

Presentation of Dissertations policy: MSc by Research (MSc) and Master of Enterprise (MEnt)

June 2017

**Research Degrees and Researcher Development
Directorate of Research and Business Engagement**

***FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN THE
FACULTY/SCHOOL REJECTING THE DISSERTATION FOR EXAMINATION***

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1. INTRODUCTION

FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN THE FACULTY/SCHOOL REJECTING THE DISSERTATION FOR EXAMINATION

- 1.1. This guidance relates to the examination at The University of Manchester and applies to full-time and part-time postgraduate research students of the following degrees:
 - Master of Science by Research (MSc)
 - Master of Enterprise (MEnt)
- 1.2. This document can be provided in a range of alternative formats (e.g. large print) on request from the appropriate Faculty/School Graduate Office.
- 1.3. If any part of what follows is not clear, or if anything in particular is not covered, please contact the appropriate Faculty/School Graduate Office or Manchester Enterprise Centre (MEnt) for advice before submitting the electronic version of the dissertation. Faculty/School contact details can be found in Appendix 1.
- 1.4. All postgraduate research students are required to submit electronic versions of their dissertation (examination, re-examination and final corrected versions) via the [eThesis Submission System](#).
- 1.5. Candidates are advised that Examiners can refer a dissertation for re-examination or reject the dissertation if the quantity of typographical errors indicates careless proof-reading.

2. GENERAL SUBMISSION INFORMATION

- 2.1 All dissertations must be submitted electronically, via the [eThesis Submission System](#), as a single Portable Document Format (PDF) file (irrespective of the number of bound printed volumes) and plain-text metadata record. A plain-text description needs to be supplied for non-digital materials and digital materials that are unsuitable for electronic submission. Where there are non-standard submissions for particular programmes, local Faculty/School guidance should be referred to for further information.
- 2.2 For dissertation submissions which are due to be examined, two identical paper copies must be printed from the submitted electronic version of the dissertation. The submission window in the [eThesis Submission System](#) will close 3 days before the final

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submission deadline to allow time for printing and binding the paper copies. Each volume of the print copies must include the approved electronically generated cover-page (see section 6.1.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 dissertation. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the dissertation if the supervisor agrees that this is required. Where such large sheets are used, or non-paper materials are submitted as part of a dissertation, they must be placed in a pocket inside the back cover of the dissertation 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 the final version of the dissertation, only electronic submission via the [eThesis Submission System](#) is required; paper copies are not required, except where certain programmes are exempt. All dissertations which are submitted for examination or re-examination still require paper copies to be submitted (more information can be found in the [resubmission and re-examination policy](#)). Students should contact their Faculty/School Graduate Office for guidance on whether their programme is exempt.

- 2.3** Candidates must consult their programme director/supervisor for guidance on the length of the dissertation and for information on submission deadlines.
- 2.4** The bibliography or list of works cited, any appendices or acknowledgements, declaration and copyright statements are excluded from the word count.
- 2.5** Where quotations/data in other languages for the purpose of translation is included in the dissertation only one version (not both) are included in the word count.
- 2.6** Students must ensure that material that is authored by a third-party that is used in their dissertation is free of any copyright restrictions and/or they have obtained a licence or permission to use these materials. Students should ensure that any such licence/permission extends to the use of the materials by The University for administrative purposes, including examination and preservation of their work. Furthermore, if the student intends to make their electronic dissertation available to others for download they should ensure the licence for use of these third-party materials extends to this use. Alternatively, students may make available to others a redacted version of their dissertation which excludes the third-party material.

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- 2.7** Where internet citations are used in a dissertation, candidates should include the website detail and the date they accessed the site next to each individual reference. The student should discuss the most appropriate way to include the references with their supervisor(s).
- 2.8** It is the student's responsibility to ensure that the dissertation is checked for typographical errors. Any person involved with professionally proofreading a dissertation should solely be checking for grammatical/spelling errors, and should not comment on the content of the dissertation. Further guidance on proofreading can be found in the [University statement on proofreading](#).
- 2.9** A dissertation may include reprints of material published by the candidate as sole or joint author. If reprints are to be bound into the dissertation, they must be included in the dissertation pagination, according to the instructions below, or placed in a pocket inside the back cover of the dissertation.

