

# Requirements for submission of a research degree thesis

## 1. Requirements of submission

- 1.1 A candidate must ensure that the thesis is submitted before the expiry of the registration period.
- 1.2 The submission of the thesis for examination is at the sole discretion of the candidate.
- 1.3 While a candidate would be unwise to submit the thesis for examination against the advice of the supervisors (who may put into writing their disagreement to the submission of thesis for examination), it is their right to do so. Equally, candidates should not assume that a supervisor's agreement to the submission of a thesis guarantees the award of the degree.
- 1.4 For the PhD by Published Work, candidates should also see Quality Handbook Section 16F with regard to the requirements of the thesis for PhD by Published Work.

## 2. Requirements of the thesis

- 2.1 The thesis must be presented in English unless permission has been sought from, and agreed by, the relevant governance committee.
- 2.2 A candidate must confirm that the thesis has not been submitted for a comparable academic award.
- 2.3 A candidate should not be precluded from incorporating in a thesis covering a wider field, work which has already been submitted for a degree or comparable award, or which has already been published, provided this is acknowledged on the declaration form and also in the thesis. Where published work has been jointly authored with others, it should be clearly indicated which part(s) of the work(s) are the candidate's responsibility.
- 2.4 An abstract of approximately 300 words should be included in the thesis and should provide a synopsis of the thesis, stating the nature and scope of the work undertaken and the contribution made to the knowledge of the subject treated.
- 2.5 The thesis must include a copyright statement, immediately following the title page, in the following form:

*"This work is the intellectual property of the author (Note: if there are other owners of the IP, they must also be named here). You may copy up to 5% of this*

*work for private study, or personal, non-commercial research. Any re-use of the information contained within this document should be fully referenced, quoting the author, title, university, degree level and pagination. Queries or requests for any other use, or if a more substantial copy is required, should be directed in the owner(s) of the Intellectual Property Rights."*

- 2.6 The thesis should include a statement of the candidate's objectives and must acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- 2.7 Where a candidate's research programme is part of a collaborative group project, the thesis should indicate clearly the candidate's individual contribution and the extent of the collaboration.
- 2.8 A candidate is free to publish material in advance of the thesis but reference should be made in the thesis to any such work.
- 2.9 The text of the thesis should normally not exceed the following length:
  - a. PhD: 80,000 words;
  - b. MPhil: 40,000 words;
  - c. Professional Doctorate: as stated in the relevant module specification.
- 2.10 The recommended length of the texts are indicative and examiners will have regard to a candidate's fulfilment of the University's assessment criteria as set out in Quality Handbook Sections 16D, 16E and 16F.
- 2.11 The title of the thesis should not exceed twenty words in length.

### **3. Requirements for the submission of creative work**

- 3.1 A candidate may undertake a programme of research in which the candidate's own creative work forms a significant part of the intellectual enquiry.
- 3.2 Such creative work may be in any field, but must have been undertaken as part of the registered research programme. In such cases, the presentation and submission may be partly in other than written form.
- 3.3 The creative work must be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The written thesis itself should conform to the usual scholarly requirements and be within the following range:
  - a. PhD: 30,000 – 40,000 words;
  - b. MPhil: 15,000 – 20,000 words;
  - c. Professional Doctorate: as stated in the relevant module specification.
- 3.4 The final submission should be accompanied by some permanent record (for instance, video, photographic record, musical score, or diagrammatic representation) of the creative work, where practicable, bound with the thesis.
- 3.5 The final submission should include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary which set the text in the relevant historical, theoretical or critical context.

## 4. Format of the thesis

- 4.1 The following items should be bound in with the thesis:
  - a. the 300 word abstract;
  - b. copies of a candidate's materials published in advance of the thesis.
- 4.2 Where it is not possible to bind published work in the thesis, copies must be provided in a secured pocket at the end of the thesis.
- 4.3 The following requirements should be adhered to for the format of the thesis:
  - a. Theses should normally be in A4 format unless otherwise agreed by the College Research Degrees Committee (CRDC) or the Professional Doctorate progression board.
  - b. Copies of the thesis must be presented in a permanent and legible form either in typescript or print; where copies are produced by photocopying processes, these should be of a permanent nature; where word processor and printing devices are used, the printer should be capable of producing text of a satisfactory quality; the size of character used in the main text, including displayed matter and notes, should not be less than 2.0mm for capitals and 1.5mm for x-height (that is, the height of lower-case x).
  - c. The thesis shall be printed either one-sided or double-sided, where it is printed double-sided the paper needs to be of sufficient quality for the print to not be visible on the reverse side;; the paper shall be white and within the range 70 g/m<sup>2</sup> to 100 g/m<sup>2</sup>.
  - d. The margin at the left-hand binding edge of the page should not be less than 40mm; other margins should not be less than 15mm.
  - e. Double or one-and-a-half spacing should be used in the typescript except for indented quotations or footnotes where single spacing may be used.
  - f. Pages should be numbered consecutively through the main text including photographs and/or diagrams included as whole pages.
- 4.4 The thesis must include a title page which includes the following information:
  - a. the full title of the thesis;
  - b. the full name of the author;
  - c. that the degree is awarded by the University;
  - d. the award for which the degree is submitted in partial fulfilment of its requirements;
  - e. the Collaborating Establishment(s), if any;
  - f. the month and year of submission.

