A GUIDE TO THE
MASTERS DISSERTATION (NON PEP)
FOR MA/MBA/MSc STUDENTS AND STAFF

For submission of proposals for all Masters Dissertations (Non PEP) within
the Postgraduate Regulatory Framework.

Revised April 2013
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IMPORTANT:
YOU MUST CONSULT YOUR COURSE HANDBOOK FOR COURSE-SPECIFIC REGULATIONS AND INSTRUCTIONS.

This is available from your Course Leader.
TIMETABLE FOR YOUR MASTERS DISSERTATION

The Dissertation will normally be completed within a one year period. This period will start from the date you register for your Dissertation and is conditional on you still having at least one of your six registration years remaining. If you do not have one of your registration year's remaining please contact your Dissertation Supervisor so that an appropriate timescale and work plan can be organised, otherwise you will need to write to Kevin Pickess (Academic Registrar) to request an extension to your registration period.

Your Dissertation may be submitted prior to your official completion date. Please carefully plan and discuss the timescale of your study with your Dissertation Supervisor and include your proposed hand in date on your Dissertation proposal form.

Once completed, your dissertation will be marked and presented at the next appropriate Board of Examiners meeting.

SUBMITTING YOUR DISSERTATION

Submitting by Post

You can submit your dissertation via postal/courier service. If using the Royal Mail please send it via Special or Recorded Delivery; the date on the package will be used as the date submitted.

Please address it to:

Postgraduate Team
Registry Service - Student Records Office
Woodbury Building
University of Worcester
Henwick Grove, WR2 6AJ

Submitting in Person

Please ensure you submit your work at the Firstpoint Counter at the Peirson Study Centre at the main campus no later than 3.00pm on the deadline date. Work submitted after this time will be treated as late.

Please ensure you submit your dissertation in good time with two (soft) bound copies, a copy on electronic media (CD, DVD, USB Drive etc.) and one copy of your assessment tracking sheet (Not bound into the work).

If you any questions regarding this matter please contact either your Course Leader or Supervisor
BINDING MY DISSERTATION AT THE UNIVERSITY of WORCESTER

At the Firstpoint desk (Peirson Study Centre, St Johns)

- How much is the binding?  
  It will cost £2.50 per copy; however, a ‘buy one get one free’ voucher should be available at Firstpoint Study Centre for – ask for the 'ILS Final Year Student' leaflet

- Do I need to turn up at Firstpoint, or is there somewhere else I should go?  
  Firstpoint only please, Monday to Friday 9.00am to 3.00pm, to complete binding request form and pay(7,18),(996,982); Firstpoint will direct where you will need to go

- What's the average turn-round time for this to be done?  
  Usually 24 hours’ notice will be required – may be longer if submitted on a Friday

- Will I be charged for two copies if I don’t have the voucher?  
  Yes, but the vouchers are available at the Firstpoint desk where you will need to complete the binding request form

At Student Union shop (Main Campus – St Johns)

- How much will is the binding service cost me?  
  It will cost £1.50 per copy – minimum 50 pages, up to 110 pages.

- What's the average turn-round time for this to be done?  
  This is done while you wait and should only take about 5 - 10 minutes to do each copy.

- What are the opening hours?
  
  Term Time

  08.00am to 09.00pm Monday to Friday
  10.00am to 5.00pm Saturday and Sunday

  Outside Term Time

  09.30am to 05.00pm Monday to Friday
THE FORM AND NATURE OF THE DISSERTATION

1 Definition of the Dissertation

All MA/MBA/MSc students must take a Dissertation normally as the final assessment item. The successful completion of the Dissertation characterises the Masters award and must be undertaken with due preparation; this will normally entail the prior completion of a mandatory ‘Research Methods’ module (consult your Course handbook for specific information). The Dissertation is normally the final piece of work you will undertake and is equivalent to 40, 60 or 80 credits depending on your course and programme of study. You should consult your Course Handbook for further details.

