



Policy on the length of coursework and dissertations (for students registered with the University of Wales)

Word counts

- Where a simple number is given (“a 2000 word essay”) there is a margin of 10% at either side. Where two numbers are given (“a 1500-2000 word project”) the actual number of words strictly needs to be within the margin indicated.
- By order of the University of Wales Undergraduate Degree dissertations will be not more than 12,000 words, and master’s dissertations no more than 20,000, *without* an extra margin.
- All these word counts are excluding the bibliography, any appendices and 'genuine' footnotes (defined as references, brief explanatory material and translations from foreign languages). Other footnotes (which contain elements of the discussion) should be counted.

Rules for all essays

- There must be a signed declaration of length with every piece of work received by the College for marking.

For essays where a simple number of words is given

- If the number of words is between 12% and 15% over or under the expected, we deduct 2 marks from the mark and this is indicated in the feedback.
- If the number of words is between 15% and 20% over or under the expected, we deduct 5 marks from the mark and this is indicated in the feedback.
- If the number of words is between 20% and 30% over or under the expected, we deduct 10 marks from the mark and this is indicated in the feedback.
- If the number of words is more than 30% over or under the expected, we deduct 15 marks from the mark and this is indicated in the feedback.

For essays where the number of words is between x and y

- If the number of words is between 2% and 5% over or under the expected, we deduct 2 marks from the mark and this is indicated in the feedback.
- If the number of words is between 5% and 10% over or under the expected, we deduct 5 marks from the mark and this is indicated in the feedback.
- If the number of words is between 10% and 20% over or under the expected, we deduct 10 marks from the mark and this is indicated in the feedback.
- If the number of words is more than 20% over or under the expected, we deduct 15 marks from the mark and this is indicated in the feedback

For dissertations

1. There must be a signed declaration of length with every piece of work received for marking.
2. The number of words in a Short Degree Dissertation is 8,000
3. If the number of words is between 12% and 20% under the expected, we deduct 5 marks from the mark and this is indicated in the feedback.

4. If the number of words is between 20% and 30% under the expected, we deduct 10 marks from the mark and this is indicated in the feedback.
5. If the number of words is more than 30% under the expected, the work is returned unmarked to the student and 15 marks deducted from the mark of the work when submitted again.

Document control box			
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