

1. Introduction

Each final year degree student of the Faculty of Agriculture has to submit a dissertation towards the end of his / her Programme of Study. The project work is carried out under the supervision of an academic staff member(s) or other qualified supervisor(s), subject to the approval of the Faculty Research Committee and Faculty Board. The supervisor(s) will ensure that the students make good, steady and satisfactory progress.

Project work can be designed to allow for,

- Testing of hypotheses and for development of new ideas (survey work also can be formulated to allow testing and confirmation / invalidation of ideas).
- Development of new techniques.
- Development of field investigation skills and data collection techniques.

It is a major document that reflects the skills of the student in scientific communication, *ie* to,

- Investigate critically a topic/problem.
- Specify clearly objectives to be achieved.
- Define the research protocol.
- Present and discuss the results concisely and logically.

The **Dissertation Guidelines for BSc (Hons) Degree** has been prepared to support the preparation of the dissertation. The purpose of these notes is to provide a general set of guidelines to **standardise** the presentation, style and format of BSc dissertations in the Faculty. Recommendations made by external examiners over the past years have been incorporated in the document. You are advised to read carefully the guidelines so as to be apprised of the standard of presentation and editorial rigour expected of the dissertation.

Students are also advised to read the following papers, copies of which are available in the Faculty Office, before they embark on their dissertation. The papers provide guidance on topics such as data management and statistical analysis.

- J. L. Monteith (1984). Consistency and convenience in the choice of units for agricultural science. *Experimental Agriculture* 20, 105-117.


- J. Riley (1994). Aspects of statistical technique and presentation. *Experimental Agriculture* 30, 381-394.
- P. Stapleton, B. A. Youdeawei, J. Mukanyanga and H. van Houten (1995). Scientific writing for agricultural research scientists. WARDA / CTA.
- Statistical Good Practice Guidelines (2000). Informative presentation of tables, graphs and statistics. Statistical Services Centre. University of Reading. You may also wish to visit the Website of the University of Reading Statistical Services Centre, at <http://www.rdg.ac.uk/ssc/dfid/booklets.html>.
- E. F. Allan, S. Abeyasekera and R. D. Stern (2006). Writing up research: a statistical perspective. University of Reading. Statistical Services Centre

Students will be assessed on the style of presentation. The text must be clear, concise and comprehensible. The material must be developed in a creative way, with sensible use of tables and figures. Only relevant material must be presented in a logical sequence and in an accurate manner. The Dissertation does **not** involve **only** a collection of data, and reproduction of repetitive data.

2. Submission of Dissertation

The submission of dissertation is guided by binding regulations, as laid down in the UOM document: “*General Information to Students Handbook (2008 / 2009) _ Chapter 7: Regulations and Final Year Projects / Dissertations*” (<http://www.uom.ac.mu/regulations.htm>). The table below is included here as an *aide-mémoire* to the regulations of the University on: cover and binding, submission date, label on disk, submission of relevant forms (2), word length, record of word length and penalties to be applied. Students have to read and adhere to the regulations. Further information is also provided in the relevant sections of the **Dissertation Guidelines for BSc (Hons) Degree**. You are advised to seek guidance from your supervisor(s) if needed. The Administrative Assistant of the Supervisor will provide clarifications on administrative matters.

Cover and Binding	The dissertation shall be <u>spiral-bound</u> with a protective plastic front cover and a stiff card back-cover.
Submission Date	Three copies of the dissertation (2 spiral-bound copies and 1

