

**PLEASE READ GUIDANCE CAREFULLY BEFORE COMPLETING**

APPLICATION TO SUBMIT A THESIS IN AN ALTERNATIVE FORMAT FOR EXAMINATION

FOR POSTGRADUATE RESEARCH DEGREES

Please complete this form electronically. This form should be used for considering applications to prepare theses in alternative formats both for applicants and registered students.

Before completing this form, please carefully read through Section 3 of the [Presentation of theses/dissertations for degrees in the Faculty of Graduate Research](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/presentationoftheses/#otherforms) and the [thesis by alternative format guidance & FAQs](https://www.exeter.ac.uk/research/doctoralcollege/support/studenthandbook/submission/thesis-alt-format/).

[Additional Guidance](#_ADDITIONAL_GUIDANCE_FOR) for completing this form is available at the end of this document*.*

Once completed, this form, and all supporting documentation, should be returned to your [PGR Support Team](https://www.exeter.ac.uk/research/doctoralcollege/aboutus/pgrsupportcontact/).

The deadline to return this form to your PGR Support Team is:

* Doctorate programmes: 24 months after your programme start date.
* Research Maters (MPhil, MbyRes): 12 months after your programme start date.

Late requests are unlikely to be considered.

|  |
| --- |
| PART A - To be completed by the Candidate |

Your details:

|  |  |
| --- | --- |
| Name *in full* |  |
| Student Number: |  |
| Degree of: |  |
| In the Faculty of: |  |
| Title of thesis/dissertation: |  |
| Start date (dd/mm/yy): |  |
| Funding:*If you have funding or sponsorship, you must confirm that submitting your thesis/dissertation by an alternative format is allowed within the conditions of your funding*.  |  |

Your Proposal:

If there are significant changes as set out below as your research progresses, you should discuss this with you supervisors. If the changes are fundamental, this document should be resubmitted. Any questions should be directed to your [PGR Support Team](https://www.exeter.ac.uk/research/doctoralcollege/aboutus/pgrsupportcontact/) in the first instance.

|  |
| --- |
| **Format of Thesis** |

Practical and written components **must** be submitted at the same time to enable examination of the work as a whole.

**Indicative practice elements and documentation:**

*Specify the full extent of the practical/physical elements, including the format that each will be submitted in i.e. whether PDF, word documents, website, sound files etc.*

[*Additional Guidance*](#_ADDITIONAL_GUIDANCE_FOR) *is available at the end of this document.*

|  |
| --- |
| *enter text* |

**Rationale**

*Demonstrate a strong argument for why the thesis necessitates a different mode of presentation and embodiment, i.e., why a more standard academic style of delivery would not be appropriate. Where appropriate, explain the intellectual/methodological relationship between any alternative format component and standard written text in terms of the overall thesis argument/contribution.*

|  |
| --- |
| *enter text* |

|  |
| --- |
| **Thesis Submission** |

Can the thesis and all supporting components be submitted to the PGR Thesis Submission SharePoint? If the thesis as a whole cannot be submitted via the SharePoint, please confirm how the rest of the thesis will be submitted for examination. The thesis must be submitted all at once – if multiple stages of submission are required, please outline the rationale for this below, and how this will work.

|  |
| --- |
| *enter text* |

|  |
| --- |
| **Archiving** |

The proposal must confirm in what format will the final submission into [**ORE**](https://www.exeter.ac.uk/research/openresearch/oa/selfarchiving/) will take place. If the format of the work is such that storage in ORE is not possible, the proposal must make it clear how the work will be saved to the University Repository. If in doubt that the work is available in an appropriate format the matter should be raised with the [**ORE**](https://www.exeter.ac.uk/research/openresearch/oa/selfarchiving/) administrator who will confirm what will be the best format to submit in, however most formats are supportable.

