



Postgraduate Research Office

Policy Title	Policy on the inclusion of additional materials with a thesis
Purpose of Policy	To define what constitutes additional materials for submission with a thesis for a postgraduate research degree
Contact within PGRO	Marie Dixon
Approving bodies	Postgraduate Committee
Approval given by	Postgraduate Committee (minute 23.48.3), 27 June 2023
Date of implementation	Immediate effect
Date of review	n/a
Date for next Review	June 2026
Version	V1.0

Policy on the inclusion of additional materials with a thesis

This policy applies to candidates registered for the following degrees: Bus.D., Ed.D., Eng.D., M.D., M.Phil. by thesis, M.Litt., M.Sc., Ph.D.

1. General information

- 1.1. Postgraduate research students are required to submit a thesis for examination. Additional materials are defined as materials created by the candidate which are integral to the thesis and essential for examination, but cannot be easily included in the main body of the thesis. Examples may include 3D models, simulations, video or audio recordings, hi-resolution images, or computer programmes.
- 1.2. Additional materials cannot be used to circumvent the thesis maximum word limit.
- 1.3. Additional materials are not a method for sharing repositories of data generated throughout the research programme that are not to be examined.

2. Application

- 2.1. Students other than those in the Faculty of Music¹ must seek permission through their CamSIS self-service to submit additional materials to be examined alongside their thesis.
- 2.2. The application must include a list of proposed additional materials with a description of the subject matter of each file, a commentary that explains how the materials are integral to the thesis, and reasons why they cannot be included in the thesis.

3. Submission of additional materials

- 3.1. Additional materials must be submitted to the Degree Committee at the same time as the thesis for examination. On no account should candidates submit their thesis or any additional materials directly to the examiners (or indirectly via their supervisor or any other third party).
- 3.2. The list of approved additional materials must be included inside the thesis, immediately after the abstract/summary page. The list should include an overall description of the subject matter and any appropriate acknowledgements.
- 3.3. Additional materials submitted without prior approval will result in a delay in examination.

4. Deposit of additional materials [Doctoral degrees only]

- 4.1. Award of the degree cannot be approved until the final submission has been received. Any approved additional materials must be deposited with the electronic copy of the thesis in the University repository.

¹ Students in the Faculty of Music can submit musical scores and audio or video recordings of compositions without the need to apply for permission.