

# Presentation of Theses Policy

December 2009

Research Office Graduate Education Team

***FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN THE FACULTY REJECTING THE THESIS FOR EXAMINATION***

***ELECTRONIC SUBMISSION OF THESES IS BEING PHASED IN DURING 2010. PLEASE CONTACT YOUR FACULTY GRADUATE OFFICE TO FIND OUT IF YOU ARE REQUIRED TO SUBMIT YOUR THESIS ELECTRONICALLY.***

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## 1. INTRODUCTION

**FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN THE FACULTY REJECTING THE THESIS FOR EXAMINATION**

**ELECTRONIC SUBMISSION OF THESES IS BEING PHASED IN DURING 2010. PLEASE CONTACT YOUR FACULTY GRADUATE OFFICE TO FIND OUT IF YOU ARE REQUIRED TO SUBMIT YOUR THESIS ELECTRONICALLY**

*This policy has been produced for The University of Manchester. Candidates are advised NOT to follow the format of any theses previously submitted to the founding institutions (UMIST or The Victoria University of Manchester), as these may have been produced under earlier rules for presentation which are no longer acceptable.*

*If any part of what follows is not clear, or if anything in particular is not covered, please contact the Faculty Graduate Office for advice before submitting the electronic version of the thesis. Faculty contact details can be found in Appendix 1.*

*Please note that this document can be provided in a range of alternative formats (e.g. large print) on request from the appropriate Graduate Office.*

*Candidates are also advised that Examiners can and will reject a thesis if the quantity of typographical errors indicates careless proof-reading.*

## **2. GENERAL INFORMATION**

- 2.1.** All theses must be written in English; quotations, however, may be given in the language in which they were written. In exceptional circumstances variation of this requirement may be approved by the University for candidates to submit a thesis predominantly in their language of research.
- 2.2.** All theses must be submitted electronically as a single Portable Document Format (PDF) file (irrespective of the number of bound printed volumes) and plain-text metadata record. A plain-text description needs to be supplied for non-digital materials and digital materials that are unsuitable for electronic submission.
- 2.3.** All theses must be submitted electronically via the University's student portal system.
- 2.4.** Two identical paper copies must be printed from the submitted electronic version of the thesis. Each volume of the print copies must include the approved electronically generated cover-page (see section 4.1.a) that is produced as part of the electronic submission. Print copies must be produced on paper of international standard size A4 (210 x 297mm). No other paper size is acceptable for the main text of a thesis. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the thesis if the supervisor agrees that this is required. Where such large sheets are used, or non-paper materials are submitted as part of a thesis, they must be placed in a pocket inside the back cover of the thesis or, if substantial, in a separate volume or folder bound and lettered as described in section 4: supplementary items cannot be accepted in any other form.
- 2.5.** Candidates may request permission to submit their thesis in an alternative format by incorporating sections that are suitable for submission for publication in a peer-reviewed journal or in another media suitable for dissemination that is appropriate to the discipline covered by the thesis. Candidates should refer to section 7 for further guidance on the submission of alternative format theses.
- 2.6.** Candidates submitting a standard format thesis may include published work within the appendices of the thesis. Candidates should note that all pages within the appendices should be numbered in accordance with formatting requirements detailed in section 3 of this policy. For an electronic thesis, candidates may include a PDF of the reprint(s) appended to the PDF of the main text. When including a reprint PDF, the candidate must include a one page description of the reprint material using the pagination of the thesis.
- 2.7.** Candidates studying for a PhD degree that has a creative and/or practical element, may submit their research in the form of a written thesis and an appropriate practical component. Candidates should refer to section 8 for further guidance on the submission of practice-based PhDs.
- 2.8.** In accordance with the Regulations, theses submitted for PhD, EngD, MD and ChM degrees must not normally exceed 80,000 words of main text, including footnotes and endnotes. Similarly, MPhil and Professional Doctorate theses, must not normally exceed 50,000 words of main text, including footnotes and endnotes. Prior permission is required for submission of a thesis longer than prescribed. Candidates wishing to submit an alternative format thesis should refer to guidance in section 7.

