

# Information Sheet for Undergraduate Final Year Project

All written documents submitted as part of the Final Year Project 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

**BA (Hons):** between 8,000–10,000 words, excluding Notes, Bibliography, and Appendices.

### **B.Mus (Hons)**

Students majoring in Composition:

Portfolio + Commentary (between 5,000–8,000 words, excluding Notes, Bibliography, and Appendices.)

Students majoring in Performance:

Performance + Commentary (between 5,000–8,000 words, excluding Notes, Bibliography, and Appendices.)

Students majoring in Musicology/Ethnomusicology:

Edition + Critical Commentary (between 5,000–8,000 excluding Notes, Bibliography, and Appendices.)

Or

Project on a topic in musicology (between 8,000–10,000 words excluding Notes, Bibliography, and Appendices.)

Or

Project in Ethnomusicology: between 8,000–10,000 words, excluding Notes, Bibliography, and Appendices.

## 2. TEXT CONVENTIONS

Music 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](#).**

## 3. REFERENCING SYSTEM

Music 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 UG Dissertations' available [here](#).
- ii. Declaration of Authenticity
- iii. Abstract
- iv. Dedication (if any)
- v. Acknowledgements (if any)
- vi. Table of Contents
- vii. List of illustrations/maps/tables/graphs/etc.

## 5. SUBMISSION OF BA (Hons) and BMus (Hons) FINAL YEAR PROJECT FOR EXAMINATION

At the end of the course, three soft-bound copies of the final year project are to be submitted to the department's secretary, together with an electronic copy, for examination.

## 6. PRACTICALITIES

(a) During the first two weeks of the second semester of Year 2, students are to submit (to the departmental secretary) a short proposal including a tentative project title on a proposal form provided by the departmental secretary. The department reserves the right to the final decision on the matter. Supervisors and research topics cannot be changed without the department's permission.

(b) Students are to consult their supervisor regularly.

(c) The supervisor is expected to read and make remarks on each chapter of the work to be submitted. 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 project in time for the latter to give their final advice before submission.

(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 project 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 with any deadlines and tasks that have been agreed. 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' [[https://www.um.edu.mt/\\_\\_data/assets/pdf\\_file/0009/95571/University\\_Guidelines\\_on\\_Plagiarism.pdf](https://www.um.edu.mt/__data/assets/pdf_file/0009/95571/University_Guidelines_on_Plagiarism.pdf)]. See also 'How to Avoid Plagiarism' [[https://www.um.edu.mt/\\_\\_data/assets/pdf\\_file/0006/95568/how\\_to\\_avoid\\_plagiarism.pdf](https://www.um.edu.mt/__data/assets/pdf_file/0006/95568/how_to_avoid_plagiarism.pdf)].
- (i) **Although registration for the Final Year Project study-unit is done in the third year, students are strongly advised to start work on it as early as possible and in particular to take advantage of the summer recess following their second year of studies.**

### **Further Guidelines for BA (Hons) and B.Mus (Hons) Students**

#### **YEAR TWO**

##### **Semester 1**

At the beginning of your second year, your attention will be drawn to this Information and related documents so that you can start preparing for your Music Final Year Project study-unit MSP3050

##### **February**

You will email the departmental secretary the following information on a form provided by the departmental secretary:

- (1) Tentative project title.
- (2) Summary of proposed project, to include:
  - (i) research question, i.e. what you will be focusing upon (be as clear as possible),
  - (ii) 'how' you will discuss your research question (including the relevant bibliographical, historical, theoretical/philosophic detail).
- (3) Potential supervisor.

The department reserves the right to the final decision on both research topic and supervisor.

##### **Semester 2**

You will be assigned a supervisor by the commencement of semester 2. You will then meet your supervisor to plan the way forward.

##### **March**

By the final week of the month, you will submit the following information to your supervisor:

- (1) Bibliography containing about 20 titles (books, articles, and other sources). This should be well-researched. Make use of journals and also the internet to track any sources you might use. Consult the bibliography of books to boost yours.
- (2) In the meantime, prepare for the next task.

##### **After Easter Recess**

By the end of the first week after the Easter recess, you will submit the following information to your supervisor:

- (1) Updated title, updated proposal, and updated bibliography of final year project.
- (2) Tentative chapter structure of project, including tentative descriptions of each chapter.

You will meet your supervisor to discuss this material and to prepare for the next task.

##### **May**

By the end of the penultimate week of the second semester, you will submit the following information to your supervisor:

- (1) Definitive project title.
- (2) Definitive chapter structure (with titles and a summary of each chapter). You should aim to have five to six

chapters (inclusive of Introduction and Conclusion). Seven chapters are also possible as long as the stipulated project word length (inclusive of notes, bibliography, but not appendices) is respected. You should now be in a position to start individual work on your final year project. Ideally, you would have already started the writing process.

### **Summer**

Personal work on project, including:

(1) research/reading,

(2) *writing* of project according to your chapter structure. It is up to you (in consultation with your supervisor) to decide the sequence of chapter-writing (e.g. you might want to begin with Chapter 3 rather than Chapter 1).

## **YEAR THREE**

### **Semester 1**

#### **October**

At the beginning of your third year, you will hand in *at least* one chapter. You are reminded to pay close attention to the departmental text conventions indicated above.

#### **Semester 1 – Semester 2**

During this period, you are expected to work regularly on your project in consultation with your supervisor. It is essential that you stick with deadlines and tasks you have agreed with your supervisor.

### **Semester 2**

#### **May**

You will submit your final year project by the established deadline.