

# RULES FOR SUBMISSION OF THESES FOR RESEARCH DEGREES

## (including Electronic Deposition)

Pertaining to: PhD, MPhil, LLM, EdD, EngD, DBA, DAgriFood

### 1. Notice of Intention to Submit

Candidates must notify the Doctoral Examinations Officer at least FOUR MONTHS, prior to their intended submission date, 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, a thesis can still be submitted, but the examination will be delayed if examiners have not been appointed.

Candidates may notify their intention to submit by emailing [S.Semple@reading.ac.uk](mailto:S.Semple@reading.ac.uk) to supply the following details: full name, Student Number, Degree (eg. PhD), proposed thesis title, School or Department, name of Supervisor(s) and the intended month and year of submission. A form is available to download from the Graduate School website for this purpose:

[www.reading.ac.uk/qs-pgexaminations.aspx](http://www.reading.ac.uk/qs-pgexaminations.aspx)

### 2. Early Submission

The earliest that candidates are entitled to submit their thesis, without exceptional permission, is eight weeks prior to the end of their minimum registration period. If students want to submit their thesis in advance of this date, a case needs to be made to the Dean of Postgraduate Research Studies, setting out the case for early submission and providing assurance that such early submission would not have any detrimental effect on the quality of the thesis. The case must be supported by the student's supervisor.

### 3. Fees

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

Re-examination fees, when a candidate has received a Fail result, for all Research Degree programmes are stated on the Graduate School website. Candidates who have failed a Research Degree 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 (also known as 'research expenses' to cover laboratory costs.

#### **4. Submission of Theses**

All candidates for Research Degree programmes (except DBA) must submit three copies of their thesis to the Doctoral Examinations Officer in the Graduate School (Room F09, Old Whiteknights House) at the latest by the last working day of a candidate's maximum registration period. Please note that submissions must be made by this date to the Doctoral Examinations Officer, and not to the candidate's Supervisor, School or Department. Each copy must be bound as detailed in paragraph 6 (k) below). For the purposes of the examination, one copy is normally sent to each of the External, the Internal Examiner and the candidate's Supervisor.

Candidates are not required to deliver their thesis in person, if this is not convenient. It can be sent by post or by courier, or a friend or colleague can deliver it. However, the thesis must arrive by the specified date. Extensions to the maximum registration period are only granted in exceptional circumstances. If you do not think you will be able to submit your thesis within the maximum registration period, you should contact your Supervisor well in advance of the maximum registration date.

Candidates who are away from their usual Reading campus, including those who are outside the UK, are still required to submit within their registration period. A thesis can be sent electronically to a UK printing company, who will print, bind and deliver them.

Once a candidate has submitted their thesis, their registration period will be updated to allow four months from the date of submission. The maximum registration date will be updated where necessary.

All submitted copies of the thesis are the property of the University, but normally at least one copy will be given back to the candidate by the School concerned after the viva voce examination. Following the award of the degree, one copy is deposited in the University Library and a second copy may be retained by the School (see section 12 below).

Candidates are not permitted to submit 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.

#### **5. 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. A thesis may be no more than five percent over the limit. 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, EdD, DBA and DAgriFood degree than for a PhD.

#### **6. Content and Format of Theses**

If you need advice on any aspect of the style or content of your thesis, contact your Supervisor(s) or School Director of Postgraduate Studies.

## Rules for Submission of Theses for Research Degrees

The thesis must be written in English, except in the case of candidates registered in the Department of Modern Languages and European Studies, who may be permitted, with the approval of the Dean of Postgraduate Research Studies and the MLES Director of Postgraduate Research Studies, to submit the thesis in the language most relevant to the subject matter of their dissertation.