2 Purposes of the Study

The Dissertation is the culmination of your work on the MA/MBA/MSc programme and it is one of the most important means by which Masters’ quality is identified and assessed. It is an individual undertaking, and the final responsibility for its successful planning and completion rests with you, though tutorial guidance will be given. The Dissertation, therefore, requires you to display evidence of your ability to work independently and ethically in both researching and presenting a topic of your own choice, and to sustain these skills in an extended exercise. Dissertations will normally involve either an element of original research and/or the re-working of secondary materials from an original viewpoint, and the results must be presented in a manner appropriate to the conventions of the discipline(s) involved.

The Study therefore indicates your independent attainment of the intellectual and methodological skills appropriate to a Masters degree at the culmination of your study with the programme. Among those skills is the ability to plan and complete a substantial piece of work within the set deadlines. The Dissertation must be passed for the award of a Masters degree.

3 Choosing a topic

It is normally expected that Dissertation topics will arise from material or issues you have studied during your other modules, but this need not always be the case. You may wish to relate it to a planned career or past experience. You do not have to write a conventional dissertation: if it is appropriate to the subject matter or approach of the topic or area you have chosen, you can undertake a practical project, or a performance project.

Work may be submitted in a variety of appropriate media, e.g. video tapes, computer disks, but you should discuss the format with your supervising tutor and/or Course Leader. Once your Supervisory tutor has been allocated, you must negotiate with your Supervisor to ensure you adopt a suitable approach and one which will enable your work to fulfil the purposes of the Dissertation exercise (see section 10 in this Handbook). You should pay particular regard to avoiding academic dishonesty in completing your Dissertation by acknowledging all your sources - see paragraph 21. If you are undertaking a Study which is related to something you intend to do after leaving the programme, you may find it helpful to discuss your ideas with other staff - for example, the Careers Service as part of the Student Services section of University of Worcester. Please remember that all topics require approval.

The Course Panel of Examiners gives approval when it is satisfied that the proposed work is:

- appropriate to the course;
- logistically feasible;
- adequately resourced;
- addresses issues of ethics, safety, and any required permissions.
Part of that approval will relate to our ability to supervise and assess your Study fairly - if you are proposing to study an area where our staff are not expert, you may be required to review your proposed area of study. The study proposal should be worked up in consultation with course tutors. It is particularly important that:

- the title is concise and accurate;
- the text is without errors of spelling, grammar or punctuation;
- there is an explicit rationale for the proposed work;
- the aims and objectives are clear;
- a short (not more than 8) list of key references is provided using a referencing format acceptable for your discipline.

Remember your proposal will be seen by the external examiner and you should treat its preparation as an item of assessment. It should be typed or word-processed.

4 The Form of the dissertation

The Dissertation is regarded as a single coherent exercise: the Study must address a single topic and develop its account of the topic in a depth and sophistication at Masters Level. In recognition of the variation between academic disciplines, the word limit for your Dissertation will be decided by the course team in agreement with the external examiner (please consult your Dissertation Supervisor).

Written presentations should adopt, where appropriate, recognised bibliographical and referencing conventions, but practical or performance presentation may also be appropriate. The Dissertation is normally the final piece of work required for the award of Masters. Students may take only one Dissertation.

6 Identifying and agreeing a topic

Although the exercise is an independent one, you will have access to tutorial advice in identifying a topic and during the preparation of the Study (see paragraph 16). Supervisors will be drawn from the subject area(s) in which the Study is placed, and will assist you in selecting topics appropriate to the discipline and realistic for the length of the exercise.

Topics for Dissertations will be registered with the Course Leader using ‘Dissertation Proposal Form’ (usually) during the semester before you commence the study and will be subject to the approval of the Course concerned via the Panel of Examiners and, if appropriate, External Examiners. It is recognised that some revision to the registered topic may occur during the preparation of the Study and minor amendments can be approved by the Supervisor and/or Course Leader. Major alterations will, however, require notification of the Panel of Examiners concerned (and the External Examiner if originally involved) using another “Dissertation Revision Form”; however, please state it is a revised copy.

7 Assessment of the Dissertation

The assessment of the Dissertation will reflect its significance in your overall profile. Assessment criteria will include an evaluation of the extent to which the Study has achieved its stated aims and objectives, of the appropriateness of its methodologies, of its originality, clarity of expression and presentation. All Dissertations will be double marked, and will be moderated by the External Examiner.
SCHEDULE FOR THE PREPARATION OF YOUR DISSERTATION

8 Stage 1: Identification of initial proposal

This process may begin as early as you think is necessary, but certainly no later than the semester before you formally commence your Dissertation. After you have begun to identify the area(s) in which you wish to work, you should ask the advice of tutorial staff in the relevant areas.

