RULES FOR THE SUBMISSION OF THESES  
PhD, MPhil, LLM, EdD, EngD

1. Notice of Intention to Submit

Candidates must give the Examinations Office at least **FOUR MONTHS** notice that they intend to submit their thesis. When the intention to submit is notified, it starts the process of seeking examiners. If adequate notice is not provided by the candidate, the examination is likely to be delayed.

Candidates may notify their intention to submit by emailing examinations@reading.ac.uk to supply the following details: Full Name, Student Number, Degree (eg. PhD), School or Department, Name of Supervisor(s) and the intended month of submission. A form is available to download here for this purpose: http://www.reading.ac.uk/internal/exams/student/exa-ResearchPG.aspx.

2. Fees

The Tuition Fee for a programme leading to a Higher Degree by Research includes charges for examination and graduation. Students themselves are responsible for the cost of producing the thesis.

Re-examination fees for PhD, MPhil, LLM, EdD and EngD are stated in the University Calendar.

Candidates who have failed a Higher Degree by Research and have elected to re-submit are liable for a Continuation Fee if, in the preparation of the thesis for re-submission, they have substantial contact with the Supervisor or other members of academic staff. Schools may charge a bench fee to cover laboratory costs, at their discretion.
3. Submission of Theses

All candidates for the PhD, MPhil, LLM, EdD and EngD must submit THREE copies of their thesis to the Examinations Office. Each copy must be bound as detailed in paragraph 5 (h). For the purposes of the examination, one copy is normally sent to each of the External Examiner, the Internal Examiner and the candidate’s Supervisor.

All submitted copies of the thesis are the property of the University, but normally one copy will be given back to the candidate by the School concerned after the viva voce examination. Following the award of the degree, normally one copy is deposited in the University Library and one is retained by the School.

Candidates are not permitted to submit as their thesis a thesis which is being submitted for a degree in another University or for which a degree has already been conferred in this or any other University, but they are not precluded from incorporating work which they have already submitted for a degree in this or any other University provided they indicate in the thesis any work which has been so incorporated.

4. Word Limits of Theses

The length of a thesis should not normally be greater than 90,000 words for PhD, 60,000 words for MPhil, and 30,000 words for LLM. The word count excludes the appendices, the bibliography and any bibliographical material contained within the footnotes.

It is acceptable for the length of the thesis to be somewhat shorter for an EngD and EdD degree than for a PhD.

5. Content and Format of Theses

The thesis must be written in English, except in the case of candidates registered in the Department of Modern Languages and European Studies, who with the approval of the Dean of Postgraduate Research Studies and the MLES Director of Postgraduate Research Studies may be permitted to submit the thesis in the language most relevant to the subject matter of their dissertation.
(a) The thesis must be completely printed on one side only of A4 paper (30 cm x 21 cm) except for:

(i) any offprint included in it, and

(ii) any tables, graphs or illustrations, which may be printed on the reverse side of a page of text so that they face the text to which they refer.

There must be sufficient space between each line of type to ensure legibility (i.e. normally one-and-a-half or double spacing) with a margin of 35 mm on the left-hand side of the page (or right-hand side of a page of offprint or tables etc. where appropriate) before binding. Other margins should not be less than 15 mm. Page numbers may be sited in the margins, but must be clearly separated from other text. The pages containing any offprint, tables etc. must be numbered in sequence with the rest of the thesis. Good quality reproductions of typescript or printing such as photocopies will be accepted.

(b) Each copy of the thesis must contain a title page headed "UNIVERSITY OF READING" which gives the following information:

Title of thesis
Degree for which the thesis is submitted
School(s) or Department(s) in which work has been carried out
Candidate's name
Date of submission, i.e. month and year

(c) In each copy of their thesis, candidates are required to include an abstract and a declaration of original authorship (see 7 below).

(d) Candidates are permitted to include as an integral part of their thesis offprints of substantial articles or papers describing research performed in the course of the work for the degree which have been published in journals of recognised standing in their subject, provided that the candidate is either the sole author or one of the joint authors. Thus a series of articles or papers appropriately supplemented to form an integrated whole is an acceptable format in which a
thesis may be presented. It is essential that the literary unity of the thesis be preserved.