	copy on disk) should be submitted to the Faculty Registry (to a person designated by the Dean of Faculty) not later than the <u>last working day of March of the academic year</u> .
Label on Disk	The label on the disk must state the name of the student, the student's ID, the title of the dissertation, and the month and year of submission.
Project / Dissertation Submission Form (copy of Form in Appendix 17)	All students must fill and sign the relevant section of the <u>Project / Dissertation Submission Form</u> (Appendix 1) at the time of submission of the 2 hard copies and soft copy of the dissertation.
Project / Dissertation Declaration Form (copy of Form in Appendix 18)	The <u>Project / Dissertation Declaration Form</u> (Appendix 2) should be dully filled and it should be included just after the acknowledgement in the Dissertation.
Word Length	The number of words in the dissertation shall be between <u>8000 - 12000 words</u> . The number of words applies only to the main body of the dissertation: from Introduction to List of References _ excludes table of contents, list of figures and tables, Project / Dissertation Declaration Form, acknowledgements, abstract and appendices.
Record of Word Length	Length of dissertation (word count) must be recorded in the <u>Project / Dissertation Submission Form</u> .
PENALTIES! 	Penalties will apply for <u>late submission</u> of dissertation, for <u>exceeding</u> the word limit or <u>being below</u> the required number of words, for failing to submit <u>record of length of dissertation</u> or for submitting a <u>false word count</u> . Refer to the UOM Document: " <i>General Information to Students Handbook (2008 / 2009). Chapter 7: Regulations and Final Year Projects / Dissertations</i> " _ <u>Sections 4.5.1 and 4.7</u> . The Document is available and can be consulted at: http://www.uom.ac.mu/regulations.htm

3. Plagiarism

The term **plagiarism** originates from a Latin word (*plagiare*), meaning to steal. Plagiarism is the misrepresentation of another person's work and presenting it as one's own work without acknowledging the source. Plagiarism is a serious academic offence and is penalised accordingly.

The University of Mauritius has established clear procedures to deal with cases of alleged plagiarism. The definition of plagiarism, and the procedures used in handling plagiarism, is contained in the UOM document: "*General Information to Students Handbook (2008 / 2009) _ Chapter 8: Plagiarism and Fabrication or Falsification of Result(s) / Document(s)*" (<http://www.uom.ac.mu/regulations.htm>). The regulations of the University state that you have to fill the Project / Dissertation Declaration Form (Appendix 2), and the form should be included just after the acknowledgements section in the Dissertation.

You are advised to read carefully the University regulations on plagiarism and to seek further guidance from your supervisor(s).

You must never plagiarise. Plagiarism is a serious academic offence!

4. Fabrication and Falsification of Results / Documents

The University of Mauritius has established clear procedures to deal with cases of alleged fabrication / falsification of results and documents. The definition of fabrication / falsification of results and documents and the procedures used in handling the offence is contained in the UOM document: "*General Information to Students Handbook (2008 / 2009) _ Chapter 8: Plagiarism and Fabrication or Falsification of Result(s) / Document(s)*" (<http://www.uom.ac.mu/regulations.htm>).

You are advised to read carefully the University regulations on fabrication / falsification of results and documents and to seek further guidance from your supervisor(s).

5. Confidential Information

In the case of student projects involving human subjects (e.g. surveys, observational studies, focus groups, consumer testing, sensory evaluation) and/or external organisations/institutions (e.g. surveys, in-depth case studies), names and personal details of participants shall not be disclosed in the dissertation unless the consent of the parties concerned has been obtained. Students may use codes to identify human subjects and/or organisations/institutions in the dissertation. Students shall ensure that measures are taken to control data collected during the project work in order to protect confidential information pertaining to participants.

For student projects undertaken in a specific external organisation or institution, the following steps shall be implemented:

1. The Faculty shall seek approval of the research proposal (**Section 7**) and the names of identified supervisors (one supervisor from the Faculty and one on-site supervisor) by the organisation or institution concerned. The Faculty shall also determine whether the organisation or institution requires the dissertation to be confidential, before the student is allowed to proceed with the project work.
2. **In case the organisation/institution requires the dissertation to be confidential, the following measures shall be taken:**
 - The Faculty and the organisation or institution concerned shall agree on the extent of the confidentiality requirements (e.g. time frame, i.e., dates of the period during which the dissertation is to be kept confidential; names of academics and external examiner to whom confidential information pertaining to the dissertation shall be disclosed), at the beginning of the academic year during which the project work is undertaken. The Faculty shall communicate the agreed confidentiality requirements to the student, the programme

co-ordinator, the project co-ordinator, the supervisor(s), the assessor(s) and the external examiner.