- 4.5 A specimen title page is provided below:

<p style="text-align: center;">THE ORIGINS OF THE FARMER'S CO-OPERATIVE IN WESSEX</p> <p style="text-align: center;">JOHN SMITH</p> <p style="text-align: center;">A thesis submitted in partial fulfilment of the requirements of Nottingham Trent University for the degree of Doctor of Philosophy</p> <p style="text-align: center;">This research programme was carried out in collaboration with the Borchester Farmer's Club</p> <p style="text-align: center;">October 2015</p>
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## 5. Submission of the thesis for examination

- 5.1 Theses should be submitted for examination in a temporarily bound form which is sufficiently secure to ensure that pages cannot be added or removed. A thesis submitted in a temporarily bound form should be in its final form in all respects save the binding.
- 5.2 At the point of submission for examination the candidate must submit the following:
- one copy of the temporarily bound thesis for each examiner;
  - one electronic copy of the thesis;
  - a completed and signed candidate's declaration form (RD7DE).
- 5.3 Candidates should submit their thesis to the Doctoral School Office in advance of the latest possible submission date.

## 6. Submission following examination

- 6.1 Conferment of the award following examination is conditional upon receipt of the following:
- a PDF version of the thesis;
  - a completed and signed Thesis Deposit Agreement;
  - a draft certificate, including the wording of the thesis title, agreed by the candidate and the Chair of CRDC or Professional Doctorate progression board.
- 6.2 A PDF version of the thesis is deposited in the University Institutional Repository (IRep).
- 6.3 Where a thesis contains third party copyright material that has either been refused permission or permission has been unable to be obtained to include in an electronic version, the candidate will not be able to make the full version of the thesis publicly available online in IRep.

- 6.4 In such cases, a candidate needs to select the option on the Thesis Deposit Agreement to restrict access to the electronic version of the thesis because of copyright restrictions.
- 6.5 However the candidate is still required to deposit an electronic copy of the thesis which will be held securely. The candidate should submit two electronic copies of the thesis, one complete and one with the third party copyright material removed.
- 6.6 The electronic version of the thesis with third party copyright material removed will be added to IRep and made publically available. The complete version will be retained by the University on restricted access.
- 6.7 If removing the third party material seriously affects the remaining text, the candidate should deposit only the complete version with the third party copyright material retained. The complete version will be retained by the University on restricted access and bibliographic details will be included within IRep.
- 6.8 Following the award of the degree the Doctoral School Office will send a copy of the title page, abstract and list of contents to the British Library in accordance with the arrangements for participation in the UK thesis service.
- 6.9 Where a candidate, collaborative establishment or the University wishes the thesis to remain confidential for a period of time after completion of the work, application for approval should normally be made to the CRDC or Professional Doctorate progression board at the time of admission. In cases where the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission should be made immediately to the CRDC or Professional Doctorate progression board. The period approved will normally not exceed two years from the date of the oral examination.
- 6.10 Where the CRDC or Professional Doctorate progression board has agreed that the confidential nature of the candidate's work is such as to preclude the thesis being made freely available in the library of the University (and Collaborating Establishment, if any) and, in the case of a PhD or Professional Doctorate, the British Library, the thesis will, immediately on completion of the programme of work, be retained by the University on restricted access and, for a time not exceeding the approved period, only be made available to those who were directly involved in the project.
- 6.11 The copies of the thesis submitted to fulfil the requirements of the degree will remain the property of the University but the copyright in the thesis is vested in the candidate or as otherwise provided in any IPR or collaborative agreement.

<b>Policy owner</b>
CADQ

<b>Change history</b>			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016			None

<b>Equality Impact Assessment</b>		
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