Shorter articles may not be included in this way but must be rewritten as part of the thesis. Material derived from published articles or papers of which the candidate is sole author or co-author may be incorporated into the thesis.

In cases where a candidate includes in the thesis an article or papers of which the candidate is a co-author or incorporates material from an article of which the candidate is a co-author, the candidate must submit to his/her Supervisor(s) a signed statement from each co-author explaining the contribution of the candidate to the article(s) or other work. The Supervisor is required to offer in the Supervisor’s Report an evaluation of the contribution of the candidate to the article(s) or other work and to append the statements from the co-authors.

(e) Candidates may submit other published papers in addition to the thesis, as supporting evidence. Three copies of such papers must be supplied and be put in a pocket at the back of each copy of the thesis.

(f) Plates, tables, and graphs should be bound in with the text or put in a pocket at the back of each copy of the thesis. CDs or DVDs should be placed in a pocket at the back of each copy of the thesis.

(g) Materials such as maps and surveys which are essential to the thesis but which cannot be reduced to the proper thesis size may be submitted separately in a form acceptable to the candidate’s School Director of Postgraduate Research Studies.

(h) Initially - for the purpose of examination - the copies of the thesis may be submitted in either hard binding or a temporary binding e.g. bound in soft cover, spiral or comb-binding, but not in any other form of temporary binding.

Once the examination has been passed:

(i) For the final submission, the candidate must submit TWO copies in hard binding (one for the University Library and the other for the School) before or immediately after the Senate has approved the award of the degree but before the candidate is permitted to graduate. A third copy may be hard bound for the candidate’s
retention if he or she wishes. The hard bound copies may be printed double-sided to reduce the amount of paper required.

(j) The following lettering is required on the spine of the final hardbound copies of the thesis:

The degree for which the thesis is submitted ie PhD/MPhil etc), the candidate’s name, “Reading” and the year of submission.

The year stated on the spine should match the year stated on the title page. The lettering may be in blind tooling. There is no requirement to have any lettering on the front cover, but you may include the title or the University logo if you wish. The cover can be in any colour. If you wish to see some examples of previously submitted theses, please visit the Exams Office in Carrington 207.

6. Abstracts.

A copy of the abstract of the thesis must be bound into each of the three bound copies of the thesis submitted. In addition, all candidates must submit one separate copy of the abstract with the final version of the thesis, which will then be included in the ASLIB publication *Index of Theses*. Any candidate wishing to object to its inclusion must inform the Examinations Office at the time of submission.

Attention should therefore be given to the presentation and content of the abstract. It is intended to give sufficient indication of the content of the thesis to enable a person reading it to decide whether or not to read the thesis itself. It should be a clear and brief outline of the thesis and must not exceed 300 words in length.

Candidates are advised to consult their School Director of Postgraduate Research Studies about the form and content of the Abstract.
7. Original authorship

(a) Declaration of original authorship

The candidate is required to include in each copy of the thesis, a signed declaration of original authorship, which reads:

‘Declaration

I confirm that this is my own work and the use of all material from other sources has been properly and fully acknowledged.’

(b) Acknowledgement of editorial and proof-reading services

Students who use software for assistance with proof-reading or with editing their work, or who seek assistance with proof-reading or with editing from third parties, should be alert to the major risks associated with such intervention, including the distortion of intended meaning and the failure to use technical terms appropriately.

Students are warned that any use of third party proof-reading or editing services must not compromise their authorship of the work submitted and, in particular that the substance of work must remain the student’s own. Students are also warned that they will be held responsible for work which they submit, and that the use of third party services will not be accepted in mitigation of any deficiencies in the work.

The use of any third party proof-reading or editing must be acknowledged in a written statement accompanying the work on submission.

For the University's policy on editorial and proof-reading services, see http://www.reading.ac.uk/internal/exams/Policies/exa-proofreading.aspx
8. Film, Drama, Art, Typography and Graphic Communication Candidates

Candidates for research degrees in the field of Fine Art could, (with the necessary permission from the Head of Department or SDPGRS), in place of a thesis alone, submit original works of art together with a shorter thesis of between 20,000 and 70,000 words for a PhD and between 15,000 and 50,000 words for an MPhil.