- The project supervisor(s) and the student concerned shall ensure that confidential information pertaining to the organisation/institution is protected throughout the project work.
 - The programme/project co-ordinator, the project supervisor(s), dissertation assessor(s) and external examiner shall complete the appropriate form (Appendix 3) prior to assessment of the dissertation/oral presentation/poster.
 - The programme/project co-ordinator shall make the necessary arrangements with respect to the student's oral presentation and poster display, to ensure compliance with agreed confidentiality requirements.
 - The student shall clearly identify the poster, the first draft, final soft and hard copies of the dissertation, as confidential, by writing the word "**CONFIDENTIAL**" in capital letters and bold font on the top right corner of: the poster; the title page (for hard copies); the disk label (for the soft copy).
 - The Faculty shall ensure that the confidentiality of the submitted first draft of the dissertation is maintained, and that the final dissertation copies are kept confidential for the agreed period of time through appropriate receipt, handling and storage procedures.
3. The on-site supervisor from the organisation or institution shall complete the "Organisation's/Institution's approval of student dissertation/oral presentation/poster" form (Appendix 4) which shall be submitted by the student to the Faculty's Office i) at the time of submission of the dissertation ii) before the oral presentation iii) at the time of submission of the poster.

6. Penalties

The submission date and word length of the dissertation are binding regulations. Students will be penalised and penalties will be applied in line with the regulations of the University, as found in the UOM document: “*General Information to Students Handbook (2008 / 2009). Chapter 7: Regulations and Final Year Projects / Dissertations.*” You are advised to refer to the relevant sections of the Document as indicated below.

*LATE SUBMISSION	<input type="checkbox"/> Refer to the UOM Document: “ <i>General Information to Students Handbook (2008 / 2009). Chapter 7: Regulations and Final Year Projects / Dissertations</i> ” _ Section 4.7: <u>Late submission</u>
WORD LENGTH	<input type="checkbox"/> Refer to the UOM Document: “ <i>General Information to Students Handbook (2008 / 2009). Chapter 7: Regulations and Final Year Projects / Dissertations</i> ” _ Section 4.5.1: <u>Penalties for exceeding the word limit or being below the required number of words</u>
RECORD OF WORD LENGTH	<input type="checkbox"/> Refer to the UOM Document: “ <i>General Information to Students Handbook (2008 / 2009). Chapter 7: Regulations and Final Year Projects / Dissertations</i> ” _ Section 4.5.1: <u>Penalties for exceeding the word limit or being below the required number of words.</u>

* The penalty system for late submission will not apply to students who have been granted an extension. Refer to the UOM Document: “*General Information to Students Handbook (2008 / 2009). Chapter 7: Regulations and Final Year Projects / Dissertations*” _ Section 4.4.4: Extension of project submission.

7. SUPERVISION

You will receive support and direction from your supervisor(s) to enable you to succeed in your dissertation work. The Faculty has prepared a document entitled: **Good Supervisory Practice at the Faculty of Agriculture: Responsibilities of Supervisors and Students (Appendix 5)**, as guidelines for good practice on supervision of BSc (Hons) / MSc dissertations. The document covers the responsibilities of both supervisors and students. You are

also requested to read Appendix 5 in conjunction with the UOM Document “*General Information to Students Handbook (2008 / 2009). Chapter 7: Regulations and Final Year Projects / Dissertations*”_ Section 3.1 (Responsibilities of the supervisor) and Section 3.2 (Responsibilities of the student).

The supervisors are expected to monitor, support and direct the student’s work. The students are expected to make good and consistent progress in their research work. Students are expected to seek advice and constructive comments from their supervisor(s) throughout the research work.

