



SCHEDULE B TO THE QUALIFICATION REGULATIONS

Schedule B to The Qualification Regulations governs the format and submission of dissertations and the inclusion of material from previous submissions. It should not be read in isolation. It is important that you read it in conjunction with the following documents.

- [Introduction to *The Qualification Regulations*](#)
- [General Qualification Regulations](#)
- [The regulations governing your qualification](#)

If you wish to print the regulations governing your qualification, you are advised to print *all* these documents.

Schedule B 1 MATERIAL USED FOR ANOTHER QUALIFICATION

Schedule B 1.1

You may not submit material which you have included in a previous submission for a higher degree or other academic qualification of this or any other awarding body. You may refer to this material in your dissertation as long as you say so in the dissertation and the accompanying statement.

- (b) four copies of a summary of 200 to 400 words (one of these copies should appear at the beginning of each copy of the dissertation); and
- (c) a statement as to what part, if any, of the material you have previously used for another degree or other qualification of this or any other university or institution. If you are submitting joint work, you must say what your contribution is.

Schedule B 2 DISSERTATION DEADLINE

Schedule B 2.1

If you need to do a dissertation for a degree, you must submit it by the date given for the particular programme. It must meet the following regulations in this schedule.

Schedule B 4 DEPOSITION

Schedule B 4.1

Both copies of the dissertation and any supporting material will become our property.

Schedule B 3 DOCUMENTS NEEDED

Schedule B 3.1

You must submit:

- (a) two copies of the work, including supporting material (for example, diagrams and other resources);

Schedule B 5 TEXT FORMAT

Schedule B 5.1

The text of the work must be either typewritten or printed in letter-quality or near-letter-quality print on international A4 (297 millimetre x 210 millimetre) paper of good quality. It may be typewritten or printed on both sides of the paper. The minimum widths of the margins (to allow for comments) should be as follows.

- Inside margin 40 millimetres

- Top and outside margins 15 millimetres
- Bottom margin 20 millimetres

Schedule B 5.2

You should number the pages and include a table of contents. You must provide a list of illustrations (if any) and a list of all the separate items you have attached (for example, maps, plans, slides, tapes and films). The title page and front cover must include:

- (a) your full name and degree;
- (b) your personal identification number;
- (c) the title of the dissertation;
- (d) the degree that it is for (for example, MA in Education); and
- (e) the date you are submitting it.

Schedule B 6 BINDING

Schedule B 6.1

The papers should be secured so that they will stay firmly in place when the volume is opened fully, for example, stapling, ring-binding or spine binding.

Schedule B 7 OTHER MATERIAL

Schedule B 7.1

You can submit diagrams, maps and similar documents in a folder of any size, which has the same details on it as given in regulation schedule B 5.2.

Schedule B 7.2

Work presented in other forms (for example, on film, slides or audio tapes) should be recorded by a suitable process on good-quality material. The item should last for a long time and be able to be viewed on our equipment. You should put the item in an appropriate container, which has the same details on it as listed in regulation schedule B 5.2.

Schedule B 8 LANGUAGE

Schedule B 8.1

The work must be written in English. Brief quotations in foreign languages are allowed.