Research Degree Regulations Schedule A

Specification for thesis and dissertation submission

01 October 2021 – 30 September 2022

Edge Hill University

Research Degree Regulations Schedule A

Contents

1. The nature of the submission 3
2. Text 3
3. Format of the thesis or dissertation for examination 4
   (a) Printed copies for examination 4
   (b) Electronic copy for examination 4
   (c) Title page 5
   (d) Abstract 5
4. Format of final approved thesis/dissertation for archiving 6
   (a) Electronic copy for archiving 6
Endmatter 7

1. The nature of the submission

The doctoral submission (PhD and professional doctorate) is referred to as a 'thesis', and the MRes submission is referred to as a 'dissertation', regardless of the form that those submissions take. Theses or dissertations may take the form of a long essay or an alternative, reflecting the nature of the particular discipline, approved at the point of project registration by the Graduate School Board of Studies. Alternatives to the conventional thesis or dissertation are as follows:

In the case of the MRes, a research paper and accompanying research portfolio, or a practice-as-research submission based on a project and exegesis or complementary writing. In approving an alternative to the conventional dissertation, the Graduate School Board of Studies shall satisfy itself that any alternative is equivalent in volume to a 15-30,000-word dissertation.

In the case of the PhD and professional doctorate, a series of papers presented in the form of a single document with suitable introductory, overall research design, methodological and concluding discussions within the thesis to supplement the papers and to render the document a cohesive whole, or a practice- as-research submission based on a project and exegesis or complementary writing. In approving an alternative to the conventional thesis, the Graduate School Board of Studies shall satisfy itself that any alternative is equivalent in volume to that specified below for each research degree.

2. Text

The text of the thesis or dissertation, excluding ancillary data, shall not normally exceed the following guidelines and may be less depending on the conventions of the discipline (it is expected that the word limit will be confirmed at the project registration viva):

Degree of PhD	80,000 words
Professional doctorate	80,000 words[1]
Degree of MRes	15,000 – 30,000 words

Where the thesis/dissertation is accompanied by material in other than written form or the research involves creative writing,[2] the written thesis shall normally be within the range:

Doctoral degrees	20,000 – 40,000 words
Degree of MRes	10,000 – 15,000 words

[1] This is the *maximum* permitted for any Edge Hill professional doctorate, but individual cohorts may have specific limits on the length of the thesis. Those are approved by the Graduate School Board of Studies and take precedence over the general maximum figure stated here. For example, the limit for PGRs working on professional doctorate projects in emergency services management is 55,000 words.

[2] In the case of a submission involving creating writing, the creative work is not included in the determination of the length of the submission.

Submissions in excess of these limits will not be accepted without prior permission of the Chair of the Graduate School Board of Studies on recommendation from the supervisory team.

3. Format of the thesis or dissertation for examination

Submission of the thesis or dissertation for examination should normally be in both printed and electronic form.[3]

(a) Printed copies for examination

1. The thesis or dissertation shall be securely bound using comb binding or stronger.
2. The thesis/dissertation shall normally be to A4 size. Candidates must request permission from the Graduate School to use a format larger than A4.
3. The thesis/dissertation shall be presented in a permanent and legible form: either in typescript or in print. The size of character used in the main text, including displayed matter and notes, shall not be less than font size 11 (while no font is prescribed, the University's standard font is Arial).
4. The thesis/dissertation shall be printed on one side of the page only; the paper shall be white and within the range 70g/m to 100g/m.
5. The margin at the left-hand binding edge of the page shall not be less than 40mm; other margins shall not be less than 15mm.
6. Double or one-and-a-half spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used.
7. Pages shall be numbered consecutively throughout the text including photographs/diagrams included as whole pages.
8. There shall be an abstract bound into each copy of the thesis/dissertation which shall provide a synopsis of the content, as per the specifications in 3(d).

(b) Electronic copy for examination

1. The thesis/dissertation shall be formatted as per the specifications in 3(a).
2. The thesis/dissertation shall be produced using appropriate

[3] Candidates must provide enough copies of the printed thesis or dissertation for each examiner: i.e. two copies as standard, three copies if the candidate is also a member of EHU staff (exc. studentships) as per *Examination arrangements and the appointment of examiners*, Research Degree Regulations. Only one electronic pdf copy is required. Submissions should be made to Graduateschoolexaminations@edgehill.ac.uk for the relevant administrator to action.

software packages which, where possible, are in common use within the University. The candidate shall consult with the University Library at an early stage on the presentation and software for the thesis/dissertation.

3. Submission in Word format will be the norm for initial examination, although accompanying media may be in a different format appropriate to the output. The candidate should take appropriate steps to ensure such supplementary media can be viewed easily by the examiners.
4. Where the thesis/dissertation contains specialised electronic elements (e.g. interactive formulae, or audio-visual clips), candidates should seek advice from the University Library on how to embed this information into the main file.

(c) Title page

1. The title page of each thesis/dissertation shall give the following information:
    - the full title of the thesis/dissertation
    - the full name of the author
    - the name of the University
    - the award for which the thesis/dissertation is submitted in partial fulfilment of its requirements
    - the collaborating establishment (if any)
    - the month and year of submission.[4]

(d) Abstract

1. An abstract of the thesis/dissertation of approximately 300 words shall be submitted in electronic format. The abstract shall state the nature and scope of the work undertaken, together with the contribution made to the knowledge of the subject treated and shall have as a heading:
    - the name of the author;
    - the degree for which the thesis/dissertation is submitted; and
    - the title of the thesis/dissertation.

2. A list of no more than 10 identifying keywords shall be submitted for indexing and information retrieval purposes.

[4] For the final approved thesis for archiving (section 4), this date should state the date of the submission to the examiners for final approval, not the submission for examination (unless no changes were required after the viva).

4. Format of final approved thesis/dissertation for archiving

Submission of the final approved thesis/dissertation must be in electronic format only. The format for submissions will be in accordance with section 3 above and the following rules:

(a) Electronic copy for archiving

1. Award cannot be confirmed until the candidate has submitted an electronic version of the final thesis/dissertation for which the examination team recommends award, with all changes applied and annotations removed. There is no requirement for a hardcopy of the final, approved, thesis/dissertation.
2. The thesis/dissertation shall be produced in a format that allows the document to be electronically archived, for example through conversion into a pdf file.
3. Where the thesis/dissertation contains specialised electronic elements (e.g. interactive formulae, or audio-visual clips), candidates should seek advice from the University Library on how to embed this information into the main file to facilitate access/re-use.
4. In the case of doctoral theses (PhD and professional doctorate), following award, the thesis must be uploaded onto the University's repository *prior to* confirmation of award.[5] The thesis will be accessible to anybody with an internet connection in its entirety unless a request to restrict access to the thesis (or specific content therein) was explicitly approved by the Graduate School Board of Studies prior to final viva submission. MRes dissertations will be archived but not publicly accessible.

[5] Additional guidance on upload this paperwork can be found here and here.

Endmatter

Title	Research Degree Regulations, Schedule A
Policy Owner	Dr Leon Culbertson, Dean of the Graduate School
Approved by	Academic Board
Date of Approval	July 2021
Date for Review	July 2022