9 Stage 2: Seeking approval for your topic

You must seek advice from your Course Leader before completing the “Dissertation Proposal Form”. He/she will identify a member of staff who should be suitable to supervise your Dissertation. You must then take the initiative and contact your Supervisor to arrange a tutorial to discuss your proposal. The purpose of this tutorial is to refine your initial ideas and work up a more detailed definition of the topic and a specific title. You must register your proposal on the “Dissertation Proposal Form A” available in this guide or from the Registry Services web pages. The form should include the title, aims, methodology, programme of work, initial bibliography and proposed supervision arrangements.

The details will be reviewed by the appropriate Panel of Examiners and the external examiners for the Course involved. It is therefore most important that you complete the “Dissertation Proposal Form” and return it by the deadline.

10 Stage 3: Approval of Dissertation topics

As noted above, your "Dissertation Proposal Form" will be reviewed by the Panel of Examiners and the External Examiners for your Course. You will be informed when approval has been given or if any modifications are required, and an appropriate Supervisor will be allocated.

11 Change of topic

It is recognised that some revisions and amendments to Dissertation topics and titles may be required as research and writing proceeds. Once approval has been given, you should discuss any such requirements with your Supervisor in the first instance. Broadly, relatively minor alterations can be approved by your Supervisor or Course Leader, but major amendments may require the completion of a revised “Dissertation Revision Form” (this needs to be stated on the form) and formal approval as in 09 above. Once completed, must be submitted only to Registry Services and not to your Supervisory tutor or Course Leader.

12 Insurance

If your Study requires you to work off-site (perhaps in a work placement or conducting research in another organisation or firm) you will require insurance cover while you are not on the University campus. Insurance cover may be provided by the company you are working with - you should discuss this with them when arranging your work.

If insurance is not provided by the company/organisation, you will need to make specific arrangements on an individual basis: in these circumstances, you will need to contact the Finance Office at the University of Worcester, (tel: 01905 855113). Research in your own work place is covered by the insurance arrangements of your own employment.
13 Ethical and Health and Safety Issues; Protection of Children Legislation

Please refer to the University's policy on Ethical, Health & Safety Issues and Protection of Children legislation via the following link.

http://www.worcester.ac.uk/researchportal/699.htm

14 Interim Reports

Your Course Leader may require you to present an Interim Report on the progress of your Study to ensure that you are working effectively and have not run into difficulties. The exact form of this report and the time at which you must present it will vary from course to course and your Course Leader will inform you.
PREPARING AND SUBMITTING YOUR DISSERTATION

15 Guidance for planning your work

You should arrange to meet your Supervisor soon after your proposal has been approved. Bear in mind, when planning your work, that the University of Worcester is closed on dates of public holidays and that there are reduced numbers of academic and support staff during the major holiday periods. Remember also that research active staff may be away from Worcester attending conferences and conducting their own research.

16 Writing the Dissertation and Tutorial Support

It is important to work steadily at the Dissertation during the semesters in which you are taking it. You will not have the stimulus of regular class-contact in the same way as in other modules - it is your responsibility to manage your time and to work regularly and consistently.

You should seek regular tutorial guidance to discuss your work as it develops. If you are carrying out a dissertation equivalent to 60 credits you will be allocated a total of eight hours tutorial support throughout your study so you will need to plan this time carefully (dissertations equivalent to more or less credit will be allocated more or less time accordingly). The responsibility for making contact with your tutor and arranging these tutorials is yours: make sure that you take advantage of the specialist help and advice your Supervisor can give you. Your Supervisor will help you refine the scope of your topic, locate or handle sources of information and assist you in developing the appropriate scholarly apparatus (references, bibliography etc.) which you will need.

Your Supervisor will also be able to discuss your ideas with you and help you in your approach to difficult points. You should be prepared to submit at regular intervals, drafts for your Supervisor's comments.

