

Presentation of Theses Policy

July 2020

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

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

CONTENTS

1.	Introduction	3
2.	General Submission Information	4
3.	Material Submitted with a Thesis	6
4.	English Language Requirements	6
5.	Formatting	7
6.	Required Pages	8
7.	Binding and Presentation	12
8.	Library Access/ Restriction	14
9.	Journal Format Thesis	15
10.	Practice-Based Research	18
Appendix 1:	Faculty/School Contact Details	21
Appendix 2:	Sample Title Page	22
Appendix 3:	Thesis Submission Checklist	24

1. INTRODUCTION

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

- 1.1.** All postgraduate research students are required to submit electronic versions of their thesis or dissertation (examination and final corrected versions) via <https://my.manchester.ac.uk/portlet/etd>. Scroll down to 'PGR Services' and click on the link for 'eThesis submission'.
- 1.2.** The following policy relates to the examination of doctoral and MPhil degrees at The University of Manchester and applies to full-time and part-time postgraduate research students of the following degrees:
 - Doctoral degrees: Doctor of Philosophy (PhD); Doctor of Medicine (MD) Doctor of Business Administration (DBA); Professional, Engineering and Enterprise Doctorates;
 - Master of Philosophy (MPhil).
- 1.3.** For guidance on the presentation of a PhD by Published Work, staff candidates must consult the '[Guidance for the PhD by Published Work](#)'.
- 1.4.** For guidance on the presentation of Higher Doctorates, candidates must consult the '[Guidance for Higher Doctorates](#)'.
- 1.5.** For guidance on the Presentation of Dissertations for the Master of Science (MSc) by Research and the Master of Enterprise (MEnt), candidates must consult the '[Presentation of Dissertations: Master of Science \(MSc\) by Research & Master of Enterprise \(MEnt\)](#)'.
- 1.6.** 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](#) for advice before submitting the electronic version of the thesis.
- 1.7.** This document can be provided in a range of alternative formats (e.g. large print) on request from the appropriate Faculty/School Graduate Office.
- 1.8.** Candidates are advised that Examiners may refer a thesis for re-examination or reject the thesis if the quantity of typographical errors indicates careless proof-reading.

2. GENERAL SUBMISSION INFORMATION

- 2.1** All theses must be submitted electronically, via <https://my.manchester.ac.uk/portlet/etd> 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 such as practice-based theses. Where there are non-standard submissions for particular programmes, local Faculty/School guidance should be referred to for further information.
- 2.2** 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). The submission window in the eThesis Submission System will close 3 days before the final submission deadline to allow time for printing and binding of 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 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 the final version of the thesis, only electronic submission, via <https://my.manchester.ac.uk/portlet/etd> is required; paper copies are not required, (except in exceptional cases where certain programmes are exempt). All theses which are submitted for examination or resubmitted for 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 may request permission to submit their thesis in journal format by incorporating sections that are suitable for submission for publication, or have been accepted for publication, or already published in a peer-reviewed journal or in another media suitable for dissemination that is appropriate to the discipline covered by the thesis. Candidates should refer to section 9 for further guidance on the submission of journal format theses.

- 2.4** Candidates submitting a standard format thesis may include published work within the appendices of the thesis.
- 2.5** Candidates should note that all pages within the appendices should be numbered in accordance with formatting requirements detailed in section 5 of this policy.
- 2.6** For an electronic thesis, candidates may include a PDF of the reprint(s) appended to the PDF of the main text. When including a reprint PDF, the candidate must include a one page description summarising the reprint material and the page must use the pagination of the thesis.
- 2.7** 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 as detailed in section 10. Candidates should refer to section 10 for further guidance on the submission of practice-based PhDs.
- 2.8** In accordance with the Regulations, theses submitted for PhD, EngD and MD degrees must not normally exceed 80,000 words of main text, including footnotes, and endnotes. Similarly, MPhil and Professional Doctorate theses must not normally exceed 50,000 words of main text, including footnotes and endnotes. Prior permission from the appropriate Faculty Graduate Office is required for submission of a thesis longer than the prescribed length.
- 2.9** The bibliography or list of works cited, any appendices or acknowledgements, declaration and copyright statements are excluded from the word count.
- 2.10** Where quotations/data in other languages is included in the thesis along with the English translation, only the English translation should be included in the thesis word count.
- 2.11** Students must ensure that material that is authored by a third-party that is used in their thesis 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 thesis 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 thesis which excludes the third-party material.

