



**L-Università ta' Malta**  
Institute for Tourism,  
Travel & Culture

Institute for Tourism,

Travel and Culture

Dissertation Guidelines

Post Graduate Courses

*Last Updated August 2022*

## CONTENTS

1. Aims, learning outcomes, and skills to be attained .....	3
2. The beginning of the process .....	4
3. Planning your work .....	4
4. Meetings with supervisor .....	5
5. Word length .....	6
6. Submission .....	6
7. Assessment criteria .....	7
8. Plagiarism and other forms of academic dishonesty .....	9
9. Research Ethics .....	9
10. Bye Laws and other Document .....	10
11. Further important information – Seminars and Viva Voce .....	10
12. Conclusion .....	11
13. Appendices .....	12
Appendix A: Format and Structure of the Dissertation .....	13
Appendix B: Proposal Form .....	17
Appendix C: Change in Title Form .....	19
Appendix D: Meetings Record Form .....	20
Appendix E: Writing and Grammatical Conventions .....	22
Appendix F: Referencing and Citation .....	24
Appendix G: Assessment Criteria Form .....	26
Appendix H: Further to Assessment Criteria .....	31
Appendix I: Authenticity Form .....	33

As part of the Master's Degree Programme, students are required to present a dissertation on a specific research theme. This document provides guidelines to students and supervisors on the expected practice required by the Institute for Tourism, Travel and Culture for the writing of a Postgraduate Dissertation.

## **1. Aims, learning outcomes, and skills to be attained**

### **a. Aims**

The general aim is to enable the student to conduct investigative research, analyse collected data and write an academic dissertation based on the findings related to the theme chosen.

More specific aims:

- To enable the student to produce a substantial body of work which has been instigated, developed and produced on their initiative, and which offers opportunities for specialism.
- To provide the student with the opportunity to apply analytical skills and techniques
- To develop the students' skills in the undertaking of a structured and methodical research project

### **b. Learning outcomes**

- Design a research question or hypothesis
- Design an appropriate research tool
- Conduct an in-depth literature review
- Conduct independent research by means of documentary / field research using quantitative and / or qualitative research techniques
- Analyse data, also with the use of software tools
- Write an academic report

### **c. Skills to be attained**

- Using research skills which are library and / or internet-based and to collect primary data
- Using analytical skills to address pertinent problems
- Writing papers / reports for academic purposes

## 2. The Beginning of the Process

It is advisable that for the subject of the dissertation, the student selects an area of study in which they have some interest. Interest in the subject, coupled with a keen sense of curiosity, will make the student's work less challenging and more inviting. If the student is unable to think of a subject, it is recommended that they discuss possible titles and themes with the ITTC Postgraduate Programmes Coordinator. This should help the student to make a good choice. The ITTC sometimes refers to stakeholders to identify possible titles that help towards making the dissertation useful and relevant also for the industry.

The ITTC Postgraduate Programmes Coordinator is a point of reference for both the student and the academic supervisor should any guidance be required.

## 3. 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 supervisor is to advise and to provide guidance.

It is recommended that the student seeks relevant literature on the theme being considered prior to writing a proposal for submission. It is advised that meetings with the Postgraduate Programme Coordinator are held during this process for direction.

A word of warning is in place here. After the proposal has been submitted and approved it is important not to be deceived by the submission deadline which seems far away. Work should be initiated at once, which would include: reading and desk research; archival research; contacting respondents, meeting them and doing interviews; preparing questionnaires and survey questions, piloting, distribution and follow-up; data analysis and discussion.

Students are therefore strongly advised to start the research and the writing process as early as possible. Time should always be allowed for the final stages. Amendments, organising typing/word processing and doing a thorough job on the proof reading all take longer than is normally imagined. Something may (and often does) go wrong to thwart one's schedule!

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

As further direction to the research and writing process, the following suggested schedule may help:

- Decide on the subject of the dissertation
- Select Title and prepare research proposal (*Appendix B*)

## On approval of the proposal

Search for suitable sources (academic journals and books) for the literature review

Read and take notes for the literature review

- Prepare an annotated bibliography (optional)
- Consider options for the research approach.
- Write the literature review chapter
- Draft the research methodology chapter (to be updated and refined at a later stage)
- Decide on the research approach and prepare for the fieldwork necessary
- Field research, data collection, survey work
- Data analysis and the writing of the results chapter/s
- Prepare final draft for supervisor's review
- Submit the final version of the dissertation according to the deadline indicated

## 4. Meetings with the Supervisor

Students are expected to have meetings with their supervisor on a regular basis. The frequency of meetings depends on the specific circumstances of the research being undertaken by the student and the level of guidance required.

