



## Submission of research theses

Registry and Library, September 2021

QG GEN009 [<https://www.abdn.ac.uk/library/documents/guides/qggen009.pdf>]

**Please note that due to the pandemic, theses are currently only required to be submitted electronically. If you require more information please contact Registry at [postgraduate@abdn.ac.uk](mailto:postgraduate@abdn.ac.uk).**

The following notes set out the University's regulations governing the submission of theses for higher degrees. They apply to all postgraduate research students.

### Research degrees

#### Notice of intention to submit

Not less than one month before your intended date of submission, and 4 months before intended graduation, you must give notice of intention to submit a thesis by emailing [postgraduate@abdn.ac.uk](mailto:postgraduate@abdn.ac.uk).

The [intention to submit form](#) is available online. The form requires name, discipline and School, the degree to which your thesis relates, exact title of the work, and an address for correspondence after the examination. You should notify the Registry of any change to that address.

**The onus is on you to apply to graduate.**

#### Submission

For examination, a PDF copy of your complete thesis and abstract must be submitted to [postgraduate@abdn.ac.uk](mailto:postgraduate@abdn.ac.uk) (not to your supervisor or examiners, although it is highly recommended for your supervisor(s) to see the thesis before submission). If files are larger than 20MB (Outlook attachment's size limit) then you can send them via: <https://zendto.abdn.ac.uk>. At this time, it is not necessary to submit a soft or hard bound copy of your thesis. You should note that there may be some time between the date of submission and the intended date of graduation, depending on the availability of the examiners and the outcome of the examination.

#### Viva examination

Viva examinations will take place via videoconference (using suitable technology e.g. Microsoft Teams, Skype). Your School has guidance for the conducting of viva examinations by video conference.

#### Corrections

If the examiners require minor corrections to your thesis, you cannot graduate until the examiners (normally the internal) confirm in writing to the Registry that the corrections have been made satisfactorily.

Once the examiner has confirmed, you should return one PDF copy of the final corrected thesis, plus the [Thesis Deposit and Declaration Checklist](#) to [cataloguing@abdn.ac.uk](mailto:cataloguing@abdn.ac.uk) for deposit in The Sir Duncan Rice Library. For large files you can use: <https://zendto.abdn.ac.uk>

#### Submission requirements of a thesis

The regulations state that every thesis submitted for a higher degree, for both the version to be examined and the final version to be submitted to [cataloguing@abdn.ac.uk](mailto:cataloguing@abdn.ac.uk), must:

1. Contain a summary of its salient points
2. Contain a signed declaration stating that:
  - the thesis has been composed by the candidate
  - it has not been accepted in any previous application for a degree
  - the work has been done by the candidate

(if joint work, it should be clearly indicated which part is the candidate's independent contribution)

- all quotations have been distinguished by quotation marks and the sources of information specifically acknowledged
3. Be accompanied by a copy of the abstract, not exceeding 300 words
  4. The final version to be deposited in the Library must be accompanied by the [Thesis Deposit and Declaration Checklist](#) form, detailing any limitation on the Inter Library Loan, photocopying or inclusion in any digital repository of the thesis for supply to any bona fide library or research worker. If the thesis is to be withheld from consultation on the grounds of confidentiality, this must also be accompanied by written justification approved by the Supervisor(s) and **Head of School**.

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The **TITLE PAGE** should contain:

1. The title of the thesis
2. The statement: 'A thesis presented for the degree of... at the University of Aberdeen'
3. The name of the author, academic qualifications and where obtained
4. The year of submission  
The year of award

### Maximum length of the thesis

If you are to be examined by thesis, the regulations specify maximum lengths, which you must not exceed except with the special permission of Senate, as follows:

#### University of Aberdeen Research Degrees

PhD, EngD, MD and ChM	100,000 words
EdD	60,000 words
MPhil	70,000 words
<b>One year Master's degree</b>	40,000 words

It should be noted that these figures are intended only as an approximate guide to maximum lengths. They include appendices and footnotes, but not bibliographies, statistical and computational compilations, and analogous illustrative material (maps, facsimile documents etc.). The above word-counts are upper word limits and you are encouraged to do a final word count. If your thesis is above the **upper** word limit, you must make an application to the Registry, giving reasons why your thesis cannot be reduced in length. Remember the hallmark of a good thesis is quality, not quantity!

### General layout of the thesis

While the regulations above must be followed precisely, on many aspects there is considerable variation between layouts preferred in different Schools. If in doubt, consult your supervisor to establish what is standard practice for your School.

#### Preliminary matter

This may include acknowledgements, table of contents, list of illustrations, abbreviations used etc. Consult recent theses and your supervisor to establish what is standard practice for your School.

#### Diagrams and Illustrations

These should be placed as close to the appropriate text as possible.

#### Footnotes and references

There are no hard and fast rules for these. Follow the advice of your supervisor. You may however find it helpful to consult [Library guides on referencing](#).

### Typing

We recommend that you follow the **British Standard for the presentation of theses, BS4821: 1990**. The standard is available online via Primo and also in print format. **Please note that the standard has been withdrawn but not replaced and is therefore only used for guidance.**

Notwithstanding the British Standard, the **Senatus Academicus** has agreed that the main body of the text should be no less than point size 12.

### Additional information on copyright

If you are intending to include in your thesis extracts from other publications or illustrations such as images, maps, photographs, figures, etc., you will need to seek permission from the copyright holder, as an electronic version of your thesis will usually be made available online. If you are unable to gain permission to reproduce such material, this does not mean that your thesis cannot be accepted, or that you are expected to pay for permission to be granted. It means only that your thesis cannot be made available online, or that the version which is made available online must omit the copyright material. In such a case, two electronic versions of the completed thesis should be submitted, one an exact copy of the print version, and the other with any copyright material removed.

Details of any material which has been removed should be listed in the appropriate area of the Thesis Deposit Declaration and Checklist.

A short quotation from a published work which has been properly acknowledged and referenced probably does not need permission to use, but if in doubt, it is always best to seek permission.

You will also need to seek permission from the relevant publisher to include in your thesis any journal articles you may have published.

#### How should you go about seeking permission?

In order to ask permission to reproduce 3rd party material in the electronic version of your thesis, you should contact the rights holder. For material from books and journals, you should first contact the publisher. Publishers' websites may give guidance on how to seek permission. If the publishers are not the rights holder, then they should be able to put you in touch with the person who is. If permission is granted, this should be acknowledged at the appropriate point in your thesis: "Permission to reproduce this ... has been granted by ...". You should retain any correspondence granting permission.

More extensive information on copyright and your thesis is available in the document: [Keeping your thesis legal](#).

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## Useful reading on thesis preparation

The Library has a number of manuals on thesis preparation and project writing, generally classified at shelfmark **Gen Ref 029.6 Bri** (Medical Library) or **808.02 Bri** (TSDRL).

## Contact details

### Registry

[postgraduate@abdn.ac.uk](mailto:postgraduate@abdn.ac.uk)

### Queries regarding electronic submission

Cataloguing Unit, The Sir Duncan Rice Library

Email: [cataloguing@abdn.ac.uk](mailto:cataloguing@abdn.ac.uk)

### Copyright, Engineers' and Technicians' Rights, Music Rights and Performers' Rights

Mary Mowat, Copyright Officer

Email: [m.mowat@abdn.ac.uk](mailto:m.mowat@abdn.ac.uk)