- 2.12** 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).
- 2.13** 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](#).

3. MATERIAL SUBMITTED WITH A THESIS

- 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, where it will be linked to the main thesis by the eThesis and Submissions System ID number.
- 3.2** Guidance for submitting large data-sets and supplementary materials such as CDs or DVDs containing audio-visual content can be found at:
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=34536>

4. ENGLISH LANGUAGE REQUIREMENTS

- 4.1** All theses must be normally be written in UK English unless discipline standards dictate the use of US 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 thesis 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. In the case of a joint programme with a university whose main language of communication is a language other than English, the thesis may be written in that language even if it is not directly linked to the research project.

- 4.3** The application to write in a language other than English must be submitted by the end of year one of the student's registration (for full time students) 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 thesis 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 thesis 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 thesis (5,000-10,000 words), including the table of contents, an introduction, brief outline of each chapter and conclusion.
- 4.5** The oral examination should normally be conducted in English. In exceptional circumstances, the student may request permission from the Faculty Graduate Office to conduct the oral examination in a language other than English. Permission must be sought before the end of year two 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 style of bibliographic citations and references [may be chosen by the candidate](#) but must be consistent throughout the thesis; 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 thesis, starting with the title page as page number 1. Page numbers must be displayed on all pages **EXCEPT** the title page(s). 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 (of both volume 1 and subsequent volumes), in a multi-volume thesis. **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 thesis should normally be left justified to aid accessibility and readability of the thesis.
- 5.7. Where headers are used they must be consistently applied throughout the thesis and should not include the name of the candidate.
- 5.8. Figures or images used in the thesis 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 thesis **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 thesis;
- ii. a statement as follows: 'A thesis submitted to the University of Manchester for the degree of Doctor of *[insert degree title]* 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.
- 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/Department.

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

Where a thesis 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 thesis 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 thesis and a page number for each item.

In a multi-volume thesis the contents page in the first volume must show the complete contents of the thesis, 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 thesis contains such lists 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

- i. A **short abstract** of the contents of the thesis must be inserted into the thesis. **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 thesis 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 thesis 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 thesis 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 thesis 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 thesis (including any appendices and/or schedules to this thesis) 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.
- ii.** Copies of this thesis, 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 thesis, for example graphs and tables (“Reproductions”), which may be described in this thesis, 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 thesis, the Copyright and any Intellectual Property and/or Reproductions described in it may take place is available in the University IP Policy (see <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=24420>), in any relevant Thesis restriction declarations deposited in the University Library, the University Library’s regulations (see <http://www.library.manchester.ac.uk/about/regulations/>) and in the University’s policy on Presentation of Theses

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 for External Examiners, giving the candidate’s degree(s) and research experience, even if the latter consists only of the work done for this thesis. This may be untitled or it may be headed ‘Preface’ or ‘The Author’ or similar.

6.3 COVID-19 Impact Statements (not compulsory)

- a. PGRs who wish to make their Examiners aware of the impact COVID-19 has had on their research plans and thesis may include an Impact Statement for consideration during the examination process.
- b. The COVID-19 Impact Statement should be included in the examination and/or resubmission thesis immediately before the title page (it should be removed from the final version of the thesis post-examination).
- c. The Impact Statement should include the following information:

- i. Details on how disruption caused by COVID-19 has impacted the research (for example, an inability to collect/analyse data as a result of travel restrictions/restricted access to labs/additional caring and health responsibilities - 500 words maximum);
 - ii. A description of how the planned work would have fitted within the thesis' narrative (e.g. through method development, development of analytical skills or advancement of hypotheses - 500 words maximum);
 - iii. A summary of any decisions / actions taken to mitigate for any work or data collection/analyses that were prevented by COVID-19 (500 words maximum).
- d. PGRs are encouraged to discuss the statement with their supervisory team before submitting the statement alongside the thesis.

