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TAUGHT MASTERS DISSERTATION SUBMISSION PROCEDURE

The following notes will guide you when completing the forms necessary for submission of your taught Masters degree dissertation for examination by Aberystwyth University. A checklist has been included to assist you with ensuring you have completed all the necessary steps prior to submitting your work.

Included in these notes is a layout for the declaration and statements page which must be included with your dissertation. The content of this page should be reproduced as is, then completed, signed and included within the binding of the dissertation. And at the end of the document are two copies of the 'Notice of Candidature Form' to be completed and handed in along with two copies of your dissertation. Use black ink for all forms.

Following the guidance carefully and fully will allow the University to examine your dissertation in a timely manner. Please read the notes of guidance through to the end and retain them for future reference.

CHECKLIST FOR SUBMISSION OF TAUGHT MASTERS DISSERTATION

Actions to be Taken in Advance of Submission

- Request Gold Certificate confirming all your financial obligations have been discharged. Can be requested online via the Academic Office website.

To be Submitted with Dissertation

- Two copies of your dissertation bound and labelled with the signed Declaration, Statement 1 and Statement 2 included in each bound copy
- Two copies of the Notice of Candidature Form
- In the case of staff candidate OR dissertations submitted for re-examination, a cheque payable to Aberystwyth University for the appropriate examination fee.

IF ANY OF THE ABOVE ARE OMITTED THERE WILL BE A DELAY IN THE EXAMINATION OF YOUR DISSERTATION.

NOTES OF GUIDANCE FOR CANDIDATES

Please read these notes through to the end, then detach and retain them prior to submission of your dissertation and the required supporting documentation.

1 Time Limits for Dissertations

Submission of your dissertation must take place on, or before, the deadline stipulated by Regulation.

A candidate may not amend, add to, or delete from the dissertation after it has been submitted for examination. Submitted dissertations may not, therefore, be returned to candidates for improvement prior to the completion of the Examining Board's deliberations and formal recommendation.

2 Length of Dissertation

The text of the dissertation should not normally exceed 20,000 words (excluding appendices and footnotes).

3 Document(s) to be Submitted with your Dissertation (Notice of Candidature Forms)

You must complete two copies of the two-sided Notice of Candidature Form and hand them in along with your dissertation. Should you qualify for your degree by satisfying the examiners, you must be admitted to the degree formally before you can receive a degree certificate or use the appropriate letters after your name. You may elect to be admitted to the degree in one of two ways:

either

(a) by attending a formal degree congregation at which academic dress is worn and parents and/or partners may attend. Degree congregations are held once per year in July.

or

(b) in absentia by decree of the Vice-Chancellor of the University. This is an administrative procedure at which you will not be present. The Vice-Chancellor signs a list containing the names of students who have recently qualified for degrees at monthly intervals throughout the year. Certificates are issued as soon as possible after the Vice-Chancellor has signed the list.

You must tick the option which you prefer when completing your Notice of Candidature Forms. Please note that if you are admitted in absentia you cannot graduate subsequently at a degree congregation.

If you wish to attend a congregation, you must submit your dissertation early enough in the year to allow sufficient time for the completion of the examination and requisite administrative procedures. This would normally mean submitting your dissertation by early April.

Certificates are issued as soon as possible after degree congregations, normally within two months after the date of the congregation.

4 Document(s) to be Submitted as Part of your Dissertation (Declaration and Statements)

Included in these guidance notes you will find a page titled 'Layout of Declarations and Statements'. The content of this page, the Declaration, Statement 1 and Statement 2 (adapted for a Bar on Access if appropriate), should be inserted at the front of each of the two copies of your dissertation without change to the wording or content of the Declaration or Statements. Each Declaration and Statement must be signed and dated.

5 Presentation of Dissertations

Candidates submitting dissertations for examination shall submit two copies either in temporary binding or in permanent binding which is suitable for eventual deposit and use in libraries.

Irrespective of the type of binding used for examination purposes:

- (a) you must ensure the binding is sufficiently secure to withstand transit to and from the examiners; and
- (b) the dissertation must bear on the spine, in a form which cannot easily be erased or detached, the:
 - a. candidate's name;
 - b. University's name (can be abbreviated as AU);
 - c. degree for which the dissertation is being submitted;
 - d. the full or abbreviated name of the dissertation; and
 - e. the date of submission.

This information shall be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume, the spine shall also bear the number of each volume.

All copies of dissertations, whether for the purpose of examination or for deposit in libraries, shall be presented in permanent and legible form in typescript or print and the characters employed in the main text (but not necessarily in illustrations, maps etc) shall be not less than 12pt; characters employed in all other texts, notes, footnotes, etc, shall be not less than 10pt. Typing shall be of even quality with clear black characters, and capable of photographic reproduction.

Double or one-and-a-half spacing shall be used in the main text, but single spacing shall be used in the summary and in any indented quotations and footnotes. Drawings and sketches shall be in black ink; unnecessary detail should be omitted and the scale should be such that the minimum space between lines is not less than 1mm.

All pages should be appropriately numbered.

