

Submission Requirements for Postgraduate Taught Dissertations

1 Submission of Dissertations

- (1) All candidates for Master's degrees are normally required to submit two printed copies of their written dissertation (unless advised otherwise by the relevant Faculty), plus one electronic copy in an approved format through an approved channel for submission (such as Turnitin) for examination before an award can be made. Printed copies of written dissertations may be submitted for examination either in permanent, hardback binding or in temporary, secure binding.
- (2) On some Programmes of Study, Part II consists of a project or portfolio rather than a traditional dissertation. Throughout this document, all references to the dissertation will also apply to such projects and portfolios.
- (3) In the case of a student following an approved Taught Master's programme of study in the Creative and Performing Arts, the dissertation may take one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall be accompanied by a sufficient and appropriate written commentary placing it in its academic context, together with any other items which may be required (e.g. a catalogue or audio or visual recording). In all cases the written submission shall be bound, and all other items shall be appropriately labelled and enclosed in a form that can be recorded.
- (4) Each copy of the dissertation submitted for examination shall include:
 - a. a summary of the dissertation not exceeding 300 words in length;
 - b. a signed declaration by the student confirming that the dissertation is the result of their own independent work/investigation, except where otherwise stated; that explicit references are given, and a full bibliography appended to the work;
 - c. a signed declaration by the student certifying that the dissertation has not already been accepted in substance for any academic award and is not being concurrently submitted in candidature for any such award.
 - d. that the dissertation, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations; or that the dissertation, if successful, may be made so available after expiry of a bar.

2. Taught Master's Dissertation Repository

- (1) The University will keep a record of all dissertations successfully submitted for Part II of a Taught Master's Degree. The record will include the student code, student name, the dissertation title and the mark awarded. The record will also include the title of the degree awarded and the year in which the award was conferred.
- (2) The University will keep one copy of each dissertation successfully submitted for Part II of a Taught Master's Degree. Following the successful outcome of the relevant Progression/Award Examining Board, an electronic copy of the written submission will be sent to Library and Learning Resources for cataloguing and storage within the Library.