



Faculty of Economics, Management and Accountancy

Doctoral Dissertation Guidelines

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1. PRELIMINARIES

This booklet contains useful guidelines on the presentation of your doctoral dissertation to be submitted for a Doctoral Degree at the Faculty of Economics, Management and Accountancy.

General guidelines such as these may not cover all circumstances. Some adjustments may be necessary in individual cases. It is therefore important that you consult the University regulations and guidelines (links below), the Department's administration and your research supervisor for specific advice and guidance on matters regarding the design and content of your study. Some matters and required documentation do change over time and it is therefore important that you check about the latest requirements.

All website addresses shown in this document are active at the time of writing; in case any links become inactive, please retrieve the relevant document/s through the search facility available on the University of Malta website.

University Guidelines

Periodically, the University of Malta issues guidelines that may be relevant to doctoral students. It is therefore important that you regularly visit the website of the University of Malta.

The following are some relevant links:

Statutes, regulations and bye-laws

<https://www.um.edu.mt/r/about/governance/statutesregulationsbyelaws/general>

Doctor of Philosophy - Ph.D. - Regulations, 2023

<https://www.um.edu.mt/media/um/docs/about/governance/regulations/general/DoctorofPhilosophy-Ph.D.-Regulations02.pdf>

Doctor of Philosophy - Ph.D. - Regulations, 2008

<https://www.um.edu.mt/media/um/docs/about/governance/regulations/general/DoctorofPhilosophy-Ph.D.-Regulations01.pdf>

Professional Doctorate Regulations

<https://www.um.edu.mt/media/um/docs/about/governance/regulations/general/ProfessionalDoctorateRegulations.pdf>

Postgraduate Regulations

<https://www.um.edu.mt/media/um/docs/about/governance/regulations/general/GeneralRegulationsforUniversityPostgraduateAwards.pdf>

Research Ethics and Data Protection

<https://www.um.edu.mt/research/ethics/researchethicsatum/>

Plagiarism Guidelines

https://www.um.edu.mt/__data/assets/pdf_file/0007/436651/UniversityGuidelinesonPlagiarism.pdf

Office of the Registrar: Policies and Forms

<https://www.um.edu.mt/registrar>

UM policies and guidelines:

<https://www.um.edu.mt/registrar/policiesguidelinesforms>

Declaration of Authenticity:

https://www.um.edu.mt/__data/assets/pdf_file/0017/254321/authenticityformdoctoral.pdf

Electronic Dissertations:

<https://www.um.edu.mt/library/etd/>

Guidelines for submission of final copy:

https://www.um.edu.mt/library/oar/bitstream/123456789/111742/3/ETD_guidelines.pdf

1.1 THE DISSERTATION

The Dissertation documents the academic research process in writing. It seeks to answer a specific research question or different related research questions. In most cases, a strong theoretical framework should be the basis of the research that is to be undertaken. The dissertation must therefore build on previously published scholarly literature. Reference to official documentation may also be made. It is imperative that whenever any concepts, ideas, data and/or texts are drawn from scholarly literature, official documentation or other sources, these are duly acknowledged and appropriately referenced.

1.2 DIGITISATION OF DISSERTATIONS

It is important to use a text format that will eventually make digitization possible (see below). Please prepare your document on an up-to-date word processing file that can be later transformed to a pdf file. Lecturers, secretaries, and library staff cannot and may not change any part of the dissertation.

Familiarise yourself with the digitization process as early as possible in your dissertation journey. Refer to the following link: <https://www.um.edu.mt/library/etd/>

1.3 RESEARCH ETHICS GUIDELINES

The University acknowledges its responsibility for protecting the rights and welfare of human research subjects and acknowledges that it bears full responsibility for the performance of all research involving human subjects and for complying with laws and regulations that relate to such research.

The University recognises the need for appropriate additional safeguards in research involving subjects which are likely to be vulnerable to coercion or undue influence, such as children (under the age of 18), prisoners, mentally disabled persons, or disadvantaged persons. An Ethics and Data Protection Committee approval will be required if your research involves the aspects above, including the use of personal data.

All researchers must fill in the Ethics and Data Protection form. Please refer to the University of Malta's website for Ethics and Data Protection Guidelines and forms <http://www.um.edu.mt/urec>.

1.4 PLAGIARISM

Plagiarism, that is, the wilful representation of another person's work as one's own, without proper acknowledgement and / or through deliberate incorporation of material derived from the work (published or otherwise) of another, is unacceptable. Refer to the plagiarism and collusion guidelines on:

https://www.um.edu.mt/__data/assets/pdf_file/0007/436651/UniversityGuidelinesonPlagiarism.pdf

2. DISSERTATION CONTENTS

There is no specific template or a specified number of chapters for a dissertation. The following may be considered as a guiding outline; however, researchers may have their own reasons for adopting a different layout, due to the specific nature of their research. In addition, particular aspects mentioned below may be directly relevant to some researchers, but less so to other ones, depending on the methodology / data / topic of the dissertation.

A researcher may be working on different research questions using multiple methodologies and data sets within the same dissertation. In such cases one may consider discussing the respective methodologies and data sets in separate chapters at the appropriate point, rather than presenting them in one chapter as shown below. Similarly, the results for separate research questions may be presented in separate chapters, with a final conclusion at the end.

In some cases, researchers may consider tackling successive research questions in different sections of the dissertation, with each research question featuring its own literature review, methodology, data description, results, discussion, etc.

One may also consider including a list of abbreviations in the preliminary section of the dissertation – particularly if a lot of abbreviations are being used.

Discuss the dissertation outline with your supervisor who will be able to guide you about this.

2.1 DISSERTATION OUTLINE GUIDELINES

| |
|--|
| TITLE PAGE |
| ABSTRACT Students must give a structured abstract of 250 -500 words (including keywords). See "Abstract Template" in this document. |
| ACKNOWLEDGEMENTS (view template) |
| TABLE OF CONTENTS (automated format with updated page numbers) |
| LIST OF TABLES (automated format with updated page numbers) |
| LIST OF FIGURES (automated format with updated page numbers) |
| LIST OF APPENDICES |

CHAPTER 1 INTRODUCTION

Context

Research Objectives and Research Questions

Practical Relevance

Thesis Outline (by chapter)

CHAPTER 2 LITERATURE REVIEW

Introduction

Literature Themes and Critique

Theoretical Framework or Conceptual Framework guiding the research

Conclusion (of the chapter, and link to next chapter)

CHAPTER 3 RESEARCH METHODOLOGY

Introduction

Philosophical underpinnings

Research design (providing justification for choices made)

Methodological Limitations and Ethical and Data Protection Considerations

Conclusion (of the chapter, and link to next chapter)

CHAPTER 4 DATA DESCRIPTION

Introduction

Sources of data

Data Collection Methodology (including sample selection, interviewees)

Data Analysis Methodology (as per method of data collection)

Any transformations / amendments to the original data (for instance to deal with missing observations)

Conclusion (of the chapter, and link to next chapter)

CHAPTER 5 RESULTS

Introduction

Results (section for each data collection method and cross-refer to the literature)

Conclusion (of the chapter, and link to next chapter)

CHAPTER 6 DISCUSSION AND CONCLUSION

Main Research Issues

Discussion of Results and Recommendations

Contribution to knowledge

Recommendations for Further Research

REFERENCES**APPENDICES (if applicable)**

2.2 WORD COUNT

The length of the dissertation shall NOT exceed 100,000 words (approximately 400 pages). The latter excludes the title, abstract, and contents pages, appendices, and references.

2.3 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 by explaining why the study is important, highlighting significant issues, problems and ideas. The aims and objectives should be stated clearly in this chapter. The research questions should be specified.

2.4 LITERATURE REVIEW

A critical review of the existing literature is expected. Your review should indicate that you have studied existing and recent work in the field. The literature review should have the following properties:

- **Source:** The main source of literature is usually peer reviewed journal articles, books, and scholarly literature, as well as grey literature.
- **Relevant:** Literature used should lay the groundwork for the developing of the research question, aims and objectives, selecting the appropriate methodology, and framing your research results in a wider context at a subsequent point.
- **Up-to-date:** Focus on recent literature (eg. published in the past ten years), yet it is important that seminal earlier work is also included in the literature review.

Use the literature to explain your research. Your aim should be to show why your research is useful, why you opted for the particular theories / methodologies, and how your work adds to the research already carried out.

Summarize the work you read. Focus on the most important ideas, and search for major concepts, conclusions, and theories, that underlie the work. Look for similarities and differences across the literature.

Analyse the literature. A literature review is not merely a summary but also an analysis of that literature, comparing and contrasting the ideas and results featuring in prior studies.

Literature reviews synthesize the key studies and concepts in a particular area and show relationships between studies and suggest patterns in the body of literature. Good literature reviews require careful organisation of the literature, which can be accomplished through mind-mapping techniques.

The steps to organising 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. You organise individual ideas into larger groups or themes, just as you would group puzzle pieces according to colour and shape. "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 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.

The second step in mind mapping involves organising single concepts into groups or themes. Summarising each source individually, which is sometimes acceptable in short essays, is rarely appropriate for a dissertation.

Identify links between 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 organised 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.

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

Refer to the University of Malta Library's website for guidelines regarding structured literature reviews, which may be available from time to time.

2.5 METHODOLOGY

The Doctoral School offers courses relating to various methodologies which may be used in a doctoral dissertation. You may also explore the possibility of obtaining exposure to particular methodological techniques through courses offered by third parties, or independent study. Some particular dissertations may actually be about developing a new kind of methodology which may be more appropriate to the topic at hand. In such cases, a significant degree of independent study would be required.

The methodology (methodologies) adopted in your research should be discussed and critically analysed. Justifications for the choice of research design should be provided. The methodology description should give a well-documented outline of the methods used so that any other researcher may replicate the research and test it for viability. This is at the core of scientific research.

Depending on the specific methodology you are using, you may find it relevant to provide answers to the following questions: What was observed? How? When? With what results? How were problems dealt with?

Additional aspects that may be (ought to be) covered in the Methodology include:

- An in-depth discussion on the chosen methodology relevant to your area of research and a discussion why other methodologies were refuted / not applicable to your research.
- Pilot Study (prior to actually collecting the data on which you are basing your research you need to test the tool for clarity and use of terminology. This is done through a pilot study. Any changes conducted to the original tool following the pilot study, should be documented)
- Methods of Analysis (discussion of the methods of analysis used, such as statistical analysis, econometric modelling, thematic analysis, content analysis, deconstruction, textual analysis, semiotics, historical analysis etc, and any software tools that were used such as SPSS, NVivo, E-Views...)
- Limitations of the methods used (eg. access to informants) and how you tried to overcome such limitations.
- Ethical and Data Protection Considerations: State that the form was filled in and the form registration number. Discuss any ethical or data protection issues if applicable and how these were managed.

2.6 DATA DESCRIPTION

What was your approach when collecting data? What data analysis tools did you use? In case of quantitative data, you would specify the data period, the frequency of the data, the context (country / countries) from where it originated...

Depending on the nature of the data, one may also address the following aspects:

- Secondary Data (analysis of the supporting data to be used eg. published studies)
- Primary Data (an in-depth description of the tools used - such as fieldwork, document analysis, surveys carried out, when these were conducted, duration...)
- Criteria for Sample Selection (applicable to both qualitative and quantitative research)
- Any transformations done to the original numerical data, so that particular quantitative techniques may be used. Were there any missing observations? How were these handled? Does your numerical data set follow a normal distribution? Are the variables correlated?
- Ethical and data protection considerations: State that the form was filled in and the form registration number. Discuss any ethical or data protection issues and how these were managed.

2.7 ANALYSIS AND RESULTS

Findings are analysed and the results are presented and discussed with reference to the concepts outlined in the literature review.

2.7.1 Qualitative Data Analysis

For a review of qualitative methods one may refer to different sources of scholarly literature such as:

- Bryman, A. (2012). *Social research methods*. OUP Oxford.
- Ratvitch, S., Mittenfelner Carl, N., (2016). *Qualitative research, Bridging the Conceptual, Theoretical and Methodological*, Sage, U.K.
- Silverman, D., (2011). *Interpreting Qualitative Data, A Guide to the Principles of Qualitative Research* 4th Ed., Sage, UK.

- Yin, R.K. (2014). *Case Study Research, Design and Methods*, 5th Ed. Sage, U.K.

For qualitative research these two software platforms provide excellent analytical tools:

a. Mind Mapping

Concept Mapping Online Software such as CMap (free), Google mind mapping tools, iTunes mind mapping tools, and MindManager.

b. NVivo or similar software available online, designed for the analysis of textual data – such as transcripts of interviews, articles and focus groups. NVivo works on a system of coding of phrases. The principle is similar to mind mapping.

There are several online software applications which will help you analyse your qualitative data.

Concepts described above regarding the compiling of a literature review, may be relevant when structuring a report on qualitative findings such as those attained through interviews.

2.7.2 Quantitative Data Analysis

The following is a basic guide for quantitative data analysis:

Quantitative research: Saunders, M., Lewis, P., Thornhill, A., (2020). *Research Methods for Business Students*, 8th Ed.
London: Pearson.

You are likely to refer to additional books and scholarly literature related to your particular quantitative methodology.

In case you need to use SPSS for your analysis, the University offers short training sessions, at Introductory, Intermediate, and Advanced level.

2.8 REFERENCES

At the end of the dissertation, a list of references in alphabetical order is to be included. Ensure that all your in-text citations are included in this list. Check references carefully for

completeness, accuracy, and consistency. A reader should be able to identify the exact source and refer to it directly.

References should be in Harvard or APA style. A consistent referencing style is to be used throughout the list of references.

Refer to the following links for a guide to referencing.

General guidelines:

https://www.um.edu.mt/library/oar/bitstream/123456789/112015/1/IEEE_referencing_guide.pdf

Harvard style:

https://www.um.edu.mt/library/oar/bitstream/123456789/112013/1/Harvard_referencing_guide.pdf

<https://library.unimelb.edu.au/recite/referencing-styles/harvard>

APA style:

https://www.um.edu.mt/library/oar/bitstream/123456789/112018/1/APA_7_referencing_guide.pdf

<https://library.unimelb.edu.au/recite/referencing-styles/apa7>

RefWorks is a bibliographic management software that allows University of Malta registered users to create a database of references by importing citations for books, articles from online databases (such as JSTOR, PsycInfo, IEEE and others) and the Library's Online Catalogue. The references can then be used for creating a list of references. RefWorks permits users to produce bibliographies formatted in any of the major bibliographic styles.

<https://www.um.edu.mt/library/refworks>

2.9 APPENDICES

Your working methods, data collection tools, and results should be shown in the main text.

Appendices should only be used for, and limited to selective, supplementary material, which would be distracting if placed in the main body of the text.

3 FORMATTING AND STYLE

3.1 LANGUAGE

Select a consistent language format: English (UK) throughout.

3.2 WRITING STYLE

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

The style adopted in the dissertation should be discussed with your supervisor as the nature of the research may necessitate other formats.

3.3 SPELLING, GRAMMAR, AND PLAGIARISM CHECKING

Very good grammar and syntax are expected. It is recommended that dissertation drafts and final versions are proofread thoroughly.

Always proofread your chapters for good grammar and presentation *before handing in any drafts to your research supervisor*. Check for non-original text through Turnitin. Check for patchwriting. You need to paraphrase. Refer to the Plagiarism and Collusion guidelines...

<https://www.um.edu.mt/media/um/docs/schools/doctoralschool/PlagiarismandCollusionGuidelines.pdf>

- Research supervisors will NOT act as your proof-readers.
- Special attention should be given to the final version of your dissertation. Read your own work before submitting it. It is your responsibility to ensure that a good piece of work is presented to the Examiners' Board.

3.4 GENERAL TEXT

Text should be double-spaced. Leave one space between sentences. Commas and other punctuation marks are to be followed by a space.

| | |
|------|--|
| Font | Throughout the dissertation use <i>sans serif</i> fonts such as Arial or Calibri. Text should be clear and readable, so a size of 12pt is recommended. |
|------|--|

| | |
|------------------|--|
| Line Spacing | 2.0 line spacing Check that your paragraphs are not preformatted to add extra spaces before and after the body of the text. |
| Margins | 3.5 cm on the left margin 2.5 cm on the right margin 2.5 cm on the top margin* 2.5 cm on the bottom margin* * May include headers and footers in these margins. |
| Page numbers | Centred at the bottom of the page. (i, ii....) should be used in the preliminaries section (excluding the title page). The main body of the text (i.e. the Introduction) commences on page 1. |
| Alignment | Headings – 'Left Aligned' Paragraphs and other text can be 'Justified' or 'Left Aligned'. |
| Paragraphs | No indentation, except for bullets and numbered lists. Start new paragraph after two returns. |
| In-text emphasis | Use italics or bold typeface. |
| Paper Type | White A4 sheets |

3.5 HEADINGS

Please note the guidelines for the main Headings.

| | |
|---|--|
| Print size | 14, Bold typeface |
| Chapter titles* | <p>Centre or left aligned.</p> <p>Use of capital letters: either all '<i>Sentence Case</i>' or '<i>Capitalise each Word</i>' format as set by Microsoft Word.</p> |
| Headings* | <p>Justified left.</p> <p>Use of capital letters – either all '<i>Sentence Case</i>' or '<i>Capitalise each Word</i>' format as set by Microsoft Word.</p> <p>Headings (and sub-headings) should be consecutively numbered (starting with the chapter number). (Eg. 3.1 Sampling Method)</p> |
| Sub-headings* | <p>Use sub-headings together with a numbering system to make it easier for readers to follow your work.</p> <p>Use of capital letters – either all '<i>Sentence Case</i>' or '<i>Capitalise each Word</i>' format as set by Microsoft Word.</p> |
| <p>*In Word, pre-formatted chapter titles, headings, subheading, figures and tables as a 'chapter title' can be used to facilitate automatic content listing.</p> | |

3.6 CITING 'IN-TEXT'

Please use the APA in-text citation method i.e. the author's last name and year of publication eg. Green (2024). When you are quoting word-for-word the page number should be included as well Eg. Green (2024, p. 26).

Word-for-word quotations should be shown in quotation marks.

Eg. According to Haq et al. (2022, p.20) regulators "have a keen interest in total bank risk due to the costs associated with bankruptcy, contagion, asymmetric information, managerial agency problems, and possible disruption in allocating credit".

Full details of the original source should be available in the List of References (refer to the relevant section in this document regarding this).

3.7 FIGURES AND TABLES

Tables and figures should be consecutively numbered (eg. Table 1.5 refers to the fifth table in chapter 1). The number and respective title should be shown on top of the table / figure. In most academic journals, tables are presented with an explanatory note underneath, and it is therefore recommended that you adopt this approach as well.

All figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be labelled and listed in the List of Figures at the beginning of the dissertation. Source of data or of the figure should be indicated at the bottom of the figure. You may need to ask for permission to use certain figures and diagrams depending on copyright. You are responsible to check this out.

Tables should be typed and included in the main body of the dissertation, however longer tables which are deemed less important may be presented in an appendix. For instance, if you are reproducing the numerical data in your sample, where you are reporting ten financial characteristics for 200 firms included in your sample, this may be presented in an appendix.

Tables should be clearly labelled with the titles included in the List of Tables at the beginning of the dissertation. Any sources of data need to be duly acknowledged by specifying the source at the bottom of the table.

Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure, or plate.

3.8 CONTINGENCIES

Be prepared for the unexpected such as a hard disk failure, problems with the cloud, loss or corruption of back up files and printer failure. Use a mixture of online backups, computer based back-ups and USB copies and always keep updated printed copies of your work just in case you overwrite or lose any files.

4. DISSERTATION CHECKLIST AND TEMPLATES

4.1 CHECKLIST FOR SUBMITTING DRAFTS AND FINAL COPIES

For draft chapters, final drafts, and final versions.

Before you submit any drafts or final documents check the following (keeping the guidelines in this document in mind):

- Proof reading, including spell check and grammar check
- General formatting
- Chapter contents cover the aspects outlined previously (although there may be valid reasons why content may differ from that recommended above).
- Word count as specified in the postgraduate regulations and the course bye-laws
- Chapter titles (consistent formatting; appropriate numbering)
- Headings (consistent formatting; appropriate numbering)
- Sub headings (consistent formatting; appropriate numbering)
- Paragraph formats
- Figure and table titles and acknowledged sources
- In-text referencing as per above guidelines
- List of references should be complete, in the appropriate order, and adopting a recommended referencing style
- List of contents, figures, tables
- Passes plagiarism check in Draft Submission section on VLE. Have I gone through the nonoriginality report provided by Turnitin and made the required amendments? Did I patch write anywhere? Did I check the plagiarism guidelines to ensure that I do not have any plagiarism?
- Was the Student Declarations Form (Authenticity and Ethics) included?
- Was the Dissertation Submission Form filled in and submitted?

4.2 INTRODUCTORY PAGE TEMPLATE

<DISSERTATION TITLE>

A dissertation submitted in part fulfilment of the requirements for the
Award of Doctor of Philosophy
University of Malta

Student Name: Adrian Jones

ID Number: 1234567M

Date: XX/5/202X

Department of _____
Faculty of Economics, Management and Accountancy

Dissertation Supervisor: Professor Janet Farrugia
Dissertation Co-Supervisor: Dr. John Borg

4.3 DISSERTATION FRONT COVER TEMPLATE

<TITLE OF DISSERTATION>

<Student's Name and Surname>
Doctor of Philosophy

Department of _____
Faculty of Economics, Management and Accountancy
University of Malta

202X

4.4 POSTGRADUATE STUDENT DECLARATIONS

Fill in and insert the postgraduate student declarations relating to the authenticity of the dissertation and to the Research Code of Practice and Ethics Review Procedures.

Download the latest form from the Office of the Registrar's webpage.

4.5 ACKNOWLEDGEMENTS TEMPLATE

Acknowledgements

You may wish to include a thank you note to those who provided guidance, assisted, or supported you throughout the research process.

Acknowledgements should be given to individuals who have provided substantive and supportive help with the research. This usually includes your academic supervisor/s and any person who was directly involved in your fieldwork, and your family.

4.6 ABSTRACT TEMPLATE AND KEYWORDS

Write a structured abstract of 250- 500 words using the headings underneath, where * refers to a required item; the other headings are only to be used when relevant.

Abstract

- Purpose *
- Design / methodology / approach *
- Findings *
- Research limitations/implications
- Practical implications
- Social implications
- Originality/value *

Keywords should be shown underneath the Abstract.

- Keywords: Include four to six keywords that reflect the content and the context of your work.

4.7 CONTENTS PAGE TEMPLATE

| Table of Contents | Page |
|---|-------------|
| Declaration of Authenticity and Research Ethics and Data Protection | |
| Abstract | |
| Acknowledgements | |
| List of Tables and Figures | |
| List of Abbreviations | |
| Chapter 1: xxx | |
| Chapter 2: xxx | |
| Chapter 3: xxx | |
| Chapter 4: xxx | |
| Chapter 5: xxx | |
| (under each chapter, include the sections and sub-headings) | |
| Appendices | |
| Appendix 1: xxx | |
| Appendix 2: xxx | |
| Bibliography | |

5. SUBMISSION GUIDELINES

There are three stages for submitting your dissertation. One stage is prior to the viva voce examination and two are after the viva voce examination.

A flowchart which summarises the PhD examination process may be accessed via the link below:

<https://www.um.edu.mt/science/study/doctoralresearchphd/>

Prior to the viva voce examination

Keep in mind any submission deadlines which were previously agreed to.

The PhD candidate is expected to submit Form 01 (Intention to Submit PhD Thesis for Examination) at least three months prior to the actual submission.

Upon submitting the actual dissertation for examination, the PhD candidate also submits Form 03 (Submission of PhD Thesis for Examination).

Both forms may be accessed via this link provided by the Doctoral School:

<https://www.um.edu.mt/science/study/doctoralresearchphd/>

You are to ensure that the required student declarations (including the declaration of authenticity and the declaration of adherence to ethics and data protection procedures) are included after the introductory page. These declarations are to be duly filled in, signed and dated.

Post the viva voce examination

At the viva voce examination, examiners will, in most cases, request amendments to the dissertation. A list of required amendments will be sent to you in writing, and a deadline for the submission of the revisions will be set. The supervisor will oversee the amendments and the board / chairperson is to ensure that the effected amendments are in line with what was requested. Once the amendments are approved, the final submission of the dissertation may be made.

Final submission:

For details and guidelines about how to submit the final version of the dissertation, please refer to:

<https://www.um.edu.mt/library/etd/etdstudents/>

It is the students' responsibility to organise the formats and make sure that the requested copies are ready within the required due dates.

Please refer to the Doctoral School Webpage for a complete list of regulations, bye-laws, and policies related to doctoral research, via this link:

<https://www.um.edu.mt/doctoralschool/regulationsproceduresandpolicies/>