



University of Essex

Policy on Thesis Submission, Deposit and Retention

University of Essex, Postgraduate
Research Education

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Publication date:	1 August 2021
Version:	1.0

Table of contents

1. Notice of Intention to Submit (Approval of Title).....	3
2. Thesis Submission	3
3. Thesis Deposit.....	4
4. Post Upload Erratum and Redaction.....	4
5. Retention.....	4
Appendix A	5
Presentation of Thesis for Examination.....	5

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Policy on Thesis Submission, Deposit and Retention

1. Notice of Intention to Submit (Approval of Title)

Students are required to give the Postgraduate Research Education Team at least three months' notice of their intention to submit their thesis. The [Approval of Title form](#) is required by the PGRE Team to commence the appointment of examiners process. If the Approval of Title form is not submitted **at least three months prior to submission** there may be delays in the appointment of examiners which is likely to delay the examination process.

Students will be sent their *RD1: Submission form for a thesis to be presented for a Research Degree* by email, following title approval.

2. Thesis Submission

Please keep this document for reference, guidance on presentation of the thesis for submission can be found in [Appendix A](#). Please read this document carefully as incorrect theses may not be accepted, which could lead to a delay in your examination process. Please read 'dissertation' for 'thesis' if you are a candidate for the degree of MSc or MA by Dissertation.

2.1 Thesis Submission Pre-Examination

All candidates for Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit their thesis electronically in PDF format for examination.

The thesis should be contained within one document, not divided into separate PDF files. The file should be emailed to the Postgraduate Research Team via pgsubmission@essex.ac.uk.

All registration fees and debts must be paid before the thesis can be accepted for submission.

2.2 Thesis Submission Following a Period of Corrections

Following an outcome of the examination which requires minor or major corrections to the thesis, the candidate is required to submit their revised thesis to their Internal Examiner for consideration in the format requested by the Internal Examiner. The candidate must email the Postgraduate Research Education Team to notify them that they have submitted their revised thesis to the Internal Examiner by the communicated deadline, so that the examination record can be updated.

2.3 Thesis Submission Following a Referral Period

Following an outcome of the examination which requires a referral period, the candidate should submit their revised thesis in accordance with 2.1 of this Policy alongside their resubmission (RD1) form by the date stipulated in their examination outcome email from the Postgraduate Research Education Team.

2.4 Thesis Submission For Award

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the [research repository](#). The candidate must submit their thesis to the online research repository within **two weeks** of the outcome email being sent by the Postgraduate Research Education Team. After this time their registration as a student will cease. Following the receipt of this deposit, and upon

confirmation that any required taught elements have been completed, the candidate will be awarded their postgraduate research degree.

3. Thesis Deposit

Detailed [thesis deposit instructions](#) to the repository can be found on the website.

Students wishing to place a restriction on their thesis must do so in writing, prior to submission of their thesis, to: repository@essex.ac.uk. Further information regarding restrictions can be found on the [thesis deposit](#) webpage.

When depositing your thesis in the online repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement.

Students are required to upload to the repository the same version of the thesis as that which was examined at the viva. If the viva outcome requires corrections to be made to the thesis, students are required to upload to the Repository the final version of the thesis containing the required corrections, which has been approved by the internal examiner.

4. Post Upload Erratum and Redaction

Students wishing to correct errors found within their thesis once it has been examined and submitted to the Repository, should request an erratum by completing the [Erratum/Redaction Request form](#) within five years of publication by the Repository. Section one of the form should feature the erratum; section two of the form should outline the justification for the requirement to request the erratum. Once complete, the form should be submitted to the PGRE Team (pgresearch@essex.ac.uk).

The PGRE Team will seek approval for the publication of the erratum from the internal examiner (in certain circumstances, the internal examiner may deem it necessary to seek the advice of the external examiner before making a decision). In instances where the internal examiner has ceased being a member of the University, the PGRE Team will work with the relevant Department in order to identify an appropriate person to assess the erratum request.

If approval is granted, the PGRE Team will forward the erratum to the Repository, for it to sit alongside the original Thesis. In most circumstances, only one erratum can be requested per thesis.

