

## University of Birmingham

### Purpose of Paper

1. APRC is invited to **consider**, and if thought appropriate, **approve** amendments to Regulation 7.4.2 (d) for 2012-13, in order to remove ambiguities and clarify the position regarding exclusions from the word count of research degree theses.

### Proposals/Recommendations

2. That the Regulations are amended as follows (additions underlined, deletions struck through):

#### 7.4.2 Format of theses or reports

7.4.2 (d) The maximum number of words in the thesis or report, excluding supplementary material such as tables, diagrams and figures (including associated legends), appendices, references, footnotes and endnotes, the bibliography and any bound published material is as follows:

College	One Year MRes	<u>One Year MA/MSc/ LLM/MJur</u>	Two year MPhil	Professional Doctorate	PhD	PhD with Integrated Study	Eng D DDS MD
Arts and Law; Social Sciences	20,000	<u>40,000</u>	60,000	50,000	80,000	80,000	NA
Dentistry, Health Sciences and Medicine; Life and Environmental Sciences; Engineering and Physic	15,000	<u>30,000</u>	40,000	40,000	50,000	50,000	50,000

### Background

3. The current regulation does not specify that legends associated with diagrams and figures are excluded and also does not make reference to footnotes and endnotes.
4. Postgraduate researchers are often confused as to exactly what is excluded from the declared word count of the thesis and this can lead to incorrect word

counts being quoted on the declaration form which is sent to the examiners with the copy of the thesis.

5. Postgraduate researchers whose thesis exceed the word limit as quoted in Regulation 7.4.2 (d) above are required to submit a request notwithstanding regulations to the Research Progress & Awards Sub Panel for permission to exceed the stated word count. Requests are considered exceptional and must be accompanied by a statement from the postgraduate researcher to explain the reason for exceeding the word count together with a statement from the Supervisor and Head of School (or nominee) indicating if they support the request.

### **Consultation**

6. Following a recent enquiry relating to legends which are an integral part of a diagram, figure or table, discussion has taken place between the Director of University Graduate School and the Research Student Administration team.

### **Arguments to Support Proposal Topic and Purpose of the Paper**

7. It is recommended that from 2012-13 Regulation 7.4.2(d) is amended to confirm what is excluded from the declared word count of a thesis.
8. If approved the Library Services Guide to Presenting your Thesis will be updated along with information on the University Graduate School relating to thesis word counts.

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