It is the student's responsibility to request a meeting with the supervisor. It is expected that the supervisor proposes dates and times that are 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 supervisor is likely to use to communicate with the student.

If circumstances develop which make it difficult for either the supervisor or the student to keep regular meetings, then the situation needs to be addressed at the earliest and not left to the point when it becomes difficult to resolve. Supervisor-student meetings are essential to ensure that the student is tackling the research subject, methodology and programme of work correctly. It is also mandatory for the student to meet the supervisor before final submission. The supervisor will need to see the student's work so that advice can be given as to whether it is of an adequate standard for submission. This meeting should be held two or three weeks before the deadline for submission.

It is recommended that the student take notes during discussions and meetings with the supervisor. Such advice and guidance given by the supervisor helps towards the student's learning process and failure to take notes may mean that an important piece of advice is lost. Such guidance is also important towards the student's academic formation.

Apart from detailed notes for own use, the student is required to keep a **record of meetings** (*Appendix D*) for eventual submission to ITTC. The student will be required to submit the 'Record of Meetings' to the ITTC, together with the completed dissertation.

## 5. Word length

The length of the dissertation should be:

- Between 15,000 and 20,000 words for a taught Master degree – this limit excludes the title and contents pages, figures, tables, appendices and references.
- About 40,000 words for a Master degree mainly by research – this limit excludes the title and contents pages, figures, tables, appendices and references.
- A maximum of 100,000 words for a Ph.D. degree – this limit includes footnotes, but excludes bibliography, appendices, and abstract.

Permission to exceed this length needs to be granted by the appropriate ITTC Board on being requested by the student.

Note that an important criterion in the assessment of the dissertation is the clarity and precision of the text.

## 6. Submission

A date will be set for final submission. It is recommended that the student completes the latest draft of the dissertation at least two weeks before the deadline and submits to the supervisor for final comments. However, while the dissertation is being written, it is recommended that the student submits chapters periodically so that the supervisor may go over them and comment accordingly.

On or before the deadline, the student is to submit **a number** (according to instructions given by the supervisor) **of spiral bound copies and one electronic copy** of the dissertation to the ITTC administration office. (For information on electronic dissertations refer to <http://www.um.edu.mt/library/dissertations>.)

In particular circumstances, a student may be given an extension beyond the deadline. Any student needing an extension must do so in writing to the dissertation supervisor with reasons for this request and explaining the mitigating circumstances. **The request is to be made not less than one month before the submission deadline.** A request for extension will only be granted if the pertinent ITTC Board and the supervisor are satisfied that the student committed time and effort to the dissertation throughout the year.

[https://www.um.edu.mt/data/assets/pdf\\_file/0009/333864/extensionformPG.pdf](https://www.um.edu.mt/data/assets/pdf_file/0009/333864/extensionformPG.pdf)

Upon completion of the examination process, which includes a viva voce examination, electronic copies of the dissertation are then compiled on a CD and forwarded to the UM Library to be placed online.

## 7. Assessment Criteria

The dissertation will be assessed according to the following marking structure.  
**Marks are based on a total of 100%**

<b>Introduction</b>	<b>5%</b>
<ul style="list-style-type: none"><li>• States reasons for selecting the topic in a clear and concise manner, including its importance and significance</li><li>• Identifies the purpose of the study</li><li>• Places the study in context</li></ul>	
<b>Literature Review</b>	<b>15%</b>
<ul style="list-style-type: none"><li>• Provides background to the topic as well as up-to-date research in the field</li><li>• Uses primary / published sources but may include unpublished reports from diverse sources</li><li>• All information from external sources is appropriately cited</li><li>• Presents arguments in a structured and critical manner</li><li>• Identifies gaps in literature</li><li>• Draws appropriate inferences</li></ul>	
<b>Methodology</b>	<b>15%</b>
<ul style="list-style-type: none"><li>• Aims / objectives clearly stated and linked to literature review</li><li>• Research methodology, instruments and data analytic techniques described in sufficient detail to enable replication of study</li><li>• Justification for choice of method</li><li>• Discussion of ethical issues</li></ul>	
<b>Presentation of data / Results*</b>	<b>15%</b>
<ul style="list-style-type: none"><li>• Presented in a clear and logical manner</li><li>• Use of an appropriate framework and theory to analyse the data collected (e.g content analysis, SPSS, N-Vivo, narrative analysis, grounded theory, etc.)</li><li>• Demonstration of rigour in the interpretation of the results</li><li>• Results are clearly presented with the appropriate use of tables and figures as appropriate.</li></ul> <p>*Where there is no separate "Findings Chapter" – marks of this section are to be integrated with the discussion chapter.</p>	
<b>Discussion on the findings</b>	<b>15%</b>
<ul style="list-style-type: none"><li>• Shows how much the objectives were met through the findings</li><li>• Uses coherent and logical arguments to critically discuss the relevance and significance of the results of the study</li><li>• Outcome of study compared to results of similar studies when these are available</li><li>• Clearly elicits implications of the results of the study</li><li>• Discusses strengths and limitations of the study.</li></ul>	