The relationship between you and your Supervisor is an important one, and it is also important that both sides understand its limits. You should discuss these limits during an early tutorial. Your Supervisor is a source of advice and assistance, but the Dissertation is your own independent project, and must reflect your own work. Some general notes on the proper role of the Supervisor are provided below (The Dissertation: A code of practice for supervision – page 15).

If you feel you are not receiving the guidance to which you are entitled, please discuss the matter with your Supervisor and, if necessary, ask for the matter to be referred to the Course Leader or Head of Department.

17 Presenting the Dissertation

A separate section gives detailed instructions on the presentation of the Study (Guidance on Presentation). It is essential that, in presenting the Dissertation, you conform with this guidance and to the relevant regulations set out in your Course Handbook. If you do not do this, you may fail your degree.
18 Submitting the Dissertation

It is your responsibility alone to ensure that your Study is completed and presented in good time by no later than 3:00pm at the Firstpoint counter (Peirson Study Centre). Dissertations submitted after the due date will be treated as indicated below and students should include an assessment tracking sheet when submitting their dissertation in order to receive an electronic receipt.

- Where a student is unable to submit their dissertation by the due date because of illness or other valid reasons a student may submit an application for exceptional mitigating circumstances.

- Students who submit their dissertation late but within five days of the published due date will have the work marked and the actual grade obtained will be communicated to the student for feedback on his/her performance but the grade awarded will be capped at the minimum pass grade (50% Pass), unless a claim of exceptional mitigating circumstances is made and upheld. The grade L1 will be used to indicate that the grade has been capped due to late submission.

- Students who submit their dissertation later than five days but within fourteen days of the published due date will not have the work marked. A grade of "L2" will be used to indicate that work had been submitted cases the student will be required to re-submit their dissertation having paid a fee not exceeding 20% of the module cost. Students who have a claim of exceptional mitigating circumstances upheld and have submitted the assessment item within fourteen days of the due date, the original assessment item will be marked. In all other

- When a dissertation is not submitted, it will be counted as an attempt and marked as 0 (zero) with a grade of NS (non-submission). This will result in the overall module being failed. The student will not be permitted a reassessment opportunity and will be required to retake the module at third and final attempt – a new topic will need to be agreed.

Avoiding last minute problems
Please note paragraph 22 on extensions to the deadline for the Dissertation. In order to avoid computer/printer problems at the last minute we suggest you

- keep proper back-ups of your work on a separate disk / DVD / CD/ USB Drive as well as your hard disk

- do not save your entire Dissertation to a single file - split up the chapters/sections into different files

- print it in sections rather than in one go

- keep manuscript drafts or draft print outs at each stage of your work. In case of difficulties these can be submitted as evidence of the work you have done
19 Number of copies required

To facilitate double marking, **two copies** of the Dissertation are required. Where a Dissertation contains illustrations such as photographs, a good photocopy of the illustrations will suffice in the second copy of the Study.

Additionally, students are advised to keep a spare copy or copy of the final draft. **All students are also required to submit an electronic copy of their dissertation (such as on a CD-ROM, DVD or USB Drive etc.).** If you receive a pass with merit or pass with distinction for your dissertation, then the title and abstract of your work will be made available on the University Web Site. Should students wish to read your work in future years, they will be allowed access to the dissertation on the CD ROM if permission is granted by the Course Leader.

20 Copyright

Copyright of your Dissertation remains yours as author, but the University reserves the right to retain the second copy and an electronic copy of any Dissertation submitted as required work for internal use, including use in the Library.

21 Academic Dishonesty

Students are referred to the sections on Academic Dishonesty in the current University Handbook. Plagiarism or cheating in the Dissertation is regarded with severity.

You will note that this Guide indicates that your Dissertation may *arise* from material or issues you have studied in your other modules. This does **NOT** mean you may use material you have presented for assessment in other modules in your Dissertation without substantial re-working of it. In particular, verbatim use in a Dissertation of work submitted for another assessment is Academic Dishonesty and will be treated as such.

If you are in any doubt about what Academic Dishonesty is, or how to avoid it, ensure you contact your Supervisor to receive guidance.

