



University of
Leicester

Graduate School Office

Thesis submission and examination guidelines



www.le.ac.uk/gradschool



Contact us:

Graduate School Office

University of Leicester
University Road
Leicester
LE1 7RH

e: pgresearch@le.ac.uk

t: 0116 252 2448

w: www2.le.ac.uk/departments/gradschool

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Section 1

Planning your thesis

A project of this scale requires careful management and in this section you will find advice on how to actively plan and control its direction to ensure that you deliver a thesis that is of a sufficiently high standard by your expected submission date.

1. Know the University's requirements for research degree theses

The rules for formatting research degree theses are quite straightforward, but it is important that you get them right. You can read more about the University's rules for thesis formatting and word limits on pages 5 to 7.

Extensions to the word limit are approved only in specific circumstances, so it is important that you take the maximum word limit into account as you put together your thesis plan.

2. Have a clear plan for what each section will say

Your thesis plan should show the individual sections/chapters that will make up your thesis and say a bit about what each one will contain. This does not have to be too detailed and probably one side of paper will be enough for this, but it should show:

- the order of the sections/chapters that will make up your thesis
- the title of each section/chapter
- a note of what each section/chapter will cover
- an indicative word count for each section/chapter (making sure that the total does not exceed the maximum word limit allowed)

3. Make sure that your plan will clearly communicate your original contribution to knowledge

As you develop your thesis plan remember that the purpose of your thesis is to explain what original contribution to knowledge your research has made.

Try to think about how your thesis will tell this story - where will you set out what your contribution to knowledge has been? How will each section/chapter develop that story? Will your structure help to present that story in a logical and clear manner?

4. Set dates for completing each section so that you can submit your thesis on time

Your indicative word count for each section will give you some idea as to which sections/chapters may take longer to write than others and there will be some sections (like your acknowledgements) which should not take very long to write.

The important thing in developing your work plan is to be realistic – allow enough time in your plan for:

- drafting and re-drafting each draft section/chapter
- seeking comments from your supervisors on each draft section/chapter
- revising each draft section/chapter in light of your supervisor's comments
- preparing a complete final draft
- seeking comments from your supervisors on your complete final draft
- revising your complete final draft in light of your supervisor's comments

5. Get feedback on your plan and use it

Get some feedback from your supervisory team to make sure that your work plan is realistic and that they know when you expect to submit draft work to them for comment on. You must ensure that you submit your thesis by the end of your maximum registration period.

HELP/TRAINING

Workshop: workshops available!

Details: see Skills and Career Development Events Diary

www2.le.ac.uk/departments/gradschool/training/diary





Notice of submission

Notice of submission is needed so that we can prepare for your thesis being received and appoint examiners.

Complete these steps to tell us when you will be submitting your thesis.

Complete a notice of submission form

Use the form you were sent with your writing-up paperwork

Need another copy?

Download one from the Graduate School website

www2.le.ac.uk/departments/gradschool/zone/forms

Send your completed form to the Graduate School Office

Send your completed form to the Graduate School Office

By-hand: leave at main reception (Fielding Johnson Building)

By email: pgresearch@le.ac.uk

By post: Graduate School Office, University of Leicester,
University Road, Leicester, LE1 7RH

We will email you to confirm receipt of your form.

Submit your form at least 3 months before your thesis

Submit your form at least 3 months before your thesis.

We need your form 3 months before submission of your thesis to allow us to prepare for your thesis and appoint your examiners.

Less than 3 months notice may result in delays to your thesis being sent off for examination.

Revised submission date?

If you change the date on which you intend to submit your thesis, email us with the new submission date.

pgresearch@le.ac.uk

We do not need you to submit a new form.