Colour graphics for charts, diagrams etc and colour photographs may be used, but candidates must in all cases ensure that material is capable of being photocopied or scanned electronically. Copies produced by xerographic or comparable permanent processes are acceptable. A4 paper shall be used and should be of good quality and sufficient opacity for normal reading.

Diagrams, maps and similar documents shall be submitted in a portfolio of reasonable size and shall bear the particulars stated to be necessary for the volume.

Candidates may submit non-book material such as audio or video recordings with their dissertation, if such material forms a useful addition to, or explanation of, work contained in the written submission and if such material constitutes the most appropriate method of presenting the information concerned. Any material of this type shall be enclosed in a container which is suitable for storage on a library shelf and which bears the same information as that required on the spine of the dissertation, so placed as to be readily legible when the container is in its stored position. Candidates considering the submission of audio or video tapes as adjuncts to their dissertation should consult their supervisor and the University Librarian for advice at an early stage of their project.

6 Type of Binding

Permanent Binding

If choosing permanent binding, your dissertation should be bound permanently within boards, the binding being of a fixed kind in which leaves are permanently secured in the manner of a hardback book, or in paperback binding with plastic overlay.

Temporary Binding

Temporary binding should not be confused with no binding. Loose sheets placed in a wallet file are not acceptable.

The following types of temporary binding are recommended:

- (a) perfect binding (as used in this document)
- (b) spring-back binding (provided that the binders are not over-filled)
- (c) slide-in plastic binders (of the type used to hang posters on walls)

The following types of temporary binding are not suitable, since conversion to permanent binding will be more time-consuming (and therefore expensive) and either the holes in the pages will be visible in the permanent version or the pages will be considerably less than full A4 width:

- (a) spiral binding
- (b) ring-folder or lever-arch folder

Temporarily-bound dissertations must be able to withstand handling, transit to and from examiners, and the examining process itself. Care must be taken to ensure that the form of any temporary binding used is sufficiently secure not to burst or fall apart.

7 The Examination Process

For the purposes of the examination, one copy of the submitted dissertation should be sent by the Department's nominee directly to the external examiner, together with an Examination Result and Report form and an external examiner's fee and expenses claim form.

External examiners are requested to (a) notify the Registry immediately if they receive draft dissertations for comment and return *prior* to commencement of the formal examining process and (b) decline firmly any suggestion that a dissertation should be returned to a candidate for improvement and re-consideration prior to completion of the Examining Board's formal deliberations.

8 After Examination

Taught Master's dissertations are no longer automatically deposited in the National Library of Wales or in the University library. Dissertations are only deposited to the libraries if:

- (a) deemed by the examiners to be of Distinction standard (irrespective of whether or not the candidate is awarded the degree with Distinction); *or*
- (b) they are in the fields of Celtic Studies, Welsh or Welsh History; *or*
- (c) they do not meet either of the above criteria, but are considered by the examiners to be of particular relevance to Wales.

Dissertations which are not deposited in the libraries may be retained by the department of study or returned to the student.

After the examination has been completed, all dissertations must be returned by the external examiner directly to the Convenor & Secretary of the Examining Board in the relevant department.

Where the candidate has passed and if the dissertation is - according to the criteria described above - to be deposited to the libraries, the Chair/Convenor of the Examining Board must arrange with the student for any minor or typographical corrections to be carried out and for both copies of the dissertation to be permanently bound in the form required for deposit in the libraries.

In addition an electronic copy of the final version of the dissertation must also be deposited in the University's Institutional Research Repository, Cadair. For information on submission of the electronic copy, contact Information Services is@aber.ac.uk

Once this has been done to the Chair/Convenor's satisfaction, the Chair/Convenor should send the completed Result and Report form to the Registry. The form must not be sent to the Registry until the work has been permanently bound and returned by the student to the Chair/Convenor.

It is the students' responsibility to make the required corrections and to have their work bound in the permanent form required by regulation. Convenors should check that these tasks have been performed satisfactorily. Candidates contemplating submitting their dissertation for examination in temporary binding should therefore note that, for dissertations which are to be deposited in the libraries, it is their responsibility to have the dissertation rebound.

The University's Regulations require only those dissertations which are to be deposited in the libraries to be permanently bound and to be submitted in electronic form. Academic departments may opt to retain other dissertations in a departmental collection. In such cases, the final method of binding is at the department's discretion, although they will still require the correction of minor or typographical errors. Dissertations which are to be lodged neither in a library nor retained in a departmental collection, should be returned to the candidate with any examiners' comments erased.

The Convenor/Secretary disposes of the bound copies of successful dissertations as follows:

- 1 copy directly to the National Library of Wales, Aberystwyth, Ceredigion, SY23 3BU
- 1 copy to the University Library.
- 1 electronic copy to the University's Institutional Research Repository.

Any notes or marginal comments made by examiners in dissertations must be erased from the hard copies prior to their deposit in Libraries.

9 Bar on Access

The University expects that research work accepted for a higher degree shall be openly available and subject to no security classification or restriction of access.

