

THESIS SUBMISSION GUIDELINES FOR STUDENTS

Please note the guidelines below apply to ALL Postgraduate Research Students irrespective of start date. Submission deadlines are noted on page 4.

1.34.1 General. Candidates and Supervisors should note that these requirements are mandatory and they are asked to familiarise themselves with the information below. Theses' must meet all the requirements set out below. Please note: from time to time the Dean of Graduate Studies may approve other formats on an individual basis.

1.34.2 Language. A thesis or dissertation should be written in English or Irish unless prior permission has been granted for the use of another language by the Dean of Graduate Studies. A candidate who wishes to write a thesis or dissertation in a language other than English or Irish should initially contact his/her Supervisor/Course Co-ordinator. The Supervisor/Course Co-ordinator will then consult with his/her Director of Teaching and Learning (Postgraduate). If the latter can satisfy him/herself that a) there are sound academic reasons for the thesis or dissertation to be written in a language other than English or Irish and b) that the candidate has the necessary skills/fluency in the relevant language, then the Director of Teaching and Learning (Postgraduate) should send a summary of the case under the two headings outlined above to the Dean of Graduate Studies. The Dean of Graduate Studies will normally be guided by the recommendation of the Director of Teaching and Learning (Postgraduate), but may refer the matter to the Graduate Studies Committee if s/he deems it necessary.

1.34.3 Published Work. A thesis submitted for a higher degree may be based on, or include, writings already published by the candidate, if the studies from which they derive have been carried out during the period of registration on the higher degree register. Such writings must be fully integrated into the body of the thesis.

1.34.4 Length. A thesis must be written concisely. Dissertations submitted in part-fulfilment of the requirements of a postgraduate taught course are limited to the length prescribed in the individual course regulations. Normally a Ph.D. thesis should not exceed 100,000 words of text (exclusive of footnotes and bibliography) and a M.Litt. or M.Sc. (by research) thesis, 60,000 words of text (exclusive of footnotes and bibliography), and for scientific or technical subjects will normally be shorter. If a thesis is likely to exceed these limits, the Dean of Graduate Studies must be advised of its estimated length and her/his permission obtained at an early stage in the writing. Additional material, such as numerical appendices, listings of computer programs and textual footnotes, may be bound in a separate volume. Where the combined length of text, footnotes and appendices, etc. exceeds 400 pages the thesis must be bound in two volumes. The initial soft-bound submission should be printed single-sided and the final hard-bound submission should be printed double-sided.

1.34.5 Typescript and illustrations. The thesis must be printed on good quality, A4 (297 x 210mm) white paper. The type must be fully formed as in the output of a laser or ink jet printer. The output of dot matrix printers is not acceptable. The type must be black and not less than 10 point. Line-spacing must be at one and a half or double spacing between lines. The gutter margin of both text and diagrams must not be less than 35 mm and that on the other three sides not less than 20 mm. The two copies of the thesis for examination should be soft-bound and printed on one side of the page only. It is required that the hard-bound copy of a thesis will be printed on both sides of the page on paper of a weight of at least 90 gsm (exceptions are at the discretion of the Dean of Graduate Studies). A copy of the hard-bound thesis will be lodged in the Library following approval by Council. Colour photocopies and scanned images may be used in the copy of the thesis deposited in the Library.

1.34.2.6 Cover. A thesis which has been examined and in which all necessary corrections have been completed must be securely bound in hard covers with dark blue cloth. The final size when bound must not exceed 320 x 240 mm.

1.34.7 Title. The title of the thesis must be written in full on the title page of each volume of the thesis. The degree for which the thesis has been submitted, the year, and the name of the candidate, in that order, should be lettered in gold, in 24 pt or larger type, down the spine, so as to be readable when the volume is lying flat with the front cover uppermost. The title must also appear in gold lettering on the front cover of the thesis. The year on the spine and title page must be the year that the thesis was approved by Council (not the year of initial submission).

1.34.8 Declaration and online access

a) The thesis must contain immediately after the title page the following declaration signed by the author:

I declare that this thesis has not been submitted as an exercise for a degree at this or any other university and it is entirely my own work.

I agree to deposit this thesis in the University's open access institutional repository or allow the library to do so on my behalf, subject to Irish Copyright Legislation and Trinity College Library conditions of use and acknowledgement.

b) In the case of a thesis for which the work has been carried out jointly; the declaration must have a statement that it includes the unpublished and/or published work of others; duly acknowledged in the text wherever included.

c) Open access electronic theses are freely available over the World Wide Web for users to read, copy, download, and distribute subject to Irish Copyright Legislation and Trinity College Library conditions of use and acknowledgement. Withheld access will be implemented, as applicable, according to the terms detailed in 1.34.15.

d) A digital repository is an online, searchable, web-accessible database containing works of research deposited by scholars, the purpose of which is both increased access to scholarship and long-term preservation.