Word limits

Ensure that your thesis is within the maximum published word limit for your degree and College:

Colleges of Arts, Humanities & Law and the Social Sciences

DSocSci thesis	50,000 words
MPhil thesis	50,000 words
EdD thesis	55,000 words
PhD thesis	80,000 words

These limits include footnotes but exclude the table of contents, tabulated data, diagrams, appendices, the bibliography and tables of cases/legislation/treaties cited.

College of Science & Engineering

EngD thesis	25,000 words
MPhil thesis	30,000 words
PhD thesis	50,000 words

These limits include footnotes but exclude the table of contents, tabulated data, diagrams, any appendices and the bibliography*

*Except for students in the Department of Geography registered for the degree of PhD (Social Science) where the word limit is 80,000 and MPhil (Social Science) where the word limit is 50,000

College of Medicine, Biological Sciences & Psychology

DClinPsy thesis	29,000 words
MD thesis	30,000 words
MPhil thesis	30,000 words
PhD thesis	50,000 words
PsyD thesis	30,000 words

These limits include footnotes and appendices but exclude the table of contents, tabulated data, diagrams and the bibliography.

College of Medicine, Biological Sciences & Psychology – where the research is qualitative/case study based

MD thesis	50,000 words
MPhil thesis	50,000 words
PhD thesis	80,000 words

These limits include footnotes and appendices but exclude the table of contents, tabulated data, diagrams and the bibliography.

Theses submitted as part of a practice based degree must not exceed half of the relevant word limit

Exceeded the word limit?

If your thesis is above the maximum limit then contact us for advice:
Graduate School Office, **Email:** pgrresearch@le.ac.uk, **Tel:** 0116 252 2448

Please note that extensions to the word limit are considered by the Graduate Dean and are only granted in exceptional circumstances and where support from your supervisor is obtained.



HELP/TRAINING

Workshop: workshops available!

Details: see Skills and Career Development Events Diary

www2.le.ac.uk/departments/gradschool/training/diary

Information/queries



If you have any queries regarding presentation, including where your thesis will run into two volumes, contact your supervisor in the first instance.

You may also wish to look at other theses in your subject area.

Formatting and binding your thesis

Formatting

Ensure that your thesis complies with the University's formatting and binding requirements:

Presentation:

Your thesis should be presented:

- On good quality A4 paper
- single-sided
- normally with a 12 point font
- 1.5 line spacing
- with a margin of at least 3.5 cm on the left side of the page for both text and diagrams to allow for binding
- with other margins of at least 2.5 cm
- explanatory notes and references must be numbered and presented at the foot of the relevant page.

Order of thesis:

The **first page** of the thesis should be a title page (see appendix on page 16 for a sample layout) and should include:

- The full title of your thesis
- The degree for which your thesis is submitted
- The year of your submission
- Your full name
- Your department

The title page should be followed in this order by:

The abstract page
 The acknowledgements page
 The table of contents
 The list of tables
 The list of figures
 The list of abbreviations
 The main body of the thesis
 The appendices (if required)
 The bibliography

Abstract

The abstract must not exceed 300 words and must be produced with single-spacing on one side of A4 paper. The abstract must show your name and the title of your thesis and this should be in the form of a title/heading.

Please carefully check your spelling, grammar, punctuation and attention to style of references. All references in the text should be listed in the bibliography.



Binding

Your first submission consists of two soft-bound copies.

Both copies must be perfect bound (also known as thermal or hot glue binding).

Comb or spiral binding is not acceptable, nor is insertion into a ring binder or slide binder.

Theses which are not correctly bound will not be sent out for examination.

The cover can be any colour at this stage. It is useful to reprint the title page on the cover but the spine can be left blank.

Need to enclose a CD or other loose material with your thesis?

Addenda (loose maps / CDs) should be securely housed in a pocket attached to the back cover of the thesis and individually labelled with your name, degree, department and year of submission.

Information



Please see appendix 1 (on the back cover) for a sample title page and spine.



Need help printing and binding your thesis?