7 BINDING AND PRESENTATION

7.1 In addition to the electronic submission, the University requires two printed copies of the thesis (three for the EngD programme) **for examination** of doctoral and MPhil theses. Final versions of theses, post examination, should only be submitted in electronic format; a print submission is not required. All theses which are submitted for examination or resubmitted for re-examination still require paper copies to be submitted (more information can be found in the [resubmission and re-examination policy](#)). 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 theses are listed below. ***Theses 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 thesis 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 thesis 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 thesis is thicker than approximately 6cm - if it is greater than this, it is recommended that the thesis 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

PhD (OR: PhD Thesis) <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>
--	--	--	-----------------------------------

Back Cover

The forename(s) and surname/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 theses (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 thesis.**

7.5 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. Once examination of the thesis has been completed candidates must submit an electronic copy of their final thesis only if the Examiners have recommended A(i).

Candidates recommended A(ii) must only submit their final electronic thesis after their corrections have been approved by the Internal Examiner.

- 7.6** 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.
- 7.7** Submission of the final electronic thesis must be identical in content (apart from any corrections required by the Examiners) to the theses previously submitted for examination.
- 7.8** **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 **has acknowledged receipt of the electronic copy of the final thesis.**

8. LIBRARY ACCESS/RESTRICTION

- 8.1.** ALL electronic submitted theses are deposited in the University of Manchester's institutional repository via the eThesis Submission System.
- 8.2.** Electronic copies of the successful thesis will be retained by the University for use as applicable. Access to theses is subject to the user agreeing to a copyright undertaking.
- 8.3.** The author of the thesis is expected to make the thesis 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 eThesis is set as part of the student declaration during electronic submission of the first 'examination' version of the thesis.
- 8.4.** If it is considered that because of some exceptional circumstances, access to the final thesis should be embargoed or restricted in some way, the student must indicate this at the point of examination submission. All access settings will be subject to the final approval of the supervisor.
- 8.5.** Students funded (partially or fully) via one of the [RCUK](#) Research Councils are required as part of the [terms and conditions of the grant](#) to make a full text version of the thesis available within the Institutions repository within a maximum of 12 months following award. If there is a formal IP/Copyright contract in place with an additional external

sponsor or collaborator this will take precedence and the thesis may be lodged in the University of Manchester's Institutional Repository with closed or restricted access.

- 8.6.** The University reserves the right to restrict access to a thesis 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.
- 8.7.** Schools must develop contingency plans in the event of technical difficulties for the submission of theses in accordance with the [University's policy on eAssessment](#)

9. JOURNAL FORMAT THESES

- 9.1** The Journal Format thesis allows a postgraduate Doctoral or MPhil student to incorporate sections that are in a format suitable for submission for publication in a peer-reviewed journal. Apart from the inclusion of such materials, the journal format thesis must conform to the same standards expected for a standard thesis and candidates should follow the guidance detailed in this document.
- 9.2** Materials included in the journal format thesis may include those which are solely and/or partly authored by the student and may be already published, accepted for publication, submitted for publication in externally refereed contexts such as journals and conference proceedings or in a format which is suitable for publication.
- 9.3** The thesis should remain an original contribution to the field of research by the student, regardless of the form of the thesis. The student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to the publications presented. A significant proportion of the researched materials should be derived from original research undertaken after the date the student initially registered with this University.
- 9.4** Any candidate wishing to submit their thesis in journal format should discuss their intention with their supervisor. Depending on how the research develops and the analysis of data there is flexibility on when students have to make the decision regarding the type of submission but it may not be until the end of year two or three for full time students and the end of year four or five for part time students. The student should then declare their intention on thesis format on the Notice of Submission form.

