

## 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 17<sup>th</sup> November 2017 and reported to Senate in February 2017.

### Effective Date of Introduction

February 2017

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## Summary of changes to Presentation of Theses Policy (PGR)

The changes were requested from a variety of sources and MDC has fully considered and approved all revisions. Feedback has been received from the following:

- Feedback from Faculty and School colleagues via an open consultation process
- Feedback from the Graduate Administrators Group (GAG)
- Feedback from appeals cases and recommendations made as a result of OIA cases
- Queries raised since the last version of the policy was published

General changes to both policies:

- Terminology - The term *eScholar* has been replaced by *Electronic Thesis Submission System* and the term '*Alternative Format*' has been replaced by '*Journal Format*'
- Any incorrect links have been updated
- The ordering of some paragraphs has been updated so some sections have been moved and section numbers and headings updated
- Minor changes to text have been made to provide more clarity, reduce ambiguity and remove duplication

### 1. Changes to the Presentation of Theses policy

- Section 2.2 – new sentence added “The submission window in the Electronic Thesis Submission System will close 3 days before the final submission deadline to allow time for printing and binding of the paper copies”
- Section 2.2 – inserted text to state that there are exceptional cases where programmes do not require submission of an electronic version of the thesis and will only accept 2 paper copies

- Section 2.9 – new sentence added “The bibliography or list of works cited, any appendices or acknowledgements, declaration and copyright statements are excluded from the word count.”
- Section 2.12 – new sentence added “Where internet citations are used in a thesis, 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).”
- Section 2.13 – new sentence added “It is the student’s responsibility to ensure that the thesis is checked for typographical errors. Any person involved with professionally proofreading a thesis should solely be checking for grammatical/spelling errors, and should not comment on the content of the thesis. Further guidance on proofreading can be found in the University statement on proofreading:  
<http://documents.manchester.ac.uk/display.aspx?DocID=23469>”
- Section 4 – more detailed guidance provided on exceptional requests to submit the thesis or conduct the viva in a language other than English
- Section 6.1e – removed the requirement for a loose copy of the abstract with the examination version of the thesis
- Section 6.1g – text updated in the student declaration relating to joint authorship
- Section 7 – text has been updated to make requirements clearer for submission of the examination, resubmission and final versions of the thesis
- Section 7.5 – new sentence added “Candidates **must not** make any amendments to their thesis 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”
- Section 7.6 – new sentence added “Any thesis 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 thesis.”
- Section 8 – text has been rewritten to reflect updates in process in relation to library access to theses
- Section 9.2 – text updated to reflect that journal format chapters can include material which is in a format suitable for publication but which hasn’t yet been submitted for publication.
- Section 9.4 – the requirement for a student to request permission to submit their thesis in journal format has been removed. Students are now advised to discuss their intention with their supervisor and declare their intention on the Notice of Submission form.
- Section 9.5 – text updated to provide clarity on the number of journal-style chapters to include in a journal format thesis (no upper limit but 3-5 is typical)
- Section 9.7 – text updated to advise that separate versions of any papers should be inserted rather than inserting preprints to aid the pagination sequence
- Section 9.13 – new sentence added to link to new supplementary guidance on Journal Format Theses.