

## **XIV. Rules for the Form of Theses and Submission of Work for Higher Degrees**

1. These rules apply to all material, whether in the form of a thesis, or of published or unpublished work, submitted for Research degrees, including: DSc, DLitt, DEng, PhD, PhD (Integrated), MD, DDS, LLD, DBA, EdD, DEdPsy, DAppEdPsy, EngD, MPhil, LLM.

2. Where a thesis is required by the regulations for the degree you must submit the thesis in the form described below and must include, as a preface, an abstract of the work, not exceeding 300 words, in a form suitable for publication.

### **Form of Theses**

3. When titles of theses quote generic and specific names of living or fossil organisms, these names should obey the appropriate rules of nomenclature, and the higher systematic position of the organisms should be given. When necessary, a shortened version of the title should be printed on the first page/cover of the electronic thesis and the full title should appear on the first appropriate page.

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

5. The normal length of a thesis has been determined as follows. Candidates must note any requirements or guidance issued by their Faculty Postgraduate Research Committee or specific programme regulations.

- a) For the Faculty of Humanities and Social Sciences the doctoral thesis should not exceed 100,000 words (inclusive of notes, but excluding bibliography and appendices);
- b) For the Faculty of Medical Sciences and the Faculty of Science, Agriculture and Engineering the doctoral thesis should not exceed 80,000 words (inclusive of notes, but excluding bibliography and appendices);
- c) For PhD (Integrated) programmes in the Faculty of Humanities and Social Sciences the thesis should not exceed 80,000 words (inclusive of notes, but excluding bibliography and appendices);
- d) For PhD (Integrated) programmes in the Faculty of Science, Agriculture and Engineering the thesis should not exceed 50,000 words (inclusive of notes, but excluding bibliography and appendices);
- e) For the Faculty of Humanities and Social Sciences the Master of Philosophy thesis should not exceed 50,000 words (inclusive of notes, but excluding bibliography and appendices);
- f) For the Faculty of Medical Sciences and the Faculty of Science, Agriculture and Engineering the Master of Philosophy thesis should not exceed 40,000 words (inclusive of notes but excluding bibliography and appendices).

- g) There are different word limits for the following Practice-Based research degrees in Arts and Humanities and these are detailed in the [Handbook for Examiners of Research Degrees](#):
- Fine Art and Digital Cultures PhD
  - Music PhD
  - Film Practice PhD
  - Theatre/Performance PhD
  - Creative Writing PhD
  - Architecture, Planning and Landscape MPhil and PhD
  - Creative Practice PhD in Museum, Gallery and Heritage Studies
  - Creative Practice in Public History PhD

6. If your thesis exceeds the maximum word-limit, you should apply for a concession from the relevant Dean of Postgraduate Studies before submission.

### **Submission of Work**

7. You must submit an electronic copy of your thesis for examination to the Graduate School and this will become the property of the University.

8. The electronic copy of your thesis will normally be sent to your Examiners, unless it has been previously agreed to provide a soft-bound copy at the appointment of your Examiners.

9. You must submit a research degree Examination Entry Form or statement, along with the electronic copy of your thesis, which contains, where appropriate:

- a) a declaration that the thesis is your own work and has correctly acknowledged any work of others, in accordance with University and Academic Unit guidance on good academic conduct, and that no part of the material offered has been previously submitted for a degree of other qualification in this or any other University;
- b) a statement showing where joint work is included and what part of it is your independent contribution;
- c) a statement from your Academic Supervisor certifying that you have satisfactorily completed and complied with the required terms of your research degree programme.

On receipt of the Examination Entry Form, the Graduate School will certify that you have fulfilled all financial obligations to the University.

10. If you are recommended for an award, you must submit the following to the Graduate School before the degree is awarded:

- a) An electronic copy of the thesis, which must bear your name, the title of the thesis, the name of the degree for which the thesis is submitted and the date of successful examination.

The electronic copy of your thesis should be in a format that adheres to the guidance in the 'Guidelines for the Submission and Format of Theses'. Thereafter the thesis is subject to the University Library's regulations and rules.

- b) Where work other than a thesis is required, one copy will be submitted, unless directed by the Graduate School to submit a second copy.
- c) A completed [Library Deposit Licence for Print and Electronic Theses](#).

Bibliographic details of all theses are sent to the British Library, and electronic copies will be added to the national EThOS database.

- 11. The copyright in all material submitted for a higher degree remains with you.
- 12. All theses have a standard period of restriction for consultation of 6 months, following which the electronic version will be made available. If a longer restriction is required, you should contact the Graduate School to request extended restriction when you submit the final version of your thesis. Requests must comply with the criteria set out in the Freedom of Information Act 2000.

### **Published Work Submissions – for Staff Candidates Only**

13. If you are a staff candidate who is submitting for a Doctor of Philosophy by Published Work, you should submit the published works in the approved form in accordance with the rules outlined above. In addition, you will submit:

- a) a list of the published works submitted;
- b) an accompanying Doctoral Statement concerning the work submitted and setting out the proposed basis for the award of the degree and placing the work in its wider context;
- c) the relevant submission form or forms.

14. In the case of jointly authored publications included in your published work submission, you will submit a form for each publication indicating the percentage share of the work attributable to you. You will be required to obtain, before submission of each form, signatures from each co-author and collaborator certifying your share of the work concerned.

15. Publications selected for submission by you should demonstrate progressive development or coherence in research activity.

16. The amount of research activity should be equivalent to that expected from a three-year full-time PhD.

17. All items must have been produced within a minimum of three years and a maximum of six years.

18. The number and scope of the works required for a Doctor of Philosophy by Published Work submission, and the nature and length of the accompanying Doctoral Statement are detailed below (as determined in each Faculty and approved by the University Education Committee). The number of publications should be increased pro-rata if jointly authored publications are submitted.

19. You should not include multiple versions of the same paper in your submission

### **20. *Humanities and Social Sciences***

- a) The submission should normally comprise of at least five articles in refereed journals or the equivalent in books, monographs, works of art,

performances and chapters in books or any combination of these types of publication. Papers must have been published either in established, refereed journals, in chapters in edited books or, when appropriate, may be in a professional journal held in high standing by academics and senior practitioners working in the field. The significance of artworks and performances must be demonstrated by the standing of the exhibition venue, the nature of commissioning process or the level of critical appraisal of the work.

- b) The Doctoral Statement should normally be of about 5000 words in length but can be longer (up to a maximum of 10,000 words) where the publications submitted do not address all key aspects of the research conducted.
- c) The Doctoral Statement should set out the proposed basis for the award of the degree, placing the work in its wider context, particularly drawing out linkages between the different pieces of work. It should demonstrate the required development or coherence in the work across the period covered by the publications and should incorporate a critical appraisal and discussion of the corpus.

21. ***Medical Sciences***

- a) The submission should normally comprise of at least four original articles in peer reviewed journals and must be based on work in which the candidate has had a major contribution.
- b) The submission should include an introductory section which reviews the relevant literature in the field of research, and which puts the original observations into a broader scientific context. This should normally be at least 10,000 words in length and include a critical appraisal of what has been achieved.

22. ***Science, Agriculture and Engineering***

- a) The submission should normally comprise of at least four original articles in peer reviewed journals and should represent a significant contribution to knowledge in the candidate's field.
- b) The accompanying Doctoral Statement should normally be a minimum of 10,000 words. It should summarise the relevant literature, set the work carried out in its wider context, include a critical appraisal of what has been achieved and provide ideas for future work.