The approval of the supervisor(s) should be sought before submission of the dissertation by a student, as provided for in the regulations of the University. (Refer to the UOM Document: “*General Information to Students Handbook (2008 / 2009). Chapter 7: Regulations and Final Year Projects / Dissertations*”_ Section 4.4.3: Project / Dissertation Submission Form). In cases where a student has submitted his / her dissertation without approval from the supervisor(s), the latter will indicate it in the section to be completed by the supervisor(s) in the Project / Dissertation Submission Form (Appendix 1).

8. Writing-up of Research Proposal

Prior to embarking on the research project, the students are advised to write a **research proposal** (synopsis). The 2 main criteria that must drive the research proposal are:

- Feasibility of the research project, including time / supervision / cost implications.
- Academic challenge.

The research proposal shall be a detailed description of the intended research work. The students are advised to discuss the research topic thoroughly with their supervisors.

The research proposal shall include the following sections,

- Proposed title of the project.

- Executive summary (with details about the research problem(s), current state of knowledge) – state **why** you think the work has to be carried out, and relate it to what is **already known** about the problem.
- Research objectives – what you want to **achieve** by doing the work.
- Methodology – outline the **procedures / methodology / experimental design** that you intend to use.
- Time framework - with a clear time schedule, project plan, writing-up of dissertation *etc*
- Costing– give a **detailed** and **accurate** breakdown of all expenses. Note that travel costs for survey work are not covered by the Faculty.

9. Structure of the Dissertation

The following sections shall be included in the dissertation, and are given in a logical sequence,

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Title page • Table of contents • List of Tables • List of Figures • Acknowledgements • Project / Dissertation Declaration Form • Abstract • List of Abbreviations | } | Preliminaries |
| <ul style="list-style-type: none"> • Introduction • Chapter 1: Review of literature • Chapter 2: Materials and Methods (or Methodology) • Chapter 3: Results • Chapter 4: Discussion • Conclusions (or Conclusions / Recommendations) • List of References | } | <p>Main Text
(Binding regulation of Word Length: <u>8000 – 12000</u> words)</p> |
| <ul style="list-style-type: none"> • Appendices | } | End Pages |

The main text (including List of References) are subjected to a regulation on word length. Word length is a binding regulation. Comprehensive guidelines on the above are given in the following sections.

10. Recommended Layout

10.1 Preliminaries

10.1.1 Title Page

The “Title Page” shall include the:

- Dissertation Title in full (as approved by the Faculty)
- Full name of student.
- Qualification for which dissertation is submitted.
- Name of the Faculty.
- Month and year of submission.

The dissertation title shall be **brief** and **informative** enough to convey the main overall contents of the dissertation accurately. A maximum of approximately 15-20 words can be used (**Appendix 6**).

10.1.2 Table of Contents

The “Table of Contents” shall list **in sequence**, with page numbers, all main section headings and subsection headings as they appear in the dissertation (**Appendix 7**).

10.1.3 List of Tables

The “List of Tables” shall list **in sequence**, with page numbers, all tables as they appear in the dissertation (**Appendix 8**).

10.1.4 List of Figures

The “List of Figures” shall list **in sequence**, with page numbers, all figures as they appear in the dissertation (**Appendix 9**).

10.1.5 Acknowledgements

In this section, the student shall acknowledge **all persons** (and in **which capacity**) who have helped in the realisation of the project, eg supervisor(s) for guidance, statistician for statistical design and analysis, technician(s) for technical assistance, other researchers in the field *etc.*

10.1.6 Abstract

The “Abstract” shall constitute a one-page executive summary of the **objectives** and **scope** of the project, **methodology used**, **main findings**, **main conclusions** and **significance of results**. This section shall be comprehensive on its own. The Abstract shall contain all keywords that can be used for indexing and information retrieval systems (**Appendix 10**).

10.1.7 List of Abbreviations

The “List of Abbreviations” shall list in alphabetical order all abbreviations used in the dissertation.