For quotations/payments/information:

Contact the University's Print Services

Tel: 0116 252 2442

Email: printservices@le.ac.uk

Don't forget to allow enough time for Print Services to bind your thesis.



Embargoing your thesis

Embargo:

To the electronic copy

Embargoes to the electronic version only of a thesis can normally be requested in cases where publication is being considered.

During the embargo period, your electronic thesis will be withheld from inclusion in the LRA and EThOS. Bibliographic details, including the abstract, will be made available. Your hard-bound thesis will be made available for consultation within the University Library and for photocopying (up to 5% or 1 complete chapter, whichever is the greater) if requested by an individual or organisation.)

Embargo:

To the electronic and print versions of your thesis

Permission to embargo the print and electronic versions of a thesis can **only** be granted by the Graduate Dean **before** you submit your thesis and will be granted in exceptional circumstances only. Permission will normally only be granted in cases where the thesis contains commercially sensitive material or information that can be linked to patents that are pending.

During the embargo period, your thesis will be withheld from inclusion in the LRA and EThOS and no consultation, loan or copying of it will be possible.)

Do I need an embargo?

You might need to apply for an embargo if:

- You need to protect commercially-confidential information;
- You need to protect any individuals involved in your research;
- You need to protect your ability to publish material based on your research (although the evidence from the US is that publication of a thesis on the Web rarely precludes subsequent publication of material in the form of journal articles, books, monographs, etc.).

If you think you might need a moratorium or an embargo you should **consult with your supervisor**, co-supervisor, any commercial sponsors and any others involved in your research work on whether or not access to your thesis should be restricted.

It is your responsibility to check with all those involved in your research whether you should request that an embargo is applied on access to the thesis.

Applying for an embargo

You can request an embargo by completing a "Request for an Embargo" form which you can download from the Graduate School website (www2.le.ac.uk/departments/gradschool/zone/forms)

Please note that applications for embargoes are considered by the Graduate Dean and permission must be granted at least **1 month before** your thesis is submitted for examination.

The maximum embargo period that you can request is 3 years.

Submitting your thesis for examination

Follow these steps to submit your thesis.

Check your formatting and binding

Check that your thesis is within the published word limits and complies with the University's formatting and binding requirements.

See pages 5-7 for further details.

Check the full regulations: www.le.ac.uk/senate-regulation9

Complete a first submission form

Collect a copy: from the Graduate School Office (Fielding Johnson building)

Download a copy: www2.le.ac.uk/departments/gradschool/zone/forms

This will need to be enclosed with your thesis or sent to us by email (pgresearch@le.ac.uk)

Please pay any outstanding fees prior to your submission. These will not be sent out for examination if there are any outstanding fees.

Submit two soft-bound copies of your thesis to:

The Graduate School Office

University of Leicester

University Road

Leicester

LE1 7RH

If someone is submitting these for you please ensure that you have given them your completed and signed submission form or email this to us (pgresearch@le.ac.uk)

If you are sending your thesis by post, we would recommend using recorded delivery.

We will email you to confirm receipt of your thesis.

What happens next?

Your library and email access will be extended to allow you to prepare for your viva and complete any amendments required by your examiners.

If examiners are in place we will send your thesis straight out for examination. If examiners are not yet approved, then we will send your thesis out as soon as formal appointments are made.

We will email you and let you know when your thesis has been sent out.



Section 2

The viva voce exam

Arrangements for the exam

Your viva exam is arranged by your internal examiner.

Your department will contact you regarding dates, times and locations.

HELP/TRAINING

Workshop: workshops available!

Details: see Skills and Career Development Events Diary

www2.le.ac.uk/departments/gradschool/training/diary

HELP/TRAINING

Workshop: workshops available!

Details: see Skills and Career Development Events Diary

www2.le.ac.uk/departments/gradschool/training/diary

Timing of the exam

Your exam will normally take place within 3 months of submission and will normally be held on campus.

