Changes to the Presentation of Dissertations policy – MSc by Research (MSc) and Master of Enterprise (MEnt)

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 17th November 2017 and reported to Senate in February 2017.

Effective Date of Introduction
February 2017

Contact
Graduate Education Team
Research Office
2nd Floor, Christies Building,
University of Manchester
Tel: 0161 2758794

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:

- Terminology - The term *eScholar* has been replaced by *Electronic Thesis Submission System* and the term '*Alternative Format'* has been replaced by '*Journal Format'*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

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- Section 2 – This section has been revised to provide more clarity on General Submission Information.
- Section 2.8 – new section added "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](#)"

- 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 7.5 – new section added and award recommendations inserted relevant to research masters. "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.
- Section 8 – text has been rewritten to reflect updates in process in relation to library access to dissertations