



## **Policy on the Length of Coursework and Dissertations (for students registered with The University of Manchester)**

1. Students should adhere to the number of words given for the assignment.
2. Where a single number is given ('a 2000 word essay') there is no upward margin of 10%. Where two numbers are given ('a 1500-2000 word essay') the actual number of words needs to be within the margin indicated.
3. If a piece of work exceeds the maximum number of words, the extra words will not be read and so not taken into account in the marking. (NB: This is likely to mean that the work's conclusion is ignored.)
4. Long undergraduate dissertations will be between 10,000 and 12,000 words; short undergraduate dissertations will be between 6,000 and 7,000 words; Master's dissertations will be no more than 15,000 words.
5. All word counts include the footnotes but exclude the bibliography and any appendices.
6. A signed declaration of length must be received with every piece of work submitted for marking.

Additional guidance for Degree dissertations is supplied in the Dissertation Handbook and at the annual dissertation study day in June.

Additional guidance for Master's dissertations is supplied in the core unit 403 Theological Research.

<b>Document control box</b>			
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