- 9.5** The number of publications included in the journal format thesis may vary according to the discipline and is not prescribed, but should reflect the quantity, quality and originality of research and analysis expected of a candidate submitting a standard thesis. There is no upper limit, but three to five papers or equivalent results chapters is typical. Students should also speak to their Faculty/ School about any discipline-specific guidance and consult with their main supervisor for advice.
- 9.6** The work must constitute a body of publication tending towards a coherent and continuous thesis, rather than a series of disconnected publications. As such, any publications should be adapted and integrated within the structure of the thesis. Any sections of the thesis which are published or in publishable format should be clearly identified.
- 9.7** It is recommended that separate versions of the paper be inserted and that the pagination sequence should flow throughout the thesis rather than inserting pre-prints. Ideally, to ease readability, figures/tables and accompanying legends should be included at the appropriate point in the text of the papers, and not at the end of the text as would be typical for a manuscript submitted for publication.
- 9.8** Where this is not possible, the thesis may include copies or offprints of journal articles, book chapters etc., which already have page numbers. The pages of the publications themselves should **not** be included in the pagination sequence of the submission. Candidates should insert a sheet of A4 before each publication on which is displayed the publication number, publication title, and the page number of the thesis. For example, if the publications section starts on p75, insert an A4 sheet before the first publication on which is printed the name and number of the publication and p75. The first publication will then follow, with its own pagination. Before the second publication insert another A4 sheet on which is printed the name and number of the second publication and p76, and so on.
- 9.9** Any work submitted within the journal format thesis must be substantially different from any work which may have previously been submitted by the student for any degree at this or any other institution.
- 9.10** It is essential that the journal format thesis includes detailed and critical analysis of the work and methods used, since sections formatted for publication / dissemination may not already include this level of detail. The structure of the journal format thesis should include the following:

- All required pages detailed in section 4 of this document
- Rationale for submitting the thesis in a journal format and an account of how the thesis format has been constructed
- Context of the research which should incorporate sections / chapters defining the rationale of the investigation and the strategy employed during the research as demonstrated in the thesis
- Review of previous research including sections summarising and synthesising previous research in the field of investigation
- Methodology detailing the methods employed during the research and a detailed critical analysis of those methods and the information they provided
- Presentation of results and their analysis in a format suitable for presentation in a peer-reviewed journal and/or in conventional thesis chapters as in the standard PhD thesis
- Summary / conclusion drawing together the various outcomes of the work into a coherent synthesis and indicating directions for future work
- References and appendices should be included as in the standard PhD thesis

9.11 The incorporation of publication-style chapters in the thesis will inevitably lead to some duplication since each publication-style chapter will have self-contained components that will overlap with parts of the other sections of the thesis. As a result, such a thesis might well be expected to be longer than a standard doctoral/MPhil thesis on the same topic. The maximum length of the journal format doctoral thesis should not normally exceed 90,000 words of main text, including footnotes and endnotes. The maximum length of the journal format MPhil/Professional Doctorate thesis should not normally exceed 60,000 words of main text, including footnotes and endnotes

9.12 As with the standard Doctoral/MPhil thesis, Examiners should satisfy themselves that the journal format thesis meets the requirements of the doctoral degree as prescribed in the appropriate regulations and policies. The fact that a thesis contains material that has been published or accepted for publication does not guarantee that the

Examiner will recommend the award for which the candidate is being examined.

- 9.13** A supplementary document on 'Guiding principles for students and staff on journal format theses' is available on the [Code of Practice website](#).

10. PRACTICE-BASED RESEARCH

- 10.1** The practice-based PhD degree allows candidates to request permission to submit material for assessment in a media other than that described in the standard PhD thesis or journal format thesis guidelines. The practice-based PhD is distinguished from other doctoral degrees in that a major element of the submission is an original creative work or words, which has been created by the candidate specifically for the submission of the award. Apart from the inclusion of such materials, the practice-based thesis must conform to the same standards expected for a standard PhD thesis and candidates should follow the guidance detailed in this document.
- 10.2** In the same way as a traditional PhD thesis, the submission must make a significant contribution to original knowledge and understanding of the field and the student must demonstrate a critical knowledge of the research methods appropriate to the discipline.
- 10.3** The student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to the research presented.
- 10.4** Any candidate wishing to submit a practice-based PhD, who is not already registered on a practice-based PhD programme, must first prepare a written request, which includes giving an outline of the proposed research structure, providing academic justification for the change in thesis presentation and permission from their supervisor and submit this to the appropriate faculty/school graduate office for consideration by the Faculty's postgraduate research degrees panel or equivalent. This request must be submitted before the end of year one for full time students and the end of year two for part time students. The request should specify why the practice-based format is more appropriate for the research project demonstrating how they will take full advantage of the creative and/or practical element and should contain the following information:

- PhD title

- Candidate start date
- Candidate expected end date
- Main Supervisor
- Co-Supervisor
- Advisor
- School
- Proposed balance of written and practical components to be submitted
- Further details about any practical submission i.e. what form it will take, how it will meet the University's practice-based PhD requirements outlined in section 10
- Proposed arrangements for the assessment of the submission including examiners, criteria to be used, where the oral will take place
- Any issues about specific needs for supporting the student due to the nature of the research etc – impact on skills training requirements, Supervisory requirements etc
- Detailed information about how the practical component will be supervised

10.5 Any work submitted for the practice-based PhD degree must be substantially different from any work which may have previously been submitted by the student for any degree at this or any other institution.

10.6 The submission as a whole will comprise a thesis of between 20,000-50,000 words and an appropriate practical component (where a programme has a different word limit this will be stated in the Faculty/School handbook). Candidates submit print and electronic versions of this thesis. The length of the written element should be determined by the nature of the research. Decisions about the balance of the written and practical component must be made by the end of the first year of the degree for full time candidates, and the end of the second year of the degree for part time candidates. This decision should be made by the supervisor and the student, in accordance with these principles and recorded in writing and forwarded to the relevant graduate office for approval.

10.7 Students who are on a programme of study which is exempt from electronic submission (e.g. PhD Composition) should submit two copies of their final hard-bound thesis with one copy to be held in the library.

10.8 The student will be expected through their submission as a whole to establish a methodology and a thesis that will demonstrate the link between their theoretical and practical investigations and conclusions.

10.9 As with the standard doctoral thesis, Examiners should satisfy themselves that the practice-based submission meets the requirements of the doctoral degree as prescribed in the appropriate regulations and policies. The assessment of the balance between the written and practical submissions will form part of the Examiners' remit. It is at each Examiners discretion to satisfy themselves that the balance between the word limit of the thesis and the submitted practical component is appropriate for each candidate.

10.10 In order to allow the Examiners to properly consider the submission as a whole the practical component will be submitted to the Examiners at the same time that the written thesis is submitted. As with a standard PhD, an oral examination of the whole submission will be required.

10.11 If necessary, the Examiners can require the correction or revision and resubmission of either the practical element or the written element or both, in accordance with University regulations.

10.12 Candidates should refer to the Faculty/School Graduate Offices in the appropriate School or Faculty listed below for detailed guidance on the specific requirements for thesis submission in these disciplines:

Postgraduate Degree	Research	School / Faculty
MPhil in Ethnographic Documentary		School of Social Sciences, Faculty of Humanities
MPhil in Visual Anthropology		School of Social Sciences, Faculty of Humanities
PhD in Social Anthropology with Visual Media		School of Social Sciences, Faculty of Humanities
Practice PhD (Drama)		School of Arts, Languages and Cultures, Faculty of Humanities
PhD in Composition		School of Arts, Languages and Cultures, Faculty of Humanities
PhD in Creative Writing		School of Arts, Languages and Cultures, Faculty of Humanities
MPhil in Composition		School of Arts, Languages and Cultures, Faculty of Humanities
PhD in Composition		School of Arts, Languages and Cultures, Faculty of Humanities

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

APPENDIX 2: SAMPLE TITLE PAGE

TITLE OF THESIS

A thesis submitted to The University of Manchester for the degree of
Doctor of Philosophy
in the Faculty of

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

**CANDIDATE'S NAME
(full forename, middle initial, full surname)**

CANDIDATE'S SCHOOL/DIVISION/DEPARTMENT

Faculty names:

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

APPENDIX 3: THESIS 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 theses.

If any section is missing, out of order or not correct the thesis 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 thesis 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		
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"/>

Document control box	
Policy / Procedure title:	Presentation of Theses Policy (PGR)
Date updated:	July 2020
Approving body:	MDC
Version:	7
Supersedes:	April 2019
Previous review dates:	Sep 2007, Nov 2008, Feb 2013, Jun 2014, June 2017
Next review date:	June 2022
Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	
Related policies:	
Related procedures:	
Related guidance and or codes of practice:	
Policy owner:	Graduate Education (Helen Baker)
Lead contact:	Graduate Education (Alexander Hinchliffe)