22 Extensions to the deadlines of submission of the Dissertation

Extensions to Dissertation deadlines must be made using the ‘Dissertation: Request for Extension’ form and needs formal approval, **not from your Dissertation Supervisor**. You are required to submit the Request for Extension form to the Appeals and Complaints Officer who will consider your request.

**Requests for Extensions must be made a minimum of 2 weeks before the submission deadline.**

The deadline for the Dissertation will only be extended under the most extreme circumstances. No extension will be given without independent corroborative evidence to support the request.

The Dissertation is a major piece of work which you will have been planning for a long time. The planning and successful completion **to deadline** of the Dissertation is a fundamental part of the exercise.
23 Procedure in the Event of Failure of the Dissertation Modules

Should your Dissertation be awarded a mark lower than the pass mark for your Course (50%), you will normally be offered the chance to resubmit your Study at a date decided by the Board of Examiners. You will receive guidance from the Course Leader regarding the advice of the Board of Examiners. Should the resubmitted Study be awarded a pass grade, this will be restricted to 50% unless you have a successful claim for exceptional mitigating circumstances.

24 Return of Studies

You are entitled to receive (at least) one copy of your Dissertation. The second copy may be retained by the University for its own purposes. Dissertations should be available for collection from October * and will be retained by Registry Services usually until the end of February in the following year when they will be destroyed.

Collection in Person

Please contact the Postgraduate Team (Student Records office – 01905 855333) in advance to establish whether the Dissertation has been returned. If the work has been received back you are welcome to call over to the Woodbury building to collect it, preferably by arrangement.

Posting out your Dissertation

Registry Services can post out your Dissertation, which will usually be via the Royal Mail’s Recorded Delivery service. There is a fee for posting and you will be asked to either send in a cheque (payable to the University of Worcester) or make payment directly to our Finance Department (01905 855113); please ask the member of staff to advise the Postgraduate Team in Student Records.

* This will normally apply to those students eligible to graduate (Masters Degree) at the November ceremonies
GUIDANCE ON THE PRESENTATION OF YOUR DISSERTATION

26 Format and Layout

This sets out some features which should be followed in the presentation of the Study. It is not intended as an exhaustive specification.

- The Dissertation should normally be word processed and presented in typescript in the form of a Word document. You are responsible for correcting your typing errors. Where copies are produced by other means, they must be of a permanent nature, for example by a good quality photocopy.

- Dissertations may be submitted in an alternative format, where appropriate. For example, DVD, or USB drives. If you wish to submit work in an alternative format, you "must discuss this with your Supervisor and/or Course Leader before you submit your "Dissertation Proposal Form". Alternative formats must be agreed by the Course Panel of Examiners.

- A4 paper of good quality and sufficient opacity should be used. (The paper purchasable from the Students Union or Information and Learning Services with density of 70g/M is suitable.) Only one side of the paper should be used; margins should be as follows:

  | Left (binding edge) and top margin | 40mm |
  | Other margins                      | 20mm |

Double (or one-and-a-half) spacing should be used in typescript except for indented quotations or footnotes where single spacing may be used.

- Pages should be numbered consecutively through the main text including photographs and/or diagrams which are not embodied in the text. Such photographs and/or diagrams should be firmly fixed in place. Ensure that all photographs, diagrams, figures, graphs, maps, tables, etc. are numbered and where appropriate, indexed separately. The pagination of appendices should be continuous within each appendix, but distinct from the main text.

- The Dissertation should have a plastic back and a clear plastic cover. Information and Learning Services and the Students Union will undertake binding given good notice. All their formats can be assumed to be acceptable. Students wishing to bind their Dissertation in a more permanent form should obtain the permission of the Course Leader in which the study is placed.

- The Dissertation should have a title page giving the following information:
  
  (i) The full title of the thesis
  (ii) The full name of the author, followed, if desired, by any qualifications or distinctions
  (iii) The qualification for which the Dissertation is submitted
  (iv) The name of the University
  (v) The month and year of submission
By putting your name to the study you are indicating that it is essentially your own work and that you are not presenting it dishonestly. Example below

**Tudor Worcester**

**A. N. Other**

**Dissertation submitted as part requirement for the Master of Arts in .........................
at University of Worcester.**

**July 2013**

- When submitting a Dissertation, the author should indicate in a suitable declaration any material contained in the thesis which may have been used before. If the thesis is based on joint research, the nature and extent of the author's individual contribution should be indicated.

