BSc Business and IT (Hons)
B.Com (Hons) Management

Dissertation Guidelines

2014-15

Faculty of Economics, Management and Accountancy
University of Malta
As part of the degree formation you are expected to present a dissertation project. This booklet contains details of expected practice with respect to the completion of the Honours Degree dissertations.

Clearly general guidelines such as these may not cover all circumstances. Particular emphasis and minor adjustments may be necessary in individual cases.

It is thus imperative that you consult your tutors for specific advice and guidance on matters pertaining to the design and content of your study and of course, the reporting of it.

Faculty of Economics, Management and Accountancy

August 2014
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PART 1: THE B. Com HONOURS DISSERTATION

1.1 General Framework of the Dissertation
The following outline is indicative of the overall structure of a dissertation. Clearly it will have to be adapted to the particular study you are conducting. Consult your tutor(s) for advice on the structure.

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One can consider having a methodology chapter as a standalone section when you are doing a quantitative analysis. In this case this chapter should also give details about your data (sources, structure, etc.) or describe your sample (selection method, etc.).

1.2 Timetable
Consult your respective department for deadlines.

Year II
1st Semester
Research Methodology Course

Year III
Mid October
Hand in Proposed Area of Research, the Research Proposal (2 pages long or about 500 words) and proposed title.

November
Literature review or data selection

Oct-Mar
Research and Regular Meetings with Tutor. Handing in of finalized draft chapters on a regular basis

End Mar
Hand in Draft of Dissertation to Tutor.

April
Finalisation.
May, 2015

Hand in three hard bound copies of the dissertation to your department together with a computer cd (dissertation in pdf format)

1.3 Word Length

The total length of the dissertation is MAXIMUM 12,000 words. This length is exclusive of title and contents page, figures, tables, appendices and references. (Refer to Appendix 1 for a prototype of the introductory pages to your dissertation.). Extension of the word limit is given ONLY under special circumstances and has to be approved by the Dissertation Board prior to submission. In addition, students have to sign a declaration stating clearly the length of their work. Dissertations in excess of 10,000 words, unless approved, will automatically get a 10% deduction in the overall grade and will be given back to the student for revisions.

1.4 Plagiarism

Plagiarism, that is, the willful representation of another person’s work, without the acknowledgement of the sources as one’s own or the deliberate and unacknowledged incorporation in a student’s work of material derived from the work (published or otherwise) of another, is UNACCEPTABLE. Such practice will incur the penalty of outright failure.

The Senate of the University of Malta has approved the following two documents – Plagiarism Guidelines and How to Avoid Plagiarism. We recommend students to consult both documents and abide by them. These can be consulted on the following URLs: http://www.um.edu.mt/registrar/regulations/general or http://www.um.edu.mt/for/staff

1.5 Failure

A student can fail a dissertation if the standards set out in Appendix 6 are not met. In this eventuality, the student will have to resubmit his/ her work and will be penalized according to the work required on the re-submitted work. The dissertation will have to be resubmitted in the first week of September.
PART 2: STRUCTURE OF THE RESEARCH PROPOSAL

The Research proposal is the initial part of the dissertation. After having identified the topic of research you are expected to prepare a document whereby you show your ability to conceptualize and synthesize what you wish to do in an orderly and yet creative proposal that already shows itself to be well thought through.

A proposal is like an initial sketch or a projected map of where the research will go, although obviously that will change during the execution. Outlining a good proposal at the beginning of the research process will save you precious time later when you need to dedicate your energy and effort on developing the research itself.

Below is an indicative outline of the Research Proposal

2.1 Introduction

This is an outline of the research that will be undertaken.

The research proposal should cover the following areas:

1. The research question / problem / topic / hypothesis
2. Introduction and rationale for research
3. Research Objectives

2.2. The Research Proposal

The areas covered in the research proposal are expanded below.