<b>Conclusion &amp; Implications / Recommendations</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Presents a clear, succinct and comprehensive summary of the study</li> <li>• Draws appropriate conclusion/s based on the results of the study</li> <li>• Makes appropriate practical implications – informs to improve practice with aspects emerging from findings.</li> </ul>	

<b>Overall Presentation*</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Well-structured and uses appropriate academic style throughout</li> <li>• Harvard Style referencing in-text</li> <li>• Harvard Style referencing in the references list.</li> </ul> <p>* Use of appendices should be kept to a minimum. Appendices need not be read by the examiners and should be utilised judiciously by the student.</p>	

<b>Viva voce</b>	<b>20%</b>
<p>The viva is meant to enable the examiners to:</p> <ul style="list-style-type: none"> <li>• question the candidate on the substance of the work submitted</li> <li>• assess the ability of the candidate to present and defend intellectual arguments</li> <li>• to assess the candidate's knowledge and understanding of the discipline and of the relevant literature</li> <li>• verify that the work submitted is the candidate's own and assess the extent of any collaboration.</li> </ul> <p><b>NOTE: If during the viva it emerges that the dissertation is not the work of the student then this is referred back for further consideration and the final mark is withheld.</b></p>	

**For further details refer to Appendix G**



## 8. Plagiarism and Other Forms of Academic Dishonesty

Plagiarism is the wilful reproduction of another person's work as one's own, by the omission of an acknowledgement of the sources, or the deliberate and unacknowledged incorporation in a student's work of material derived from the work (published or otherwise) of another. Such practice is **not tolerated** and will incur the penalty of outright failure.

It is required that the dissertation is submitted through the UM VLE for Turnitin evaluation. The ITTC 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
- 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.

## 9. 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 procedure commences with the student/researcher completing a self-assessment form (Form A). This is an online process, once the

student submits the form, a copy must be sent to ITTC Admin, copying in the supervisor/s, who must also endorse the form. Should the form need to be reviewed further, all the necessary documents will go to the Faculty Research Ethics Committee (FREC) reviewer. The form and the endorsement should be completed by not later than the first three months into the research process.

If there is a change in title, a separate form will have to be filled in by the student, Sent to ITTC Admin and endorsed by the supervisor. \*Refer to *Appendix C*

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 supervisor for further guidance.

The links are found here <https://www.um.edu.mt/urec>

## 10. Bye Laws and other Documents

For further information regarding postgraduate degrees at the ITTC go to these sites:

<https://www.um.edu.mt/courses/search?level=Postgraduate&entity=ittc>

<https://www.um.edu.mt/about/governance/statutesregulationsbyelaws/course/ittc>

## 11. Further important information – Seminars and Viva Voce

### Seminars

In the second year of the course, and in support to the writing of the dissertation there will be held four seminars with the students' participation. The timing will be as follows:

October – 2nd week: Seminar 1 – Aims and Objectives, Research Question/s, Framework

December – 1st week: Seminar 2 – Structuring an effective Literature Review, Resources

March – 4th week: Seminar 3 – Data Analysis, Codes and Themes

July – 1st week: Seminar 4 – Viva Rehearsal

*NOTE: dates are subject to confirmation during the academic year.*

### Viva Voce

Once the dissertation is submitted, copies are provided to the examiners, in advance of the viva examination. The ITTC Admin will contact the student regarding the date of the viva-voce examination. When the viva has taken place students are normally informed of the outcome by the Chairperson of the Board of Examiners.

Students may be asked to do some minor corrections before submitting the final copies and being awarded the degree. If major changes are required, then the dissertation will be referred back to the student and will be notified by the Chair of the Board about the further procedures required.