Where you gave us less than 3 months notice of submission there may be a delay while examiners are appointed.

Preparing for the exam

Visit the Graduate School website for helpful advice about preparing for your exam: www2.le.ac.uk/departments/gradschool/training/eresources/study-guides/viva

What to take to your exam

- A copy of your thesis
- A notepad and pen (optional)

Your examiners

Your thesis will be assessed by two examiners, at least one of whom will be external to the University. An examination Chair may also be present to oversee the conduct of the exam however they will not be involved in the actual examination of your thesis.

Your supervisor may be invited to attend your viva at the discretion of your examiners.

The outcome

Your examiners will normally be able to tell you immediately what recommendation they intend to make following your viva.

In some cases however they may need more time to discuss this. Where this is the case they will tell you when and how they expect to inform you.

Refer to the Senate Regulations for full exam outcomes.

Download a copy from our website www.le.ac.uk/senate-regulation9

Completing amendments

Depending on the degree you are being examined for you may be asked to make:

- Minor amendments to your thesis
- Major amendments to your thesis
- The resubmission of your thesis

In some cases you may not need to make any changes at all.

	Minor amendments	Major amendments	Resubmission
Nature of amendments	Largely typographical and/or grammatical. Corrections to references/diagrams and the re-writing of small sections of text.	More substantial and may include substantial re-writing of parts of the thesis.	Further research/repeat of previous research is required and/or the re-writing/re-structuring of large parts of the thesis.
Notification of amendments	You will be advised of the amendments you need to make by your internal examiner.	You will be advised of the corrections you need to make by the Graduate School Office.	You will be advised of the corrections you need to make by the Graduate School Office.
Amendment deadlines	To be completed within 1-3 months of the date of the viva. Amendments given to you by your examiners at your viva.	To be completed within 3-6 months of the date of the written notification from the Graduate School Office.	The resubmission deadline will be 6 or 12 months from the date of the written notification from the Graduate School Office.
Submission of amendments	Corrections to be passed directly to your internal examiner.	Corrections to be passed directly to your internal examiner.	2 soft-bound copies of your thesis to be resubmitted to the Graduate School Office.
Charges	There are no charges to pay.	There are no charges to pay.	You will need to pay a resubmission fee when you resubmit your thesis.





Final submission

Following notification from your examiner that your revisions have been accepted you need to submit your final hard-bound copy and electronic thesis.

Prepare your final (hardbound) copy in accordance with Regulations

- Cover:** Standard Green – Arbelave Library Buckram No 563.
- Front cover:** blank
- Back cover:** blank
- Spine:** name, title (shortened to fit if necessary), degree & year of final submission

Copies not adhering to the correct format will be returned for revision.

Complete a final submission form

- Collect a copy: from the Graduate School Office (Fielding Johnson building)
- Download a copy: www2.le.ac.uk/departments/gradschool/zone/forms
- This needs to be submitted with your final hardbound copy.

Submit your hard-bound copy to the David Wilson Library

The David Wilson Library
University of Leicester
University Road
Leicester, LE1 7RH

If someone is submitting this for you please ensure that you have given them your completed and signed submission form.

If you are sending this by post we would recommend using recorded delivery.
If you are submitting your form electronically please send it to ethesis@le.ac.uk

Submit your electronic copy

- Submit your electronic copy to ethesis@le.ac.uk
- See page 13 for further details/guidance.

Submitting your eThesis (electronic copy)

Follow these steps to submit your eThesis.

Incorporate Word/Excel/PowerPoint elements into your thesis

Get help and advice by emailing ithelp@le.ac.uk

Convert your thesis into a single pdf file

Once converted, name it using the following convention:
yearlastnameinitialsdegree.pdf, e.g. 2014smithbcphd.pdf

Submit your eThesis

Send it as an attachment to the LRA administrators: ethesis@le.ac.uk
They will acknowledge receipt of your eThesis by email.

Attachment too large to send?