1. **Title Page**
   - Proposed Title
   - Name of Student
   - Course
   - Tutors Name/s (The tutor will be assigned to you once your proposal has been accepted)

2. **The Research Question / Problem / Topic or Hypothesis**
   - Identifies your area of research keeping it broad enough to embrace existing literature, but
   - Is sufficiently narrow to allow a detailed investigation
   - The area identified could form a working title

3. **Introduction and Rationale for Research**
   - Explain why you think this is a valid research topic

4. **Research Aim and Objectives**
   - The aim of the dissertation should indicate what you wish to achieve
   - Suggested methods of research
   - The objectives are a list of goals which must be completed in order to satisfy the aim (usually about 6)

**Eg.** To provide a state of the art review
        To determine how a particular market operates
To establish a typology
To assess the impact of something
To test a particular theory

PART 3: SOME NOTES ON SPECIFIC ASPECTS OF THE DISSERTATION

What follows are guidelines and some helpful advice on acceptable practice. Since the nature of dissertations may vary, you are also advised to consult your supervisor for more specific advice in relation to your dissertation.

3.1 The Abstract

An abstract should provide an overview of your study in all its aspects. It should be around 250-300 in words and should answer the following questions.

• What does this research set out to do and why?
• How did it seek to do it?
• What are the general findings?
• What do these suggest?
• What conclusions are reached?
• What are the implications of these?

Note: A soft copy of the abstract as ...

3.2 Acknowledgements

In this section you should express thanks to those who assisted you in your research. These should be kept to a minimum and include only academic supervisors and people who participated in the fieldwork also most people like to thank family as well.

3.3 Introduction

In the introduction you should introduce the reader to the background of the study and the nature of the problem being considered. It should therefore set the study in context explaining why this study is important, highlighting significant issues, problems and ideas. The aim and objectives should be stated clearly in this chapter.

3.4 Literature Review

In a dissertation a student is expected to provide a critical review of the existing literature (published and unpublished) on the research topic being studied. This does not mean that you have to indicate every book and article that has been written on the subject but any you do read should be referenced appropriately. Nevertheless your review should indicate that you have studied existing and recent work in the field. The Harvard System (author/date) of referencing should be used. The literature review should be:

• Relevant: Literature used should support your arguments relating to your research question and aim and objectives of the study
• Up-to-Date: Recent literature (most literature used has to be published in the past five years); however it is important that seminal and important work is also included in the literature review.
• You may opt to use a Mind- (or Concept-) Mapping technique to put your ideas and all material around that particular idea in good order. See Appendix 3.
Note: When doing your literature review, you should take into account the quality of the literature. Ideally, you should only used articles published in peer-reviewed academic journals. Be careful with material published on the internet and newspaper articles (in particular editorials).

3.5 METHODOLOGY

The purpose of this chapter is to indicate what you actually did in your research so that your reader may evaluate the design, procedure and findings of your study. The purpose of the methods chapter is to give a well documented outline of the methods used so that any other researcher can replicate the research and test it for viability. This is at the core of scientific research and this makes the methods chapter one of the most important, if not singularly the most important, in any research project, for it is this capacity to verify the research findings by enabling others to conduct a repeat of the research that enables research to be objectively tested. I think this point needs to be emphasized more both in terms of expectations of length and in terms of making students aware of the significance of this).

The method section should be well-structured, written in concise, matter-of-fact manner and should provide answers to the following questions - What actually happened - How? - To whom - With what result? - How were problems dealt with? Approach to data?

The following is an outline of the Methodology Section:

- Review of Data Collection Methods (an in-depth discussion on the chosen methodology relevant to your area of research and a discussion why other methodologies where refuted / not applicable to your research).
- Secondary Data (analysis of the supporting data to be used in research such as published studies etc.)
- Primary Data (where an in-depth description is given of the tools - such as fieldwork, document analysis, surveys carried out, when it was conducted, duration)
- Criteria for Sample Selection (detailed description of how the sample for your study was chosen. This applies for both qualitative as well as quantitative research)
- Pilot Study (prior to actually collecting the data on which you are going to base your research you need to test the tool for clarity, use of terminology – this is the pilot study any changes conducted to the original tool need to be documented)
- Methods of Analysis (discussion of the methods of analysis used, such as E-views, Content analysis, deconstruction, textual analysis, semiotics, historical analysis etc)
- Limitations (of the methods used, for example access to informants). You should also show how you have tried to overcome such limitations.

