**Word Count Exemption Request to the DGS for (please delete as appropriate):**

* **DPhil or MLitt Thesis**
* **Master’s dissertation**
* **Master’s essay**

The maximum lengths of essays, dissertations, and theses are strictly enforced. The examiners of taught courses are entitled to reduce the mark awarded if the work submitted exceeds the word limit. D.Phil. and M.Litt. candidates must state the approximate number of words when submitting their thesis. **These limits include all notes, appendices, and any source material being edited, but exclude the bibliography and the abstracts.**

Exceptions to these rules are only occasionally allowed and for special reasons, for example to allow the inclusion of essential edited source material in its entirety. Any application for permission to exceed the word limit should be accompanied by a detailed explanation, a statement of the excess length requested, and a supporting statement from the supervisor. Applications should be made to the Graduate Office well in advance of submission.

**DPhil students**: you must send this form before examiners are appointed (GSO3) and the thesis is submitted. If a thesis exceeds the permitted length, it may be returned to the candidate for revision before it is examined.

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| --- | --- |
| Name of student |  |
| College |  |
| Title of thesis |  |
| Name of supervisor |  |
| Name of supervisor (if applicable) |  |

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| Number of additional words required |
|  |
| Student statement. Explain clearly why you need an extension of the word count in your thesis |
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| Supervisor(s) supporting statement | |
|  | |
| Supervisor Signature |  |
| Supervisor Signature |  |
| Date |  |

**Please return this form to:** [graduate.office@history.ox.ac.uk](mailto:graduate.office@history.ox.ac.uk)

|  |  |
| --- | --- |
| DGS use only |  |
| Approved | Yes / No |
| Number of words |  |
| Signature |  |
| Date |  |