

## **14. Submission of Thesis and Any Other Work**

**14.1** The thesis must be presented in accordance with the requirements of Regulation 15.

**14.2** It is the responsibility of the student to ensure that the thesis and/or any other work is submitted to the Graduate School within the maximum period permitted to the student under Regulation 7.1.

**14.3** The thesis must be the result of the student's own work. The requirement does not preclude a student obtaining limited assistance with proof reading. When such help is obtained it must be with the prior approval of the supervisor who must be satisfied that the spirit of the 'own work' requirement is not breached.

If a student employed a professional proof-reader for their research thesis the following definition applies:

The role of a proof-reader of a thesis is to ensure that the meaning of the text is not misrepresented due to the quality and standard of the English used. A proof-reader must not:

- change the text of the thesis to clarify or develop an argument;
- reduce the length of the thesis;
- assist with academic referencing;
- correct factual information;
- or translate the thesis into English.

A proof-reader may correct spelling, grammar and punctuation accuracy.

If a student obtains the assistance of a proof-reader for the thesis, a statement must be included in the thesis declaring editorial assistance was used.

**14.4** For the oral examination, the student should forward onto the Graduate School 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. In addition, the student must submit an electronic copy of the thesis (identical to the printed copy) for analysis using Turnitin according to the procedure defined by the Graduate School within 3 days of submitting the printed copies.

**14.6** The submission of the thesis shall be accompanied by the submission of the Student Declaration Form in myResearch, 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 or equivalent role 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 final version of the thesis must be submitted to the Graduate School 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 presentation of a research degree thesis may be made by one of the following routes:
- a) a conventional dissertation, comprising individual chapters that are not in a previously published form
  - b) papers of publishable standard accompanied by a critical and theoretical narrative, as further defined in Regulation 11.2 as PhD by Concurrent Publication
  - c) a substantial body of original creative work, appropriately presented or evidenced, together with a written thesis contextualising the work within an academic framework (as practice-based research)