- There should be an abstract of approximately 300 words; this should provide a synopsis of the thesis, stating the nature and scope of the work undertaken.

- Any abbreviations should be those in normal use. Where necessary a key to abbreviations should be provided. A dictionary should be consulted for standard abbreviations.

- Any material which cannot conveniently be included in the text should be packaged in such a way that it can be bound with the thesis. Should this rubric create particular difficulties, the Supervisor should discuss the matter with the appropriate Course Leader(s).

- The order of presentation should be:
  
  Title page, Abstract, Table of contents, Tables of illustrations or diagrams where appropriate, Preface and acknowledgements, List of abbreviations where appropriate, Text, Notes, Appendices, Bibliography.

- Footnotes should be collected at the end of the Dissertation unless the student is specifically directed to do otherwise by their Supervisors.

- The length of the Dissertation should be within the limits specified in your Course Handbook. A three module dissertation would be in the range of 15,000 words and a four module dissertation 20,000 words. Where a significant amount of information is communicated in tables, diagrams, maps and so on, or where practical work contributes to the study, the Dissertation may well be significantly shorter than this. Your Supervisor and/or Course Leader will advise you on what is preferred or acceptable.

- **Recommended Form of Bibliographic Citation**

  Where courses specify how citations and references should be handled, it is important that you follow the advice. If you are in any doubt you should consult your Course Handbook and Course Leader.
Choice of topic and initial guidance

The defining characteristics of the dissertation are that it should be independently conceived and independently executed by the student. Guidance and advice by the supervising staff should not compromise this independence.

Normally, a suitable topic for the Dissertation, deriving from work in the Masters programme, will emerge in embryonic form from the student's coursework, private study and independent thinking. It will be refined and formalised in a dialogue with staff during the appropriate semester. This interchange is a vital component of initial guidance since it is an index of the independent conception of the topic on the part of the student, and of the responsibility of staff in ascertaining the validity and feasibility of the topic.

Though originality is not a requirement in a Dissertation, fresh points of view and personal commitment are expected. The substance of the study should not duplicate work previously undertaken, nor should it include work which has been presented for assessment in another context. Replication of previous experiments may, however, be allowed. Your Supervisor will advise you on this point.

Supervision

In supervision, a clear distinction should be made between guidance and intervention. Supervision should consist of advice and commentary and should avoid specific directives. Legitimate tutorial involvement might include:

- giving advice on the suitability or feasibility of the topic, or of the subsequent lines of enquiry, to help you determine the Dissertation's direction and scope
- providing bibliographical advice
- providing advice on techniques of investigation and study;
- providing an environment which encourages the exchange of ideas between you and staff;
- monitoring your progress, including reading draft material and commenting upon it
- giving advice on presentational matters

Arrangements for Supervisory contact.

The responsibility for seeking tutorial guidance is yours alone. For a 40 credit Dissertation you are allocated 6 hours, for a 60 credit Dissertation you are allocated 8 hours and for a 80 credit Dissertation you are allocated a total of 10 hours 'contact time' with your Supervisor throughout your study, so this time should be planned well. You should arrange individual tutorials in order to seek advice from the Supervisor, to review work in progress and discuss the development of the study. Normally, tutorials should be held at regularly spaced intervals throughout your study and you will be required to submit work in progress.

**Responsibility for the academic standard of the Dissertation is yours alone.** If you encounter difficulties in arranging tutorials, you should contact the appropriate Course Leader (Head of Department if the Course Leader is your Supervisor).
29 The limits of supervision

In supervising the Dissertation, tutors should not compromise the independence of the project by modifying its principal organising ideas or otherwise adjusting its conceptual structure, beyond the kind of advice suggested in paragraph 29. Your Supervisor should give a clear indication, at the outset of the work, of the limits of tutorial intervention, and of the importance of legitimate tutorial support.

The tutor might indicate inadequacies of presentation when reviewing work in progress, but should not be involved in correction of errors.

If any doubt arises, tutors should refer the problem in the first place to the appropriate Course Leader. Discussion of problems with other colleagues is valuable in helping to maintain standard practices.

