

## SECTION A9

### THE THESIS

#### Title of the Thesis

- 9.1 The thesis title will be institutionally approved when the RDSC appoints the examiners. Any request to change the title after this point must be made in writing to the RDSC and before the thesis is submitted for the viva.

#### Research Degrees Involving Creative Work

- 9.2 A candidate may undertake a programme of research in which the candidate's own creative work forms a substantive part of the intellectual enquiry. Such creative work may be in any field (for instance, art, design, engineering and technology, architecture, creative writing, musical composition, film, dance and performance), but shall have been undertaken as part of the registered research programme. In such cases, the presentation may be partly in other than written form.
- 9.3 The submission as a whole, creative work and associated commentary/documentation will form the thesis. The commentary, setting the creative work within its relevant theoretical, critical or design context shall conform to the usual scholarly requirements and be of an appropriate length (see Regulation 9.23 below).
- 9.4 For a PhD involving creative writing, the creative component will be volume or book length to suit the particular genre (e.g. novel, collection of poetry or stories, play, biography).
- 9.5 The final submission shall be accompanied by some permanent record of the creative work, to be submitted in digital format (as for example, video, photographic record, CD-ROM, DVD-ROM, musical score, diagrammatic representation).
- 9.6 Where the above conditions apply the research proposal and application for confirmation of registration shall set out the form of the candidate's intended submission and of the proposed methods of assessment for the creative work.

#### Treatment of Scholarly Work

- 9.7 A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts.
- 9.8 The final submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary which set the text in the relevant historical, theoretical or critical context.

#### Submission of the Thesis in a Language Other than English

- 9.9 Permission to present a thesis, and be examined, in a language other than English shall normally be sought at the time of application. Permission shall normally only be given if the subject matter of the thesis involves language and related studies.
- 9.10 Where the need arises to present a thesis and be examined in a language other than English subsequent to registration, approval must be sought from the RDSC.

- 9.11 Where a thesis is presented in a language other than English, a summary in English of a maximum of 1,000 words shall be included in the thesis.

### The Abstract

- 9.12 There shall be an abstract of approximately 300 words on a single page bound into the thesis. The abstract should be single line spaced. The abstract should state the nature and scope of the work undertaken and of the contribution to knowledge in the discipline. The abstract should normally contain four separate paragraphs which shall clearly state:
- what was investigated and why;
  - how the topic was investigated;
  - what was found;
  - what conclusions were drawn from the evidence.

Candidates shall note, however, that there are other models of abstract writing that reflect the specific conventions of individual disciplines.

The Abstract shall conform to the specification in **Annex 2**.

Immediately after, but on the same page as the abstract, the candidate shall identify three to six key words.

### Acknowledgements

- 9.13 The candidate should acknowledge any funding or other support received whilst undertaking their research.

### Source Material – Referencing

- 9.14 All sources referred to in the thesis must be included in the reference list. In some subjects a bibliography may be appropriate.
- 9.15 Anglia Ruskin University would expect candidates to normally use the Harvard Referencing System (or other accepted methods of referencing appropriate to the discipline) for citations and referencing throughout the thesis. However, it is recognised that different disciplines have different conventions. A Guide to the Harvard System of Referencing is available at the following web address: <http://libweb.anglia.ac.uk/referencing/harvard.htm>.

### Presentation of Collaborative Research

- 9.16 Where a candidate's research programme is part of a collaborative group project, the thesis shall indicate clearly each candidate's individual contribution and the extent of the collaboration.

### Inclusion of Published Work

- 9.17 The candidate shall be free to publish material in advance of the thesis but reference shall be made in the thesis to any such work<sup>2</sup>.

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<sup>2</sup> It is acceptable to self-reference elsewhere in the thesis if a published article explores a topic in more detail than is shown in the thesis and it is acceptable to provide a list of published work. It is only the justification of one's own methods using publications that contain one's own methods that we will not accept

## Copyright

- 9.18 Copyright in theses is normally held by the candidate unless an agreement has been made to transfer it, for example to a sponsor.
- 9.19 When a candidate submits a thesis for examination they are required to complete a Thesis Deposit Agreement form. By signing this form they agree that a digital copy of the thesis will be lodged in ARRO (Anglia Ruskin Research Online), in the library of any collaborating institution and in the British Library's collection of UK theses, EthOS.
- 9.20 When a candidate submits a thesis they can request that it is placed under limited access. This may be because of the commercially sensitive or confidential material it contains, or because of the copyright material it contains.
- 9.21 If a candidate includes copyright material belonging to someone else (third party copyright material), in their thesis they will need to assess if permission to include this in the digital version of the thesis is necessary (see separate guidance provided by the Library/Doctoral School).
- 9.22 If a candidate intends to include material in their thesis they have already published they must check if the publisher will permit this.

## Maximum Word Limits

- 9.23 The text of the thesis should not exceed the following length:

<b>Award</b>	<b>Length</b>
MPhil in Science, Engineering	30,000 words
MPhil in Arts, Health, Social Sciences, Medicine, Medical Science and Education	60,000 words
PhD in Science, Engineering	60,000 words
PhD in Arts, Health, Social Sciences, Medicine, Medical Science and Education	80,000 words
MD by Research	50,000 words
Professional Master's	40,000 words
Professional Doctorate	60,000 words

The word lengths detailed above for Professional Master's and Professional Doctorate are for those programmes operating under the regulations approved by the Senate in June 2016 (see Part C (a)). Students on programmes operating under the regulations agreed by the Senate prior to June 2016 should consult Part C (b) for the relevant word lengths.

- 9.24 Applications to exceed these word limits may be made to RDSC. Applications will normally only be considered where the new total falls within the range of plus 10 percent of the word limits given in Regulations 9.23 and 9.26 below.
- 9.25 The abstract, main text, tables and quotations should be included in the maximum word length. Appendices, reference lists and footnotes should not be included in the maximum word length.

