Policy on Thesis Submission, Deposit and Retention
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 ............................................................................................................................ 5
   Appendix A ......................................................................................................................... 6
   Presentation of Thesis for Examination .............................................................................. 6
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 two copies of their thesis for examination. Candidates being examined as staff must submit three copies of their thesis for examination.

The copies of your theses should be submitted for examination in an unbound format, however, they must be adequately secured (for example in spring-back binders or comb binding and not in ring binders or lever arch box files). The binding must not be overfilled and to avoid any risk of them opening and jeopardising examination, the thesis should be split into two sections, if required.

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

You should submit to the Silberrad Student Centre:

Two copies of the thesis or dissertation.
A submission form (RD1) completed and signed by yourself.

You are strongly advised to retain one good copy of the thesis or dissertation yourself.
All soft bound theses should be submitted to:
Student Information Desk
Silberrad Centre
University of Essex
Wivenhoe Park
Colchester
Essex CO4 3SQ

Please note that you must provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version.

All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva.
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 Deputy Dean. The Deputy 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.
Appendix A

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)
Paper
Use standard Continental A4 white. The original typescript should be on good bond paper and all copies on good quality copy paper. Good quality photocopies are also accepted. Candidates are asked to check each photocopied page to ensure that the copy print is clear.

Page Layout
- Candidates may print on both sides of the paper (double-sided printing)
- Double line spacing should be used for everything except quotations, footnotes, captions to plates etc.
- Where double-sided printing is used, both the left hand and right hand margins must be at least 3.2cm (this is the binding margin).
- Where single-sided printing is used, only the left hand margin must be at least 3.2cm (this is the binding margin). It is desirable to leave about 1.3cm at the outer edge of the page.
- When photographs are mounted the binding margin must be increased to 3.8cm.
- 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.

Photographs
Full page photographs are best on single weight printing paper, preferably not glazed. Double weight paper cannot be oversewn but must be hinged, which will increase the cost of binding. Small photographs are best mounted on cartridge paper, which is of the correct weight and offers some absorption to the adhesive used. Failing this, all photographs should be mounted on good bond paper even for the copies of the thesis. Coloured photographs should be mounted only by means of photographic corners. The use of adhesive may alter the colours.

Plate captions and margins
a) Plate upright - Caption at bottom, plate number immediately above.
   b) Plate sideways - Caption at right-hand side with plate number above it.

If the plate is to face the text, binding margin must be at the right-hand edge but if the plate is to face blank verso of previous page then the binding margin must be at the left.

Graphs, diagrams, computer printout etc.
Page-size graphs should be treated in the same way as plates with regard to numbering, captions and margins.

Joining and folding of oversize plates, graphs etc. should be left to the binder.

Large maps and diagrams are unsuitable for binding in the text. If they can be folded so that their overall dimensions do not exceed 28cm x 17.7cm and their total thickness is not more than one third of the thesis then they can be accommodated in a pocket attached to the inside back cover. Failing this, a separate portfolio will be required. Large sheets of computer printout are unsuitable for binding in the text and should be contained in a portfolio.

Good quality photocopies of computer printout may be accepted.

Candidates are asked to check each photocopied page to ensure that the copy print is clear. Numbers for graphs, diagrams and maps are best located in the bottom right hand corner.
Word Count

<table>
<thead>
<tr>
<th>Course</th>
<th>Word Count*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>80,000</td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>40,000</td>
</tr>
<tr>
<td>MD</td>
<td>65,000</td>
</tr>
<tr>
<td>MPhil</td>
<td>50,000</td>
</tr>
<tr>
<td>MA/MSC by dissertation</td>
<td>30,000</td>
</tr>
</tbody>
</table>

*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.

**Appendices**

Submission of appendices in electronic format, such as on a CD-ROM or USB storage device, are permitted provided the contents do not contain substantive argument/evidence, and are not 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 electronic appendices.

The electronic device should be appropriately appended to the thesis copies, and should be accompanied by a note explaining which programme/format has been used (eg Word, Publisher, Photoshop).
<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>University of Essex - Policy on Thesis Submission, Deposit and Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version number</strong></td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Policy Manager</strong></td>
<td>Laura Ruddick, Senior Progress Manager</td>
</tr>
<tr>
<td><strong>Section</strong></td>
<td>Postgraduate Research Education, Academic Services</td>
</tr>
<tr>
<td><strong>Policy owner</strong></td>
<td>Laura Ruddick, Senior Progress Manager</td>
</tr>
<tr>
<td><strong>Approved by</strong></td>
<td>Senate</td>
</tr>
<tr>
<td><strong>Date of approval</strong></td>
<td>July 2019</td>
</tr>
<tr>
<td><strong>Effective date</strong></td>
<td>1 October 2019</td>
</tr>
<tr>
<td><strong>Frequency of review</strong></td>
<td>Bi-annual</td>
</tr>
<tr>
<td><strong>Date of last review</strong></td>
<td>June 2019</td>
</tr>
<tr>
<td><strong>Date of next review</strong></td>
<td>June 2021</td>
</tr>
<tr>
<td><strong>Document status</strong></td>
<td>Published</td>
</tr>
<tr>
<td><strong>Document classification</strong></td>
<td>Public</td>
</tr>
<tr>
<td><strong>Reporting required</strong></td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Questions and queries</strong></td>
<td><a href="mailto:pgresearch@essex.ac.uk">pgresearch@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
| **Related policies** | 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 a Research Degree Viva by Video Link, Skype or an equivalent audio-visual service (.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 2016-17 |
| **Superseded by** | Not applicable |
| **Stakeholders** | Pro-Vice-Chancellor (Education);  
Pro-Vice-Chancellor (Research);  
Dean, Postgraduate Research and Education;  
Deputy Deans (Postgraduate Research Education); |
| Stakeholder role | Not applicable |

If you require this document in an alternative format, such as braille, please contact Laura Ruddick, Senior Progress Manager.