Candidates for research degrees in the fields of Film, Theatre, New Media, Performance, Television, Typography or Graphic Communication could, (with the necessary permission from the Head of Department or SDPGRS), submit practice-based research in one of two ways, either:

- by submitting a written thesis of up to 90,000 words for a PhD or 60,000 words for an MPhil, including some analysis of their own critical practice and with the option of the thesis being accompanied by an appropriate portfolio of documentation; or

- by submitting original works of critical practice in theatre, performance, film, screen, television, Typography or Graphic Communication as appropriate, together with a shorter thesis of between 40,000 and 70,000 words for PhD and between 20,000 and 50,000 words for an MPhil representing documentation and analysis or explanation to demonstrate critical reflection.

In all cases, the word count would exclude appendices, the bibliography and any biographical material contained within the footnotes.

9. Examination process

The viva voce examination is normally held within four calendar months of the submission of the thesis, provided that due notice has been given of intention to submit, in accordance with the provisions of (1) above and provided that the thesis has been submitted by the date notified. On occasion, it may not be possible to hold the viva within this period due to the availability of the Examiners or for other reasons.
The Internal Examiner is responsible for informing the candidate whether a *viva voce* examination is to be held and for providing details of the arrangement for the *viva voce* examination. The Internal Examiner should inform the candidate, not later than one month after the receipt of the thesis, about progress with arrangements for the examination, and should update the candidate at monthly intervals until the examination has been arranged. In the case of the EdD and EngD, the Internal Examiner is also responsible for confirming at the time of the viva that the candidate has passed the taught element of the programme.

In certain circumstances, an independent Chair may be appointed to oversee the procedures for the examination. The provisions in relation to the appointment and role of the Chair are included in the Guide for Examiners available at: [http://www.reading.ac.uk/exams/student/exa-ResearchPG.aspx](http://www.reading.ac.uk/exams/student/exa-ResearchPG.aspx).

Exceptionally, if a candidate wishes to request that a Chair be appointed to oversee the procedures for their examination, he or she must notify the Examinations Office at the earliest opportunity, stating the reasons for their request.

A candidate’s Supervisor may not attend the *viva voce* examination unless the External and Internal Examiners unanimously agree that he or she may be present to observe. The candidate has the right to speak to the Examiners alone at the end of the examination. The candidate’s Supervisor(s) should be available to be consulted by the Examiners at the end of the viva.

If the candidate has a strong view about the presence or otherwise of the Supervisor(s) at the viva, the candidate is advised to inform the Internal Examiner.

**10. Results**

Examiners are required to submit the Examiners’ report form to the Examinations Office not later than 21 days following the viva. The Examinations Office will normally notify the candidate of the Examiners’ recommendation within 10 days of receipt of the Examiners’ report.
In the case of a candidate who is in debt to the University, the Examinations Office will notify the candidate that he or she will not be informed of the recommendation until the debt has been settled.

In cases where the candidate is not informed of the outcome of the examination at the viva, the internal examiner is required within seven days of the viva either to inform the candidate of the proposed outcome, or to indicate the timeframe for communication of the outcome. In cases where the outcome is unlikely to be resolved within seven days of the viva, the Examinations Office will be informed. The Examinations Office will assume responsibility for informing the candidate of the progress in determining the outcome.

When the Examiners’ recommendation of a degree has been formally approved by the Senate of the University, the candidate will be informed. In practice, this may mean some delay between the viva examination and official confirmation of the award.

11. Graduation

A candidate who is successful in the examination for a Higher Degree and whose award has been approved by the Senate will be eligible to graduate at the next degree congregation. Degree congregations are held at the end of the Summer Term and the end of the Autumn Term. The dates on which Congregations will be held are stated in the University Calendar. Alternatively, candidates may graduate in absentia to the appropriate degree. Details about graduation are available from the Graduation Office via their website at http://www.reading.ac.uk/Graduation or by emailing graduation@reading.ac.uk.

These Rules have been approved by the Senate and have the force of Regulations. The full Ordinances relating to Higher Degrees are published in the University Calendar.

Examinations Office
6 January 2015