

RULES FOR THE SUBMISSION OF THESES FOR HIGHER DEGREES
(PhD, MPhil, LLM)

1. Notice of Intention to Submit

Candidates for the degree of Doctor and Master (by thesis) who will have completed the minimum period of registration prescribed by Ordinance V and who intend to submit their theses in any Term are required to give notice of their Intention to Submit to the Examinations Officer as follows:

- not later than 1 December 2011 for students intending to submit during the Summer Term 2012
- not later than 1 April 2012 for students intending to submit during the Autumn Term 2012
- not later than 1 August 2012 for students intending to submit during the Spring Term 2013
- not later than 1 December 2012 for students intending to submit during the Summer Term 2013
- not later than 1 April 2013 for students intending to submit during the Autumn Term 2013

Students may notify their intention to submit, either by letter, by email or by visiting the Examinations Office to complete a form. In providing notification, the student should provide the following information: their name, current address, name of Supervisor, School, term or date of submission.

2. Fees

The Tuition Fee for a programme leading to 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 and LLM are stated in the University Calendar.

Candidates who have failed a Higher Degree by Research and have elected to re-submit are liable for the 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. A School or Department, at their discretion, may charge a bench fee to cover laboratory costs.

3. Submission of Theses

All candidates for PhD, MPhil and LLM must submit **three** copies of their thesis to the Examinations Office. Each copy must be bound as detailed in paragraph 5 (f) and 5 (g). For the purposes of the examination, one copy is normally sent to each of the External, 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.

4. Word Limits of Theses

- (a) For candidates registered in October 2002 and onwards, 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.

Candidates who registered before October 2002 should contact the Examination Office if they need clarification of the word limit which applies to their submission.

- (b) 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 offprint 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.

- (c) 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.
- (d) Candidates are required to include in each copy of their thesis, an abstract (see 6 below) and a declaration of original authorship (see 7(a) below).

5. Format of Theses

- (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. Margins should not include the page number. 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. Candidates intending to produce their thesis on a dot matrix printer are advised to check the reproductive clarity of its output before proceeding.

- (b) Each copy of the thesis must contain a title page headed "UNIVERSITY OF READING", and giving the following information:

- Title of thesis
- Degree for which 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) Plates, tables, graphs and the like must be mounted and bound in with the text or put in a

pocket at the back of each copy of the thesis. CD-ROMS should be put in a pocket at the back of each copy of the thesis.

- (d) 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 Head of School.
- (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) Initially - for the purpose of examination - the copies of the thesis may be submitted bound in either hard binding or "perfect" binding (i.e. pages glued into a soft cover) or comb-binding, but not in any other form of temporary binding.
- (g) 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).
- (h) In the final hardbound copies, the candidate's name, the degree for which the thesis is submitted, the year and the word "Reading" must be lettered on the spine of each copy of the thesis. The lettering may be in blind tooling.

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 Officer on the appropriate form 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 Head of School about the form and content of the Abstract.

7. Original authorship

(a) Declaration of original authorship

The candidate is required to sign a standard 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.’

A copy of the signed declaration must be bound in each copy of the thesis.

(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/extra-proofreading.aspx>

8. Film, Drama, and Fine Art Candidates

Candidates for a higher degree by research in the fields of film or drama or performance production, or of fine art, may in place of a thesis alone submit original works of film, theatre or art or stage, or film as appropriate, together with a shorter thesis of a normal maximum of 40,000 words for PhD and 20,000 words for MPhil relating the work or performance to contemporary issues in theatre, film, or art. The word count excludes the appendices, the bibliography and any bibliographical 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 exceptional 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/web/FILES/exams/phdexaminers.pdf>. If, exceptionally, a candidate wishes to request that a Chair be appointed to oversee the procedures for their examination for a higher degree by research, he or she must notify the Examinations Officer 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/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:

In accordance with current procedures, the Examiners are required to submit the Examiners' report form to the Examination Office not later than 21 days following the viva. The Examinations Office is required to notify the candidate of the Examiners' recommendation normally not later than 10 days following receipt in the Examinations Office 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 examination either to inform the candidate of the outcome (or proposed outcome) or to indicate to the candidate the timeframe for communication of the outcome. In cases where the outcome is unlikely to be resolved, or has not been resolved, within seven days of the viva, the Examinations Officer will be informed, and the Examinations Officer will assume responsibility for informing the candidate of the progress in determining the outcome.

Candidates will be informed officially that the award of the degree has been confirmed after the Examiners' recommendation has been approved by the Senate of the University. This may, in practice, 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 normally graduate at the next degree congregation. Degree congregations are held at the end of the Summer Term and 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 or their web site : <http://www.reading.ac.uk/Graduation/>.

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These Rules have been approved by the Senate and have the force of Regulations. The full Ordinances relating to higher degrees will be found in the University Calendar.

Examinations Officer
October 2011