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**\*\*\* Electronic submission of theses is being phased in during 2010. Please contact your faculty Graduate Office to find out if you are required to submit your thesis electronically \*\*\***

- 2.9.** Students must ensure that material that is authored by a third-party and that they use in their thesis is free of any copyright restrictions and/or they have obtained a licence or permission to use these materials. Students should ensure that any such licence/permission extends to the use of the materials by The University for administrative purposes, including examination and preservation of their work. Furthermore, if the student intends to make their electronic thesis available to others for download they should ensure the licence for use of these third-party materials extends to this use. Alternatively, students may make available to others a redacted version of their thesis which excludes the third-party material.
- 2.10.** For guidance on the presentation of a PhD by Published Work, staff candidates must consult the 'Guidance for the PhD by Published Work' which is available at <http://www.campus.manchester.ac.uk/researchoffice/graduate/ordinancesandregulations/>
- 2.11.** For guidance on the presentation of Higher Doctorates, candidates must consult the 'Guidance for Higher Doctorates' which is available at <http://www.campus.manchester.ac.uk/researchoffice/graduate/ordinancesandregulations/>

### **3. FORMATTING**

- 3.1.** Double or 1.5 spacing in a font type and size which ensures readability must be used for the main text (for example 10 point in a font such as Arial, Verdana, Tahoma and Trebuchet or 12 point in Times, Times New Roman, Palatino and Garamond); single spacing may be used for quotations, footnotes and references. Pages may be single or double-sided.
- 3.2.** Bibliographic citations and references must be consistent throughout the thesis; general guidance can be obtained from the candidate's Supervisor.
- 3.3.** To allow for binding the margin at the binding edge of any page must be not less than 40mm; other margins must be not less than 15mm.
- 3.4.** Page numbering must consist of one single sequence of Arabic numerals (ie 1, 2, 3 ... ) throughout the thesis, starting with the title page as page number 1. Page numbers must be displayed on all pages **EXCEPT** the title page. The pagination sequence will include not only the text of the thesis but also the preliminary pages, diagrams, tables, figures, illustrations, appendices, references etc, and will extend to cover all volumes in a multi-volume thesis. Roman numerals **must not** be used for page numbering.
- 3.5.** The main text of the thesis should normally be left justified to aid accessibility and readability of the thesis.

### **4. REQUIRED PAGES**

- 4.1.** The following items (a-h) **must** be included as preliminary pages of the thesis **in the order given**:
- a. APPROVED ELECTRONICALLY GENERATED COVER-PAGE**

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An approved electronically generated cover-page is automatically created as part of an electronic submission. The cover-page is available to download and print upon completion of submission.

**b. TITLE PAGE**

A title page giving:

- i. the full title of the thesis;
- ii. a statement as follows: 'A thesis submitted to the University of Manchester for the degree of xxx in the Faculty of .....' (please refer to *University Regulation X* for a list of correct Faculty and School titles and refer to *University Regulation XI* for the correct long and short form of the degree title. Both sets of Regulations can be found at:  
*<http://www.manchester.ac.uk/medialibrary/governance/generalregulations.pdf>*);
- iii. the year of presentation (*not including the month*);
- iv. the candidate's name (*the same as the name under which he or she is currently registered*) at the University; and
- v. the name of the candidate's School/Division (except for the Faculty of Life Sciences).

*Please refer to Appendix 2 to see a sample title page.*

Where a thesis consists of more than one volume, each volume must contain a title page in the form set out above and also include the appropriate volume number, and the total number of volumes, e.g. Volume I of III.

A thesis which was referred for re-examination must bear the year of **resubmission** on both the spine and the title-page and not the year of the original submission; a new Notice of Submission Form and the appropriate fee are always required (*see Notice of Submission Form for dates and fees*).

**c. LIST OF CONTENTS**

A list of contents, giving all relevant sub-divisions of the thesis and a page number for each item.

In a multi-volume thesis the contents page in the first volume must show the complete contents of the thesis, volume-by-volume, and each subsequent volume must have a contents page giving the contents of that volume.

***The final word count, including footnotes and endnotes, must be inserted at the bottom of the contents page.***

**d. OTHER LISTS**

Lists of tables, figures, diagrams, photographs, abbreviations etc. If a thesis contains tables it is recommended that a separate list of each item, as appropriate, is provided **immediately after the contents page(s)**. Such lists **must** give the page number of each item on the list.