3.6 Analysis and Results

The findings are analyzed and the results are presented and discussed with reference to theories and ideas outlined in the literature review.

3.7 Discussion of Results, Conclusions and Recommendations

1. This chapter should draw together all the issues of the research and link back to the aim and objectives which were outlined in the Introduction. Have the aims set at the beginning been met? If not, why not?
2. What are the implications arising from the findings. Be careful with your generalizations and your interpretations. ALL recommendations should be based on evidence.
3. Do you have suggestions for future research in this area?
3.8 References

Full details of all the books and journal articles cited or referenced throughout the dissertation should be included in this chapter. A reader should be able to identify the exact source and refer to it directly. The Harvard method of referencing is the recommended system. See Appendix 5.

3.9 Appendices

The Appendices should include selective, supplementary material which is distracting when placed in the main body of text. Only material which is necessary for a full understanding of your study should be included. These include important forms, questionnaires or interview schedules, description of equipment or settings, tables and lists of data supportive of the study.
Part 4: RESEARCH ETHICS GUIDELINES

The University Senate set up a Research Ethics Committee (REC) which drew up a set of guidelines that would govern research within the University of Malta. The guidelines envisage a simple structure that can safeguard both ethical standards and efficiency while ensuring proper accountability. These guidelines were drawn up in close consultation with the Data Protection Commissioner’s Office, to ensure that they are in accordance with the Data Protection Act.

Senate has now approved the guidelines that will regulate all research involving human subjects carried out at the University. FEMA has constituted a Research Ethics Committee that will be responsible for performing reviews of research projects that involve human subjects.

Faculty Research Ethics Committees shall consider the research proposals and forward their advice to UREC on whether the proposal should be accepted or rejected. The research proposals and the faculty committee’s advice must arrive at UREC office at least two weeks before UREC meeting.

Every person (staff and students) who plans to carry out research projects that involve interactions with human subjects must submit an Ethics Proposal Form (available online at UoM website) to FEMA.REC who will process it first and, if it is approved, pass it on to UREC.

It is envisaged that a seminar for final year students on this very important subject will be held by the department during the third week of October.
Part 5: DIGITIZATION OF DISSERTATIONS

5.1 Scope: There are two main reasons why it has become absolutely necessary to digitize dissertations as well as other academic papers such as reports and theses. The first reason is down to earth practical. We are running out of space. The department and the university library are obliged to retain a copy of your dissertation. With thousands of students graduating every year, keeping a hard copy of all dissertations is becoming a practical impossibility.

Secondly, the use of a digitized format is particularly important in producing the Table of Contents and the Table of Figures by making your Headings work (e.g. Heading 1 is used for chapter title, Heading 2 for sub-chapters title, and Heading 3 for sub-sections). Properly done, this will allow easy navigation in the dissertation by clicking on the appropriate heading in the TOC or the TOF that takes you straight to the required page. Also, properly done, reader will be able to hyper-link with outside sources such as referenced web sites.

Thirdly, and more importantly, the ultimate judgment of how good or bad your dissertation is will be the future citation by others of your work, i.e. the number of times your work is quoted. The more cited your work is by future researchers, the more value your original work attains. Only via digitization will researchers as far afield as Australia and the USA discover and build on your work.

5.2 Method: It is important that from the very first script of your dissertation, you utilize the format that will eventually make digitization possible. This will avoid hassle at a later stage when the pressure builds up. Do use the normally accepted software such as Microsoft Office XP, 2003, 2007 or indeed Vista, however make use of the recommended digitization norms from the start. For example, the digitization format dictates that headings and texts should be Left Aligned and not Justified. That way, when your final Word document is complete, the digitization process, i.e., the conversion from Microsoft Word Document (.doc) to a Portable Document Format (.pdf) by staff at IT Services Computer Labs will go smoothly. Having said that, responsibility of the content of the dissertation will fall solely on the student. Lecturers, secretaries and library staff cannot and may not change any part of the dissertation. If any mistake is detected, the dissertation CD-ROM shall return back to the student and only the student may amend the document with serious loss of time and effort.