3. MATERIAL SUBMITTED WITH A DISSERTATION

- 3.1** Additional DVD/CD material to be included as part of a student's final electronic submission should be submitted to the University library, via the Faculty/School Graduate Office or Manchester Enterprise Centre, where it will be linked to the main dissertation by the eThesis Submission System ID number.
- 3.2** Guidance for submitting supplementary materials such as CDs or DVDs containing audio-visual content or appendices can be found at <http://documents.manchester.ac.uk/display.aspx?DocID=24827>

4. ENGLISH LANGUAGE REQUIREMENTS

- 4.1** All dissertations must be written in English; quotations, however, may be given in the language in which they were written. In exceptional circumstances, a candidate may apply to the University for approval to submit a dissertation predominantly written in a language other than English.
- 4.2** This request must be fully justified on academic grounds and permission will only be granted where the language is directly linked to the research project, e.g., if the language itself is the object of study, if the literature or material studied is produced in that language, or if the language is spoken in the region being studied.

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- 4.3** The application to write in a language other than English must be submitted by the end of month six of the student's programme and must be accompanied by the written support of the Supervisor(s). The main Supervisor and at least one member of staff independent of the Supervisory team must attend a meeting to discuss the application to submit a dissertation in a language other than English. The Graduate Office may reject the application if the student cannot provide a compelling reason for submitting in a language other than English.
- 4.4** The abstract of a dissertation written in another language must be presented in English as well as in the other language. In addition, an extended summary of the dissertation, written in English must be included with the dissertation (5,000-10,000 words), including the table of contents, an introduction, brief chapter outline and conclusion.
- 4.5** The oral examination should normally be conducted in English. In exceptional circumstances, the internal examiner may request permission from the Faculty Graduate Office to conduct the oral examination in a language other than English. Permission must be sought by the end of month six of the student's programme and be supported by a clear academic justification. The examiners' report must still be written in English.

5. FORMATTING

- 5.1.** For the main text, double or 1.5 spacing in a font type and size which ensures readability must be used (for example 10 point in a font such as Arial, Verdana, Tahoma and Trebuchet or 12 point in Calibri, Times, Times New Roman, Palatino and Garamond); single spacing may be used for quotations, footnotes, references and preliminary pages. Pages may be single or double-sided.
- 5.2.** The candidate may choose the style of bibliographic citations and references must be consistent throughout the dissertation; general guidance can be obtained from the candidate's Supervisor.
- 5.3.** To allow for binding, the margin at the binding edge of any page must be not less than 40mm; other margins must be not less than 15mm.
- 5.4.** Page numbering must consist of one single sequence of Arabic numerals (i.e. 1, 2, 3 ...) throughout the dissertation, starting with the title page as page number 1. Page numbers must be displayed

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on all pages **EXCEPT** the title page(s). The pagination sequence will include not only the text of the dissertation but also the preliminary pages, diagrams, tables, figures, illustrations, appendices, references etc, and will extend to cover all volumes, including the title pages (of both volume 1 and subsequent volumes), in a multi-volume dissertation. **Roman numerals must not be used for page numbering.**

- 5.5.** Blank pages must include the text 'Blank page'.
- 5.6.** The main text of the dissertation should normally be left justified to aid accessibility and readability of the dissertation.
- 5.7.** Where headers are used they must be consistently applied throughout the dissertation and should not include the name of the candidate.
- 5.8.** Figures or images used in the dissertation must be of sufficient size and clarity.

6 REQUIRED PAGES

- 6.1.** The following items (a-h) **must** be included as preliminary pages of the dissertation **in the order given:**

- a. ELECTRONICALLY GENERATED COVER-PAGE**

An approved electronically generated cover-page is automatically created as part of an electronic submission. The cover-page is available to download and print upon completion of submission and is not included in the pagination.

- b. TITLE PAGE**

A title page giving:

- i.** the full title of the dissertation;
- ii.** a statement as follows: 'A dissertation submitted to the University of Manchester for the degree of Master of [INSERT DEGREE TITLE] by Research/Master of Enterprise in the Faculty of'*(Please refer to University Regulation X for a list of correct Faculty and School titles and refer to University Regulation XI for the correct long and short form of the degree title. Both sets of Regulations can be found at:*
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10970>)

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- iii. The full title of the degree should be stated not the abbreviated form;
- iv. the year of presentation (*not including the month*);
- v. the candidate's first name, middle name stated as an initial, and the candidate's family name (*the same as the name under which he or she is currently registered at the University*); and
- vi. the name of the candidate's School/Division

Please refer to Appendix 2 to see a sample title page.

Where a dissertation consists of more than one volume, each volume must contain a title page in the form set out above and also include the appropriate volume number, and the total number of volumes, e.g. Volume I of III.

A dissertation which is referred for re-examination must bear the year of **resubmission** on both the spine and the title-page and not the year of the original submission; a Notice of Resubmission Form and the appropriate fee are always required).

c. LIST OF CONTENTS

A list of contents, giving all relevant sub-divisions of the dissertation and a page number for each item.