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**e. ABSTRACT**

- i. A **short abstract** of the contents of the thesis must be inserted into the thesis. **The abstract must not be more than one side of A4.**
- ii. A **loose copy** of the abstract is also required.
- iii. The abstract should include the following information:
  - Name of the University (The University of Manchester)
  - The Candidate's full name
  - Degree Title (*please refer to University Regulation XI for the correct long and short form of degree titles. Regulation XI can be found at: <http://www.manchester.ac.uk/medialibrary/governance/generalregulations.pdf>*)
  - Thesis Title
  - Date

AND

- Use a font size of **not less** than 12 point;
- Use single-spaced typing;
- The abstract **must not be more than one side of A4.**

The loose copy of the abstract should be handed in **with** your thesis;

**f. LAY ABSRACT (not compulsory)**

A lay abstract may be provided in addition to the standard abstract described in section 4.1e. The lay abstract should give a concise description of the research detailed in the thesis using non-technical language for an audience unfamiliar with the research area. The purpose of the lay abstract is to publicise the University's research activity to other departments of the University and to external organisations such as the media, industry and government. Candidates must follow the guidance in section 4.1e with regards to the presentation of the lay abstract.

**g. DECLARATION**

A declaration stating:

EITHER: that no portion of the work referred to in the thesis has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning;

OR:                    what portion of the work referred to in the thesis has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.

#### **h. COPYRIGHT STATEMENT**

The following four notes on copyright and the ownership of intellectual property rights must be included as written below:

- i.** The author of this thesis (including any appendices and/or schedules to this thesis) owns certain copyright or related rights in it (the "Copyright") and s/he has given The University of Manchester certain rights to use such Copyright, including for administrative purposes.
- ii.** Copies of this thesis, either in full or in extracts and whether in hard or electronic copy, may be made **only** in accordance with the Copyright, Designs and Patents Act 1988 (as amended) and regulations issued under it or, where appropriate, in accordance with licensing agreements which the University has from time to time. This page must form part of any such copies made.
- iii.** The ownership of certain Copyright, patents, designs, trade marks and other intellectual property (the "Intellectual Property") and any reproductions of copyright works in the thesis, for example graphs and tables ("Reproductions"), which may be described in this thesis, may not be owned by the author and may be owned by third parties. Such Intellectual Property and Reproductions cannot and must not be made available for use without the prior written permission of the owner(s) of the relevant Intellectual Property and/or Reproductions.
- iv.** Further information on the conditions under which disclosure, publication and commercialisation of this thesis, the Copyright and any Intellectual Property and/or Reproductions described in it may take place is available in the University IP Policy (see <http://www.campus.manchester.ac.uk/medialibrary/policies/intellectual-property.pdf>), in any relevant Thesis restriction declarations deposited in the University Library, The University Library's regulations (see <http://www.manchester.ac.uk/library/aboutus/regulations>) and in The University's policy on presentation of Theses

#### **4.2 OTHER PAGES (not compulsory)**

The preliminary pages may also include the following:

- a.** Dedication, acknowledgement, list of abbreviations and similar. These should appear after the compulsory pages listed in a) – f) above. Short items may be combined on the same page.
- b.** It is helpful, particularly to external examiners, if a brief statement is included giving the candidate's degree(s) and research experience, even if the latter consists only of the work done for this thesis. This may be untitled or it may be headed 'Preface' or 'The Author' or similar.

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**\*\*\* Electronic submission of theses is being phased in during 2010. Please contact your faculty Graduate Office to find out if you are required to submit your thesis electronically \*\*\***

