

RULES FOR THE FORM OF COMPOSITIONS AND THE SUBMISSION OF WORK FOR HIGHER DEGREES

1. These rules apply to all material, whether in the form of a thesis, composition, documented performance or of published or unpublished work, submitted for the following degrees:

Master of Arts	Master of Letters	Doctor of Divinity
Master of Science	Master of Philosophy	Doctor of Letters
Master of Jurisprudence	Doctor of Science	Doctorate of Business Administration
Master of Theology	Doctor of Education	Doctor of Music
Master of Music	Doctor of Philosophy	Master of Professional Practice
Doctor of Medicine	Doctor of Ministry	Doctor of Theology & Ministry

2. **Submission for examination.** Candidates for degrees by thesis must submit an electronic copy of the thesis. Any thesis or unpublished work must be in the required form given in point 5 below.

3. Candidates for degrees by musical composition or performance must submit two copies of all the items to be examined (a third copy may be required for the DMus). Any thesis, unpublished work or composition must be in the required form given in points 5, 6 and 7.

4. All candidates must submit:

A Higher Degree entry form including statements concerning the following:

- (i) what part, if any, of the material offered has previously been submitted by the candidate for a degree in this or any other University, and if joint work is submitted what part of it is the candidate's independent contribution.
- (ii) that the thesis/commentary/compositions conforms with the word/time limit set out in the Regulations. If that word/time limit has been exceeded, the statement shall include a reference to the decision of the Chair of appropriate Board of Studies to allow the thesis/commentary/compositions to be a longer work.
- (iii) a certificate from their supervisor that they have satisfactorily completed the required course if the regulations for the degree in question require candidates to undertake supervised study.
- (iv) in the case of theses or unpublished work - a declaration stating that the candidate is willing that the work, if approved for the degree in question and deposited in the University Library will be made available via an online repository for consultation by scholars either without delay or after a stated period not exceeding five years.

5. Theses (or unpublished work submitted for the DD, DLitt, DSc and DMus degrees) must:

- (a) Be written in English; exceptionally, in the Faculty of Arts and Humanities, permission may be given to present a thesis in the Modern Language of the subject being studied, subject to approval by the Board of Studies and the Supervisor concerned. The oral examination of a thesis, where required, will normally be conducted in the language of the thesis. The abstract of the thesis must in all cases be written in English.
- (b) Be legible and use an inclusive font. The size of character used in the main text, other than headings should be at least 10 points and not exceed 12 points

6. Compositions may be presented either in clear and legible manuscript, or in computer processed form. Scores should be no larger than A3, paginated and fully edited for performance. A full list of instrumentation, including doublings, must be included, stating whether the score is in C or whether instruments transpose. If a composition employs a text, a copy of the words must appear at the front of the score, with the name of the author, title of the source, and publisher. In the case of documented performances, or compositions consisting wholly or in part of electroacoustic material, an electronic recording must be submitted in accordance with 7 and 8 below. In the case of the DMus the submission may also include a statement in cases where the research imperatives, process and the outcomes of the composition(s) or performance(s) might further be made evident by descriptive and contextualising information.

7. In some areas it may be considered necessary to include a substantial amount of supporting material in electronic data storage formats that cannot be bound. In such cases, the following guidelines apply:

- (a) Material is only to be used in exceptional circumstances where the presentation of some of the data e.g. large quantities of statistics in the standard printed form is difficult.
- (b) The use of material should only be considered in conjunction with the candidate's supervisor and must be approved by the Chair of the appropriate Postgraduate Faculty Education Committee
- (c) Material must be properly secured in a pocket as part of the binding of the thesis.
- (d) The material must be labelled with the candidate's name, thesis title and an indication of the contents.
- (e) The material must be stored on a system which can be read in the University i.e. the hardware and software used should be currently in use in the University. The make and model of the computer used to produce the material, the software and the operating system used, the format of the files, together with a printout of the directory of the file names and a description of their contents must be specified separately in hard copy form within the thesis itself.
- (f) Full instructions for accessing the material must be included in the thesis and details of the material included should be indicated in any index

8. Candidates for the Master of Professional Practice are expected to bind their thesis and professional evidence together in one cover, subject to the allowance described in paragraph 5.

9. In their theses, candidates should take care to acknowledge the work and opinions of others and avoid any appearance of representing them as their own. Unacknowledged quotation or close paraphrasing of other people's writing, amounting to the presentation of other persons' thoughts or writings as one's own, is plagiarism and will be penalised. In extreme cases, plagiarism may be classed as a dishonest practice under Section IV of the General Regulations and can lead to expulsion.

10. Submission after examination. When a positive recommendation for the awarding of the degree has been made, candidates must submit:

- (i) an electronic copy of the thesis, submitted via an online repository, and formatted in accordance with paragraph 5.
- (ii) an electronic copy of the title page, abstract and list of contents.

An official pass list will not be issued until the final examined version of the thesis, in permanent form as described above is deposited via the online repository.

11. Compositions must be uploaded as a scanned version of the score and/or, in the case of compositions consisting wholly or in part of electroacoustic material, as an audio file. Documented performances will be provided as audio or video files, together with accompanying publicly-disseminated material (e.g. programme notes) where applicable.

12. Copyright in the thesis is retained by the author. Access to electronic copies shall be restricted for any period specified under 4(a) (iv) above. The University Library and the British Library will make theses available for the purpose of research or private study. Use of theses is subject to observance of copyright permissions, including that no quotation from the thesis may be published without proper acknowledgement.

NOTES:

(i) The attention of candidates is drawn to General Regulation X, Intellectual Property Rights, under which they have a duty to inform the Treasurer of the University, in writing, of any device, materials, product or process, data, computer software or other result developed or obtained in the course of their academic work which is considered to have commercial significance, whether patentable or not and to do so in good time before publication or other disclosure. Such candidates should also consult their supervisors on whether access to their theses should be restricted as in 4 (iv) above.

(ii) A booklet - Format of a Composition Submission - including further information on the presentation of both notated and electroacoustic materials is available from the Department of Music.