9.26 If appropriate to the field of study, and subject to approval by the Faculty Director of Postgraduate Research Students at the start of the Programme, a candidate may submit, for practice based research a portfolio (the creative work) of original artistic or technological work undertaken during his/her period of registration as part of a thesis. The creative work may take the form of, for example, objects, images, films, creative writing, performances, musical compositions, webpages or software, but must be documented or recorded in the portfolio by means appropriate for the purposes of examination. Data not stored in a digital format will be housed by the faculty in a secure location and available to be shared on request and in a timely manner. The submission must include written commentary on the creative work that sets it in its relevant theoretical, historical, critical, or technical context. For such creative work, the written commentary must be no longer than:

for an MPhil      20,000 words

for a PhD      40,000 words.

9.27 The nature of the submission (whether written thesis or creative work accompanied by a commentary) should be specified in the research proposal and also in the application for upgrade/confirmation of registration.

### Formal Requirements for the Thesis

9.28 Examiners can request to be supplied with an electronic copy of the thesis instead of a printed copy. The preference of the examiners will be determined by the Doctoral School at appointment and communicated to the candidate.

9.29 Unless informed otherwise by the Doctoral School, the candidate will submit sufficient copies of the thesis in printed form to supply one for each examiner. An identical digital version – in Word or PDF/A<sup>3</sup> format - must be supplied for the viva Chair. All copies of the thesis must be submitted to the Research Degrees Examination Officer in the Doctoral School. If the thesis falls under the definition of creative work the creative element may be submitted in portfolio or in digital format, as befits the material. The critical commentary will be treated as a thesis in this regard and the procedure regarding examiner preference for format will apply.

9.30 The printed copy of the thesis, must comply with the requirements detailed in 9.30 and 9.31. The printed copy of the theses should be submitted for examination in a temporary bound form such as perfect-binding (perfect-binding is a method of binding single pages by gluing them together on the spine of the document), which is sufficiently secure to ensure that pages cannot be added or removed.

9.31 The following requirements shall be adhered to in the format of all submitted thesis:

(a) The thesis shall normally be in A4 format; the RDSC may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format. Special arrangements may be needed for those candidates with a declared disability and may be made in accordance with the Summary of Reasonable Adjustments;

(b) The size of character used in the main text, including displayed matter and notes, shall be Arial 11 or Times New Roman 12 font unless RDSC has given permission for another font to be used;

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<sup>3</sup> PDF/A is a version of the Portable Document Format (PDF) specialised for the digital preservation of electronic documents. PDF/A differs from standard PDF in that it removes from the document those features ill-suited to long-term archiving

- (c) Double or one-and-a-half spacing shall be used in the typescript except for the abstract, indented quotations and footnotes where single spacing may be used;
- (d) Pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- (e) The title page shall follow both the content and layout given in the specimen title page in **Annex 2**;
- (f) Between the title page and the first page of text a candidate must include:
  1. an acknowledgements page, numbered with Roman numerals as (i)
  2. the abstract, numbered page as (ii)
  3. a Table of Contents, whose pages are numbered with Roman numerals sequentially from (iii)
  4. the Table of Contents should show those parts and/or chapters and sections into which the work is divided. This should be followed by lists, with their respective page numbers, of tables and other appropriate supporting details in the order shown below:
 

List of Diagrams	)	
List of Figures	)	
List of Tables	)	Numbered
Notation	)	sequentially
Chronology of Events	)	in Roman
Supplementary materials	)	numerals
References	)	
List of Appendices	)	
  5. copyright declaration
- (g) start of main text;
- (h) following the main text - references, bibliography and appendices.

9.32 For the printed copy supplied to the examiners, the following additional requirements shall be adhered to in the format of the submitted thesis:

- (a) Copies of the thesis shall be presented in a permanent and legible form either in typescript or print;
- (b) The thesis shall be printed on one side of the page only; the paper shall be white and within the range 70 g/m<sup>2</sup> to 100 g/m<sup>2</sup>;
- (c) The margin at the left-hand edge of the page shall not be less than 40mm; other margins shall not be less than 15mm.

### Final Version of the Thesis

9.33 Following examination and the incorporation of any amendments which the examiners require, the candidate will submit a final version in PDF/A format for the Anglia Ruskin University institutional repository. This copy will be:

- (a) Submitted within one calendar month of the date on the letter confirming the award;
- (b) Accompanied by the completed Thesis Deposit Agreement Form which confirms agreement for the thesis to be published in the institutional repository and for it to be 'harvested' from there by the British Library for inclusion in their British universities theses database, EThOS (Electronic Theses Online Service).

9.34 Once the thesis is deposited digitally the copyright agreement in the Thesis Deposit Agreement Form will come into effect.

Confidentiality (see also Regulation 10.9 below)

9.35 Where a candidate or Anglia Ruskin University wishes the thesis to remain confidential application shall normally be made to the RDSC at the time of seeking approval of the examiners. In cases where the need for confidentiality emerges at some other stage, a special application for the thesis to remain confidential must be made to the RDSC. While the normal maximum period of confidentiality is two years from the date of oral examination, in exceptional circumstances the RDSC may approve a longer period. Where a shorter period would be adequate the RDSC shall not automatically grant confidentiality for two years.

9.36 Where the confidential nature of the candidate's work is such as to preclude the thesis being made freely available in Anglia Ruskin University Library, collaborating establishment or Associate Colleges the thesis shall be retained by Anglia Ruskin University on restricted access and, shall only be made available to those who were directly involved in the project.

9.37 The RDSC shall normally only approve an application for confidentiality in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A thesis shall not be restricted in this way in order to protect research leads.