Theses are currently only required to be submitted electronically. If you require more information, please contact Registry at 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.

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 (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.

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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 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, 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
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   (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
One year Master's degree 40,000 words

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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
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Typing
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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

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