

DISSERTATION GUIDELINES

The following are intended for guidelines purposes only and they may vary among departments.

1. General Framework of the Dissertation

The following outline is indicative of the overall structure of a typical dissertation.

SECTIONS

Title Page
Declaration
Acknowledgements
Abstract
Table of Contents

CHAPTER LIST Chapter 1 - Introduction
 Chapter 2
 ...
 Final Chapter – Conclusion

References
Appendices
Bibliography

2. Dissertation Format

Length

B.A. Hons	15,000 - 18,000 words
M.A. (by research)	50,000 - 60,000 words
M.A. (taught)	25,000
M.Phil.	50,000
Ph.D.	100,000

Excluding of Abstract, References, Appendices and Bibliography but inclusive of Tables and Figures.

Format

Layout should strictly follow the guidelines available from the *Step by Step Guide to Create a User-Friendly Electronic Dissertation* accessible from this link http://www.um.edu.mt/library/helpandsupport/guidelines_for_electronic_dissertations

For more detailed information students are advised to read carefully the style sheet available on their departmental website.

Pages should normally be double-sided (except the preliminary 5 pages which must be single-sided).

Plagiarism

Plagiarism refers to the act of copying other people's work and presenting it as one's own. This is nothing short than theft of intellectual property, and is to be condemned in the strongest terms possible. Students caught plagiarizing will be severely penalized. Please consult The University's Plagiarism and Collusion, Guidelines for Students, Academics, Faculties, Institutes and Centres" which can be found on the University's website and at: http://www.um.edu.mt/_data/assets/pdf_file/0009/95571/University-Guidelines-on-Plagiarism.pdf

Submission

B.A. Hons students must submit their dissertation within the deadline indicated by the department.

In the case of M.A./M.Phil/Ph.D. students must submit their work according to the end date as indicated on sims.

Extensions of the deadline are granted only for valid reasons after obtaining the approval of the supervisor and Head of Department and with the approval of the Faculty Board of Arts and Senate in the case of M.Phil. and Ph.D. candidates.

Number of Copies

Together with the soft-bound copies, students are to submit to the departmental secretary the following forms:

http://www.um.edu.mt/_data/assets/pdf_file/0006/254319/authenticityformug.pdf

http://www.um.edu.mt/_data/assets/pdf_file/0016/254320/authenticityformpg.pdf

http://www.um.edu.mt/_data/assets/pdf_file/0017/254321/authenticityformdoctoral.pdf

http://www.um.edu.mt/_data/assets/pdf_file/0010/121105/submissiondissertationorthesis.pdf

<http://www.um.edu.mt/arts/notices/dissertationreceipt> - **For Masters and Ph.D. students only**

B.A. Hons 3 soft-bound copies (spiral bound)
Some departments also request a CD

M.A. 5 soft-bound copies (spiral bound)
Some departments also request a CD

M.Phil./Ph.D 6 soft-bound copies (spiral bound)
Students are to submit their thesis for examination to Ms Marie Claire Finger in RM308,
2nd Floor, Humanities Building between 8.30-12.30pm.

Dissertation Examination

Dissertations are examined by a number of examiners including the external examiner.

Vivas

Once the dissertation/thesis is submitted, the secretary will ensure that copies are provided to your examiners, in advance of your viva examination. The departmental secretary will contact the student regarding the date of the viva-voce examination.

When the viva has taken place students are normally informed of the outcome by the Chairman of the Board of Examiners. Students may be asked to do some minor corrections before submitting the final copies and being awarded the degree.

If major changes have to be effected, the dissertation/thesis will be referred back to the student and he/she will be notified by the Faculty Officer of further procedures which would need to be taken.

Hard-Bound Copies

Some departments no longer require a hard-bound copy of the dissertation, but it is advisable that students contact the departmental secretary for further information.
1 CD for the University Library should be submitted to the departmental secretary.

In case of M.Phil. or Ph.D. students, 3 hard-bound copies and the CD are to be submitted to Ms Marie Claire Finger in OH308, 2nd Floor Humanities Building.

It is very important that students submit a digital copy to the University Library. Regulation 80 of the General Undergraduate Awards Regulation states that:

“A student in debt to the University, or otherwise having unfulfilled obligations to the University, **shall** not be permitted to re-register in any succeeding sessions, nor shall a degree, **higher diploma**, diploma or certificate be conferred upon a student in debt or having unfulfilled obligations, except by special permission of the Rector, or until the debt is paid or the obligation is fulfilled”.

The Registrar will be notified if any CD is not submitted by the stipulated date indicated by the departmental secretary.

Final Classification Result

The Final Result will be published on the General Notice Board (i.e. the ground floor notice board opposite the messenger's lobby).

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Doreen Attard
Faculty Officer