Also, the same format is to be applied both to the digital and hard copy versions of your dissertations, failing which you will end up with different paginations in both versions.

5.3 Learning Process: Familiarize yourself with the digitization process as early as possible in your dissertation journey. There is help available for you. First of all, download and read carefully the following document:

“Step by Step Guide to Create a User-Friendly Digitized Dissertation” prepared by the Library Sub-Committee Digitization of Dissertations. This can easily be found via internet as follows:

University of Malta → Library → Help & Support → Library Guides & Tour → Guidelines for Digitized Dissertations
(http://www.um.edu.mt/__data/assets/pdf_file/0010/58843/GuideforDigitizedDissertations.pdf)

All the information that you need is in there. However, should you require further guidance, a special help desk has been created at the library that can be reached either by phoning 2340 2315 or via email dissertations@lib.um.edu.mt.

Moreover, an information seminar will be held for all final year students in the process of doing their dissertations on the digitization process towards the third week of October.
Part 6: SOME OTHER CONSIDERATIONS

6.1 Presentation Layout


6.1.2 General Text: Text should be double-spaced using one side of the page only. Leave 1 space between sentences. Commas and other punctuation marks are to be followed by a space.

Font selected should be easy to read such as Arial.

Print size Arial 10

Page numbers: Centered at the bottom of the page
Roman Numbers (i, ii,...) should be used from the first page (excluding the title page) until the main body of the text where the Introduction commences on page 1.

Justified: All headings and text to be Left Aligned.

Paragraphs: No indentation;
Start new paragraph after two returns
In-text emphasis: Use italics or bold typeface.

Paper Type: White A4 sheets of 80g/90g

6.1.3 Headings: Headings are critically important. Follow strictly the instructions contained in the *Step by Step Guide to Create a User-Friendly Digitized Dissertation* (2007)

Print size: 14
Bold typeface
Chapter Title - Justified Left
All other headings - Justified left and followed by a single line space
Sub-headings: Use sub-headings together with a numbering system used in this document thus giving structure to your work.

6.1.4 Quotations: Single line-spacing
Indented left and right.
Justified left and right.
Must include author name, date and page number referring to the parent text.
Must be preceded and followed by a line space.

6.1.5 Tables, Figures etc., Must be numbered according to the Chapter they are in
Must have a title and key (legend) underneath
Tables provide information
Figures (graphics) illustrate the information so that patterns can be seen in a visual way

6.2 Writing Style

It is recommended, but not mandatory, that text should be written in the passive voice, using third person singular.

The style adopted and hence used in the dissertation needs to be discussed with your supervisors as the nature of the research may necessitate other formats.

It is suggested that you submit written text (even a few pages) to your tutor as early as possible in the dissertation writing process. This has two main advantages. First, the earlier you start writing the easier the writing process will be for you. Secondly, if you have problems with writing, such as style, vocabulary, grammar, your tutor can give you advice at an early stage on how to overcome these problems.

6.3 Typing and Proof Reading

The dissertation is to be written in English. Very good grammar and syntax is expected. It is recommended that dissertation is proof read. Tutors will NOT act as your proof readers. It is your responsibility to ensure that a good piece of work is presented to the Examiners’ Board.

Always proof read your copies for good grammar and presentation before handing your work to your tutor. Special attention should be made to the final version of your dissertation.

Be prepared for the unexpected such as hard disk failure, loss or corruption of diskettes and printer failure. Use back-up USBs and always keep (updated) hard copies of your work in case of an emergency.

6.4 Binding

Three spiral bound copies of the dissertation together with a soft copy (file on computer cd has to be in pdf format) are to be handed in on the deadline. The hardbound copy should have a black cover and silver lettering.

Note: You should check with your Department on the exact requirements (as far as numbers of hard bound copies and format for soft copy).

It is the students’ responsibility to organize the binding and make sure that the requested copies are ready by the dates set by the Department.