Get help: Email ethesis@le.ac.uk
Webpage: www2.le.ac.uk/library/find/lra/submittingtheses#Submit

Information



The copyright of your thesis remains with you and not the University of Leicester



HELP/TRAINING

Email the Library's copyright advisory service on copyright@le.ac.uk

Further information about copyright is available on the University's web pages: www.le.ac.uk/library/about/copyright.html

Copyright issues

What is third party material?

This includes:

- the photographic image of a work of art
- large extracts of text from a book
- ordnance survey maps
- models/diagrams/table from a book
- confidential material

Printed theses

The print copies of your thesis may include third party material for which permission is not required.

This is provided that it is fully acknowledged, and is relevant to your work.

Further information is available at www.le.ac.uk/library/about/copyright.html or by emailing copyright@le.ac.uk.

Electronic theses (eThesis)

The electronic copy of your thesis will be made available on the Internet, through the LRA and EThOS.

You must therefore have made all reasonable efforts to obtain written permission for the inclusion of any **third party copyright material** (where necessary) in your thesis. You should keep a record of all such correspondence.

Permission for third party material may not be required if its inclusion is to allow you to criticise or review the material itself, or another work, as long as the extract is not extensive and is limited to the minimum amount necessary for you to make your argument, and the material is fully acknowledged.

Some third party material is made available under a creative commons licence; this material may be used without seeking permission. For guidance:

www2.le.ac.uk/library/find/lra/theses#thirdparty

Unable to secure written permission for third party content?

Submit your eThesis **but remove the relevant sections of third party material**.

Place a note to explain this in your eThesis at the point where the third party content has been removed and notify the LRA administration team.

Information/queries



If you are in any doubt as to whether or not it is lawful to publish a thesis include third party material, you should seek advice from the Library's copyright advisory service by sending an email to copyright@le.ac.uk

Award of your degree and graduation

Awards

Awards for research degrees are normally made on the 1st day of each month.

Awards are made once all of your amendments have been approved by your examiner(s).

Your award will be confirmed in writing.

Graduation

You will be invited to attend the next graduation ceremony after your award is made:

Graduation Ceremonies

There are two ceremonies per year:

Winter ceremony – normally held in January

Summer ceremony – normally held in July

Winter ceremony

If you are being invited to the winter ceremony we will contact you in mid-November with details of how to register.

To be eligible to graduate you will need to have been awarded, or have had your amendments signed off and full report paperwork with the Graduate School Office by mid-December.

Summer ceremony

If you are being invited to the summer ceremony we will contact you in mid-April with details of how to register.

To be eligible to graduate you will need to have been awarded, or have had your amendments signed off and full report paperwork with the Graduate School Office by the end of June.

Certificates

Attending your ceremony?

If you attend your ceremony you will be given your certificate on the day.

Not attending your ceremony?

If you do not attend your ceremony your certificate will be posted to you in the week after the ceremony, provided that you have given us a postal address when you registered for your ceremony.



Appendix I

Sample copy of Title Page (not to scale)

ANALYSIS OF PULLULANASE SECRETION
FROM *KLEBSIELLA PNEUMONIAE* STRAIN
K21

Thesis submitted for the degree of
Doctor of Philosophy
at the University of Leicester

by

Michael Gilbert Kornacker BSc
Department of Genetics
University of Leicester

2014

Front cover

First submission
As per title page (above)
Year on spine – the year of your first submission

Final submission
Leave this blank (i.e. no wording at all)
Year on spine – the year of your final submission

Sample copy of spine

30mm

14pt — NAME
HERE

—
2pt

18pt — TITLE TO READ
DOWN SPINE
SHORTENED VERSION IF NECESSARY

18pt — Ph.D.

14pt — 2014

30mm

All information in this brochure was correct at the time of going to press. However, changes and developments are part of the life of the University, and alterations may occur to the programmes and services described in this brochure.