

Presentation of Dissertations for the Degree of Masters (excluding MPhil): Statement of Procedures

[TQA Manual - Introduction and Contents](#)

- 1 Candidates should submit their dissertations to their tutor or College Office, together with the relevant submission form that is available from their College Office or partner institution ([see Annex A for an example form](#)).
- 2 Dissertations should be submitted in accordance with any particular requirement relating to dates of submission stipulated for the programme of study concerned and candidates should check these with their Programme Director or Module Co-ordinator. Because of the pressure on examiners, candidates hoping to have the degree conferred at a Congregation are advised to submit 3 months prior to the date of the Congregation.
- 3 Every effort is made to expedite the examining of dissertations, but no undertaking can be given that the process can be completed within a particular period of time.
- 4 When the dissertation result has been received and confirmed by the Board of Examiners, the College will submit an Awards List to the Postgraduate Administration Office which will be submitted by the Dean of the Faculty to the next meeting of the Vice Chancellor's Executive Group which has been empowered by Senate to award degrees.
- 5 Official notification of the result is sent to the candidate following the relevant Board of Examiners.
- 6 Presentation
 - 6.1 Candidates for taught Masters degrees are required to submit to their College two printed or type-written copies fully bound in hard covers, or in comb- or channel-binding, of which one shall become the property of the University. Candidates will be expected to keep an extra copy for their own use should they be called for a *viva voce* examination.
 - 6.2 All dissertations must include an abstract of approximately 300 words bound in with each copy and placed so as to follow the title page.
 - 6.3 Candidates may not include in their dissertation material for which a degree has been previously conferred upon them, and any material which is not the

candidate's own work must be clearly identified.

- 6.4 Candidates must not plagiarise the work of other authors and all work which is not their own must be identified with appropriate acknowledgement and referencing. For definitions of plagiarism see the [Procedures for Handling Cases of Suspected Cheating, including Plagiarism, in University Assessments](#).

7 Arrangement of Theses/Dissertations

- 7.1 PAPER: International A4 (210mm x 297mm) within range 70 g/m² to 100 g/m². No restrictions are placed on the size of the drawings, maps or similar material, which should, however, be bound with the dissertation or placed in a wallet affixed to the inside of the back cover.
- 7.2 MARGINS: 40mm on the left-hand side, 20mm on the right-hand side.
- 7.3 TYPING: On one side of the paper only. Double or one-and-a-half spacing should be used in typescript except for indented quotations or footnotes, for which single spacing may be used.
- 7.4 NUMBERING OF PAGES: All pages, including abstract, appendices, indices, drawings, maps, pages of photographs, etc should be numbered consecutively in one sequence, (ie, the title page, with declaration, is Page 1).
- 7.5 TITLE PAGE: For dissertations submitted for degrees of taught Masters the title page should record the full title (and sub-title if any) of the dissertation as approved. The student's name must not be included in the bound dissertation so that the work can be blind marked.
- 7.6 All students must complete the a declaration;

*"I certify that all material in this dissertation **which is not my own work** has been identified with appropriate acknowledgement and referencing and I also certify that no material is included for which a degree has previously been conferred upon me."*

In order to preserve anonymity this declaration should be via the BART submission system, or by a separate declaration which is not bound into the dissertation.

- 7.7 TABLE OF CONTENTS: The title page and abstract should be followed immediately by the Table of Contents which should give in sequence, with page numbers, all relevant sub-divisions of the work.
- 7.8 SEQUENCE: Material should be arranged in the following sequence:

Title Page, with declaration
Abstract
List of Contents
List of Tables, Illustrations, etc (if any)
List of accompanying material (if any)

Text (divided into chapters, sections, etc)
Appendices (if any)
Glossary (if any)
List of References/Bibliography
Index (if any)

- 7.9 **BINDING:** Dissertations should be bound in accordance with the guidance provided by individual Colleges, available from the College Office.

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Dean of the Faculty of Postgraduate Studies

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