- a) The thesis should be printed on A4 paper (30 cm x 21 cm), preferably double-sided.
- b) The font size should be no less than 11 point and no more than 12 point. The font style can be of your choosing, but candidates are advised to avoid complicated fonts that examiners might find difficult to read.
- c) 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.
- d) 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 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
- e) A title page template (including the University logo) is available to download from:  
[www.reading.ac.uk/gs-pgexaminations.aspx](http://www.reading.ac.uk/gs-pgexaminations.aspx), although there is no obligation to use this.
- f) In each copy of their thesis, candidates are required to include an abstract and a declaration of original authorship (see 8 (a) below).
- g) 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.
- h) 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.
- i) 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 include in the thesis a statement outlining his or her specific contribution to the paper(s), indicating what components of the work were carried out by the candidate and what

#### **Rules for Submission of Theses for Research Degrees**

components were carried out by other authors, and indicating the estimated percentage contribution made by the candidate. The statement should be approved by the candidate's supervisor before being included in the thesis.

- j) 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.
- k) Initially - for the purpose of examination - the copies of the thesis should be submitted bound in temporary binding e.g. bound in soft cover, spiral or comb- binding.

#### **7. Abstracts**

A copy of the abstract of the thesis must be bound into each of the three bound copies of the thesis submitted.

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.

#### **8. Original authorship**

- a) Declaration of original authorship

The candidate is required to include in each copy of the thesis (including the electronic copy), 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.'

The candidate's name should be printed underneath. A handwritten signature is NOT required.

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:

[www.reading.ac.uk/internal/exams/Policies/exa-proofreading.aspx](http://www.reading.ac.uk/internal/exams/Policies/exa-proofreading.aspx)

## **9. Film, Drama and Art 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 or Television 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 or television, 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. A thesis may be no more than five percent over the limit.

## **10. 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<sup>1</sup>. Exceptionally, if a candidate wishes to request that a Chair be appointed to oversee the procedures for their examination for a Research Degree, 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 and the candidate unanimously agree that there are exceptional reasons why he/she may be present to observe. The candidate has the right to speak to the Examiners alone at the end of the examination. For all students, the candidate's Supervisor(s) should be available to be consulted by the Examiners at the end of the viva.

## **11. Results**

In accordance with current procedures, the Examiners are required to submit the Examiners' report form to the Doctoral Examinations Officer in the Graduate School as soon as possible and not later than 21 days following the viva. The Doctoral Examinations Officer is required to notify the candidate of the Examiners' recommendation normally not later than 10 days following receipt of the Examiners' report.

In the case of a candidate who has a tuition debt to the University (of £50 or more), the Doctoral Examinations Officer 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 Doctoral Examinations Officer will be informed, and he/she will assume responsibility for informing the candidate of the progress in determining the outcome.

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<sup>1</sup> Available at <http://www.reading.ac.uk/gs-pgexaminations.aspx>

## Rules for Submission of Theses for Research Degrees

### 12. Amendments

When candidates are asked to make minor amendments, they should re-sub the revised thesis to the Internal Examiner together with an ordered list of changes that they have made to the thesis (with respective page numbers). This does not need to include corrected typographical errors.

When the Doctoral Examinations Officer has received confirmation from the Examiners that an award should be made, and that any amendments have been carried out to the satisfaction of the Examiners, the Doctoral Examinations Officer will confirm the date of the award to the candidate. Awards are usually made at the end of each month. The date of the award will also be your course completion date, and the date from which you will be able to use the title Doctor (for PhD/DBA/EdD/EngD/DAGriFood) and/or the appropriate post-nominal letters.

### 13. Deposition of final version of thesis

#### Hard-bound Copies

- a) To ensure that you receive your degree certificate on the day of your graduation (or by post afterwards if you do not attend), you should send/bring one or two hard-bound copies of your final thesis (the text of which can be printed double-sided, if you wish) to the Graduate School as advised by the Doctoral Examinations Officer, when the award of a degree is confirmed to you. (You do not have to deliver your thesis in person.) If two copies are required, we will send one copy to the University library, and one to your Department/School, but both need to be received here first. If only one copy is required, it will be sent to the University library. An electronic copy must be submitted at the same time by candidates who began their research programme on or after 1 October 2012 (see below).
- b) The following lettering is required on the spine of the final hardbound copies of the thesis:  
(From left to right or top to bottom)
  - the degree for which the thesis is submitted (ie PhD/MPhil etc),
  - the candidate's name,
  - "Reading" and
  - the year of submission.