Nevertheless, in cases where there is an overriding need for a restriction of copying or access (for example where sponsored research has resulted in a dissertation which contains commercially-sensitive information) the University may, on the special recommendation of a department, place a bar on photocopying of and/or access to a dissertation for a specified period (normally three years in the first instance). It is the responsibility of your supervisor to make an application to the department for a bar to be sought as soon as is reasonably practicable. Ideally the Department will be able to forward a recommendation that a bar be applied to the University at the outset of your candidature.

Please note that, in the event that a bar on photocopying and/or access is granted by the University, the signed statement to be included with each copy of the dissertation submitted should indicate that the dissertation may be made openly available *after the expiry of the bar on access*.

Normally, the title and summary of the dissertation will be made available.

Layout of Declaration and Statements

DECLARATION

This work has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.

Signed (candidate)

Date

STATEMENT 1

This work is the result of my own investigations, except where otherwise stated. Where ***correction services** have been used, the extent and nature of the correction is clearly marked in a footnote(s).

Other sources are acknowledged (e.g. by footnotes giving explicit references).
A bibliography is appended.

Signed (candidate)

Date

[*this refers to the extent to which the text has been corrected by others]

STATEMENT 2

I hereby give consent for my work, if accepted, to be available for photocopying and for inter-library loan, and for the title and summary to be made available to outside organisations.

Signed (candidate)

Date

NB: *Candidates on whose behalf a bar on access has been approved by the University (see Note 7), should use the following version of Statement 2:*

I hereby give consent for my work, if accepted, to be available for photocopying and for inter-library loans after expiry of a bar on access approved by Aberystwyth University.

Signed (candidate)

Date



EXAMINATION OF TAUGHT MASTER'S DEGREE DISSERTATION:

NOTICE OF CANDIDATURE FORM

Please complete both copies of this form in typescript, or black ink, when your dissertation is ready to be submitted to your Department/School/Institute for examination.

Surname/Family Name
Initials

Surname/Family Name Date of Birth.....

(please repeat your surname, and give your initials, in the box at the top right-hand corner of this form)

Forenames (in full) Title.....

Student Reference Number.....

Title of Degree (eg MA, MSc, MBA etc).....

Title of Taught Master's degree scheme followed (eg Equine Studies).....

Department/School/Institute in which study pursued.....

Degree(s) currently held (please indicate any from Aberystwyth University)

Name(s) and title(s) of your Supervisor(s)

Full Title of dissertation submitted.....

Please indicate that the following will all be submitted along with the required two copies of this form:

two copies of your dissertation and Declaration and Statements page;

Dissertation submitted for Examination in *Permanent or *Temporary Binding

(*please tick as appropriate)

For Office Use Only: please do not write in this space

1. Having read note 3, please indicate whether, in the event you qualify for your degree, you wish to:

either (please tick as appropriate)

attend a Degree Congregation

OR

be admitted in absentia

2. If you have chosen to attend a Degree Congregation you must give an up-to-date and active email address by which the Graduation Office can contact you between March and September. All correspondence regarding Graduation – registration, guest tickets, hiring gown, etc. – will be communicated to you via email. Therefore, it is essential that you provide an address. Failure to do so will result in you receiving no information regarding Graduation.

Note: Your Degree Certificate will be sent to you in August/September if you attend a congregation. It is your responsibility to provide an address to which the certificate can be sent during these months. Failure to do so will result in you not receiving your certificate.

You can advise the Academic Office of any changes to your address by emailing graduation.office@aber.ac.uk or pgsstaff@aber.ac.uk.

Important:

It is your responsibility to ensure your address is correct at all times, the University cannot be held responsible for correspondence being sent to the wrong address.

Please write clearly below your correspondence address in capitals, ensuring you provide your full name, student reference number and your full address postcode and e-mail.

Student Reference No Email

Name of Master's programme

Department

(*please delete as appropriate) *Mr / Ms / Mrs / Miss

Surname

Forename.....

Address

.....

.....

..... Postcode

If you have an overseas address and you wish the address to be typed in a different language please email it to pgsstaff@aber.ac.uk and the graduation.office@aber.ac.uk with your full overseas address, full name and student reference number.

*Before signing and submitting **two completed copies** of this form to your department/school/Institute of study, please ensure that you have read and understood the attached explanatory notes and that you submit the other required forms together with the two copies of your dissertation. You should detach and retain the explanatory notes.*

Candidate's signature Date



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two copies of your dissertation and Declaration and Statements page;

Dissertation submitted for Examination in *Permanent or *Temporary Binding

(*please tick as appropriate)

For Office Use Only: please do not write in this space

1. Having read note 3, please indicate whether, in the event you qualify for your degree, you wish to:

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Please write clearly below your correspondence address in capitals, ensuring you provide your full name, student reference number and your full address postcode and e-mail.

Student Reference No Email

Name of Master's programme

Department

(*please delete as appropriate) *Mr / Ms / Mrs / Miss

Surname

Forename.....

Address

.....

.....

..... Postcode

If you have an overseas address and you wish the address to be typed in a different language please email it to pgsstaff@aber.ac.uk and the graduation.office@aber.ac.uk with your full overseas address, full name and student reference number.

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Candidate's signature Date