**How will the work be archived?**

*If the work is not in a standard format, thought is needed about how it can be saved to the University Repository.* [*Additional Guidance*](#_ADDITIONAL_GUIDANCE_FOR) *is available at the end of this document.*

*Please provide details below:*

|  |
| --- |
| *enter text* |

|  |  |
| --- | --- |
| Student Signature:  |  |
| Date: |  |

Once completed, please return this form, along with any supporting documentation and the appropriate signatures, to your [PGR Support Team](https://www.exeter.ac.uk/research/doctoralcollege/aboutus/pgrsupportcontact/).

The deadline to return this form to your PGR Support Team is:

* Doctorate programmes: 24 months after your programme start date.
* Research Maters (MPhil, MbyRes): 12 months after your programme start date.

Late requests are unlikely to be considered.

**Note:**

* You **must** upload a copy of this form to your MyPGR record.
* You **must** append a copy of this form to your thesis Submission Form.

|  |
| --- |
| **PART B - To be completed by the (proposed) Supervisor(s)** |

1. [ ] I certify that I consider the format for this thesis appropriate to the stated area of research, and that I have the necessary expertise to supervise it.
2. [ ] I certify that, to the best of my knowledge, it ought to be possible to appoint an exam board to assess the thesis in this format.
3. [ ] I certify that due consideration has been given to how the thesis will be submitted for examination and how the thesis will be archived upon completion.

*Will this thesis require assessment by the examiners on more than one occasion i.e., will any form of continuous assessment be involved (e.g., to assess an evolving series of drama productions)? If yes, please state the likely requirements for the examination:*

|  |
| --- |
|  |

**Dissemination of Research:**

*It is important that research can be shared and disseminated. How can the research be shared?*

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **1st Supervisor Support** | Supervisor Signature: |  |
| Name: |  |
| Date: |  |
|  |
| **2nd Supervisor Support** | Supervisor Signature:  |  |
| Name: |  |
| Date: |  |

**Following approval you must prepare early for nomination of the examiners**, to ensure that an examiner may be appointed who will be able to examine it in the alternative format, upon discussion of the nomination it should be made clear to the examiner the format in which they will receive the thesis, and they should confirm that they are happy to examine it in that format.

**Please send this form** to your Faculty’s [PGR Support Team](https://www.exeter.ac.uk/research/doctoralcollege/support/contactus/), who will liaise with the Department Director of PGR and the DC Quality Development Team to consider this request.

|  |
| --- |
| **APPROVALS** |

|  |  |  |
| --- | --- | --- |
| **Department DPGR Support** | DDPGR signature |  |
| Date |  |

**Following approval from the DDPGR, the PGR Support Team will send this request to the** **DC Quality Development Team** **for Dean’s approval and to ensure that the proposal complied with policy requirements.**

|  |
| --- |
| ADDITIONAL GUIDANCE FOR COMPLETING THIS FORM |

The balance of the written and practical component shall be decided by supervisor and student to be determined by the nature of the research and subject the approval of the relevant graduate office. All theses/dissertations by alternative format must include an academic commentary which adheres to the limits detailed in Section 3.5 in the TQA PGR Handbook, [11 - Presentation of theses/dissertations for Postgraduate Research degrees: statement of procedures - Teaching Quality Assurance Manual - University of Exeter](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/presentationoftheses/#otherforms)

Formats listed are not exclusive and candidates should first discuss the matter with their supervisor should they consider there to be potential to present their thesis/dissertation differently, who will be able to offer advice on the appropriateness of different formats within the context of that discipline, and with regard specifically to how they relate to the candidate’s research project.

**Indicative practice elements:**

The following are examples of alternative format theses submitted at other Russell Group and international Universities. This is not an exhaustive list.