## 5. BINDING AND PRESENTATION

- 5.1. In addition to the electronic submission, the University will accept for examination doctoral and MPhil theses submitted in temporary soft-binding in addition to submission of theses bound in the normal way which is sewn and hard-bound or glued and hard-bound.
- 5.2. The two approved binding options are listed below. ***Theses in ring binding, spiral binding or any other non-approved bindings will NOT BE ACCEPTED.***
- a. Standard hard-binding: sewn or glued, with **gold lettering on the spine.**
  - b. Temporary soft-binding: acetate or plain card front cover, soft plain card rear cover, glued spine, or channel bound, with **gold lettering on the spine.**
- 5.3 The spine must be **inscribed in gold lettering** with:
- a. the degree for which the thesis is submitted;
  - b. the name of the candidate;
  - c. the year of submission (or resubmission); and
  - d. If the thesis is in two or more volumes, the volume number and the total number of volumes (*please note that it is not recommended that any single volume of a thesis is thicker than approximately 6cm - if it is greater than this, it is recommended that the thesis is split into two or more volumes.*)

These must run from the top of the spine. Please note that writing on the spine with a gold pen is NOT acceptable.

### Example of Spine:

Front Cover

<b>PhD</b> <b>(OR:</b> <b>PhD Thesis)</b> <i>(at top)</i>	<b>GILBERT K CHESTERTON</b> <i>(centred)</i>	<b>Vol I of II</b> <i>(as and if appropriate)</i>	<b>2005</b> <i>(at bottom)</i>
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Back Cover

The forename(s) and surname/family name on the spine and title page must be the same as those under which the candidate is currently registered at the University. Give first forename in full, other forenames (if any) as initials, then surname.

- 5.4 **All other instructions on the presentation of theses** (information required on the title page, preliminary pages, separate abstract etc) **contained in this policy must be observed, and identical binding must be used for both copies of the thesis.**

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- 5.5** Once examination of the thesis has been completed candidates must submit an electronic copy and two hard-bound copies of their final thesis to the appropriate Graduate Office only if the examiners have recommended box A(i). Candidates recommended box A(ii) must only submit their final electronic thesis and hard-bound copies after their corrections have been approved by the Internal Examiner. Candidates who have been recommended **anything other than A(i) or A(ii) must not** make any amendments to their thesis until they have been notified officially by the appropriate Graduate Office of the outcome of their examination and at this stage they will be informed of the next steps to be taken.

Once the examiners' recommendations have been approved by the appropriate Faculty postgraduate research degrees panel or equivalent, candidates will be informed by the appropriate Graduate Office if there is an outstanding requirement to submit hard-bound copies of the thesis before their official degree result can be published.

- 5.6** Submission of the final electronic and hard-bound copies must be identical in content (apart from any corrections required by the examiners) to the theses previously submitted for examination.
- 5.7** The year of submission printed on the spine of the approved hard-bound copies of the thesis must be the same as that on the successful temporary soft-bound copies. A thesis resubmitted for examination must always bear the year of resubmission and not the year of first submission.
- 5.8** **Candidates will only receive their official degree result** (and therefore be eligible to graduate and receive their degree certificate) **once the appropriate Graduate Office have acknowledged receipt of BOTH an electronic copy and two correctly bound copies of the final thesis.**
- 5.9** **The University cannot accept responsibility for any delay leading to the publication of an award as a result of the candidate having their thesis hard-bound where the thesis was initially submitted for examination in a temporary soft-binding.**

## **6. LIBRARY ACCESS/RESTRICTION**

- 6.1.** Electronic versions of ALL submitted theses are deposited in the University of Manchester's institutional repository, Manchester eScholar.
- 6.2.** Both copies of the successful thesis (electronic and print versions) will be retained by the University for use in the University Library and in the School Library, or Faculty Graduate Office, as applicable. Access to theses in the University Library for reading, lending and photocopying purposes is subject to the user agreeing to a copyright undertaking.
- 6.3.** Normally, the author of the thesis is not expected to place any restriction on access to his or her work, and, in signing the Declaration on the Notice of Submission Form, a candidate authorises access, as above, to the print thesis. Access to the electronic thesis is set as part of the student declaration during submission.
- 6.4.** If, however, it is considered that because of some exceptional circumstances access to the thesis should be restricted in some way, the candidate must:

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- a. sign the Declaration and submit the Notice of Submission Form to enable arrangements for the examination to be made;
  - b. ask for a Thesis Restriction Form from the appropriate Graduate Office;
  - c. consult the Supervisor about the need for, and nature of, a restriction;
  - d. complete the Thesis Restriction Form as appropriate, if a restriction is to be applied, and submit it, signed by both the student and the supervisor, **with the thesis**; this form will then supersede that part of the Declaration on the Notice of Submission Form in which the candidate authorised unrestricted access to the thesis.
- 6.5.** If it is considered that because of some exceptional circumstances access to the electronic thesis should be restricted in some way, the author must indicate this at the point of electronic submission.
- 6.6.** The University requires that an electronically submitted thesis that an author wishes to make open access is approved by an authorised member of staff (normally at least a postgraduate administrator and librarian) prior to its dissemination using The University's approved IT systems. No electronic thesis will be made open access without the explicit permission of the author and an authorised member of University staff.
- 6.7.** The University reserves the right to restrict access to a thesis that was initially made open access without prior permission from the author. This is to accommodate where, for example, copyright infringements are subsequently reported to The University.

## 7. ALTERNATIVE FORMAT THESES

- a. The Alternative Format thesis allows a postgraduate doctoral or MPhil student to incorporate sections that are in a format suitable for submission for publication in a peer-reviewed journal. Apart from the inclusion of such materials, the alternative format thesis must conform to the same standards expected for a standard thesis and candidates should follow the guidance detailed in this document.
- b. Materials included in the alternative format thesis may include those which are solely and/or partly authored by the student and may be already published, accepted for publication, or submitted for publication in externally refereed contexts such as journals and conference proceedings.
- c. The thesis should remain an original contribution to the field of research by the student, regardless of the form of the thesis. The student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to the publications presented. A significant proportion of the researched materials should be derived from original research undertaken after the date the student initially registered with this University.
- d. Any candidate wishing to submit their thesis in alternative format must first prepare a written request, giving an outline of the proposed thesis structure to their supervisor and appropriate faculty/school graduate office for approval. This request must be submitted before the end of year two for full time students and the end of year four for part time students. The request should specify why the alternative format thesis is more appropriate for the research project and demonstrate how they will take full advantage of the alternative format. If approval is granted for submission in alternative format, the student must obtain the *Permission to submit a PhD thesis in alternative format* form from the appropriate faculty or school graduate office. Students must return the form to the appropriate faculty or school graduate office when submitting their thesis.
- e. The number of papers included in the alternative format thesis may vary according to discipline and is not prescribed, but should reflect the quantity, quality and originality of research and analysis expected of a candidate submitting a standard thesis.
- f. The work must constitute a body of publication tending towards a coherent and continuous thesis, rather than a series of disconnected publications. As such, any publications should be adapted and integrated within the structure of the thesis. Any sections of the thesis which are published or in publishable format should be clearly identified.
- g. Since the alternative format thesis includes copies or offprints of journal articles, book chapters etc, which already have page numbers, the pages of the publications themselves will **not** be included in the pagination sequence of the submission. Candidates should insert a sheet of A4 before each publication on which is displayed the publication number, publication title, and the page number of the thesis. For example, if the publications section starts on p75, insert an A4 sheet before the first publication on which is printed the name and number of the publication and p75. The first publication will then follow, with its own pagination. Before the second publication insert another A4 sheet on which is printed the name and number of the

second publication and p76, and so on. This applies equally to the print and electronic thesis.

- h.** Any work submitted within the alternative format thesis must be substantially different from any work which may have previously been submitted for any degree at this or any other institution.
- i.** It is essential that the alternative format thesis includes detailed and critical analysis of the work and methods used, since sections formatted for publication / dissemination may not already include this level of detail. The structure of the alternative format thesis should include the following:
  - i.** All required pages detailed in section 4 of this document
  - ii.** Rationale for submitting the thesis in an alternative format and an account of how the thesis format has been constructed
  - iii.** Context of the research which should incorporate sections / chapters defining the rationale of the investigation and the strategy employed during the research as demonstrated in the thesis
  - iv.** Review of previous research including sections summarising and synthesising previous research in the field of investigation
  - v.** Methodology detailing the methods employed during the research and a detailed critical analysis of those methods and the information they provided
  - vi.** Presentation of results and their analysis in a format suitable for presentation in a peer-reviewed journal and/or in conventional thesis chapters as in the standard PhD thesis
  - vii.** Summary / conclusion drawing together the various outcomes of the work into a coherent synthesis and indicating directions for future work
  - viii.** References and appendices should be included as in the standard PhD thesis
- j.** The incorporation of publication-style chapters in the thesis will inevitably lead to some duplication since each publication-style chapter will have self-contained components that will overlap with parts of the other sections of the thesis. As a result, such a thesis might well be expected to be longer than a standard doctoral/MPhil thesis on the same topic. The maximum length of the alternative format doctoral thesis should not normally exceed 90,000 words of main text, including footnotes and endnotes. The maximum length of the alternative format MPhil thesis should not normally exceed 60,000 words of main text, including footnotes and endnotes
- k.** As with the standard doctoral/MPhil thesis, examiners should satisfy themselves that the alternative format thesis meets the requirements of the doctoral degree as prescribed in the appropriate regulations and policies. The fact that a thesis contains material that has been published or accepted for