It is impressed upon students that abbreviations for SI units are precisely prescribed, and therefore the **correct way** of using SI units must be adopted. A list of commonly used abbreviations (**Appendix 11**) is enclosed, including those that may be used in the Harvard system. The list is not exhaustive. Always check the standard way of using abbreviations in scientific communication.

10.1.8 Biological Taxonomy

A scientific name has a format that is simple and **consistent**. A standard scientific name is written in **italics** or is **underlined**. For example, we belong to the species *Homo sapiens*. The 2 words together (not just the second word) make up the species name. Names of scientific families, orders, classes, phyla, kingdoms are **capitalised** but **not italicised** or **underlined** (eg class Mammalia; kingdom Protista).

10.1.9 Nomenclature for Agrochemicals

The trade name of agrochemicals shall be followed by the **chemical name**, the **chemical formula** and the **structural formula**. [Reference: Manual on the development and use of plant protection products. FAO Plant Production and Protection Paper 149 (5th edition)].

An example is given below,

- Herbicide: Monuron.
- Trade name: Monur.
- Common name: monuron
- Chemical name: CMU
- Chemical formula: C₃ - (4-chlorophenyl) – 1, 1 – dimethylurea.

10.2 Main Text

10.2.1 Introduction

The section shall be **concise** (maximum of 2-3 pages). It shall provide a clear description of the topic / problem / hypotheses to be investigated in the research work. The **main objectives**, *ie* issue(s) on which the research will focus, shall be clearly identified and described. You shall refer to past research work **relevant** to the **topic** and **objectives** of the study. You shall mention also the **reasons** for carrying out the research work.

10.2.2 Chapter 1 - Review of Literature

The “Review of Literature” shall constitute a **strong link** with the objectives of the study. The “Review of Literature” shall cover **only** that area of the field of study which is necessary to achieve the objectives, or which will allow the testing of hypotheses. The “Review of Literature” shall reflect a personal appreciation by the student of the work carried out by other researchers. You will be assessed on your ability to evaluate and interpret information provided by others in the area, and to draw relevant conclusions.

Students are expected to,

- Write the review in their own words.
- Identify problem areas, and major research gaps.
- Show how the project can contribute to a solution of the problems under investigation / test hypotheses.

Students may derive material from standard textbooks, recent scientific journals and reviews, and Internet sources (section 8.3.1.2; Appendix 9). Students are advised to access to CD-ROM databases for a quick and effective literature search (facilities available at University of Mauritius Library, FARC, Centre SYFED *etc*).

10.2.3 Chapter 2 - Materials and Methods (or Methodology)

The section shall describe **all details** of the research design and procedures used to achieve the research objectives. The most logical way to organise this section is **chronologically**. It shall be detailed enough to allow for a,

- Scientific assessment of the protocol used.
- Duplication of the experiment by other researchers, under identical conditions.

The following can be included in the section depending on the type of research that has been carried out,

- Description of techniques / methods that have been used.
- Description of variables / factors that have been measured.
- Description of populations and samples used for data collection, including sampling criteria *etc*.
- Statistical design and procedures used for quantitative analysis of data (including data collected in surveys), and reasons why *etc*.

Students are encouraged to seek **relevant statistical advice** on the use of standard statistical packages and on the interpretation of results thereof, at the very start of the project work.

10.2.4 Chapter 3 - Results

The “Results” section includes mainly the display of original, representative, clearly stated data generated during the research and/or survey work. That is the place to tell the reader what you found out, not what the results mean. The Results Section includes **direct interpretation** of the data, not **indirect interpretation** of what the data imply (eg “...The faster growth rate in goats was associated with a higher feed intake”). Save that for the “Discussion” section. Write a text that guides the reader through the salient features of your data shown in tables and figures.

