

Due to the Covid situation, there are some changes to the submission and examination procedures. Please contact Julie Fiwka, Thesis Administrator, with any queries, email: julie.fiwka@manchester.ac.uk



School of Arts, Languages and Cultures

Thesis Submission Information

I know you have only just started your PhD programme; however,
I wanted to take the opportunity to introduce myself;
I am Julie Fiwka, PhD Thesis Administrator.

I wanted to provide you with some useful information and links
which are on the Graduate School website, with regards to
submission and examination procedures.



In brief:

For standard PhD theses, the maximum word count is 80,000 (for an MPhil it is 50,000 words). For any non-standard programmes (Creative Writing/Composition/Practice-Based or Journal Format submissions), please contact me for additional information.

Any theses which may exceed the word count require permission.

All theses **must** adhere to the University's Presentation of Theses Policy.

A complete submission consists of an electronic version and 2 bound, paper copies submitted to the Graduate School Office (Room CG6, Ellen Wilkinson Building) - the 2 paper copies are sent to your examiners for assessment.

All first submissions are required to have a viva examination, where you will defend your research.

Normally, your examination panel will consist of one internal examiner and one external examiner (in some circumstances an Independent Chair will also be appointed). Chat with your supervisor regarding how these are appointed.

After the viva examination has taken place and the outcome ratified by the School/Faculty, you will be notified by email of the outcome and the next steps to take.

The possible outcomes are:

A - Pass and Award

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| Ai | No corrections required |
| Aii | Minor corrections required |

B - Refer - Resubmit for re-examination (NB. A resubmission fee is charged)

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| Bi | Resubmit thesis without further research and without a further viva |
| Bii | Resubmit thesis without further research, but with a second viva |
| Biii | Resubmit thesis with further research and with a further viva |

C - Reject for PhD

- | | |
|------|---|
| Ci | Award the degree of MPhil (Master of Philosophy) |
| Cii | Award the degree of MPhil subject to minor corrections being made |
| Ciii | Resubmit thesis for re-examination for the degree of MPhil |
| Civ | No resubmission permitted - Fail |

Useful Links on the Graduate School Website and in our Handbook

Thesis submission information is available on the School of Arts, Languages and Cultures Student Intranet:

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/

You can also find information in the School of Arts, Languages and Cultures PGR Handbook in the 'Thesis Submission' Section here:

www.humanities.manchester.ac.uk/pgr-handbook-salc/programme/thesis-submission/

Alternatively, you can follow the steps below:

- Go to the School of Arts, Languages and Cultures web page
- Click on 'Student intranet' in the grey stripe along the top of the page
- Select 'Postgraduate research' in the menu
- 'Handbook and forms for postgraduate research students' will appear in the drop down menu
- Select either 'Thesis Submission' or 'Presentation of Theses Policy' or 'School Postgraduate Research Handbook'

Please do not hesitate to contact me at any point during your PhD programme with any queries you may have regarding the submission and examination process or related issues. I am located in the Graduate School Office, Room CG6, Ellen Wilkinson Building. I am also contactable by email: julie.fiwka@manchester.ac.uk.

Binders you may wish to use:

**MU Print
based in
Manchester**



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