publication does not guarantee that the examiner will recommend the award for which the candidate is being examined.

## **8. PRACTICE-BASED RESEARCH**

- a.** The practice-based PhD degree allows candidates to request permission to submit material for assessment in a media other than that described in the standard PhD thesis or alternative format thesis guidelines. The practice-based PhD is distinguished from other doctoral degrees in that a major element of the submission is an original creative work or words, which has been created by the candidate specifically for the submission of the award. Apart from the inclusion of such materials, the practice-based thesis must conform to the same standards expected for a standard PhD thesis and candidates should follow the guidance detailed in this document.
- b.** The submission must make a significant contribution to original knowledge and understanding of the field, in the same way as a standard PhD thesis, and the student must demonstrate a critical knowledge of the research methods appropriate to the discipline.
- c.** The submission should remain an original contribution to the field of research by the student, regardless of the form of the thesis. The student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to the research presented.
- d.** Any candidate wishing to submit a practice-based PhD must first prepare a written request, giving an outline of the proposed research structure to their supervisor and appropriate faculty/school graduate office for approval. The submission must be signed by the student and the supervisor and the proposal will be considered by the Faculty's postgraduate research degrees panel or equivalent. This request must be submitted before the end of year one for full time students and the end of year two for part time students. The request should specify why the practice-based format is more appropriate for the research project demonstrating how they will take full advantage of the creative and/or practical element and should contain the following information:
  - PhD title
  - Candidate start date
  - Candidate expected end date
  - Main supervisor
  - Co-Supervisor
  - Advisor
  - School
  - Proposed balance of written and practical components to be submitted
  - Further details about any practical submission i.e. what form it will take, how it will meet the University's practice-based PhD requirements outlined in section 8.
  - Proposed arrangements for the assessment of the submission including examiners, criteria to be used, where the oral will take place
  - Any issues about specific needs for supporting the student due to the nature of the research etc – impact on skills training requirements, supervisory requirements etc
  - Detailed information about how the practical component will be supervised

- e. Any work submitted for the practice-based PhD degree must be substantially different from any work which may have previously been submitted for any degree at this or any other institution.
- f. The submission as a whole will comprise a thesis of between 20000-50000 words and an appropriate practical component. Candidates submit print and electronic versions of this thesis. The length of the written element should be determined by the nature of the research. Decisions about the balance of the written and practical component must be made by the end of the first year of the degree for full time candidates, and the end of the second year of the degree for part time candidates. This decision should be made by the supervisor and the student, in accordance with these principles and recorded in writing and forwarded to the relevant graduate office for approval.
- g. The student will be expected through their submission as a whole to establish a methodology and a thesis that will demonstrate the link between their theoretical and practical investigations and conclusions.
- h. As with the standard doctoral thesis, examiners should satisfy themselves that the practice-based submission meets the requirements of the doctoral degree as prescribed in the appropriate regulations and policies. The assessment of the balance between the written and practical submissions will form part of the examiners' remit. It is at each examiners discretion to satisfy themselves that the balance between the word limit of the thesis and the submitted practical component is appropriate for each candidate.
- i. In order to allow the examiners to properly consider the submission as a whole the practical component will be submitted to the examiners at the same time that the written thesis is submitted. As with a standard PhD, an oral examination of the whole submission will be required.
- j. If necessary, the examiners can require the correction or revision and resubmission of either the practical element or the written element or both, in accordance with university regulations.
- k. Candidates should refer to the graduate offices in the appropriate school or faculty listed below for detailed guidance on the specific requirements for thesis submission in these disciplines:

<b>Postgraduate Research Degree</b>	<b>School / Faculty</b>
MPhil in Ethnographic Documentary	School of Social Sciences, Faculty of Humanities
MPhil in Visual Anthropology	School of Social Sciences, Faculty of Humanities
PhD in Social Anthropology with Visual Media	School of Social Sciences, Faculty of Humanities
Practice PhD (Drama)	Arts, Histories and Cultures, Faculty of Humanities
PhD in Composition	Arts, Histories and Cultures, Faculty of Humanities
PhD in Creative Writing	Arts, Histories and Cultures, Faculty of Humanities
MPhil in Composition	Arts, Histories and Cultures, Faculty of Humanities

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PhD in Composition	Arts, Histories and Cultures, Faculty of Humanities
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## **APPENDIX 1: Faculty contact details**

### **Faculty of Engineering and Physical Sciences**

Head of Graduate Education  
Faculty of Engineering and Physical Sciences  
C4, Sackville Street Building, The University of Manchester  
Sackville Street, Manchester M60 1QD  
Tel 0161 3065903

### **Faculty of Humanities**

Faculty Thesis Examinations Officer  
Faculty of Humanities  
Devonshire House, The University of Manchester  
Oxford Road, Manchester M13 9PL  
Tel: 0161 3061119

### **Faculty of Life Sciences**

Graduate Administrator  
Faculty of Life Sciences, Simon Building  
The University of Manchester  
Oxford Road, Manchester M13 9PL  
Tel: 0161 2755444

### **Faculty of Medical and Human Sciences**

Graduate Education Manager  
Faculty of Medical and Human Sciences  
Room 3.44B  
3<sup>rd</sup> Floor, Simon Building  
Brunswick Street, Manchester M13 9PL  
Tel: 0161 2755024

**APPENDIX 2: SAMPLE TITLE PAGE**

**TITLE OF THESIS**

A thesis submitted to The University of Manchester for the degree of  
xxxxxx  
in the Faculty of .....

**YEAR OF SUBMISSION  
(OR YEAR OF RESUBMISSION)**

**CANDIDATE'S NAME**

**CANDIDATE'S SCHOOL/Division  
(except Faculty of Life Sciences' candidates)**

### APPENDIX 3: THESIS SUBMISSION CHECKLIST

**PLEASE NOTE THE FOLLOWING:**

The staff in the Graduate Office will use the following checklist to ensure all instructions detailed in this policy have been adhered to when accepting theses.

If any section is missing, out of order or not correct the thesis will be rejected.

*It is the candidate's responsibility to ensure that the instructions are followed exactly. If a candidate is unsure about any aspect of binding or the preliminary pages he or she must contact the appropriate Graduate Office for advice.*

		<i>please ✓</i>
<b>Correct Binding</b>	Two identical copies (including binding) to be submitted with correct gold lettering on the spine	<input type="checkbox"/>
<b>Preliminary pages should be in the following order:</b>		
Approved electronically generated cover-page		<input type="checkbox"/>
<b>Title Page</b> – see appendix 2		<input type="checkbox"/>
All of these should be included:	Title of thesis Official Wording – see section 4.1a Correct Faculty – see Regulation X Year of Submission Candidate's Name School (except Faculty of Life Sciences)	
<b>Contents Page</b> (including any list of tables/figures etc)	Page numbers given for each listing	<input type="checkbox"/>
<b>Abstract</b>		<input type="checkbox"/>
<b>Declaration</b>		<input type="checkbox"/>
<b>Copyright</b> (this may go on the same page as the Declaration)		<input type="checkbox"/>
<b>Pagination</b>	All pages must be numbered, starting with the title page as page number 1; page numbers must be displayed on all pages, except the title page	<input type="checkbox"/>
<b>Loose Abstract Form</b>	One side of A4 ONLY	<input type="checkbox"/>

\*\*\* Electronic submission of theses is being phased in during 2010. Please contact your faculty Graduate Office to find out if you are required to submit your thesis electronically \*\*\*