In a multi-volume dissertation the contents page in the first volume must show the complete contents of the dissertation, volume-by-volume, and each subsequent volume must have a contents page giving the contents of that volume.

The final word count, including footnotes and endnotes, must be inserted at the bottom of the contents page.

d. OTHER LISTS

Lists of tables, figures, diagrams, photographs, abbreviations etc. If a dissertation contains ~~tables~~ such items, it is required that a separate list of each item, as appropriate, is provided **immediately after the contents page(s)**. Such lists **must** give the page number of each item on the list.

e. ABSTRACT

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- i.** A **short abstract** of the contents of the dissertation must be included in the dissertation. **The abstract must not be more than one side of A4.**

f. LAY ABSTRACT (not compulsory)

A lay abstract may be provided in addition to the standard abstract described in section 4.1e. The lay abstract should give a concise description of the research detailed in the dissertation using non-technical language for an audience unfamiliar with the research area. The purpose of the lay abstract is to publicise the University's research activity to other departments of the University and to external organisations such as the media, industry and government.

g. DECLARATION

A declaration stating:

EITHER: that no portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning;

OR: what portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning. This should include reference to joint authorship of published materials which might have been included in a dissertation submitted by another student to this university or any other university or other institute of learning.

h. COPYRIGHT STATEMENT

The following four notes on copyright and the ownership of intellectual property rights must be included as written below:

- i.** The author of this dissertation (including any appendices and/or schedules to this dissertation) owns certain copyright or related rights in it (the "Copyright") and s/he has given The University of Manchester certain rights to use such Copyright, including for administrative purposes.

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- ii. Copies of this dissertation, either in full or in extracts and whether in hard or electronic copy, may be made **only** in accordance with the Copyright, Designs and Patents Act 1988 (as amended) and regulations issued under it or, where appropriate, in accordance with licensing agreements which the University has from time to time. This page must form part of any such copies made.
- iii. The ownership of certain Copyright, patents, designs, trademarks and other intellectual property (the "Intellectual Property") and any reproductions of copyright works in the dissertation, for example graphs and tables ("Reproductions"), which may be described in this dissertation, may not be owned by the author and may be owned by third parties. Such Intellectual Property and Reproductions cannot and must not be made available for use without the prior written permission of the owner(s) of the relevant Intellectual Property and/or Reproductions.
- iv. Further information on the conditions under which disclosure, publication and commercialisation of this dissertation, the Copyright and any Intellectual Property and/or Reproductions described in it may take place is available in the University [IP Policy](#), in any relevant Dissertation restriction declarations deposited in the University Library, The University [Library's regulations](#) and in The University's policy on Presentation of Dissertations

6.2 OTHER PAGES (not compulsory)

The preliminary pages may also include the following:

- a. Dedication, acknowledgement, and similar. These must appear after the compulsory pages listed in a) – h) above. Short items may be combined on the same page.
- b. It is advisable to include a brief statement giving the candidate's degree(s) and research experience, even if the latter consists only of the work done for this dissertation, for the benefit of the External Examiner. This may be untitled or it may be headed 'Preface' or 'The Author' or similar.

7 BINDING AND PRESENTATION

- 7.1 In addition to the electronic submission, the University requires two printed copies of the dissertation **for examination** of MSc by Research and MEnt dissertations. Final versions of dissertations

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post examination should only be submitted in electronic format; a print submission is not required. Candidates who are on a programme which is exempt from electronic submission should contact their Faculty/School Graduate Office for further information.

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

- a. Standard hard-binding: sewn or glued, with **gold lettering on the spine.**
- b. Temporary soft-binding: acetate or plain card front cover, soft plain card rear cover, glued spine, or channel bound, with **gold lettering on the spine.**

7.3 The spine must be **inscribed in gold lettering** with:

- a. the degree for which the dissertation is submitted;
- b. the name of the candidate (full forename, middle initials, family name);
- c. the year of submission (or resubmission); and
- d. If the dissertation is in two or more volumes, the volume number and the total number of volumes (*please note that it is not recommended that any single volume of a dissertation is thicker than approximately 6cm - if it is greater than this, it is recommended that the dissertation is split into two or more volumes.*)

These must run from the top of the spine. Please note that writing on the spine with a gold pen is NOT acceptable.

Example of Spine:

Front Cover

MSc (OR: MSc Dissertati on) <i>(at top)</i>	DAVID H JONES <i>(centred)</i>	Vol I of II <i>(as and if appropriate)</i>	2005 <i>(at bottom)</i>
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Back Cover

The forename(s) and /family name on the spine and title page must be the same as those under which the candidate is currently registered at the University. Give first forename in full, other forenames (if any) as initials, then family name. Candidates can contact their Faculty/School Graduate Office if their details are not correct on the student system.

