

Changes to the Presentation of Theses Policy

Synopsis

This paper sets out revisions to the Presentation of Theses Policy. All changes to the policy were approved by the Manchester Doctoral Committee (MDC) on 14th May 2014 and reported to Senate in June 2014.

Effective Date of Introduction

June 2014

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Changes to Policy

Section 1:

FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN THE FACULTY REJECTING THE THESIS FOR EXAMINATION

~~ELECTRONIC SUBMISSION OF THESES IS BEING PHASED IN DURING 2010. PLEASE CONTACT YOUR FACULTY GRADUATE OFFICE TO FIND OUT IF YOU ARE REQUIRED TO SUBMIT YOUR THESIS ELECTRONICALLY~~

Section 2.3:

All theses must be submitted electronically via the University's student portal system, [My Manchester](#).

Section 2.4:

[For thesis submissions which are due to be examined](#), two identical paper copies must be printed from the submitted electronic version of the thesis [\(for EngD awards, three identical paper copies are required\)](#). Each volume of the print copies must include the approved electronically generated cover-page (see section 4.1.a) that is produced as part of the electronic submission. Print copies must be produced on paper of international standard size A4 (210 x 297mm). No other paper size is acceptable for the main text of a thesis. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the thesis if the supervisor agrees that this is required. Where such large sheets are used, or non-paper materials are submitted as part of a thesis, they must be placed in a pocket inside the back cover of the thesis or, if substantial, in a separate volume or folder bound and lettered as described in section 4: supplementary items cannot be accepted in any other form. [For final submissions of the thesis post examination, only electronic submission is required via eScholar and no paper copies are required.](#)

Section 2.5:

Candidates **submitting a thesis** that has a creative and/or practical element, may submit their research in the form of a written thesis and an appropriate practical component. Candidates should refer to section 8 for further guidance on the submission of practice-based PhDs.

Section 3.4:

Page numbering must consist of one single sequence of Arabic numerals (ie 1, 2, 3 ...) throughout the thesis, starting with the title page as page number 1. Page numbers must be displayed on all pages **EXCEPT** the title page. The pagination sequence will include not only the text of the thesis but also the preliminary pages, diagrams, tables, figures, illustrations, appendices, references etc, and will extend to cover all volumes, **including the title pages**, in a multi-volume thesis. Roman numerals **must not** be used for page numbering.

Section 4.1.eii:

- i. A **loose copy** of the abstract is also required **with the pre-examination version of the thesis**.

Section 5.1/5.2:

In addition to the electronic submission, the University will accept **for examination** doctoral and MPhil theses submitted in temporary soft-binding in addition to submission of theses bound in the normal way which is sewn and hard-bound or glued and hard-bound. **Final versions of theses post examination should only be submitted in electronic format; a print submission is not required**

The two approved binding options **for pre-examination theses** are listed below. ***Theses in ring binding, spiral binding or any other non-approved bindings will NOT BE ACCEPTED.***

Section 5.5:

Once examination of the thesis has been completed candidates must submit an electronic copy ~~and two hard-bound copies~~ of their final thesis to the appropriate Graduate Office only if the examiners have recommended box A(i). Candidates recommended box A(ii) must only submit their final electronic thesis ~~and hard-bound copies~~ after their corrections have been approved by the Internal Examiner. Candidates who have been recommended **anything other than A(i) or A(ii) must not** make any amendments to their thesis until they have been notified officially by the appropriate Graduate Office of the outcome of their examination and at this stage they will be informed of the next steps to be taken.

~~Once the examiners' recommendations have been approved by the appropriate Faculty postgraduate research degrees panel or equivalent, candidates will be informed by the appropriate Graduate Office if there is an outstanding requirement to submit hard-bound copies of the thesis before their official degree result can be published.~~

Submission of the final electronic ~~and hard-bound copies~~ **thesis** must be identical in content (apart from any corrections required by the examiners) to the theses previously submitted for examination.

- ~~a. The year of submission printed on the spine of the approved hard-bound copies of the thesis must be the same as that on the successful temporary soft-bound copies. A thesis resubmitted for examination must always bear the year of resubmission and not the year of first submission.~~

Candidates will only receive their official degree result (and therefore be eligible to graduate and receive their degree certificate) once the appropriate Graduate Office have acknowledged receipt of **BOTH an** **electronic copy and two correctly bound copies** of the final thesis.

~~The University cannot accept responsibility for any delay leading to the publication of an award as a result of the candidate having their thesis hard bound where the thesis was initially submitted for examination in a temporary soft binding.~~

Section 6:

Both **Electronic** copies of the successful thesis (electronic and print versions) will be retained by the University for use in the University Library and in the School Library, or Faculty Graduate Office, as applicable. Access to theses in the University Library for reading, lending and photocopying purposes is subject to the user agreeing to a copyright undertaking.

Normally, the author of the thesis is not expected to place any restriction on access to his or her work, and, in signing the Declaration on the Notice of Submission Form, a candidate authorises access, as above, to the print thesis. Access to the electronic thesis is set as part of the student declaration during **final electronic** submission.

If, however, it is considered that because of some exceptional circumstances access to the thesis should be restricted in some way, the candidate must:

~~sign the Declaration and s~~ **Submit** the Notice of Submission Form to enable arrangements for the examination to be made;