Raw data and actual statistical analyses must not be included in the “Results” section but placed in the “Appendix” section, if considered necessary. Results are often presented in tables, figures and other relevant illustrations and **must be accompanied** with the relevant text. Or if there are only a few numbers they can be written right into the text. Consider the following points when writing the “Results” section,

- Data shall be presented in the form of **tables, figures, illustrations** etc.
- **Avoid duplication** of data presentation, eg data presented in figures and repeated in tables.
- **Captions** to tables and figures shall be **comprehensive**, so as to allow an **independent presentation** from the main text.
- Make use of **footnotes** to **clarify** data presentation.
- The units used shall be clearly stated.
- Columns of figures in tables shall not be listed to varying numbers of decimal places, eg **19.345, 21.3** or **21.28** in succession. This confers a spurious degree of accuracy on the figures.
- When quoting significance level, in most cases, up to 3 significant figures, appear to be justified.

10.2.5 Chapter 4 - Discussion

The “Discussion” section constitutes the **most important** and **most difficult** part of the dissertation. In the process of time management, students are advised to devote adequate time to its planning and preparation. The main original findings of the research work are pooled

together and discussed in relation to the objectives. The theoretical/practical implications, significance of the work shall be discussed. New aspects of the topic under investigation may also be indicated for future work.

You can approach the “Discussion” section in the following way,

- Relate the work to existing knowledge in the field under study.
- Discuss original research findings, in terms of their contribution to originally stated objectives.
- Discuss any potential development, following research findings.

The student will be assessed on his / her ability to **critically evaluate** and **integrate** several lines of evidence (drawn from the results of their own research work and other sources from the literature review) to support his / her findings or hypotheses.

10.2.6 Conclusions (or Conclusions / Recommendations)

The **main** research findings shall be summarised and reported in the “Conclusions” section. **Valid** conclusions shall be drawn from the experimental work. Do not repeat points raised in the “Discussion” section. Do not include irrelevant material, nor extrapolate your results. Suggestions can also be made for further studies to find out more about the problem under investigation. If **applicable** a series of recommendations can also be made.

10.3 End Pages

10.3.1 References

Correct referencing of literature cited (both in-text, and in the “List of References”), is an important scientific communication skill. It shall be detailed enough to allow the reader to locate, and access the source of material quoted. We recommend that you use the **Harvard system** of referencing, *ie* the author-date system. Slight variations exist within the system. However, students shall be **consistent** with one system

throughout the dissertation. You will be assessed on the attention that you give to **detail** and **editorial rigour**.

General guidelines, and examples are given below for in-text references, and for the “List of References”. Note that types of punctuation and use of parentheses are different for the two types of citation.

10.3.1.1 In-Text References

- Van Soest (1982) implied that the results
- Goats, in contrast to sheep, appear to select for fibre (Brown and Johnson, 1985; Wahed and Owen, 1986).
- Alam, Poppi and Sykes (1985) calculated the relationship between
- Alam *et al.* (1985) concluded that
- It is anticipated that there will be an increase in the trend of consumption of (Black, Y. L., pers. comm., 1992)

10.3.1.2 List of References

- The “List of References” follows the last chapter of the dissertation.
- All references that appear in the text **must** appear in the “List of References”, **and vice-versa**.
- The references shall be listed in an **alphabetical** order.
- References shall be **complete**, *ie* with
 - Name(s) of author(s) and initial(s).
 - Year of publication.
 - Title of paper.
 - Full name of Journal, Book, Proceedings *etc*
 - Editor(s) (if applicable).
 - Volume of publication (if applicable).
 - Number of publication (if applicable).
 - Pages *etc*.

- The "List of References" can include citations from scientific journals, proceedings, books, occasional papers, Internet sources *etc.* Examples are given below, based on the **Harvard** system (**Appendix 12.1 - 12.8**).
- Do not include Pers. Comm. in the "List of References", but rather acknowledge the researcher(s) in the "Acknowledgements" section.
- When citing information from the Internet, the complete URL shall be presented so that someone else can easily visit the same website. Include the following elements,
 - Author(s).
 - Date created.
 - Title of page.
 - Full Web address.
 - Date accessed.

However, you must use the Internet **carefully** and **critically**! A dissertation **cannot** be based on references quoted **exclusively** from the Internet! Be guided by the tips given below and seek further **guidance** from your supervisor(s).

