University of Essex

STEM Centre

POSTGRADUATE RESEARCH EXAMINATION GUIDE

Measures to mitigate the impact of COVID-19

INTRODUCTION

This document has been created in order to ensure your examination runs as smoothly as possible during this period of uncertainty.

It contains information on measures we have put in place to mitigate the impact of COVID-19 on this crucial part of your Postgraduate Research degree.

You should use this guide in conjunction with the existing PGR Examination guide. Unless otherwise stated in this document, the rest of the examination process will remain as described in that guide.

Although the University of Essex campuses are closed, you should still maintain regular contact with your supervisory team. The administrative team from your department is also still available to offer you support in these final stages of your academic journey.

You can download our Advice and Frequently Asked Questions document for more information. If you have any questions, as always, the Postgraduate Research Education Team is on hand to answer them via email at pgresearch@essex.ac.uk
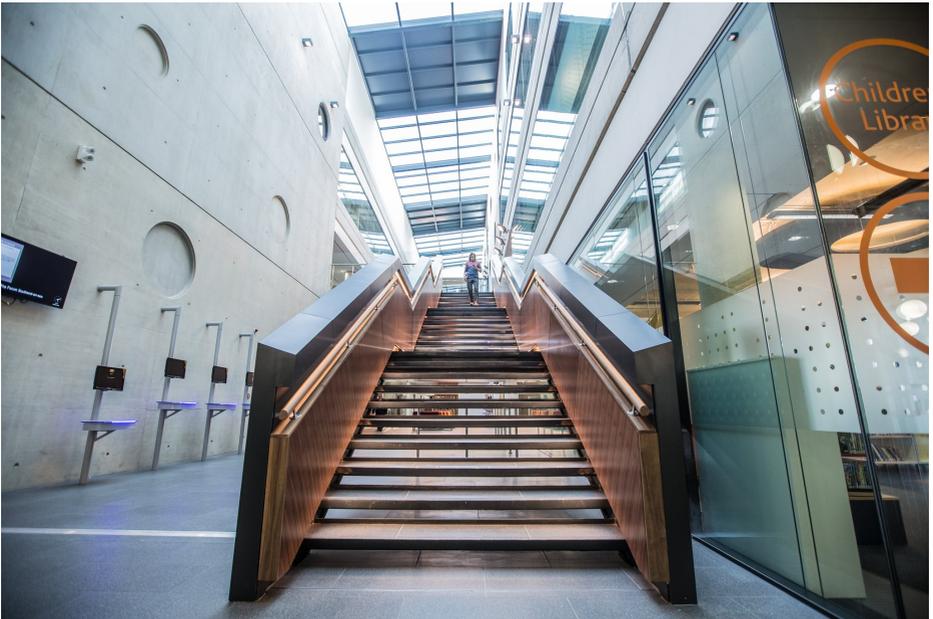
BEFORE SUBMISSION

You will need to make sure your thesis is formatted as follows.

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.
- 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.

The thesis should contain a **summary** or **abstract** not exceeding 300 words.

Appendices

Electronic submission of appendices as separate files 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.

THESIS SUBMISSION

Until further notice, submission of hard-bound thesis copies has been suspended.

You will need to submit your electronic thesis copy in one PDF file by email to pgrsubmission@essex.ac.uk along with your RD1 submission form as a separate document. This must be sent from your University of Essex email address in order for us to verify your identity.

This copy should still be formatted as laid out in the main PGR Examination guide.

If you thesis file is too large to send via email attachment, you should upload it to your personal Box.com folder then create a shareable link by clicking 'share' and then 'enable shared link'. Include the URL in your submission email.

✳ You can convert your thesis to PDF in Microsoft Word. Simply click 'save as' then select PDF from the 'save as type' dropdown

THE VIVA

To ensure that the University of Essex protects its staff and students, in-person vivas will not be taking place until staff are able to return to campus.

Instead, they will take place via video-link using Zoom video conferencing software. Read our online Zoom guide.

No additional attendees will be required and an Independent Chair will not need to be assigned (unless one had already been assigned for another reason).

The administrator from your department / school will be in touch to provide a you with a link to access the Zoom meeting. You will need a PC / laptop with a microphone and webcam.