6.5 Further Reading
Readings on research in banking, finance and insurance are numerous. Our library is stocked with various textbooks on research. There are also books on specific aspects of research such as conducting the literature review, various methodologies, analysis etc. You are encouraged to use as many textbooks as you can in order to have a proper grounding in the chosen area of your research. Below is a list of some of the more seminal work on research in general. You are also requested to consult with your supervisors on text you refer to. Most, if not all, of the below references are available at the University’s library.


Pears, R. and Shield, G. (2005), *Cite them right : the essential guide to referencing and plagiarism*, Pear Tree Books


Appendix 1
Prototype of Title Page and the Introductory Pages

Title of Dissertation

Maria Sample (student’s name)

A dissertation submitted in partial fulfillment of the requirements of the Degree of Bachelor of Science (Honours) in Business and IT at the University of Malta

May 2014
Abstract

In this section you should provide a summary of the whole study. Normally it should be around 250 - 300 words long.

It is divided into the following sections:
What does it set out to do and why?
How does it seek to do it?
What are the general findings?
What are the specific findings?
What do these suggest?
What conclusions are reached?
What are the implications of these?

Keywords:  List four (4) keywords that reflect the content and context of your work. Example: Banking Regulation, Capital Adequacy, Bank failures

The abstract should be written last. You may write an earlier working version but it should be finalized after you have finished your entire dissertation.
Acknowledgements

As a matter of courtesy you will wish to include a "thank you" to those who helped you with your dissertation or research project.

Acknowledgements should be given to individuals who have provided substantive help with the research. This usually includes your academic supervisors and any person who was directly involved in your fieldwork, and your family.
# Table of Contents (MUST be created using digitization format)

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Appendix 1 Questionnaire for banking supervisors

Appendix 2 Maltese Banking legislation
1. Introduction

Table 1: Data on bonds issuance on the Malta Stock Exchange 2010

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<td>Xy</td>
<td>Yz</td>
<td>Xz</td>
</tr>
<tr>
<td>Zx</td>
<td>Xz</td>
<td>Zy</td>
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Source: Malta Stock Exchange (2010)
APPENDIX 2 – List of Do’s and Don’ts in the Literature Review

2.1 You should use the literature to explain your research. Your aim should be to show why your research needs to be carried out, how you came to choose certain methodologies or theories to work with, how your work adds to the research already carried out.

2.2 You need to summarize the work you read but you must also decide which ideas or information are important to your research, and which are less important and can be covered briefly or left out. You should also look for the major concepts, conclusions, theories, etc. that underlie the work, and look for similarities and differences with closely related work.

2.3 Your aim should be to evaluate and show relationships between the works already done (Is Researcher Y’s theory more convincing than Researcher X’s? Did Researcher X build on the work of Researcher Y?) and between this work and your own. In order to do this effectively you should carefully plan how you are going to organize your work.

2.4 As you will soon discover, if you try to be fully comprehensive you will never be able to finish the reading! The literature review should not provide a summary of all the published work that relates to your research, but survey of the most relevant and significant work.

2.5 It is easier to read than to write. However, writing can help you to understand and find relationships between the works you have read. Also, do not think of what you first write as being the final or near-final version. Writing is a way of thinking, so allow yourself to write as many drafts as you need, changing your ideas and information as you learn more about the context of your research problem and follow input and feedback from your tutor.

2.6 The moment will come when you have to write your references page . . . and then you realize you have forgotten to keep the information you need. To avoid this nightmare, always keep this information in your notes. Always put references into your writing.

Note: there is nowadays specialized software, such as Endnote, which facilitates this process. However, this software is costly and it might not be viable to purchase a copy just to do your dissertation work.

Adapted from http://www.languages.ait.ac.th/EL21LIT.HTM
APPENDIX 3 – Use of Mind- (or Concept-) Mapping Technique

Literature reviews are more than a summary of the literature. They synthesize the key studies and concepts in a particular area; they show relationships between studies, and suggest patterns in the body of literature. Good literature reviews require careful organization of the literature, which can be accomplished through mind-mapping techniques.