Use the Internet carefully and critically (!)	<p>When doing your research, bear in mind that materials available on the Net have not always been subject to peer review, <i>ie</i> subject to a rigorous screening process of evaluation by experts in the field, prior to acceptance for publication.</p> <p>Pay therefore close attention to research on-line and do not engage in indiscriminate quoting from the Net!</p>
TIPS (!)	<ul style="list-style-type: none"> • Narrow down your search to high quality peer-reviewed subject directories! • Use current and dated web sites! • Seek advice from your supervisor(s)!

- Avoid as far as possible to refer to **secondary sources**, *eg* a statement by an author X (1992), and quoted by author Y (1993). We recommend that the students refer to the original reference.

Under exceptional circumstances, *eg* no access to original publication locally, then both references should be provided in the "List of References".

- In typing the "List of References", we advise that the second and following lines be indented to emphasise each author's name (**Appendix 12**).

10.3.2 Appendix

The "Appendix" shall include all information related to the project, but of **no direct relevance** to the text and therefore not included there, *eg* raw data, illustrations *etc.* List all appendices in **sequence**, *ie* Appendix 1, 2, 3 *etc.*

11. Presentation and Physical Format

11.1 Cover and Binding

- The dissertation shall be in spiral-bound form with a protective cover and a stiff card back-cover.

11.2 Paper and Typographical details

The dissertation must be typed, justified and printed on one side of paper only. Use **1½ spacing**, with characters not less than **2.75 mm** (generally **font size 12** is used in word processing packages; font type: generally **Times New Roman / Arial**). Copies, if provided, shall be produced using good xerographic processes.

- Use good quality paper, **size A4** (300 x 210 mm).
- Margins at the binding shall not be less than **40mm**, and other margins not less than **20mm**.
- The numbers and captions to **tables** shall be placed **at the top**.
- The numbers and captions to **figures** shall be placed at the **bottom**. The top of an illustration bound sideways shall be on the bound side of the page.

IMPORTANT (!)	<p>Students are advised to check the completed dissertation for errors in spelling, typing, referencing, tabulation and abbreviations. Pay attention to details!</p> <p>Such errors will reduce the value and credibility of the work.</p>
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11.3 **Pagination**

- Pages shall be numbered **consecutively** throughout the dissertation, starting from the title page, and ending with the appendices.
- Use **Roman numerals** for the front pages (“preliminaries”) and **Arabic numerals** from the Introduction section onwards.
- Page numbers shall be located **centrally** at the bottom of the page approximately 10 mm above the edge. Relate the work to existing knowledge in the field under study.

11.4 **Photographic Prints**

Photographic prints (black and white, or coloured), shall be on a single weight paper, or permanently bound on appropriate paper for binding. It shall be securely fixed in the dissertation. Clear xerographic prints of photographs shall be accepted.

11.5 **Formatting**

Students shall be **consistent** with formatting throughout the dissertation. Chapter titles shall be in **bold capitals** (with no punctuation at the end), **centred**, and shall give the **chapter number** and **title**.

Main section headings shall be in **bold capitals**, not indented and with no punctuation at the end. Each main section title shall be preceded by the chapter number, and the number of the main section heading (eg 2.3 – refers to: Chapter 2; main section 3).

Subsection headings (not indented and with no punctuation at the end), shall be in **lower case, bold typeface**, except for the first letter which shall be in **capital**. The subsection title shall be preceded by the chapter number, main section number and subsection number (*eg* 2.3.4 – refers to: chapter 2; main section 3; subsection 4).

11.6 Electronic Copy

The electronic copy (on disk) must be retrievable, ie in MS Word or convertible to MS Word. The label on the disk must bear: the name of the student, the student ID, the title of the Dissertation, the month and year of submission.

12. Accuracy of Presentation

Students are advised to **rigorously** edit the dissertation. The dissertation must be thoroughly proof - read for errors. Every page of the dissertation must be checked. The overall credibility of the dissertation will be reduced if errors are allowed to appear, and students will be penalised.