* Drama / theatre performance (either of original or pre-existing repertoire)
* Performance An engagement and impact project at regional, national or international level performance
* Film / Audio-Visuale.g., documentary film, but may also incorporate elements of drama, avant-garde or essayistic filmmaking.
* Broadcast piece for TV (for example, an hour-long documentary, educational films, cartoons)
* An exhibition
* A website
* A sample of creative writing, poetry, prose
* Portfolio of artefacts, artworks and other practice-based outputs
* Installation/digital installation
* Graphic design and other visual media
* Music, Sound design, Podcasts, Interactive music software, Radio broadcasts, soap operas
* Multimedia package (Twitter/Instagram/video/audio)
* Campaign (journalism/election)
* Creation of datasets and databases
* An innovative collaboration with a partner institution

**Initial research proposal:**

* Research Proposal plus any supplementary materials to illustrate potential as a practitioner in your chosen practice-based methodology.
* Strong argument for why the thesis necessitates a different mode of presentation and embodiment, i.e., why a more standard academic style of delivery would be appropriate.

**Timing:**

* Either at the outset or during a programme of study (by end of year one for full time students and end of year two for part-time students).
* Students must submit their request, via the completed forms and supporting documentation, no later than their upgrade deadline, as detailed in their MyPGR record.

**Content:**

* Student to contact a member of staff with appropriate expertise to discuss proposed research, which should be a well-defined, specific area of potential research, rather than a general subject area.
* Justification why the practice route is the most appropriate method for pursuing their research.
* Student must also demonstrate the ability to link practice with the written analysis.
* Proposed balance of written and practical components and a methodology demonstrating the link between the theoretical and practical investigations and conclusions
* Assessment, including examiners/criteria.
* Skills/training needs for student/supervisor if required.
* How the practical component is to be supervised.
* Student to set out what he/she expects to include for assessment as the final submission.
* Portfolio of published work or publicly exhibited creative work; an abstract; and a critical review of all their submitted work.

**Documentation:**

* Should include photographic or video evidence, which encompasses the creative material submitted and any artefacts or documentation integral to the creation of the work (e.g., video, photographs, recordings, sketches, studies, web pages) by the practice element was made.
* The visual documentation may take the form of a video, drawings, 3D models (digital/physical), physical mock-ups, diagrams, installation, exhibition, or any other form approved.
* A short inventory with brief descriptions should also be included.

**ASSESSMENT**

**Contextualise/Demonstrate:**

* Demonstration of doctoral levels of contextual knowledge, analysis and argument.
* The practical component must involve research enquiry.
* Critical reflection on the process of product’s creation as a method of its investigation.
* Critical evaluation and articulation of the relationship of textual to extra-textual media in the formation of new knowledge.
* Link between the theoretical and practical investigations and conclusions.
* Explanation/justification of the nature and extent of the candidate's own contribution and the contribution of co-authors / other collaborators.
* The PGR must be required to demonstrate the ability to link practice with the written analysis e.g., to exemplify, contextualise or expand an idea elaborated in the text, and vice versa.

**Competence:**

* Alongside research competence, a practice-based PhD positively values creativity and, where relevant, the commentary should include your reflections as a practitioner on critical and creative processes.
* Competence in ancillary technical skills if required.
* Theory and practice comprehensively and convincingly integrated into an organic whole.
* Candidate may also be required to take a written and/or practical examination.
* Suitable for professional performance / public exhibition
* Where it is considered to be part of the final submission, examiners are normally expected to view live practice.

Note: Practical and written components to be submitted to Examiners at the same time to enable assessment of the work as a whole.

**ARCHIVING**

* Candidates to submit electronic versions of the thesis **in its original form**, or as a **detailed record where the former is not appropriate** (e.g., in the case of a performance)
* **Practice elements must be presented in a format which can be archived**. e.g., bound thesis plus electronic documents (PDF, multimedia files, static copies of webpages, etc.) submitted on memory stick/CD.
* All practice for assessment must be **recorded in an appropriate format as a permanent record** with high-quality audio and video recordings which complies with archiving requirements set out by the University Library (including any live practice that has been assessed).
* **Appropriate permissions must be obtained from other people involved** in the performance/ recording of live practice, which must comply with the University’s ethical procedures and legal requirements of the Data Protection Act.
* Dcqualitydevelopment@exeter.ac.uk should be consulted as to the appropriate means of submission in any cases where the thesis includes material that cannot easily be included within the submitted electronic file (e.g., video recordings, audio recordings, large charts).