions will be agreed with the Head of Library Academic Services.

2 Rules for the Submission of Work for Higher Degrees (Taught Masters' Degrees)

- (1) A candidate must submit two hard copies of the dissertation (or research project completed in place of a dissertation).
- (2) Both copies of the dissertation are for the purposes of assessment only. Where the School of registration wishes, students may subsequently be asked to deposit one copy of the dissertation with the School for the purpose of future consultation by students or staff.
- (3) The dissertation must be written in English, unless the subject of the dissertation dictates that it is partly written in another language (for example, where the subject of the dissertation is translation or a language).
- (4) The text of a dissertation shall, as far as possible, be typewritten on ISO A4 size paper of good quality.
- (5) The dissertation must be submitted for assessment in a secure soft binding sufficiently durable for the assessment process.
- (6) The volumes when submitted for assessment shall bear the registration number of the candidate, the title of the dissertation, the name of the degree for which the dissertation is submitted and the date of submission.
- (7) A volume deposited with the School shall bear the name of the candidate, the title of the dissertation, the name of the degree for which the dissertation is submitted and the date of submission. The title page should include the following words: "This copy of the dissertation 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."
- (8) Where a dissertation is deposited with a School following the assessment process and for the purpose of future consultation, it may be hard-bound or in portable document format (pdf) on a CD.

- (9) Diagrams, maps and similar documents may be submitted in a portfolio of any size or in the form of a CD-ROM and must bear equally the particulars mentioned in rule 6 (and rule 7) above.
- (10) When submitting the dissertation for assessment, a candidate must also submit a statement showing what part, if any, of the material contained in the dissertation has previously been submitted by the candidate for a degree in this or any other University.
- (11) When submitting the dissertation for assessment, a candidate must confirm that the work contained within the dissertation is their own (in accordance with the University's regulations relating to Plagiarism and Collusion) or, where joint work is submitted, what part of it is the candidate's independent contribution.
- (12) A statement of the length of the dissertation, which includes footnotes, but excludes appendices, bibliography and reference lists.