



## Information Sheet for MA Dissertations

All MA dissertations are to follow strictly the norms detailed in this information sheet. Adherence to the department's Text Conventions and Referencing System is mandatory and is taken into consideration when assessing the work submitted. Students are urged to familiarise themselves with this style early in the course and to adopt it when writing essays and other assignments.

### 1. LENGTH

MA (taught): 15,000–20,000 words, excluding Notes, Bibliography, and Appendices.

MA (by research):

Option (a): 45,000–50,000 words, inclusive of Notes, Bibliography, but not Appendices.

Option (b): 25,000–30,000 words (inclusive of Notes, Bibliography, but not Appendices) plus

carefully curated audio-visual material in support of a presentation of artistic practice.

### 2. TEXT CONVENTIONS

Dance Studies follows the MHRA Style Guide for text conventions, which is downloadable from [here](#). **Students should in the first instance refer to the departmental 'Text Conventions' available [here](#).** The University of Malta Guide to 'Electronic Theses and Dissertations' (ETDs) can be found [here](#). You may also want to check the E-Dissertation Guidelines found [here](#).

### 3. REFERENCING SYSTEM

Dance Studies follows the 'Citation by the Author–Date System' in the MHRA Style Guide, Section 11.4 (p. 77). **Students should in the first instance refer to the departmental 'Referencing System' available [here](#).**

#### 4. PRELIMS

The following order should be followed:

- i. Title-page: use the 'Title Page Template for MA (Research / Taught) Dissertations' available [here](#).
- ii. Abstract
- iii. Dedication (if any)
- iv. Acknowledgements (if any)
- v. Table of Contents
- vi. List of illustrations/maps/tables/graphs/etc.

#### 5 SUBMISSION OF TAUGHT MA DISSERTATION FOR EXAMINATION

Students will submit their dissertation as an electronic copy via VLE. MA dissertations are to be submitted by ***the first Friday of September of the Third Semester (i.e. the summer period which, for postgraduate courses, serves as the final semester)***. After the examination, students will submit the final version of the dissertation in electronic format via email to the departmental secretary. Students need to also submit a signed declaration of authenticity. The signed declaration of authenticity will not be part of the dissertation but will be submitted as a separate document.

#### 6. PRACTICALITIES

(a) For Taught MAs: not later than the end of **the first week of the second year**, students are to submit (to the departmental secretary) a short proposal including a preliminary dissertation title. Students will then be assigned a supervisor so that by not later than Friday noon of the first week of March, they submit (to the departmental secretary) a dissertation title and detailed research proposal. The department reserves the right to the final decision on the matter, which will be forwarded for official approval to the Board of the School of Performing Arts.

(b) Students are to consult their supervisor regularly. For Taught MAs, the submission date of the final dissertation is the first Friday of September. No consultation with the supervisor is to be sought after mid-July.

(c) The supervisor is expected to read and make remarks on each chapter of the dissertation submitted, once only, following which it is the student's responsibility to make the suggested changes and corrections. Towards the end, the student may submit to the

supervisor the whole draft of the dissertation in time for the latter to give their final advice – for Taught MAs, this is typically by mid-July.

(d) The supervisor's role is to guide and coach the student in research, methodology, and other skills, as well as to discuss content and interpretation, but it is not their role to proof-read the dissertation or correct errors of grammar or syntax.

(e) Supervisors will keep a log of meetings with students. This will include any appointments and deadlines missed by students without reasonable justification or notification.

(f) Students will complete a Supervision Report Sheet (obtainable [online](#) or from the departmental secretary) within seven days of each meeting. The report will detail progress since the previous meeting, content discussed during the meeting, and agreed course of action for the following meeting.

(g) Meetings may be substituted by other means of communication (e.g. email, Skype). Students are encouraged to make the most of their communication time with supervisors, to be prepared and to stick to any deadlines and fulfil tasks that have been agreed upon. Students should inform their supervisor of any problems that might potentially impact negatively their progress.

(h) It is the student's responsibility to be aware of the implications of plagiarism and of the University's policy on the matter. See the '[Plagiarism and Collusion Guidelines](#)'. See also '[How to Avoid Plagiarism](#)'.