Students wishing to redact a section of their thesis post upload should complete the [Erratum/Redaction Request form](#) which will be considered by the relevant Faculty Dean. The Faculty Dean in certain circumstances may seek advice from the internal examiner or students supervisor. If approval is granted, the PGRE Team will notify the Repository, who will redact the relevant section of text from the thesis, and upload the new version.

5. Retention

Your thesis will be made open access when deposited in the online [Research Repository](#).

The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Presentation of Thesis for Examination

Title Page The layout of this page should be to the following pattern:

A time-series analysis of Shakespeare's metrical psalms

A.N. Other

A thesis submitted for the degree of

Department/School of

University of Essex

Date of submission for examination (month and year)
Or Date of resubmission for examination (if applicable)

File type

The completed thesis should be saved in PDF format. Once saved, please review the file to ensure all pages are displayed correctly.

Page Layout

- Double line spacing should be used for everything except quotations, footnotes, captions to plates etc.
- It is desirable to leave 2.5cm margins at the top and bottom of the page.
- The best position for the page number is at the top right 1.3cm below the top edge.
- The fonts of Ariel or Times New Roman should be used throughout the main body of the thesis, in the size of no less than 12 and no greater than 14

Illustrations (Graphs, diagrams, plates, computer printout etc.)

Illustrations embedded within the thesis should be formatted, numbered and titled accordingly:

- a) Illustration upright - Caption at the bottom, Illustration number immediately above the illustration.
- b) Illustration sideways - Caption at right-hand side with Illustration number above it.

Numbers for graphs, diagrams and maps are best located in the bottom right hand corner.

Word Count

Course	Word Count*
PhD	80,000
Professional Doctorate	40,000
MD	65,000
MPhil	50,000
MA/MSC by dissertation	30,000

*In all cases including quotations but excluding appendices table of contents/figures, abstract, acknowledgements, references, bibliography and footnotes (as long as the latter do not contain substantive argument). Please note these are word limits not targets.

Each copy of the thesis should contain a **summary** or **abstract** not exceeding 300 words.

Copyright

Ahead of submission of your thesis, we ask that you consider the copyright information, which outlines details of provisions for the use of copyright material in digital theses.

Appendices

Appendices should be submitted within the same file as the main theses, unless the content is such that this is not possible (media files for example). The contents of appendices should not contain substantive argument/evidence, and not be used to store parts of the main body of the thesis. This is important to observe, as there is no requirement for examiners to view or read appendices. If you do require the submission of separate appendices, please email pqresearch@essex.ac.uk, and they will provide you with the required Box file link.

Title	University of Essex - Policy on Thesis Submission, Deposit and Retention
Version number	1.0
Policy Manager	Laura Ruddick, Senior Progress Manager
Section	Postgraduate Research Education, Academic Services
Policy owner	Laura Ruddick, Senior Progress Manager
Approved by	Senate
Date of approval	July 2021
Effective date	1 October 2021
Frequency of review	Bi-annual
Date of last review	June 2021
Date of next review	June 2022
Document status	Published
Document classification	Public
Reporting required	Not applicable
Questions and queries	pgresearch@essex.ac.uk
Related policies	<ul style="list-style-type: none"> ■ University Regulations ■ The Code of Practice for Postgraduate Research Degrees (.pdf) ■ The Code of Practice for Professional Doctorates(.pdf) ■ Appointment of an Independent Chair (.pdf) ■ Dual and Joint Research Awards (.pdf) ■ Conduct of Research Degree Vivas (.pdf) ■ Guidance Notes for Submitting a Thesis as a Series of Papers (.pdf) ■ Progress and Appeals Procedures for Research Degree Students (.pdf) ■ Thesis Submission, Deposit and Retention (.pdf) ■ Thesis Deposit ■ Research Thesis deposit instructions (.pdf) ■ Erratum/Redaction Request form (.docx) ■ Approval of Title form (.docx)
Supersedes	Policy on Thesis Submission, Deposit and Retention 2020-21

Superseded by	Not applicable
Stakeholders	Pro-Vice-Chancellor (Education); Pro-Vice-Chancellor (Research); Dean, Postgraduate Research and Education; Faculty Deans Postgraduate; Heads of Department; Graduate Directors; Graduate Administrators; PGR Students; Postgraduate Research Education Team
Stakeholder role	Not applicable
If you require this document in an alternative format, such as braille, please contact <u>Laura Ruddick, Senior Progress Manager</u> .	