- 7.4 All other instructions on the presentation of dissertations** (information required on the title page, preliminary pages, separate abstract etc) **contained in this policy must be observed, and identical binding (i.e same colour and style) must be used for both copies of the dissertation.**
- 7.5** Candidates **must not** make any amendments to their dissertation until they have been notified officially by the appropriate Faculty/School Graduate Office of the outcome of their examination and at this stage they will be informed of the next steps to be taken. Once examination of the dissertation has been completed candidates must submit an electronic copy of their final dissertation only if the Examiners have recommended box 1A, 1B or 1C. Candidates recommended box 2A, 2B, 2C must only submit their final electronic dissertation after their corrections have been approved by the Internal Examiner.
- 7.7** Any dissertation submitted at first submission with more than one volume must be combined into one submission for the final electronic submission and all references to an additional volume must be removed from the text within the dissertation.
- 7.8** Submission of the final electronic dissertation must be identical in content (apart from any corrections required by the Examiners) to the dissertations previously submitted for examination.
- 7.9 Candidates will only receive their official degree result** (and therefore be eligible to graduate and receive their degree certificate) **once the appropriate** Faculty/School Graduate Office or Manchester Enterprise Centre **has acknowledged receipt of the electronic copy of the final dissertation.**

8. LIBRARY ACCESS/RESTRICTION

- 8.1.** Electronic versions of ALL submitted dissertations are deposited in the University of Manchester's institutional repository, Manchester [eThesis Submission System](#).

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- 8.2.** Electronic copies of the successful dissertation will be retained by the University for use as applicable. Access to dissertations is subject to the user agreeing to a copyright undertaking.
- 8.3.** The author of the dissertation is expected to make the dissertation open access within 12 months of submission or earlier and is not expected to place any restriction on access to his or her work. Access to the final electronic dissertation is set as part of the student declaration during electronic submission of the first 'examination' version of the dissertation.
- 8.4.** If it is considered that because of some exceptional circumstances, access to the electronic dissertation should be embargoed or restricted in some way, the student must indicate this at the point of electronic submission of the examination version of the dissertation. All access settings will be subject to the final approval of the supervisor.
- 8.5.** The University reserves the right to restrict access to a dissertation that was initially made open access without prior permission from the author. This is to accommodate where, for example, copyright infringements are subsequently reported to The University.
- 8.6.** Schools must develop contingency plans in the event of technical difficulties for the submission of dissertations in accordance with the University's policy on [eAssessment](#).

APPENDIX 1: [Faculty/School contact details](#)

Manchester Enterprise Centre Office – 0161 306 8487

APPENDIX 2: SAMPLE TITLE PAGE

TITLE OF DISSERTATION

A dissertation submitted to The University of Manchester for the degree
of
Master of Science by Research/Master of Enterprise
in the Faculty of

**YEAR OF SUBMISSION
(OR YEAR OF RESUBMISSION)**

**CANDIDATE'S NAME
(full forname, middle initial)**

**CANDIDATE'S SCHOOL/Division
()**

Faculty names:

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- Faculty of Science and Engineering
- Faculty of Humanities
- Faculty of Biology, Medicine and Health

APPENDIX 3: DISSERTATION SUBMISSION CHECKLIST

PLEASE NOTE THE FOLLOWING:

The staff in the Faculty/School Graduate Office will use the following checklist to ensure all instructions detailed in this policy have been adhered to when accepting dissertations.

If any section is missing, out of order or not correct the dissertation maybe rejected.

It is the candidate's responsibility to ensure that the instructions are followed exactly. If a candidate is unsure about any aspect of binding or the preliminary pages he or she must contact the appropriate Faculty/School Graduate Office for advice.

		<i>please</i> ✓
Correct Binding (examination version)	Two identical copies (including binding) to be submitted with correct gold lettering on the spine	<input type="checkbox"/>
Preliminary pages should be in the following order:		
Approved electronically generated cover-page	Not counted in the pagination	<input type="checkbox"/>
Title Page – see appendix 2		<input type="checkbox"/>
All of these should be included:	Title of dissertation Official Wording – see section 4.1a Correct Faculty – see Regulation X Year of Submission Candidate's Name School ()	
Contents Page (including any list of tables/figures etc)	Page numbers given for each listing	<input type="checkbox"/>
Word count		<input type="checkbox"/>
Abstract		

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Declaration		<input type="checkbox"/>
Copyright (this may go on the same page as the Declaration)		<input type="checkbox"/>
'Dedications', 'acknowledgements', 'about the author' or other		
Pagination	All pages must be numbered, starting with the title page as page number 1; page numbers must be displayed on all pages, except the title page	<input type="checkbox"/>