## **12. Conclusion**

You are encouraged to take advantage of this opportunity to present your own piece of work and also to satisfy your curiosity on a particular area of knowledge. Above all, it is a learning experience that will help you for your future career as you develop your critical and analytic skills and your report-writing skills. It is up to you to make the best of it. Do not be tempted to take short-cuts or to resort to academic dishonesty. Failure to take advantage of this learning opportunity will be your loss. It thus depends on you to make the best of this experience.

## **13. Appendices**

Appendix A: **Format and Structure of the Dissertation**

Appendix B: **Proposal Form**

Appendix C: **Change in Title Form**

Appendix D: **Meeting Record Form**

Appendix E: **Writing and Grammatical Conventions**

Appendix F: **Referencing and Citation**

Appendix G: **Criteria Form**

Appendix H: **Further to Assessment Criteria**

Appendix I: **Authenticity Form**

## **Appendix A: Format and Structure of the Dissertation**

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

### **Title Page**

#### **Authenticity Form:**

It is important to submit your Authenticity Form with your dissertation. The Authenticity Form must be signed, scanned and inserted in the introductory pages of the electronic and hard copy of your dissertation. The **Declaration of Authenticity** Form is found in *Appendix I*.

#### **The Abstract:**

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

- What does this research set out to do, and why?
- How does 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 your gratitude to those who assisted you in the research. These should be kept to a minimum and include academic supervisors and people who participated in the fieldwork. One may also thank family members and close supporters.

#### **Table of Contents:**

This should include the chapters and any sections within them. A list of illustrations and graphs should also be included, as also the list of appendices and any other material bound within the final copy of the dissertation. The place of each entry is indicated by the page from where it commences.

#### **Introduction:**

In the introduction the reader is given the background of the study and the nature of the problem being considered. This section therefore sets 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 the 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 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 is that of including generic information on the subject and its related aspects when the subject of the dissertation is about one particular and specific aspect. Moreover, the material used for the literature review should be primarily from academic journals and academic books. Reference to newspapers may be required sometimes but this should be done where these are especially pertinent to the subject matter. The same applies to non-academic internet sources and other written not- strictly academic sources.

### **Methodology:**

The purpose of the methodology chapter is to give a well-documented outline of the methods used so that the reader can understand how the research was undertaken and also for other researchers to be able to replicate the research and test its 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?

An outline of the methodology section would follow this pattern:

- 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 not considered relevant enough / at all 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 and quantitative research)
- Pilot study: prior to actually collecting the data intended to be used for research, the student needs to test the tool for clarity, use of terminology, etc. 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, such as those related to access to informants, particular data, etc.). The student should indicate any considerations to overcome / mitigate such limitations.

## **Analysis and Discussion of the Results**

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

The aim of the results chapter is to create an argument to accept or reject your hypothesis or to answer positively or negatively 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 adopted 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 project. A summary of key results at the end of the chapter helps to highlight 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? Take care to be realistic in your comments – avoid the temptation of sweeping generalisations or 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 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 F 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 own research;
- illustrate a particular point;
- support an argument or theory;
- allow others to locate the resources used;
- avoid accusations of plagiarism.

Referencing is not about listing every book and article that has been written and/or that the student has 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 books and journal articles cited or referenced in the dissertation should be included in this list. A reader should be able to identify the exact source and refer to it directly.

**Appendices:**

The Appendices should only 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. It may also be useful to include a sample of the primary data collected (while following data protection requirements); such as notes of the more important interviews. The student should keep all the primary data collected (completed questionnaires, transcripts or notes of interviews etc.) as the examiners may ask to see such evidence.



## **Appendix B**

### **Proposal Form Template**



**L-Università ta' Malta**  
Institute for Tourism,  
Travel & Culture

**INSTITUTE FOR TOURISM, TRAVEL AND CULTURE**

**PROPOSED TITLE OF DISSERTATION**

**Dissertation Proposal**

**NAME OF STUDENT**

**ID CARD NUMBER**

**NAME OF POSTGRADUATE COURSE**

**DATE OF PROPOSAL**

## Table of Contents

1.	Introduction	p.
2.	Aims and Objectives of the Study	p.
3.	Short Literature Review	p.
4.	Research Methodology	p.
5.	Limitations	p.
6.	Conclusion	p.
7.	Select Bibliography	p.

