L-Università ta' Malta
Faculty of Economics, Management & Accountancy

TTC3213

Dissertation Guidelines Handbook

B.A. (Hons) Tourism Studies 2023-2024

Contents

As part of the Degree program, students are required to present a dissertation on a specific research topic (study unit ***TRS3361: Dissertation).*** This document provides guidelines for students and tutors on the expected practice of the Department for Tourism Management for the completion of the dissertation.

Dissertation types

The dissertation can be either **research-oriented** or **practice-oriented**. Both types of dissertations are equally valid, contribute substantially to your learning, and will be considered worthy by examiners. Both are expected to demonstrate rigour and a high standard of work, based on a good understanding of the research process. They differ only in the nature of the outputs expected.

Research-oriented dissertation

The University of Malta's Research Code of Practice defines research as a *"systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge".*

The outcome of this type of research (which can be theories, methods, conclusions) is mainly transferable, it is applicable beyond a case study. Generalizable knowledge may involve developing, testing or supporting theories, principles, designs, or statements of relationships, or may contribute knowledge on the feasibility or effectiveness of an approach or analysis framework.

The research-oriented dissertation is also systematic, i.e., involving a methodical procedure of developing and articulating a research question, critically evaluating relevant literature, providing a detailed description of data collection and analysis methods, and deriving conclusions based on the results obtained.

Examples of possible student research dissertations include the following:

• Determining the effect of a particular tourism product on the environment.

• Examining the impact of different travel models on a destination.

- Examining the impact of security levels on visitor behaviour.

- Analysing the effectiveness of museum design on the visitors' experience.

Practice-oriented dissertation

A practice-oriented dissertation addresses a 'real world' gap or problem that is of relevance to society and that is relevant to professional practice in environmental sciences and management. As an end result, the dissertation will generate outputs that are usable or actionable. These outputs need not be generalizable but are expected to be directly relevant and applicable to the problem being considered. Examples of such dissertations include:

- Designing an effective campaign to raise awareness about the impact of a tourism product on the environment.
- Producing a documentary about an important aspect of tangible or intangible cultural heritage product.
- Developing a visitor guide for a heritage site.
- Developing a tourism product aligned with SDGs expectations.

In such a dissertation, you are producing a deliverable that will be of immediate relevance, in most cases to a client or target organisation, or in some cases to society in general.

Although the focus here is on practical relevance, you are still expected to adopt a systematic approach to your work, similar to that used in research dissertations. This means that you need to identify and characterise the problem or gap you are addressing, and engage critically with academic literature, both to contextualise your dissertation and to identify a suitable design/methodology. For example, if your dissertation involves designing a campaign, you would need to first carefully review the literature to see what features characterise successful/unsuccessful campaigns, whether there are relevant differences between different communication media, what criteria can be used to determine effectiveness, whether there are design considerations that are specific to different audiences, etc. You would also need to determine the steps needed for you to execute your dissertation in a manner that reflects best practices in the field. Similarly, if you are conducting an energy audit, you would first need to critically review and evaluate different methodologies to enable you to then make an informed decision about the methodology you yourself will use in the study.

Similarities:

Both research-based and practice-based dissertations are expected to:

- Identify a well-defined problem, need or research question.

- Based on through reading and analysis of relevant literature.

- Adopt sound methodological approach that is clearly explained.

- Be analytically robust.

- Generate findings that are clearly communicated.

The two types of dissertations differ in that:

A research dissertation has the intention of producing generalizable knowledge that will be of academic interest to researchers in the field of study, while a practice-oriented dissertation generates outputs that address an immediate need or gap and that are usable or actionable, often by a target organisation or client.

Aims and Learning outcomes

The aims of the study-unit are:

     i. To enable the student to produce a substantial body of work which has been instigated, developed and produced as a consequence of their own initiative, and which offers opportunities for specialism.

     ii. To provide the student with the opportunity to apply analytical skills and techniques.

     iii. To develop the student's skills in undertaking a structured and methodical research dissertation.

On completion of this unit, the student should be able to:

i. Plan, manage and execute an in-depth investigation of a relevant leisure and tourism related concept or problem.
ii. Prepare a technically competent and professionally written report.
iii. Demonstrate the ability to define explicit objectives and be able to support and justify conclusions.

Planning your work

The dissertation is the work of the student, and it is the student's responsibility to take all the relevant decisions on how to plan the work and on how to carry out the research. The role of the tutor is to advise and to provide guidance.

It is recommended that the student starts reading for the literature review during the summer months prior to the start of Year 3. Prior to this (i.e. in June, at the end of Year 2), an initial meeting between student and tutor is recommended.

The dissertation is a deceptive experience. The submission deadline seems far away, so there is the danger of time-wasting in the early stages of the process. Students are strongly advised to start the research and writing process as early as possible during this journey. There are dangers in putting off these tasks. Always allow as much time as possible for the final stages. Final amendments, organising typing/word processing and doing a thorough job on the proof reading all take longer than one can imagine. Something will always go wrong to thwart your schedule!

It is the student's responsibility to ensure that work on the dissertation progresses well throughout, to enable submission according to the deadline.

The following is a suggested timeframe for work on the dissertation. The student is advised to follow this timeframe so that the end result will be of the best quality and completed without a last-minute rush.

Year 2:

April to June: Decide on the subject of the dissertation.

Select title and prepare research proposal.

August to November: Find suitable sources (academic journals and books) for the lit review.

Read and take notes for literature review. Prepare annotated bibliography (optional). Consider options for research approach.

Year 3

October to January: Write up literature review and research methodology

Decide on research approach and prepare for field work

January to March: Field research, data collection, survey work.

March to April: Data analysis and write up of results April to early May. Prepare final draft for tutor review at least two weeks before deadline.

Early May: Hand In final submission. [Exact submission date will be announced in the beginning of Third year]

Subject to the tutor's advice, the student may wish to consider preparing an annotated bibliography in conjunction with the drafting of the literature review. This would be useful for students who have difficulty in writing the literature review. It is also an aid that will improve the quality of the literature review. If the student decides to prepare an annotated bibliography, it is suggested that this is included as an appendix to the dissertation.

Meetings with tutor

Students are expected to meet their tutor on a regular basis. The frequency of meetings depends on the specific circumstances of the research carried out by the student and the level of guidance that would be required. As an indication, a meeting with the tutor on average once every four or five weeks should suffice but more frequent meetings may be required. It is the student's responsibility to request a meeting with the tutor (normally by means of email). The tutor will propose a date and time convenient to both. Students are reminded to check their UM email address regularly because, like most other study-units, this is the email address which the tutor will use to communicate with the student.

There may be circumstances where it is not possible to keep to regular meetings. This is not desirable, but if unavoidable, it is considered mandatory for the student to meet the tutor very early on, at the start of Year 3. This meeting is essential to ensure that the student is on the right track in terms of research subject, methodology and programme of work. It is also mandatory for the student to meet the tutor before final submission. The tutor will need to see the work of the student and advise the student whether it is of an adequate standard to be submitted. This meeting should be held two or three weeks before the deadline for submission.

The student should take notes of the discussion with the tutor. The advice and guidance given by the tutor is essential for the student's learning process and failure to take notes may mean that an important piece of advice is lost. Taking proper notes enables the student to make the best of the time spent discussing with the tutor. The student may have to update the notes

after the meeting and ensure that they are complete. During the meeting, the tutor should allow to the student to take notes without undue difficulty.

Research Ethics

One of the principal and essential functions of a university is the carrying out of research in all areas of human knowledge and experience. The University of Malta recognises its responsibility to researchers and the wider community to ensure that the highest standards of integrity and professionalism are observed in the conduct of research at the University.

The University's Research Code of Practice provides guiding principles and standards of good practice in research across all subject disciplines and areas of study in the University. It applies to all those undertaking research on the University's premises using its facilities, or on behalf of the University, including staff, students, visiting or affiliate staff, associates, contractors and consultants.

The procedures to be followed to review ethics in research are laid out in the University's Research Ethics Review Procedures. It applies to all University of Malta staff, students, and anyone else carrying out research under its auspices.

The online form is a self-assessment exercise that will be reviewed by the University's FREC Board. The online form is available HERE.

In the event of a change in title, students must first fill in the *Change in Title Form (Document 1.5)* and submit for *Department of Tourism Management Board of Examiners* approval. If the student already applied for UREC approval prior to change in title, then the student is required to submit again the updated information using the UREC online application.

In most instances, it will be possible to proceed with research upon completion of the self-assessment form. If not, the student is to refer to the UM rules and Regulations for further guidance.

Word count

It is recommended that the length of the dissertation will not exceed 10,000 words. Note that an important criterion in the assessment of the dissertation is the clarity and precision in the writing up. A dissertation that exceeds the 10,000 words limit will be penalised.

Submission

A date will be set for final submission. This would normally be in the first week of May. It is recommended that the student completes a draft of the dissertation by mid-April and submits

to the tutor for final comments. Before mid-April subject to the agreement of the tutor, it may be possible for the student to submit chapters of the dissertation to the tutor for comment.

Students are required to ensure that the submitted work is not plagiarised. Students are provided with an opportunity to upload their dissertation on VLE and submit it to a Turnitin check.

On or before the deadline, the student is to submit their dissertation on VLE. **The student is required to submit the dissertation using the STUDENT CODE and an UNDERSCORE followed by the number of documents that will be uploaded. For example, if the student has one file, then the subject should be 12345M_1. If the student has more than one file to upload, then the subject title in a numerical order should be 12345M_1, 12345M_2, and 12345M_3. DO NOT include other characters or brackets in the title. The STUDENT CODE needs to match the one on SIMS.**

In exceptional circumstances, a student may be given an extension beyond the deadline. (See p. 29) A student requesting an **extension** must do so in writing, **one month prior to the deadline,** to the dissertation tutor justifying the request, the duration of time needed, and explaining the mitigating circumstances, as well as any documentation supporting the request (e.g. Medical Certificate). A request for extension will only be granted following approval of the Board of Studies.

Assessment Criteria
The criteria for assessment will be as follows:

- Selectivity, clarity and relevance of literature review.

- Quality and innovation of ideas and precision of research objectives.

- Appropriateness of research design and skill in execution of research.

- Fullness and appropriateness of description and analysis of data.

- Clarity and precision in the writing up of the report and conclusions drawn.

The assessment of the dissertation, therefore, will be based upon a clear expression and articulation by the student of an analytical approach, research focus, clear methodology and stated results of a research dissertation.

It is important that you read the appendices carefully, including Appendix E which is specifically on assessment criteria. Note that as well as the criteria listed; the overall grade will take into account the coherence of the document and legitimate constraints imposed on the study.

It is also advisable to read about research methods. There are several useful books in the library that one could refer to.

The dissertation will be assessed by a member of the Department of Tourism Management academic staff who will also consult with the student's tutor. All dissertations will be made available to the External Examiners. In cases where students have deemed to fail or there is a discrepancy in marking, a third examiner may be appointed, and the external examiner consulted. Students may also be requested to attend a *viva voce* examination. This would be in the first week of July.

Plagiarism and other forms of academic dishonesty

Plagiarism, that is, the wilful 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.

All dissertations are required to be submitted through the **UM VLE for Turnitin** evaluation. The Dissertation Coordinator will set up Turnitin Assignment activities (Draft & Final) in the relevant UM VLE areas, for the student to submit the work. Turnitin compares work against electronic sources including the internet, books, journals and other students' work, and generates an originality report indicating which parts of the work are unoriginal. The student is allowed to submit a draft version of the work and view the Turnitin originality reports for this, before submitting the final version for Turnitin assessment.

More information on plagiarism and the use of Turnitin is available at:
http://www.um.edu.mt/vle/pds/students/faqs#q2.)

Apart from plagiarism, other forms of academic dishonesty will not be tolerated. These include commissioning (presenting the work of others as one's own), false declaration (making a false declaration in order to receive special consideration or to obtain extensions to deadlines) and falsification of data (presentation of data based on work purported to have been carried out by the student, which have been invented, altered or copied by the student). All students must include a *Declaration of Authenticity* stating that the work they are presenting is their own. **This form will be submitted separately on VLE**.

Appendices

List of Appendices

Appendix A: Format and Structure of the Dissertation

Appendix B: Do's and Don'ts in the Literature Review

Appendix C: Writing and grammatical conventions

Appendix D: Referencing and Citations

Appendix E: Assessment Criteria.

Appendix F: Research Ethics Guidelines

Appendix G: Dissertation Forms

Appendix A:
<u>Format and Structure of the Dissertation</u>

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

Title Page

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?

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; most people like to thank family too.

Table of Contents

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.

Literature review:

In a dissertation, a student is expected to provide a critical review of the existing literature on the research topic being studied. The purpose of the review is to bring together relevant knowledge and information on the selected topic. It should act as the basis for the eventual analysis in the dissertation where the outcome of the student's research is discussed in the context of existing knowledge. The literature review should be the point of reference in the discussion on the research question. Avoid using material in the literature review which is not relevant to the subject at hand. A frequent mistake made by students is to give a lot of generic information on the tourism situation in Malta when the subject of the dissertation is about one particular aspect of Malta's tourism. Moreover, the material used for the literature review should be based on academic journals and academic books. Reference to newspapers may be required sometimes but this should be done only occasionally. The same is applicable to non-academic internet sources.

Methodology:

The purpose of the methodology 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. Students need to be aware of the significance of this point.

The methodology section should be well-structured, written in a 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 the area of research and a discussion why other methodologies were refuted /not applicable to the 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 the study was chosen - this applies for both qualitative as well as quantitative research)

- Pilot study: prior to actually collecting the data intended to use for research, the student needs 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 SPSS, content analysis, textual analysis, semiotics, historical analysis, etc.)

- Limitations (of the methods used, for example access to informants). The student should indicate any considerations to overcome such limitations.

Analysis and discussion of the results:

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

A common mistake of student research is to include all the information that has been gleaned from the research process, regardless of its applicability to the research question. The aim of the results chapter is to create an argument to accept or reject your hypothesis or to answer positively or negatively to your research aims objectives and/or question/s set. Therefore, only include the information that helps to develop the argument. A supplementary appendix should be used to present "raw data" if necessary. Students should seek theoretical guidance on appropriate techniques to analyse qualitative or quantitative data depending on the method to collect the research data.

In presenting the results, the student should ensure the validity of the method of research. Marks are awarded for the intellectual and visual clarity when presenting results. In this context it is useful to present results in sub-sections that relate to each of the objectives set for the research dissertation. A summary of key results at the end of the chapter is always helpful in highlighting the main findings.

Conclusions and Recommendations:

This chapter should draw together all the issues of the research and link back to the aims and objectives which were outlined in the Introduction.

- Have the aims set at the beginning been met? If not, why not?

- What are the implications arising from the findings? Be careful with sweeping generalisations and unfounded interpretations. All recommendations should be based on evidence.

- Suggestions for future research in this area.

References:

Full details of all the books and journal articles cited or referenced throughout the dissertation/dissertation should be included in this chapter. Anything included in the dissertation that is not referenced will be assumed to be the student's own work. It is therefore essential that the work is well and correctly referenced. A reader should be able to identify the exact source and refer to it directly. The Harvard method of referencing is the recommended system. (Refer to Appendix D on how to reference correctly.)

The student should include references in order to:

- acknowledge that the work/idea belongs to another person;

- provide evidence of your own research;

- illustrate a particular point;

- support an argument or theory;

- allow others to locate the resources you have used;

- Avoid accusations of plagiarism.

Referencing is not about listing every book and article that has been written and/or that the students have read about the subject. What is included in the reference list should be material the student actually used in the literature review or elsewhere in the dissertation. (More advanced research works may include a bibliography which includes material relevant to the subject at hand but which has not actually been cited).

Full details of all the books and journal articles cited or referenced throughout the dissertation should be included in this list. A reader should be able to identify the exact source and refer to it directly.

Appendices:

Appendices: The Appendices should include material which is necessary for a full understanding of your study. These include important forms, questionnaires or interview schedules description of equipment or settings, tables and lists of data supportive of the study. Students are highly encouraged to include a sample of the primary data collected for example the notes of interviews of the more important interviews. The student should keep all the primary data collected for example completed questionnaires, transcripts or notes of interviews etc., as the examiners may ask to see such evidence.

Appendix B:
Do's and Don'ts in the Literature Review

- 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.

- 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.

- Your aim should be to evaluate and show relationships between the work 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.

- 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.

- 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.

- 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.

Appendix C:
Writing and grammatical conventions

The typescript should be clear and consistent and typed **in Font 12.** The typing should be at least **1½ line spacing on A4 paper**. Make sure your **left-hand margin** is sufficiently wide for binding purposes. Style: The literary style adopted must be suitable to your purposes. **Avoid use of the first person**. For example, "I investigated the following issues …", should be more properly phrased as "the following issues were investigated…" or "this study looked at…".

Sentence Length: Ideally you should be concise and informative and you should aim to be clear. Clarity is often lost by using long sentences or inappropriate words. Overlong sentences tend to become very difficult for the reader to understand. Try to keep your sentences within reasonable length limits but, at the same time, use flexible and varied sentence lengths to prevent the style becoming stilted.

Quotations should be typed in single inverted commas. If the quotation is more than four lines long it should be set as an extract and the whole quotation indented. N.B. The exact spelling and punctuation of the original should be followed. You should give the author's name, date and page number in brackets underneath.

Abbreviations (and acronyms) must be typed in full when first mentioned, with the abbreviation in brackets. The abbreviation can be used thereafter.

Numbers: Use words for numbers up to ten. Exceptions which should always be expressed as figures are: (i) ages (ii) percentages, e.g. 25 per cent.

Non-sexist writing Use neutral terms, unless a specific male or female is meant.

Page numbering: The entire work, including references and appendices, should be numbered consecutively from the first page of the first chapter. Page numbers should be located centrally at the bottom of the page.

To note:

- 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 copies for good grammar and presentation before submission of the work to your tutor. Special attention should be given to the final version of your dissertation/dissertation.

- Be prepared for the unexpected such as loss or corruption of files. Do regular back-ups of your work.

- An electronic version of your dissertation will be kept online. The Library makes available e-dissertations to other University students. It is advisable therefore that the electronic version that you submit is user-friendly. A step-by-step guide on how to do this is available on the University website.

http://www.um.edu.mt/library/helpandsupport/guidelines_for_electronic_dissertations

Appendix D:
Referencing and Citations

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 the author's 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.

Citation

A citation is what you do in the actual text of the dissertation to indicate the source used or quoted. The three most common sources of reference are books, journal articles, and internet documents, although other sources, such as the print media could be used.

Below are just a few examples based on the Harvard method of referencing:

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.

Doganis, R. (2001). *The airline business in the 21st century*. London: Routledge. In the case of an Edited book use following format:

Beech, J. & Chadwick, S. (Eds.). (2006). *The Business of Tourism Management.*

Harlow, England: Prentice Hall.

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

Zammit, J. (2008). From a National Airline to an EU Leisure-based Carrier. In A. Graham, A. Papatheodorou, & P. Forsyth (Eds.), *Aviation and Tourism: Implications for Leisure Travel* (pp. 119- 135). Aldershot: Ashgate.

Journal Article

The basic pattern for a reference to a journal article is : Author, Initials. (year). Title of article. *Title of journal*, *Volume number* . For example:

Buhalis, D. (2000), Marketing the competitive destination of the future. *Tourism Management, Vol.21(1),* pp.97-116. 28.

Ideally, one should cite articles that are less than ten (10) years old. However, this is not cast in stone, and very much depends on the relevance and value of the academic article.

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.

Zalkin, C. (n.d.). *Made in Japan: The Culture Behind the Brand.* Retrieved August 29, 2009, from www.brandchannel.com.

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.

Appendix E:
<u>**Assessment Criteria**</u>

The assessment and weighting of each dissertation will be based on the following criteria:

i) Introduction- Rationale (5%)

Grades will be awarded for:

- Purpose of dissertation

- Underlying themes

- Justification - Why?

- Key aims and objectives / hypothesis – proposed.

ii)   Literature Review (25%)

Grades will be awarded for:

- Evaluation and review of both theoretical and secondary research data

- Thorough knowledge and comprehension of topic

- Understanding of relevant concepts and theories

- Discussion of conceptual and theoretical issues

- Appropriate use and review of literature

- Theoretical and applied knowledge

- Summary and clear understanding of principal issues relevant to topic.

iii)   Research Methodology (25%)

Grades will be awarded for:

- Selection of clear research aim and objectives and/or testable hypotheses (where applicable)

- Selection of appropriate research methodology

- Critical evaluation of such methodology

- Clear understanding of research limitations / ethical issues.

iv)   Analysis of Results / Research (25%)

Grades will be awarded for:

- Clear presentation of results

- Appropriate analytical interpretation of results

- Application and synthesis of results to research objectives, hypotheses and literature

- Appropriate use of statistical methods (where applicable)

- A synthesis and evaluation of research results, inferences and implications.

v)   Conclusions / Recommendations (10%)

Grades will be awarded for:

- Logical and clearly structured conclusions

- appropriate synthesis between research and literature

- Evaluation and summary of key research outcomes / main concepts and issues

- Potential applications of findings to future research.

vi)   Presentation (10%)

Grades will be awarded for:

- Ability to organise and represent ideas and data in a clear, logical and appropriate form

- Grammatical correctness, structure and readability

- Appropriate use of references and referencing systems

- Appropriate use of visual material where applicable.

Appendix F:

University Research Ethics Committee: Guidelines

- Submit *proposal form (Document 1.1)* to FEMA

- After approval, make sure that the title reflects what is to be researched/studied. The Department must be informed about any Changes in the title – including minor changes *(Document 1.5)*

- Fill in the online Research Ethics form, following that any documents required to be attached to the form have been appropriately approved and signed both by the student and the supervisor.

- If the student would wish to change the title, then a 'Change of Title' form is to be filled and signed by the student and supervisor. This is to be presented to FREC. If the changes are not cosmetic an approval from the Board of Studies is sought.

Appendix G:
Dissertation Forms

L-Università ta' Malta
Faculty of Economics,
Management & Accountancy

Dissertation Proposal Form

2024

Student Name and Surname _____

Sudent No. _____

Contact Email _____

Contact Number _____

Proposed Title:

Brief Description Of Study

Literature Review

Methodology

Aim/s & Objective/s

L-Università ta' Malta

Office of the Registrar

REQUEST FORM FOR AN EXTENSION OF STUDIES (FOR UNDERGRADUATE COURSES)

To be submitted to Home Faculty/Institute/Centre/School at least one month prior to the dissertation submission deadline.

Student Details

Full Name: _____

              Last   *First*   *Student I.D / I.D Card No.*

Course and
Year of Intake: _____

Date: _____   Signature: _____

Details of Request

Reason for requesting an extension: Dissertation Submission Deadline: _____
(Please attach relevant documentation, if applicable)

_____

_____

☐ First extension (up to one year) - Faculty/Institute/Centre/School board approval required.

☐ Further extension (up to two years) – Board and Senate approvals required.

Supervisor Details (*if applicable*)

Full Title and Name: _____

Recommendation by Supervisor:

_____

_____

Date: _____   Signature: _____

For Office Use ONLY

Extension: ☐ Approved ☐ Rejected by Faculty Board   Date: _____

Period approved: _____

☐ Referred to Students' Request Committee (if applicable)   Date: _____

☐ Approved ☐ Rejected by Students' Request Committee   Date: _____

Comments: _____

Extension start date: _____   Extension end date: _____

https://www.um.edu.mt/__data/assets/pdf_file/0005/333869/extensionformUG.pdf *Must be submitted at least One Month before the Deadline Date*

DECLARATION OF AUTHENTICITY

I, the undersigned, _____ , declare that this

dissertation is my original work, gathered and utilized especially to fulfil the purposes and

objectives of this study, and has not been previously submitted to any other university for

a higher degree. I also declare that the publications cited in this work have been personally

consulted.

_____

Signature

_____   _____

Date   Name in Block Letters

L-Università ta' Malta
Faculty of Economics,
Management & Accountancy

CHANGE IN TITLE FOR DISSERTATION

STUDENT NAME _____ STUDENT NO. _____

EMAIL _____

Original Title of Dissertation:

_____

_____

New Title of Dissertation:

_____

_____

Reason for Change:

_____

_____

_____   _____   _____

SignatureofStudent   SignatureofSupervisor   Date

For Office Use:

Change in Title:
☐Approved   ☐Rejected

Received by: _____   Date: _____