**Mind-Mapping**

The steps to organizing ideas in a literature review are similar to constructing a puzzle. Puzzle boxes hold individual pieces and show a picture of the completed puzzle. The individual pieces of the puzzle in the box are like the articles you gather related to your topic. Just as you would first spread all the puzzle pieces out to get a general impression, you read all material to get an overview of the range of concepts, studies and ideas covered. As you would group puzzle pieces according to colour and shape, so you organize individual ideas into larger groups or themes. "Mind-mapping" is a process to help you move from individual ideas (the puzzle pieces) in the literature review to grouping concepts/studies/ideas around major themes (the whole puzzle).

**Write Down All Ideas**

To begin mind-mapping, first write down all the ideas that you have identified from reading all the articles. At this point, do not worry about the order of the ideas or how they fit together. It is best to review all the studies to see what themes run through them and, as importantly, what themes are not covered. Identify the holes or omissions in the current literature that led to your dissertation topic.

**Organize Single Concepts Into Themes**

The second step in mind-mapping involves organizing single concepts into groups or themes. Summarizing each source individually, which is sometimes acceptable in short essays, is rarely appropriate for a dissertation. Unorganized literature summaries are a common cause of failure.

You than have to identify links between and among ideas. After you write your ideas on a paper, connect the ideas with lines to show how they are related. This helps you distinguish the main ideas from the secondary ones. It gives you a visual picture of all the points in the literature review and how they fit together. Another useful trick is to use colour pencils to circle ideas that are related, using a different colour for each grouping and writing a note about how they are related.

The themes may be used as headings, which identify and group ideas. Now that individual points are organized into related groupings, you can begin to make logical connections between and among groups. It is these connections between studies, concepts and ideas, not just a summary of specific literature that builds the real strength of your literature review.

In terms of logically presenting your argument, decide whether to begin with the general and move to the specific (induction) or go from the specific to the general (deduction). Use a triangle as a visual guide to help you make the decision about how to present concepts and studies. Use an inverted triangle to represent inductive thinking or a regular triangle to represent deductive thinking. Draw a triangle on a piece of paper. Write your ideas inside the triangle as it makes sense to present them. If you start with the general point first, this would go at the bottom of the triangle and the more specific ideas would be written at the top of the triangle.
Mind-mapping can help you organize separate ideas from a vast literature search into a strong, well-organized literature review which will improve your chances of a good dissertation grade.

(Adapted from Heinrich, K. (2001), Mind-mapping: A successful technique for organizing a literature review. Nurse Author & Editor, Spring 2001, pp.1-3.)
APPENDIX 4 – Tutor Form

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Points Discussed</th>
<th>Tutor’s Signature</th>
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</table>
APPENDIX 5 – Referencing & Citation (Harvard system)

Referencing is what you do at the end of the dissertation where you list the sources you have used to complete your piece of work. This is called either a reference list or a bibliography and it is always written in alphabetical order by author name. Strictly speaking, a bibliography includes all sources you have used, whereas a reference list contains only sources that you have cited in your text. For the purpose of this dissertation, you are expected to include a Reference list.

Citation is what you do in the actual text of your dissertation when you want to indicate the source you have used or from which you have quoted.

The three most common sources of reference are books, journal articles, and internet documents, although by all means you are not precluded from using other sources such as the print media. Below are just a few examples :

a. Books

The basic pattern for a reference to a book is :
Author, initials, (year), Title of book (Edition if later than first e.g. 3rd ed.). Place of publication: Publisher.


Note: List up to 6 authors. The 7th and subsequent authors are abbreviated to et al.

In the case of an Edited book use following format :


In the case of a Chapter in an edited book use following format :

b. Journal Article

The basic pattern for a reference to a journal article is :
Author, Initials. (year). Title of article. Title of journal, Volume number – if there is one (Issue number), start and end page numbers of article.

Ideally, one should cite fairly recent articles not more than five (5) years old. However, this is not cast in stone, and very much depends on the relevance and value of the academic article.

c. **Electronic Sources (Internet)**

The basic pattern for a reference to an electronic source is:
Author, Initials. (year). *Title*. Retrieved month day, year, from Internet address.


- If no date is shown on the document, use n.d.
- If the author is not given, begin your reference with the title of the document

Electronic journal articles that are duplicates of the printed version, use the same reference format as for a printed journal article, but add [Electronic version] in square brackets after the article title:


The above three reference media are by far not exhaustive. In case of any difficulty please refer to your tutor.
APPENDIX 6 – Award Criteria

Assessment

Marking and Grading

Examiners shall express the student's performance in the assessment of the dissertation as per criteria below. Both the percentage mark and the letter grade shall be recorded in the student's academic record. The percentage mark only shall be used for the purpose of calculating the student's progress and for the award classification.

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Mark Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work of exceptional quality. Exceptional performance showing comprehensive understanding and application of the subject matter. Evidence of extensive additional reading/research/work.</td>
<td>95%–100%</td>
<td>A+</td>
</tr>
<tr>
<td>Work of excellent quality. Superior performance showing a comprehensive understanding of the subject matter. Evidence of considerable additional reading/research/work.</td>
<td>80%–94%</td>
<td>A</td>
</tr>
<tr>
<td>Work of very good quality. Performance is typified by a very good working knowledge of subject matter. Evidence of a fair amount of reading/research/work.</td>
<td>75%–79%</td>
<td>B+</td>
</tr>
<tr>
<td>Work of good quality. Above average performance, with a working knowledge of subject matter. Evidence of some reading/research/work.</td>
<td>70%–74%</td>
<td>B</td>
</tr>
<tr>
<td>Work of average quality. Considerable but incomplete understanding of the matter. Evidence of little reading/research/work.</td>
<td>65%–69%</td>
<td>C+</td>
</tr>
<tr>
<td>Work of fair quality. Basic understanding of the subject matter. No evidence of additional reading/research/work.</td>
<td>55%–64%</td>
<td>C</td>
</tr>
<tr>
<td>Work of rather low quality. Minimal understanding of the subject matter, with no evidence of additional reading/research/work.</td>
<td>50%–54%</td>
<td>D+</td>
</tr>
<tr>
<td>Marginal Pass. Marginal performance, barely sufficient preparation for subsequent</td>
<td>45%–49%</td>
<td>D</td>
</tr>
</tbody>
</table>
courses in the same area.

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<tr>
<td>Pass - when assessment is based on a Pass/Fail basis only for study-units that are used for establishing eligibility to progress or for the award but are not taken in consideration for calculating the student’s progress and for award classification purposes.</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Compensated Pass. Performance in the assessment of a study-unit, except a non-compensatable unit, that is deemed to be just below marginal pass but is deemed to be compensatable by good performance in other units. (vide regulation 50.)</td>
<td>35%- 44% CP</td>
</tr>
<tr>
<td>Narrow failure that however is not compensated by good performance in other units.</td>
<td>35%- 44% F</td>
</tr>
<tr>
<td>Unsatisfactory, failing work in any study-unit.</td>
<td>0%- 34% F</td>
</tr>
<tr>
<td>Unsatisfactory, failing work in a non-compensatable study-unit.</td>
<td>0%- 44% F</td>
</tr>
<tr>
<td>Unjustified absence for an assessment, or failure to hand in assigned work in time, or ineligibility to take assessment due to unapproved absence from lectures. Shall be considered as F with 0 marks in the calculation of the average mark.</td>
<td>0% F</td>
</tr>
</tbody>
</table>

The above mark is reached by using the criteria below.

The dissertation will be assessed by your tutor together with another examiner.

(1) **Presentation/Exposition  15%**
- Plan of dissertation and organisation of ideas
- Readability
- Use of grammar and punctuation

(2) **Treatment of Literature  25%**
- Review of the literature
- Evidence of wide reading
- Grasp of ideas and handling of material
- Accuracy and detail in reference given

(3) **Originality and Relevance of Treatment  20%**
- Originality in approach
- Understanding of the significance of the dissertation subject within the economic discipline
(4) **Scope of subject and its Treatment**  40%

- Handling of ideas
- Handling of available information
- Choice of specific issues to illustrate general points
- Treatment of the subject