## Appendix C Change in Title Form



**L-Università ta' Malta**  
Institute for Tourism,  
Travel & Culture

### CHANGE IN TITLE FOR LONG ESSAY

STUDENT NAME \_\_\_\_\_ I.D. NO. \_\_\_\_\_

EMAIL \_\_\_\_\_

Title of Long Essay:

\_\_\_\_\_  
\_\_\_\_\_

New Title of Long Essay:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Change:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

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#### **For Office Use:**

Change in Title:

Approved  Rejected

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix D: Dissertation Meetings Record

Dissertation Meetings Record

University of Malta  
Institute for Tourism, Travel and Culture

Student's Name

Student's Email

Supervisor

Title of Dissertation

\_\_\_\_\_  
Supervisor's Signature                      Date                      Student's Signature

Supervisor's Comments

The aim of this report is to keep record of the progress made and will also serve as evidence of the meetings held between you and your supervisor.

Each time you have a meeting, you are required to take this form with you, so that both you and your supervisor may fill out the details of the discussions and advice given by the supervisor, as well as the agenda and date of the next meeting.

This form will be included with the final copy of your dissertation.

This report will help you track your progress, along with your supervisor, while working on your dissertation.

Date

Time

Supervisor's signature

Student's signature

Topics discussed / Changes required

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Agenda / Changes for next meeting

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## Appendix E: 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 a dissertation is proof-read. Supervisors 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 supervisor. Special attention should be given to the final version of your dissertation/long essay.

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

An electronic version of your long essay will be kept online. The UM Library makes available e-

dissertations to other students. It is advisable 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](http://www.um.edu.mt/library/helpandsupport/guidelines_for_electronic_dissertations)**

## Appendix F: Referencing and Citations

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

**Citation** is what you do in the actual text 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.

A few examples based on the Harvard method of referencing are included below:

### **Books**

The basic pattern for a book reference 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:

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:

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*.

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

Ideally, one should cite articles that are less than ten (10) years old. However this 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](http://www.brandchannel.com).

Use (n.d.) if no date is shown on the document.

If the author is not given, begin your reference with the title of the document.

# Appendix G

## Assessment Criteria Form



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 Institute for Tourism,  
 Travel & Culture

University of Malta

Institute for Tourism, Travel and Culture

### Marking Criteria/Grading Scheme for Post-Graduate Dissertations

Candidate name	
Candidate ID	
Dissertation Title	
Turnitin similarity score:	%
<b>Report Summary</b>	

The following are the general guidelines for the allocation of marks		
	Maximum Mark	Mark Allocated
Introduction	5%	%
Literature Review	15%	%
Methodology	15%	%
Presentation of data / Results	15%	%
Discussion on the findings	15%	%
Conclusions & Implications / Recommendations	10%	%
Overall Presentation	5%	%
Viva voce	20%	%
<b>TOTAL</b>	<b>100%</b>	<b>%</b>

#### Members of the Examination Board

Chairperson \_\_\_\_\_ signature \_\_\_\_\_

Member \_\_\_\_\_ signature \_\_\_\_\_

Member \_\_\_\_\_ signature \_\_\_\_\_

External Examiner \_\_\_\_\_ signature \_\_\_\_\_

Date: \_\_\_\_\_

Grade	Description	% Mark
A	Exceptional Quality	100% - 80 %
B	Very Good Quality	79% - 70 %
C	Good Quality	69% - 55 %
D	Fair but below Average Quality	54% - 50%
P	Pass	
	(When Assessment is based on pass/fail basis)	
F	Unsatisfactory	49% - 0 %
I	Incomplete	

<b>Introduction</b>	
<ul style="list-style-type: none"> <li>States reasons for selecting the topic in a clear and concise manner, including its importance and significance</li> <li>Identifies the purpose of the study</li> <li>Places the study in context</li> </ul>	
Comments	
Maximum mark	5%
Mark awarded	%

<b>Literature Review</b>	
<ul style="list-style-type: none"> <li>Provides background to the topic as well as up-to-date research in the field</li> <li>Uses primary / published sources but may include unpublished reports from diverse sources</li> <li>All information from external sources is appropriately cited</li> <li>Presents arguments in a structured and critical manner</li> <li>Identifies gaps in literature</li> <li>Draws appropriate inferences</li> </ul>	
Comments	
Maximum mark	15%
Mark awarded	%

<b>Methodology</b>	
<ul style="list-style-type: none"> <li>• Aims / objectives clearly stated and linked to literature review</li> <li>• Research methodology, instruments and data analytic techniques described in sufficient detail to enable replication of study</li> <li>• Justification for choice of method</li> <li>• Discussion of ethical issues</li> </ul>	
Comments	
Maximum mark	15%
Mark awarded	%

