SUBMISSION, DEPOSIT AND USE OF PROJECTS AND DISSERTATION

I. Two properly presented word processed (one of which may be photocopied) A4 copies of a project or dissertation must be submitted. It may be printed on both sides of the paper with 1.5 line spacing throughout. Module Leaders for interdisciplinary projects/dissertations may request a third copy, at the Faculty’s expense.

Subjects may establish specific requirements for style or format.

II. All projects/dissertations should be either spiral bound or heatbound in a white card cover and contain, in order

   a. A title page obtainable from outside Student Central bearing in order the title of the project/dissertation, the student’s surname and initials, and the note “This dissertation is submitted in part fulfilment of the regulations for BA/BSc/BEd/BEng/LLB Honours Degree”. At the bottom of the page the name “Oxford Brookes University” and year should be included.

   b. A signed statement of the originality and (if agreed) a signed statement that the Dean of Faculty is responsible for limiting the extent to which work may be available for photocopying and inter-library loan (see (v) below).

III. Copyright of the project/dissertation rests with the student

IV. Some Faculties have their own binding facilities; otherwise students should use the Print Unit Service or outside commercial binding companies.

V. Deans of Faculties are responsible for the administration of the following rules:

   Regulations governing the Deposit and Use of Oxford Brookes University Modular Programme Projects and Dissertations

   1. The “top” copies of projects/dissertations submitted in fulfilment of Modular Programme requirements shall normally be kept by the Faculty for at least one year. In cases where the “top” copy incorporates examples of original artwork, photographs, etc., it may be returned on request to the student after consideration by the External Examiner. In these instances a second copy must be retained by the Faculty.
2. The author is advised to sign a declaration agreeing that the project/dissertation be available for reading and photocopying only at the discretion of the Dean of Faculty in accordance with 3 and 4 below.

3. The Dean of Faculty shall safeguard the interests of the author by requiring persons who consult the project/dissertation to sign a declaration acknowledging the author’s copyright.

4. Permission for any one other than the author to reproduce or photocopy any part of the project/dissertation must be obtained from the Dean of Faculty. They will give permission for such reproduction only to an extent which he or she considers to be fair and reasonable.

VI. The entire cost of production of the project/dissertation will be borne by student, although in cases involving field work reimbursement of some costs involved in research may be negotiated by Faculties. Faculties should also supply material for laboratory-based projects.