



# Policy on Thesis Submission, Deposit and Retention

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# Policy on Thesis Submission, Deposit and Retention

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

- 1.1. 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.
- 1.2. 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

- 2.1. 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.

### Thesis Submission Pre-Examination

- 2.2. 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.
- 2.3. 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 [pgrsubmission@essex.ac.uk](mailto:pgrsubmission@essex.ac.uk).
- 2.4. All registration fees and debts must be paid before the thesis can be accepted for submission.

### For Candidates first registered before October 2018

- 2.5. The submission deadline of the thesis for examination is at the end of the completion period.

### For candidates first registered from October 2018 onwards

- 2.6. The submission deadline of the thesis for examination is at the end of the standard period of study.

- 2.7. If deemed necessary by the Supervisory Panel and Research Students' Progress Board, a one, two or three -term period of completion may be recommended to the relevant Faculty Dean for approval. In the instance of a one or two-term completion period, the new submission deadline will be at the end of the approved completion period. If a third term of completion is approved, the new submission deadline will be 4 weeks prior to the end of that third term.
- 2.8. Following an outcome of the examination which requires minor or major corrections to the thesis, the candidate is required to submit their revised thesis, showing tracked changes, along with a letter/statement explaining how the corrections have been addressed, to [pgrsubmission@essex.ac.uk](mailto:pgrsubmission@essex.ac.uk).

### **Thesis Submission Following a Referral Period**

- 2.9. 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.

### **Thesis Submission For Award**

- 2.10. 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 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**

- 3.1. Detailed thesis deposit instructions to the Repository can be found on the website.
- 3.2. Candidates wishing to place a restriction on their thesis must complete an Embargo Request form. Further information regarding restrictions can be found on the thesis deposit webpage.
- 3.3. When depositing the thesis in the online repository candidates will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement.
- 3.4. Candidates 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, candidates are required to upload to the Repository the final version of the thesis containing the required corrections, as approved by their examiner(s).

## 4. Post Upload Erratum and Redaction

- 4.1. Candidates 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 (pgreresearch@essex.ac.uk).
- 4.2. 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.
- 4.3. 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.
- 4.4. Candidates 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 candidate's supervisor(s). 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

- 5.1. The thesis will be made open access when deposited in the online Research Repository.
- 5.2. 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)

## 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 Arial 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 [presearch@essex.ac.uk](mailto:presearch@essex.ac.uk), and they will provide you with the required [Box file link](#).



## Document Control Panel

Field	Description
<b>Title</b>	Policy on Thesis submission, deposit and retention
<b>Policy Classification</b>	Policy
<b>Security Classification</b>	Open
<b>Security Rationale</b>	N/A
<b>Policy Manager Role</b>	Senior Postgraduate Research Education Manager
<b>Nominated Contact</b>	pgresearch@essex.ac.uk
<b>Responsible UoE Section</b>	Academic Section
<b>Approval Body</b>	Senate
<b>Signed Off Date</b>	N/A
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If you require this document in an alternative format, such as braille, please contact the nominated contact at [pgresearch@essex.ac.uk](mailto:pgresearch@essex.ac.uk)