<b>Presentation of data / Results*</b>	
<ul style="list-style-type: none"> <li>• Presented in a clear and logical manner</li> <li>• Use of an appropriate framework and theory to analyse the data collected (e.g., content analysis, SPSS, N-Vivo, narrative analysis, grounded theory, etc.)</li> <li>• Demonstration of rigour in the interpretation of the results</li> <li>• Results are clearly presented with the appropriate use of tables and figures as appropriate.</li> </ul> <p>*Where there is no separate "Findings Chapter" – marks of this section are to be integrated with the discussion chapter.</p>	
Comments	
Maximum mark	15%
Mark awarded	%

<b>Discussion on the findings</b>	
<ul style="list-style-type: none"> <li>• Shows how much the objectives were met through the findings</li> <li>• Uses coherent and logical arguments to critically discuss the relevance and significance of the results of the study</li> <li>• Outcome of study compared to results of similar studies when these are available</li> <li>• Clearly elicits implications of the results of the study</li> <li>• Discusses strengths and limitations of the study.</li> </ul>	
Comments	
Maximum mark	15%
Mark awarded	%

<b>Conclusion &amp; Implications / Recommendations</b>	
<ul style="list-style-type: none"> <li>• Presents a clear, succinct and comprehensive summary of the study</li> <li>• Draws appropriate conclusion/s based on the results of the study</li> <li>• Makes appropriate practical implications – informs to improve practice with aspects emerging from findings.</li> </ul>	
Comments	
Maximum mark	10%
Mark awarded	%

<b>Overall Presentation*</b>	
<ul style="list-style-type: none"> <li>• Well-structured and uses appropriate academic style throughout</li> <li>• Harvard Style referencing in-text</li> <li>• Harvard Style referencing in the references list.</li> </ul> <p>* Use of appendices should be kept to a minimum. Appendices need not be read by the examiners and should be utilised judiciously by the student.</p>	
Comments	
Maximum mark	5%
Mark awarded	%

<b>Viva voce</b>	
<p>The viva is meant to enable the examiners to:</p> <ul style="list-style-type: none"> <li>• question the candidate on the substance of the work submitted</li> <li>• assess the ability of the candidate to present and defend intellectual arguments</li> <li>• to assess the candidate's knowledge and understanding of the discipline and of the relevant literature</li> <li>• verify that the work submitted is the candidate's own and assess the extent of any collaboration.</li> </ul> <p><b>NOTE: If during the viva it emerges that the dissertation is not the work of the student then this is referred back for further consideration and the final mark is withheld.</b></p>	
Maximum mark	20%
Mark awarded	%



## **Appendix H: Further to Assessment Criteria**

### **Good points that should be appraised and positively marked**

The following good qualities (not exhaustive) should gain marks:

1. A coherent overall structure
2. A concise introductory overview
3. A clear research agenda
4. A thorough literature review
5. A methodological choice that addresses the research question
6. A suitable data gathering procedure
7. A suitable method for data analysis
8. Good presentation of key findings
9. A critical discussion
10. An understanding of the strengths and weaknesses of the dissertation
11. Useful recommendations

### **Bad points that need to be considered and negatively marked**

The following negative qualities (not exhaustive) should lose marks:

1. An introduction that fails to introduce the study
2. Incorrect understanding of literature
3. Incorrect citations and referencing
4. Poor articulation and operationalization of research questions
5. A poorly operationalized research question
6. A choice of methodology that does not fit the research question
7. A choice of data analysis procedure that does not fit the research question
8. Arbitrary ways of analysing data
9. Reporting quantitative findings in qualitative jargon and vice-versa
10. Incorrect or inadequate data analysis
11. Inadequate presentation of findings
12. Wrong interpretation of findings
13. Failure to appreciate limitations
14. Inadequate recommendations and generalising statements
15. A biased and politically-laden discourse

### **Points that should not normally influence a mark**

The following are elements that whilst adding nothing significant to the empirical research, do not usually merit to be penalised:

1. Failure to review relevant but non-mainstream literature
2. Non-excessive use of secondary sources
3. Articulation of a single research question
4. Replication of a previous study (as long as this is not a copy of it)
5. Relatively small sample sizes
6. Non-representative samples (as long as these are treated as such)
7. Purposive sampling strategies
8. Non-triangulation



**Appendix I:  
Authenticity Form**



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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

\_\_\_\_\_  
Name in Block

\_\_\_\_\_  
Date

