

- 14.4** For the oral examination, the student should forward onto the Graduate School Office as many identical copies of the glue-bound thesis as there are examiners, and must bring to the oral examination a further identical copy for his/her own use. If under Regulation 17.4 the student has requested his/her supervisor to be present then a further copy shall be provided to them. The theses shall adhere to Regulation 15.6.
- 14.5** Students are required to submit an electronic copy of the final version of the thesis according to the procedure defined by the Graduate School Office.
- 14.6** The submission of the thesis shall be accompanied by a statement on form VIVA DECL, which covers the originality of the work and its compliance with the requirements regarding registration.
- 14.7** It is the right of the student to submit their thesis for examination against the advice of their supervisory team. However, in such circumstances it is likely the University will seek advice from an independent internal assessor prior to dispatching to the examination team. The Director of the Graduate School upon advice from the Faculty Head of Research Students holds the right to decide the thesis is not ready for examination or to allow the thesis, in the case of PhD theses to be examined for MPhil. In such circumstances the student may be given a final opportunity to revise the thesis.
- 14.8** No student shall attempt to contact examiners or potential examiners concerning the examination or concerning any matter which could affect the examination.
- 14.9** After successful completion of all stages of the examination an electronic copy of the thesis shall be submitted to the Graduate School Office in partial fulfilment of the conferment requirements and this shall adhere to all the requirements of Regulation 15.6.
- 14.10** A student must include in the submission the text of any published work produced as part of the programme of work, of which he/she is the author, provided that;
- a) the work is relevant to the submission; and
  - b) the text contains details of the publication.

Reports on work relevant to the submission, which had been carried out before a student's registration for the degree, can be appended to the submission, appropriately annotated, if this is necessary to make the submission complete and understandable.

## **15. Presentation of Thesis**

- 15.1** The thesis must include a statement of the student's objectives and must acknowledge published or other sources of material consulted (including an

appropriate bibliography and/or list of references, in an academically recognised format) and any assistance received.

- 15.2** There must be an abstract (of approximately 300 words) bound into the thesis which provides a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.
- 15.3** With the exception of PhD by Published Works material produced during the MPhil or PhD and already published shall be referred to explicitly in the thesis. If desired, copies of the published material can be bound in with the thesis or attached in some appropriate way. For PhD by Published works Regulation 11.3 i) i) applies.
- 15.4** Theses must normally be submitted in A4 format. The Research Degrees Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format.
- 15.5** The text of the thesis should **not normally exceed** the following length (excluding ancillary data):

PhD

Practice Based Research	40,000 words
Non-Practice Based Research	80,000 words

MPhil

Practice Based Research	20,000 words
Non-Practice Based Research	40,000 words

MA/MSc by Research

Practice Based Research	20,000 words
Non-Practice Based Research	30,000 words

PhD by Published Works

Practice Based Research	10,000 words
Non-Practice Based Research	20,000 words

Exceptionally alternative word lengths may be considered, any changes to those set out above shall be considered by the Director of the Graduate School on behalf of the Research Degrees Committee.

- 15.6** The following requirements must be adhered to in the format of the thesis.
- a) the binding shall be of a fixed type so that pages cannot be removed or replaced. The front and rear boards of the final bound copy shall have sufficient rigidity to support the weight of the work when standing upright. A spiral bound document **will not** be accepted;

- b) for examination the front cover may be in any colour and shall bear the title of the work in at least 24pt type. The name and initials of the student, the qualification and the year of submission shall also be shown on the front board. The same information (excluding the title of the work) shall be shown on the spine of the work on the final bound copy;
- c) copies of the thesis shall be presented in a permanent and legible form either in typescript or print. Where copies are produced by photocopying, these must be of a permanent nature;
- d) a student can opt to print text on both sides of the paper provided that the paper is of sufficient weight to ensure that the text is perfectly legible;
- e) the recommended standard for page margins is as follows:
 

Left Margin:	4cm	Right Margin:	2cm
Top Margin:	2cm	Bottom Margin:	4cm
- f) double or one-and-a-half spacing must be used in typescript except for indented quotations or footnotes where single spacing can be used. A further half space must be allowed between paragraphs;
- g) pages shall be numbered consecutively throughout the thesis, including any appendices, photographs, and/or diagrams which are included as whole pages;
- h) the title page shall give the following information:
  - i) the full title of the thesis; this must be the title approved when examination arrangements were made unless subsequently approved by the Director of the Graduate School and the Faculty Head of Research Students;
  - ii) the full name of the author;
  - iii) the award for which the thesis is submitted in partial fulfilment of its requirements;
  - iv) that the degree is awarded by De Montfort University;
  - v) sponsor of research where appropriate and Collaborating Establishment, if any;
  - vi) the month and year of submission;
  - vii) the number of volumes, if more than one.

- i) theses must be submitted in glue bound binding for the purposes of the oral examination. The final thesis is required to be submitted electronically.

**15.7** The electronic copy of the thesis will be submitted to the Institutional Repository in the University Library.

**15.8** Where the University has agreed that the confidential nature of the student's work is such as to preclude the thesis being made freely available in the library of the University or sponsoring establishment for an agreed period as identified on the Registration Form (and collaborating establishment, if any) then the electronic thesis shall, immediately on the completion of the programme of work, be held confidentially within the institution. After this period the thesis will be kept in the Institutional Repository in the University Library.

## **16. Selection and Appointment of Examiners and Examiners' Duties**

**16.1** A student for a research degree shall be examined by the external and internal examiners appointed for that purpose by the Faculty Head of Research Students and the Director of the Graduate School on the nomination of the Supervision team. There shall be at least one external examiner and one internal examiner. An external examiner shall be external to and independent of the University and of a Collaborating Establishment. An internal examiner shall be a member of the staff of the University, which can in exceptional cases include members with emeritus status.

**16.2** The University prohibits direct teaching, examining or supervising of one family member by another. Whilst there is an expectation that the member of staff will ensure the University is aware of any such cases, students also have a responsibility to inform their Faculty Head of Research Students or Faculty Head of Research if this situation arises.

If a student is aware that any member of their family is, or becomes, a member of Professional Services (i.e. non-academic) staff they must inform the Director of Student and Academic Services who will ensure appropriate measures are in place to protect confidentiality and integrity of data.

**16.3** The application for approval of examination arrangements should be submitted for consideration by the Faculty Head of Research Students and the Director of the Graduate School at least three months prior to submission of the thesis.

Examinations which do not take place within eighteen months of the date approved by the Faculty Head of Research Students and the Director of the Graduate School will require, either,

- a) confirmation by the First Supervisor (or nominee) that the examination team remain valid, or