30 Marking

It is standard practice for all Dissertations to be double-marked internally. The marking is moderated by the External Examiner, whose decision is final.

2. The Course Leader must supply students with a Course Handbook which details all Course-specific requirements for the Dissertation. Items covered should include: length of the Dissertation; whether a 40, 60 or 80 credit study is permitted within the Course; preferred or mandatory forms of bibliographic citation; any other Course-specific regulations.

3. Students will complete the Dissertation Proposal Form and return it to the relevant Institution / School by the specified date.

4. Course Leaders, Heads of Institutions/Schools and tutors will develop the proposal and allocate the Supervisory tutor(s). Course Leaders will inform students of any required amendments to the proposal, and of the Supervisory tutor(s). Supervisors/Course Leaders to inform Registry Services when the study proposals have been accepted.

5. The spacing of tutorials will depend on the length of time chosen to study (between 1 term or semester to 1 year)

6. Where a Supervisor or Course Leader is concerned that the student has not attended tutorial sessions, they should notify the student in writing, send a file note to Registry Services and keep a file note of these concerns. This should be retained until after the date of possible appeal has elapsed.

7. Dissertation (two soft bound copies and a copy on electronic media) will be handed in to Registry Services staff with the appropriate Assessment Receipt, which will be scanned to confirm receipt. Dissertations may be submitted in person to the Firstpoint counter at the Peirson Study Centre or via post – Special or Recorded delivery (to the Postgraduate Team – Student Records Office). The grades and comments will be recorded on a Final Agreed Grade report.

8. The relevant Course Leader and/or Supervisor will be notified by Registry Services when studies are received. Supervisors will collect the Dissertations within 3 working days of the submission date, for marking, and will sign for all Studies taken. Markers’ forms will be available.

9. Tutors will pass marks on to the Course Leader for recording on ETM.

10. Final Agreed Grade reports must be completed for each Dissertation. A copy of this report is should usually be uploaded to the student’s SOLE page. The Final Agreed Grade report forms are available from Registry Services web page. ¹

12. Dissertations submitted in February must be returned to Registry Services by the end of July or after the next scheduled Board of Examiners. Dissertations submitted in July / August must be returned no later than the end of September. Dissertations will not be accepted without the completed Final Agreed Grade form.

¹ http://www.worcester.ac.uk/registryservices/678.htm
# MASTERS DISSERTATION PROPOSAL FORM

For consideration of proposals for Dissertations within the Postgraduate Regulatory Framework

This form should be submitted to Registry Services. YOU MUST CONSULT THE “GUIDE TO THE MASTERS DISSERTATION FOR MA/MBA/MSc STUDENTS AND STAFF” before completing this form.

Please type, or write clearly on this form and complete ALL sections and ensure you have completed and attached the Ethics Check List

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No. of modules completed to date including AP(E)L/APL</th>
<th>Your University email address</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Correspondence Address</th>
<th>Home Tel. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home email address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Tel. No.</th>
</tr>
</thead>
</table>

**Proposed date you intend to start your Dissertation?**

Please enter the module code in the box provided and state whether you will be taking a 2, 3 or 4 module Study. If you wish to study your Dissertation over 4 modules you must first check your Course Leader you are eligible for this option.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>I will be studying a</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 Module (40 – Credit) Dissertation</td>
</tr>
<tr>
<td></td>
<td>3 Module (60 – Credit) Dissertation</td>
</tr>
<tr>
<td></td>
<td>4 Module (80 – Credit) Dissertation</td>
</tr>
</tbody>
</table>

**Dissertation Topic:** Please indicate the proposed title of your study (Maximum 30-words)
<table>
<thead>
<tr>
<th>OUTLINE OF PROPOSED DISSERTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>This should be of no more than 700 <strong>words</strong> and must include the following points:</td>
</tr>
<tr>
<td>Context</td>
</tr>
<tr>
<td>Key references</td>
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<tr>
<td>Employers permission</td>
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<tr>
<td>Permission to access resources</td>
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Continue onto next page if required
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<th>Signed</th>
<th>Date</th>
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**Office Use Only:**

<table>
<thead>
<tr>
<th>Study submission date</th>
<th>Panel of Examiners</th>
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<tr>
<th>Supervising Tutor</th>
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ETHICS CHECKLIST FOR *POSTGRADUATE STUDENTS / STAFF WRITING A RESEARCH PROPOSAL

This form is intended as an initial checklist for students/members of staff writing a research proposal. Ethical approval must normally be obtained prior to starting research with human subjects, animals, human tissue and ambiguous/controversial literary or artistic works with human or animal subjects.

