

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

June 2022

**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 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** MSc by Research Candidates may submit their dissertation 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

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covered by the dissertation. Candidates should refer to section 9 for further guidance on the submission of journal format dissertation.

- 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 is included in the dissertation along with the English translation, only the English translation should be included in the dissertation 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.
- 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. RESEARCH DATA SUBMITTED WITH A DISSERTATION

- 3.1** Research Data should be managed in adherence with the principles and requirements given in the [Research Data Management Policy](#).
- 3.2** Research data to be included as part of a student's final electronic submission can be deposited in the University's supported institutional data repository, [Figshare](#).
- 3.3** Guidance for submitting and sharing research data can be found at:
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=34536>

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.
- 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.

5. FORMATTING

**Policy for the Presentation of Dissertations: Master of Science (MSc) by
Research & Master of Enterprise (MEnt)**

- 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 the dissertation to be printed and bound after submission, it is recommended that 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 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**

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An approved electronically generated cover-page is automatically created as part of the electronic submission but 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>)
- 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 and Department/Division

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

A dissertation which is referred for re-examination must bear the year of **resubmission** on 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.

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

d. OTHER LISTS

**Policy for the Presentation of Dissertations: Master of Science (MSc) by
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Lists of tables, figures, diagrams, photographs, abbreviations etc. If a dissertation contains 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

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

f. LAY ABSTRACT (not compulsory)

A lay abstract may be included 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:

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- 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 they have given The University of Manchester certain rights to use such Copyright, including for administrative purposes.
- 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.

6.3 COVID-19 Impact Statements (not compulsory)

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- a. PGRs who wish to make their examiners aware of the impact COVID-19 has had on their research plans and dissertation may include an Impact Statement for consideration during the examination process.
- b. The COVID-19 Impact Statement should be inserted into the examination and/or resubmission dissertation immediately following the electronically generated cover-page and before the title page (it should be removed from the final version of the dissertation 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 dissertation's 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 dissertation.

7 FINAL SUBMISSION

- 7.1** 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.

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- 7.2** 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.
- 7.3** 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.** All electronic submitted dissertations are deposited in the University of Manchester's institutional repository via the eThesis Submission System.
- 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](#).

9. JOURNAL FORMAT DISSERTATIONS (MSc by RESEARCH ONLY)

**Policy for the Presentation of Dissertations: Master of Science (MSc) by
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- 9.1** The Journal Format dissertation allows an MSc by Research 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 dissertation must conform to the same standards expected for a standard dissertation and candidates should follow the guidance detailed in this document.
- 9.2** Materials included in the journal format dissertation 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 dissertation should remain an original contribution to the field of research by the student, regardless of the form of the dissertation. The student should use the introductory section of their dissertation 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 dissertation 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 dissertation format on the Notice of Submission form.
- 9.5** The number of publications included in the journal format dissertation 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 dissertation. 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 dissertation, rather than a series of disconnected publications. As such, any publications should be adapted and integrated within the structure of the dissertation. Any

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sections of the dissertation which are published or in publishable format should be clearly identified.

- 9.7** It is recommended that separate versions of the paper be included and that the pagination sequence should flow throughout the dissertation 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 dissertation 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 page before each publication on which is displayed the publication number, publication title, and the page number of the dissertation. For example, if the publications section starts on p75, insert a page before the first publication on which is detailed 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 page on which is detailed the name and number of the second publication and p76, and so on.
- 9.9** Any work submitted within the journal format dissertation 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 dissertation 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 dissertation should include the following:
- All required pages detailed in section 4 of this document
 - Rationale for submitting the dissertation in a journal format and an account of how the dissertation 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 dissertation
 - Review of previous research including sections summarising and synthesising previous research in the field of investigation

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- 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 dissertation chapters as in the standard MSc by Research dissertation
- 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 MSc by Research dissertation

9.11 The incorporation of publication-style chapters in the dissertation 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 dissertation. As a result, such a dissertation might well be expected to be longer than a standard MSc by Research dissertation on the same topic. The maximum length of the journal format MSc by Research dissertation should not normally exceed 90,000 words of main text, including footnotes and endnotes. The maximum length of the journal format MPhil/Professional Doctorate dissertation should not normally exceed 60,000 words of main text, including footnotes and endnotes

9.12 As with the standard Doctoral/MPhil dissertation, Examiners should satisfy themselves that the journal format dissertation meets the requirements of the doctoral degree as prescribed in the appropriate regulations and policies. The fact that a dissertation 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](#).

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 / Department**

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Faculty names:

- 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 the submission they must contact the appropriate Faculty/School Graduate Office for advice.

	<i>please</i> ✓
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	
Declaration	<input type="checkbox"/>
Copyright (this may go on the same page as the Declaration)	<input type="checkbox"/>

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**'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

Document control box	
Policy / Procedure title:	Presentation of Dissertations policy: MSc by Research (MSc) and Master of Enterprise (MEnt)
Date updated:	June 2022
Approving body:	MDCSG
Version:	3 (June 2022)
Supersedes:	July 2020
Previous review dates:	June 2017, July 2020
Next review date:	June 2022
Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	Staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/
Related policies:	Staffnet.manchester.ac.uk/rbe/rdrd/code/
Related procedures:	Staffnet.manchester.ac.uk/rbe/rdrd/code/
Related guidance and or codes of practice:	Staffnet.manchester.ac.uk/rbe/rdrd/code/
Policy owner:	Alex Hinchliffe, Research Degrees and Researcher Development Officer
Lead contact:	Research Degrees and Researcher Development (Alex Hinchliffe)