Any queries relating to Thesis Submission should be directed to gso.theses@tcd.ie and all queries should include a student ID number.

1.34.9 Summary. A succinct summary of the methods used and the major findings of the thesis must be bound into each copy of the thesis following the declaration page. It must not exceed two pages of typescript.

1.34.10 Acknowledgements. A formal statement of acknowledgements must be included in the thesis.

1.34.11 References. Systematic and complete reference to sources used and a classified list of all sources used must be included in the thesis. The titles of journals preferably should not be abbreviated; if they are, abbreviations must comply with an internationally recognised system (the format may vary according to the precedents and customs of the subject area; graduate students should consult with their Supervisor as to appropriate presentation).

1.34.12 Abstract. One copy of an abstract, printed on a single sheet of A4 paper, must be submitted loose with each copy of the soft-bound thesis. The abstract must contain the title of the thesis and the author's full names as a heading and may be single spaced. Two copies of an abstract must be submitted loose with the final hard-bound copy.

1.34.13 Submission. Two copies of the thesis, which may not be returned, and which for the first submission should be soft-bound, should be presented at the Graduate Studies Office, accompanied by two loose copies of the abstract. The thesis will not be accepted until it has been established that the candidate is currently registered on the higher degree register and that any outstanding fees have been paid.

1.34.14 Access to theses'. One bound copy of every thesis approved for a higher degree is lodged in the custody of the Librarian in the University Library. An electronic copy is deposited in the University's open access institutional repository. A thesis so approved may be made available by the Library under the terms and conditions relating to appropriate use subject to Irish Copyright Legislation and Trinity College Library conditions of use and acknowledgement either through the University's institutional repository or by way of the printed copy.

1.34.15 Withheld access (a "stay"). Should an author of a thesis wish to withhold permission for the use of her/his work, a written application must be made to the Dean of Graduate Studies at the time of submission of the thesis for examination. Such applications must have the written support of the graduate student's Supervisor or Director of Teaching and Learning (Postgraduate), must state the reasons for the request for a stay on access and must provide a contact address. The maximum length of a stay is five years. During this period of withheld permission the thesis may be consulted, lent or copied only by written permission of the author who is under an obligation to reply to all inquiries within a reasonable time.

Additional regulations

2.16 Procedure for examination of a candidate

A thesis submitted for a Masters degree must show evidence of rigour and discrimination, appreciation of the relationship of the subject to a wider field of knowledge/scholarship (but it is not necessary that it be worthy of publication); it must be clear, concise, well written and orderly and must be the candidate's own work.

A doctoral thesis must show evidence of rigour and discrimination, appreciation of the relationship of the subject to a wider field of knowledge/scholarship, and make an appreciable, original contribution to knowledge; it should show originality in the methods used and/or conclusions drawn, and must be clear, concise, well written and orderly and must be the candidate's own work.

The use of paid professional copy editing services for the preparation of a Masters or doctoral thesis is **not permitted** and will be considered a breach of the examination regulations. In certain exceptional cases, students registered with the College disability service may, following consultation with the Dean, be permitted to avail of paid professional copy editing services.

Dean's Grace and Submission Deadlines

September Registrants

Students who registered for their current degree before the September 2009 intake are required to submit their thesis by 30 September (31 October with Deans Grace).

Students who registered for their current degree from the September 2009 intake onwards are required to submit their thesis by 31 August (30 September with Deans Grace).

The Deadline to request Dean's Grace of one month extension (free of fees) is **31 August** for all September registrants. All requests for Deans Grace should be emailed from the Supervisor directly to the Dean of Graduate Studies at **gso.theses@tcd.ie**
Please do not forward this request to any other email address in the Graduate Studies Office.

March Registrants

Students who registered for their current degree before the September 2009 intake are required to submit their thesis by 31 March (30 April with Deans Grace).

Students who registered for their current degree from the September 2009 intake onwards are required to submit their thesis by 1 March (31 March with Deans Grace).

The Deadline to request Dean's Grace of one month extension (free of fees) is **1 March** for all March registrants. All requests for Deans Grace should be emailed from the Supervisor directly to the Dean of Graduate Studies at **gso.theses@tcd.ie**
Please do not forward this request to any other email address in the Graduate Studies Office.

Submission of the final hardbound thesis

Please note the final hardbound copies will not be accepted until the official results have been processed by the Graduate Studies Office.

Commencements

A student may register 'conditionally' with the Proctors Office for commencements at any time during the examination period however the final hardbound thesis must be formally approved by Council and Board before a student is eligible to graduate. Please contact the Proctors Office directly for information regarding commencements, the Graduate Studies Office will provide deadlines for the upcoming Council approval dates.

Any queries relating to Thesis Submission should be directed to **gso.theses@tcd.ie** and all queries should include a student ID number.