Instructions to Candidates: Examination for the Degree of Master’s by Coursework or Master’s by Coursework and Dissertation or for a Postgraduate Diploma

# Introduction

1. In order to be eligible for examination for the degree of Master’s by Coursework or Master’s by Coursework and Dissertation or for a Postgraduate Diploma, a candidate must have fulfilled the requirements as to registration and course of study prescribed in the Regulations for the degree or diploma concerned.
2. The form of examination is described in the appropriate Regulations. The following instructions are intended to supplement these Regulations and, in particular, to provide candidates with the further information that they require in order to present a dissertation for examination.

# Dissertations

1. Where a dissertation is required, this must be submitted in accordance with the instructions set out below.
2. Where a dissertation is based in whole or in part on collaborative research, the extent of this collaboration must be clearly indicated in the dissertation. Any material which the candidate has previously presented and which has been accepted for the award of an academic qualification at this University or elsewhere must be clearly identified in the dissertation.
3. Where the examiners consider the dissertation to be of distinction standard, one copy may be deposited in the University Library. The University may retain a second copy for use in a way prescribed by the appropriate Divisional Board. A candidate will be asked at the time of submission of the dissertation whether they will permit general access to the dissertation at the discretion of the University Librarian.

# Presentation and Binding of Dissertations

1. The dissertation must be typed or printed on one side of A4 paper of good quality with a margin of not less than 40mm on the binding edge of the page; other margins must be at least 15mm. The size of character used in the main text, including displayed material, must not be smaller than 10pt (or 10 pitch or equivalent) and no characters, for example subscripts and superscripts, may be smaller than 7pt (or 15 pitch or equivalent). In the case of word-processed or printed theses where the output resembles that of a typewriter the distance between successive lines of text should be about 8mm or 17pts (i.e. one-and-a-half line spacing). Where a word processor produces output which imitates letterpress then the distance between successive lines of text must not be less than 6mm or 12pts (i.e. single spaced). In this case the output must be generated on a laser printer or a printer of equivalent quality.
2. Candidates should consult their School/Division if they are in doubt about the acceptability of the print which they wish to use or have any other questions concerning layout, binding, order of contents etc.
3. General guidance on bibliographic citations and references is given in British Standard Recommendation BS 1629 and on the presentation of tables and graphs in BS 7581. Copies of these British Standard documents are available in the University Library.
4. Candidates must submit copies of their dissertation as follows: two copies in a soft- backed folder with the pages held firmly together.
5. Each copy must show on the cover the name of the candidate, the title of the dissertation, the degree for which the dissertation is submitted and the year of submission. The same information should appear on a page at the front of the dissertation which should also show the title of the dissertation and the total word count.
6. The word count will include everything in the body of the text, such as quotations, citations, footnotes and headings. It does not include bibliography, references, appendices or other supplementary material, which does not form an essential part of the text. Unless stated otherwise, there is an allowance of 10% deviation over the stated maximum word count.
7. The attention of candidates is particularly drawn to the fact that all copies of the dissertation must be clearly legible and properly corrected after proofreading. Each copy must be complete, containing all necessary maps, photographs, diagrams etc.

# Notice of Submission and Access

Candidates must complete and submit with their dissertation a Notice of Submission Form and an Access Form, which are available from the Divisional Office. Candidates are asked to check that the form and spelling of their name in the Notice of Submission Form corresponds with that with which they are registered at the University, since it will be used in recommendations for the award of the degree or diploma.