YES NO

1. Does the study involve research with human participants who may not be able to give fully informed consent? (e.g. children, vulnerable adults, employees, those with a pre-existing relationship to the researcher). **

2. Will the research involve the administration of any substances? (e.g. food substances, additives, alcohol etc.)

3. Will invasive procedures be part of the research? (e.g. blood sampling, temperature probes)

4. Is there any foreseeable risk to the participant? (physical, social, psychological, emotional or financial).

5. Does the research involve access to, or the collection of, sensitive/confidential data from other organisations?

6. Will the study require information about unlawful activity?

7. Will the study involve prolonged, high intensity or repetitive testing?

8. Does the study involve deception?

9. Does the study involve NHS patients, staff or premises?

10. Does the study involve testing of animals?

11. Will financial inducements be offered?

* Delete as appropriate

** Please note that projects using general data about people in which individuals cannot be identified, do not require ethical approval.

Name of *student/member of staff (please print) _________________________________

Signature: _______________________________ Date: _______________________

Director of Studies/Supervisor's name: ________________________________

Signature: _______________________________ Date: _______________________

Page 1/2
☐ The *student/staff member has answered NO to all the above categories and does not consider that this application/project needs to be submitted to the University Ethics Committee.

☐ The *student/staff member has answered ‘Yes’ to at least one of questions 1-11 and has discussed these issues with their Supervisor/Director of Studies. No further action is required.

☐ The *student/staff member has answered ‘Yes’ to at least one of questions 1-11 and the proposal has been referred to the Department for further consideration.

* delete as appropriate

☐ The research proposal has been considered by the Department. All ethical issues have been satisfactorily addressed

Signed, Departmental Representative..............................  Date:........................................

☐ The research proposal has been considered by the Department and has been referred to the University Ethics Committee.

Ethics Committee has approved the proposal:

Signed, Chair of Ethics Committee..............................  Date:........................................

☐ Ethics Committee is unable to approve the research project for the following reasons:

..................................................................................................................................................................................
..................................................................................................................................................................................
..................................................................................................................................................................................
### Section 1: STUDENT DETAILS

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Student Number</th>
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<tr>
<th>Subject 1:</th>
<th>Subject 2 (if applicable):</th>
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<tr>
<th>Supervisor of your Study</th>
<th>Supervisor 2 (if applicable)</th>
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<tr>
<th>Mode of Attendance (part-time / full-time)</th>
<th>Contact telephone number or e-mail address:</th>
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<tr>
<th>Correspondence address:</th>
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### Section 2: REQUEST FOR EXTENSION OF SUBMISSION DEADLINE

<table>
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<tr>
<th>Current date of submission:</th>
<th>Requested extended date of submission (to be discussed with supervising tutor)</th>
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**Reason for request:**

(Please note: all requests must be supported by independent corroborative evidence. Please attach this to your request.)

Now obtain the signature of your supervisor in support of your request (overleaf) and attach appropriate evidence to support your request. Failure to comply will mean your request will not be considered.

(See overleaf for note on submission deadlines)
Note on submission deadlines:
Requests for extensions must be made a minimum of 2 weeks before the submission deadline in order to be given consideration. The new submission deadline for successful extension will be communicated by the Appeals and Complaints Officer.

Dissertation Supervisor's Comments (please use an additional sheet if necessary):

Supervisor's Comments (please use an additional sheet if necessary):
As a minimum, your statement will need to confirm that you have met with the student to discuss their circumstances, the basis on which you support their request and that an action plan has been put in place.

I give my support to this request for an extension to the dissertation deadline date of ..........................

I confirm I have met with the student and support the request on the basis that:

I confirm an action plan has been put into place to support the student, this includes: (please note any actions you have taken or propose to make to assist the student with completion of their dissertation)

Signed:
Date: