DISSERTATION GUIDELINES

- M.Sc. Taught Programmes -
- M.Sc. By Research -

Faculty of Health Sciences
University of Malta

2019
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DISSERTATION GUIDE

PURPOSE OF THIS GUIDE

This document aims to guide students at the Faculty of Health Sciences through their Master's dissertation. A guide of this nature cannot cover all the aspects of the dissertation process in detail and it is inevitable that it will not answer all of the students' questions. Consequently, it is recommended that students pursue additional reading. Furthermore, students are advised to discuss any further questions they may have with their assigned supervisor and co-supervisor (if any).

Students should take time to read this guide before they start their dissertation. This guide should provide an idea of what is expected, and should help ensure that students do not waste valuable time simply because they were unaware of some aspects that are covered. It should also help students prepare for their dissertation more effectively, in terms of planning the approach and managing time. Any issues that students are unsure about should be clarified with the assigned supervisor, at an early stage, before they become problematic.

PURPOSE OF THE DISSERTATION

The dissertation is a compulsory component of the Master's degree and is a highly challenging and rewarding component of the course. It provides a way for students to demonstrate their ability to present and analyse problems and to evaluate and analyse findings through the conducted research and the research performed by others.

Through the dissertation, the students would be able to demonstrate that they were able to:

- Identify their learning needs to enable them to undertake a planned project;
- Successfully compile a research proposal;
- Demonstrate and justify the rationale for their chosen research;
- Provide evidence of successful submission of an application for ethical approval (when applicable);
- Work effectively with a multidisciplinary research team (where applicable);
- Demonstrate an in depth understanding of their chosen research method(s);

- Demonstrate an in depth understanding of the analysis of their prospective data;
- Analyse and discuss research data;
- Understand effective ways of presenting research results and findings;
- Make use of the acquired knowledge and skills gained, if attempting to write a paper for publication;

Furthermore, by the end of the dissertation, the students should gain the following skills:

- Intellectual skills:
    - Summarise and demonstrate the relevance of the findings of other authors to the presented work;
    - Demonstrate an appreciation of, and analyse ethical issues, in research within this field and respond to them appropriately;
    - Evaluate their chosen methodological approach;
    - Critically evaluate and analyse current literature pertinent to their chosen research;
    - Undertake research which meets appropriate ethical standards;
    - Present, defend and debate findings.

- Practical skills:
    - Plan and manage a research project;
    - Carry out the relevant clinical or laboratory tests (where applicable);
    - Present information in a succinct, accurate and logical way;
    - Produce a completed research dissertation.

- Transferable skills:
    - Engage confidently in academic and professional communication with others;
    - Reflect on the quality of their work;
    - Use computer-based software and techniques effectively.
    - Use AI ethically and effectively

It is important that students understand these outcomes and achievable skills, as they will be expected to demonstrate that such learning outcomes and skills have been achieved through the process of completing the dissertation. Ultimately, the dissertation process should contribute to the general development of the student/ clinical or laboratory skill sets, their reflective and/or creative practice, their data analysis abilities and their academic writing skills.

THE RESEARCH AREA

Students normally submit their research area for consideration to their respective Departments. The responsibility lies on the student to demonstrate the relevance of the research area to the course of study. The student should approach academic staff and / or clinical staff to ask about available research projects or new projects ideas that may be considered. Such meetings should be held early enough to allow the student to choose a project and have enough time to carry out substantial reading around the related research topic.

Students are encouraged to choose an area of interest and should attempt to focus on a particular problem/question which the research will attempt to address. When formulating ideas about a proposed research area, it is essential that students undertake preliminary reading around the subject.

Students are encouraged to discuss their research ideas with academic members of staff within their respective Departments. These initial discussions allow for brainstorming the area of study, eventually helping the student to refine their ideas, focus the area of research and identify the appropriate methodology.

These discussions may also lead to a re-assessment of the viability or originality of the intended work. Furthermore, these discussions may make the student more aware of other works in the intended area of study, and may eventually allow for further consideration to the availability of, and likely access to, personnel and other resources.

The dissertation is a process that requires self-discipline, initiative, creativity and commitment which leads to a rewarding experience. It allows students to choose an area for in-depth study. Supervisors will guide students throughout the process, but it is the responsibility of the student/s to read academic literature, to research material, select the methodology, collect and interpret the data, write up the report and to meet deadlines.

A proposal form/expression of interest should be filled in as required by the respective departments, either by the student or in conjunction with the supervisor, and submitted for evaluation. Students should also check with potential supervisors regarding bench fees and other funding opportunities.

THE RESEARCH PROPOSAL

Students are expected to read the General Regulations for University Post Graduate Awards prior to applying for the course. These regulations are available at: https://www.um.edu.mt/media/um/docs/about/governance/regulations/general/GeneralRegulationsforUniversityPostgraduateAwards.pdf

Students are generally expected to submit a finalised research proposal to their respective Departments and the Faculty Research Ethics Committee (FREC), during their postgraduate studies.

The research proposal is an important working document which eventually builds the foundation for the dissertation. Used correctly, the proposal will become the students' road map through the dissertation process. The main structure of a research proposal will be similar to the final structure of the dissertation, and it should provide the reader with a general idea of the area of study as well as an indication of the methodology to be used.

The research proposal will show that the student has thought through what the main research aim/questions and underlying objectives are to be, that the main sources of primary and secondary data have been identified and that the student has given due consideration to the research methodology and data analysis.

When drafting the proposal, bear in mind that individuals reviewing the application will often have to read a large number of proposals/applications. So, well-presented and clearly written proposals are more likely to be reviewed favourably. Avoid long and convoluted titles as there will be the opportunity to give more detail in the dissertation.

The research proposal should ultimately provide the reader with an overview of the whole study.

ETHICAL CONSIDERATIONS

It is imperative that students consider any ethical implications that the proposed research might have, seeking advice from the assigned supervisor early where there is any degree of uncertainty. Students will not be allowed to do anything considered unethical.

Ethical approval can take a considerable amount of time so it is important to plan well ahead. Students *must* consider questions of confidentiality and the implications of any legislation governing the use of personal data, especially in respect of its storage and manipulation on computers. Students should also acknowledge that they may require permissions from a number of entities as applicable to their study, such as: the hospital data protection officer, the Chairperson or Manager of the clinical department/s and/or the consultants who are responsible for the care of patients participating in the study.

Students MUST seek and obtain ethical approval from the Faculty Research Ethics Committee (FREC) and/or the University Research Ethics Committee (UREC) prior to pursuing any aspect of the study, other than the literature review.

More information concerning the procedure to be followed when applying for ethical approval from the FREC and UREC may be found on the University of Malta website:

FREC: https://www.um.edu.mt/healthsciences/students/frec/

UREC: https://www.um.edu.mt/urec

PROJECT MANAGEMENT

It is good practice that students set and adhere to deadlines, for their own good as well as for the benefit of those involved in the research. Students should acknowledge that data collection can take longer than anticipated, and therefore they should allocate adequate time to ensure that this is carried out within a reasonable timeframe. Students are encouraged to start as early as possible, to avoid being under unreasonable pressure to finalise the data analysis and write up the dissertation. Students should also give due consideration to the cost implications of the study and plan adequate time for the write-up of the dissertation.

DISSERTATION SUPERVISION PROCEDURE

This section is based on the 'Principles of procedure on the supervision of Masters' dissertations and doctoral theses' as issued by University of Malta, June 2010, and outlines the principles to be adopted by supervisors in guiding students through their dissertations.

A primary supervisor will be approved by the Board of Studies (BoS) of the respective Department to provide guidance andupervi advice to students on projects leading to the writing of a dissertation or thesis; such guidance shall be provided during the origination, planning, execution and bringing to completion of the project and the writing of the dissertation or thesis. If and when required, the BoS may approve a co-supervisor, in which case the two supervisors shall meet the student together to decide how they will divide their responsibility for advice and how future meetings are to be arranged. When a co-supervisor is appointed, the primary supervisor shall retain the ultimate responsibility of leadership in supervision.

I. THE PRIMARY SUPERVISOR

- An academic staff member of the University of Malta appointed by the BoS of the respective Department, who can guide and support the student through the research process
- In possession of a Doctoral degree in the case of Master's or Post Graduate Diploma programmes.

II. THE CO-SUPERVISOR

- An academic staff member of the University of Malta or external expert who can provide advice on the project.

III. ROLE OF SUPERVISORS

- Supervisors are encouraged to read and follow the 'Principles of procedure on the supervision of Master's dissertations and doctoral theses' as issued by University of Malta.

  https://www.um.edu.mt/media/um/docs/directorates/registrar/policiesproceduresguidelinesandforms/policiesproceduresandguidelines/PrinciplesofProcedureonthesupervisionofmasters'dissertationsanddoctoraltheses.pdf

- The Primary Supervisor is responsible to organise and schedule supervisory meetings with the student at which the co-supervisor (if appointed) should be present and keep a record of the minutes of these meetings. The Primary and Co-Supervisor (if any) are responsible to provide feedback to the student and provide a progress report on the students.

- Supervisors are not responsible for proof-reading the dissertation/thesis and it is not the supervisor's responsibility to ensure that the work presented for examination (the finished dissertation/thesis) does not contain plagiarized parts.

- The Primary Supervisor will signify formally in writing that s/he is aware that the student is submitting the work for examination by the BoE.

IV. PROGRESS REPORTS TO BOARD OF STUDIES

- Supervisors shall submit the 'Master of Sciences Student Progress Report' to the BoS (Appendix 1) for each student under their supervision, at the end of each semester of studies or as indicated by the BoS.

- Such reports may include recommendations to either:

  (a) extend the period of study to enable the student to complete the dissertation; or

  (b) terminate studies prematurely if the supervisor deems this to be proper in the circumstances, provided that:

    (i) the extension of the study period referred to in (a) shall be in accordance with the provisions of Principal Regulations; and

    (ii) the Board may not terminate studies prematurely according to (b) until it has first given the student a chance to be heard.

V. BOARD OF EXAMINERS AND VIVA VOCE

- When considering requests for extensions, the Board shall be guided by procedures approved by Senate.

- Following submission of the dissertation, each student will be required to defend the dissertation in a viva voce examination that is held with the appointed Board of Examiners. Students following the M.Sc. by Research programme are required to deliver a 20-minute presentation on their dissertation and research findings as part of their examination.

- The Primary Supervisor or Co-Supervisor are not part of the BoE for a Master's dissertation (refer to 'Principles of procedure on the supervision of Masters' dissertations and doctoral theses' as issued by University of Malta).

- The Chairman of the BoE shall invite the Primary Supervisor to attend as an observer during the viva voce examination conducted by the BoE but the Primary Supervisor must withdraw prior to the final deliberations of the BoE.

WRITING THE DISSERTATION

Each department within the Faculty will have their own specific indication of the word count for each chapter which is usually based on the weighting of the marks for each chapter.

Students should be guided accordingly by their primary supervisor as per word count and marks weighting.

The following sections provide a general guideline of the content and structure of the chapters within the dissertation. Students should always consult their supervisors and departmental guidelines for specifics.

ABSTRACT

The abstract is usually not more than 300 words and not be longer than one page (single line spacing). A good abstract is difficult to write and can only be completed after the full dissertation has been finalised.

It should offer an overview of the dissertation; the nature of the area of study and why it was explored; the key research questions; the methodology used; and the key results and conclusions.

Students should consult their supervisor/s and departmental guidelines for the format of the abstract.

INTRODUCTION

When an introductory chapter is included as part of the dissertation, it should provide an overview of the research study in a clear and concise manner and it should address the following:

- The reasons for selecting the area of study, stating the problem being investigated
- A short background to the area of study
- The purpose of the study, whereby the research aim/s, research question/s and relevant underlying objectives and/or hypothesis are made explicit
- The study's relevance and significance and how it adds to the theoretical body of knowledge in the field
- A brief overview of the research methodology, outlining any limitations and assumptions

Students should consult their supervisor/s and departmental guidelines for the format of the introduction.

LITERATURE REVIEW

The main reasons for the inclusion of a literature review in a Master's dissertation are:

- To present and analyse, in a critical manner, recent evidence based peer reviewed literature which is relevant to the research topic and which acts as the basis for a fuller understanding of the context in which the student is conducting the research.
- To show that the student has discovered and reported what was found to be relevant in the literature.
- Provide details of the sources and search strategies used.
- To show that the literature found by the students was understood and analysed in a critical manner. Students are reminded that being critical does not mean looking at the negatives only but rather forming an evaluation.
- To provide a discussion and analysis of the body of knowledge with the ultimate goal of determining what is known, and to identify any gaps in the coverage of the topic, to justify the reason(s) for the research and to draw appropriate inferences.

- To show that students know what the key variables, trends and 'actors' are in the chosen area of study, i.e. show that students are aware of the important issues that need to be investigated.

- To enable readers to measure the validity of the choice(s) of research methodology, the appropriateness of the process by which the student will analyse the results, and whether or not the research findings are congruent with the published research.

Students should consult their supervisor/s and departmental guidelines for the format of the literature review.

RESEARCH METHODOLOGY/METHODS

This chapter is that part of the dissertation where the student has the opportunity to explain and justify to the reader the process by which the research aim/s / question/s, which were derived by an analysis of the relevant literature, were addressed.

The term 'methodology', particularly when employed in the social sciences, does not just mean method, but should also include the underpinning governing philosophy behind the methods employed.

The chapter should state clearly, while retaining anonymity, where the research was carried out, the source of the sample/s used and describe any data collections used for the work. The Ethics approval number should be clearly stated. The chapter should also include a dedicated and detailed section on data analysis.

Data collection should be explained clearly, and a description of the principal data collection techniques and a justification as to why this specific data collection method was chosen, should be included. If the method is already published, it should be appropriately cited and any modifications described. The chapter should be written in continuous text, not as bulleted lists, giving sufficient detail for readers to replicate the study.

As a guide, this chapter should:

- Refresh the reader's memory about:

a) The problem being investigated,

b) The research aim/s / objectives / question/s posed to guide the researcher in fulfilling the purposes of the study,

c) The hypotheses to be tested (if any).

d) Include a description of the method/s chosen and why it was the most appropriate.

e) Provide a detailed account of the research methodology, data gathering and analysis process to enable replication of the study.

f) Include a discussion of ethical considerations relevant to the study.

g) Acknowledge any weaknesses, difficulties or limitations associated with the chosen methodology and to discuss how these were overcome or minimised (or included as part of the discussion).

Although each study will vary depending on the method and analysis technique chosen, the following aspects are typically addressed:

- Description of research design, including details of the internal and external validity.
- Description of population together with a description and justification for the type of sample / sampling technique used (if any).
- Description of how the data collection instrument was developed, including details about the pilot study, and the reliability and validity testing performed, if applicable.
- A justification as to why an available instrument was used in part or in full (as applicable).
- Detailed description of data collection method (e.g., questionnaires, interviews, observations, content analysis, laboratory protocols etc…).
- Details on how data were analysed, including details on the coding of the data (if applicable) and any statistical tests (if applicable).
- Description and justification of any statistical tests and analysis performed.

Students should consult their supervisor/s and departmental guidelines for the format of the methodology/methods.

RESULTS

NOTE: It may also be possible to have a joint 'Results and Discussion' chapter.

This chapter presents the results from the data analysis only. This chapter does not include discussing other research literature or the implications of the findings unless the Results and Discussion are presented in the same chapter.

Most studies are likely to have a large amount of data which has to be considered. **This must be organised and presented in a logical and structured manner**. It is important that students present those findings that are relevant to their research aim/s / questions and not include all that was found out.

In quantitative studies, usually the initial part of this chapter should outline any descriptive analyses performed. This should be followed by findings resulting from appropriate inferential statistical tests conducted (if any). These should clearly indicate variability, confidence intervals of standard error. Research results may also be appropriately presented in graphs, diagrams, pie-charts, tables, etc. Tables, figures or diagrams should always be referred to in text prior to their inclusion. They must be tied to the narrative and should have appropriate titles and legends such that they can stand alone without the surrounding text or other figures, tables, diagrams, etc.

In qualitative studies, emerging themes need to be clearly identified and justified by verbal quotes from participants.

Students should consult their supervisor/s and departmental guidelines for the format of the results.

DISCUSSION

The purpose of this chapter is not just to reiterate what the student has found but rather to discuss what the findings mean in relation to the theoretical body of knowledge on the topic.

This chapter should also demonstrate that the aim/s and objectives set out were met through the findings. In this regard, this chapter should be more than descriptive, and the student should discuss the findings in relation to the theoretical framework introduced in the literature review.

Any major differences and similarities between literature and the study findings should be highlighted. Where appropriate, the student may need to introduce new literature - particularly with qualitative research.

This chapter should also address the significance and practical implications of the findings, together with a discussion of the strengths and limitations of the research.

Students should consult their supervisor/s and departmental guidelines for the format of the discussion.

CONCLUSION/S AND RECOMMENDATIONS

In this chapter, the student should present conclusions and propose recommendations.

The student should summarise the work of the dissertation and draw relevant conclusions based on the evidence obtained from the study. The conclusion/s should make a statement on the extent to which each of the research aim/s, question/s, objectives and/or hypothesis have been met. Students should be careful not to make claims that are not substantiated by the evidence presented in the earlier chapters.

This chapter should also include any recommendations for further research, as well as any implications for practice and/or education, as drawn from the research findings.

Students should consult their supervisor/s and departmental guidelines for the format of the conclusion/s and recommendations.

ACADEMIC STYLE, REFERENCING, PRESENTATION AND CREATIVITY

The Referencing style indicated by the respective Department, should be adhered to. A mark will be awarded for overall academic style, presentation and creativity. A list of referencing guides is available on the UoM Library website at:

https://www.um.edu.mt/library/help_az/referencingguides/

The dissertation should be written and presented in a formal academic style. Furthermore, it is recommended that students make use of vocabulary that is gender-inclusive and should not use a potentially discriminatory or stigmatizing language. Grammar and syntax should be thoroughly checked throughout.

WORD COUNT

The main text of the dissertation, excluding the declaration, acknowledgements, abstract, table of contents, lists of illustrations, references, and appendices, shall not exceed 20,000 words for taught M.Sc. programmes. For the M.Sc. by Research, the dissertation shall comprise between 20,000 and 30,000 words for dissertations carrying 60 ECTS credits, and between 30,000 and 35,000 words for dissertations carrying 80 ECTS credits.

Students should note that for certain departments, the BoE may take the final word count into consideration when deliberating the mark to be awarded. Students should consult their supervisor/s regarding their departmental policies. Students are also encouraged to familiarise themselves with the University's guidance on the ethical use of Artificial Intelligence (AI) in written assignments and to ensure that any use of AI complies with the relevant University policies and guidelines. Further information is available on the University's Student FAQs – Written Assignments which can be accessed on https://www.um.edu.mt/assessments/faqs/studentfaqs/writtenassignmentsfaqs/.

APPENDICES

Only subsidiary material should be included in appendices. Appendices should be organised in the order that they are referred to in the text. Students should not assume that Appendices will be read by Examiners in detail, and they should be aware that no marks are allocated for this section.

Appendices may be used to provide relevant supporting evidence for reference but should only be used if necessary. Students may wish to include in appendices:

- Evidence which confirms the originality of their work or illustrates points of principle set out in the main text,
- Data collection tools and instruments such as questionnaires and interview guidelines,
- Critical appraisal tools,
- Permission letters and approvals such as FREC/UREC approvals,

BIBLIOGRAPHIC MANAGEMENT SOFTWARE

Students are encouraged to become familiar and make use of bibliographic management software, such as Refworks. The use of such software will help in the organisation of references and allows for bibliographies to be easily presented in any of the major referencing styles, saving a lot of valuable time for the student.

EndNote Fusion is available for University of Malta registered users, and allows users to create a database of references by importing citations for books, articles from online databases (such as PubMed, CINAHL, Cochrane Library, PsycInfo, and others) and the Library's Online Catalogue. The references can then be used for creating bibliographies for dissertations, long essays, papers and assignments. The University of Malta Library organises familiarisation courses in Refworks. Further information may be found from: Refworks (UOM) http://www.um.edu.mt/library/researchtools/bms

PLAGIARISM

In any thesis, dissertation, report or project, unacknowledged copying or plagiarism is not acceptable. All sources utilised in the course of your study must be acknowledged. Students are advised to refer to university policy on the subject. Plagiarism means using the work of others in preparing an assignment and presenting it as your own without explicitly acknowledging, or referencing, where it came from. Plagiarism can also mean not acknowledging the full extent of indebtedness to a source. Work can be plagiarised from many sources including books, articles, the internet, and other students' assignments. Plagiarism can also occur unconsciously or inadvertently. Direct copying is definitely plagiarism. Paraphrasing of another work without attribution is also plagiarism. Submitting someone else's work or ideas without acknowledgement or attribution is not evidence of the student's own grasp of the material and cannot earn the student any marks. Further information may be found from:

UM Plagiarism & Collusion Guidelines
https://www.um.edu.mt/media/um/docs/directorates/registrar/policiesproceduresguidelinesandforms/policiesproceduresandguidelines/studentconduct/UniversityGuidelinesonPlagiarismandCollusion.pdf

How to avoid Plagiarism
https://www.um.edu.mt/media/um/docs/directorates/registrar/policiesproceduresguidelinesandforms/policiesproceduresandguidelines/studentconduct/Howtoavoidplagiarism.pdf

TURNITIN®

Turnitin® is a web-based originality checking service that is used by many universities worldwide. When a student's work is submitted to Turnitin® it is matched against millions of internet pages, electronic journals, books, and a database of all previously and concurrently submitted assignments. Turnitin® then generates an originality report providing a summary of matching or similar text found in the submitted paper. Turnitin® can be used to check sources have been correctly acknowledged and cited. The student should ensure that, irrespective of the results of the Turnitin® originality report, all copyright requirements as well as the University's standard on avoiding plagiarism are met. Additional information on Turnitin® is available from:

UM student user guide
http://www.um.edu.mt/vle/pds/students/pdstraining

Guidelines for Postgraduate Students on the use of Turnitin®
https://www.um.edu.mt/media/um/docs/directorates/registrar/policiesproceduresguidelinesandforms/policiesproceduresandguidelines/studentconduct/GuidelinesforpostgraduatestudentsontheuseofTurnitin.pdf

UM PLAGIARISM SCREENING POLICY

The Plagiarism Screening Policy approved by the University of Malta in September 2017, stipulates that:

- *One draft and one final Turnitin® activity as per current guidelines, will be automatically created for each candidate by default, following acceptance of student registration by the University. Creation of these areas will be effected by University IT Services. However, in those cases where the project supervisor is of the professional opinion that a particular candidate requires more than one draft Turnitin® area, due to the particular academic nature of his/her written work, the supervisor will be able to add Turnitin® activities to the respective candidate's dissertation VLE area.*

DECLARATIONS RELATED TO FINAL TURNITIN® SUBMISSION

The Plagiarism Screening Policy approved by the University of Malta in September 2017, stipulates for the following declarations to be made by the student and the respective Board of Examiners.

DECLARATION BY STUDENTS

- For every Turnitin® final dissertation/thesis/transfer report uploaded, students will be requested to sign an electronic declaration (this can take the form of ticking a check-box on the Turnitin® upload screen) stating that the uploaded file is text-readable and is identical to the hard copy which has been submitted to the University for assessment.

DECLARATION BY BOARDS OF EXAMINERS

Upon submission of the dissertation, the BOE will be required to confirm the following:

- *"It is the opinion of the Board of Examiners, that to the best of its members' knowledge, there are no issues of plagiarism or collusion related to this dissertation/thesis/transfer report."*

IMPORTANT TIPS

Last-minute delays through printer failure; corrupted files or computer breakdown; unforeseen problems with statistical software; staff or interviewees being unavailable; just running out of time to complete writing or analysis; are not considered to be exceptional circumstances. Therefore, it is recommended that you:

- Start your writing up early and discuss time management and chapter drafting deadlines with your supervisor frequently.
- Remember to keep backups of all electronic working and supporting files, preferably on a secure cloud-based platform.
- Plan interviews in advance, test any recording devices if applicable, and check that you know when key people will be away.
- Keep your academic supervisor informed of major delays and interruptions as they occur.
- Allow time for proof reading and printing as this always takes longer than you think.

DISSERTATION SUBMISSION CHECKLIST

The following is a general checklist that students may make use of to ensure that all the main contents of their dissertation have been included for final submission:

Title page

The final title of the dissertation, as approved by the Board of Studies and the Faculty Board.

Students are to inform the Head of the Department if the title of the dissertation changed during the course of study

Declarations

Students are to include the official declaration forms:

NOTE: Only the declaration form without student details is to be included in your dissertation.
The declaration form with student details should be signed and submitted to the FICS separately.

- Submission form downloaded from: https://www.um.edu.mt/media/um/docs/directorates/registrar/policiesproceduresguidelinesandforms/forms/dissertationsubmissionmasterx2fphd/Submissionofdissertation-thesisforexaminationForm.pdf clearly confirming that the dissertation has been submitted.
- Authenticity forms downloaded from:

https://www.um.edu.mt/media/um/docs/directorates/registrar/policiesproceduresguidelinesandforms/forms/dissertationsubmissionall/Authenticityformwithstudentdetails(Postgraduate)-English.pdf

https://www.um.edu.mt/media/um/docs/directorates/registrar/policiesproceduresguidelinesandforms/forms/dissertationsubmissionall/Authenticityformwithoutstudentdetails(Postgraduate)-English.pdf

clearly declaring that the submission is their original work, The work is in line with the University's Research Ethics Review Procedures and accepts that the work is made public on the UM Institutional Repository should it be awarded a Grade A.

Abstract

Structured, in no more than 300 words and not longer than one page

Acknowledgements

Students may acknowledge any assistance, support, ideas or co-operation, which were received during the course of the research study

Table of Contents

The table of contents should give chapter headings and sub-headings with page numbers. Separate listings should be given for lists of figures and tables.

Students are encouraged to read through the 'E-dissertation guidelines and notes' (Useful Information section), to be familiar with how to generate these lists using the indexing and style functions of their word processor.

Abbreviations and Acronyms

Abbreviations or acronyms used throughout the dissertation, listed in alphabetical order are written in full.

Definitions of key concepts (when applicable)

Definitions of key words and concepts being used throughout the dissertation, listed in alphabetical order.

Introduction (when applicable)

Literature review

Research Methodology/Methods

Results*

**OR Results and Discussion (if these are combined)*

Discussion*

**OR Results and Discussion (if these are combined)*

Conclusions and recommendations

Students may be requested to indicate the final word count on the last page

References

Appendices

USEFUL INFORMATION

- *Step-by-Step Guide to Create a User-Friendly Electronic Dissertation - Edissertation guidelines (UM Library)* https://www.um.edu.mt/library/oar/bitstream/123456789/111742/3/ETD_guidelines.pdf

FINAL SUBMISSION OF DISSERTATION

SUBMISSION FOR MARKING

- One (1) electronic copy submitted through Turnitin® if the departmental guidelines include this requirement. Students will have the opportunity to submit one draft prior to final submission.
- Spiral bound copies should be presented on the submission date as stipulated by Departmental guidelines.
- The work shall be in A4 format.
- The size of the character used in the main text shall be font size 12 and the font Times New Roman, Arial, Constantia or Calibri.
- The margin of the left hand edge of the page shall not be less than 40mm, other margins not less than 14mm.
- Double spacing shall be used in the script except for indented quotations or footnotes where single spacing may be used.
- Printing on both sides of the page may be considered. Pages shall be numbered consecutively.
- The total word count of the text within the chapters should be indicated if required.

SUBMISSION FOR HEALTH SCIENCES LIBRARY

After picking up the marked spiral bound copies, students are expected to read through any comments or suggestions written and make any necessary corrections/changes.

One (1) or more hardbound copies must be submitted to the Head of the Department prior to the graduation ceremony *(generally before November) as per departmental guidelines.*

The outer cover of the work shall be **black.**

The outside front board should bear the title of the work in **gold lettering** (upper middle section).

The name and surname of the candidate, the qualification and year of submission should also be shown on the front cover (bottom left).

Title of Dissertation

Name Surname
M.Sc. *Course Name*
2019

The spine of the work should contain the following lettering in **gold**, from top to bottom: candidate's initial/s and surname, degree details [M.Sc. *Course Name*] and year of qualification.

	J. Borg	M.Sc. *Course Name*	2019	

Faculty of Health Sciences
University of Malta
2019
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Dissertation Guidelines for MSc Students