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- c) 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 or logo on the front cover, but you may use the University logo on the front cover if you wish. Please be aware that your thesis is not going to be put on display. The cover can be in any colour.
- d) The title page should be in the same format as your original submission, with the same month and year.

#### Electronic Copy (PhD, EdD and EngD only)

- e) Electronic theses must be identical to the final hard bound copy of the thesis and follow the same rules as outlined in 12 a) – d) above.
- f) The thesis must be submitted as one whole PDF document on CD or DVD in accordance with the University's guidelines on electronic thesis format<sup>2</sup>.

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<sup>2</sup> Available at [www.reading.ac.uk/web/FILES/its/saveaspdf.pdf](http://www.reading.ac.uk/web/FILES/its/saveaspdf.pdf)

## Rules for Submission of Theses for Research Degrees

- g) Files must be named in accordance with the University's guidelines<sup>3</sup> and CDs or DVDs must be clearly labelled.
- h) Candidates are required to obtain permission for the use of third party copyright material (such as maps, diagrams, photographs, illustrations, and published journal articles) in the thesis wherever it is reasonably possible to do so.
- i) Candidates must check copyright permissions with their publisher(s) before allowing the electronic version of the thesis to be made available online in the University's institutional repository.

All candidates for PhD, EdD and EngD are required to complete a Thesis Deposit Form (TDF)<sup>4</sup> which must be countersigned by his/her supervisor and submitted with the final thesis. This form also covers any restrictions which need to be placed on the thesis.

- j) Candidates should not submit separate files of supplementary data with their thesis, as these cannot be accepted within the University's institutional repository. Supporting data should instead be submitted to the University's Research Data Archive or any other suitable data preservation service. Detailed guidance on how to deposit supporting data can be found on the Graduate School website at: [www.reading.ac.uk/gs-policies-and-procedures.aspx](http://www.reading.ac.uk/gs-policies-and-procedures.aspx).

## 14. Graduation and certificates

A candidate who is successful in the examination for a Research 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 each year. The date will be advised to you by the Doctoral Examinations Officer, when the award of a degree is confirmed to you.

The Graduation Team will invite successful candidates to the appropriate ceremony. Details about graduation are available from the Graduation Team ([graduation@reading.ac.uk](mailto:graduation@reading.ac.uk)) or via their website: <http://www.reading.ac.uk/Graduation>.

Your degree certificate will be given to you on the day of your ceremony, if you have deposited the final version of your thesis (see 12 above), or will be posted to you if you do not attend your ceremony. Certificates will not be provided before the date of your ceremony. If you have not deposited your final thesis, you will still be able to graduate, but will not receive your certificate on the day of your ceremony (please note that certificates are not handed out on stage).

Should you need evidence before your ceremony that you have been awarded a research degree, the Doctoral Research Office in the Graduate School (email: [dro@reading.ac.uk](mailto:dro@reading.ac.uk)), can provide you with a statement giving details of your study and award.

Should you require an academic reference letter, please ask your Supervisor to provide this for you.

*These Rules have been approved by the Senate and have the force of Regulations.*

*The full Governing Regulations relating to Higher Degrees will be found in the University Calendar.*

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<sup>3</sup> Available at [www.reading.ac.uk/web/FILES/its/saveaspdf.pdf](http://www.reading.ac.uk/web/FILES/its/saveaspdf.pdf)

<sup>4</sup> Available at [www.reading.ac.uk/qs-pgrexaminations.aspx](http://www.reading.ac.uk/qs-pgrexaminations.aspx)



