



## THESIS PRESENTATION GUIDANCE

**Please note that the guidance on printed thesis is for use when a student requests and has approved an on campus viva. Vivas only require an electronic copy of the thesis and the RCom10 (candidates declaration form) to be submitted to [graduateschool@roehampton.ac.uk](mailto:graduateschool@roehampton.ac.uk) At present, all theses submissions are in electronic format only, no hard copies are required.**

The text should be written in English (unless the University's Research Degrees Board has given permission for another language to be used owing to the nature of the subject).

The electronic thesis should be submitted to [graduateschool@roehampton.ac.uk](mailto:graduateschool@roehampton.ac.uk) at the same time. In addition to completing the RCom10 (Candidate's Declaration Form), students will also need to submit their thesis via the Turnitin dropbox on the Graduate School moodle site and download the originality report to include with their RCom10. This is to ensure they have referenced all sources and quotations within their thesis appropriately. The originality report will also be made available to the examiners. If the student returns a similarity percentage of higher than 20%, they should work with supervisors to address any issues raised by the report before submitting their thesis. Any thesis which the examiners' are concerned may demonstrate evidence of academic misconduct will be investigated in accordance with the Student Disciplinary Regulations (see section 18 of the Research Degree Regulations and 20 for those registered after October 2019).

Students will receive an e-receipt (via email) to confirm submission from the Graduate School and the Graduate School will initiate the Examination arrangements (see below).

Students who have submitted, up to the point of completing any corrections or resubmission requirements of their examiners, remain registered students, with access to supervisory support and University resources and facilities. Students who have submitted should be offered the opportunity to undergo a mock oral examination. It is the responsibility of the Director of Studies to arrange this.

## ORDER OF THESIS

A candidate's thesis should follow the order:

- i. Title page - this should contain the approved thesis title as stated on the candidate's examination entry form, the candidate's name and qualifications, a statement of the degree for which the thesis is being submitted, the name of the candidate's Department, the name of the University and the year of submission for examination. If your award is to be ratified by the University of Surrey you should include the name of both institutions on your title page. EdD students should also list Kingston University of the title page. For example:

**Title of Thesis**  
**by**  
**A N Other BA, MA**  
**A thesis submitted in partial fulfilment of the requirements for the degree of PhD**  
**Department of Humanities**  
**University of Roehampton**  
**University of Surrey \* (see note above)**  
**Or**  
**Roehampton University**  
**Kingston University \* (for EdD students only)**  
**2013**

- ii. The abstract - this should be a summary of the content of the candidate's thesis and should not be longer than 300 words
- iii. Contents page - this should be a listing of the contents of the candidate's thesis, giving page numbers for each section and chapter, and is best presented in tabulated form
- iv. Acknowledgements - this is where a candidate has the opportunity to thank the people and organisations who have assisted in her/his work
- v. The main body of the thesis will normally follow the format - Introduction, Chapters, Conclusion
- vi. Appendices (if needed)
- vii. Bibliography - this should be a complete listing of all of the relevant works the candidate has consulted and should demonstrate critical judgement in the selection of the material included.

It is preferable to bind theses as one volume, but some candidates like to present their appendices as a separate volume especially if they are of substantial size.

Examiners will take account of presentation and accuracy when considering theses. Candidates should, therefore, make sure that their thesis presents a logical progression of argument, which is clear and consistent in the style of its presentation, that tables and illustrations are clearly labelled, and that the bibliographical references are clear.

For any queries related to this guidance, please contact the Graduate School office at [graduateschool@roehampton.ac.uk](mailto:graduateschool@roehampton.ac.uk) or on 020 8392 3715.