

Guidance on word counts for final Thesis / Portfolio

This document is designed to provide greater clarity on word limit requirements for final thesis/portfolios across the different departments, faculties and the School. This should be read in conjunction with the University's [QA7 Appendix 6: Specification for higher degree theses and portfolios](#).

Faculty/ School	Programme Type	Word Limits	Including	Excluding	Word limit tolerance	If word limit is exceeded	Word count for revised thesis
Humanities and Social Sciences*	<i>*Please note that any students whose studies with the Faculty of Humanities & Social Sciences commenced prior to 1 September 2014 should contact their Director of Studies for details of previous departmental-specific regulations on word limits.</i>						
	PhD (Doctor of Philosophy)	90,000 words	Tables, figures, footnotes and endnotes are included in word limit	Abstract, contents pages, executive summaries, appendices and reference lists/ bibliographies are excluded from the word limit	It is expected that students would not normally exceed the word limit	1. Supervisors will remind students of the word limits 2. Examiners may request that the thesis is shortened as part of their post-viva recommendations (but may not return a submitted thesis with an excessive word count - see regulation 16 'A viva voce examination is mandatory once a ... candidate has submitted a thesis.').	No word limit for the revised thesis. Exact details of the requirements for revisions are provided at the discretion of the examiners
	MPhil (Master of Philosophy)	70,000 words					
	DHealth (Professional Doctorate in Health)	45,000 word count limit (for students who first register <u>before</u> August 2020) 65,000 word count limit (for students who first register <u>after</u> 1 st August 2020)					
	EdD (Doctor of Education)	Research Enquiry will comprise one thesis of 45,000 words					
	DPRP (Professional Doctorate in Policy Research and Practice)	45,000 words	All quotations, (i.e. text immediately following the title up to, but not including, the references) including text within text boxes	Abstract, appendices, references, original diagrams, graphs and images	Where it exceeds this limit by a substantial amount (more than 10% of the limit) then permission should have been obtained by the student and supervisor from the Director of Studies prior to submission of the thesis.	-	
DClinPsy (Doctor of Clinical Psychology)	No word limit requirement	-	-	-	-		

School of Management	PhD (Doctor of Philosophy)	90,000 words	Bibliography is included in the word limit	-	Where it exceeds this limit by a substantial amount (more than 10% of the limit) then permission should have been obtained by the student and supervisor from the Director of Studies prior to submission of the thesis.	Permission should be obtained by the student and supervisor from the Director of Studies prior to submission	No word limit for the revised thesis. Exact details of the requirements for revisions are provided at the discretion of the examiners
	MPhil (Master of Philosophy)	60,000 words	Bibliography is included in the word limit	-	Where it exceeds this limit by a substantial amount (more than 15% of the limit) then permission should have been obtained by the student and supervisor from the Director of Studies prior to submission of the thesis.	Permission should be obtained by the student and supervisor from the Director of Studies prior to submission	
	DBA (Doctor of Business Administration in Higher Education Management)	50,000 words	-	Appendices are excluded from the word limit	Maximum of 55,000 words	Students who feel they have a case to exceed these limits should first gain permission from the Director of Studies for DBA(HEM)	
Faculty of Science	-	No word limit requirement for any department	-	-	-	-	-
Faculty of Engineering and Design	-	No word limit requirement for any department	-	-	-	-	-