13. Methods and Criteria for Assessment of Dissertation

The Faculty has clear methods and criteria for the assessment of BSc dissertations. The criteria used are based essentially on original and integrative thinking, grasp of subject matter, and a corresponding capacity for critical evaluation. The substantive criteria used for the assessment of BSc dissertations are given in **Appendix 13**. Marks are also allotted for a well-structured and well-presented dissertation.

The final assessment of project work (maximum of 100 marks) comprises of 4 marks as follows,

		Maximum marks	Maximum weighted marks
1	Dissertation	100	70
2	Oral presentation of research work	100	10
3	Poster presentation of research work	100	10
4	Continuous assessment	100	10
TOTAL		400	*100

*Number of credits (C) = 9; Module weighting (MW) = 5; Credit Weighting = 45

The dissertation is marked by the **respective supervisor(s)**, using **Section B** of the **BSc (Hons) / MSc Dissertation Supervisor's Report – Appendix 14**. The dissertation is also marked by an **independent assessor**, using the **BSc (Hons) / MSc Dissertation Independent Assessor's Report – Appendix 15**. The independent assessor marks the dissertation, **after** having received a copy (**Section A** of the **BSc (Hons) / MSc Dissertation Supervisor's Report – Appendix 14**), of the supervisor(s) evaluation of the candidate on his / her progress, *ie* continuous assessment of the student. **Section A** contains information so as to guide the independent assessor on the student's progress, attitude and diligence at work during the project work.

Where the supervisor's and independent assessor's marks for dissertation differ by **more than 10 marks**, the **Programme co-ordinator** will consult both examiners so as to arrive at an **agreed mark**. After consultation, the **Programme Co-ordinator** will enter the agreed mark in the box labelled **Agreed Mark For Dissertation**, in Section B of the **Supervisor's Report**. **Conflicting cases**, if any, will be submitted to the **external examiner(s)** for moderation, with a note from the Programme Co-ordinator. In any case, all marks (continuous assessment, supervisor's and independent assessor's marks, agreed mark between supervisor and independent assessor (if any) will be submitted to the external examiner(s). The external examiner's marks for **dissertation** are **final** and are used for the computation of the student's marks for dissertation.

All marks (1, 2, 3, 4) are submitted to the external examiner(s) as part of the process of external review. The students may be called for *Viva-Voce* examination by the external examiner(s). *Viva-Voce* usually lasts for 20-25 minutes. A random sample of students, including all border-line cases, will be called for *Viva-Voce*. A *a priori* list of all students to be called for *Viva-Voce* will be established by the Faculty in consultation with the external examiner(s). Students concerned will be informed accordingly.

The poster and oral presentation of the research work are assessed by independent assessors, using the *pro-forma* given in Appendix 16 and 17. The dates of presentation will be scheduled by the Faculty. Penalties will apply for late presentations. The main points about good poster presentation are given in Appendix 18. Appendix 19 gives the layout plan for posters. You may wish to use the proposed posters as examples.

14. Extension of Project Submission

The regulations guiding the extension of project submission is found in the “*General Information to Students Handbook (2008 / 2009). Chapter 7: Regulations and Final Year Projects / Dissertations*”_ Section 4.4.4: Extension of project submission.

Only under **exceptional circumstances** (eg medical reason or major equipment breakdown) will extensions be granted. Extension request must be submitted in writing to the Dean of Faculty through the Head of Department, Programme Coordinator and Project / Dissertation Coordinator outlining the reasons for the delay. The extension should be approved by Faculty Board. Such extensions should normally not exceed **one (1) month**.

15. Conclusions

The dissertation constitutes an important document to assess the overall academic performance, and specifically the skills of the Final Year (Honours) degree students in

- Work organisation.
- Time Management.
- Scientific communication.

In this context, the student works on an original project, related to his field of study, under academic supervision. The students are advised to seek guidance from their supervisor(s) throughout the project work.